

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, January 13, 7:00 PM, Regular Meeting – Electronic Meeting
- ✓ **Town Offices Closed:** Monday, January 18, in observation of Martin Luther King, Jr. Day
- ✓ **Planning Commission:** Wednesday, January 20, 6:00 PM
- ✓ **Town Council Meeting:** Wednesday, January 27 – TBD
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of January 8, the Town has collected:
  - \$1,664,053 (99%) of the annual property tax billing (\$1,674,899)
  - \$10,017 (1%) of the January quarterly utility billing (\$975,498)
- On January 6, the Town mailed the January quarterly utility billing (\$ 975,498)
  - January Take Note Newsletter attached
  - 2021 Trash Schedule attached
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Provided Tax and Utility Information for property settlements and stamped deeds
- Attended Tier II Reporting Webinar
- Real Estate Transfer Tax Summary (December 2020)

	December 2020		December 2019	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$34,830	\$155,137	\$19,153	\$205,692

### **Wastewater**

- Lagoon depths: Large Lagoon is 17.00 feet and Small Lagoon is 5.25 feet
- Responded to sewer issue on North Railroad Avenue – Pulled manhole lid found main backed up slightly, ran the sewer jetter down the main and cleared the line
- Responded to sewer odor complaint on Nancy Street – Checked manholes and clean-outs, everything was fine. Ditch behind resident was full of standing, stagnant water – advised homeowner that the Town is not responsible for the ditch

# TOWN MANAGER'S WEEKLY REPORT



## **Police**

- 2020 Year in Review Presentation prepared (copy attached)
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Part I, II, and III Offenses Crime Data (week and year to date) (copy attached)
- Departmental Press Releases issued as warranted

## **Planning**

- Projects:
  - 216 West Market Street – Zoning amendment (UR2 to UB3) submitted on January 5
  - Walmart – Site Plan amendment for 10,000+ SF addition submitted on January 5
- Predevelopment Meetings:
  - 12 Swain Avenue – American Legion meeting use – January 7
  - 534 South Bedford Street – New construction (Church) – January 14
- Building Permit Summary (December 2020)

Building Activity	December 2020	November 2020	December 2019
Permits Issued	18	17	24
Value of Improvements	\$420,282	\$1,978,716 <sup>1</sup>	\$501,474
Permit Revenue	\$2,515	\$10,255	\$2,955

## **Construction Coordinator**

- Georgetown East Gateway project:
  - Inspection of 8" sewer force main installation
- Street Restoration Inspection – Business Securities, LLC
- Certificate of Occupancy:
  - 20163 Office Circle
- Miss Utility Locate Summary (copy attached)

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<sup>1</sup> CHEER Kitchen Expansion - \$1,700,000

# TOWN MANAGER'S WEEKLY REPORT

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## **Public Works**

- Planters cleaned out and bows returned to Georgetown Arts & Flowers
- Santa House removed and stored
- Christmas decorations have been taken down
- Tier II Reporting completed for Public Works and Water Department

## TOWN MANAGER'S UPDATE ...

- Drafted Zoning Ordinance with respect to Cemetery Use – under Staff review and comment
- Addressed timing of rental property inspections with local landlord (concerns over Coronavirus)
- Supplied additional information to legislative aides regarding items under consideration for Community Transportation Fund (CTF) funding – bollard lights and street banners
- Responded to local municipality question regarding ethics and ordinances regarding same
- Participated in teleconference call with Governor Carney and Local Governments (Counties & Municipalities) (Gene Dvornick, Laura Givens)
- Predevelopment Meeting regarding the new Sussex County Family Court Facility held via Zoom (Jamie Craddock, Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward)
- Responded to resident concern over Vacant Building Registration requirements
- Supplied local news media information on 'Georgetown 2021 – Looking Ahead' – included transportation, infrastructure, and development
- Followed up with Delaware OMB regarding CARES Act funding eligibility
- Prepared Road Abandonment Presentation for January 27 Public Hearing
- Attended Sussex County Association of Towns Steering Committee (Kristen Dabrowski, Gene Dvornick, Bill West) – Discussion on 151<sup>st</sup> General Assembly legislative items:
  - ✓ Housing for All Initiative
  - ✓ Clean Water for Delaware (HB 200)
  - ✓ Police Reform
  - ✓ Self-governed Recovery House Regulation (HB 245, 150 GA)
- Comprehensive Plan status:
  - ✓ Remains on track
  - ✓ Follow up presentation planned for January 20 Planning Commission Meeting
- Worked with representative of Dream Art Studio as part of the El Mercado Working Group to get drone footage along the North Race Street corridor
- Replied to several FOIA requests
- Participated in conference call with the El Mercado Working Group
- Followed up on several code enforcement issues

# TOWN MANAGER'S WEEKLY REPORT



# WE ARE IN THIS TOGETHER.

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



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



**YOU MUST WEAR A FACE COVERING IN PUBLIC**

IF YOU ARE SICK, YOU SHOULD WEAR A CLOTH FACE COVERING — EVEN WHILE AT HOME

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

# TOWN MANAGER'S WEEKLY REPORT

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# TOWN MANAGER'S WEEKLY REPORT

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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 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**

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 Environmental:  
Trash Service  
(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](http://www.georgetowndel.com)

Residents of Georgetown,

I am sure everyone knows the lyric "fast away the old year passes" from the Christmas carol Deck the Halls. Certainly, the year 2020 has been one that I think we all would like to forget some way or another. It has taken a toll on everything and everybody. One thing for sure, as people of Georgetown, we will overcome the adversities and be stronger moving forward.

At the outset of the pandemic, we initiated innovative ways to help our businesses keep their doors open and worked with people in the community to keep all of us safe. Even going forward into 2021, we will continue to protect the Town's interest for residents, workers, and visitors.



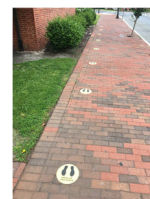
Curbside Food  
Pick Up



Outside Dining Area  
South Race St



Social Distancing  
Sidewalk Markers



Handwashing Station  
(Ace Center)

One of the ways we were able to create some normalcy, with the assistance of Senator Brian Pettyjohn, we supported drive-in church services on Sundays. Different pastors from the community offered uplifting and timely sermons. We will continue this into 2021, using the new Sandhill Fields parking lot. The smiles and thank you's were very touching, and we could tell the attendees appreciated the event.

Town Council recently awarded the Water Main and Service Line Replacement Project. This will impact Bedford and Market Streets in the late Winter/early Spring. Please use caution while the work is taking place for the protection of the contractor's employees as well as the Town employees. Once this project is completed, we anticipate DelDOT beginning work on the pavement rehabilitation and restoration of our four main streets.

Once again, I wish to recognize the Georgetown Arts and Flowers Group for everything they do to increase the beauty of our Circle and downtown. From spring bulbs, to summer plants, to fall scarecrows, and winter greens, "Thank You" for all you do.

The Town Council and I would like to thank everyone for living here, working here, and enjoying the Town. Look for new things to come throughout 2021 to bring people to Georgetown and enjoy what we have to offer.

Please remember, the reason we have worked hard to bring new businesses to our town is to keep increasing our tax base. It is critical that we be welcoming to new businesses and housing, ensuring we remain an attractive community where people want to live, work, and play.

I hope that during this season each of you enjoy time with friends and family. If you see a Council member, feel free to share with them any concerns or suggestions.

Happy 2021!

*Bill West*  
Mayor



# Town of Georgetown Take Note

## Meetings

### Town Council Meetings

Second & Fourth Wednesday 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](http://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 councilmember.

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 - Penuel Barrett  
pbarrett@georgetowndel.com

## Business Licenses

A reminder to business owners that the 2020 Georgetown business license expired on December 31, 2020. If you are planning on doing business in Georgetown during the 2021 calendar year, you must renew your license. Please contact the Town Office, 856-7391, should you have any questions regarding this process.

## A Reminder to All Residents

- ◇ Holiday lighting may be displayed for 30 days after the holiday for which the seasonal lighting is for. Please consult with our Code Enforcement Officer for more information.
- ◇ Snow and ice must be removed from public sidewalks within 24 hours of the ceasing of the precipitation event. If snow or ice remain after 24 hours, the Town may proceed to have the area cleared at the owner's expense.

Code Enforcement Officer - Michael Picarello (302) 448-5027



## Holiday Closings

Martin Luther King Jr. Day - Monday, January 18, 2021 Good Friday - Friday, April 2, 2021

\*No change in trash service

## Winter

## Water

## Conservation

## Tips

- Winterize outdoor spigots when temperatures dip below freezing to prevent pipes from leaking or bursting.
- Know where your master water shut-off valve is located. This could save water and prevent damage to your home.
- Insulate hot water pipes to reduce the amount of water which must be run to get hot water to the faucet.

## Snow Emergency Routes

The Town's snow emergency routes consist of the following streets:  
(No parking on the following streets during a snow emergency)

East & West Market St.  
North & South Bedford St.  
Bridgeville Road  
East & West Pine St.  
North & South Race St.  
North & South Front St.  
East Laurel St. - North Bedford to North Race St.  
West Laurel St. - North Bedford to North Front St.  
Edward St. - North Bedford St. to North Front St.  
West North St. - North Bedford to Dupont Blvd (Route 113)  
Albury Ave. - East Market to Cedar St.

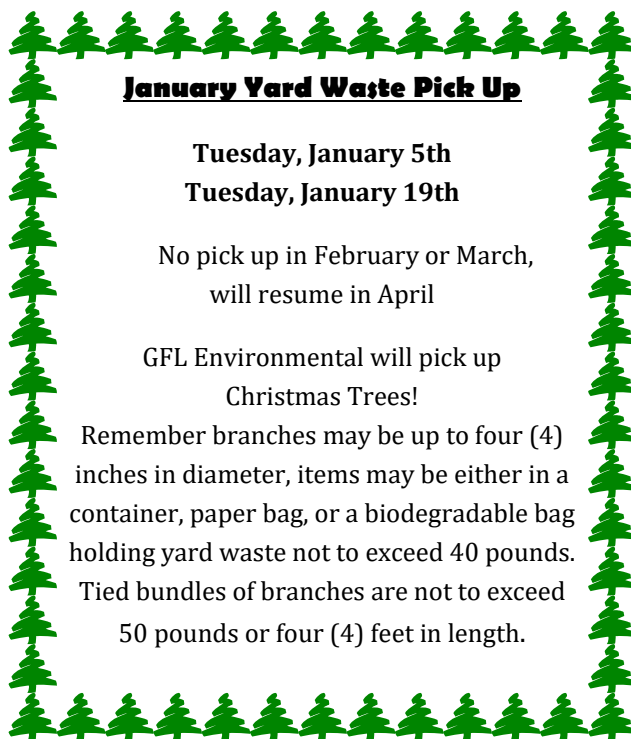
## January Yard Waste Pick Up

Tuesday, January 5th  
Tuesday, January 19th

No pick up in February or March, will resume in April

GFL Environmental will pick up Christmas Trees!

Remember branches may be up to four (4) inches in diameter, items may be either in a container, paper bag, or a biodegradable bag holding yard waste not to exceed 40 pounds. Tied bundles of branches are not to exceed 50 pounds or four (4) feet in length.







28471 John J Williams Hwy | Millsboro, DE 19966 | 302.934.1364

## YOUR 2021 COLLECTION SCHEDULE

ENGLISH

Thank you for being a GFL Environmental customer! We wanted to provide you with an annual collection schedule for the 2021 year. The calendar below is marked with your area's collection dates. You'll notice that if your collection falls on a holiday, pickup will occur on the following day.

We would also like to reassure you that the safety of our customers, their families, and our employees remains our number one priority. In the event of inclement weather, your schedule may be altered. Please visit us online to track inclement weather alerts.

### The Following Holidays Could Affect Your Service Date:

- January 1st - New Year's Day
- November 25th - Thanksgiving Day

\*For pickup on or following a holiday, your collection will be delayed by one day.  
Please check with GFL Environmental for any questions you may have.

 = Day of Trash Collection       = Recycling Pickup       = Yard Waste Collection       = Holiday

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## SU PROGRAMA DE COLECCION PARA EL 2021

# ESPAÑOL

¡Gracias por ser un cliente de GFL Environmental! Al entrar el 2021, queríamos proporcionar a los residentes de Georgetown un calendario anual de basura y reciclaje para el nuevo año. El calendario proveído está marcado con las fechas de recogida de Georgetown. También notará que las fechas siguientes a los días festivos se recogerán al siguiente día.

También queremos que usted sepa que la seguridad para usted, su familia y nuestros empleados sigue siendo nuestra prioridad número uno. Durante las inclemencias del tiempo, su horario puede ser alterado. Puede realizar un seguimiento de las alertas meteorológicas inclementariass en línea.

**Los siguientes días festivos pueden afectar la fecha de servicio: \***

- 1 de Enero - Día de Año Nuevo
- 25 de Noviembre - Día de Acción de Gracias

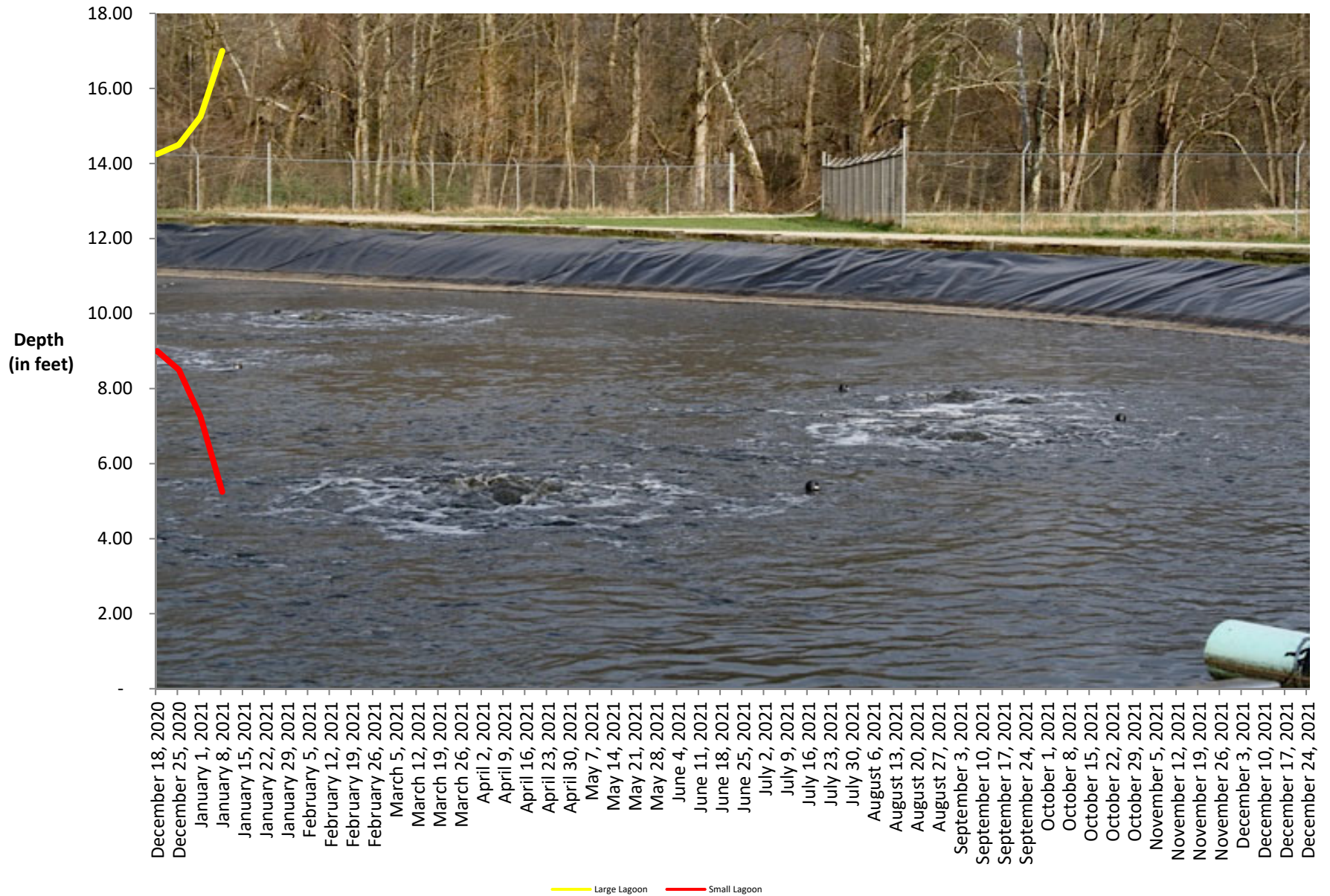
Para la recogida en o después de un día de fiesta, su colección será retrasada por un día.

■ Día de la recolección de basura
 ■ Recogida de reciclaje
 ■ Recolección de residuos de jardinería
 ■ Festivo

ENERO							FEBRERO							MARZO							ABRIL							MAYO							JUNIO						
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[illegible]

## WWTF Lagoon Depths





# Georgetown Police Department

2020 Data Review

## Guardians of Georgetown



### Part I Offenses

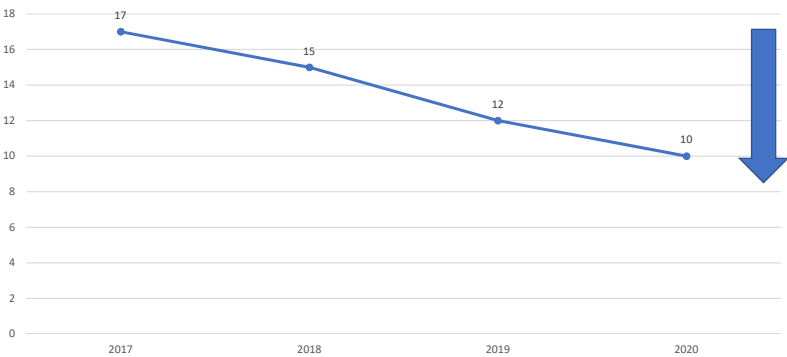


	2017	2018	2019	2020
Murder/Manslaughter	0	0	0	0
Attempts	0	0	0	0
Kidnap	5	4	1	4
Rape	17	12	7	8
Unlaw. Sexual Contact	0	0	0	0
Robbery	17	15	12	10
Assault/Aggravated	23	27	33	36
Burglary	45	28	28	17
Theft	401	372	303	258
Theft/Auto	9	12	13	9
Arson	0	1	0	0
All Other	30	29	25	13

# Guardians of Georgetown



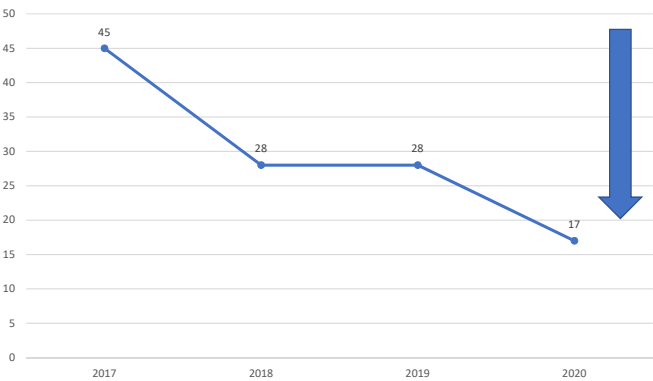
GPD Robbery 2017-2020



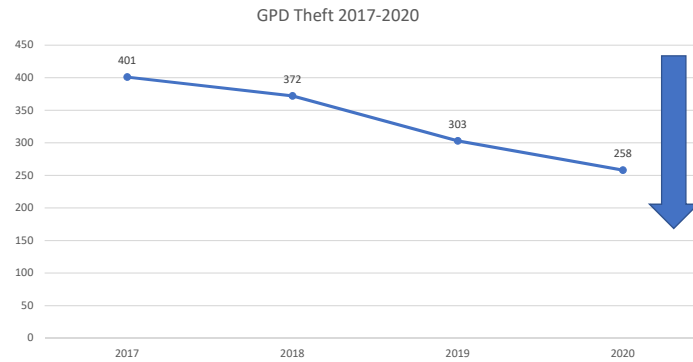
# Guardians of Georgetown



GPD Burglary 2017-2020



# Guardians of Georgetown



# Guardians of Georgetown



## Part II Offenses

	2017	2018	2019	2020
Other Assaults	172	210	198	205
Rec. Stolen Property	1	2	2	0
Criminal Mischief	115	104	86	80
Weapons	19	20	12	24
Other Sex Offenses	6	3	5	12
Alcohol	3	1	2	0
Drugs	223	198	184	203
Noise/Disorderly Premise	80	54	68	109
Trespass	77	89	105	116
Disorderly Conduct	80	126	121	120
Other	2,179	1,942	1,965	2,088

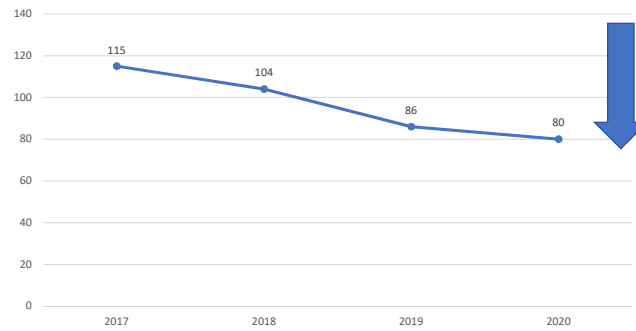




# Guardians of Georgetown



GPD Criminal Mischief 2017-2020



# Guardians of Georgetown



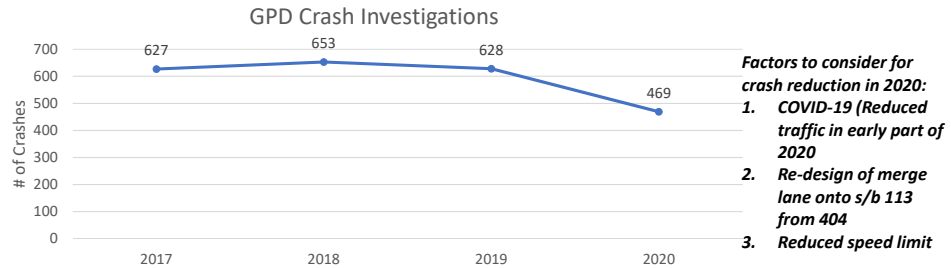
## Part III Offenses

	2017	2018	2019	2020
Alarm	334	298	335	296
Animal Control	20	20	20	13
Recovered Property	17	39	57	46
Service	1,589	1,754	1,839	1,794
Suspicious Per/Veh	486	374	438	467

# Guardians of Georgetown



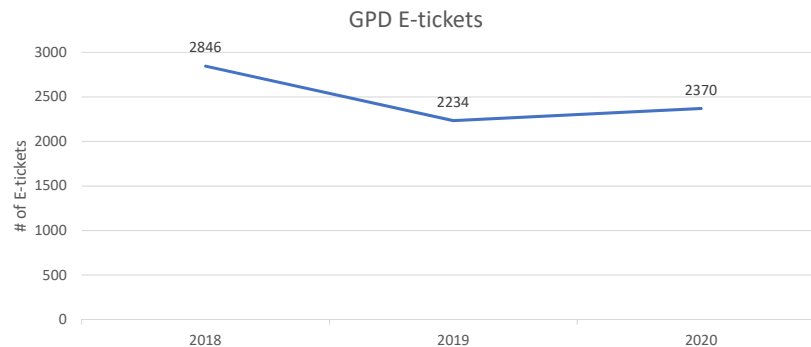
## Crash Investigations



# Guardians of Georgetown



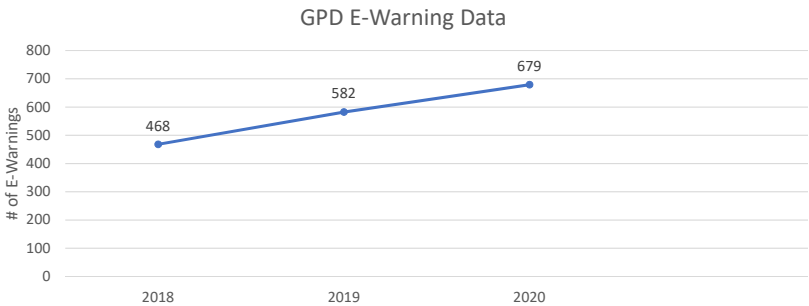
## GPD E-ticket Data



# Guardians of Georgetown

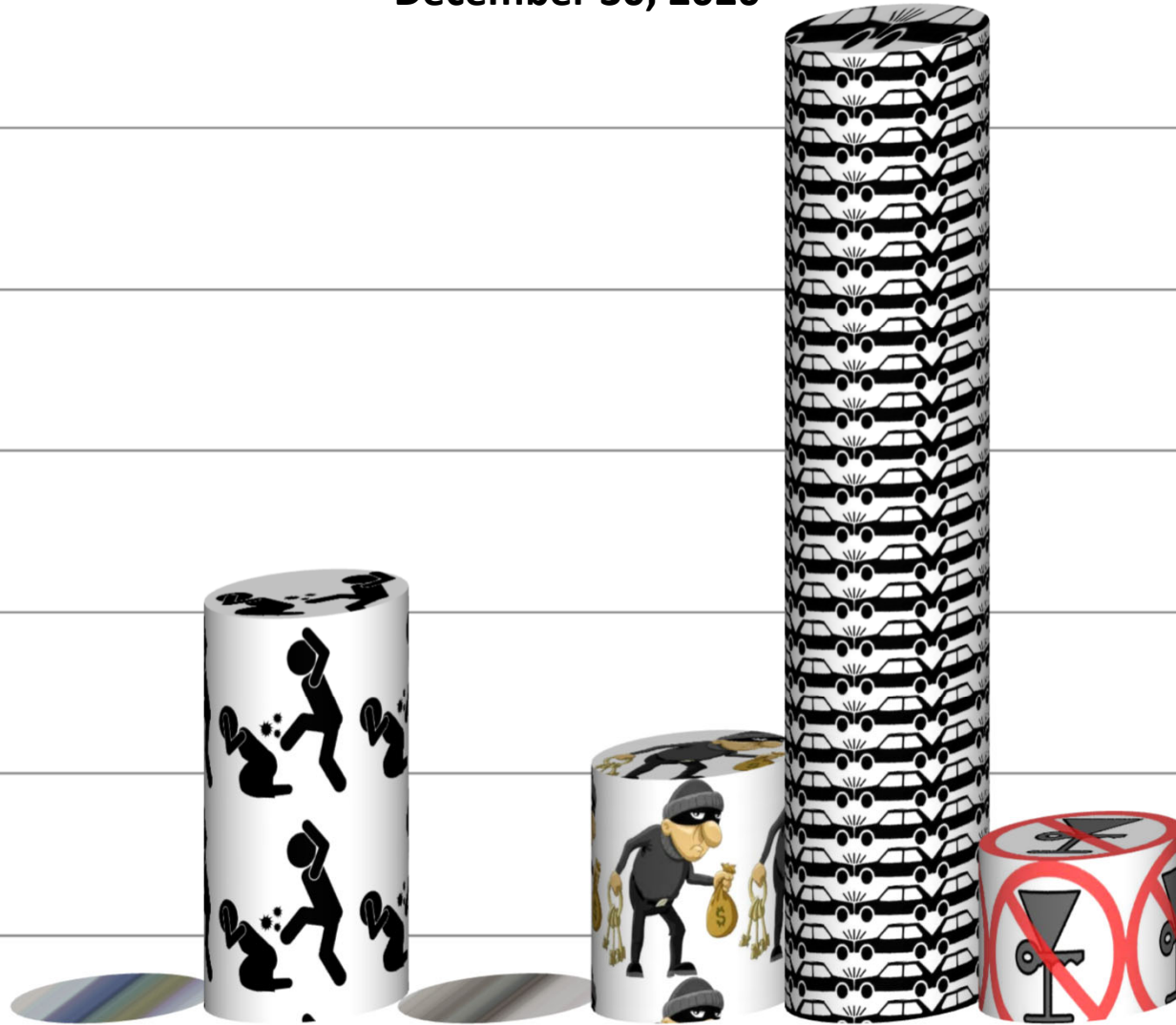


## GPD E-warning Data



December 30, 2020

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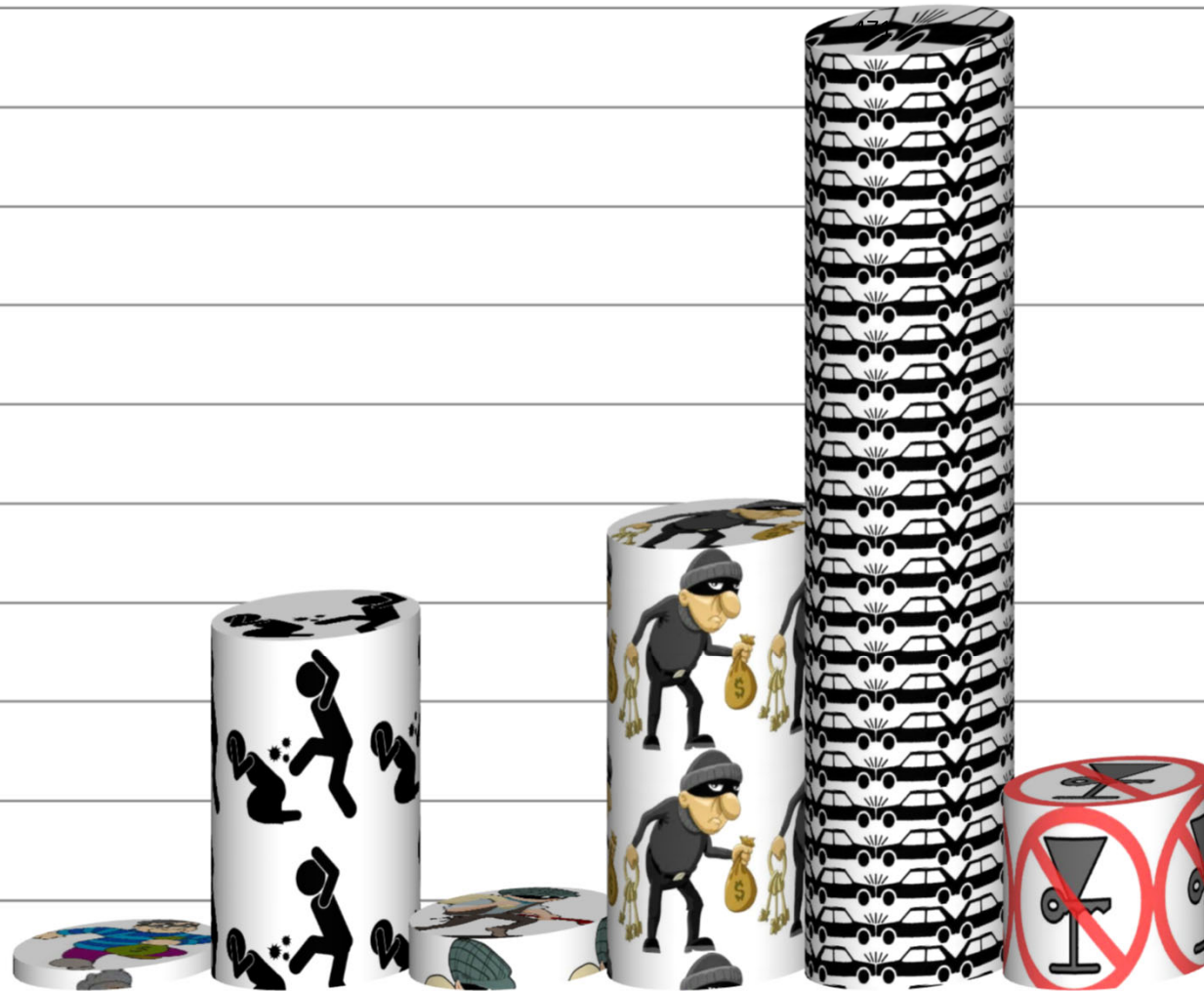


Weekly

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

December 30, 2020

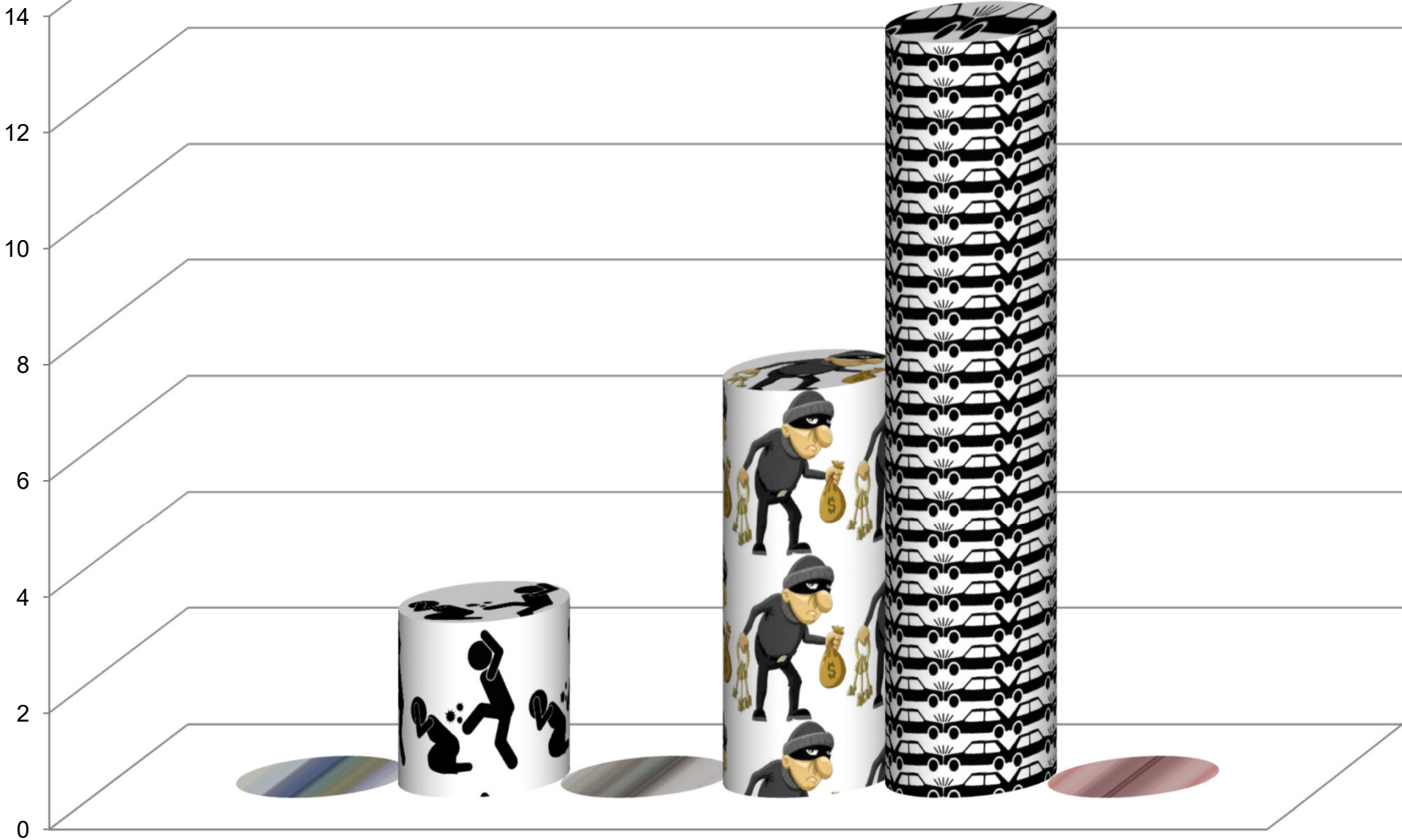
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Year to Date

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

January 6, 2021



Weekly

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

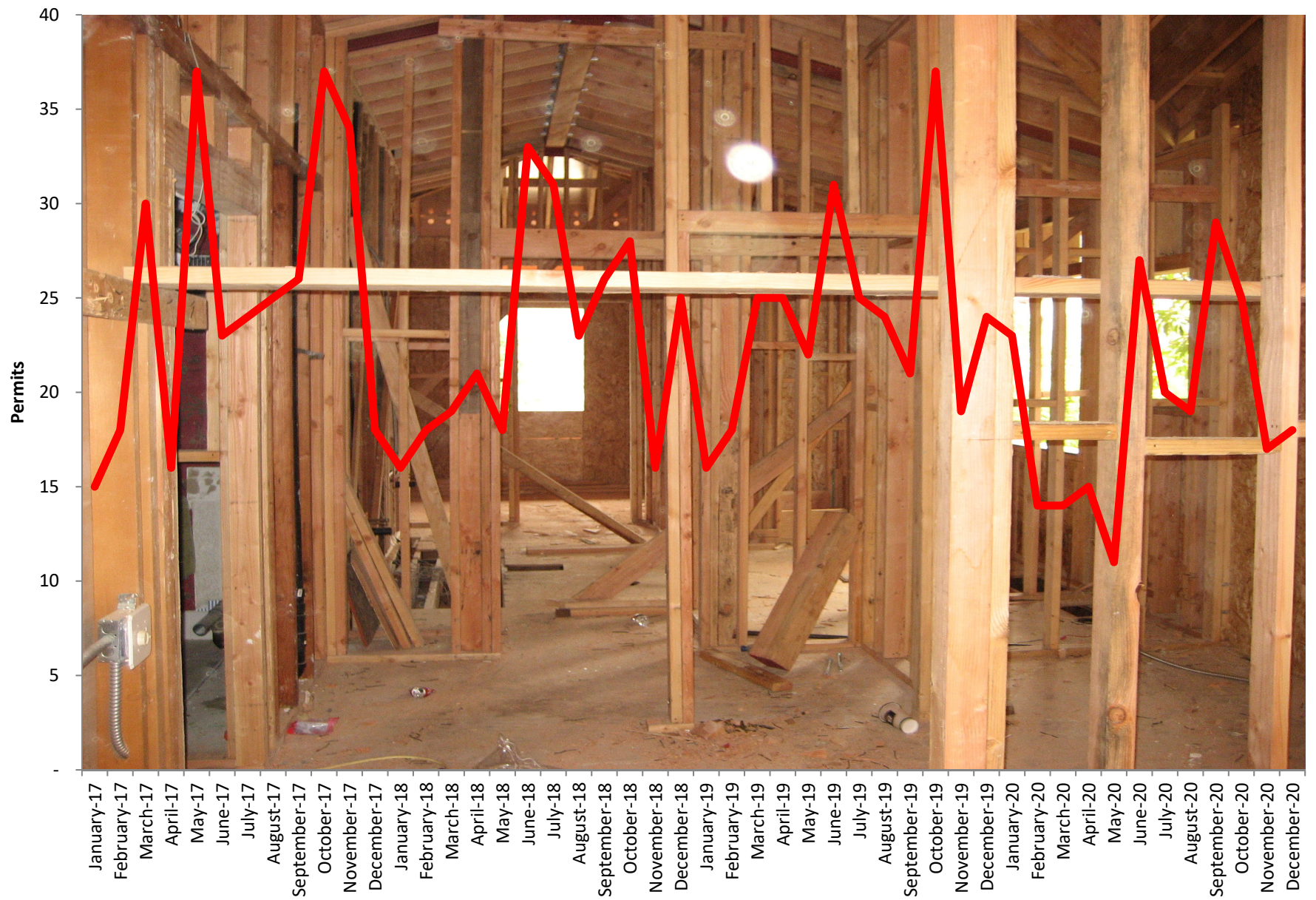


# Georgetown Police Department Crime Data

Jan 1, 2021 - Jan 8, 2021

PART I OFFENSES					
		Complaints		Arrest	
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A03	Kidnap	0	0	0	0
A04	Rape	0	0	0	0
A06	Robbery	0	0	0	0
A07	Assault/Aggravated	0	0	0	0
A08	Burglary	0	0	0	0
A09	Theft	5	5	2	2
A10	Theft/Auto	0	0	0	0
A12	All Other	0	0	0	0
<b>PART I OFFENSES</b>		<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>
PART II OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A13	Other Assaults	1	1	1	1
A15	Criminal Mischief	2	2	3	3
A16	Weapons	2	2	2	2
A17	Other Sex Offenses	0	0	0	0
A19	Drugs	1	1	1	1
A20	Noise/Disorderly Premise	2	2	0	0
A21	Trespass	1	1	1	1
A22	Disorderly Conduct	2	2	3	3
A23	Other	16	16	7	7
<b>PART II OFFENSES</b>		<b>27</b>	<b>27</b>	<b>18</b>	<b>18</b>
PART III OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A24	Alarm	4	4	0	0
A25	Animal Control	0	0	0	0
A26	Recovered Property	0	0	0	0
A27	Service	10	10	0	0
A28	Suspicious Per/Veh	2	2	0	0
<b>PART III OFFENSES</b>		<b>16</b>	<b>16</b>	<b>0</b>	<b>0</b>
<b>Summary</b>		<b>48</b>	<b>48</b>	<b>20</b>	<b>20</b>

## Building Permit Activity





Miss Utility Locate Tickets

