

# TOWN MANAGER'S WEEKLY REPORT

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## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, May 13, 2:00 PM Regular Meeting (Electronic Meeting)
- ✓ **Planning Commission Meeting:** Wednesday, May 20 – **Cancelled**
- ✓ **Town Council Meeting:** Wednesday, May 27, Regular Meeting – To Be Determined
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of May 8, the Town has collected:
  - \$21,222 (2%) of the annual property tax billing (\$1,006,491)
  - \$694,294 (69%) of the April quarterly utility billing (\$1,006,491)
    - ✓ Collections still in alignment with prior quarters
- Answered residents calls regarding the April utility billing, payments, and trash inquiries
- Processed Accounts Payable
- Met with auditors regarding FY2020 annual audit requirements

### **Public Works**

- Grass cutting continues
- Assisted with set up for Open Delaware Protest and walk up testing site
- Took delivery of weed killer – application is weather dependent

### **Construction Coordinator**

- Sewer connection inspection – 251 East Laurel Street
- C of O Inspections:
  - 8 North King Street
  - 21411 Sterling Square, Suite 3
  - 110 North Race Street, Suite 104
- Miss Utility Locate Summary (copy attached)

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## **Police**

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

## **Wastewater**

- Lagoon depths: Large Lagoon is 10.00 feet and Small Lagoon is 3.50 feet
- Replaced the drive belts on air blower # 1 at the treatment facility
- Responded to a sewer backup complaint on East Market Street – issue was on the property owner's side
- Responded to a high level alarm at Georgetown Plaza pump station - breakers for both pumps were found tripped – reset breakers, checked amps, and observed the pump operation until the level dropped to normal

## **Planning**

- Projects:
  - Walmart Expansion – Site plan resubmitted on May 4 – approved by Town Engineer on May 7
  - 110 North Race Street (Nucom Wireless) – tenant fit-out CO inspection completed on May 7
  - 205 East Market Street (AIDS Delaware) – new business
  - 201 South Bedford Street (Hardscapes) – New Home Occupation, license issued on May 4
  - 413 South Bedford Street – Revelation Brewing Food Vendor License issued on May 7

## TOWN MANAGER'S UPDATE ...

- Participated in several calls with DHSS, DPH, Sussex County, local nonprofits, and Office of the Governor regarding Coronavirus and activities in Sussex County
- Received an update from Perdue – Georgetown Plant on steps taken to mitigate and address Coronavirus concerns (Gene Dvornick, Chief Hughes, Bill West)
- Answered question from Revelation Brewing as to the status of their plans
- Returned the Limited Site Access Agreement to DNREC for the Facility Evaluation of the former Town dump

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- Completed and submitted DelDOT Event Permit for 2020 Memorial Day Service (tentative date is Sunday, May 24)
- Worked with staff on a request to consider acceptance of private hauler septage (Gene Dvornick, Laura Givens, Eric Rust)
- Participated in teleconference call with Governor Carney (Gene Dvornick, Bill West)
- Worked with staff and web design team to review new website outline (Kristen Dabrowski, Gene Dvornick, Laura Givens, Jocelyn Godwin, Olga Holm)
- Worked with Planning Staff and police department on Bulk Sale Food Vendor Application (Gene Dvornick, Jocelyn Godwin, Chief Hughes)
- Followed up on several code enforcement issues



Happy  
Mother's  
Day

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## CORONAVIRUS (COVID-19)

**WE'RE IN THIS TOGETHER, DELAWARE.**

You can help prevent the spread of COVID-19. Take action, spread awareness.

### 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](https://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](https://de.gov/coronavirus)

### CORONAVIRUS (COVID-19)



**STAY HOME WHEN  
YOU ARE SICK**

Be safe. If you feel sick, stay home.



[de.gov/coronavirus](https://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](https://de.gov/coronavirus)

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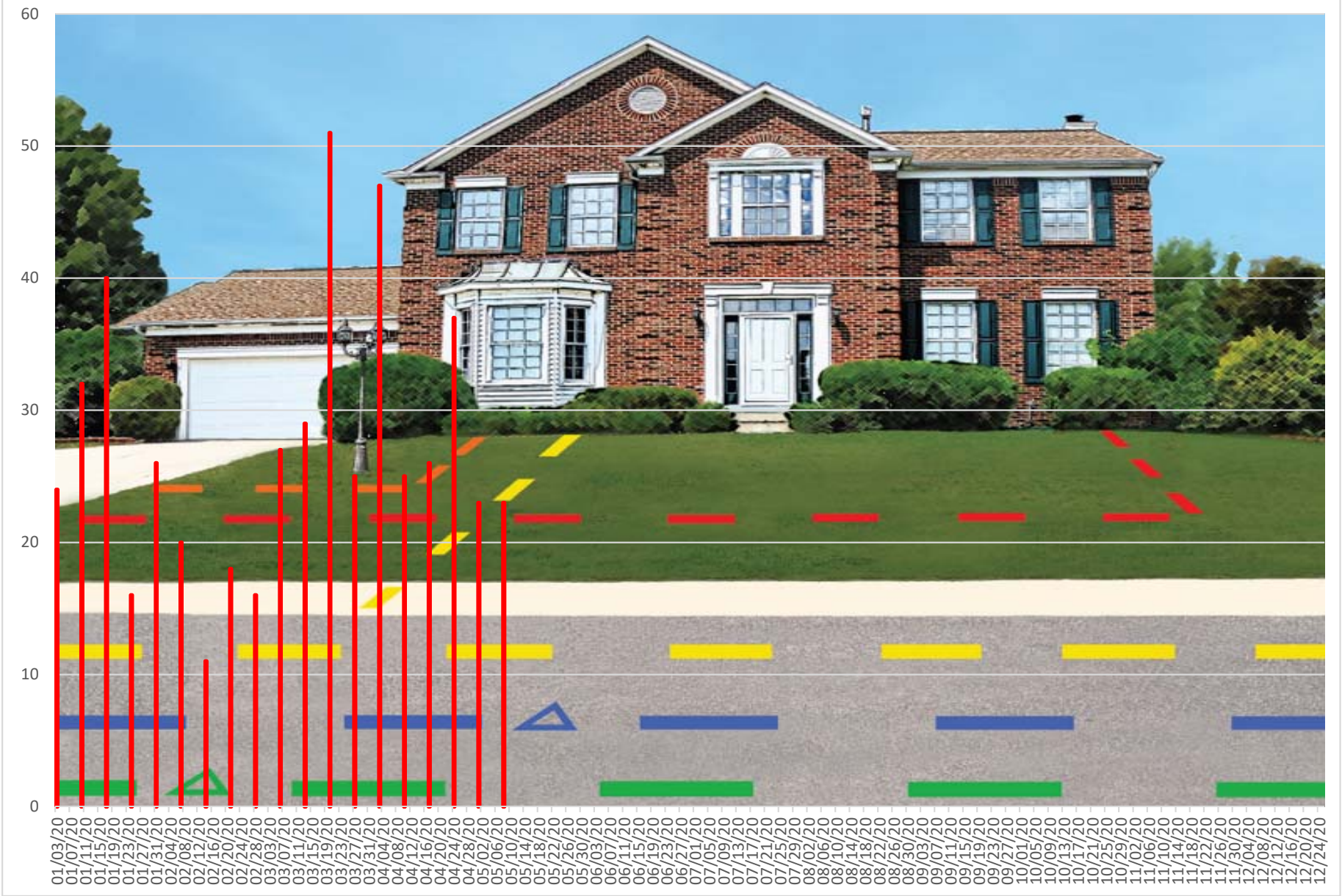
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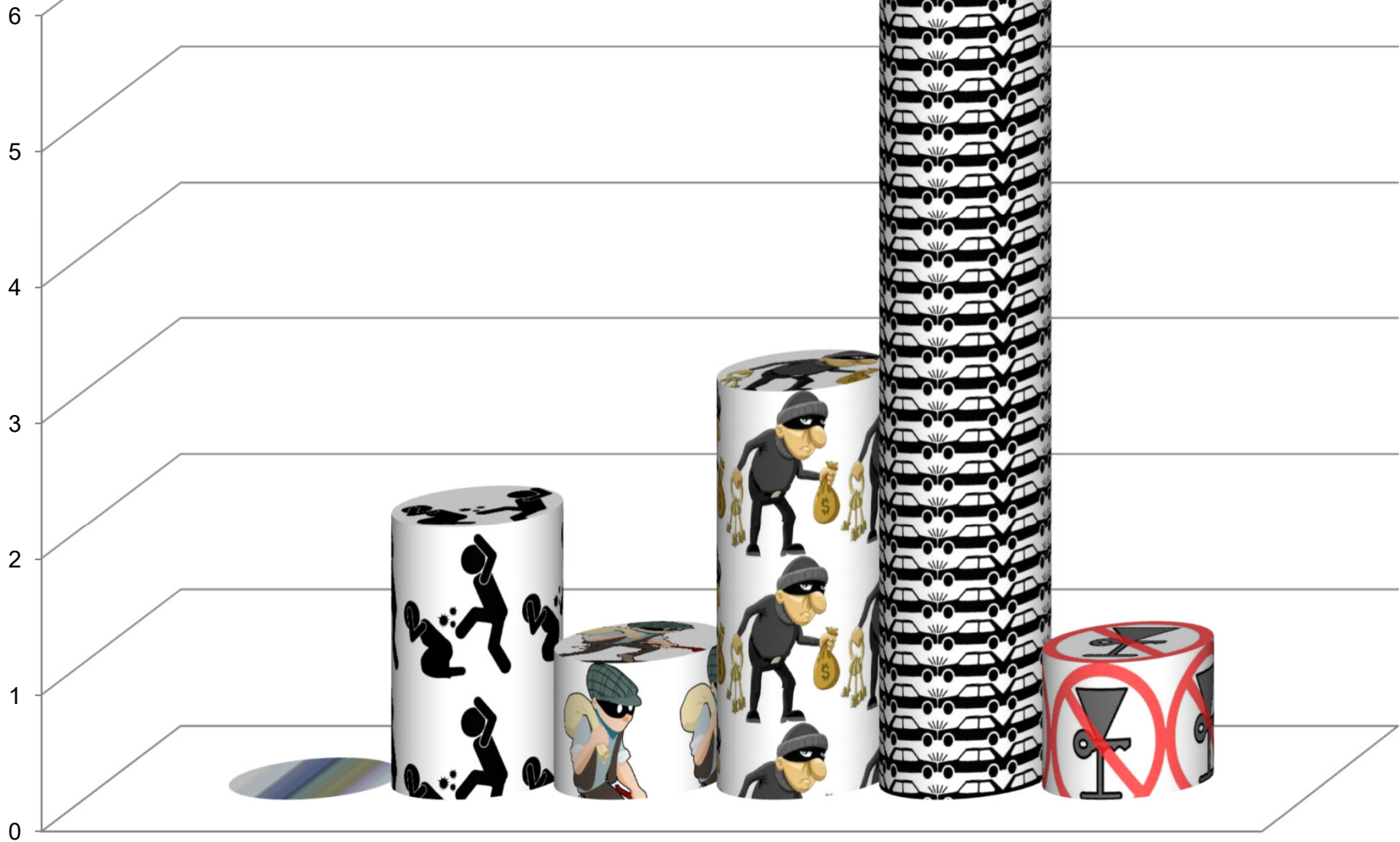
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***



Miss Utility Locate Tickets



May 6, 2020



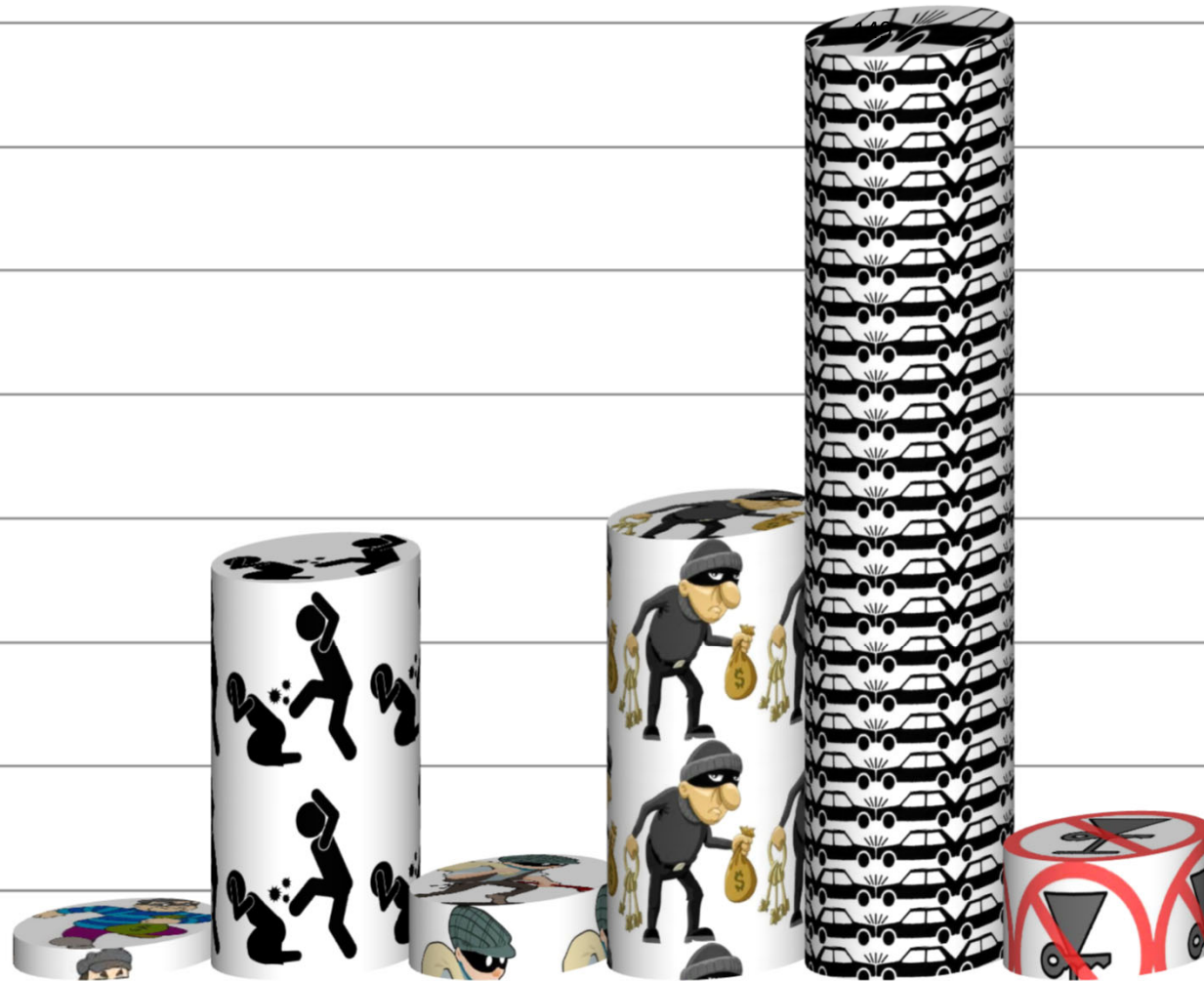
Weekly

\*Robbery \*Assault \*Buglary \*Thefts \*Collision \*DUI



May 6, 2020

160  
140  
120  
100  
80  
60  
40  
20  
0



Year to Date

\*Robbery \*Assault \*Buglary \*Thefts \*Collision \*DUI

## WWTF Lagoon Depths

