

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** Wednesday, September 16, 6:00 PM, Town Hall
 - 1. Shipbuilders Village – Conceptual Review
- ✓ **Town Council Meeting:** Wednesday, September 23, Regular Meeting – TBD
- ✓ **Sussex County Association of Towns:** Wednesday, October 7, 6:00 PM, hosted by Seaford (Candidates Night)
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of September 11, the Town has collected:
 - \$1,623,742 (97%) of the annual property tax billing (\$1,674,899)
 - \$923,405 (95%) of the July quarterly utility billing (\$971,701)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Provided Tax and Utility Information to settlement lawyers and processed deed transfers
- Human Resources – Processed First Report of Injury claims and New Hire paperwork (Victim Services Specialist)
- Attended “Emerging Contaminants including PFAS/PFOA” webinar

Wastewater

- Lagoon depths: Large Lagoon is 7.50 feet and Small Lagoon is 4.50 feet
- Pump 2 at the Main Pumping Station was returned by Kappe Associates and placed in the dry well as a spare for future use
- Completed service on Air Blowers 1 and 2 at the treatment facility
- Replaced the check valve assembly on Air Blower 2

Police

- Departmental Press Releases issued as warranted

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Public Works

- Grass cutting and street sweeping ongoing
- Removed weeds at North Bedford Street/Bridgeville Road landscape island
- Met with DelDOT regarding flooding at South Bedford Street/South Front Street
- Grass cutting and edging ongoing

Construction Coordinator

- 19105 Carey Lane – Water meter connection final inspection
- Georgetown East Gateway Project:
 - Reviewed source of supply and material submittals
 - Reviewed and approved changes to utility plan
 - Assisted contractor on finding location of water main
- Webex meeting with DelDOT and Developer for parcels 135-19.07-7.00, 135-19.07-7.01, 135-19.07-7.02 (Edward Street at Dupont Boulevard)
- Miss Utility Locate Summary (copy attached)

Planning

- Public works review for aviation hangar approved on September 1
- Planning Commission quorum confirmed for meeting on September 16
- Building Permit Summary (August 2020)

Building Activity	August 2020	July 2020	August 2019
Permits Issued	19	20	24
Value of Improvements	\$1,581,377	\$305,633	\$650,666
Permit Revenue	\$6,095	\$2,023	\$3,618

TOWN MANAGER'S UPDATE ...

- Worked with Planning Staff and Town Solicitor regarding lender request for a Non-Disturbance Agreement (related to existing encroachment into Town ROW)
- Researched how other areas are handling Halloween with respect to the current pandemic
- Finalized Parkeon Pay Station locations and parameters for programming (Gene Dvornick, Laura Givens):
 - ✓ Pay Station Locations:
 - East Market Street (Circle and Race Street) – 2
 - South Race Street (East Market Street and East Pine Street) – 2

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- East Pine Street (South Race Street and South Bedford Street) – 2
- ✓ Mobile App Zones:
 - North Race Street, East Laurel Street, West Laurel Street, North Front Street, South Front Street, West Pine Street
- Completed and submitted 2020 NIMS Update for the Town
- Answered local media questions regarding project updates, rezoning application, and Conditional Use outcome
- Responded to US Census Bureau request for permission to provide Mobile Questionnaire Assistance (MQA) and promotional activities
- Participated in “Emerging Contaminants – PFAS and the Outlook for Water Utilities” (Gene Dvornick, Laura Givens) – Topics covered:
 - ✓ Background on the “Forever Chemical” and History of Regulation Development
 - ✓ Potential Actions (Short, Medium, and Long-term)
 - ✓ Impacts, treatments, and considerations for water and wastewater operations
 - ✓ Responding to discovery
- Completed and submitted Outdoor Recreation, Parks and Trail (ORPT) 2020 Grant Application
- Responded to property ownership questions
- Followed up on several code enforcement issues





CORONAVIRUS (COVID-19)



Learn more at de.gov/gettested

de.gov/coronavirus

5 TIPS TO STAY HEALTHY & KEEP DELAWAREANS SAFE

- 1**  **Wear a mask.** Wear it in public places when social distancing can't be maintained.
- 2**  **Practice social distancing.**
- 3**  **Wash or sanitize hands often.**
- 4**  **Stay home when sick.**
- 5**  **Get tested.** Everyone can get tested for COVID-19, even if you have no symptoms.

de.gov/coronavirus

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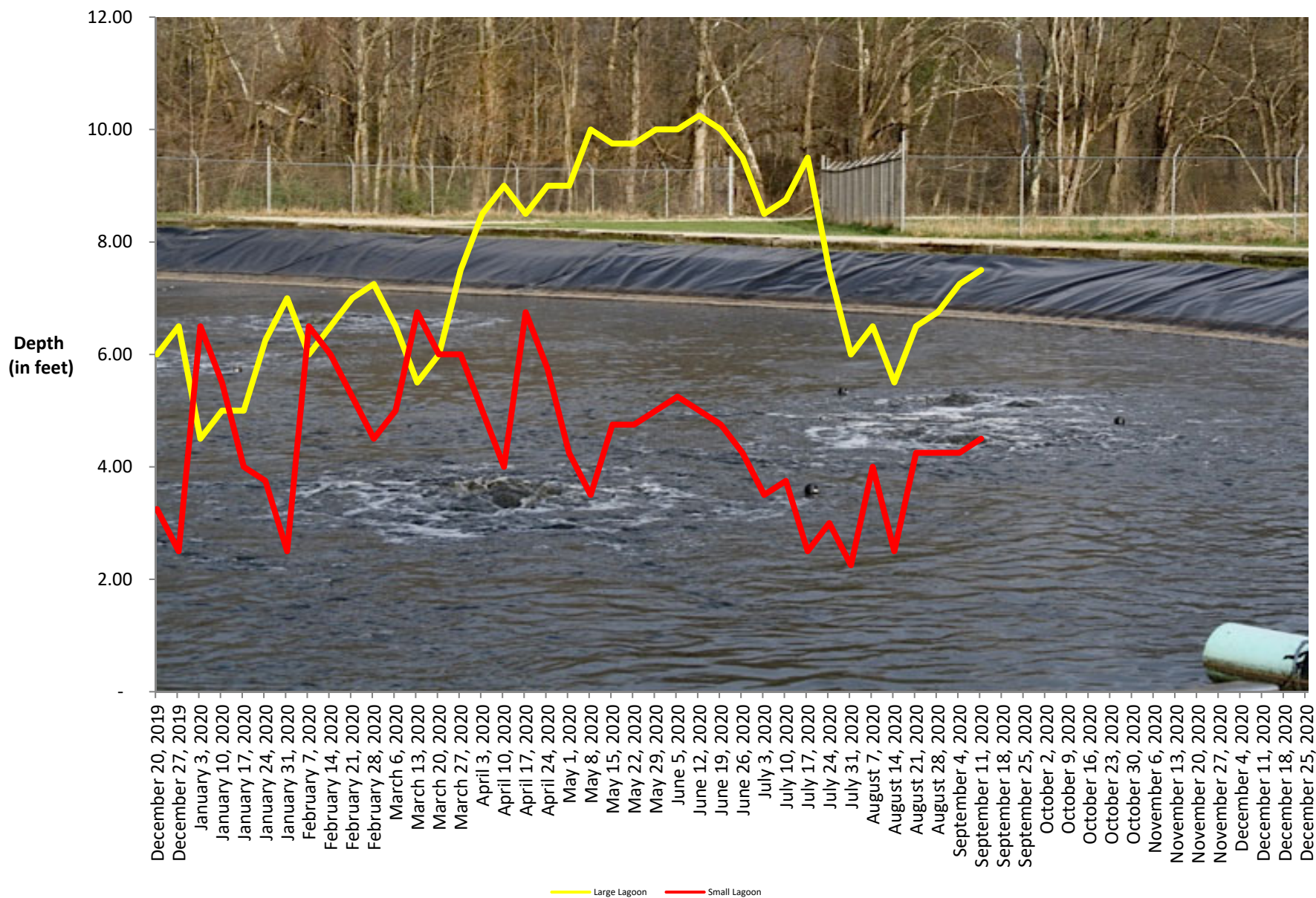
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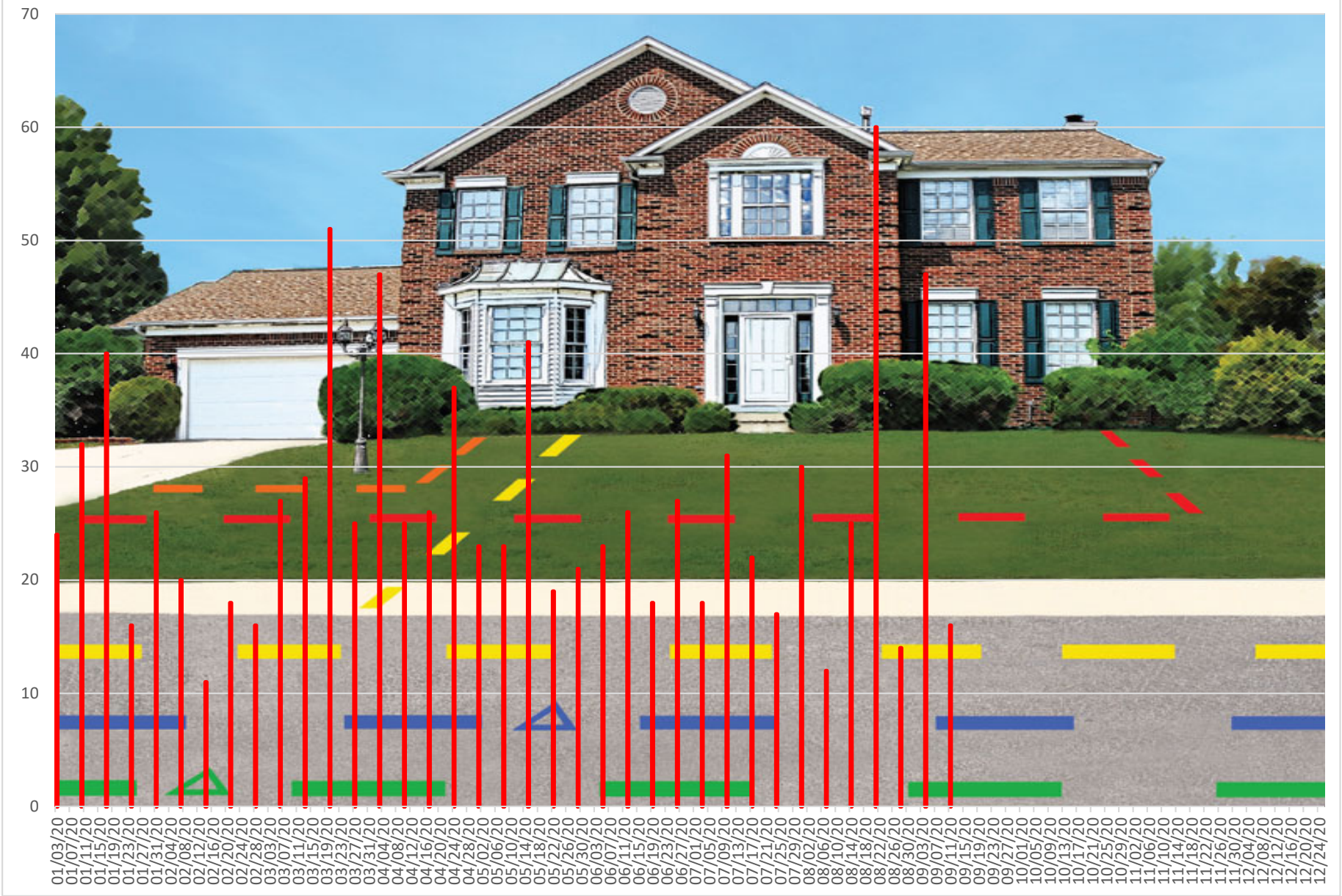
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

WWTF Lagoon Depths



Miss Utility Locate Tickets



Building Permit Activity

