



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: AUGUST 2025

- ✓ **Town Council Meeting:** Friday, August 8, 2025, at 9:00 am
- ✓ **Town Council Workshop:** Friday August 22, 2025 at 9:00 am

DEPARTMENT REPORTS – JULY 2025

Code/Building Enforcement, Joe Hinks

- 17 Property inspections.
- 4 Plan Reviews.
- 10 Mercantile Licenses.
- 19 Building Permits Issued.
- Responded to visual obstruction complaint.
- Removed overgrown vegetation from Mays Way intersection.
- Inspected concerns of visual obstruction on Rt 1. Referred to DELDOT for action.
- Responded to a complaint about nighttime lighting.
- Responded to a complaint about lumber in the roadway. Update: removed immediately.
- Responded to power pole complaint and tree issue on Bayshore.
- Responded to a complaint about vegetation on a town-owned canal end. Update: Referred to PW for removal and was completed.
- Responded to broken Sewer Drain complaint: Update Sussex County dispatch contacted for repair.
- Responded to a complaint about concrete grinding generating excessive dust. Update: Contractor stopped work.
- Conducted final inspection for New Home on Bayshore and issued Certificate of Occupancy.
- Investigated Peterson drainage issue. Update: cleared blockage, now free flowing.
- Investigated Elizabeth Way drainage complaint. Update: Referred to PW for cleaning.
- Investigated Periwinkle drainage complaint. Update: Referred to PW for cleaning.
- Inspected the Ground floor of a New Home for floodplain compliance.
- Inspected vacant lot on Peterson for water blockage.
- Answered questions regarding flood insurance and a potential house lift on Layton.
- Met with TM about boat ramp issue.
- Met with a resident about tall grass on Ocean Drive. Update: Contracted to be cut.
- Met with a committee member about bulkheads and drainage.
- Met with a contractor about Elevation Certificate issues.
- Met with homeowner about footprint issues in Cat Hill.
- Met with contractor regarding a final inspection for certificate of Occupancy.

Public Works, Nick Donatoni

- Weekly mowing, landscape and canal end maintenance.
- Maintenance on equipment.
- Daily beach cleaning, trash pickup, dog stations.
- Beach cleaned/swept for July 4th holiday.
- Put out additional bike racks; removed racks that had deteriorated. Placed new bike racks S 9th, Division, and 2 at Anchorage bike area. SBPOA is donating additional racks to the Town.

- Assisted resident with concern about sinkhole in driveway/ROW. Determined that it was a punctured/broken sewer line lateral caused by Comcast drilling. Advised Town Manager who notified Sussex Co, and who then completed the complex repair.
- Addressed erosion on dune crossovers, working with DNREC.
- Working with LH Excavating and Simpler Survey on two stormwater projects on York Road.
- Started sweeping intersections from stormwater runoff.
- Repaired gas pump at yard.
- Completed jetting for Brandywine, Henlopen, New Castle, Layton, Kent, Tern, Bayshore.
- Addressed resident stormwater concern on Brandywine. Resolved issue.
- Repaired SBBP guard stand.
- Regraded side of the road for exposed pipe on Bayshore.
- Re-edged and mulched circle bed at York/Coastal Hwy.
- Aquatic Marine contracted to repair south walkway at SPV.
- Addressed various complaints from residents and uncovered buried drainpipe with Joe and Maureen on Peterson.
- Fixed basin on Rebecca.
- 2022 and 2012 vehicles dropped off for service.
- Cleaned drainage ditch on corner of Elizabeth and Cleveland.
- Resident complaint of poor water flow from basin on Russel and Periwinkle, identified basin and found that the end of the pipe was blocked with sediment, cleared area and restored flow. Ditches will be placed on schedule for fall clean out.
- Completed rebuild of rain gardens on Mays and Elizabeth and Elizabeth and Elizabeth.
- Uncovered basin and drainpipe on corner of Black Gum and Cattail that was filled in. Will add to the next jetting schedule.
- Street swept roads around TH.
- Removed and replaced speed limit sign on Henlopen.
- Cleaned street around water main break @ Victoria and York.
- Along with Town Manager, met with CWQ to discuss possible rain garden upgrades.
- Repaired area around basin at Elizabeth Way/Elizabeth Ct.
- Refilled hole around basin on Peterson.
- Repaired lifeguard stands 2-3 and replaced beach rules sign on 8.
- Checked ROW overgrowth on N 5th street for a complaint. No overgrowth in ROW

Beach Patrol, Ryan Dacey

- Rescues from rip currents- 4
- Injuries- spinal injury in surf
 - Heat exhaustion
 - Seizure
- Lost children - 3
- Beach Closures due to thunderstorms- 4

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.
- Community Planning Advocacy Group meeting on July 28.

- Submitted quarterly report for HMPG grant (York Road).
- Conference call with Solitude Lake Management & CWQ regarding canals.
- Work on projects with Solicitor.
- Code Enforcement Official and I visited several properties about various issues.
- Virtual meeting with Governor Meyer's staff.
- NEBS training for state requirements.
- Attended Resiliency meeting.
- Along with PW, met with CWQ members to discuss upgrades to town-owned rain gardens as well as DelDOT-owned.
- Conference call with DelDOT regarding rain gardens in the median.
- Research DelDOT plans, awarded grants, and reports for CWQ regarding rain gardens.
- Conference call with Republic Services regarding contract.
- Discuss repairs to SPV's south walkway with SPV HOA President.
- Attended a training class for employee benefits.
- Contacted Artesian and PW during water main break on Victoria/York over the weekend; contacted Sussex Co for a sewer blockage over the weekend.
- Meeting with finance director and treasurer on July 29.
- Meeting with UD and Mayor on July 31.