

# TOWN MANAGER'S MONTHLY REPORT



## UPCOMING ...

- ✓ **Town Council Meeting:** Friday, September 13 @ 6:00 pm
- ✓ **Council Workshop:** Thursday, September 26 @ 3:00 pm

## DEPARTMENTS ...

### **Police – South Bethany, Chief Jason Lovins** (see att'd report)

- Terik Fullerton graduated from the Delaware State Police Academy on August 15, 2019. He will need more field training hours before becoming a Delaware Certified Officer.
- We have placed Anthony Quiroz in the September 2019 Delaware State Police Academy. He will be a fully trained officer in March 2020 once he completes the Police Academy and field training process.
- Chief Lovins continues to review the Department policies and standard operating procedures.
- The Department has cleaned out and archived all materials and equipment in the storage room above the Maintenance Department as well as our storage shed. The Department turned over the storage room above the Maintenance Department to the town.
- The Department's activity is as follows:
  - Parking Tickets – 57
  - Traffic Stops – 280
  - Incident Reports - 26
  - Local Fugitive - 0

### **Finance, Renee McDorman**

- Completed FY19 audit. Continue to provide information to auditors.
- Assist Police Department and Town Manager.
- Prepare/review old financial records for disposal on 10/11.
- Assist parking enforcement officer.

### **Code Enforcement, Joe Hinks** (see att'd report)

- Continue to work with Charter and Code on Ordinance changes.
- Issued 25 building permits in Aug.
- Completed 19 property inspections in Aug.
- Providing technical advice and assistance to Council, Planning Commission, Public Works, Police Chief, and Manager.

### **Beach Patrol, Captain Ryan Dacey**

- Rescues from Rip Currents - 7
- Injury - 45 yr old female broken leg in shore break
- Injury - 60 yr old male possible spinal in shore break
- Beach Closures for lightning - 10
- Lost Kids - 3
- The Junior Guard Program ended successfully with a record number of junior guards!

### **Public Works, Supervisor Jon Stiffler**

- Sewer repair to maintenance building completed.
- Repainted handicapped parking at Town Hall.
- Cleaned drains on east side of Route 1.
- Removed lifeguard stand from surf in early morning.
- Replaced stop signpost at Ocean/S. 7<sup>th</sup> that was knocked over by a vehicle.
- Rebuilt wheel bearings on 20-year-old zero turn. Requesting new mower for FY2021 budget.
- Moved finance and admin offices.
- Preparing for removal of lifeguard shack from beach week of 9/9
- Preparing for fall/winter projects with drain replacements, tree trimming and parking signage.
- Started marking hydrants with no parking, per Chief Lovins.
- Working with Town Manager on selling off items no longer utilized by PW.
- Continue to maintain beach access and mobi mats until guards are finished on beach.

### **Town Manager, Maureen Hartman**

- Met with Auditors in August for FY2019 audit.
- Held an extremely successful and well-attended (over 100 attendees) Emergency Preparedness Workshop with Delaware Sea Grant and U of D representatives, Selbyville and Fenwick Island managers and police chiefs on Sept 5.
- Along with Mayor Saxton and Councilman Weisgerber, I attended Senator Carper's Environment and Public Works (EPW) meeting. The kickoff meeting entailed receiving information from the stakeholders of the Association of Coastal Towns (ACT) and Sussex County on all things related to the Army Corps of Engineers.
- Attended the 2019 Lifeguard of the Year Award Ceremony.
- Working on Lexipol agreement with Solicitor Ballard.
- Started cleaning out archives room.
- Assisted Chief with numerous administrative issues.
- Continue meetings with Mediacom consortium.
- Attended Resilient Communities meeting on 8/27 and reviewed Impervious Surface Coverage Report