

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Workshop – Town Council & Planning Commission:** Monday, January 25, 5:00 PM – 6:30 PM – Electronic Meeting
- ✓ **Town Council Meeting:** Wednesday, January 27 – 6:45 PM Public Hearing, followed by Regular Meeting, Electronic Meeting
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, February 5, 9:00 AM, First State Community Action Agency
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of January 22, the Town has collected:
  - \$1,665,388 (99%) of the annual property tax billing (\$1,674,899)
  - \$283,947 (30%) of the January quarterly utility billing (\$975,498)
- Assisted utility customers with questions regarding the January utility billing
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Worked on the Annual Water Usage Report for DNREC Division of Water
- Attended training for the Town's new website (Jamie Craddock, Laura Givens, Olga Holm, Jocelyn Huff, Karla Silvagni)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Working on Quarterly Fiscal Reports for Police Grants
- Provided FY 2022 Budget work papers to Department Heads

### **Wastewater**

- Lagoon depths: Large Lagoon is 15.5 feet and Small Lagoon is 8.25 feet
- Replaced the starter on the generator at Burton Street pump station
- Replaced a drop and back flushed the end gun solenoid on Goslee irrigation rig at Baxter Farms

### **Police**

- 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

# TOWN MANAGER'S WEEKLY REPORT



## **Planning**

- Projects:
  - Walmart – Site Plan amendment for addition, comments to applicant on January 15
  - PAM Medical (Lot Consolidation), plans approved for recordation on January 19
  - 303 Albury Street (Lot Subdivision), comment to applicant on January 19, resubmittal on January 21
- Business License renewals – 22% outstanding as of January 21

## **Construction Coordinator**

- Georgetown East Gateway project:
  - Inspection of 10” water main installation, 10” water main has been completed
  - Progress meeting
- 206 East Laurel Street
  - Sewer service install inspection
- The Oaks at Georgetown
  - Reviewed proposed valley gutter as a solution to drainage issue at the intersection of Shadow Oak Drive and Crab Apple Court
- Miss Utility Locate Summary (copy attached)

## **Public Works**

- Completing street sign inventory (repair and replacement)
- Repaired 4” water main leak on West Adams Street
- Starting removal of old parking meter poles

## TOWN MANAGER'S UPDATE ...

- Participated in Call with Senator Coons (January 14). Highlights:
  - ✓ \$1.5 Trillion COVID Relief package to get funds to the people
  - ✓ Second round of State & Local Funding (potential for a CARES Act II) – focused to local governments
  - ✓ Potential for Infrastructure Bill – get more dollars on the ground
- Responded to resident questions regarding COVID-19 Vaccination plan information
- New Town website is up and functional

# TOWN MANAGER'S WEEKLY REPORT



- Contacted Sussex County regarding change in location of outside dining area (from South Race Street to County Parking Lot)
- Met with representatives of Parkeon to identify parking meter kiosk locations and Pay-by-App zones (Bill Bradley, Gene Dvornick, Bobby Fletcher). Planned locations are:
  - ✓ Meter Kiosk:
    - East Market Street – Courthouse entrance and rear of Town Hall
    - West Pine Street – Courthouse parking lot entrance and county parking lot entrance
    - North Front Street – Eastside, center of block
    - South Front Street – Eastside, center of block
  - ✓ Pay-by-App Zones:
    - North Race Street
    - East Laurel Street
    - West Laurel Street
    - West Pine Street
    - South Race Street
- Researched commercial property project approvals and expiration timelines
- Town of Georgetown Charter Amendment introduced in Delaware Senate (SB 41) (copy attached)
- Work order requested for corner visibility issues (Cedar Street and Stephens Street)
- Drafted PowerPoint presentation for Town Council and Planning Commission Workshop
- Georgetown Police Department is now live on [www.crimemapping.com](http://www.crimemapping.com) – direct link on the Town website will be added
- Participated in Sussex County Microtransit Pilot Webinar (Gene Dvornick, Bill West) – Delaware Transit Corporation's DART Connect (FAQ information attached). Highlights:
  - ✓ Microtransit Pilot – 1 of 25 recipients of Federal Grant
  - ✓ Vehicle are same size as Flex bus
  - ✓ Trips are 'on demand'
  - ✓ Routes are flexible
  - ✓ Affordable and convenient connections
  - ✓ Dozens of new destinations
  - ✓ Customized App
- Comprehensive Plan status:
  - ✓ Remains on track
  - ✓ Workshop with Planning Commission held on January 20
  - ✓ Existing Land Use (ELU) and Future Land Use (FLU) under staff review
- Monthly Labor Review – December 2020 received (copy attached)
- Followed up on several code enforcement issues



## Mental Health Check-In



### Take a breath of fresh air.

Taking a walk and enjoying the outdoors is a perfect way to ground yourself during this unusual time. Delaware's state forests and many county and municipal parks are free year-round. Practice social distancing, please!



### Take care of yourself.

If you are feeling anxious, download a meditation or mindfulness app. Taking time to journal, exercise, and eating healthy foods are all gentle ways to give yourself some much needed care.



### Take regular breaks from media.

It can feel overwhelming to constantly read or watch news and social media updates. Take a media break and engage in self-care activities like coloring books, watching a movie, playing with your pets, reading, or puzzles.



### Call or text a loved one.

Reach out and connect to someone you love with a text, video or phone call. Just remember: we are all navigating this situation together.

**Most of all, remember that you are resilient.**

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



DELAWARE HEALTH AND SOCIAL SERVICES  
Division of Public Health



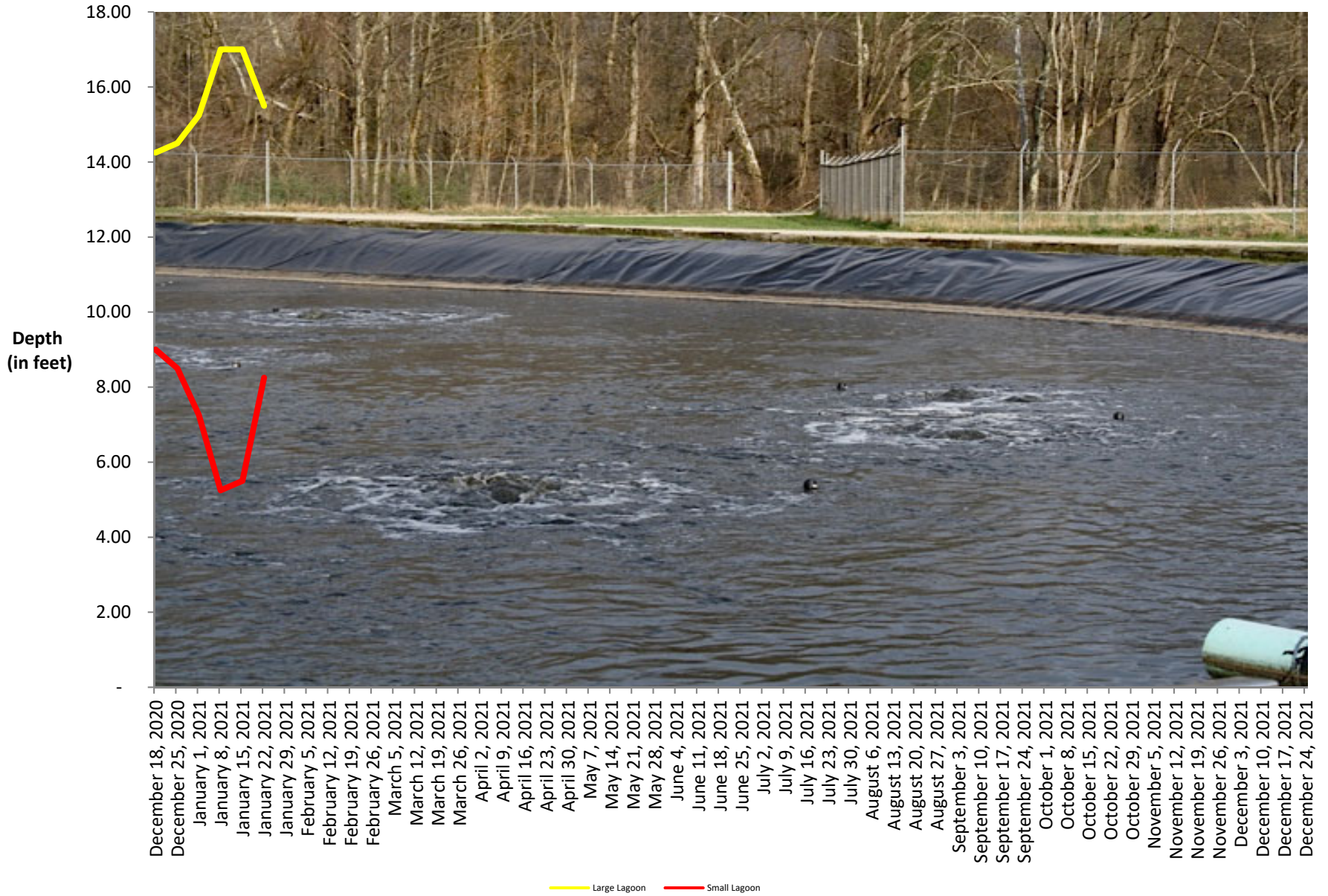
# TOWN MANAGER'S WEEKLY REPORT



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

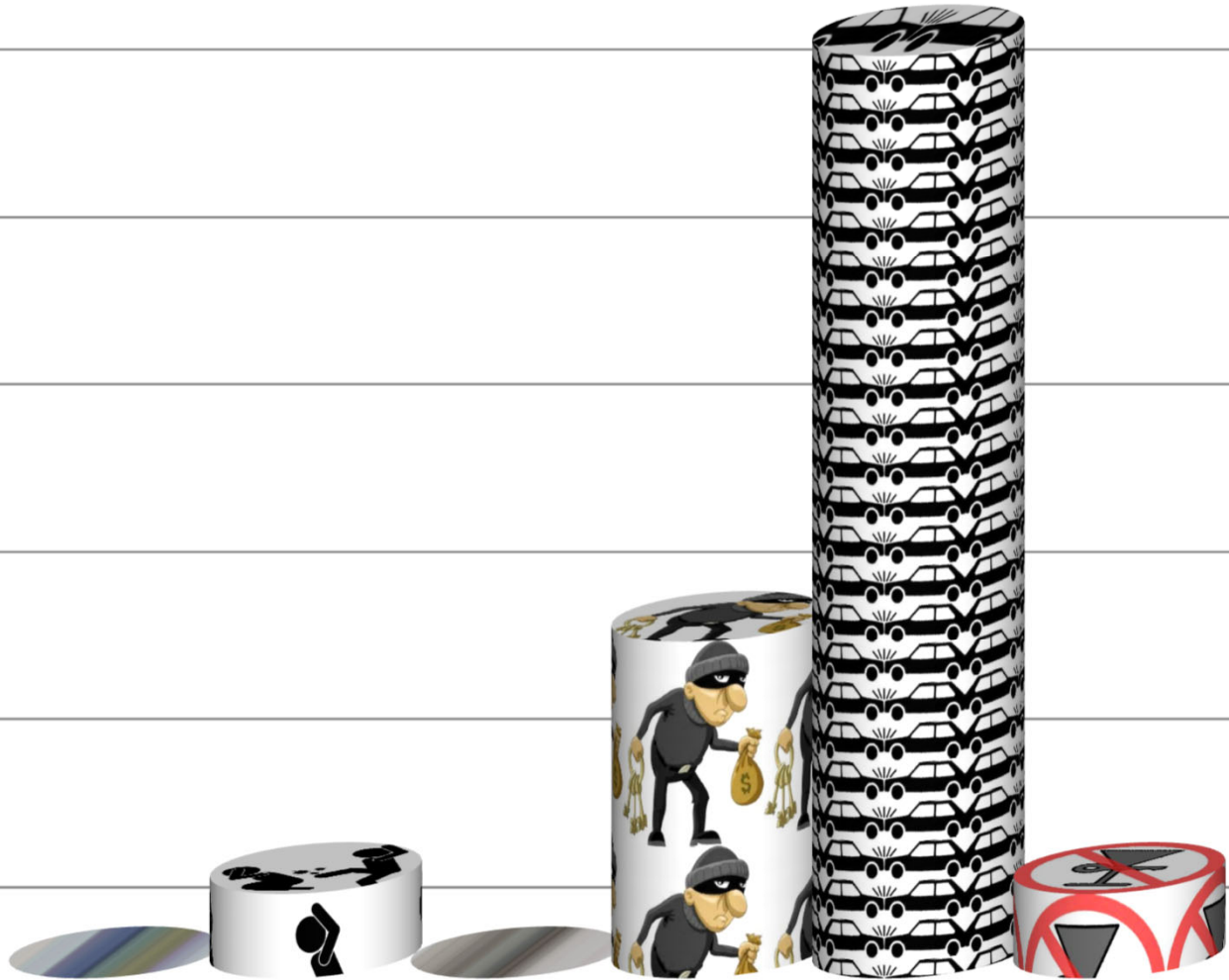
*In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have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

# WWTF Lagoon Depths



January 20, 2021

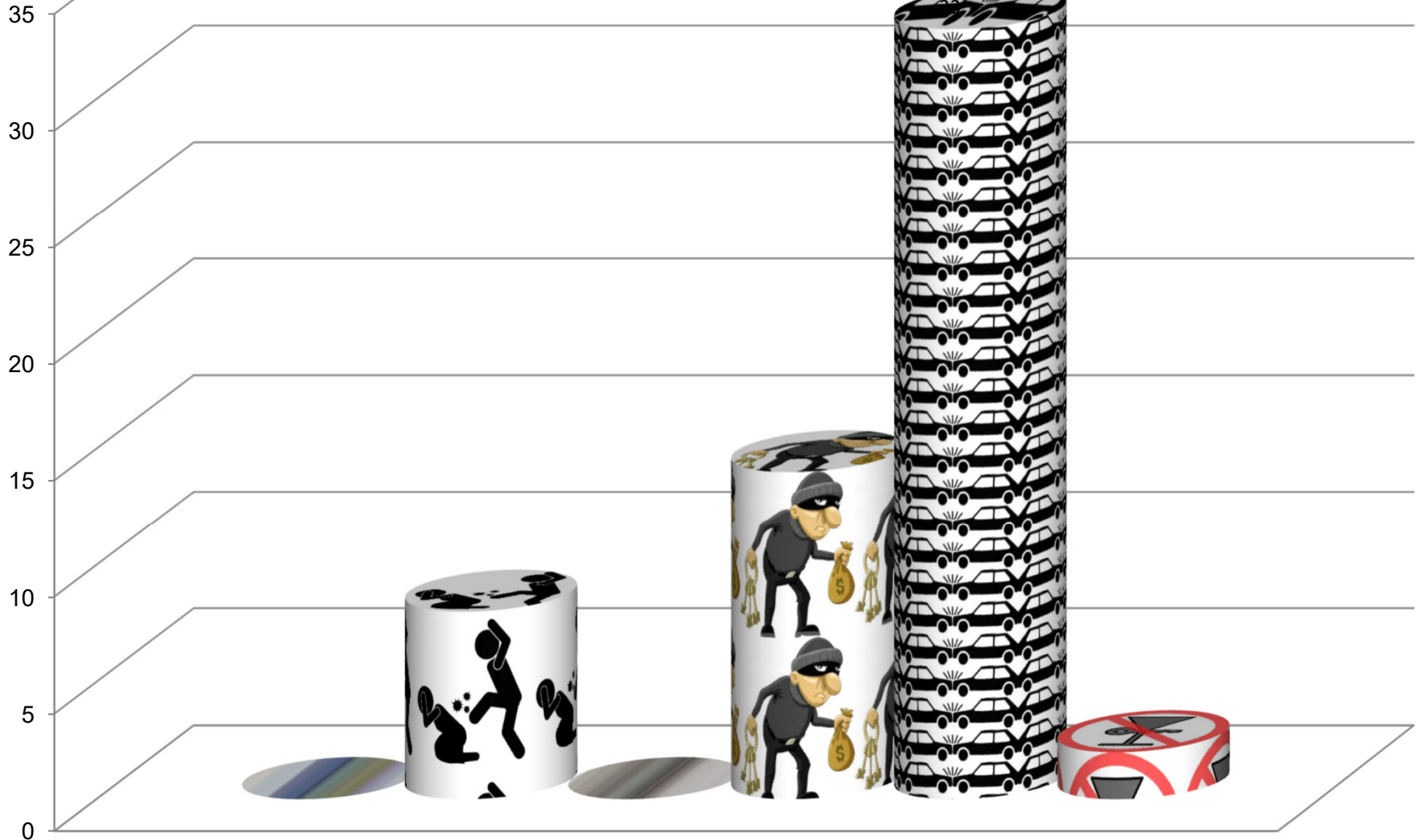
12  
10  
8  
6  
4  
2  
0



Weekly

\*Robbery \*Assault \*Buglary \*Thiefts #Collision \*DUI

January 20, 2021



Year to Date

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



# Georgetown Police Department Crime Data

Jan 15, 2021 - Jan 21, 2021

<b>PART I OFFENSES</b>		Complaints		Arrest	
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A03	Kidnap	0	0	0	0
A04	Rape	0	0	1	1
A06	Robbery	0	0	0	0
A07	Assault/Aggravated	0	1	0	1
A08	Burglary	0	0	0	0
A09	Theft	4	12	4	7
A10	Theft/Auto	0	0	0	0
A12	All Other	1	1	0	0
<b>PART I OFFENSES</b>		<b>5</b>	<b>14</b>	<b>5</b>	<b>9</b>
<b>PART II OFFENSES</b>					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A13	Other Assaults	1	7	1	7
A15	Criminal Mischief	0	3	0	4
A16	Weapons	0	4	0	4
A17	Other Sex Offenses	0	0	0	0
A19	Drugs	2	10	2	10
A20	Noise/Disorderly Premise	4	10	1	2
A21	Trespass	2	4	2	4
A22	Disorderly Conduct	0	8	0	8
A23	Other	34	103	17	48
<b>PART II OFFENSES</b>		<b>43</b>	<b>149</b>	<b>23</b>	<b>87</b>
<b>PART III OFFENSES</b>					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A24	Alarm	3	13	0	0
A25	Animal Control	0	0	0	0
A26	Recovered Property	1	2	1	2
A27	Service	24	78	0	0
A28	Suspicious Per/Veh	11	23	0	0
<b>PART III OFFENSES</b>		<b>39</b>	<b>116</b>	<b>1</b>	<b>2</b>
<b>Summary</b>		<b>87</b>	<b>279</b>	<b>29</b>	<b>98</b>

# Miss Utility Locate Tickets





*A new way for DART customers to get around and between Georgetown and Millsboro.*

## **DART Connect is Delaware's rideshare-like transit experience.**

### **What is DART Connect?**

DART Connect is a new microtransit service that uses smaller vehicles to provide bus service on-demand to customers.

### **How does DART Connect work?**

Users call a phone number or use the DART Connect App to request a ride. A vehicle picks customers up at a safe location within easy walking distance of the location at which they requested a pickup. Rides are shared; other riders going in the same direction will be picked up and dropped off along the way.

### **Where will it operate?**

DART Connect will operate in and between the incorporated towns of Georgetown and Millsboro as well as on US 113 between the towns. DART customers can connect to DART buses 206, 212, 215 and 303 at existing bus stops or can use the service to get from place to place in the microtransit zones.

### **What hours will it operate?**

DART Connect will operate from 5:45 am - 8 pm Monday through Friday.

### **Who can use DART Connect?**

DART Connect is available to everyone who needs a ride in or around Georgetown, Millsboro or in between.

### **Does DART Connect replace current Flex Routes?**

DART Connect will replace the 901 and 902 Flex Routes. DART Connect uses the same vehicles and will be operated by the same DART drivers, while offering customers more direct, convenient and frequent trips to dozens of new destinations. Flex Route 903 (Seaford) is not a part of this change and will continue as a Flex Route.

### **Is wheelchair service available?**

Yes, customers using a wheelchair will be picked up and dropped off as close to the customer's pickup and dropoff point as possible. Riders note the use of a wheelchair in the DART Connect app or when requesting a ride by phone.

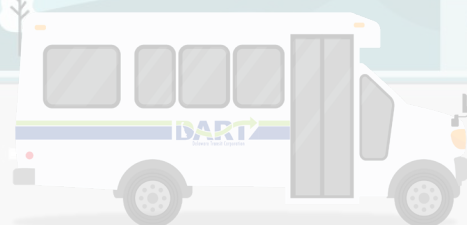
### **How much does it cost?**

The cost to use DART Connect is the same as a DART Bus fare - \$2 per ride. Day, week, 30-day and multi-ride tickets are available. Fares can be paid using cash or the DART Pass app.

### **Who is VIA?**

VIA Transportation is a software company that specializes in microtransit operations. VIA is Delaware Transit Corporation's (DTC) project partner for DART Connect. The DART Connect app, as well as the on-demand microtransit technology that guides drivers, was developed by VIA. Though VIA operates microtransit services around the world, DART Connect is being operated directly by DTC's contractor in Sussex County, First Transit, with licensed software products from VIA.

**For more information, contact us at [DTC\\_DARTConnect@delaware.gov](mailto:DTC_DARTConnect@delaware.gov)**





SPONSOR: Sen. Pettyjohn & Rep. Briggs King  
Sen. Wilson; Rep. Lynn

DELAWARE STATE SENATE  
151st GENERAL ASSEMBLY

SENATE BILL NO. 41

AN ACT TO AMEND THE CHARTER OF THE TOWN OF GEORGETOWN RELATING TO ELECTIONS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE (Two-thirds of all members elected to each house thereof concurring therein):

1 Section 1. Amend Section 3.3 of the Charter of the Town of Georgetown by making the deletions as shown by  
2 strike through and insertions as shown by underline as follows:

3 3.3 Notice of Solicitation of Candidates: Notice of Candidacy

4 3.3.1 Notice of Solicitation of Candidates. Not less than ~~twenty (20)~~ 20 calendar days ~~prior to~~ before the filing  
5 deadline for Notices of Candidacy, the Town shall post a 'Notice of Solicitation of Candidates' in at least ~~two (2)~~ 2 public  
6 places in the Town, one of which ~~shall~~ must be at the Town Hall. If the Town has a website, ~~such~~ the notice ~~shall~~ must also  
7 be posted on the website. ~~The Town shall provide a copy of such notice to the Department of Elections. Such~~ The notice  
8 ~~shall~~ must include the term or terms of each office up for election, the deadline and procedure for declaring candidacy for  
9 an office up for election, and the qualifications for holding each office. If the Town permits absentee ballots, the notice  
10 ~~shall~~ must also include information concerning how to obtain an absentee ballot. Under 15 Del. C. § 7553, the Town shall  
11 provide a copy of the notice to the Department of Elections.

12 3.3.2 Statement of Candidacy. ~~In order to~~ To be listed on the ballot at any regular or special election of Town  
13 Council members, ~~each a candidate shall~~ must file a Statement of Candidacy on a form as prescribed by the Town of  
14 Georgetown, with the Town Manager. ~~Such~~ The statement ~~shall~~ must contain an affirmation that the candidate meets all of  
15 the qualifications for holding office. The Statement of Candidacy ~~shall~~ must be submitted on or before 5:00 p.m. on the  
16 ~~fourth~~ third Friday in April. If ~~such day be~~ the third Friday in April is a legal holiday, the last day for filing notification of  
17 candidacy ~~shall be~~ is the last business day immediately preceding the ~~fourth~~ third Friday in April.

18 The Town Manager shall present all timely received Statements of Candidacy to the Town Council for  
19 certification at a special meeting to be held after the filing deadline.

20 Upon the submission of a Statement of Candidacy, the candidate shall file a Certificate of Intention or Statement  
21 of Organization with the ~~State of Delaware, Department of Elections, State Election Commissioner~~ no later than ~~seven (7)~~ 7  
22 calendar days after the declaration of candidacy.

23 3.3.3 Compliance with Municipal Election ~~Statute~~ Statutes. Every candidate for Town office, and every ~~effected~~  
24 affected Town Official, shall comply with the provisions of 15 Del.C. § 7555 (d) through (h) as amended, and other  
25 applicable state laws, as regards in regard to the filing of ‘Certificates of Intention’ or ‘Statements of Organization’. In  
26 accordance with ~~15 Del.C. § 7555 (l)~~ 15 Del. C. § 7555(l), the Town shall submit the names of candidates for each office  
27 up for election to the Department of Elections in Sussex County no later than ~~one (1)~~ 1 business day following the deadline  
28 for filing a Statement of Candidacy under ~~Section 3.3.2 above.~~ Section 3.3.2 of this Charter.

29 Section 2. Amend Section 3.4 of the Charter of the Town of Georgetown by making the deletions as shown by  
30 strike through and insertions as shown by underline as follows:

31 3.4 Elections.

32 3.4.4 Date, Time, and Place and Manner of Conducting.

33 (2) Notice of Elections. Notice of town elections, including the date, time, and place thereof, the names of the  
34 candidates for each office to be filled, and the qualifications to vote in the election shall must be given by posting notice  
35 thereof in at least ~~two (2)~~ 2 public places in the town, ~~one (1)~~ 1 of which shall must be at the Town Hall, not less than  
36 ~~twenty (20)~~ 20 calendar days before the day of such election and by publishing notice thereof ~~in a newspaper of general~~  
37 ~~circulation in the town at least seven (7) calendar days prior to the date of the election. The published notice shall be in bold~~  
38 ~~print or bordered in black in such manner as to call attention thereto.~~ prominently on the Town’s website.

39 (6) Board of Elections. Every election shall must be held under the supervision of the Board of Elections. The  
40 Board of Elections shall must consist of ~~three (3) or five (5) persons (as determined by the Town Council)~~ 3 persons who  
41 ~~shall be~~ are qualified voters of the town and who ~~shall not themselves be~~ are not an elected official or candidate or an  
42 immediate family member of an elected official or candidate (mother, father, son, daughter, brother, sister, including half-  
43 brothers and half-sisters, stepfamily members, and in-laws). ~~The~~ A Board of Elections shall must be appointed ~~for~~ before  
44 each Town Council election by the Town Council at least ~~twenty (20)~~ 20 calendar days before ~~such a Town Council~~  
45 election. Members of the Board of Elections ~~shall be~~ must be issued a Certificate of Appointment and shall take the oath or  
46 affirmation set out in ~~15 Del.C. §7551(d)~~ 15 Del. C. § 7551(d). Members of the Board of Elections shall not engage in  
47 ‘electioneering’ as defined in ~~15 Del.C. §7551(e)~~ 15 Del. C. § 7551(e). After installation of the Board of Elections, the  
48 Town shall notify the ~~Commissioner of Elections~~ State Election Commissioner ~~and the Department of Elections~~ of the  
49 Board’s members, and post the names and contact information for the Board of Elections in the Town Hall ~~and,~~ and on the  
50 Town’s website ~~(if it has one)~~. The Town Council may, at the same time it appoints the Board of Elections, appoint up to  
51 three ‘alternate’ members (designated as ‘first’, ‘second’, and ‘third’ alternate) to assume office in the event that one or  
52 more of the original Board of Elections resigns, is disqualified, or is otherwise unable to serve. Each alternate member shall

53 must meet all the qualifications for serving on the Board of Elections and shall conduct themselves in the manner required  
54 for members of the Board of Elections. In the event that it becomes necessary for one or more of the alternates to serve,  
55 they ~~shall~~ must be provided a Certificate of Appointment, administered the oath or affirmation, and notice of their  
56 appointment provided as in the case of the original members of the Board of Elections. Members of the Board of Elections  
57 ~~shall be~~ are the sole and final judges of the conduct of the election and of the legality of the votes offered. The Board of  
58 Elections shall determine all challenges and other issues involving the conduct of the election at the polling place. The  
59 Board of Elections shall keep a list of all voters voting at said election. The Board of Elections ~~shall have~~ has the power to  
60 administer oaths, subpoena persons, ~~and~~ officers of the town, and books, records and papers relative to the determination of  
61 the qualifications of voters and the legality of any vote ~~or votes~~ offered.

62 (7) Election Officers. As defined in ~~15 Del.C. §7556~~ 15 Del. C. §§ 7556 and 7557, the Board of Elections shall  
63 appoint a sufficient number of Election Officers to assist in conducting the Town Election in a fair and equal manner. Any  
64 Election Officer who violates the provisions of the Municipal Election ~~statute~~ statutes ~~shall~~ must be forthwith removed by  
65 the Board of Elections.

66 (9) Recounts. The Board of Elections shall recount the ~~absentee~~ ballots ~~(if any)~~ if the difference between the top  
67 two candidates is ~~one-half (1/2)~~ 1/2 of ~~one percent (1%)~~ 1% or less than the total votes cast for that office. Where citizens vote  
68 for more than one candidate for an office, the Board of Elections shall recount ~~absentee~~ the ballots if the difference between  
69 the last candidate elected and the next closest candidate are ~~one-half (1/2)~~ 1/2 of ~~one percent (1%)~~ 1% or less than the total  
70 votes cast for the office.

71 (10) Ties. ~~In the event of a tie vote for any office, the Board of Elections shall determine such tie by a majority~~  
72 ~~vote of the entire Board of Elections.~~ In the event of a tie vote for any office, a special election for said office, only, must be  
73 held within 30 days of the election that resulted in the tie vote, and the listing of registered voters must remain closed until  
74 the end of the day of the special election.

#### SYNOPSIS

This Act amends the Charter of the Town of Georgetown to more closely align with State municipal election requirements. This Act also adjusts the timing for the filing of Statements of Candidacy to be reflective of and in alignment with other timelines. This Act modernizes notice requirements to utilize the Town website, which will provide broader notice to the public. This Act also amends the procedure for handling an election resulting in a tie vote; a tie vote will be resolved by special election, rather than a decision by the Board of Elections, to promote a democratic resolution.

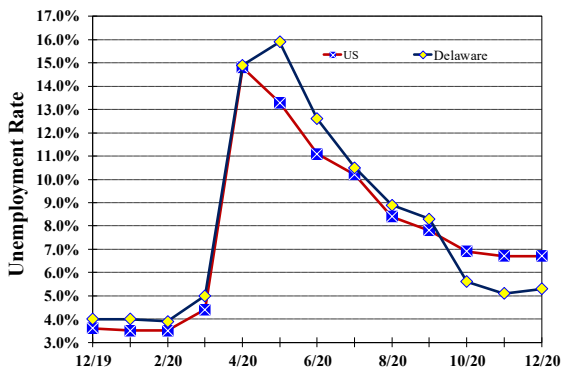
This Act also makes technical corrections to conform existing law to the standards of the Delaware Legislative Drafting Manual.

Author: Senator Pettyjohn

## Unemployment Rate

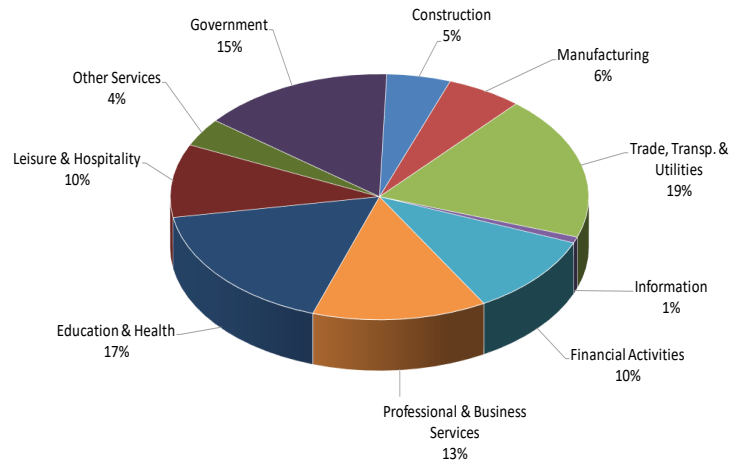
### Delaware and US

December 2019 - December 2020



## Percent Distribution of Delaware Nonfarm Employment

December 2020



## Delaware Civilian Labor Force

Delaware Residents

	Dec. 2020	Nov. 2020	Dec. 2019
Civilian Labor Force	478,600	481,400	488,900
Employed	453,400	456,800	469,500
Unemployed	25,200	24,600	19,400
Unemployment Rate %	5.3	5.1	4.0
US Unemployment Rate %	6.7	6.7	3.6

Source: Delaware Dept. of Labor in cooperation with the US Dept. of Labor, Bureau of Labor Statistics.

## Area Unemployment Rates (%)

	Dec. 2020	Nov. 2020	Dec. 2019
<b>New Castle County</b>	4.9	4.8	3.3
Wilmington	8.4	8.6	5.2
Newark	3.6	3.8	2.6
<b>Kent County</b>	5.2	4.9	3.7
Dover	7.4	7.2	4.6
<b>Sussex County</b>	4.5	4.1	4.0

Note: Area rates are not seasonally adjusted.

Source: Delaware Dept. of Labor in cooperation with the US Dept. of Labor, Bureau of Labor Statistics.

## Hours & Earnings

All Employee (Total Private)

	Dec. 2020	Nov. 2020	Dec. 2019
<b>Weekly Earnings</b>	\$952.57	\$967.18	\$917.42
<b>Weekly Hours</b>	32.6	33.1	32.8
<b>Hourly Earnings</b>	\$29.22	\$29.22	\$27.97

# Delaware Labor Force Trends

Delaware's seasonally adjusted unemployment rate in December 2020 was 5.3%, up from 5.1% in November 2020. There were 25,200 unemployed Delawareans in December 2020 compared to 19,400 in December 2019. The US unemployment rate was 6.7% in December 2020, unchanged from 6.7% in November 2020. In December 2019, the US unemployment rate was 3.6%, while Delaware's rate was 4.0%.

In December 2020, seasonally adjusted nonfarm employment was 429,500 up from 428,600 in November 2020. Since December 2019, Delaware's total nonfarm jobs have decreased by a net loss of 36,300, a decline of 7.8%. Nationally, jobs during that period declined 6%.

## Delaware Nonfarm Employment

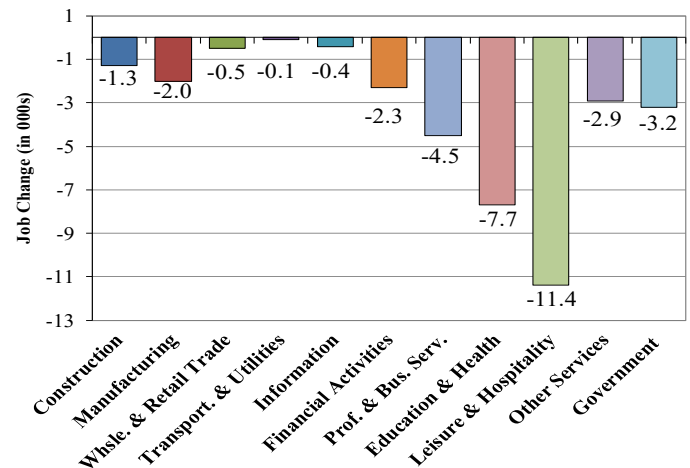
*Jobs at Delaware Locations*  
Seasonally Adjusted (in 000s)

INDUSTRY GROUP	Dec. 2020	Nov. 2020	Over the Month Change	Over the Year Change†
TOTAL NONAG. EMP.	429.5	428.6	0.9	-36.3
CONSTRUCTION	21.2	21.9	-0.7	-1.3
MANUFACTURING	25.1	25.0	0.1	-2.0
Durable Goods	8.7	8.7	0.0	-1.0
Nondurable Goods	16.4	16.3	0.1	-1.0
TRADE, TRANSP., & UTIL.	81.6	79.6	2.0	-0.6
Wholesale Trade	11.1	10.5	0.6	0.0
Retail Trade	53.0	52.3	0.7	-0.5
Transp. & Utilities	17.5	16.8	0.7	-0.1
INFORMATION *	3.4	3.4	0.0	-0.4
FINANCIAL ACTIVITIES	45.4	45.5	-0.1	-2.3
PROF. & BUS. SERVICES	57.8	56.8	1.0	-4.5
EDUCATION & HEALTH	73.6	73.6	0.0	-7.7
LEISURE & HOSPITALITY	41.4	42.4	-1.0	-11.4
OTHER SERVICES	15.9	16.2	-0.3	-2.9
GOVERNMENT	64.1	64.2	-0.1	-3.2
Federal Government	5.8	5.7	0.1	0.1
State Government	31.3	31.4	-0.1	-2.1
Local Government	27.0	27.1	-0.1	-1.2

\* Industries are not seasonally adjusted.  
† Annual changes are not seasonally adjusted.  
Details may not add up due to rounding and seasonal adjustment.  
Source: US Department of Labor, Bureau of Labor Statistics.

## Delaware Over-the-Year Job Change

December 2019—December 2020



## Consumer Price Index

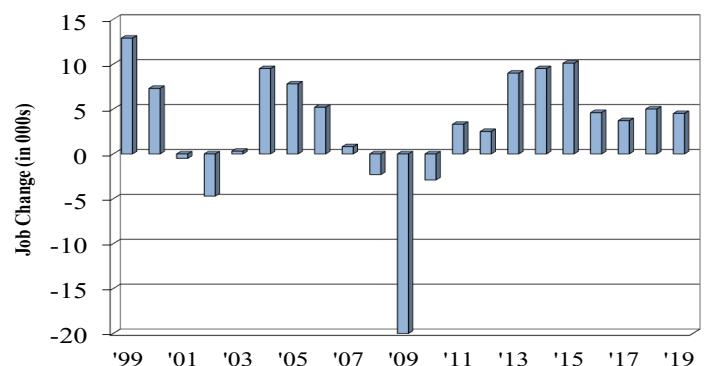
All Urban Consumers

	Percent Change to Dec. 2020 from:		
	Dec. 2019	Oct. 2020	Nov. 2020
<b>US City Average</b>	1.4	0.0	0.1
<b>Phila.-Camden-Wilm.*</b>	1.1	0.0	NA

\* Data are published on a bi-monthly basis.

## Delaware Annual Net Job Change

Annual Average 1999—2019



Office of Occupational and Labor Market Information

For data questions, contact Tom Dougherty (302) 761-8062

<https://lmi.delawareworks.com>