



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: JULY 2026

- ✓ **Town Council Meeting:** Friday, July 17, 2026, at 9:00 am
- ✓ **Coffee With the Comp Plan Consultants:** Friday, July 24, 2026, at 10:00 am
- ✓ **Town Council Workshop:** Friday, July 31, 2026, at 9:00 am

DEPARTMENT REPORTS – June 2026

Town Manager, Maureen Hartman

- Met with and assist residents with various issues and questions; responded to resident emails.
- Assisted Council members when requested.
- Successful 250th USA birthday event – huge thanks to town staff and public works for their hard work during preparations and tear down of event.
- Along with PW, assisted resident on Carlisle Road with sewer back-up in house.
- Assisted resident on S. 1st Street with broken sprinkler system while they were out of town.
- Assist public works with numerous items/issues.
- Worked with Mayor on the Shoreline Access Plan
- Attended DeLea Founders Insurance Trust (DFIT) Board of Trustees meeting on June 3.
- Met with Rossi Group numerous times throughout June regarding Comp Plan.
- Meeting with Casella on June 4.
- Attended SCAT Steering Committee meeting with Mayor.
- Met with auditors and finance director in preparation of audit.
- Along with Mayor, met with Congresswoman Sarah McBride on June 15.
- Conducted bid opening on June 19 for surplus items.
- Meetings with Mayor Dondero.
- Hung bunting at Town Hall and Police Department for the 250th event and the 4th of July.
- Assisted CE and PD with a sign issue on Ocean Drive.
- Working with DelDOT regarding B&PSC's project.
- Filed a claim for damages to Town property due to a vehicle accident. Working with Sussex Tree for an estimate.
- Auditors started June 29, completed in-house review on July 1.

Code/Building Enforcement, Joe Hinks

- 21 Property inspections.
- 4 Plan Reviews.
- 13 Mercantile Licenses.
- 34 Building Permits Issued.
- 2 Stop Work orders.
- Requested ROW cutting on Elizabeth Way and Cleveland. Update: PW addressed and cut ROW.
- Assisted PW with tree pruning in park area.
- Assisted PW with grading for park additions.
- Assisted PW with grading for shed.
- Technical guidance was given to PW for addressing plant watering during drought conditions.
- Technical guidance was given to PW for mounting new additions to the park.
- Technical guidance was given to PW for improving the productivity of watering plants.
- Met with homeowner about enclosing a porch.
- Met with homeowner concerning concrete questions.

- Met with Mayor concerning pervious definitions and freeboard questions.
- Attended Resiliency Committee meeting.
- Assisted Town Clerk with the showing of surplus equipment to interested persons.
- Assisted PW with ROW questions on W. 10th st.
- Assisted homeowner with contractor complaint.
- Assisted Homeowner with many questions about a new home build.
- Inspected a pervious paver base on Henlopen.
- Investigated unmarked Gas line on Ocean Dr. Update: Sharp Gas to remove line.
- Investigate tree over canal complaint. Update: Sent Violation letter to owner.

Public Works Lead, Nick Donatoni

- Daily dog stations, beach cleaning, loose trash pickup.
- Weekly mowing, mower maintenance.
- Daily landscaping, canal end maintenance, watering and flower maintenance, maintenance around TH/PD.
- Addressed complaint of a no parking sign down on South 7th (installed sign).
- Assisted TM at TH for Mayors office.
- Assisted beach patrol with shed placement and build up sand around for surf protection.
- Removed rear cage out of police vehicle for surplus sales.
- Hydraulic work on tractor. Stuck pressure in lines.
- Multiple tasks completed on beach walkways, including emergency access.
- Assisted PD with accident cleanup on RT 1
- Replaced stone in ROW on S 4th
- Addressed multiple minor resident complaints.
- Addressed resident complaint for water/sewage backing up into house and blowing out of toilet and drains. Went out to site with TM to talk with resident and contacted county for resolution.
- Attended an all-day training class for stormwater with PW employees.
- Coordinate, assemble, prep, and install two new pieces of playground equipment in the fitness park.
- Prepped landing for shed placement.
- Laid new stone in ROW at fitness park (Evergreen extd).
- Placed USA 250th celebratory signs on N/S entry signs and TH.
- Assist with setup and tear down for town event on 6-24.
- Removed illegal no parking sign on Ocean/Indian.
- Installed Mobi mats on new ADA ramp; reopened ramp.

Stormwater

- Cleaned and removed debris from basin grates.
- Cleared ROW swale on Elizabeth and Cleveland
- Identified some projects for off season and updating spread sheet and map
- Installed new valve on York Rd.
- Working on ponding issue near Canal and Tamarack intersection.

Beach Patrol, Ryan Dacey

- Rescues from Rip Currents- 6
- Injuries- 12 yr old girl fish hook in hand
- 20 yr old male dislocated shoulder
- 25 yr old female heat exhaustion
- Beach Closures for lightning storms- 2
- Lost Kids- 2