



# TOWN MANAGER'S MONTHLY REPORT

## COUNCIL MEETINGS FOR MONTH OF: November

- ✓ **Town Council Meeting:** Tuesday, November 15 @ 9:00 am
- ✓ **No Workshop – Happy Thanksgiving (Town Hall closed Nov 24 & 25)**

## DEPARTMENT REPORTS - October

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

- Issued 30 building permits in October.
- Conducted 19 property inspections in October.

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

- All maintenance vehicles have had preventive maintenance and oil changes.
- Barricades placed and beach accesses closed due to storm erosion.
- Replaced stop sign at Carlisle and York Road.
- Assisted with a property owner's boat taking on water on South Anchorage.
- Moved kiosk from outside Town Hall for renovations.
- Assisted Town Manager with research on harvester.
- Installed new anti-slip tape on handicap ramp.
- Met L&H contractors about drain replacement at 105 Bayshore.
- Kubota track loader returned after replacement of bad fuel pump (warranty item).
- Still waiting on new snowplow for 2022 Ford F 350.
- Bethany Beach fire department installed new rope on flagpole.
- 1000 daffodil bulbs have been planted by maintenance staff along RT 1 for the CRC committee.
- Installed fall decorations and worked on Christmas light breakers along Rt 1.
- Cleaned up damaged fence in Sandpiper Village and rest of beach area from storm.
- Added new speed humps on Canal and Peterson - project completed.
- HVAC systems inspected and serviced in Town Hall.

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

- Town Hall renovations continue. Meet with Project Manager daily. Joe Hinks overseeing project. The rear addition is being framed; front steps/sidewalk have been removed so access to the building is via the handicapped ramp until completion; interior items removed and getting prepared for upcoming renovations inside. Researching/working on security systems for doors.  
Reminder: anyone visiting Town Hall should be cognizant of the areas taped/cordoned off by caution tape.
- Assist residents with numerous items.
- Attended B&F Meeting on October 10.
- Started Municipal Supervisory Management Academy at Wilmington University.
- Assist mayor and councilmembers with various requests.
- ACT meeting on October 6.
- Conducted requested research and aided the CWQC regarding dredging, harvesting, insurance and employee questions pertaining to Town-owned harvester. Contact other communities (out of state) that own harvesters.
- Work with Sussex Marine on bulkhead repair.
- Assist Solicitor with requested items.
- Completed state mandated FOIA training.