



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS FOR MONTH OF: December

- ✓ **Town Council Meeting:** Friday, December 8 @ 9:00 am at Town Hall
- ✓ **Town Council Workshop:** None
- ✓ **Town Hall Closed:** December 25 and 26 and January 1

DEPARTMENT REPORTS - November

Code Enforcement, Joe Hinks

- 3 calls for property violations.
- 2 calls for construction debris
- 6 Mercantile licenses issued.
- 27 Building Permits issued.
- 2 Plans reviewed.
- 16 Property inspections.
- Meeting with TM and Soil Conservation on Drainage Ditches.
- Meeting with TM, PW, PD and PC chair regarding Town ROW and Parking.
- Met with PW regarding N. 4th and Rt1 ROW clearing. Update: Now clear.
- Inspected Peterson for ROW concern. Advised installer to make modification to installation.
- Townwide inspection of roadcuts with TM.
- Inspect Mays Way with TM and PW for possible drain modification.
- Met with property owner about Phragmites in outfall ditch. Forwarded findings to TM for further analysis.
- Beginning to locate intersections that need pruning in Town ROW
- Worked with contractor for elevation shot on York.
- Responded to failed drainage pipe complaint.
- Assisted homeowner with pervious paver resources.
- Teleconference with potential buyers about lot partitioning and Zoning rules.
- Met with a property owner regarding future variance request for Substantial Improvement.

Deputy Code Enforcement (Stormwater Project Progress Report), Ryan Dacey

- Petherton Dr- Number of Drains on Don's Map- 3
 - Number of Drains on AECOM Map- 2
 - Number of Drains Found- 3
- Brandywine Dr- Number of Drains on Don's Map- 5
 - Number of Drains on AECOM Map- 5
 - Number of Drains found- 5
- Henlopen Dr- Number of Drains on Don's Map- 6
 - Number of Drains on AECOM Map- 6
 - Number of Drains Found- 6
- New Castle Dr- Number of Drains on Don's Map- 8
 - Number of Drains on AECOM Map- 8
 - Number of Drains Found- 7
- Layton Dr- Number of Drains on Don's Map- 9
 - Number of Drains on AECOM Map- 8

- Number of Drains Found- 8
- Seaside Dr- Number of Drains on Don's Map- 3
 - Number of Drains on AECOM Map- 3
 - Number of Drains Found- 3
- All drains along the pedestrian path on the west side of route 1 have been documented and accounted for.
- To date there are **20 drains** that are either completely covered or semi-covered that are marked as needing to be uncovered.
- Number of Drains Inspected since last report- 62.

Public Works, Jon Stiffler

- Installed Christmas lights along Rt 1.
- Cutting back native grasses along median.
- Six poly benches ordered for the dune crossovers.
- Cut ROW at 9 North 3rd per code enforcement.
- Made signposts for codes enforcement signage.
- Ordered oil and filter kit for Kubota zero turn winter preventive maintenance.
- Looked at Mays Way storm drain with Town Manager and codes enforcement.
- Cutting back ROW areas that are blocking stop signs/intersections.
- Met with welding fabricator about raising the Mays Way drain.
- Scheduled Hoopes to do the annual fire extinguisher inspections in all town buildings.
- Christmas tree and decorations installed at fitness area for tree lighting December 2nd.
- Continue cutting back ROW areas of concern per codes enforcement.

Town Manager, Maureen Hartman

- Meet with residents regarding numerous items.
- Assist mayor, councilmembers, and committee members with various requests.
- Meetings with mayor and councilmembers.
- Prepare Scope of Work for HMGP grant for review by Resiliency Committee.
- Attended training for continuing ed (ICMA-CM designation).
- Working on Sharp agreement.
- Receive letters of intent for open council seat. Provide to Council for review.
- Provide Dept. of Homeland Security with information for Chief of Police to obtain grant.
- Meeting with strategic working group.
- Working with Solitude for 2024 algae harvest.
- Meeting with PC chair, Chief, CE, and Public Works to discuss parking.
- Along with Code Enforcement, inspect all road cuts throughout Town for conformance with permit requirements. Contact Sharp Energy and other various companies requiring additional work.
- Continue to work with Deputy Code Enforcement officer on the town-wide Stormwater Inspection Project.
- Attend committee meetings as requested.
- Continue working with Edmunds on setting up the business process review.
- Working with General Code for proposal to review Town Code.
- Met with Sussex Co Soil Conservation officer with CE Officer regarding drainage ditches.
- At the end of January, the yearly beach concession and exercise RFPs will go out for bid.