



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS FOR MONTH OF: November

- ✓ **Town Council Meeting:** Thursday, November 9 @ 9:00 am at Town Hall
- ✓ **Town Council Workshop:** None
- ✓ **Town Hall Closed:** November 10 (Veteran's Day); November 23/24 (Thanksgiving)

DEPARTMENT REPORTS - October

Code Enforcement, Joe Hinks

- 2 calls for property violations.
- 1 call for construction debris
- 6 Mercantile licenses issued.
- 41 Building Permits issued.
- 2 Plans reviewed and request for revisions sent.
- 13 Property inspections
- Worked with PW on Tern Drains and is now fully functional.
- Beginning to locate intersections that need pruning in Town ROW
- Found an overgrown drain while on housing inspection and reported it to TM.
- Reached out to FEMA and DNREC for assistance with floodplain permit questions again.
- Met with several property owners regarding future variance requests.
- Met with another property owner to discuss house lifting options and renovations. Verified elevation for BFE requirement.
- Assisted a property owner with finding the ROW location abutting their property.
- Working with an owner to bring property into Zoning conformance.

Deputy Code Enforcement (Stormwater Project Progress Report)

- Rebecca Dr- Number of Drains on Don's Map- 4
 - Number of Drains on AECOM Map- 3
 - Number of Drains Found- 4
- Kimberly Dr- Number of Drains on Don's Map- 3
 - Number of Drains on AECOM Map- 2
 - Number of Drains found- 2
- Victoria Dr- Number of Drains on Don's Map- 4
 - Number of Drains on AECOM Map- 4
 - Number of Drains Found- 4
- Bristol Dr- Number of Drains on Don's Map- 5
 - Number of Drains on AECOM Map- 3
 - Number of Drains Found- 3
- Plymouth Rd- Number of Drains on Don's Map- 2
 - Number of Drains on AECOM Map- 1
 - Number of Drains Found- 1

- York Rd- Number of Drains on Don's Map- 8
 - Number of Drains on AECOM Map- 6
 - Number of Drains Found- 5
- Carlisle Dr- Number of Drains on Don's Map- 4
 - Number of Drains on AECOM's Map- 3
 - Number of Drains Found- 2
- Boone Rd- Number of Drains on Don's Map- 1
 - Number of Drains on AECOM Map- 1
 - Number of Drains Found- 1
- Bayshore Dr- Number of Drains on Don's Map- 12
 - Number of Drains on AECOM Map- 8
 - Number of Drains Found- 7
- Tern Dr- Number of Drains on Don's Map- 2
 - Number of Drains on AECOM Map- 2
 - Number of Drains Found- 2

Public Works, Supervisor Jon Stiffler

- Public works employees have started trimming back ROW in the town limits.
- A new drain has been installed at Plymouth and York Rds.
- The swale at the corner of Elizabeth and Cleveland has been cleaned for better drainage from existing properties.
- Fall decorations along Rt1 were installed.
- Chief Lovins marked additional locations for speed humps on Bayshore, York and South Anchorage to be added in October/November.
- Annual Preventive maintenance has started on public works vehicles.
- Scheduled to have the Christmas lights along RT 1 installed on November 17th.
- Met with Ben from Chandlee Design Lab on the construction of the new trash bins for Ocean Drive.
- Public works crew removed a large pampas grass at 109 tern that was causing issues with a Town drain under that location.
- Median light pole that was damaged News Years Eve has been replaced by Byer's industrial Services.
- Mounted plows on trucks and did preventive maintenance on them for the upcoming winter season. No issues.
- Installed new kick plate on lifeguard office door.
- As a follow up to a discussion at the meeting regarding the trash bins – I reviewed all current locations, and the bin opening will not be able to face the rear due to existing obstructions – beach walkways, driveways (reminder that most of these are located on private property), fences, and the biggest one is that the beach rules sign is behind each one and those are cemented into the ground at their locations.

Town Hall, Town Manager Maureen Hartman

- Meet with residents regarding numerous items.
- Assist mayor, councilmembers, and committee members with various requests.
- B&F Committee on October 5.
- ACT meeting on October 5.
- Meeting with Historical Society representatives.

- Discussion with auditors/Edmunds.
- Meeting with Mayor and DeIDOT representatives.
- Kickoff meeting with FEMA/DEMA for HMGP grant.
- Review/research items discussed in strategic planning group.
- Attend DLLG meeting on October 19.
- Strategic Working Group meeting October 19.
- Meeting with DNREC on October 23.
- Webinar for FMA and BRICK Grants on Oct 24 and 26, respectively.
- Meeting with Cat Hill residents involving drainage.
- Work with PW Director and CE Officer regarding numerous issues throughout Town.
- Meeting to discuss FEMA.
- Meeting with Mayor regarding BBVFC.