



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: October 2024

- ✓ **Town Council Meeting:** Friday, October 11, 2024, at 9:00 am at Town Hall
- ✓ **Town Council Meeting:** TBD

DEPARTMENT REPORTS - September

Code/Building Enforcement, Joe Hinks

- 4 calls for property violations.
- 1 Stop Work Orders issued.
- 9 Mercantile licenses issued.
- 38 Building Permits issued.
- 5 Plan reviews.
- 15 Property inspections.
- Continued working with TM on GIS program
- Attended Planning Commission Meeting for a lot separation.
- Investigated another safety complaint occurring at an intersection.
- Attended FEMA Webinar for National Violation Tracker Program
- Attended Coffee and Conversation event.
- Met with member of Council concerning possible Code language additions.
- Met with 2 homeowners to go over New Construction requirements.
- Met with Contractor regarding moving a dwelling in Town.
- Met with a resident Architect to explore ways to elevate and reconfigure their existing home.
- Worked with Contractor to reconnect a lost drain on York Rd.
- Verified 2 Test flood valves are functioning correctly on York Rd
- One grass violation corrected.

Beach Patrol, Ryan Dacey

- Rescues from Rip Currents- 21 total rescues from rip currents
- Injuries- 9 total injuries attended to
- Beach Closures for lightning storms- 3
- Lost Kids- 9 lost kids found and returned
- Lifeguard equipment and supplies inventoried, organized, and put away for the off season
- Lifeguard shack taken off the beach, cleaned out and inventory taken. Will need repairs in the off season
- Lifeguard stands taken off the beach and assessed. Will need new stands due to dilapidation and excessive weight of the stands
- Shopping and pricing out new stands to be bought in the off season

Public Works, Jon Stiffler

- 2012 pickup getting exhaust work done at east coast automotive pipe rusted and broke
- Removing mobi mats for the season
- Fixed 2 light ballasts in police building
- Flags up along RT 1 for Seas the Day
- Added new delineators to York road replacing missing ones

- Moved new composite benches to walkways replacing old wooden ones
- 2012 pickup back to east coast for fuel gauge not working found bad sending unit in gas tank
- Getting price on replacing handrail and pickets on town hall deck with vinyl
- Made new bike rack for North 2nd street after being run over
- Washed and lubed lifeguard 4-wheeler for winter storage
- Took memorial bricks to get engraved
- Lifeguard shack removed from beach
- Closed beach with Town Manager and being patrolled daily for medical waste
- Floating wetland removed at 233 Bayshore
- Peterson and Evergreen streetlight repaired by DPL
- Scheduled bucket truck to hang Christmas lights along RT 1
- Lifeguard stands removed from beach
- Worked with Sussex sewer regarding complaints with sewer on York Road. Determined to be water from nuisance flooding and there were no issues found with sewer infrastructure.

Town Manager, Maureen Hartman

- Assist residents and visitors with various issues.
- Worked on stormwater management, check valves, and roadway projects.
- Meeting with auditors.
- Attended a *Phragmites* workshop on 9/4.
- Contact sub-contractors regarding infrastructure.
- DeIDOT just issued notice-to-proceed to the contractor to begin the traffic signal rebuilds at SR 1/York Road, SR 1/Layton Drive, and SR 1/Evergreen Road. It will take them time to mobilize and prep the areas. They'll be doing the underground infrastructure first. There is an approximate 6-7 month lead time on the steel signal poles.
- Meeting with Justin Madron to discuss GIS for the town presentation.
- Worked with Sea Grant on future emergency preparedness program for Town.
- Assisted/met with various Council members.
- Attended an ICMA ethics course.
- Work on fall newsletter.
- Closed beach with PW director due to medical waste washing ashore in OCMD. Also contacted media outlets and kept town updated as provided by information from DNREC.
- Renewed the federal government's System for Award Management (SAM) registration for the Town. This provides the town with the ability to apply for federal grants.
- Attended a City Manager's Association of Delaware (CMAD) meeting in Camden.
- Edmund's training.
- Set up "Coffee With" for CRC on 9/20.
- Participated in an Economic Analysis for Shoreline Management community meeting on 9/26.