



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: DECEMBER 2025

- ✓ **Town Council Meeting:** Friday, December 12, 2025, at 9:00 am
- ✓ **Town Hall Closed for Christmas:** December 25 and 26, 2025
- ✓ **Town Hall Closed for New Year:** January 1, 2026

DEPARTMENT REPORTS – NOVEMBER 2025

Code/Building Enforcement, Joe Hinks

- Submitted under separate cover

Public Works, Nick Donatoni

- Weekly mowing, mower maintenance, & landscaping.
- Canal end maintenance and identified canal end for location of sample end for PW.
- Went out with PW crew for pre-planning and discussion, identified items for removal and items to keep for canal end project; purchased materials.
- Daily beach cleaning, trash pickup, dog stations.
- Prepped for storms with signage.
- Clean up after storm, pine needles, downed branches, etc.
- Removed debris from canal end on Victoria and Henlopen.
- Cleaned up around Town Hall and walking paths.
- Cleaned up Elizabeth Court.
- Clearing sand walkway behind dunes.
- Staked floating island at the first Peterson canal end, until we have the chance to remove.
- Cold-patched 2 holes at the end of Bayshore.
- Installed sound panels in meeting room and foyer in TH.
- Reattached multiple points on ADA ramp and handrails with new hardware.
- Removed section of sand fence on the N 6th beach entrance.
- Assembling new flags and removing old flags and taking them to VFW for proper disposal.
- Fixed street sign on W. 9th.
- Prepared park for HOLIDAY light installation; installed lights for holiday tree lighting ceremony.
- Holiday lights in RT 1 were installed.
- Contacted electrician to check photocells and breakers for all lights on RT1.
- All equipment is getting serviced for winter.
- Dolphin Electric checked electrical issue at light pole on Coastal Hwy. Found bad GFI outlet and replaced. Also looked at other pole near PD and PW and found pole had 2 bad bulbs and a bad Photocell. Replaced photocell and waiting on bulbs.

STORMWATER

- Started scoping New Castle all drains and basins.
- Requested contractor give separate SD card for each street so we have a record.
- Measuring all located outfalls for valve fitment on New Castle
- Contacted another vendor for check valves and ordered 3 new ones to try out. Waiting on install.
- Updating GIS stormwater map for all new installs and projects.

- Monitoring check valves since we changed out the thickness of the membranes to thinner membranes and they have been working successfully.
- Temporarily sealed off a basin on New Castle until valve install can be installed.
- Along with the Town Manager and Code Official, we devised a planned approach to address multiple issues for stormwater.
- Contracted with company to jet and vac storm basins on New Castle. First 2 basins on New Castle R/S had blockage/collapse about 20 feet in (will review footage).

Town Manager, Maureen Hartman

- **NOTE: On Dec 2, Kinsley Construction reported that they are unable to execute the York Road pervious pavement project due to temperatures falling below 50°F. I requested that they schedule it as soon as weather permits.**
- Met with and assist residents with various issues and questions; responded to resident emails.
- Assisted Council members when requested.
- Monthly meeting with Mayor and Chief.
- Assist public works with numerous items/issues throughout Town; meetings with Nick regarding stormwater projects.
- Met with Public Works Lead and Finance Director to start working on PW FY 2027 budget.
- Met with Code Enforcement Official and Finance Director to start working on CE FY2027 budget.
- Attend SCAT meeting with Mayor and Council members on 11/5.
- Discussion of canal ends (adopt-a-canal) with PW and Councilwoman Keefe.
- Researched and completed writing bid docs for new trash hauler contract, rewrote docs after TC meeting and advertised bids on 11/21.
- Assisted PW with preparation for holiday tree lighting event and process for holiday decorating in Town.
- Met with a group of residents regarding flooding issues. Researching area. Code Enforcement Official providing elevations.
- Attended a Sussex Co. Conservation District meeting.
- Along with Mayor Dondero, met with the Policy Analyst from Governor Meyer's office.
- Along with Finance Director, met with Treasurer to discuss numerous items.
- Continued CE courses for ICMA certification.