



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS FOR MONTH OF: February 2024

- ✓ **Town Council Meeting:** Friday, February 9, 2024, at 9:00 am at Town Hall
- ✓ **Budget Workshop:** Friday, February 23, 2024, at 9:00 am at Town Hall

DEPARTMENT REPORTS - January

Code Enforcement, Joe Hinks

- 6 Calls for property violations.
- 2 Stop Work Orders
- 3 Unlicensed companies stopped. -update all now current licensed.
- 1 call for construction debris
- 40 Mercantile licenses issued.
- 13 Building Permits issued.
- 4 Plans reviewed.
- 25 Property inspections
- Meeting with TM and Sea Colony on Drainage Ditches and options for opening.
- Assisted TM and PW on drain jetting project.
- Assisted TM with locating a lost drain on S. Anchorage.
- Ongoing ROW cleaning project with PW.
- FEMA research on Elevation Cert form change.
- Bulkhead inspections have begun, and damage is being photographed and documented for violation letters.
- Worked with Comcast to have missed road cut patched.
- Assisted TM with Sharp road cuts and more than half have been fixed to date. 7 remain to be patched.
- Assisted 2 property owners with pervious paver options for their yard.
- Responded and investigated water complaint on Henlopen. Working on possible solutions

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

- Report for Dec/Jan provided in Jan

Public Works, Jon Stiffler

- Report for Dec/Jan provided in Jan

Town Manager, Maureen Hartman

- Meet with residents regarding numerous items.
- Assist mayor, councilmembers, and committee members with various requests.
- Start working on Building Resilient Infrastructure and Communities (BRIC) Program grant.
- Work on BBVFC agreement.
- Complete agreement with Sharp Energy.
- Meeting with Sea Colony.
- Working on FY2025 budget.
- Resiliency committee meeting on Jan 8.
- Meet with Treasurer and Finance Director to discuss budget.

- Work with Joe Hinks, Jon Stiffler, and Atlantic Pumping on jetting three drainpipes in Town.
- Attend Delaware League of Local Government meeting on Jan 25.
- Meeting with Envirotech on Jan 22.
- Assist Historical Society on Jan 23.
- Meeting with CGS on Jan 30 (GIS).