



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: NOVEMBER 2024

- ✓ **Town Council Meeting:** Friday, November 8, 2024, at 9:00 am at Town Hall
- ✓ **Town Hall Closed:** November 11 (Veterans Day); November 28-29 (Thanksgiving)

DEPARTMENT REPORTS - OCTOBER

Code/Building Enforcement, Joe Hinks

- 5 calls for property violations.
- 1 Stop Work Order issued.
- 8 Mercantile licenses issued.
- 23 Building Permits issued.
- 4 Plan reviews.
- 19 Property inspections.
- Continued working with TM on Drainage Project
- Attended Planning Commission Meeting for a lot Combination. Update: Applicant granted the combination.
- Attended BOA Hearing. Update: Applicant was granted a variance for existing deck.
- Assisted TM with Deck Project.
- Researched and verified ADA ramp requirements
- Met with homeowners to go over New Construction requirements.
- Met with an Engineer regarding a potential House lift.
- Met with a Homeowner and Architect to review design issues relative to floodplain Compliance.
- Met with contractor about illegal conversion of ground floor enclosure space. Update: Violation is being brought into compliance as part of a renovation.
- Located a lost drain on Layton and drain has now been jetted and restored to working order.
- Assisted TM with drainage issues on Layton caused Comcast routing of cables over catch basins.
- Met with drainage contractor concerning road drain crossing and reconnecting a Town drain.
- Met with contractor regarding a drain basin replacement.
- Investigated 3 road-cut issues
- One grass violation corrected.

Stormwater Project, Ryan Dacey

- All storm drain locations inspected for cleaning and repair
- Atlantic Pumping Jetted the necessary drainpipes:
 - 150 Layton- blockage removed, now clear. Corrugated drainpipe has a low spot collecting water
 - Layton Canal End- open
 - 140 & 141 Layton- jetted, needs a valve. Water flows back into storm basin from canal
 - Tamarack Rd & Cattail- drain pipes are clear. The grade of the ditch is not allowing the pipe to flow, so water is flowing back into the drainpipe. Drain on tamarack Ct. was cleaned, 2 ends are capped off, one end leads to drain basin on Corner of Tamarack & Cattail
 - 120 Brandywine- blockage removed, open
 - 108 & 109 Brandywine- The jetting device hit a dead end on 109 side of the drainpipe. Either a kink in the line or the bulkhead is covering the out pipe

- 127 New Castle- open
- 144 New Castle- blockage removed, drainpipe is now open
- 135 & 134 New Castle- blockage removed, drainpipe is now open
- 200 Carlisle- open
- 404 Bristol- old valve is stuck open
- 405 Bristol- open
- Contractor has reviewed 3 jobs for the storm drains, waiting for his Proposal and Estimates
 - Fixing pipe on S. Anchorage
 - Adding riser to a storm drain on Layton
 - New Pipe on Black Gum

Town Manager, Maureen Hartman

- Assist residents with various issues, including stormwater, drains, roads, Comcast, Artesian
- Worked on stormwater management and roadway projects; contacted contractors for proposals.
- Met with contractors to discuss repairs to deck at Town Hall.
- Working with sub-contractors regarding canals & roadways.
- Contacted by DEMA. FEMA has placed all grant awards on hold due to the damages in the U.S. caused by hurricanes Milton and Helene. The Town received a 'soft approval' on a BRIC Grant for Cat Hill, and that is included in the group placed on hold.
- Participating in several training webinars for educational credits.
- Working with HR Director on reviewing/revising job descriptions.
- Assisted/met with various Council members.
- Participated in training for the DE Paid Leave Act; working with HR Director.
- Working with Solicitor and Finance Director regarding HB168.
- Discussing additional locations for check valves with Joe.
- Submitted 4th Quarter grant report for York Road Hazard Mitigation grant.
- Attended a celebration for Senator Tom Carper with Mayor Dondero.
- Started working with Finance Director to prepare for FY26 budget.