



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS FOR MONTH OF: October

- ✓ **Town Council Meeting:** Friday, October 14 @ 9:00 am
- ✓ **Town Council Workshop:** Tuesday, October 25 @ 10:00 am

DEPARTMENT REPORTS - September

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

- Issued 20 building permits in September.
- Conducted 15 property inspections in September.

Public Works, Supervisor Jon Stiffler

- Fall decorations installed at welcome signs along RT 1.
- Moved trash cans off beach for the season.
- Mobi mats removed and stored away.
- Lifeguard shack taken off beach and returned to maintenance yard.
- Started removing things out of Town Hall for renovations.
- Unguarded beach signs installed.
- Dropped off memorial bricks to get engraved.
- Started cutting overhanging branches along ROW's.
- Had dead tree removed by Sussex tree in fitness area.
- Town-wide drain cleaning before Jan.
- Power washed lifeguard stands.
- Maintenance trucks to Roxana auto for preventive maintenance.

Town Hall, Town Manager Maureen Hartman

- Town Hall renovations have begun. Meet with Project Manager for Harkins almost daily. Met with GMB & Harkins on Sept 26. Reminder that anyone visiting Town Hall during construction, at some point, may have to use the walk-up window.
- PW and Finance Directors and I removed the counter in the front office. We continue to remove items throughout the building in preparation of the construction.
- Assist residents with numerous items.
- Assist mayor and councilmembers with various requests.
- Along with Finance Director, met with DEMA regarding the DHS grant that will be used for Town Hall renovations.
- Attended ICMA conference virtually Sept 19-21. Participated in numerous credentialing courses.
- Researching grant opportunities with the Forest Service for the removal of phragmites.
- Inspected canal ends for appropriate drainage prior to Jan.
- CMAD, DFIT and ACT meetings on Sept 7.
- Yearly meeting with Republic Services on Sept 20.
- Attended DLLG on Sept 22.
- Staff meeting held on Sept 29.
- Provided CWQC with requested information.