



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: JUNE 2026

- ✓ **Town Council Meeting:** Friday, June 12, 2026, at 9:00 am
- ✓ **Town Council Workshop:** TBD
- ✓ **Town Hall Closed Friday, July 3, 2026, for Independence Day**

DEPARTMENT REPORTS – May 2026

Town Manager, Maureen Hartman

- Met with and assist residents with various issues and questions; responded to resident emails.
- Assisted Council members when requested; met with new Council members.
- Assist public works with numerous items/issues throughout Town; meetings with PW Lead regarding preparations for the summer.
- Delayed (may cancel) algae harvester due to minimal presence of algae. Maintaining communication with Solitude and DNREC.
- Working with Councilwoman Keefe on the June 24 event at Town Hall. Attended CRC meeting on May 6.
- Signed off on receipt of PW and BP vehicles.
- Attended Beach Round-Up webinar with DNREC's Shellfish and Recreational Water Program on May 7.
- Kick-off meeting with AECOM for York Road PH II.
- Completed new orientation manual for Council and Committees.
- Meetings with Mayor Dondero.
- Worked with AECOM on final close out of the York Road project.
- Meeting and site visit with Mayor and representatives from Verdantis for the MT2 Coastal Analysis study (provided additional information).
- Along with Finance Director Renee McDorman, met with the department heads to introduce them to the new Council Treasurer, Cindy Van Horn.
- Working with DeLDOT regarding B&PSC's new project.
- Worked on a draft of the Shoreline Access Plan for review by Mayor Dondero and DNREC.
- Contacted Sussex Co regarding a complaint.

Code/Building Enforcement, Joe Hinks

- 17 Property inspections.
- 9 Plan Reviews.
- 21 Mercantile Licenses.
- 29 Building Permits Issued.
- 2 property violation notices sent out.
- 2 Stop Work orders.
- Assist PW with ROW locations and mark out.
- Assist PW with sign locations on Ocean Drive.
- Technical advice on sign anchoring was given to PW.
- Technical advice given on PW equipment purchase.
- Technical advice and mapping given to PW to locate a lost drain. Update: lost drain uncovered and opened on Bristol.
- Demolish shed for PW.
- Requested PW to clear several Town Rights-of-way in various locations, including RT1.

- Investigated illegal storm drain dumping. Update: Contractor removed debris left in the drain.
- Met with TM about drainage issue.
- Met with TM about pervious paver issue.
- Met with Mayor about pervious paver issues.
- Met with Mayor concerning various issues throughout the town.
- Conducted several final CO inspections.
- Multiple plan revision requests sent to builders.
- Requested the unapproved Ocean Drive closure by a crane to be removed. Update: The contractor immediately removed the traffic blockage.
- Met with a contractor about BOA questions.

Public Works Lead, Nick Donatoni

- Daily dog stations, checking beach, trash pick up
- Weekly mowing/mower maintenance
- Landscaping, canal end and town hall maintenance
- Contacted Artesian regarding a broken pipe on a property.
- Contacted Mediacom about some low hanging wires on Bayshore
- Contacted Delmarva power about a leaning pole on Bayshore causing wires to sag into driveway
- Installed signage on S 6th and Boone.
- Cleared ROW on S 8th, request of Code enforcement
- Swept Evergreen and Russell
- Addressed resident complaints
- Met with Matts paving for some quotes on walking path @ Layton and side of road @ Bayshore
- Kent Ave signs changed out for the summer
- Prepped area for new concrete pad for shed; tore down old shed and disposed in dumpster.
- Met with Chris Keefe and Linda Bowers about placement of new children's equipment in park
- Placed mobi mats and cleared beach entrances from blown sand around SP village
- Put out bike racks
- Put out flags for memorial day
- Adjusted cement bumpers along ocean for bike racks.
- Garbage cans went out on walking path on the landward side of the dune; then removed
- Removed and replaced a broken piece of wood on the first sand piper entrance. (needs to be replaced)
- Added ¾ grey stone around the new paved walkway on York
- Removed all unguarded beach signs from ocean dr
- Met with Sussex tree for estimate for tree work.
- Assisted beach patrol with shed
- Replaced some rope on dune crossover posts

Stormwater

- Checked out basin on York between Kimberly and Rebecca, found a substance in the basin. Met with Joe and found it was a material they used for marking the road at the York road project. Joe resolved situation.
- Uncovered basin on Bristol
- Cleaned basin tops
- Working with Lyndon on project for Henlopen
- Assisting mayor with ponding issue on Canal

Beach Patrol, Ryan Dacey

- NO REPORT SUBMITTED