



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: JANUARY 2026

- ✓ **Town Council Meeting:** Friday, January 9, 2026, at 9:00 am
- ✓ **Town Hall Closed:** Monday, January 19, 2026

DEPARTMENT REPORTS – DECEMBER 2025

Code/Building Enforcement, Joe Hinks

- 11 Property inspections.
- 4 Plan Reviews.
- 2 Mercantile Licenses.
- 21 Building Permits Issued.
- 1 Stop Work order issued.
- Met with a builder concerning FEMA requirements for flood venting.
- Met with a Homeowner and shot elevations for them for a house elevation project.
- Assist PW with a no-start issue with the Town Car.
- Assist PW with plow parts bag location.
- Reported a road repair issue to PW on York Rd.
- Shot elevations on several properties to determine compliance with grading requirements and zoning code.
- Attended a meeting with the Forerunner Company concerning code software.
- Responded to a frozen water complaint on a NEW home on York.
- Answered multiple requests for setback information for various properties in Town.
- Furnished data to TM concerning stanchions in different locations.
- Assisted General Contractor Harkins with information needed to complete floor repair in Town Hall.

Public Works Lead, Nick Donatoni

- Daily Beach cleaning; daily dog stations; daily landscaping around town.
- Weekly canal end maintenance.
- Installed all holiday lights throughout town and at Town Hall.
- Electrical work conducted by an electrician for the Christmas lights. Installed new timers for lights.
- Assisted CRC with the tree lighting event.
- Cleaned PW garage and organized all stock.
- Addressed areas of water pooling and made small ditches to divert water
- Prepared for winter by checking plows and winter equipment.
- Hooked up some plows on truck and ATV for upcoming snow.
- Salt icy intersections
- Matt's Paving completed painting all stop bars throughout Town.
- Installed new delineators at Mays and Elizabeth and Elizabeth and Elizabeth
- Installed temporary sign on W. 9th.
- Installed new lights on 4x4 post and rope at canal end project.
- Contacted Envirotech to remove floating island on Peterson and Evergreen canal end.
- Removed and replaced guardrail pieces on Canal Dr.

Stormwater

- Observing newly installed check valves and all are working successfully. No water backing up and minimal water pooling. Valve at property on corner of Carlisle/York needs to have a better fit as the pipe was partially oblong and valve isn't sealing properly, still functioning effectively.
- Updated the stormwater GIS map with valve locations; took pictures of basins to update everything.
- Ordered additional valves from Wapro (we had a credit from returning a wrong size valve).
- Valves and gaskets were ordered to finish installation at New Castle.
- Installed valve at 135-137 New Castle
- Installed valve at 125-127 New Castle
- Received 2 - 8" valves to finish New Castle
- Cleaned basin tops

Town Manager, Maureen Hartman

- Met with and assist residents with various issues and questions; responded to resident emails.
- Assisted Council members when requested.
- Assist public works with numerous items/issues throughout Town; meetings with PW Lead.
- Working with Finance Director FY 2027 budget.
- Discussions with Chief on the FY2027 budget.
- Worked on pay scale for Chief Lovins and TH staff.
- Worked with BP Capt. Dacey on the FY2027 budget.
- Attend SCAT meeting with Mayor and Council members on 12/3.
- Held a pre-bid meeting for trash haulers on 12/3. Opened bids for trash hauler on 12/22.
- Assisted CRC with holiday tree lighting ceremony on 12/6.
- Worked with Kinsley Construction on York Road flood mitigation project.
- Met with Mayor Dondero and Lt. Gov. Gay on 12/1.
- Continued and completed CE courses for ICMA certification.
- Prepared concession bid docs for beach exercise and beach vending.
- Attended B&F meeting on 12/5.
- Participated in a cybersecurity webinar with DHS and the Cybersecurity and Infrastructure Security Agency (CISA).
- Prepared draft RFP for York Road Phase II.