

TOWN MANAGER'S MONTHLY REPORT



UPCOMING ...

- ✓ **Council Workshop:** Thursday, October 10 @ 2:00 pm (Sept workshop rescheduled)
- ✓ **Town Council Meeting:** Friday, October 11 @ 6:00 pm
- ✓ **Council Workshop:** Thursday, October 24 @ 3:00 pm

DEPARTMENTS ...

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

- The Department is working with Lexipol on the implementation of the new SBPD Police Manual.
- SBPD has identified several areas where they have begun using digital storage to retain documentation in efforts to reduce printing and paper costs.
- Implemented a new reporting system to track and document the vehicle fleet use, mileage and costs.
- The Department's activity is as follows:
 - Parking Tickets - 1
 - Traffic Stops – 125
 - Incident Reports - 20

Finance, Renee McDorman

- Prepare/review old financial records for disposal. Clean out archives room for storage.
- Respond to requests for information by Planning Commission.
- Prepare/revise Town administrative forms.
- Meeting with Police Department and Staff.
- Assist Manager and Chief with budgetary and other issues.

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

- Continue to work with Charter and Code on Ordinance changes.
- Prepare listing of recommended Code changes, as requested by Town Manager and elected officials.
- Review draft small cell ordinance prepared by Solicitor Ballard.
- Issued 27 building permits in Sept.
- Completed 12 property inspections in Sept.
- Providing technical advice and assistance to Council, Planning Commission, Public Works, Police Chief, and Manager.
- Training Code Enforcement Assistant, Ryan Dacey.

Beach Patrol, Captain Ryan Dacey

- Met with Town Manager to discuss observations with summer – provide suggestions on streamlining processes for Beach Patrol next year.
- Completed successful summer season with smaller staff until September 15.

- We will start recruiting and looking for new guards for next season throughout the Winter. Any inquiries or applications can be sent to beachpatrol@southbethany.org.
- Transitioned into Assistant Code Enforcement with Joe Hinks.

Public Works, Supervisor Jon Stiffler

- All mobi mats and lifeguard stands have been removed for the season.
- Finished installing York Rd. signage on all intersecting streets.
- Working with Matts Paving on ideas for alerting drivers about street end on York Rd.
- Moved lifeguard shack back to maintenance facility.
- Brashers Pest Control was here for the quarterly treatment of facilities.
- Removed bike racks and signage in Sandpiper Village.
- Trimming back rights-of-way that have hazards hanging into travel lanes and blocking signage.
- Started delineating “no parking boxes” for fire hydrants.
- Met with CEC about fall decorations and 2020 projects.
- Replaced all electrical outlets along RT 1 poles for Christmas lights due to deterioration from salt air and weather and added waterproof lids.
- Conducted annual fire extinguisher inspections with Hoopes.
- Removed several dead bayberry trees along walkway.
- Researching and scheduling storm drain projects for winter.
- Seasonal help completed his assistance for the Town. We are hoping for his return in spring.
- Prepared auction items for bid/sale.
- Met with Artesian inspector about water leak on Canal Drive. They will be digging and repairing
- Preparing equipment for the winter season in the next few weeks.

Town Manager, Maureen Hartman

- Assisted Councilwoman Callaway with submitting an amendment for the fitness area grant.
- Met with Councilman Weisgerber to discuss canals.
- Attended a Women Leading Government meeting in Dover on 9/11.
- Attended SCAT meeting with the Chief, Mayor, Councilwomen Stevenson and Callaway and Councilman Oliver on 9/11 and SCAT Steering Committee meeting on 9/13.
- Attended a DFIT Finance Meeting on 9/11 and DFIT Board of Trustees meeting on 9/18.
- Attended the City Management Assoc meeting on 9/12 in Dover.
- Met with several residents throughout September to discuss various issues.
- Met with DNREC regarding coastal topics.
- Met with Planning Commission members to discuss bicycle project.
- Conducted follow-up debriefing meeting regarding the Emergency Preparedness Workshop.
- Invited to, and attended, a ribbon cutting ceremony for Delaware Botanic Gardens.
- Along with Mayor Saxton, attended ACT meeting in Bethany.
- Started working on parking project with Joe Hinks.
- Working on numerous projects in goals and objectives.
- Met with Councilwoman Callaway and Joe Hinks to discuss ideas for town hall renovations.
- Ryan Dacey started full time as Code Enforcement assistant.