



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS FOR MONTH OF: March 2024

- ✓ **Town Council Meeting:** Friday, March 8, 2024, at 9:00 am at Town Hall
- ✓ **Budget Workshop:** Friday, March 22, 2024, at 9:00 am at Town Hall
- ✓ **Town Hall Closed:** Friday, March 29, 2024

DEPARTMENT REPORTS - February

Code Enforcement, Joe Hinks

- 2 Calls for property violations.
- 2 Stop Work Orders
- 4 Unlicensed companies stopped. -update all now current licensed.
- 3 calls for construction debris.
- 34 Mercantile licenses issued.
- 30 Building Permits issued.
- 4 Plan reviews.
- 21 Property inspections.
- Attended Code & Charter Meeting to recommend Code Language edits to harmonize with SB floodplain code.
- Met with Contractor for proposed building renovations and gave recommendations to meet Base flood Elevation.
- Shot elevation for HVAC stand to remain in compliance with Base Flood Elevation.
- Ongoing ROW cleaning project with PW. Update: Several dangerous intersections have now been cleared.
- Met with Owner on Mays Way to discuss drainage solutions for their property.
- Bulkhead inspections are continuing, damage is being photographed and documented for violation letters.
- Met with TM and Councilperson about Code language issues.
- Met with TM and Councilperson concerning setbacks and other zoning concerns.
- Located undocumented covered drain on York Rd.
- Researching additional drainage solutions for Town Drains and provide recommendations to TM.

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

- Field project is completed, and information being prepared for report.

Public Works, Jon Stiffler

- Rehabbed little library at Town Hall.
- Changed dates on Black Gum entrance signs for seasonal closure.
- 2017 Polaris to Salisbury for maintenance and starting issue.
- Started getting Maintenance items ready for surplus bid process.
- Routine maintenance on zero-turns for upcoming season.
- Removed all artwork from boardwalks and installed it on trash bins.
- Drainpipe hit by contractor on Carlise Road, fixed by end of day.
- Started getting things ready for summer beach season.

- Contacted DNREC regarding repairs to beach fence and walkways affected by the winter storms. Proposed timeline is mid-March.
- Mulching has started along the RT 1 area due to warmer weather.
- Began re-stripping lifeguard spots.
- Adjusted entrance door hydraulic closure at Town Hall.
- Met with L&H contracting on drainage issue in the area of 20 Peterson will complete project ASAP.
- Scheduled beach for pre-season cleaning May 21st or 22nd.

Town Manager, Maureen Hartman

- Meet with residents regarding numerous items.
- Assist Mayor, council members, and committee members with various requests and zoom meetings.
- Completed/submitted the Building Resilient Infrastructure and Communities (BRIC) and Flood Mitigation Assistance (FMA) grant.
- Meetings with engineers to discuss grant proposals.
- Assist Chief Lovins with Homeland Security Grant
- Met with Chief Bracken on 2/5 and completed all BBVFC revisions to agreement and provided copies to all contributors.
- Working on FY2025 budget.
- B&F meeting on 2/7 and met with Treasurer and Finance Director to discuss budget throughout month of February.
- Work with Joe Hinks and Jon Stiffler on Town issues.
- Meeting with Mayor Saxton, Councilwoman Dondero and UDGAP (grant assistance) representatives on 2/14.
- Long-range planning meeting on 2/22.
- Preparing for solicitation of candidates and election (starts March 1).
- Bid openings for Beach vendor and exercise on 2/29.
- Assist Town Clerk.