



# TOWN MANAGER'S MONTHLY REPORT

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

- ✓ **Town Council Meeting:** Friday, December 13, 2024, at 9:00 am at Town Hall
- ✓ **Town Hall Closed:** December 24-25, 2024, and January 1, 2025

## DEPARTMENT REPORTS - NOVEMBER

### Code/Building Enforcement, Joe Hinks

- 7 calls for property violations.
- 6 Mercantile licenses issued.
- 21 Building Permits issued.
- 10 Plan reviews.
- 13 Property inspections.
- Continued working with TM on Drainage Project- Status: Ongoing
- Assisted TM with Deck Project. Contractor secured it to do repairs.
- Attended LDMBOA class on ADA ramp requirements
- Met with several homeowners to go over New Construction requirements.
- Assisted PW with drainage issues.
- Assisted PW with multiple equipment issues.
- Assisted PW with Fuel Tank issue.
- Assisted PW with electrical issues related to Town vehicle.
- Assisted PW with electrical issues related to Town holiday displays.
- Attempted to measure outfall pipes for check valves. Status: unanticipated excavation work must be done to prepare for the valve placement.
- Investigated road-cut issues. Update: Delmarva Power and Artesian to fix road cuts.
- Investigated building complaint concerning alleged setback violations. Status: compliant with Town Zoning.
- Investigated several sign complaints. Update- signs in Town ROW removed.
- Met with contractor regarding elevations pertaining to AO flood zones.
- Assisted residents with flood insurance questions.
- Met with a resident regarding the recent presentation of York Road Mitigation study.
- Met with a resident regarding bulkhead concerns and silt fence concerns.
- Met with a resident regarding house lift. Update- lift is zoning compliant and project starting.
- Inspected FEMA violation for ground floor. Update: Violation removed and now compliant.

### Stormwater Project, Ryan Dacey

- Week 1- November 4-7
  - Received water pump to extract standing water from basins
  - Began pumping water out of basins and cleaning out debris
- Week 2 and 3- November 8- 22- Vacation
- Week 4- November 25-27
  - Continued cleaning out storm drain basins from debris and standing water

- Contacted Lyndon about S. Anchorage pipe restoration job estimate. He will put this job on his calendar ASAP and it will be a time and materials job due to unknown scope of the job
- Began compiling new list of drains to be jetted and cleaned out for the second round of jetting
- Took PW vehicle to shop.

**Town Manager, Maureen Hartman**

- Assist residents with various issues, including stormwater, drains, roads, Artesian.
- Worked on stormwater management with Code Enforcement Officer; contacted contractors for proposals for pipes/risers.
- Assisted Public Works employees.
- Assisted Chief Lovins with various items.
- Installed Christmas decorations in park with Town Hall staff.
- Attended DE/MD Public Employer Labor Relations Association (PELRA) training on November 7 with Finance Director.
- Revising job descriptions for employees.
- B&F Committee meeting on November 14.
- Participated in several training webinars.
- Assisted Council members.
- Working with Finance Director on FY26 budget.
- As a member of the CMAD Executive Committee, participated in a study with the DE Chapter of American Planning Association regarding affordable housing solutions in DE.
- Along with the Finance Director, met with a cybersecurity representative from the DE Department of Technology and Information to discuss opportunities for the Town through the State and Local Cybersecurity Grant Program (SLCGP).