TOWN MANAGER'S MONTHLY REPORT

COUNCIL MEETINGS & MISCELLANEOUS FOR MONTH OF: NOVEMBER 2026

- ✓ **Town Council Meeting:** Friday, November 13, 2026, at 9:00 am
- ✓ **Town Hall Closed:** November 26 – 27, 2026

DEPARTMENT REPORTS – October 2026

Town Manager, Maureen Hartman

- Met with and assist residents with various issues and questions; responded to resident emails and calls.
- Assist public works with numerous items/issues.
- Meetings with Mayor Dondero.
- Finalized Contributors Ambulance Agreement with BBVFC.
- Assisted Chief Lovins with various items.
- Assisted Council members with various questions and requests.
- Meeting with Treasurer.
- Provided information to the Rossi Group for the Comp Plan.
- Working on BOA issue with solicitor.
- Multiple meetings with Mayor and Councilwoman Long to discuss concerns pertaining to summer construction.
- Meeting with Verdantas on October 12.
- Meeting with Sussex Tree on October 12.
- B&F meeting on October 20.
- Continued working on Shoreline Access Plan.
- Advisory committee meeting for the Crisis Communications and Joint Information Plan for Sussex Co on October 26.
- Assisted Finance Director with numerous issues.
- Working with rep to update town GIS program.

Code/Building Enforcement, Joe Hinks

- 10 Property inspections.
- 7 Plan Reviews.
- 16 Mercantile Licenses.
- 34 Building Permits Issued.
- 1 Stop Work Order.
- Investigated a Bulkhead failure complaint.
- Met with PW about paving the pedestrian walkway.
- Met with Mayor and TM about contractors.
- Met with Owner about construction on Ocean Dr.
- Met with Architect about New Home construction.
- Met with Attorney representing Owner in Town concerning Zoning questions.
- Met with Realtor regarding property and zoning issues.
- Met with Town Clerk regarding CRS mailings.
- Met with homeowner about a potential elevator for their property.
- Met with the owner about New Home construction and various construction questions.
- Multiple requests for revisions to New Construction plans.
- Site visit for resident mailbox questions.

- Responded to a building permit complaint. Update: fully resolved and compliant.

Public Works Lead, Nick Donatoni

- Daily dog stations, beach inspection, trash pickup
- Weekly mowing and mower maintenance
- Cleaned and moved beach debris off beach, permanently closed ramps
- Cleaned up debris throughout town from storm; picked up missing benches
- Cleared and trimmed rights of way throughout town
- Cleaned up canal ends along Canal Dr and trimmed trees.
- Installed street sign on Black Gum and S. 9th, worked on grab a flag program
- Waiting on parts for tractor
- Removed and replaced 2 broken pole lights along Ocean Dr.
- Cleaned up park @ TH from branches and debris
- Set up fall display, planted mums in the North and South beds in town.
- Created GIS map of beach entrances and parking locations for TM.
- Went to address a resident complaint of a tree in the canal, there is indeed a tree in the canal. Have to remove somehow.
- Painted lot lines in parking lot at TH and PD
- Power washed PD and TH buildings
- Placed signage and barricades during additional flooding. Discussed purchasing more signage so we are better prepared for potential future flooding
- Scheduled Christmas decoration to be installed on rt 1 (NOV 16)

Stormwater

- Checked resident complaints of water back flowing into basin. Checked valve and cleaned up some algae and will re check @ high tide
- Checked other valves in York Rd area for external growth.