



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: OCTOBER 2025

- ✓ **Town Council Meeting:** Friday, October 10, 2025, at 9:00 am
- ✓ **Town Council Workshop:** Friday, October 24, 2025, at 9:00 am

DEPARTMENT REPORTS – SEPTEMBER 2025

Code/Building Enforcement, Joe Hinks

- 15 Property inspections.
- 9 Plan Reviews.
- 8 Mercantile Licenses.
- 31 Building Permits Issued.
- Responded to drainage complaint.
- Technical Assistance to PW on Town ROW locations.
- Met with PW on ROW cutting and safety clearance issues. Update: PW removed obstructions and safety clearance issues.
- Met with Attorney on Code Questions and need for IPMC.
- Assisted several Realtors with Town Zoning questions.
- Assisted a settlement attorney with As-Built Survey questions.
- Multiple Final Certificate of Occupancy Inspections Conducted.
- Inspected Tamarack for ROW encroachments and working on corrections. Update: PW removed obstructions.
- Met with WAPRO rep about changing value out for lower head pressures.
- Met with a Homeowner about ground-floor enclosures.
- Met with a contractor about outside elevator questions.
- Met with an Architect concerning floodplain questions and revisions.
- Met with DNREC about Bulkhead issues.
- Met with a contractor about grass issues.
- Met with the GC for the TH project concerning a leak in the wall.
- Met with New homeowner over a potential revision to the current home under construction.
- Met with Artesian over the York Rd paving issue.
- Met with 2 residents and TM regarding bulkhead questions.
- Met with a contractor concerning tall grass issues.

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.
- RFP for York Road project advertised 9/2 with bid opening 10/2.
- Code Enforcement Official and I met with property owners regarding bulkheads.
- Attended a SCAT function with Mayor Dondero on 9/3.
- Attended a USACE and DNREC event at the Indian River Inlet with Mayor Dondero.
- B&F meeting on 9/9.
- Discussion with CWQ committee members and Solitude Lake Management on 9/11.
- Meeting with Governor's office on 9/11.
- Pre-bid meeting regarding York Road project on 9/16.

- Completed three ICMA webinars for continuing education with credentialing and completed a multi-rater assessment required by ICMA.
- Attended DLLG meeting on 9/25 with Chief Lovins.
- Meeting with PW staff to discuss fall & winter projects.
- Envirotech started cleaning the canals week of 9/22. Will continue to December.
- Anchorage forebay was inspected by DelDOT and the findings resulted in no excavation warranted this year.
- Attended Resiliency meeting and provided information to committee members on the CRS Program.

Public Works, Nick Donatoni

- Weekly mowing, landscaping and mower maintenance.
- Trimming bushes, clearing ROWs throughout town, trimmed trees at Town Hall and along walking path @ triangle park
- Daily dog stations.
- Daily beach cleaning.
- Canal end maintenance.
- Removed no turning signs off Kent and changed the date placards.
- Met with Lyndon regarding the sink hole on Mays and Elizabeth.
- Working with Town Manager on numerous items.
- Started removing tree stumps along Rt 1 in beds.
- Cleaned up intersections.
- Assisted PD with a project and addressed PD concerns.
- Posted unguarded beach signs and ordered more signs.
- Met with electricians to repair and replace the electric box for the gas tank.
- Meeting with DFIT representatives.
- Met with Marcus from WAPRO regarding the check valves we have installed. We have decided to go with a thinner membrane to drastically reduce the head pressure needed to open the valves. They are going to be a free exchange.
- Hung flags on Rt 1 for Seas the Day and Labor Day.
- Street sweeping throughout Town.
- Scheduled fire extinguisher inspection for town buildings.
- Installed sign pole at beach access ramp for sign.
- Met with residents on Layton Dr. about flooding specifically around the 143 Layton. Added that area to the list for projects for storm water.
- Met with a contractor for an estimate for the upcoming project on Carlisle
- Cleaned up TH and surrounding area after storm.
- Trained PW employees on equipment.
- Removed SPV northern ramp Mobi mats that were covered in sand and damaged from storm. Continuing to remove mats at other access ramps.
- Cleaned out stormwater ditch on Elizabeth.
- Addressed numerous resident concerns and complaints.
- Along with TM, checked water leak @ Henlopen and informed Artesian.
- Assisted resident with brush on Elizabeth
- Removed broken fence post from park due to contractor running into it; replaced.