



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: SEPTEMBER 2025

- ✓ **Town Council Meeting:** Friday, September 12, 2025, at 9:00 am

DEPARTMENT REPORTS – AUGUST 2025

Code/Building Enforcement, Joe Hinks

- 14 Property inspections.
- 6 Plan Reviews.
- 12 Mercantile Licenses.
- 30 Building Permits Issued.
- Responded to drainage complaint with TM.
- Responded to Noise Complaint. Update: issue resolved
- Re-Inspect Town Drain with TM on Peterson.
- Technical Assistance to PW on Mower.
- Technical Assistance to PW on Air Compressor.
- Technical Assistance to PW on Town ROW locations.
- Request sent to PW for Town ROW marker to be reinstalled.
- Assist Settlement Attorney with Addressing Questions.
- Contacted Sussex County for Address Correction to Vacant lot. Update: The county has corrected the issue with addressing.
- Multiple Final Certificate of Occupancy Inspections conducted.
- Inspected Tamarack for ROW encroachments and working on corrections.
- Met with a contractor about outside elevator questions.
- Met with an Architect concerning floodplain questions and revisions.
- Met with TM and Mayor about Code concerns and corrections.
- Met with Committee member about bulkhead concerns and elevation.
- Met with a contractor concerning tall grass issues.

Public Works, Nick Donatoni

- Weekly mowing, landscaping, spraying, edged north & south beds, and mower maintenance.
- Daily Beach cleaning and loose trash pickup.
- Daily dog stations.
- Checked on multiple stormwater basins after storm.
- Addressed resident complaint on Layton about water pooling at the end of the driveway.
- Repaired lifeguard stands.
- Started pruning trees in park @ Town Hall.
- Started revamping dune crossovers.
- Working on rights-of-way on S. 4th and Coastal Hwy.
- Rebuilt hedge trimmer.
- Ordered and installed new backpack sprayer.
- Continued trimming trees in park.
- Washed PW vehicles.
- Cleaned up shop, organized benches.
- Ongoing – clearing dune crossovers of all growth.
- Street sweeping - Canal to 6th and Russel and part of Periwinkle, resident requested I stop sweeping the rest of Periwinkle.
- Small trailer needs tires, switched pump and tank over to another trailer.

- Water tank is down, needs pump. Rewired both ends and pump is no good.
- Repaired sweeper attachment.
- Created an SOP for summer and added new duties.
- Replaced street sign and bracket on Surfside.
- Hurricane prep and prep for possible damages from Hurricane Erin.
- Inventoried public works equipment for Renee to add to ARM.
- Cleaned beach of debris from storm.
- Addressed resident complaint for sink hole on Mays and Elizabeth, working with town manager to resolve issue.
- Worked with DNREC to unlock gate drop area for machine to remove beach patrol shed from beach and prep for storm.
- Request from B&PSC to clean pine needles/debris from bike/walking lanes on Evergreen.
- Cut back empty lot on N. 2nd entrance @ beach.
- Repaired compressor & installed new pressure switch.
- Retrieved broken street sign/stop sign from vehicle accident at Cleveland and re-installed on new pole. Town should consider switching to metal sign poles.
- Placed flags out on Coastal Hwy for Labor Day and Seas The Day Parade.
- Placed speed sign back out on Coastal Hwy as per Chief Lovins' request.

Beach Patrol, Ryan Dacey

- Rescues from rip currents- 18
- Injuries- 70 yr old male, pulled hamstring in surf, wheelchaired off the beach to family vehicle
- Lost Kids- 3
- Ocean closures due to rough hurricane surf- 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/issues throughout Town.
- Worked with Mayor Dondero on a Surface Water Matching Planning Grant (SWMPG). Grant submitted 8/19/25.
- Working on bid docs for York Road with AECOM and Solicitor.
- Worked with DNREC and UD officials regarding a resident's concern about canal water. Determined to be no issues.
- Code Enforcement Official and I visited several properties about various issues.
- Worked with Sussex Co Public Safety, Chief Lovins, BP Capt. Dacey, and state officials during Hurricane Erin.
- Worked with Solicitor regarding code enforcement, bid documents, ordinances, and Ocean View MOU.
- Worked with AECOM on Phase II York Beach project.
- Meeting with Governor's office on August 12.
- Attended Budget & Finance meeting on August 12.
- Working with PW on costs to repair/enhance rain gardens, as requested by the CWQ.
- Attended a Community Planning Advisory meeting on August 13 and August 25.
- Completed the System for Award Management (SAM) renewal for 2025/2026 government contracts and grants.
- Assisted Chief Lovins/PD with accreditation review.