



# TOWN MANAGER'S MONTHLY REPORT

## COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: May 2024

- ✓ **Town Council Meeting:** Friday, May 10, 2024, at 9:00 am at Town Hall
- ✓ **Election:** Saturday, May 11, 2024, at 9:00 am – 3:00 pm at Town Hall
- ✓ **Organizational Meeting:** Monday, May 20, 2024, at 9:00 am at Town Hall
- ✓ **Town Hall Closed Memorial Day, May 27**

## DEPARTMENT REPORTS - April

### Code Enforcement, Joe Hinks

- 4 Calls for property violations.
- 2 Stop Work Orders
- 2 Unlicensed companies stopped. -update all now currently licensed.
- 1 call for construction debris.
- 18 Mercantile licenses issued.
- 26 Building Permits issued.
- 2 Plan reviews.
- 15 Property inspections.
- Attended 2 TC Meetings
- Attended Town Workshop relative to FAR/LAR potential adjustments to Code.
- Investigated work hours violations.
- Met with TM about GIS project. Update: progressing rapidly and adding new features.
- Met with Contractor for proposed Ocean Drive New Home Construction and existing lot conditions.
- Met with TM and performed field inspections for potential drainage solutions.
- Met with Homeowner on potential House lift project.
- Met with Councilperson regarding various home builds and FAR/LAR questions.
- Met with Councilperson regarding potential construction.
- Met with Homeowner regarding drainage complaint.
- Respond to FEMA investigation over illegal ground floor space conversion.
- Completed CRS audit.
- Assisted TM with Walkway surveys.
- Responded to Water leak complaint and flooding of roadway. Update: Artesian responded with PW and leak fixed.
- Comcast contacted to repair missed road cuts.

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

- Organize and take inventory of medical supplies.
- Get medical supply order queued up for when budget goes into effect.
- Inventory equipment and get equipment order ready for when budget goes into effect.
- Research new lifeguard training techniques.
- Update Beach Patrol Handbook.
- Update uniform/equipment acknowledgement of receipt form.
- Scheduled Beach Patrol shack to be moved to the beach 5/18.
- Recruit for Beach Patrol tryout 4/27.

- Held Tryouts 4/27- 1 Successful candidate hired.
- Recruit for Last Tryout- 5/18.
- Order Uniforms.
- Contact veteran guards for Summer Schedule.
- Attended SCLA Captains Meeting.
- Received bathing suit order; brought to Screenprint.
- Complete Position Verification request on a past guard for a Background Check.
- Order New Handheld radio batteries.

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

- Installed 2 solar streetlights on Ocean Drive.
- Lords landscaping will be doing welcome beds on RT 1 with perennials and annuals.
- Painted handicap spaces on Ocean Drive.
- Water leak found at 61 South Anchorage and 110 Elizabeth Court. Contacted Artesian.
- Met with DNREC at Sandpiper Village.
- Installed Mobi mats on all Ocean Drive beach walkways.
- Sprayed weeds in ROW
- Town Hall and PD buildings have been soft washed by Ocean Waves.
- Cleaned beach area for bonfire.
- Applied new anti-skid tape to Town Hall ramp.
- Beach cleaning will be Wednesday before Memorial Day weekend.
- Trash cans on beach will go out Thursday May 23<sup>rd</sup>.
- Dropped memorial brick off to get engraved at Lloyds memorial.
- Continue to get things ready for the upcoming beach season.

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

- Assist residents with numerous items.
- Assist Mayor, council members, and committee members with various requests and zoom meetings.
- Meeting with PC chair regarding his report to Council.
- 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.
- Working with Town Clerk on election. Preparing for election day.
- Work with PW Director and Code Enforcement on Town issues.
- Assisted FOIA coordinator with a request.
- Along with Code Enforcement, met with representative for Wapro (check valves).
- Assisted Code Enforcement with CRS submittal.
- Met with contractor about Sandpiper Village pedestrian walkway.
- Meeting with Lincoln Institute and Code Enforcement regarding GIS.