

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Sussex County Association of Towns:** Wednesday, October 7, 6:00 PM, hosted by Seaford (Candidates Night)
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, October 9, 9:00 AM, To Be Determined
- ✓ **Town Council Meeting:** Wednesday, October 14 – To Be Determined
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- On October 1, the Town mailed the October quarterly utility billing (\$1,050,585)
- As of October 2, the Town has collected:
 - \$1,626,889 (98%) of the annual property tax billing (\$1,674,899)
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Provided Tax and Utility Information to settlement lawyers and processed deed transfers
- August revenue reconciliations completed (Kristen Dabrowski)
- Mailed lead and copper results to the residents that participated in the sampling
- Supplied information to RLD Associates Inc. for the Worker's Compensation Audit (Olga Holm)
- Submitted quarterly payroll reports – 941's (Olga Holm)
- Budget vs. Actual Report – August 2020 (copy attached)
- October Take Note Newsletter (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 9.00 feet and Small Lagoon is 4.00 feet
- Completed the monthly depth to water measurements in the monitoring wells located at Baxter Farms
- Removed the top of the check valve for Pump 2 at Del-Tech pump station and removed debris stuck inside
- All of the hay bales have been removed from our spray irrigation zones at the wastewater facility

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Planning

- Project Updates:
 - PAM Medical – Site Plan & Lot Line Adjustment – Comments received and to applicant on September 28
 - Isaacs Farm – Comments on pump station received and to applicant on October 1
 - 507 North Bedford Street – Lot Line Adjustment – Comments received and to applicant on September 29
- Predevelopment Meetings – October 8:
 - Georgetown Plaza Pad Site (Dairy Queen)
 - Behind Georgetown Plaza (Apartments)
 - 128 West Market Street (Demo/Rebuild Accessory Building)
- Building Permit Summary (September 2020)

Building Activity	September 2020	August 2020	September 2019
Permits Issued	29	19	21
Value of Improvements	\$822,357	\$1,581,377	\$3,771,426
Permit Revenue	\$4,670	\$6,095	\$19,209

Construction Coordinator

- Webinar Training:
 - Managing Local Watershed and Drainage Issues in Your Community
- Route 113 Properties LLC (Catalyst Healthcare):
 - Reviewed preliminary plans
- Georgetown East Gateway project:
 - Reviewed source of supply and material submittals.
- Bedford and Market Street water service replacement project
 - Responded to DelDOT comments
- Miss Utility Locate Summary (copy attached)

Police

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

Public Works

- Grass cutting and street sweeping ongoing
- Responded to discolored water complaints town-wide

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TOWN MANAGER'S UPDATE ...

- Worked with legal counsel on Dunbarton Oaks deeds for roadway abandonment, easement identification, and road dedication (Gene Dvornick, Laura Givens, Jeff Ward)
- Followed up on discolored water issue with Public Works (from the weekend)
- Staff met with representatives of Wallace Montgomery regarding Comprehensive Plan and consultant change (Jamie Craddock, Gene Dvornick, Laura Givens, Jocelyn Godwin)
- Worked with Staff on use of Excel formulas to combine information from different spreadsheets (Jamie Craddock, Gene Dvornick, Laura Givens)
- Provided El Mercado Working Group with Business License information for both the Downtown Development District and Town-wide
- Participated in webinar on DFIT Employee Wellness Strategic Services (Gene Dvornick, Laura Givens)
- Executed Second Extension of the contract with DART for Police Patrol at the Georgetown Bus Hub
- Responded to Community Transportation Fund reimbursement for Sandhill Fields
- Met with representatives of Integra to outline agenda for Annual Benefits Meeting (Gene Dvornick, Laura Givens, Olga Holm)
- Followed up on question regarding street lighting for the southbound lanes of Dupont Boulevard from Seashore Highway (18/404) to County Seat Highway (Route 9)
- Replied to resident questions and concerns over trick-or-treat
- Fielded numerous calls with respect to ongoing discolored water (residents and businesses)
- Attended Sussex Sports Center Foundation Board Meeting (Gene Dvornick, Bill West)
- Responded to local media questions regarding Halloween 2020 in Georgetown
- Followed up on several code enforcement issues

**WE ARE IN THIS
TOGETHER.**

Limit your exposure in public settings and wear
your mask to keep Delawareans safe.



de.gov/coronavirus

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

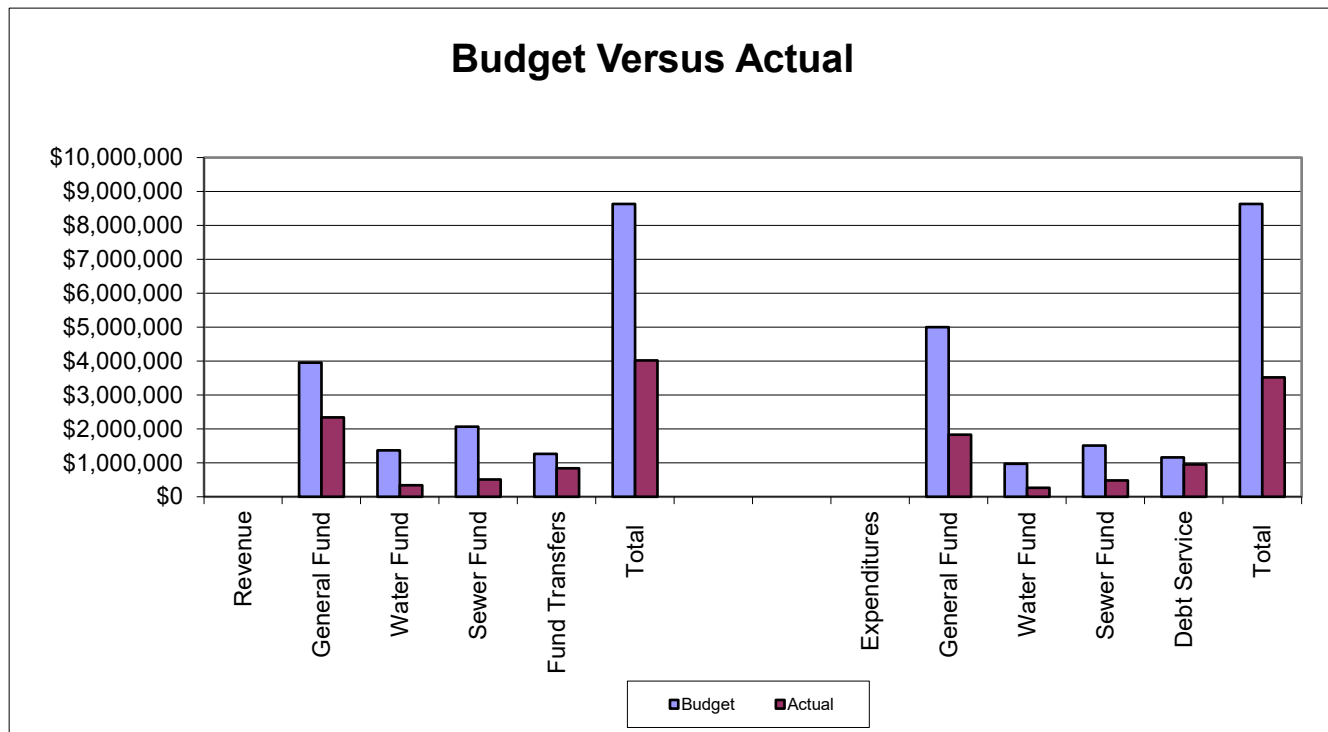
In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have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

Town of Georgetown
Budget Versus Actual (Operating)
As of August 31, 2020

		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	33.30% Percent of Budget
	<u>Revenue</u>				
General Fund		\$ 3,947,003	\$ 2,336,764	\$1,610,239	59%
Water Fund		\$ 1,363,500	\$ 337,641	\$1,025,859	25%
Sewer Fund		\$ 2,058,500	\$ 506,444	\$1,552,056	25%
Fund Transfers		\$ 1,256,516	\$ 838,711	\$417,805	67%
Total		<u>\$8,625,519</u>	<u>\$4,019,561</u>	<u>\$4,605,958</u>	<u>47%</u>

	<u>Expenditures</u>				
General Fund		\$4,992,109	\$1,825,982	\$3,166,127	37%
Water Fund		\$971,646	\$263,829	\$707,817	27%
Sewer Fund		\$1,506,868	\$477,710	\$1,029,158	32%
Debt Service		\$1,154,896	\$950,930	\$203,966	82%
Total		<u>\$8,625,519</u>	<u>\$3,518,451</u>	<u>\$5,107,068</u>	<u>41%</u>

* Line item detail available upon request.



Town of Georgetown Take Note



Important Phone Numbers:

Town Hall: (302) 856-7391
Fax: (302) 856-6348

Planning Department:
(302) 853-0104

Public Works:
(302) 856-6045

Sewer Department:
(302) 856-7377

Sewer Emergency
Beeper: (302) 441-7377
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: Trash
(302) 934-1364

Sussex County:
(302) 855-7700

Georgetown State Service
Center: (302) 856-5574

Town 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

Happy Fall Georgetown!

Certainly the challenges of 2020 continue to impact all of us. Hopefully the end is near and we will once again be able to go about our daily routines in a normal fashion. Thank you for your continued support for our restaurants with take-out orders. This is what makes a difference for the entire community. With increased outside dining and our pick-up lanes, I am pleased to report we have not lost any dining establishments.



Hopefully, you have seen the new flower pots and planter boxes on East Market Street. How beautiful they make our town look. Thank you for all the comments on how they brightened the downtown area. Special thanks to the Arts and Flowers Group for their continued support and ongoing efforts to make Georgetown better.

Town employees continue to make this town a better place to live, work, and play. They continue to focus on the areas that make residents proud to live here. The water main and service line replacement is moving forward, awaiting final review and approval from DelDOT. Once this is completed, the project will be put out for bid. Other projects in town include drainage inspections, catch basin cleaning, and ongoing street sweeping.

These are trying times, not only locally, but also nationwide. It is important to treat each other with respect and be respectful of differences in opinions and thoughts. You have to give respect to get respect.

I want to wish everyone all the best for the remainder of 2020. Enjoy the holidays, take time to be with your families, and look forward to the coming new year.

Bill West

Mayor

How can you stay informed?

1. Visit the Town's website at www.georgetowndel.com to:

- a. Sign Up for Notifications - "Notify Me"
- b. View the Manager's Weekly Report - Once on the webpage, go to Departments -> Administration -> Town Manager Report

2. Quarterly "Take Note" Newsletter



Town of Georgetown Take Note

Meetings

Town Council Meetings

Second & Fourth
Wednesdays 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
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 councilmem-
ber.

Mayor—Bill West
bwest@georgetowndel.com

Ward 1—Steve Hartstein
shartstein@georgetowndel.com

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

Ward 3—Angela Townsend
atownsend@georgetowndel.com

Ward 4—Penue Barrett
pbarrett@georgetowndel.com

Holiday Closing

Election Day - Tuesday, November 3, 2020 (Town Offices Closed)

Return Day - Thursday, November 5, 2020 (Town Offices Closed)

Veteran's Day - Wednesday, November 11, 2020 (Town Offices Closed)

***Thanksgiving Day** - Thursday, November 26, 2020 (Town Offices Closed)

Day after Thanksgiving - Friday, November 27, 2020 (Town Offices Closed)

**Trash is delayed one day - pick up will be on Saturday, November 28, 2020*

Christmas Eve - Thursday, December 24, 2020 (Town Offices Closed)

***Christmas Day** - Friday, December 25, 2020 (Town Offices Closed)

**Trash is delayed one day - pick up will be on Saturday, December 26, 2020*

***New Year's Day** - Friday, January 1, 2021 (Town Offices Closed)

**Trash/Recycle is delayed one day - pick up will be on Saturday, January 2, 2021*

Yard Waste Pick Up

October & November, every Tuesday
December, second & fourth Tuesday (8th & 22nd)

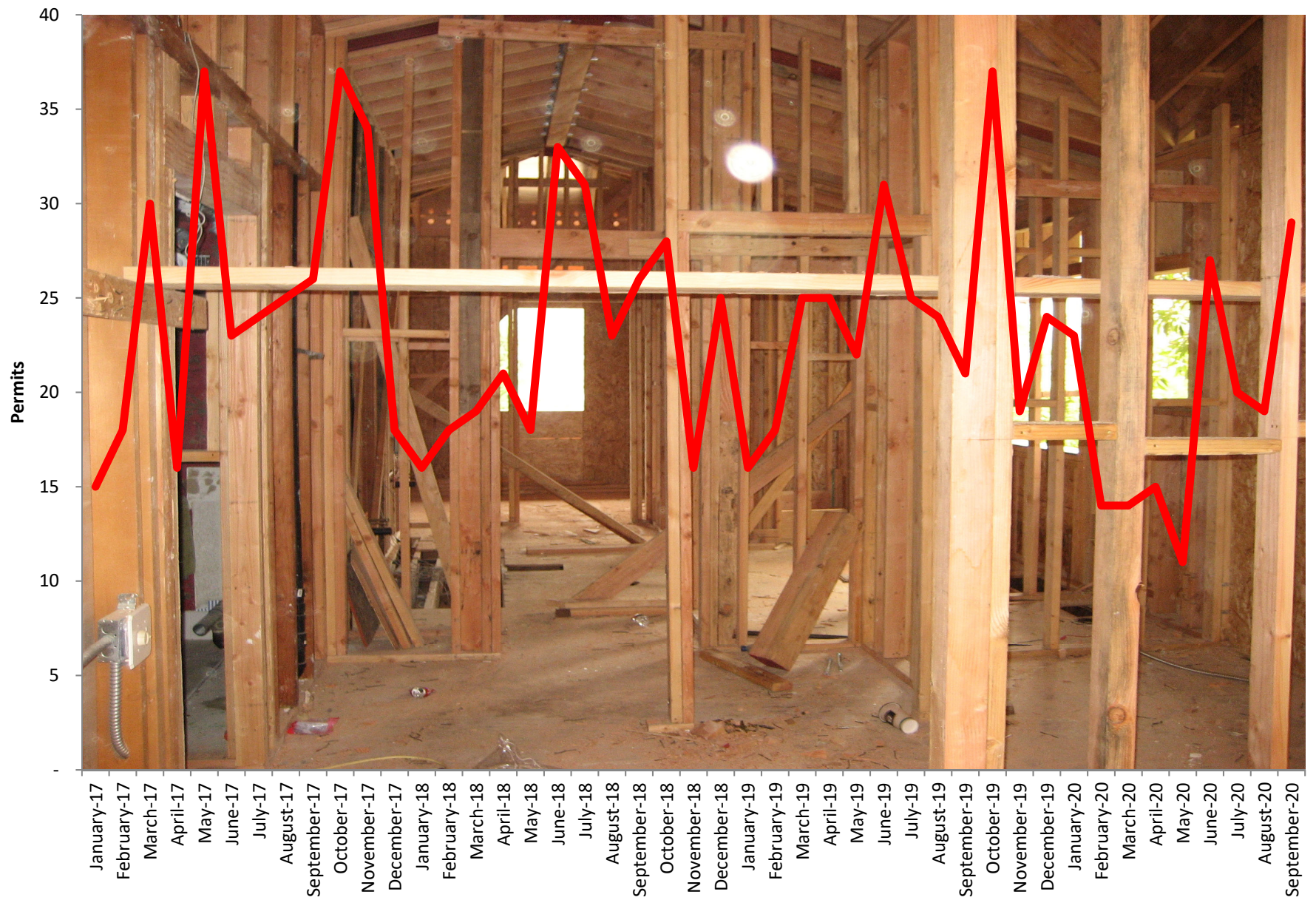
Guidelines - Have Yard waste materials curbside by 6:00 a.m. on collection days

- Yard waste is defined as plant material that comes from lawn maintenance and other gardening and landscaping activities including: Grass, Leaves, Pruning, Brush, Shrubs, Tree Limbs (up to 4 inches in diameter), Garden materials, Christmas Trees.
- Yard Waste can be contained in paper, compostable bags, or homeowner supplied containers compatible with Hauler's truck liftin mechanism (Toter brand or equivalent)
- Bundles of materials must container limbs no greater than 4 inches in diameter, and not to exceed four (4) feet in length. Bags and bundles must weigh less than 5 pounds each.
- Bags, bundles, or containers containing materials other than yard waste will not be collected.

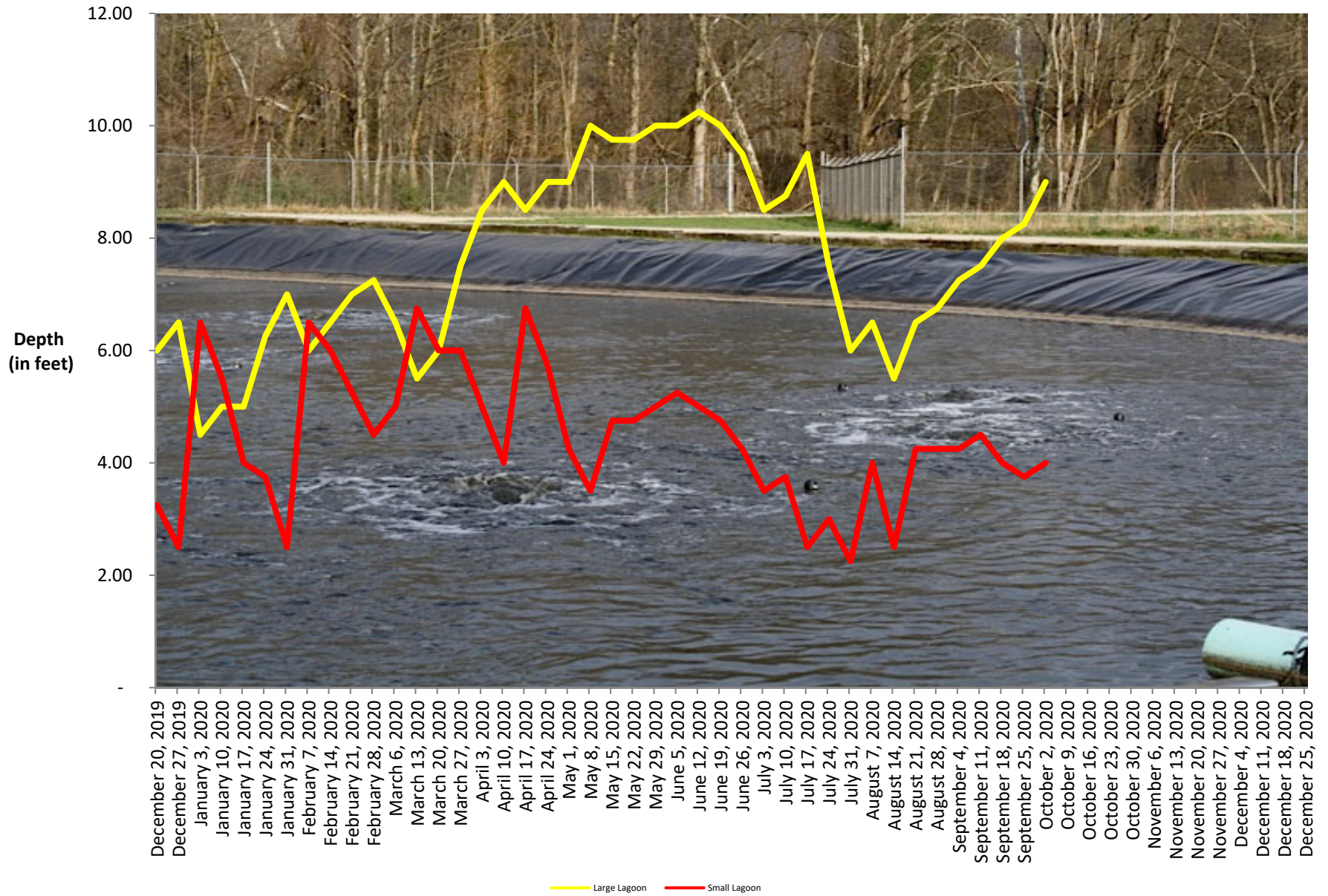
2021 BUSINESS/RENTAL LICENSE RENEWALS

Business/Rental License Renewals will be mailed mid November. In order to renew a business license, the applicant must be current on all Town obligations. The Town of Georgetown has a "Clean Hands Ordinance", §89-2, that requires applicants to be current on all of their obligations (such as, but not limited to, taxes and utilities) owed to the Town prior to receiving any approvals, permits, licenses (renewals), and/or the use, receipt, or provision of Town services.

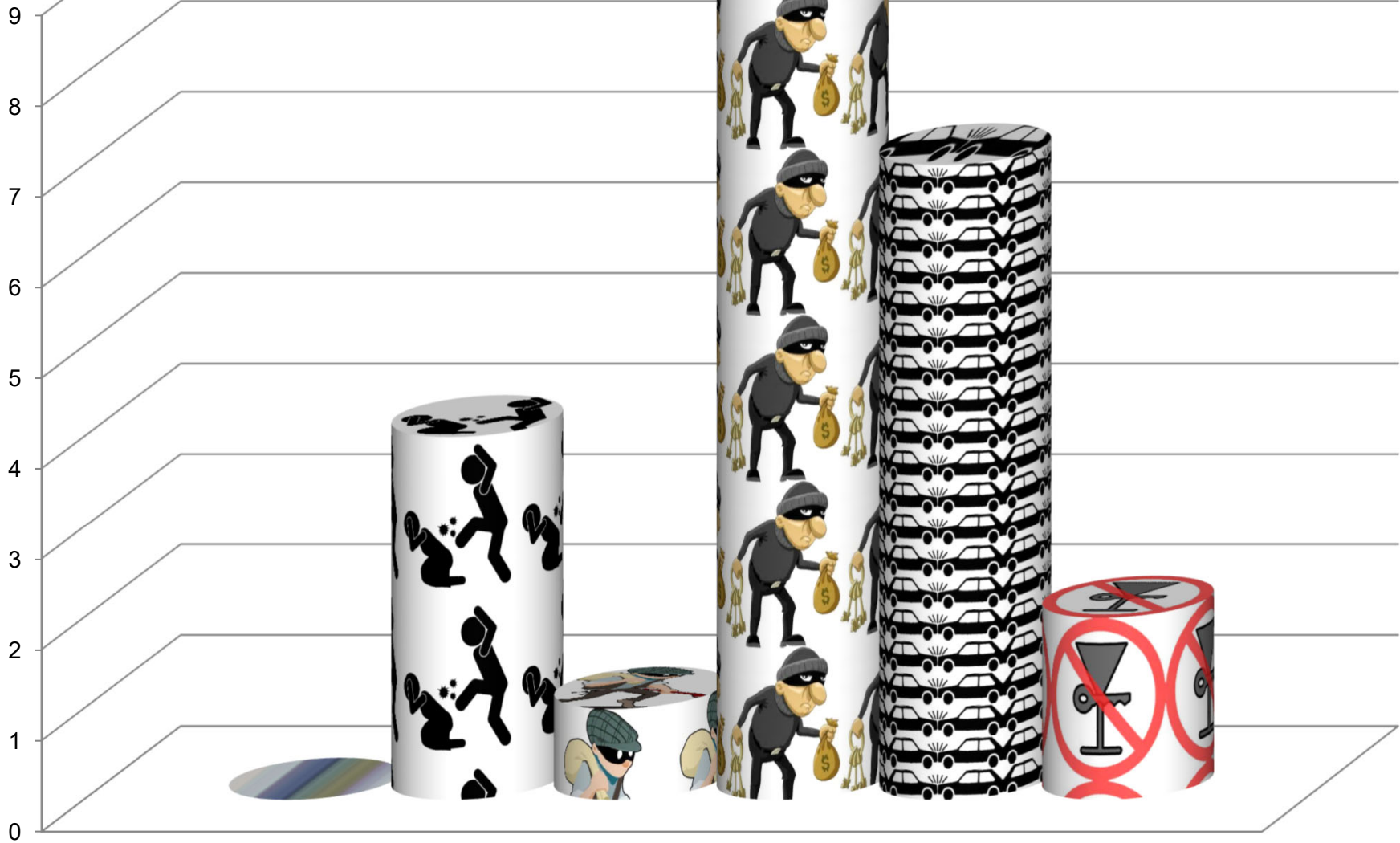
Building Permit Activity



WWTF Lagoon Depths



September 30, 2020

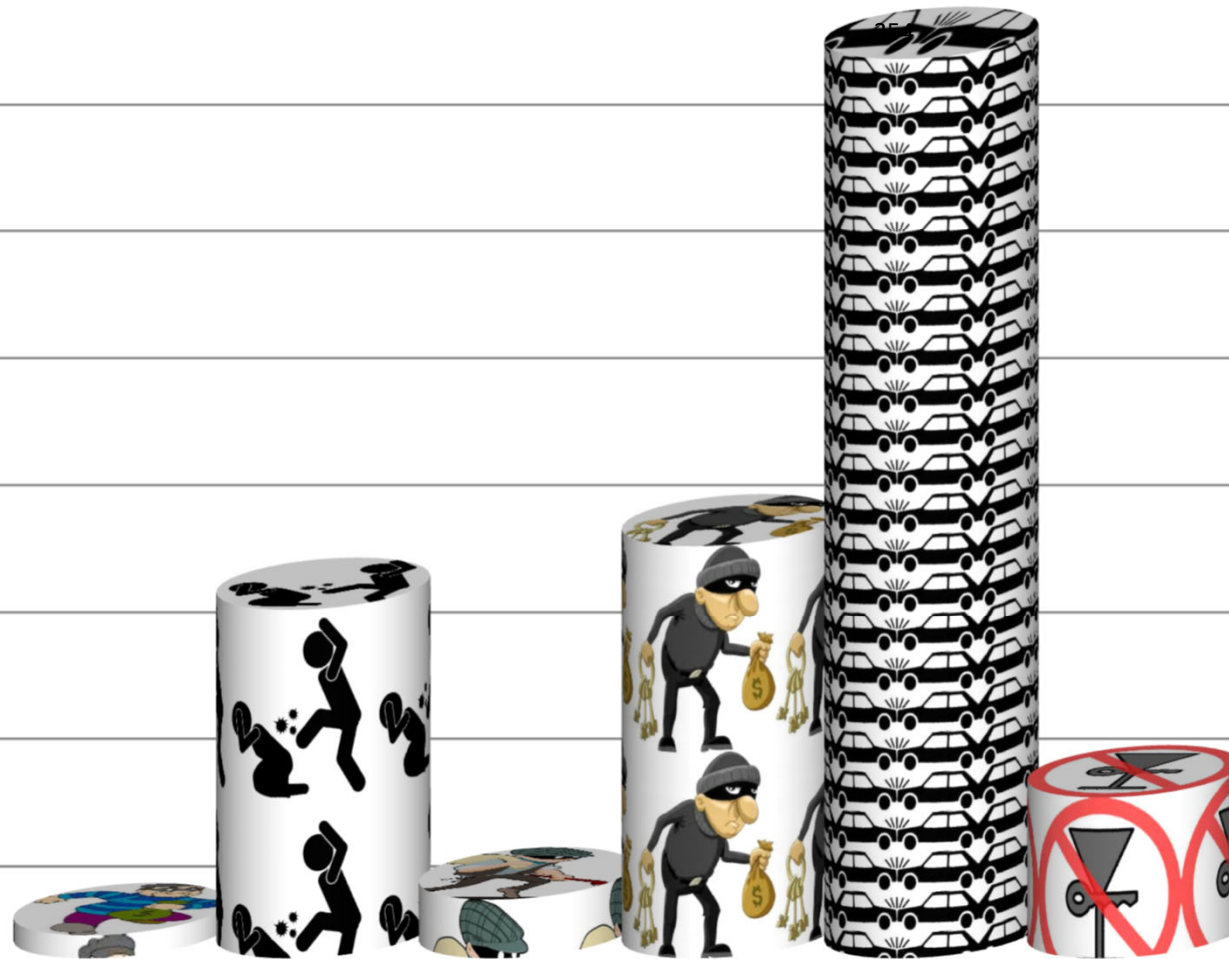


Weekly

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

September 30, 2020

400
350
300
250
200
150
100
50
0



Year to Date

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

Miss Utility Locate Tickets

