



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: JULY 2025

- ✓ **Town Council Meeting:** Friday, July 11, 2025, at 9:00 am
- ✓ **Town Council Workshop:** Friday July 25, 2025 - TBD

DEPARTMENT REPORTS – JUNE 2025

Code/Building Enforcement, Joe Hinks

- 12 Property inspections.
- 5 Plan Reviews.
- 20 Mercantile Licenses.
- 15 Building Permits Issued.
- 1 Stop Work Order issued. Update: Contractor Licensed, and proper permits issued.
- Responded to boat ramp complaint.
- Responded to a complaint about unsafe road cuts. Update: All cuts have been repaired properly and made safe.
- Responded to 2 complaints involving grass. Update grass cut.
- Responded to a sign complaint. Update: Sign removed
- Responded to 2 resident complaints about flooding: Update PW investigating solutions.
- Responded to resident questions about bulkheads.
- Responded to resident complaint about contractors damaging property.
- Meeting with GIS specialist and TM.
- Met with Architect for plan revisions.
- Met with Architect about a possible elevator addition.
- Met with a homeowner about a renovation issue. Update violations corrected.
- Met with a homeowner over possible renovations to a rooftop deck.
- Met with a homeowner about an interior elevator addition.
- Met with contractor regarding proposed Substantial Improvement requirements.
- Met with contractor over pervious paving requirements.
- Met with a contractor and requested the road to be cleaned of debris. Update: Cleared.
- Met with a contractor over the proposed step encroachment. The step configuration has been changed to comply.
- Met with a contractor to request that mud be removed from the street. Update: Cleaned
- Met with a committee member regarding updating codes and goals for flood prevention and mitigation.

Public Works, Nick Donatoni

- Removed floating island at 2nd St canal.
- Cleared Tamarack basin outflows for better drainage, jetting 6-3. Cleared Cattail ditch.
- Demolished old shed and filling in with QP.
- Finished spreading QP in back storage area.
- Weekly mowing and landscaping throughout town and median (e.g. Weed whacking, mowing, weed spraying, etc.).
- Clean canal ends daily/weekly.
- Daily beach cleaning.
- Replaced lights at PD.
- Put together new toolbox and unpacked all tools.

- Installed new tires on the Kubota zero turn.
- Roto Rooter came 6-3-25 and jetted and vacuumed basins on Tamarack, Cattail, Black Gum.
- Cleaned Canal end on Canal between 5th and 6th.
- Address resident complaints.
- Painted walking signs on roadways.
- Installed no turn signs on Kent.
- Met with electricians for inspection corrections in PW.
- Took delivery of new bike racks and placed throughout town.
- Sharpened blades on mowers; conducted lawn mower maintenance.
- Trimmed ROWs for street signs.
- Removed weeds/grass in front of beach walkways and walking paths.
- Organized PW shop.
- Trimmed tree above generator for new install.
- Installed key holder in PD.
- Cleaned TH parking lot for summer kickoff party, provided tents and garbage cans for party.
- Removed flags for heroes from Memorial Day and requesting quotes for new flags and poles.
- Removed and replaced bulkhead cap on W. 10th (bulkhead is rotting and bowing and needs to be replaced). TM is contacting J&J bulkheading.
- Assembled new American flags and poles to replace current flags for heroes.
- Assisted PD by placing NO FIREWORK signs at beach entrances ahead of the holiday.
- Rebuilt some of the walkways on the beach with track loader.
- Put together bike racks and distributed accordingly.

Beach Patrol, Ryan Dacey

- Rescues from Rip Currents- 6
- Medical Emergencies- 1 (heat exhaustion)
- Lost Kids- 4
- Beach closures due to Thunderstorms- 5

Town Manager, Maureen Hartman

- Met with and assist residents with various issues and questions.
- Assisted Council members when requested.
- Monthly meeting with Mayor and Chief.
- Assist public works with numerous items.
- Assist Carolyn Bell from the SBPOA with the summer kick-off party.
- Training with Council
- Community Planning Advocacy Group meeting on June 3.
- Continue to work with General Code on revision project.
- Assist Councilwoman Van Horn with CPAG meeting and minutes.
- Work on projects with Solicitor.
- Provided committee members with information regarding roads and code.
- Met with Governor Meyer in Georgetown on June 9.
- Discussed additions to the Town's GIS with Justin Madron on June 12.
- Matt's Paving completed repair of the 'island' in Cat Hill.
- Start reviewing agreements that expire in the next year.
- Completed 2025 State Planning questionnaire for the Planning Commission and submitted 6/19.
- Contacted DelDOT representative regarding a vegetation complaint in their ROW. They are investigating.