



# TOWN MANAGER'S MONTHLY REPORT

## UPCOMING ...

- ✓ **Council Workshop:** None in December
- ✓ **Town Council Meeting:** Friday, December 13 @ 6:00 pm
- ✓ **Town Hall Closed:** December 24 and 25

## DEPARTMENTS ...

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

### **Finance, Renee McDorman**

- Assist Manager, Public Works Supervisor and Chief with budgetary and other issues.
- Work with staff on FY21 budget.
- Compiling final information for auditors.
- Update various forms for Police and Town Hall.
- Work on 2020 parking permit season.

**Code Enforcement, Joe Hinks & Ryan Dacey** (see att'd report)

- Issued 23 building permits in Nov.
- Completed 11 property inspections in Nov.
- Providing technical advice and assistance to Council, Planning Commission, Public Works, Police Chief, and Manager.
- Two BOA hearings and compiled orders for each.
- Bulkhead inspections are well underway.
- Assistant Code Official doing an outstanding job with code issues throughout Town.
- Attended CEC meeting.
- Met with Manager and Engineer to discuss Pine Road.
- Continue working with Charter & Code regarding numerous changes to codes.

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

- Water leak on Canal has been fixed by Artesian water
- Brasures pest control treated Town Hall and police buildings
- No heat in police building; found bad flame sensor
- Installed new shelving in storage closet in Town Hall
- Reattached floating wetland around W.7<sup>th</sup>
- Installed new battery in zero turn mower
- Ordered resident parking permit signs for east side parking
- Removing dead annuals along RT 1
- Met with Town Manager and looked at areas along eastside to place additional bike racks for the 2020 season
- Called Artesian about water leak on Black Gum; also contacted homeowner
- New tires installed on rear of 2012 ford truck for winter season

- Christmas lights placed on Town Hall / PD
- Assisted Joe and Ryan on getting boat in water to inspect bulkheads throughout town
- Contacted DNREC about beach erosion from storm damage to walkways and drive-on access
- Waiting on contractor to replace bad storm drainpipe on S. Anchorage
- J & J bulkheading has been approved to replace busted boards on Town bulkhead on W.11<sup>th</sup>
- Christmas lights turned on for the holidays
- Getting lifeguard stands ready for paint
- Preventive maintenance on snow equipment
- Repaired stop sign hit on Jamaica and Ocean Drive contractor was billed for replacement

**Town Manager, Maureen Hartman**

- Meeting with traffic engineer regarding Pine Road – he, as well as several surveyors reviewed and researched all of the documentation and plot plans and concluded that the vacation of Pine Road in 1983 (Superior Court Civil Action Number 82M-OC2), sealed the fate of the road because the right-of-way was extinguished during the vacation and the ‘road’ went back to its original owners. Middlesex owns the majority; we own the center of the ditch and west.
- Attended the DE Resilient and Sustainable Communities League (RASCL) summit on November 15. RASCL provides information, technical assistance and support to communities in order to increase their capacity to adapt, mitigate, and respond to environmental changes. Climate change, SLR, wetland preservation, and best management practices for stormwater and flooding issues were the primary focus.
- Working with Chief Lovins, Finance Director and Maintenance Supervisor to prepare for the changes to parking in 2020.
- Attended a meeting with Mayor Saxton, Councilman Weisgerber, DNREC representatives and Sec. Garvin on November 19.
- Met with representative from Parkeon regarding the kiosk for the 2020 season.
- Attended ACT Manager’s and Committee meetings on November 22 and December 3, respectively.
- Met with Joe Hughes from Homeland Security on November 22.
- Working on bid docs for beach vendor, road repair, and beach walkways.
- Completed project for elected officials regarding bike rack placement.
- Handling numerous calls and emails regarding the proposed wind farm in the state park.