



# TOWN MANAGER'S MONTHLY REPORT

## UPCOMING

- ✓ **Town Council Meeting:** April 9 (via conference call) @ 10:00 am
- ✓ **Town Council Workshop:** April 22 (via conference call) @ 3:00 pm

## DEPARTMENTS

### **Police Department, Chief Jason Lovins** (see attached report)

- The Department's activity for March is as follows:
  - Traffic Stops – 205
  - Incident Reports – 25
- Officer Anthony Quiroz attended Armament Systems and Procedures (ASP) instructor training and is now a certified trainer.
- Officer Anthony Quiroz has been nominated for the Joshua M. Freeman Valor Award hosted by the Bethany-Fenwick area Chamber of Commerce.
- Our Department has secured the opportunity to host a 3-day law enforcement training course schedule for April. This course is one of the most premier training programs in the country and will further educate, evaluate and reduce liabilities for the department.

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

- Issued 26 building permits in March.
- 16 property inspections in March.

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

- Repaired flat tire on police vehicle.
- Picked up parts/repared zero-turn mower.
- Met with town manager on water issues and new bike rack placement on Ocean Drive.
- Replaced delineators on York Road that had been hit.
- Met with Lyndon from L&H contracting on water issue on Tamarack.
- Have been in contact and working with DelDOT on a fix for the non-working radar signs on RT 1.
- Delineated existing lifeguard parking locations with a yellow box (request of Chief).
- Added 3 new bulletin boards to replace the old ones that could not be repaired due to age and parts availability.
- Re-stripped Town Hall parking lot.
- Swept/removed sand accumulation from Ocean Drive.
- Worked on pricing and demo of the Kubota sidekick for lifeguard ATV replacement.
- Placed bike racks/parking blocks on Ocean Drive.
- Replaced storm grate at 118 Petherton. Grate donated by L&H contracting.
- Working on CEC project for adopt a canal.
- Started mulching along Coastal Hwy.
- Plants scheduled to arrive mid-April for the median and walkway area of Coastal.

- Added battery tender to Town car.
- Met with walkway contractors and town manager to discuss placement questions.
- Power washed Town Hall and PD buildings.
- Preparing beach access ramps for the season.
- Will mulch fitness area when weather permits.
- RT 1 sewer project has been completed and barricades and signage have been removed.
- Walkway between Bayshore and York Beach Mall has been replaced by Matt's paving after walkway was compromised from tree roots that created a safety concern for pedestrians.

**Town Hall, Town Manager Maureen Hartman**

- House Bill 84 regarding legislation for the Town's election charter, has been voted out of the Committee and is now placed on the Ready List. It will take effect upon being signed into law.
- 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.
- Update on Comcast – They are in the process of conducting the engineering work for the utility pole permits and anticipate submitting the permit applications within the next 45 days. They hope to be serving some customers by the 4<sup>th</sup> quarter of this year, but it is contingent upon how long it takes the utility pole owners to approve the permits and complete any associated make-ready work before they can begin attaching their lines.
- The Treasurer, finance director, and I continue to meet to discuss the FY22 draft budget.
- Exercise class bid docs have been advertised with an opening scheduled April 19.
- Worked with GMB on Town Hall renovations.
- Assisting Janet with training for Administrative Specialist position.
- Respond to FOIA requests.
- Work with Public Works Supervisor on various issues, including drainage, throughout Town.
- Participate in video/conference calls with DFIT and ICMA.
- Work with Chief Lovins on several projects for upcoming season.
- Assist Town staff, elected officials, and residents with various issues.
- Participate in meetings with Mayor and Chief.
- Working with Code Enforcement officer on stormwater & other miscellaneous issues.
- Construction of beach walkways has begun. As of the date of this report, one is about 95% completed and another has been started.