



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: FEBRUARY 2026

- ✓ **Town Council Meeting:** Friday, February 13, 2026, at 9:00 am
- ✓ **Town Hall Closed:** Monday, February 16, 2026, for President's Day
- ✓ **Town Council Budget Workshop:** Friday, February 27, 2026, at 9:00 am

DEPARTMENT REPORTS – JANUARY 2026

Code/Building Enforcement, Joe Hinks

- 17 Property inspections.
- 5 Plan Reviews.
- 69 Mercantile Licenses.
- 23 Building Permits Issued.
- 1 Stop Work order issued.
- Met with a contractor concerning water damage in the home.
- Met with a contractor about pervious Turf.
- Met with Sussex County representative concerning pump station.
- Met with the County representative over a resident's property complaint.
- Met with a builder to resolve a height issue.
- Met with a builder to inspect for FEMA compliance.
- Met with several contractors about pervious paver applications in Town.
- Met with a designer about structural details on a proposed renovation.
- Met with a homeowner for a New Home build.
- Attended Builder Association meeting.
- Attended 3 BOA Hearings. All hearings were approved by the BOA.
- Attended a meeting with a software company for CRS.
- Attended a meeting with the TM concerning potential Code Enforcement software.
- Attended a meeting with DNREC over proposed helical piling use.
- Attended a CRS meeting.
- Assisted PW with a no-start issue on the Town car.
- Assisted TM with Town GIS program.
- Assisted a local builder with DNREC compliance issues.
- Assisted an architect in creating a house design zoning compliant.
- Contacted an owner about broken water pipes leaking on Ocean Drive.
- Shot elevation mark for Homeowner HVAC replace to be floodplain compliant.
- Contacted Artesian concerning poor-quality road patches.
- Multiple Final Certificate of Occupancy Inspections conducted.

Public Works Lead, Nick Donatoni

- Daily dog stations, beach cleaning, loose trash pickup, landscaping around town.
- Weekly canal end maintenance.
- Trimmed some trees on Peterson.
- Removed the holiday decorations from the median, TH buildings, and park.
- Called in several water main breaks on Black Gum (large water main), 136/138 Brandywine, 50/52 and 53/55 S. Anchorage. Worked with Artesian regarding the Black Gum break.
- Checked on resident complaints of asphalt issues, all areas have been fixed by the contractors.
- Picked up discarded decorations disposed on a canal end.

- Salted road during inclement weather.
- Fixed salt spreader for ATV.
- Completed clearing the sand walking path on the landward side of the dune.
- Requested Envirotech to remove a floating wetland at the end of the Peterson road canal.
- Cleaned Peterson/Russell canal end that was filled with floating construction debris.
- Removed hanging holiday decorations from Coastal Hwy.
- Cleaned out all canal ends from debris and garbage.
- Obtained sweeper bids for town wide sweeping.
- Repainted “walking man” stencils throughout town.
- Prepped PW for inclement weather.
- Got quotes for budgetary items and provided to Finance Director.
- Installed 3 hanging mailboxes in town hall.
- Washed all trucks in prep for winter storm and staged all plows and winter equipment.
- Installed reflective markers around town @ speed humps.
- Inspected town checking for additional broken water pipes.
- Ordered and received new mats from AccessRec for the beach.
- Plowed during snowstorm 1-24, 1-25, 2026, and cleared areas of ice.
- Prepped for another storm. Monitoring potential nor’ eastern for weekend 1-31 / 2-1

Stormwater

- Cleaned basins across town.
- Cleaned out canal ends.
- Measured outfalls on Petherton, Brandywine, Henlopen, Layton, Kent, Tern, Bayshore. Was unable to access some properties and locate some outfalls. Ordering more valves for installation.
- Installed more valves on New Castle
- Had LH Excavation quote out 3 jobs for basin installs and 1 for raising existing basin to grade as well as provide a quote for 127 Henlopen for a new basin install, in hopes to limit that location of flooding issues.

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 with Sussex Co regarding pump station renovation on Bayshore Drive.
- Met with IQ Fiber for a sales call.
- Numerous pre-budget meetings with Treasurer and Finance Director on Jan 8, 12, 16, 21, 28, and 30.
- Meeting with Solitude on Jan 8 regarding algae harvest.
- Worked with Artesian regarding large water main break on Black Gum and several other locations.
- Submitted final documents for HMPG.
- Attended CRS meeting on Jan 13.
- Along with Joe Hinks, attended a meeting regarding software for CRS and Code Enforcement.
- Compiled contract and other miscellaneous paperwork for Casella.
- Staff meeting on Jan 16.
- Attended a meeting with Mayor Dondero in Bethany Beach to meet with Sen. Blunt-Rochester.
- Prepared an RFP for the preparation of a new Comprehensive Plan.
- Prepared an RFP for the preparation of a Coastal Analysis.
- Prepared an RFP for Phase II York Road Flood Mitigation Assessment & Conceptual Solutions.
- Held a pre-bid meeting for the Phase II York Road RFP.
- Along with Mayor Dondero, met with Congresswoman Sarah McBride.

- Attended the DFIT Board of Trustees meeting on Jan 29.
- Scheduled meeting in Feb to meet with DNREC regarding the ADA ramp.
- Worked with the EOP for storm preparations. Sent out public service messaging regarding storm, storm prep, etc., through Instagram and email news blasts.