



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: FEBRUARY 14, 2025

- ✓ **Town Council Meeting:** Friday, February 14, 2025, at 9:00 am at Town Hall
- ✓ **Town Hall Closed:** Monday, February 17, 2025

DEPARTMENT REPORTS – JANUARY 2025

Code/Building Enforcement, Joe Hinks

- 2 calls for property violations.
- 39 Mercantile licenses issued.
- 12 Building Permits issued.
- 4 Plan reviews.
- 8 Property inspections.
- Attempted to measure outfall pipes for check valves. Meeting with TM and company representative to resolve sizing issues.
- Working on Phase 2 of ROW clearing-Status: Ongoing
- Continued working with TM on Drainage Project- Status: Ongoing
- Assisted PW: Organization of supplies
- Assisted PW: Installed Snowplows on vehicles
- Assisted PW with needed fuel stabilizer and water removal additives.
- Assisted PW with bike rack repair
- Removed corrosion and pitting hydraulic cylinders on snowplows
- Removed corrosion and lubricated electrical connection for snowplows
- Service seized quick connector on tractor and restored functionality.
- Removed contaminated fuel from Snow blower and cleaned carburetor.
- Assisted TM with securing speed bump markers and calcium chloride for walkways.
- Installed New and unused snowplow on Kubota RTV and wired for use. TM assisted with installation.
- Installed New salt spreader on Kubota RTV and extended wiring for in cab use.
- Water in fuel issued resolved in Kubota.
- Operated Snowplow on Town dump truck for snow removal town wide.
- Operated Skid steer for intersection cleaning of piled snow and compacted ice removal.
- Cleared Town Hall parking lot of Snow.
- Connected and serviced wiring for Skid steer broom attachment
- Utilized broom attachment for 2nd snowstorm to clear Town Hall parking lot.
- Cleared Town Hall walkways of snow with snowblower. Assisted TM with calcium chloride application.
- Responded to and cleared Ice complaints with TM.
- Assisted TM with electrical issues related to PW truck.
- Met with a resident regarding bulkhead concerns and silt fence concerns.
- Met with a resident regarding house lift.

Stormwater Project, Ryan Dacey

- Completed cleaning basins.
- Scheduled jetting for 17 locations (canceled in Jan due to winter storm and rescheduled for Feb)

- Assisted public works during/after the snowstorm
- Discussed BP budget with finance director
- Worked with contractor for the construction of 8 new guard stands.

Town Manager, Maureen Hartman

- Assist residents with various issues, including stormwater, drains, & roads.
- Worked on stormwater management with Code Enforcement Officer; contacted contractors for proposals.
- Assisted Public Works.
- Assisted Chief Lovins with budget.
- Removed Christmas decorations in park.
- Assisted with winter storm preparations as well as clean-up; attended Emergency Services and DEMA briefings regarding storm
- Assisted Council members.
- Working with Finance Director and Treasurer on FY26 budget.
- HMPG quarterly report to DEMA.
- Meeting with Solitude and DNREC regarding algae harvesting.
- Attended a DFIT meeting on Jan 22.
- Met with Middlesex and Sea Colony reps to discuss stormwater.
- Attended a Delaware League meeting on Jan 24.
- Started preparations for the Emergency Preparedness Workshop in March and met with DE SeaGrant and Bethany Beach reps.