



TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: SEPTEMBER 2026

- ✓ **Town Council Meeting:** Friday, September 11, 2026, at 9:00 am
- ✓ **Town Council Workshop:** Friday, September 25, 2026, at 9:00 am

DEPARTMENT REPORTS – August 2026

Town Manager, Maureen Hartman

- Met with and assist residents with various issues and questions; responded to resident emails and calls.
- Met with Joe Hinks and Nick Donatoni to discuss rights-of-way clearing throughout Town.
- Met with Councilman Gallagher and Joe Hinks regarding ordinance amendment.
- Assisted Rossi Group with the Public Open House for the Comprehensive Plan on August 6. Forty-four residents attended and we received positive dialog from all attendees.
- Assist public works with numerous items/issues.
- Worked on Mediacom agreement; sent to Solicitor for review/comment; sent to Mediacom.
- Attended Lifeguard Awards ceremony with Mayor Dondero. James Baffone was awarded lifeguard of the year for the Town.
- Meetings with Mayor Dondero.
- Continued working with DelDOT in acquiring a permit for the B&PSC's 'grab a flag' project. Sent signed agreement and completed required permit application.
- Met with Bethany Beach and Sea Colony representatives to discuss the Ambulance Service Contributor's Agreement.
- Attended a Teams meeting with the Mayor and Verdantas regarding the MT2 Coastal Analysis.
- Worked on a large FOIA request.
- Assisted with a BOA meeting on 8/21 in Brittany's absence.
- Assisted Chief Lovins with various items.
- Assisted PW with correspondence for stormwater work planned for New Castle Drive.
- Reviewing BOA hearing questions.

Code/Building Enforcement, Joe Hinks

- 18 Property inspections.
- 6 Plan Reviews.
- 14 Mercantile Licenses.
- 38 Building Permits Issued.
- 2 Stop Work orders.
- Investigated Dock and Bulkhead complaints.
- Investigated a property maintenance complaint.
- Requested more ROW cutting on Elizabeth Way and Mays Way intersection by PW.
- Contacted Mediacom about a road cut issue.
- Met with property owner about elevator possibility.
- Met with property owner about a house relocation.
- Met with a property owner about various plot survey questions.
- Met with Mayor about various Code questions.
- Met with attorney about various BOA questions.
- Met with PW and TM about ROW questions.
- Met with PW and TM about road issues and drainage.

- Met with a contractor concerning new home questions.
- Met with TM and a councilperson regarding footprint questions.
- Met with a homeowner over contractor issues.
- Met with a home buyer about floodplain questions
- Marked Town ROW for PW to remove visual obstruction.
- Assisted PW with various ROW questions.
- Assisted multiple residents with footprint questions.
- Removed signs in Town ROW.
- Attended Public Open House to assist answering questions.
- Attended TC meeting
- Attended TC workshop
- Attended Coffee with meeting.
- Attended BOA hearing. One request was approved and one request denied.
- Multiple calls and emails answered regarding construction and BOA hearing questions.

Public Works Lead, Nick Donatoni

- Daily dog stations, beach cleaning, ramp maintenance, loose trash pickup.
- Weekly mowing/mower maintenance, landscaping median, and canal end maintenance.
- Weekly cleanup/maintenance and landscaping around TH/PD.
- Weekly cleaning of the Public Works office.
- Repaired Beach rules sign on S. Ocean Dr. and broken sign on Layton
- Took 3 certificate courses (Nick)
- Chipping away at the canal ends on Bayshore for this year's canal end project. Will be removing stumps on Bayshore end.
- Cleaned up branches in park
- Swept W 10th and surrounding streets.
- Contracted moving shed into a new spot.
- Put town logo onto tractor
- Serviced 2 Kubota side by sides
- Went to Ocean view PW to introduce myself
- Reached out to Fenwick PW for introduction
- Cleared Rights of way in various locations throughout town
- Had a meeting with Maureen and Joe on the best way to move forward with the ROW clearing moving forward
- Obtained pricing for break-away poles for flag program
- Repaired side of road on New castle, pavement failed and started to undermine, placed bags of concrete under and around the failed sections.
- Repaired numerous pieces of PW equipment
- Met with contractor for project scope for stormwater projects on Henlopen-New Castle-Layton
- Contacted DPL for resident complaint of tree in lines.
- Evaluating Bike racks along Ocean. Need to build new ones or replace them with new metal ones
- Discussed a few future jobs (Stormwater) with Maureen and Joe and best ways to proceed.
- Met with Matts paving for job scope for Stormwater projects and other areas around town.
- Addressed resident complaints for Mediacom issue on Henlopen.

Stormwater

- Checked multiple resident complaints around town for standing water
- Dug out multiple Rights-of-way that were landscaped over for basin access to restore some water flow
- Added additional properties to the " future stormwater projects " list
- Cleaned basin tops around town
- Met with Lyndon for project scopes on Henlopen-New Castle-Layton

- Work has begun on New Castle for basin installation
- Work has been completed on New Castle
- Work has begun on Layton for basin riser
- Work has been completed on Layton
- Work has been completed on Henlopen
- Discussed a few future jobs (Stormwater) with Maureen and Joe and best ways to proceed.

Beach Patrol, Ryan Dacey

- Rescues from Rip Currents- 0
- Injuries- 0
- Beach Closures for lightning storms- 2
- Lost individuals - Lost adult male 80 yrs old with possible dementia found by Beach Patrol walking on Petherton Dr