



# TOWN MANAGER'S MONTHLY REPORT

## COUNCIL MEETINGS FOR MONTH OF: January 2024

- ✓ **Town Council Meeting:** Thursday, January 25, 2024, at 10:00 am at Town Hall

## DEPARTMENT REPORTS - December

### Code Enforcement, Joe Hinks

- 4 Calls for property violations.
- 3 Stop Work Orders
- 2 calls for construction debris
- 4 Mercantile licenses issued.
- 24 Building Permits issued.
- 3 Plans reviewed.
- 20 Property inspections
- Meeting with TM and Sea Colony on Drainage Ditches
- Meeting with Mayor, TM FEMA Floodplain Ordinance
- Teleconference with TM, FEMA Region 3- Questions about changing Floodplain Ordinance
- Inspected Peterson for ROW concern. Bushes not in ROW.
- Townwide inspection of road cuts with TM- Update: Sharp Gas to repair 17 cuts.
- Inspect Mays Way with TM and PW for possible drain modification. Update - Drain issue now corrected.
- Intersections that need pruning in Town ROW now in progress Update: Ongoing project several safety issues now corrected.
- Responded to failed drainage pipe complaint. Update: Planned maintenance and/or cleaning this winter.
- Assisted homeowner with pervious paver questions.
- Posted Jobsites with NEW construction hours.

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

- See attached report

### 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 3<sup>rd</sup> 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 2<sup>nd</sup>.
- 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 council members.
- Prepare Draft Scope of Work for HMGP grant for review by Resiliency Committee.
- Work with FEMA on questions with floodplain ordinance.
- ACT meeting with mayor on 12/7.
- Meeting with strategic working group.
- DFIT board of trustees meeting on 12/6.
- Meet with Treasurer and Finance Director to discuss budget.
- Work on BBVFC agreement.
- CMAD meeting in Millville on 12/13.
- B&F Meeting on 12/15.
- Continue working with Edmunds on setting up the business process review.
- Complete CE for ICMA.
- Met with Sussex Co Soil Conservation officer with CE Officer regarding drainage ditches.