

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Board of Adjustment:** Wednesday, July 1, 5:00 PM – Town Hall
 1. 318 North Front Street – Lot depth
 2. 327 North Race Street – Parking in front & number of spaces
- ✓ **Town Offices Closed:** Friday, July 3, in observation of Independence Day
- ✓ **Town Council Meeting:** Wednesday, July 8 – TBD
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, July 10, 9:00 AM (Electronic Meeting)
- ✓ **Planning Commission Meeting:** Wednesday, July 15 – TBD
 1. 108 Cedar Street – Zoning amendment public hearing
 2. 211 West Market Street – Conditional use public hearing
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of June 25, the Town has collected:
 - \$1,502,854 (90%) of the annual property tax billing (\$1,674,899)
 - \$978,441 (98%) of the April quarterly utility billing (\$1,006,491)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Finalizing the July Utility Billing – Bills will be mailed on July 1st
- Zoom Meeting with Esri regarding account set up and review (Kristen Dabrowski, Laura Givens)
- Responded to property settlement inquiries
- End of Year closing entries for Fiscal Year 2020 completed
- Provided information to the Town auditors

Public Works

- Installed Plexiglas at Town offices (interior counter area)
- Started replacement of defective large water meters
- Street sweeper returned to service this week
- Playground maintenance initiated

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Police

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

Construction Coordinator

- No report this week

Wastewater

- Lagoon depths: Large Lagoon is 9.50 feet and Small Lagoon is 4.25 feet
- Rebuilt 8 diffusers for use in the Bio-lac
- Replaced a gear box on the irrigation rig on the Prettyman Field
- Replaced the RTUs on the Field Net systems on the Dale Field, and Field 3 at Baxter Farms

Planning

- Projects:
 - CHEER Kitchen Expansion – Plans stamped approved on June 23
 - Isaacs Farm Subdivision/Site Plan – Comments received on June 22 – to applicant on June 24
- Predevelopment Meetings:
 - Inpatient Rehabilitation Facility (Dupont Boulevard – next to Microtel) on July 9

TOWN MANAGER'S UPDATE ...

- Participated in teleconference call for municipalities with Representative Blunt-Rochester – topics covered:
 - ✓ HEROES Act
 - ✓ Justice and Police Act of 2020
 - ✓ Potential for a new infrastructure bill
- Responded to ABC47 regarding petition for removal of Confederate Monument at Marvel Museum
- Worked with UD-IPA on scheduling of Downtown Development District information session for elected officials – invitation sent to all Town Council Members

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- Reviewed Budget, Bond, and Grants-In-Aid bills for impacts on the Town
- Drafted presentation for meeting scheduled with Revelation Craft Brewing and discharge to municipal sanitary sewer system
- Answered yard waste disposal question from local resident
- Provided staff with potential protocol for employees exposed to COVID-19 by interaction with a citizen
- Participated in weekly call with DHSS, DPH, Sussex County, local nonprofits, and Office of the Governor regarding Coronavirus and activities in Sussex County
- Responded to questions regarding municipal needs from Mark Turley (Independent Party) candidate for U S Senate
- Participated in videoconference with Comcate (code enforcement web-based application) to review reporting enhancements and KPI Dashboard (Gene Dvornick, Mike Picarello)
- Followed up on several code enforcement issues

LIVE SAFELY



**PLEASE STAY
HOME IF YOU
ARE SICK.**



de.gov/coronavirus

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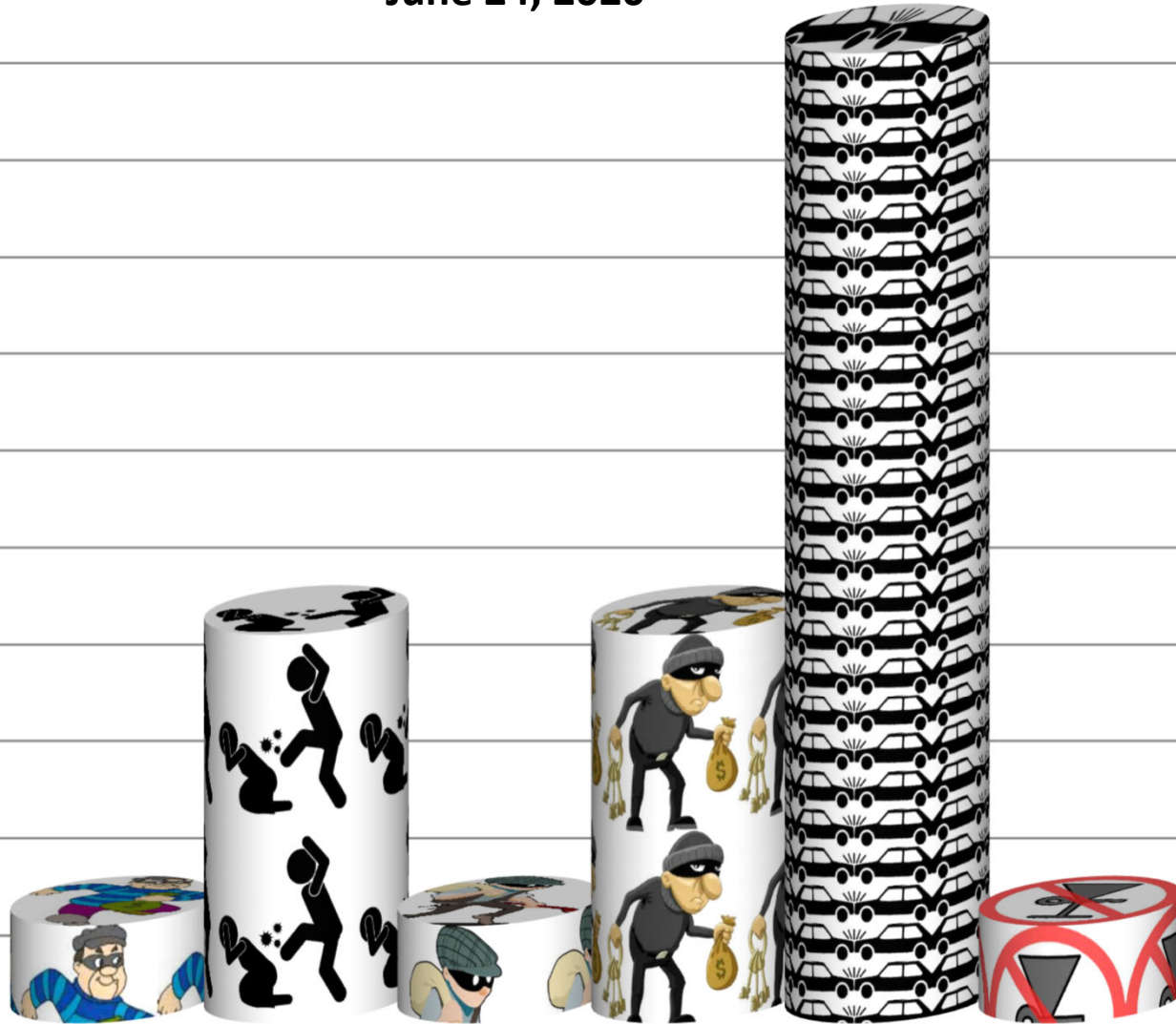


***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have comments, questions or suggestions regarding the Town Manager's Weekly Report, please contact Town Manager.

June 24, 2020

10
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8
7
6
5
4
3
2
1
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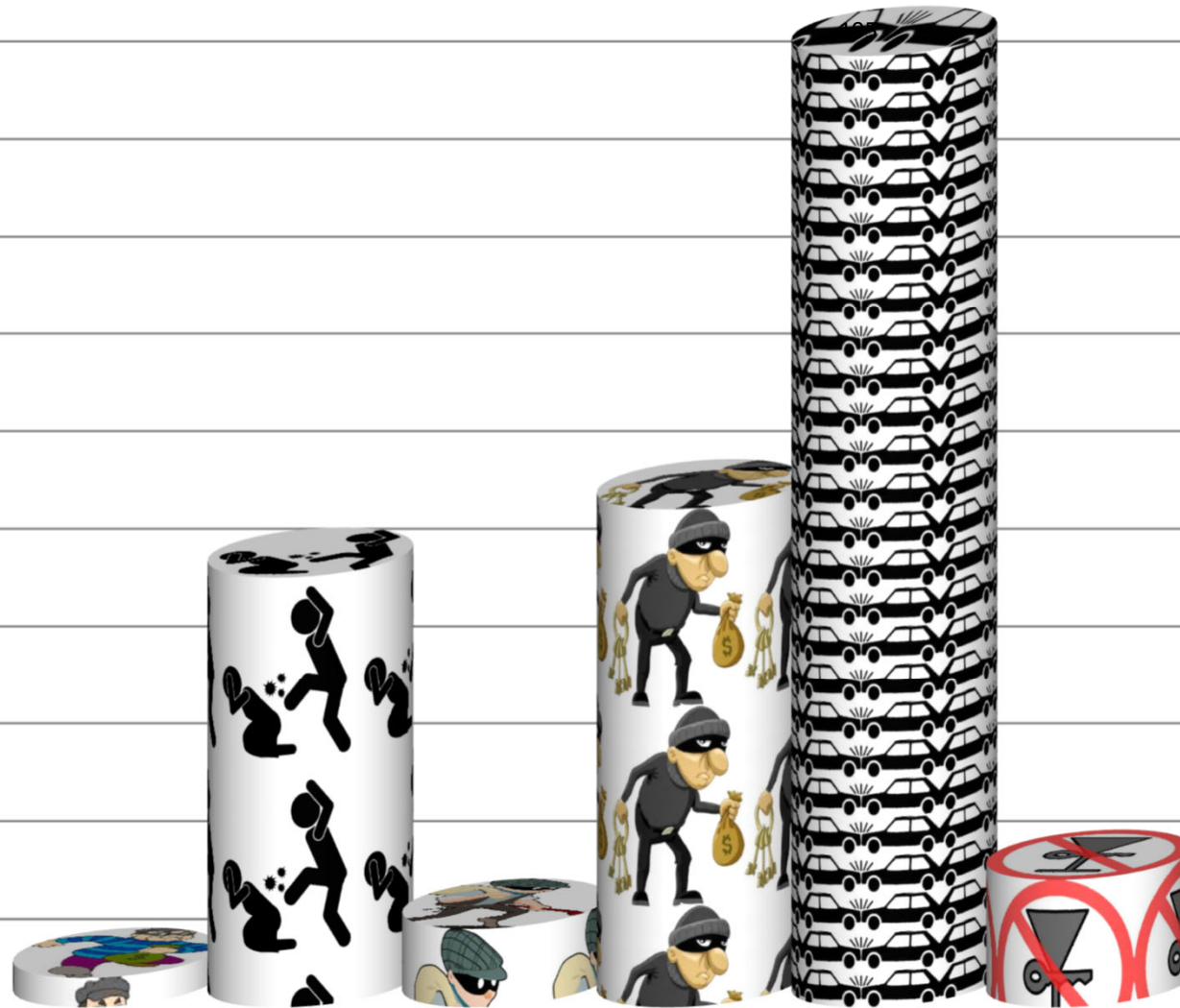


Weekly

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

June 24, 2020

200
180
160
140
120
100
80
60
40
20
0



Year to Date

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

WWTF Lagoon Depths

