



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: MAY 2026

- ✓ **Town Council Meeting:** Friday, May 8, 2026, at 9:00 am
- ✓ **Town Council Reorganization Meeting:** Tuesday, May 19, 2026, at 9:00 am
- ✓ **Town Council Workshop:** TBD
- ✓ **Town Hall Closed Memorial Day, May 25, 2026**

DEPARTMENT REPORTS – APRIL 2026

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 regarding preparations for the summer.
- Working with Casella on transition from Republic for waste services. Met with Casella representatives on April 24. Sent numerous email blasts out to residents regarding transition.
- Reviewed several projects throughout Town with Code Enforcement Officer.
- Meetings with Chief Lovins regarding preparation of summer.
- Designed and worked on new orientation manual for council.
- Along with the mayor and PW, met with Delmarva tree regarding dead trees on Town property.
- Worked with AECOM and contractor on York Road project.
- Worked on ORPT grant for CRC.
- Received letters of interest for potential candidates for council.
- Assisting B&PSC with the design of a rack card and working with DelDOT regarding possible crosswalk program.
- Update on York Road – May 1 contractor will install the truncated domes and adjust the pavers on the walking path. Week of May 6, contractor will do striping & installation of 11 new delineators.

Code/Building Enforcement, Joe Hinks

- 21 Property inspections.
- 6 Plan Reviews.
- 17 Mercantile Licenses.
- 24 Building Permits Issued.
- Met with owner to consider future renovations to home.
- Met with an owner about access to the mechanical room.
- Met with several contractors about proposed New Home plans.
- Met with a contractor about BOA questions.
- Met with a contractor concerning retractable steps.
- Met with a contractor concerning floodplain compliance questions for a renovation.
- Met with a contractor about pervious pavers.
- Met with a homeowner about changing outdoor shower space.
- Met with a homeowner about various floodplain questions.
- Met with a landscaper regarding pervious synthetic turf.
- Followed up on a complaint about drainage and pavers on Bristol.
- Assisted an owner with questions about his proposed new home on Bristol.
- Lost drain investigation started on Bristol.

- Investigated an owner's concern about a sinking area in their yard,
- Assisted a contractor with a variance request.
- Assisted homeowner with potential propane tank locations
- Assisted PW with technical data on ROW locations.
- Assisted PW with specific areas needing trimming back for visual obstructions
- Assisted TM with GIS data for Town projects.
- Investigated a complaint of damaged to Town ROW.

Public Works Lead, Nick Donatoni

- Daily dog stations, checking beach, picking up trash
- Weekly mowing, mower maintenance
- Landscaping and prep work throughout town, canal end maintenance
- Cleanup/maintenance around TH/PD
- Town Road (Evergreen Extd) road paving completed
- Misc. repairs to equipment/vehicles
- Training conducted on equipment
- DNREC continuing cleanup/repair of dune crossovers.
- Finding suitable locations for trash cans on landward side of dune.
- Working with Xanadu regarding unresolved issues with repairs on TH building. Met with TM to discuss
- Addressed various resident complaints
- Assisted Councilwoman Keefe with tiki torches for the bonfire
- Pulled dead shrubs in last bed in median.
- Fixed signs in TH lot and N 6th and Ocean; replaced fencing along N. 6th.
- Cleaned debris out of canals
- Cleaned Cat Hill/Kent entrance bed and mulched.
- Repaired bulkhead cap on May canal
- Signed PW employees up for stormwater certification course in June
- Started clearing Rights of Way/Coastal Hwy
- Planted North and South entry beds
- Met with new sign vendor with the Chief regarding a new speed limit flashing sign with other alternatives
- Working with CE to determined ROW's along Coastal Hwy for clearing
- Preparing permit parking signs for Boone to be installed
- Assisted Finance Director with PW's capital purchases

Stormwater

- Cleaned basins throughout town inside and out
- Found new basin on Anchorage/added to map and list