



# TOWN MANAGER'S MONTHLY REPORT

## OCTOBER 2021

### UPCOMING

- ✓ **Town Council Meeting:** November 12 @ 10:00 am
- ✓ **Town Council Workshop:** None

### DEPARTMENTS

#### **Police Department, Chief Jason Lovins** (see att'd report)

- Chief Lovins attended a Force Science train the trainer de-escalation tactics in law enforcement class in Lewes, DE on October 5<sup>th</sup>.
- Chief Lovins also attended a Delaware Chief of Police seminar in Bethany Beach from October 19–21, 2021.
- The department's activity is as follows:  
Traffic Stops – 103  
Incident Reports – 12

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

- Issued 46 building permits in October.
- Conducted 18 property inspections in October.

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

- Installed additional solar lights on handicap walkway.
- Removed artwork along ocean drive for the season.
- Prepared bid list for town equipment to be sold.
- Cleaned out drain trap in town hall.
- Contacted MERR about deceased sea turtle on beach and buried on state land.
- Trimming/cleaning of all town ROW continues.
- Lifeguards ATV to Burke Equipment for preventive maintenance.
- Met with homeowner at 414 Black Gum about ongoing water issues.
- Removed decals off 2006 public works truck.
- Cut back pines along Elizabeth Way.
- Fall decorations placed along RT 1 and Town Hall.
- Repaired flat tire and headlight in codes enforcement truck.
- Fabricated bracket for loose handrail at Town Hall.
- Replaced delineators at Elizabeth Court.
- Cleaned up debris around town from nor'easter.
- Scheduled custom mechanical for HVAC yearly service.
- Met with Lyndon from L&H contractors on installing new drain and pipe on Black Gum.
- Working on availability with contractor for Christmas decorations along Rt 1 (~Mid November).
- Cutting of all grasses along Rt 1 and canal ends throughout town.

### **Town Hall, Town Manager Maureen Hartman**

- As a follow up to a comment received at a Town Council meeting, I contacted Artesian about their water tank and was advised that they usually just paint them and not power wash them. This tank is scheduled to be painted in 2024. However, they will send someone out to inspect it.
- Working with FEMA representatives for an open house for the LOMRs. Open House scheduled for November 4 at Town Hall.
- Work with Chief Lovins on several projects.
- Assist residents with various items.
- Attended ACT meeting on October 7 with Mayor Saxton.
- Attended a DFIT Finance Committee meeting.
- Assisted Committee chairs with projects.
- Mediacom meeting to discuss renewal of agreement.
- Attended a federal infrastructure update with Senator Tom Carper on October 12.
- Participated in several webinars/training classes for ARPA, Electric Vehicle Infrastructure, Cloud Programming, The Future of Strategies, and Pavement Management & Budgeting.
- Working with Administrative Specialist, Janet Powell, on FEMA open house for November 4.
- Required FOIA training with the Department of Justice.
- Met with DNREC on miscellaneous issues.
- Working with GMB on pedestrian walkways for beach.
- Checked Town after storm/flooding occurred on 10/29/21.
- Meeting with Councilmembers when requested.
- Worked on and completed Zephyr with Admin Specialist.