



TOWN MANAGER'S MONTHLY REPORT

UPCOMING ...

- ✓ **Town Council Meeting:** December 11 (via conference call) @ 10:00 am
- ✓ **Town Council Workshop:** December 17 (via conference call) @ 3:00 pm
- ✓ **Town Hall Closed:** December 24/25 (Christmas) and January 1 (New Year)
- ✓ **Note:** No regular or workshop meetings in January 2021

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

- The Department's activity is as follows:
 - Traffic Stops – 235
 - Incident Reports – 6
- Officer Jahn Farrell became a COPT Delaware certified Police Officer.
- Officer Fullerton attended a Drug Investigations training course.
- Chief Lovins, Sgt. Wiley, and Officer Farrell attended de-escalation training.

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

- Issued 24 building permits in November.
- Conducted 9 property inspections in November.

Public Works, Supervisor Jon Stiffler

- Water in street complaint at 145 New Castle.
- Checked beach for any oil deposit issues.
- Looked at pedestrian walkway near Bayshore (tree roots causing blacktop to push up).
- Continue to refurb trash containers along Ocean Drive.
- Fixed bulletin board on N. 6th and Ocean Drive replaced interior.
- Fall decorations removed; Christmas lights installed along Rt 1 and Town Hall.
- Replaced photo sensor on Christmas lights along Rt 1.
- Weekly meetings with ACOE and Weeks Marine on beach replenishment.
- Cleaned all drains along Rt 1 eastside.
- Installed memorial brick at Town Hall.
- Fixed erosion on beach access walkways.
- Town vehicles to DMV for inspections and registrations; replaced battery in 2019 dump truck.
- Replaced lightbulb in Police Department parking lot.
- Worked on drain issue on Periwinkle; met with L&H contracting on possible work for it.
- Worked with Sussex sewer on smell along walkway at Bayshore.
- Working on installing check valve at 143 Layton.

Town Manager, Maureen Hartman

- Administrative Assistant, Pam Smith, has submitted her notice of retirement as of Dec 11. Pam started working at South Bethany over 15 years ago and has been a loyal and dedicated employee. Pam received her Certified Municipal Clerk (CMC) designation while working with the

Town. Her colleagues and I wish her much happiness with her daily, stress-free walks on the boardwalk.

- I was notified that I will become an ICMA credentialed manager in January 2021.
- I continue to participate in conference calls and receive emails with/from multiple agencies regarding the pandemic. Due to the increase in COVID cases, we have closed Town Hall to the public and continue to use the walk-up window. Code enforcement is by appointment only.
- We submitted payment to DelDOT for the decorative streetlights on Route 1. DelDOT indicated that installation will be completed before the summer season.
- Working with DNREC, Weeks Marine and ACOE and participating in weekly meetings for the beach nourishment project. The dredge has been out of commission a few times for repairs and I was advised that they will be in South Bethany until December 10.
- Comcast agreement and Mediacom extension were executed.
- Received surveys for the beach walkways on 11/30 and provided to our engineer for completion of the bid documents.
- Continued working on Election Charter change and Resolution with Solicitor and Town Clerk.
- Bids were opened for trash hauler services on November 10. The award is on the Dec 11 agenda.
- Voted in as the Secretary for the City Management Association of Delaware (CMAD).
- Assist Town staff, elected officials, and residents with various issues.