

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, March 25, 7:00 PM, Regular Meeting, Town Hall – *Cancelled*
- ✓ **Board of Adjustment:** Wednesday, April 1, 5:00 PM, Town Hall – *Cancelled*
 - 1. 318 North Front Street (Lot Depth)
 - 2. 327 North Race Street (Parking)
- ✓ **Sussex County Association of Towns:** Wednesday, April 1, 6:00 PM, hosted by Millville – *Cancelled*
- ✓ **Sussex County Association of Towns Legislative Breakfast:** Thursday, April 9, 8:30 AM, Georgetown CHEER – *Postponed*

UPDATES FROM DEPARTMENTS ...

Finance

- As of March 20, the Town has collected:
 - \$1,602,913 (99%) of the annual property tax billing (\$1,616,317)
 - \$1,013,667 (99%) of the January Utility Billing (\$1,019,634)
- Finalizing the April Utility Billing (Kristen Dabrowski)
- Sent Draft FY2021 Budget to Department Heads for review and possible changes (Laura Givens)
- Submitted the 2019 Annual Water Report to the Delaware River Basin Commission

Public Works

- Started grass cutting of Town properties
- Changed out banners on Circle from Winter to Spring
- Completed rereads for April utility billing

Police

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

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Construction Coordinator

- Certificate of Occupancy Inspection
 - 673 North Bedford Street
- Sewer connection and water meter inspection – 19103 Carey Lane
- Sidewalk replacement inspection for Delmarva Power – North Race Street and West North Street
- Miss Utility Locate Summary (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 6.00 feet and Small Lagoon is 6.00 feet
- All bar screens and screening baskets at the pump stations were cleaned this week
- The Biolac post-aeration airlift at the treatment facility was pulled out to clear debris and re-installed
- Repaired two broken support cables attached to air chain #4 and #5 in the Biolac aeration basin at the treatment facility.
- All monitoring well depth to water measurements were completed on the spray irrigation sites (41 wells total)

Planning

- Projects:
 - Walmart Expansion – Site plan comments received and to applicant on March 17
 - 211 West Market Street – Site plan comments received and to applicant on March 18
 - 225 East Market Street – Recorded lot subdivision received on March 17, work order completed for new parcel

TOWN MANAGER'S UPDATE ...

- Coordinated information sharing and Town response to Coronavirus (COVID-19)
- Followed up on potential Georgetown to Lewes Trail easement with local property owner and their legal representative (Gene Dvornick, Laura Givens)
- Responded to complaint/concerns over speed reduction on Dupont Boulevard
- Reviewed SCAT Legislative Breakfast topics with City of Seaford and volunteered to cover the topic of Transportation
- Executed Acknowledgement of Lease Commencement with Verizon Wireless

TOWN MANAGER'S WEEKLY REPORT



- Participated in Governor's teleconference on State response to Coronavirus (Gene Dvornick, Laura Givens, Bill West)
- Prepared and distributed "Essential Personnel Designation" letters for all essential personnel (general employees – non-bargaining unit)
- Prepared Modified Office Closure Notice (allows Town operations to continue with split staff and alternating days – still closed to the public) – **Effective March 20 at 5:00 PM**
- Reviewed daily staffing, identified critical tasks, and outlined reporting requirements with public works and wastewater departments (Bill Bradley, Gene Dvornick, Bobby Fletcher, Laura Givens, Kenny Wilson)
- Participated in teleconference with Beebe Healthcare on Coronavirus response (Kristen Dabrowski, Gene Dvornick, Laura Givens, Bill West)
- Responded to several FOIA request
- Followed up on several code enforcement issues

SYMPTOMS		
FLU	SOURCES: WORLD HEALTH ORG. CENTERS FOR DISEASE CONTROL & PREVENTION	COVID-19
COMMON	FEVER	COMMON
COMMON	FATIGUE	SOMETIMES
COMMON*	COUGH	COMMON*
NO	SNEEZING	NO
COMMON	ACHES & PAINS	SOMETIMES
SOMETIMES	RUNNY/STUFFY NOSE	RARE
SOMETIMES	SORE THROAT	SOMETIMES
SOMETIMES**	DIARRHEA	RARE
COMMON	HEADACHES	SOMETIMES
NO	SHORTNESS OF BREATH	SOMETIMES
<div> <div>*USUALLY DRY **FOR CHILDREN</div> <div>de.gov/coronavirus</div> <div> DELAWARE HEALTH AND SOCIAL SERVICES Division of Public Health </div> </div>		

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CORONAVIRUS (COVID-19)



**COUGH OR SNEEZE
INTO YOUR ELBOW**

Do not sneeze into your hand. If
you use tissue, dispose of it right away.

de.gov/coronavirus

CORONAVIRUS (COVID-19)



**DO NOT TOUCH
YOUR FACE**

Do not touch your face,
eyes, nose, or mouth with
unwashed hands.



de.gov/coronavirus

CORONAVIRUS (COVID-19)



**STAY HOME WHEN
YOU ARE SICK**

Be safe. If you feel sick, stay home.



de.gov/coronavirus

CORONAVIRUS (COVID-19)



**WASH YOUR HANDS
FREQUENTLY**

Be sure to wash your hands, including
the backs and under your nails, for 20
seconds. Or use alcohol-based
hand sanitizer.



de.gov/coronavirus

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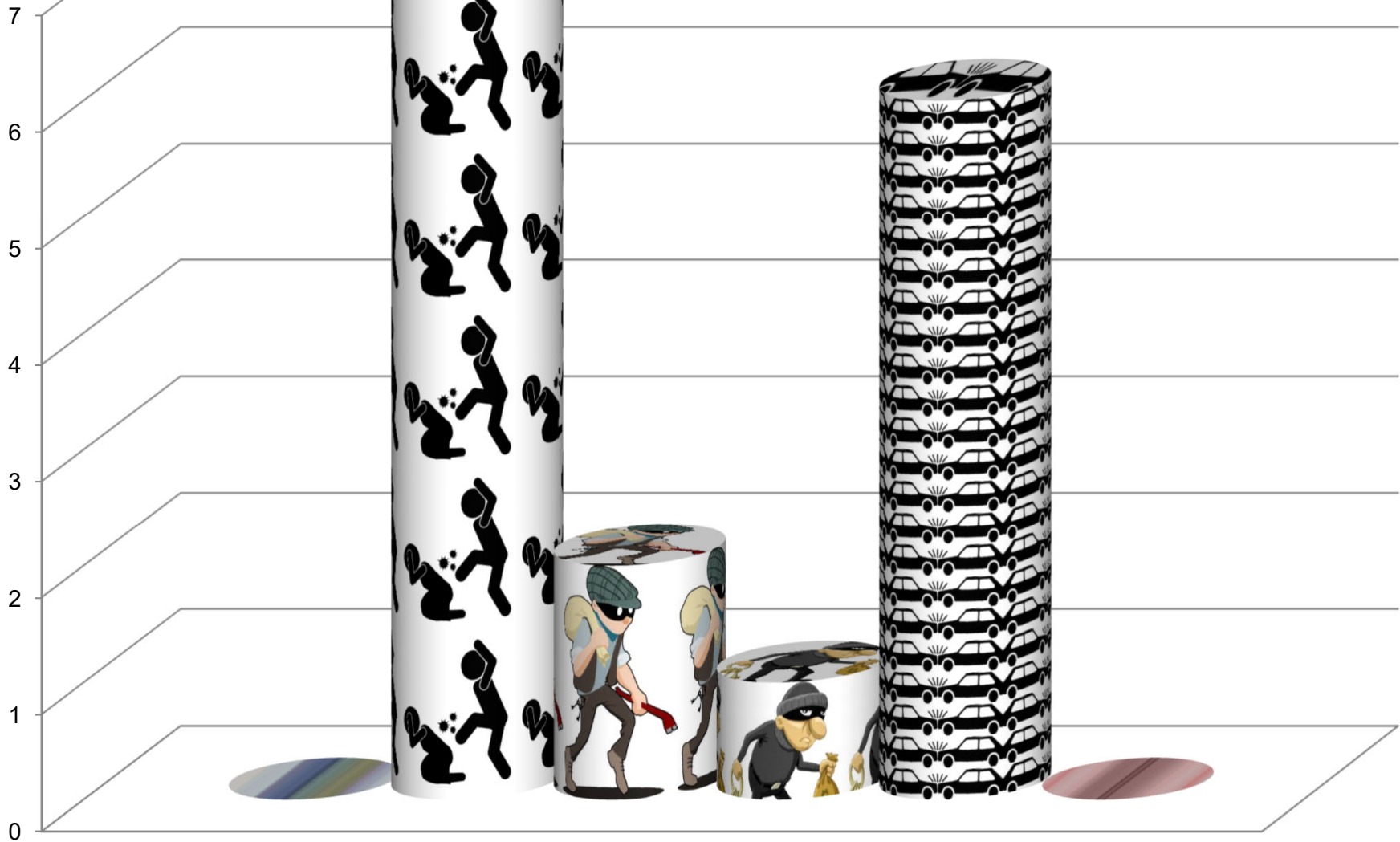


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ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

March 18, 2020

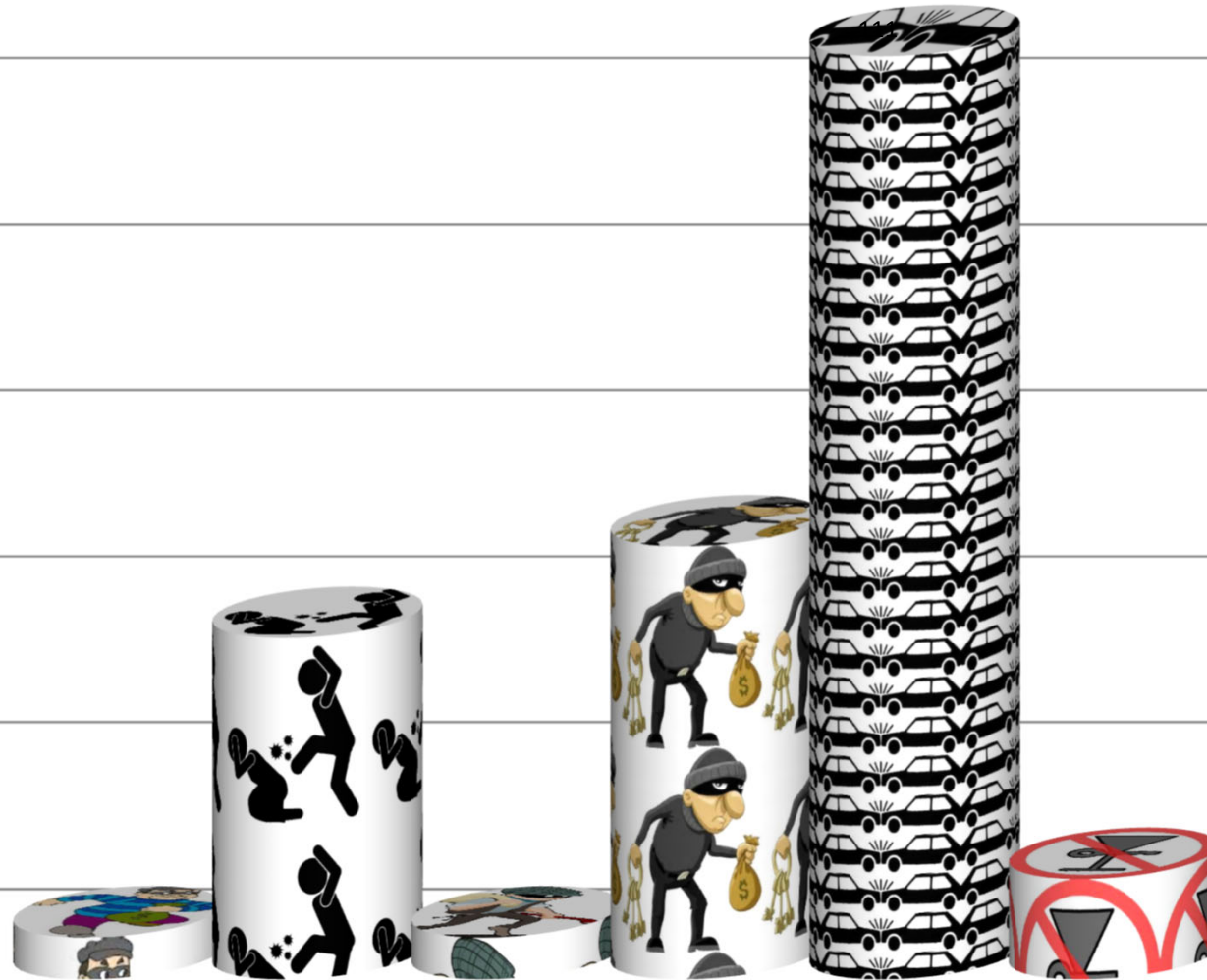


Weekly

*Robbery *Assault *Burglary *Thefts *Collision *DUI

March 18, 2020

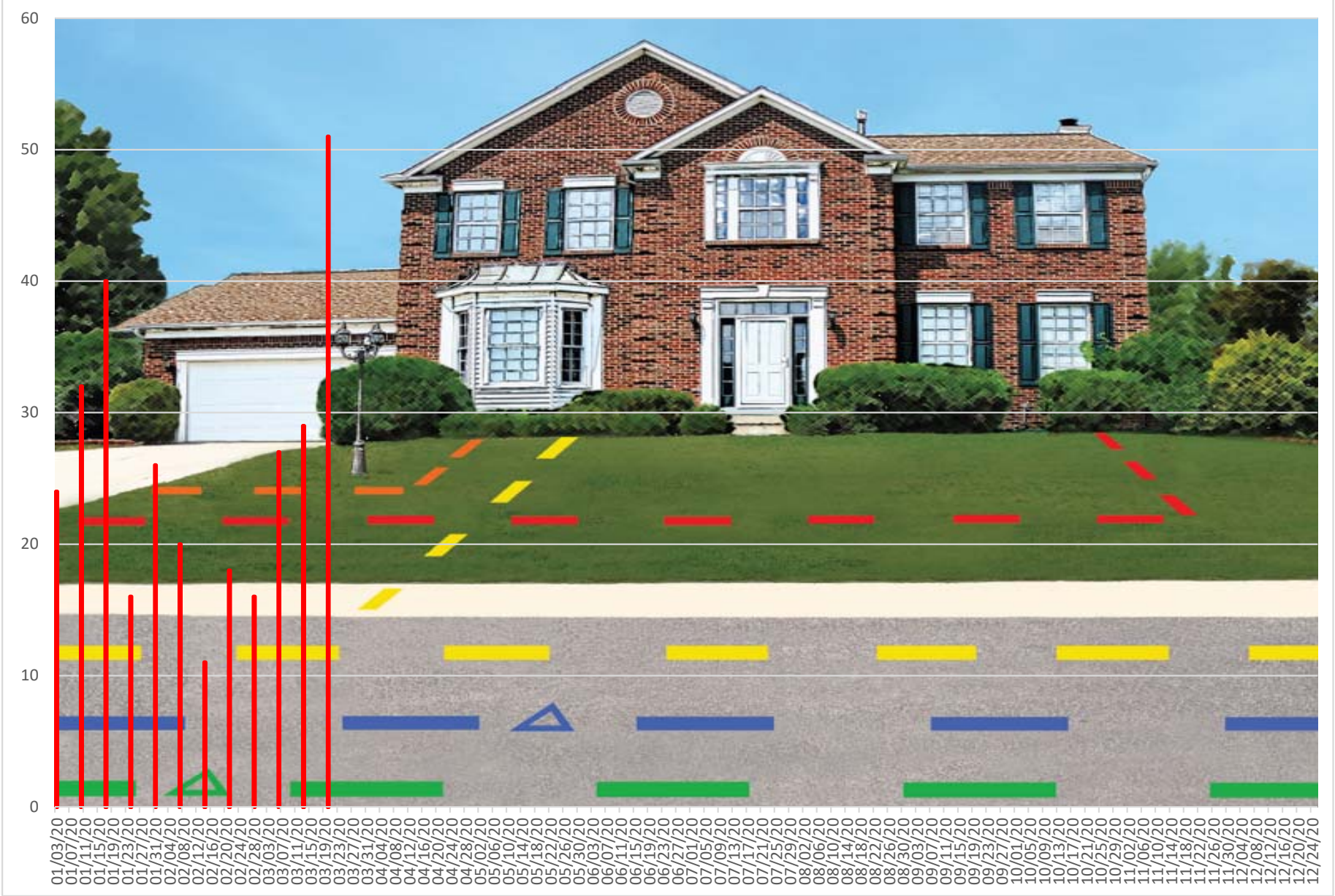
120
100
80
60
40
20
0



Year to Date

*Robbery *Assault *Buglary ■ Thefts ■ Collision *DUI

Miss Utility Locate Tickets



WWTF Lagoon Depths

