

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** Wednesday, January 15, 6:00 PM, Town Hall – **Cancelled**
- ✓ **Town Offices Closed:** Monday, January 20, in observation of Martin Luther King, Jr. Day
- ✓ **Town Council Meeting:** Wednesday, January 22, 7:00 PM, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, January 23, 5:30 PM, Maple Dale Country Club (Dover)

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- On January 2 mailed the quarterly utility billing (\$1,019,634) – Utility bills are due on February 7
- January “Take Note” Newsletter completed – Copy Attached
- As of January 10, the Town has collected:
  - \$1,602,825 (99%) of the annual property tax billing (\$1,616,317)
  - \$46,208 (4%) of the January Utility Billing (\$1,019,634)
- Monthly Key Revenue Items Report (November 2019) – Copy Attached
- November 2019 Budget vs. Actual Report – Copy Attached
- Met with GFL Environmental regarding trash receptacle alternatives for two properties
- Real Estate Transfer Tax Summary (December 2019)

	December 2019		December 2018	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$19,153	\$205,692	\$13,475	\$175,175

### **Wastewater**

- Lagoon depths: Large Lagoon is 5.00 feet and Small Lagoon is 5.50 feet
- Jetted two sections of sewer main between the entrance to the Meadows and the Meadows pump station to clear a partial blockage – Used the vacuum-truck to clean out grease buildup in the manhole at the entrance to the Meadows
- Cleaned out several areas of leaves and tree seeds floating in both storage lagoons
- Jetted the sewer lateral at Caruso's to clear a blockage between the restaurant and the sewer main

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## **Police**

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Departmental Press Releases issued as warranted

## **Planning**

- Projects:
  - 413 North Bedford Street – Cat II site plan comments received on January 7 – reviewed with engineer on January 10
- Demolition Permits Issued:
  - 501 East Market Street (former Valero station) – January 7
  - 11 Layton Avenue – January 9
- Building Permit Summary (December 2019)

Building Activity	December 2019	November 2019	December 2018
Permits Issued	24	19	25
Value of Improvements	\$501,474	\$410,295	\$1,098,778
Permit Revenue	\$2,955	\$2,347	\$5,738

## **Public Works**

- Completed Tier II Chemical Report
- New Year's Eve Celebration set up/teardown completed
- Storm drain on North Railroad Avenue flushed
- Christmas decorations removed and stored

## **Construction Coordinator**

- Certificate of Occupancy:
  - 20728 DuPont Boulevard
  - 24020 Crabapple Court (Re-inspection)
- Completed utility relocation plan review for Park Avenue Relocation
- Miss Utility Locate Summary (copy attached)

## TOWN MANAGER'S UPDATE ...

- Answered resident concerns over building permit status and review by Town Staff

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- Completed System for Award Management (SAM) Renewal for 2020 – required for federal funding
- Reviewed proposed bike trail easement location and design with Simone Collins – tentative meeting with neighboring property owners in early February (Gene Dvornick, Laura Givens)
- Completed review of Town Council Meeting Minutes (1949 to present) in response to a FOIA request
- Attended Sussex County Association of Towns Dinner Meeting – Speaker was Governor Carney (Gene Dvornick, Rebecca Johnson-Dennis, Bob Holston, Bill West)
- Followed up on parking options with staff and potential vendors
- Attended Sussex County Association of Towns Steering Committee (Kristen Dabrowski, Gene Dvornick, Bill West) – Discussion on:
  - ✓ Center for Inland Bays Representative
  - ✓ Delaware Population Consortium
  - ✓ Lobbyist Contract Renewal
  - ✓ Update on Legislative Issues
- Followed up on several code enforcement issues



# TOWN MANAGER'S WEEKLY REPORT

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***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

# Town of Georgetown Take Note



## **Important Phone Numbers:**

Town Admin Office:  
(302) 856-7391  
(302) 856-6348 Fax

Planning Department:  
(302) 853-0104

Public Works:  
(302) 856-6045

Sewer Department:  
(302) 856-7377

***Sewer Emergency***  
Cell: (302) 381-5642

Water Department:  
(302) 856-9529

***Water Emergency:***  
Cell: (302) 236-2647

Non-Emergency Police  
Dept. (302) 856-6613

Code Enforcement:  
(302) 448-5027

Fire, Ambulance, Police:  
911

GFL Environmental - Trash  
(302) 934-1364

Sussex County:  
(302) 855-7700

Georgetown State Service  
Center: (302) 856-5574

## **Town Admin Office Hours:**

Monday through Friday  
8:00 a.m. to 4:30 p.m.

**Visit us on the Town of Georgetown's Website located at [www.georgetowndel.com](http://www.georgetowndel.com)**

Happy New Year and Welcome 2020,

During 2019, the Town saw a marked increase in housing construction. This is led by the Oaks at Georgetown (South Bedford Street) which opened in the late fall, offering 1, 2, and 3 bedroom apartments, Community Center, and pool. Plans were also submitted for multi-family, townhome, and single family homes at the Village of College Park (behind Redner's). This is a special community as all the streets will be named in honor of a Georgetown native killed in action during the Vietnam War. Both of these housing developments offer an exciting opportunity to attract young families to the area.



Revelation Craft Brewery continues to move forward with its plans for redevelopment of the former 16 Mile Brewery. Plans include a new brewing area, kitchen, dining, and event venue. Continue to watch for changes at the property during the next few months. The Marvel Museum will be adding a new carriage house and pavilion for events.

The Town continues to actively pursue bringing an emergency hospital to join our ever increasing medical facilities. This would be a good addition to existing medical facilities and lessen the burden on your Georgetown American Legion Ambulance Service. A more convenient location for this professional services means saving lives for people living, visiting, and working in this area.

With the New Year, you will soon be receiving donation and ambulance policy requests from the Georgetown Fire Company and American Legion Ambulance Service, respectively. These volunteer organizations need our support to help offset the costs of equipment, fuel, training, and many other things. When we need help, they answer the call, so please consider supporting both of these critical organizations.

I want to assure you that your Council makes sound decisions with a focus on keeping our community safe and in compliance with State and Federal laws. We do not make quick decisions. Issues are thought out, discussed with staff, reviewed with the Town Solicitor and then acted upon. A majority of the time, all of the Council members agree on the vote.

I cordially invite you to join me on the first Saturday of each month for 'Coffee with the Mayor' at Town Hall. Stop by and have a cup on me and talk about Georgetown. The inaugural coffee had 14 attendees. Remember, Georgetown is Well Rounded and our best interest is the community, the residents, and those who visit here.

*Bill West*

Mayor

# Town of Georgetown Take Note

## Meetings

### Town Council Meetings

Second & Fourth Wednesday of each month at 7:00 p.m.

### Planning Commission Meetings

Third Wednesday of each month at 6:00 p.m.

### Board of Adjustment

First Wednesday of each month at 5:00 p.m.

Looking for information on what is happening in Georgetown?

Follow us on Twitter or Facebook in order to get current events and notices!



## Online Payments!

Please visit our website [www.georgetowndel.com](http://www.georgetowndel.com) to pay your water/sewer/trash, and taxes online. The Town does not accept phone payments.



## Questions or concerns?

Please feel free to contact Town Hall, (302) 856-7391 or email your local councilmember.

Mayor—Bill West  
bwest@georgetowndel.com

Ward 1—Steve Hartstein  
shartstein@georgetowndel.com

Ward 2—Rebecca Johnson-Dennis  
rjdennis@georgetowndel.com

Ward 3—Chris Lecates  
clecates@georgetowndel.com

Ward 4—Robert Holston  
rholston@georgetowndel.com

## Holiday Closings

### Martin Luther King Jr. Day

Monday, January 20, 2020

### Good Friday

Friday, April 10, 2020

\*No change in trash service

## Snow Emergency Routes

The Town's snow emergency routes consist of the following streets:

(No parking on the following streets during a snow emergency)

East & West Market St.  
North & South Bedford St.  
Bridgeville Road  
East & West Pine St.  
North & South Race St.  
North & South Front St.  
East Laurel St. - North Bedford to North Race St.  
West Laurel St. - North Bedford to North Front St.  
Edward St. - North Bedford St. to North Front St.  
West North St. - North Bedford to Dupont Blvd (Route 113)  
Albury Ave. - East Market to Cedar St.

## Business Licenses

A reminder to business owner's that the 2019 Georgetown business license expires on December 31, 2019. If you are planning on doing business in Georgetown during the 2020 calendar year, you must renew your license. Please contact the Town Administrative Office, 856-7391, should you have any questions regarding this process.

## January Yard Waste Pick Up

Tuesday, January 7th

Tuesday, January 21st

No pick up in February or March, will resume in April

Waste Industries will pick up Christmas Trees! Remember branches may be up to four (4) inches in diameter, items may be either in a container, paper bag, or a biodegradable bag holding yard waste not to exceed 40 pounds. Or a tied bundle of branches not to exceed 50 pounds or four (4) feet in length.

## Delmarva Power Streetlight Reporting System

Delmarva Power offers a self-service, online map tool that enables customers to report a streetlight outage or problem to Delmarva Power through its website.

To report a streetlight outage, customers should visit [www.delmarva.com](http://www.delmarva.com) and follow these steps:

Click on "Outages"

Click on "Report an Outage"

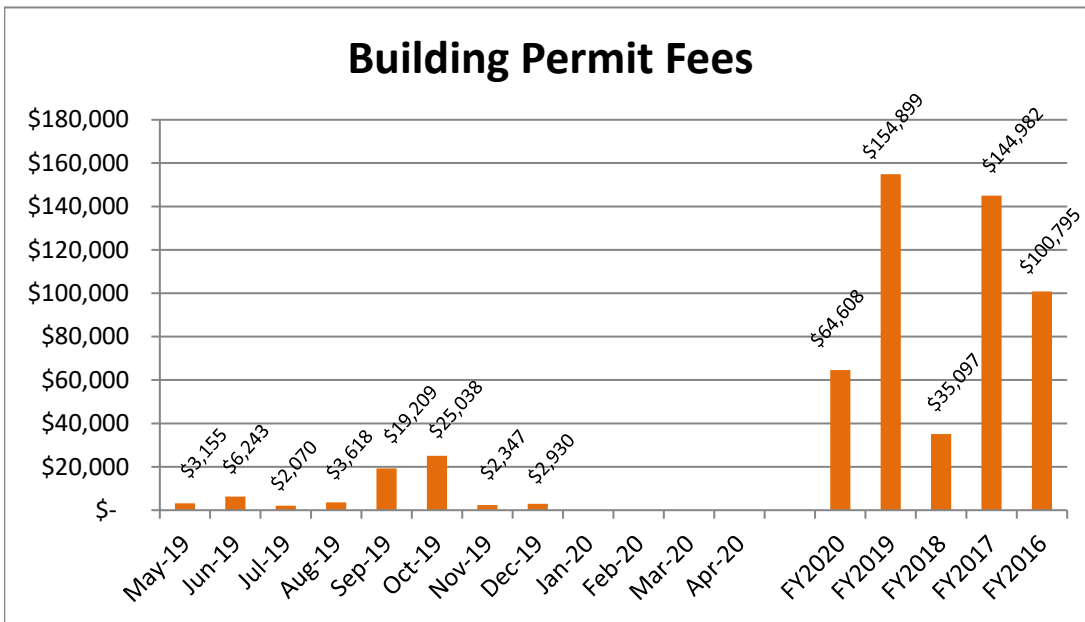
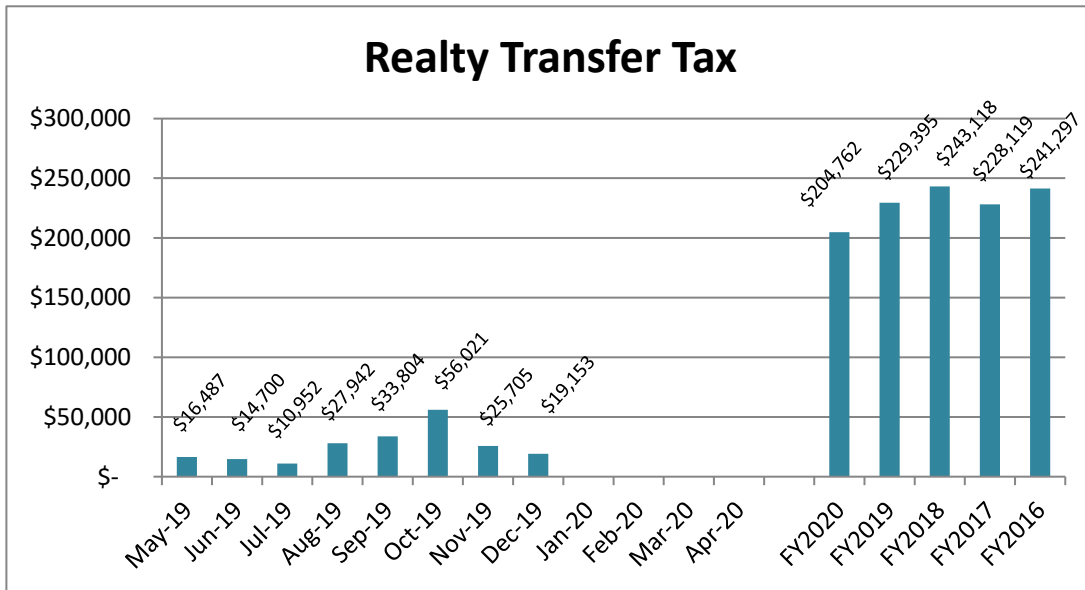
Click on "Report a Streetlight Outage"

In the search bar of the interactive map, enter the pole number or address closest to the pole in question

On the map, choose the pole that needs to be reported by clicking on the lightbulb

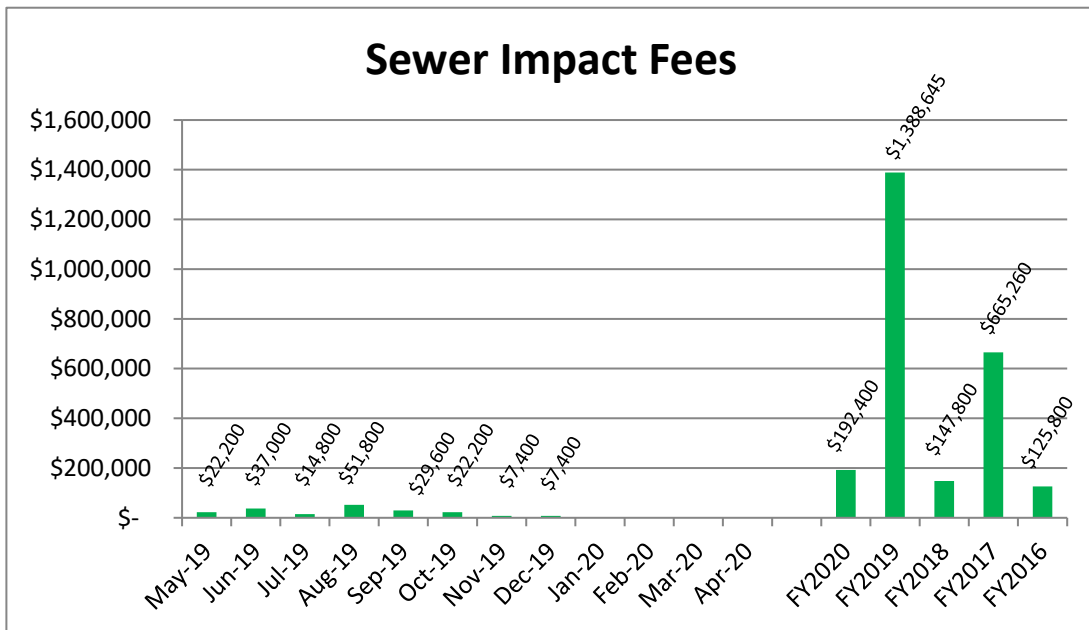
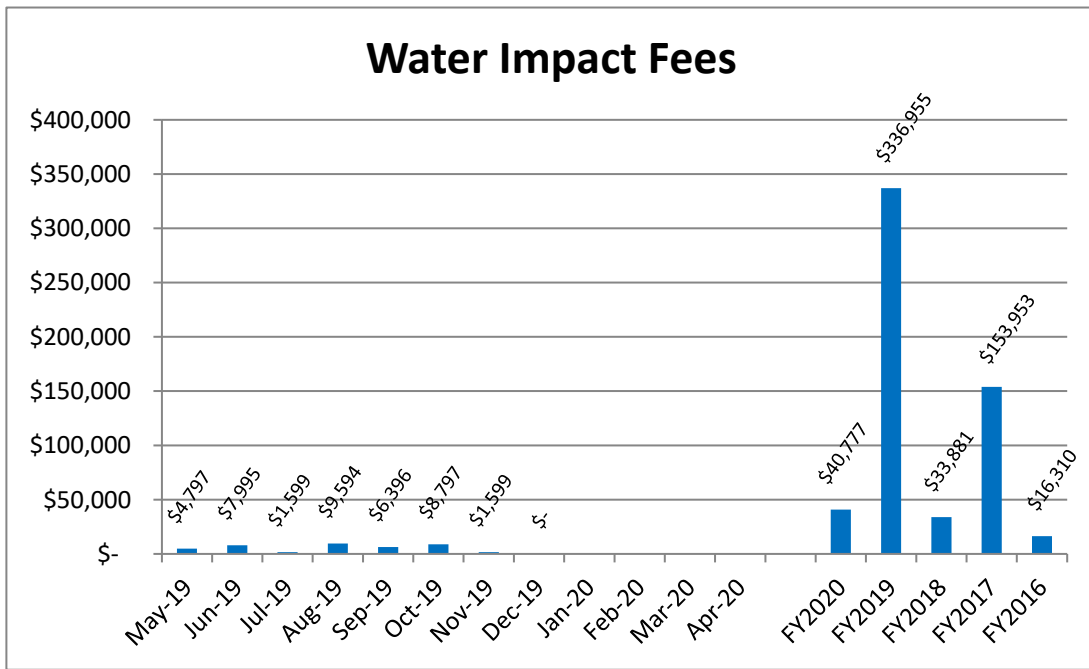
The individual reporting the issue will need to provide their name and contact information, as well as either an address or the utility pole number for the affected light. There is also the opportunity to provide a message if additional detail is needed to relay important information to the company. As part of the follow up process, Delmarva Power will provide an update on the status of the reported streetlight using the email address provided. Safety is our top priority and we believe that this streetlight reporting system will offer a convenient way for customers to report streetlight outages to ensure our communities are well lit to provide a safer environment.

## Key Revenue Items



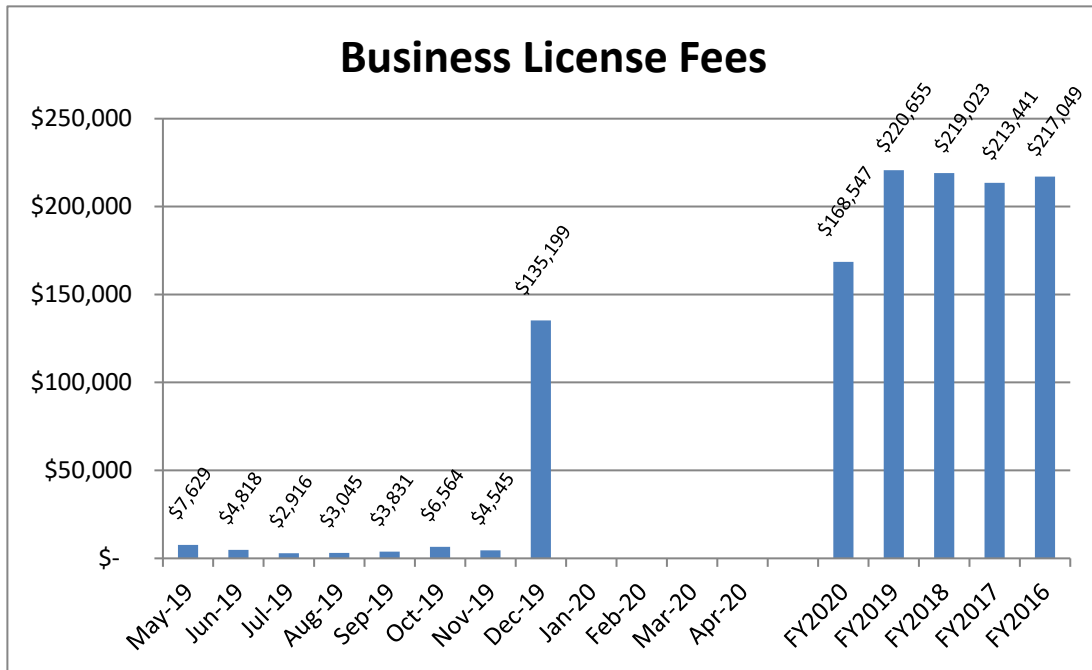


## Key Revenue Items





## Key Revenue Items

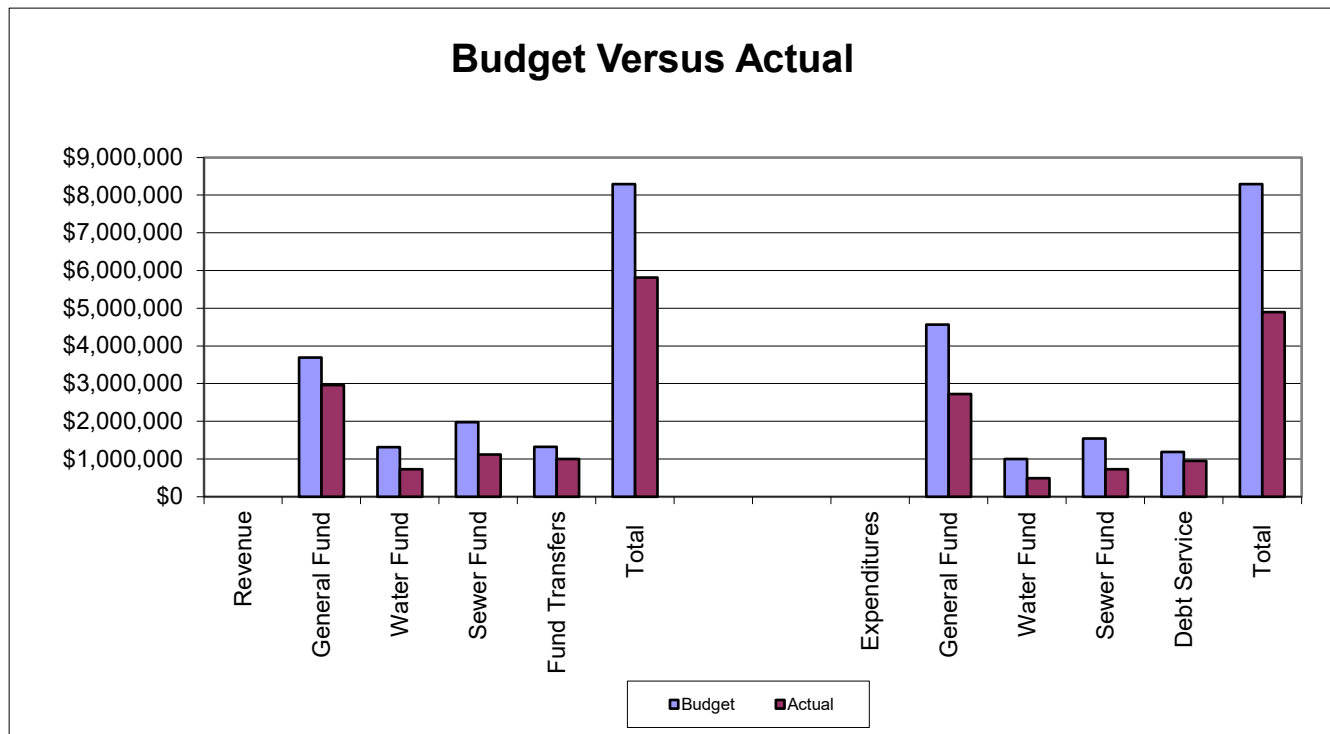


**Town of Georgetown**  
**Budget Versus Actual (Operating)**  
**As of November 30, 2019**

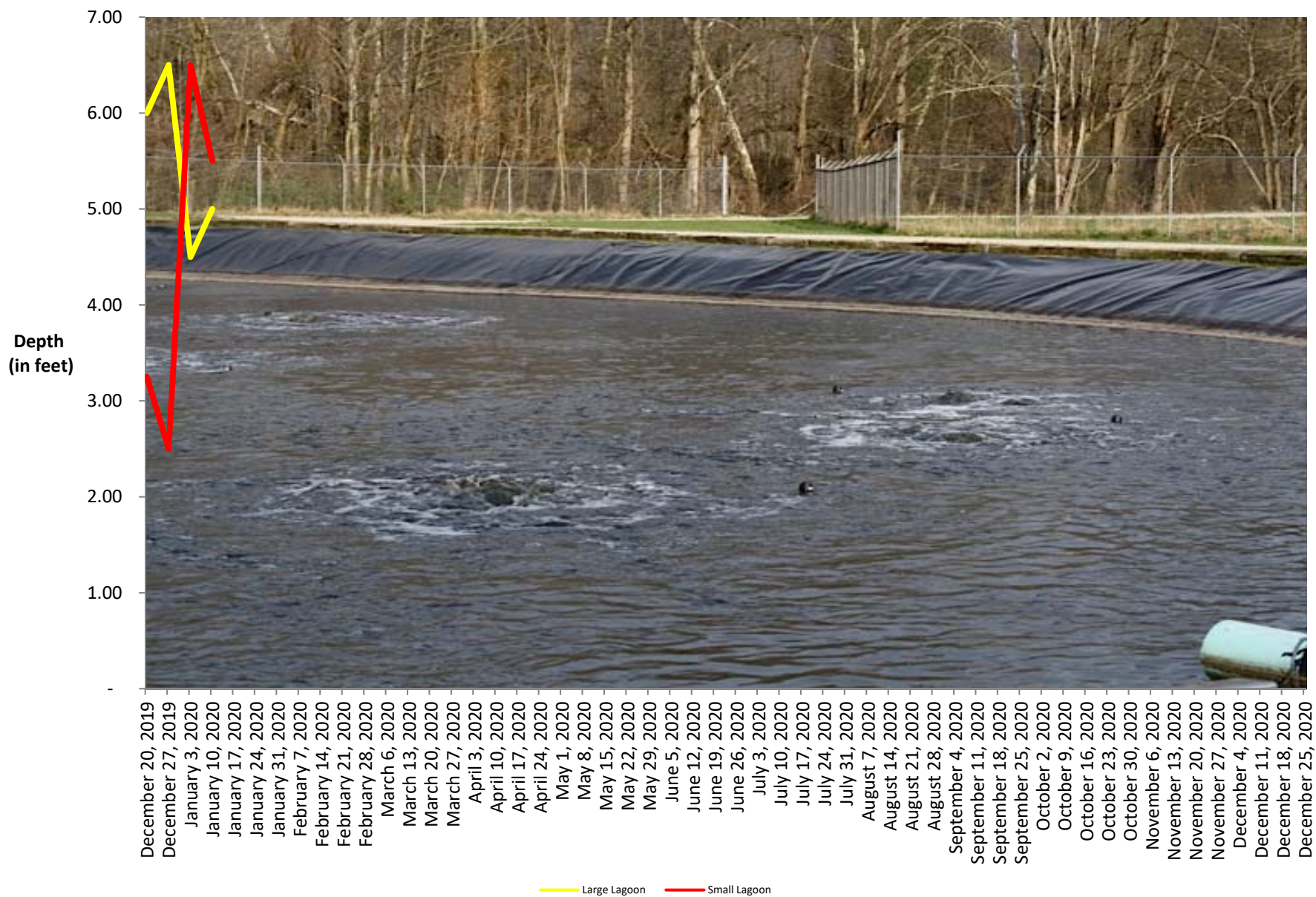
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.58% Percent of Budget</u>
<b><u>Revenue</u></b>					
General Fund		\$ 3,685,969	\$ 2,961,833	\$724,136	80%
Water Fund		\$ 1,313,500	\$ 723,700	\$589,800	55%
Sewer Fund		\$ 1,971,500	\$ 1,120,788	\$850,712	57%
Fund Transfers		\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total		<u>\$8,288,737</u>	<u>\$5,808,532</u>	<u>\$2,480,205</u>	<u>70%</u>

<b><u>Expenditures</u></b>					
General Fund		\$4,561,477	\$2,724,766	\$1,836,711	60%
Water Fund		\$1,000,236	\$493,222	\$507,014	49%
Sewer Fund		\$1,541,184	\$724,792	\$816,392	47%
Debt Service		\$1,185,840	\$951,133	\$234,707	80%
Total		<u>\$8,288,737</u>	<u>\$4,893,914</u>	<u>\$3,394,823</u>	<u>59%</u>

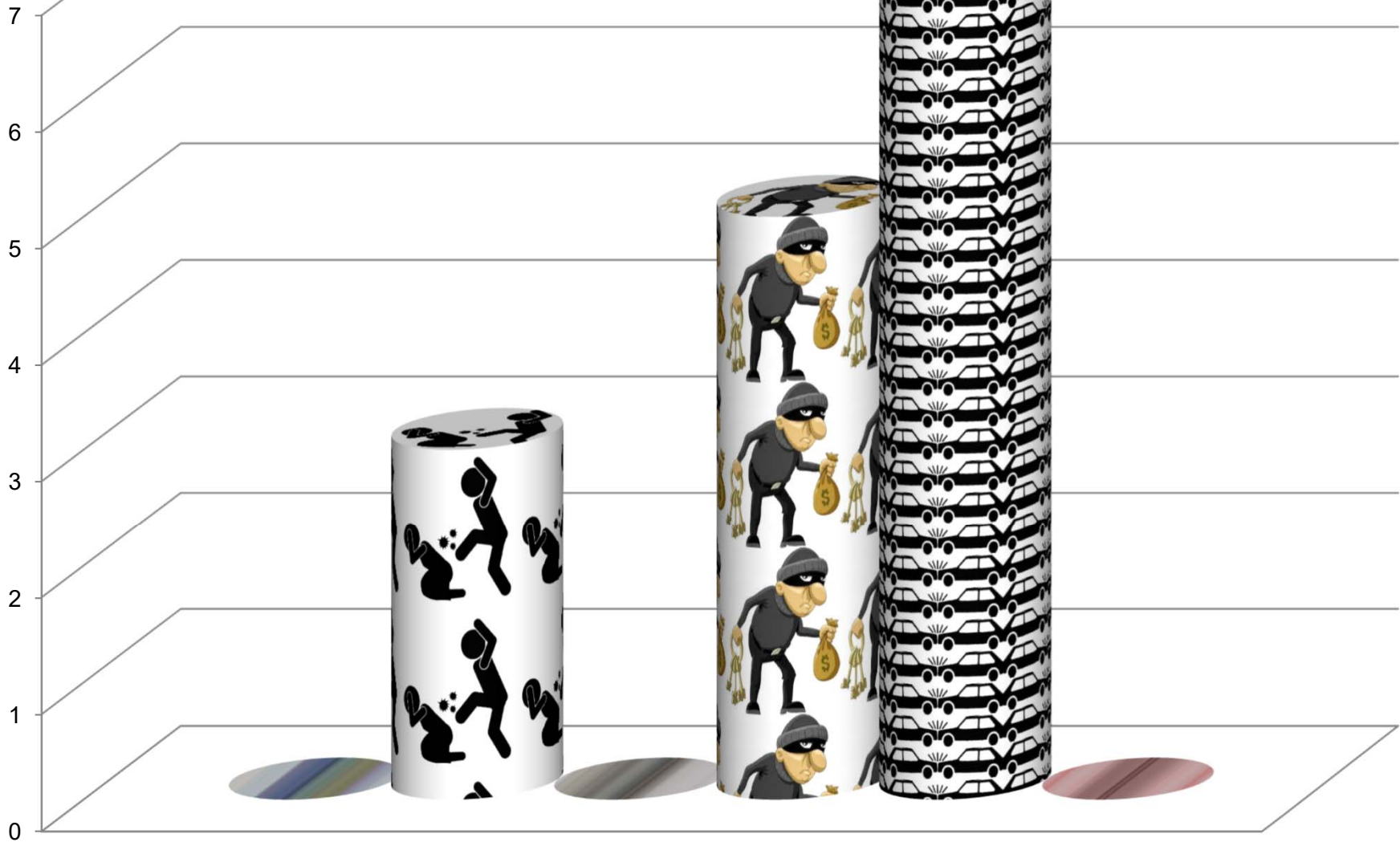
\* Line item detail available upon request.



## WWTF Lagoon Depths



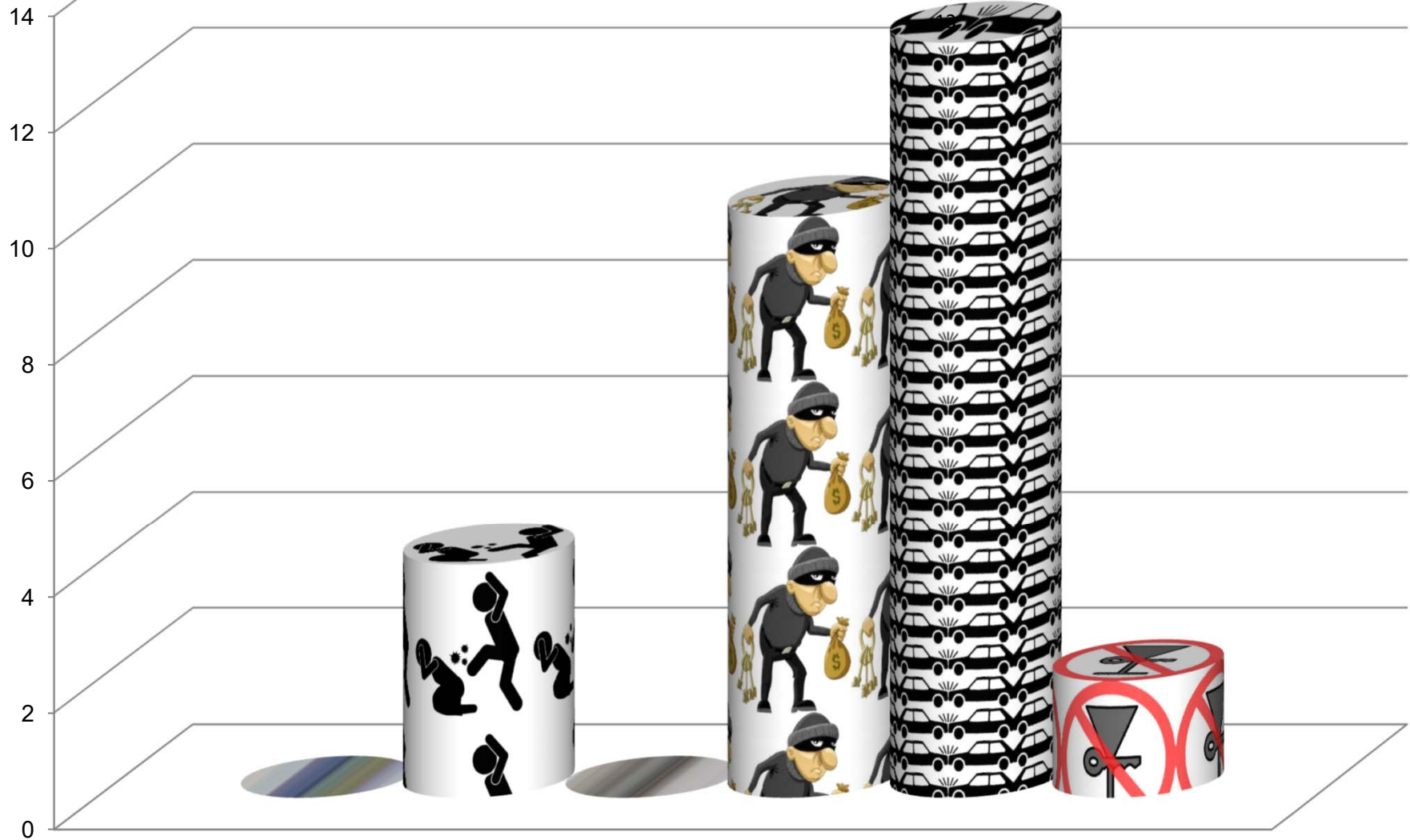
January 8, 2020



Weekly

◆ Robbery ◆ Assault ◆ Buglary ◆ Thefts ■ Collision ◆ DUI

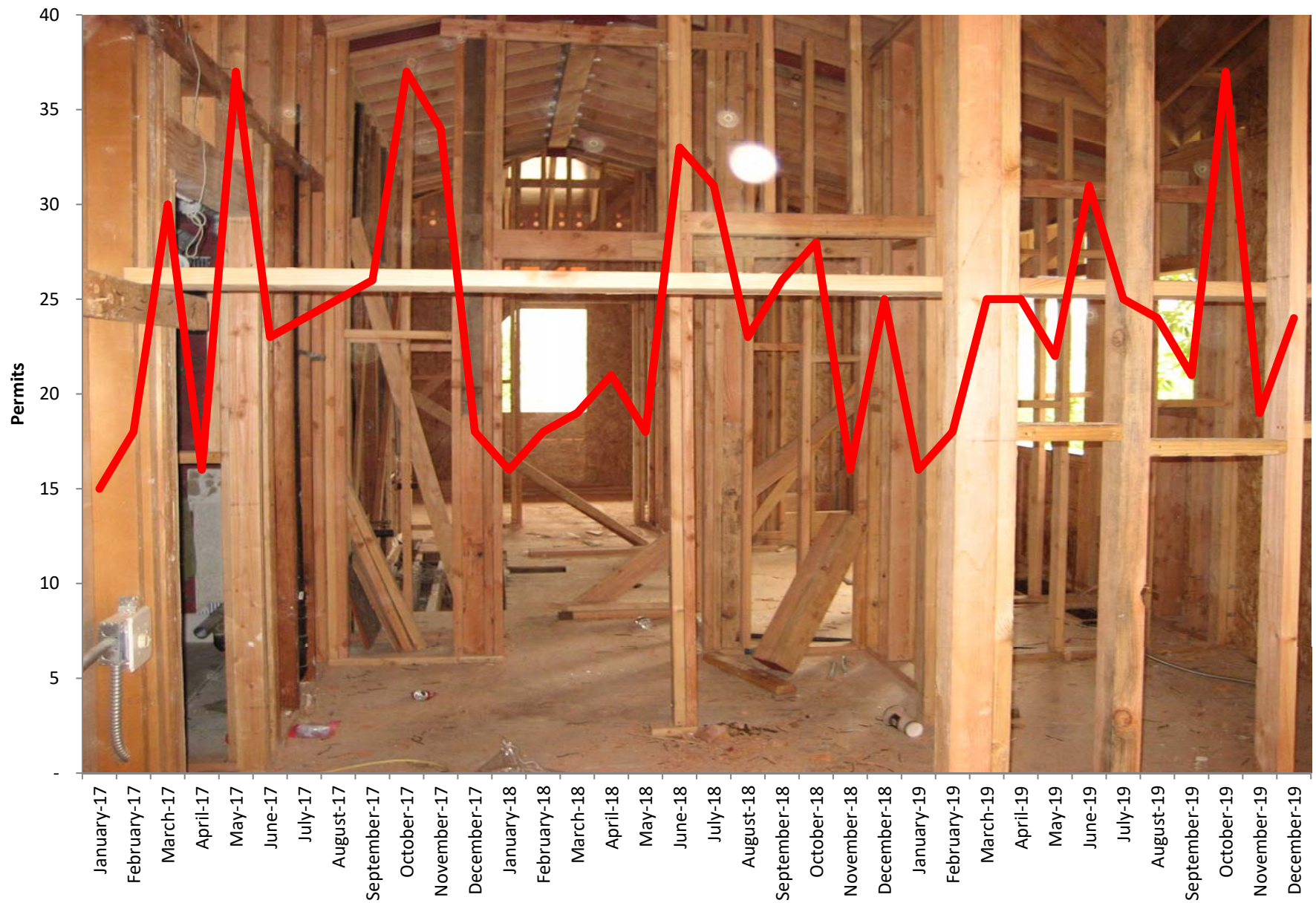
January 8, 2020



◆ Robbery ◆ Assault ◆ Buglary ■ Thefts ■ Collision ◆ DUI



## Building Permit Activity



Miss Utility Locate Tickets

