



# TOWN MANAGER'S MONTHLY REPORT

## COUNCIL MEETINGS FOR MONTH OF: April 2024

- ✓ **Town Council Meeting:** Friday, April 12, 2024, at 9:00 am at Town Hall
- ✓ **Workshop:** Wednesday, April 17, 2024, at 10:00 am at Town Hall
- ✓ **Workshop:** Friday, April 26, 2024, at 9:00 am at Town Hall

## DEPARTMENT REPORTS - March

### Code Enforcement, Joe Hinks

- 3 Calls for property violations.
- 1 Stop Work Orders
- 2 Unlicensed companies stopped. -update all now current licensed.
- 1 call for construction debris.
- 14 Mercantile licenses issued.
- 27 Building Permits issued.
- 3 Plan reviews.
- 19 Property inspections.
- Attended 2 BOA hearings.
- Attended Town Workshop relative to FAR/LAR and elevators in Setbacks.
- Attended Resiliency meeting.
- Met with TM about General Code Project.
- Met with Contractor for proposed building renovations and gave recommendations to meet Base flood Elevation.
- Met with TM about flooding complaint on Mays Way.
- Bulkhead inspections are ongoing, damage is being photographed and documented for violation letters.
- Met with Homeowner on potential House lift project.
- Opened drain and drainage ditch on Mays way. Lots now draining again.
- Met with homeowners and contractor regarding Black Gum drainage ditch options. Homeowner to get wetland delineation for scope of work desired.
- Contractor requested to reopen covered drain on York Rd. Update - done and flowing correctly.
- Researching additional drainage solutions for Town Drains. Update: scheduling meeting with representative and TM.
- Met with Councilperson regarding various home builds and FAR/LAR questions.

### Deputy Code Enforcement and Beach Patrol, Ryan Dacey

- Convert Stormwater Mitigation project hard copy to electronic copy.
- Recruit candidates for Beach Patrol tryout during month of March.
- Meet with Resiliency committee about stormwater project.
- Contact previous lifeguards about upcoming Summer for availability and scheduling.
- Begin Equipment and Supply Inventory for orders for upcoming Summer.
- Make up tryout date; one successful candidate hired for upcoming Summer.

### **Public Works, Jon Stiffler**

- Moved PD equipment trailer back to town for bidding process.
- Mulching along Rt 1 completed.
- Lord's Landscaping reviewed welcome beds along Rt 1 for new designs on plants.
- Worked on getting PD car ready for bids.
- Welded new hitch on trailer to haul mulch.
- Cleaned up walkway at Evergreen from core sample drilling.
- Getting price from Ocean Waves to have Town Hall and police building soft washed.
- DNREC is working on cleaning up debris and installing new sand fence along dune area.
- Matt's paving has finished road repairs to Evergreen, and crack sealed any existing issues.
- Moved new composite benches to beach dune crossovers.
- Assembled 7 new council member chairs.
- Cleaned out clogged drain at 412 Rebecca.
- Replaced drive belt in-house on 2017 Polaris ATV.
- Brasure's quarterly pest control of Town buildings.
- Scheduled beach cleaning for week before Memorial Day weekend.

### **Town Manager, Maureen Hartman**

- Work on General Code review with Code Enforcement and Finance Director.
- Assist residents with numerous items.
- Assist Mayor, council members, and committee members with various requests and zoom meetings.
- Work on updates to personnel policy manual with Solicitor and HR Director.
- Working with Joe Hinks and CGS on Town GIS project.
- One year walk-through with project manager and engineer for Town Hall renovations.
- Assist Chief Lovins with Homeland Security Grant.
- Attend ACT meeting on March 7 and ACT function at Legislative Hall with Mayor.
- Working on FY2025 budget.
- Continuing working on election, solicitation of candidates completed.
- Work with PW Director on Town issues.
- Opened up bids for the sale of a police vehicle, trailer, public works broom attachment. Received a total of \$2,100.00.
- Assisted FOIA coordinator with a request.
- Met with AECOM representative regarding York Road.
- Attended three FEMA Advanced Floodplain Management courses.
- Attended a DFIT Board of Trustees meeting on 3/20 and a City Manager's meeting on 3/27. This is my last year on the executive board of the City Management Association of Delaware.
- Requested to participate in the ICMA Focus Group meeting for the Northeast Region on 3/22.