



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS FOR MONTH OF: December

- ✓ **Town Council Meeting:** Friday, December 9 @ 9:00 am
- ✓ **Town Council Workshop:** Wednesday, December 14 @ 2:00 pm
- ✓ **Town Hall Closed:** December 23, 26 and January 2

DEPARTMENT REPORTS - November

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

- Issued 16 building permits in November.
- Conducted 15 property inspections in November.

Public Works, Supervisor Jon Stiffler

- Custom Mechanical did annual service on HVAC.
- Met with L&H about replacing drain basin at 105 Bayshore.
- Removed dais table from council chambers.
- Reported street cuts to Sharp Energy so they can be patched before winter.
- 114 and 118 Elizabeth Way gas line street cuts repaired.
- Looked at drain issue with Town Manager at 439 Black Gum.
- New snowplow installed on 2022 Ford F350 at Iron Source.
- Christmas lights installed along RT 1.
- Installed shelf in men's bathroom in PD building.
- Fire extinguisher inspections completed by Hoopes.
- Put up Christmas tree in fitness area for PRP's tree lighting.
- Repaired broken toilet handle in men's room at Town Hall.
- Replaced GFI receptacle in rear of town hall and checked all receptacles.
- Continue to check on beach access ramps and repair as needed.
- Removed all down fencing and black fabric along beach area after last storm.
- Continue to assist Town staff with issues/items regarding the renovation.

Town Hall, Town Manager Maureen Hartman

- Town Hall renovations continue in a positive manner. Front lobby and rear addition are roughed in. Crew working inside on interior changes. Access to the building is via the handicapped ramp and front walk-up window until completion. Reminder: anyone visiting Town Hall should be cognizant of the areas taped/cordoned off by caution tape and do not cross any taped off area. Town Hall is under 24-hour surveillance.
- Assist residents with numerous items.
- Assist mayor and councilmembers with various requests.
- ACT meeting on November 3.
- Assisting CWQ when requested
- Working with Comcast for install of fiber optic at Town Hall.
- Assist Solicitor with requested items.
- B&F and CWQ meeting on November 9.
- Meet with security installers.
- Meetings with Harkins and GMB for renovation.