



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: NOVEMBER 2025

- ✓ **Town Council Meeting:** Friday, November 14, 2025, at 9:00 am
- ✓ **Town Hall Closed for Thanksgiving:** November 27 and 28, 2025

DEPARTMENT REPORTS – OCTOBER 2025

Code/Building Enforcement, Joe Hinks

- 22 Property inspections.
- 7 Plan Reviews.
- 12 Mercantile Licenses.
- 25 Building Permits Issued.
- 2 Stop Work orders issued.
- Responded to drainage complaint.
- Responded to start and stop time complaints by a resident.
- Met with a homeowner concerning flooding.
- Met with a homeowner over the drain not working correctly.
- Met with a builder over the ground-floor enclosure.
- Met with a homeowner concerned about Fence damage.
- Met with the General Contractor concerning the leak in the Town Hall addition.
- Met with a homeowner about a drain installed in Town ROW without permission.
- Met with homeowner over damage to Town ROW.
- Met with homeowner over Asbestos concerns.
- Met with another flood valve representative for additional valves to be placed.
- Tech Support to PW on alternative valves.
- Assisted PW with a no-start issue on the Town Car.
- Assisted PW with Truck service request.
- Assisted PW with Drainage solutions.
- Assisted PW with the garage door closing issue.
- Assisted TM with Drain Locations and missing drains.
- Assisted TM with York Beach drain concerns.
- Assisted Mayor with technical document requests.
- Attended Resiliency Committee Meeting concerning bulkhead regulations.
- Assisted Town Contractor with existing drain valve replacement.
- Assisted Town Contractor with video inspection and location of a lost drain.
- Assisted Town Contractor with location of a lost drain on New Castle.
- Multiple Final Certificate of Occupancy Inspections Conducted.

Public Works, Nick Donatoni

- Weekly mowing and mower maintenance.
- Weekly landscaping throughout town. Trimming bushes, clearing ROW's.
- Daily dog stations and beach cleaning.
- Daily loose trash pickup.
- Weekly canal end maintenance.
- Lyndon started and finished the York and Plymouth job.
- Lyndon repaired the sinkhole/broken storm water pipe issue on Mays and Elizabeth.
- Updated the Google Earth page.
- Removed most of the bike racks for the winter.

- Started cleaning the sand walkway behind the dunes.
- Picked up all remaining Mobi mats off the walkways.
- Cleaned up the roads, the park and the triangle after the 10/11-12 storm.
- Shut down the walkways to the beach for incoming storm, posted road flooded signs throughout town.
- Cleaned up stormwater basins around town.
- Prepped for the 10/28-30 storm.
- Found part of the ADA ramp in SPV and removed it.
- Called Artesian about the broken pipe on Petherton.
- Fire extinguisher company inspected all extinguishers for TH, PD, PW.
- Removed summer flowers from North and South beds and planters around TH and prepped beds for mums and planted mums.
- Addressed resident concerns on York Rd.
- Cleaned TH lot and walkways, pruned some trees around TH and cleaned the roofs of PD and TH.
- Shut down water faucets around the outside of TH.
- Attended the roadway management conference in OC with PW employees.
- Repaired little library in TH lot.

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.
- Met with excavator to discuss York Road project.
- FOIA training on 10/1.
- RFP for York Road project bid opening 10/2 with Kinsley Construction awarded bid on 10/10.
- HMPG fourth quarter report submitted on 10/7; closing out grant.
- Attended NPELRA (labor relations) training on 10/8.
- Meeting with Republic Services on 10/10.
- Worked during the nor'easter on 10/11-10/12; continued updates to community. Assist PW with closing off damaged walkways.
- Photographed beach damages for both Nor'easters to submit to DNREC.
- Along with Mayor Dondero, attended the police accreditation ceremony on 10/14 in Dover.
- Attended Resiliency meeting on 10/15.
- Along with HR Director, review and prepare for implementation of DE Paid Leave.
- Attend B&F meeting on 10/20.
- Attend webinars for educational credits towards ICMA credentialing.
- Attend CMAD meeting on 10/22.
- Prepare trash hauler bid docs for next 5-year contract.
- Preconstruction meeting with Kinsley Construction and AECOM on 10/28.
- Work with CE Official on numerous storm drain/check valve issues.
- Contacted DNREC about restoration of dunes and walkways. Advised that they will be working on Bethany and South Bethany in November/December if they have enough staff available.
- Starting to work with Finance Director and Chief on FY2027 budget.