



TOWN MANAGER'S MONTHLY REPORT

UPCOMING ...

- ✓ **Town Council Meeting:** March 12 (via conference call) @ 10:00 am
- ✓ **Town Council Workshop:** March 25 (via conference call) @ 3:00 pm

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

- The Department's activity for February is as follows:
 - Traffic Stops – 79
 - Incident Reports – 9
- The Department has begun a partnership with the Delaware Army National Guard in Bethany Beach to use their classroom and facility as a training site for our police officers.

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

- Issued 20 building permits in February.
- 19 property inspections in February.

Public Works, Supervisor Jon Stiffler

- 310 West 2nd - water coming out of old well pipe. Contacted homeowner.
- Continue work on CEC adopt canal end project pilings.
- Handicap ramp access cleared of sand build-up.
- Continue to install new bike parking signage.
- Worked on getting lifeguard shack skids attached properly.
- Weeks Marine removed subline (pipe) from conducting beach replenishment.
- Hung file holders for Chief in PD building.
- L&H construction completed cleaning out swale and installing drain box on Russell & Periwinkle.
- Removed all vegetation at canal end on Peterson near Anchorage for bulkhead replacement.
- At the request of CEC, cleared out 4 junipers between West 7th and 8th for new canal end adopter.
- Contacted DeIDOT about drainage issue at North 6th and Rt. 1. Submitted appropriate paperwork to Georgetown. They will blacktop that area this spring and raise it so water outlets to drain at North 5th.
- At the request of the Chief, revised signage on Kent Avenue regarding the Black Gum barricade. Made removable dates for the sign.
- At the request of the Town Manager, reviewed a water issue at 417 Tamarack Drive.
- Plugged codes enforcement truck tire from nail puncture.
- Cleaned up pile of salt dumped by DeIDOT on Rt 1 south of Town.
- Repaired downed fence on a few beach access ramps.
- Received pricing for lifeguard's replacement ATV from Burke equipment on Kubota sidekick.
- Rt. 1 lighting project experiencing delays because of weather.
- Sewer project wrapping up on Rt. 1. Paving to be completed and barricades will be removed.
- Mulching around Town will start end of March, weather permitting.
- Plant orders have been placed for Town landscaping areas.

Town Manager, Maureen Hartman

- I continue to participate in conference calls and receive emails with/from multiple agencies regarding the pandemic. We continue to have success with the walk-up window. Code enforcement is by appointment only.
- The beach nourishment project is complete, and the subline has been removed from the beach.
- The finance director and I have met several times, both separately, and with the B&F Treasurer and committee, in preparation of the draft budget.
- Pre-bid meeting was held on February 10 with GMB and contractors interested in bidding the beach access walks.
- Along with Code Enforcement officer, review code changes with Tim Shaw from Charter & Code.
- Preparing the exercise class bid docs.
- Worked with GMB on road projects for FY2022.
- Bid opening for beach concession on Feb 15.
- Assisting Janet with training for Administrative Specialist position.
- Respond to several FOIA requests.
- Work with Public Works Supervisor on various issues, including drainage throughout Town.
- Participate in several video/conference calls with ACT, DFIT, ICMA
- Work with Chief Lovins on several projects for upcoming season.
- Welcomed new Town Clerk, Matt Amerling and promoted former Town Clerk, Janet Powell to Administrative Specialist.
- Assist Town staff, elected officials, and residents with various issues.
- Working with Code Enforcement officer on FEMA issues.
- Over the next month, Delmarva Power's contractor Asplundh, will perform tree trimming and vegetation management throughout South Bethany. This is part of the comprehensive preventive maintenance work Delmarva Power undertakes each year to proactively review our system and address potential problems before they occur.

<i>COUNTA of Incident Type</i>	<i>Time (Dispatched) - Month</i>
<i>Incident Type</i>	Feb
Assist Fire Dept	
Assist Other Agency	3
Burglar Alarm	
Death Investigation	1
Disorderly Conduct	
Fraud	
Mental Patient	
Non Criminal	1
Public Assist	
Service Other	1
Title 16 (Civil)	2
Traffic Collision PD	
Traffic Other	
Welfare Check	1
Grand Total	9

**Code Enforcement Report
February 2021**

Activity from February 1–28, 2021

To: Maureen Hartman, Town Manager

Activities

1. Telephone calls	115
2. Walk-In	14
3. Violation Notices:	
Call for corrections	6
Property maintenance	54
Construction trash	2
Drainage	1
Trash / Recycle carts	0
Work hours	1
4. Building Permits issued	20
Renovations	3
New Residence	1
Decks	0
Roofing	2
Other	14
5. Stop Work Orders issued	1
6. Grass Cutting Performed	0
7. Mercantile Licenses issued	5
8. Occupancy/Compliance Certificates issued	3
9. Certificate of Occupancy Revoked	0
10. Complaints	1
11. Property Inspections	19
12. Drive-by Inspections made daily entire town	
13. Meetings Homeowners	6
Builders	17
14. Preliminary Plan Review	6
15. Emails: Read – 988 Responses required – 144	
16. Technical Assistance: Town Manager, Mayor	
• Town Manager: Code research and FOIA request	
• Mayor : FEMA Mapping	