

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission Workshop:** Monday, March 8, 6:00 PM, Electronic Meeting
- ✓ **Town Council Meeting:** Wednesday, March 10, 6:45 PM – Public Hearing followed by Regular Meeting, Electronic Meeting
- ✓ **Coastal Corridors Public Workshop – Georgetown:** Thursday, March 11, 6:30 PM, Electronic Meeting
- ✓ **Planning Commission Workshop:** Thursday, March 11, 6:00 PM, Electronic Meeting
- ✓ **Sussex County Association of Towns:** Cancelled until further notice
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of March 4, the Town has collected:
  - \$1,666,975 (99%) of the annual property tax billing (\$1,674,899)
  - \$940,216 (96%) of the January quarterly utility billing (\$975,498)
    - ✓ Collections still in alignment with prior quarters
- Mailed disconnect letters and posted properties
  - Last day to pay is Monday, March 15
  - Disconnects scheduled for Tuesday, March 16
- Assisted utility customers with questions regarding the January utility billing
- Submitted the 2020 Delaware River Basin Commission (DRBC) Water Audit Report
- Processed Payroll, Accounts Payable, Accounts Receivable
- Completed the General Liability Renewal Applications/Questionnaires (May 1, 2021 Renewal Date)
- Completed Bank Reconciliations
- ArcGIS Pro Training with KCI (Gene Dvornick, Laura Givens, Jeff Ward)
- Meeting with Madeleine Driscoll (KCI) regarding Water Asset Management Project, Topic Lifecycle Management (Bobby Fletcher, Laura Givens, Rick Hudson)
- Worked on the Wastewater Asset Management Worksheet for KCI
- Provided Tax and Utility Information for property settlements and stamped deeds

### **Public Works**

- Continued cleaning out storm drains
- Stowed snow removal equipment

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- Ordered weed killer
- Purchased cold patch for filling pot holes

## Police

- Weekly, prior Month and Year to Date Code Enforcement statistics updated (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:
  - Auto Parts/Car Wash (Dupont Blvd) – Category I site plan partial submittal on March 3
  - 11 & 15 Layton Avenue – Lot consolidation plan resubmitted on March 2
  - 302 North Front Street – Lot subdivision comments to applicant on March 2
  - 20983 Dupont Blvd (Convenience Store) – Amended comments to applicant on March 2
- Board of Adjustment:
  - Regular Meeting
    - ✓ Sussex Sports Center Foundation – Signage Variance – *Approved*
  - Public Hearing
    - ✓ 20983 Dupont Boulevard
      - Signage variance – *Tabled*
      - Set Back variances – *Approved*
    - ✓ 302 Kimmey Street – Set Back variances – *Approved*
- Building Permit Summary (February 2021)

Building Activity	February 2021	January 2021	February 2020
Permits Issued	17	13	14
Value of Improvements	\$862,857 <sup>1</sup>	\$155,929	\$370,466
Permit Revenue	\$4,660	\$1,015	\$2,047

<sup>1</sup> Georgetown Self Storage - \$561,000 (15 storage buildings)

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## Wastewater

- Lagoon depths: Large Lagoon is 18.00 feet and Small Lagoon is 7.00 feet
- Pulled Pump 1 at Stevenson Lane pump station – removed debris and reinstalled
- Pump 2 at Stevenson Lane pump station was pulled out and sent to DEMCO for evaluation – installed our spare pump in its place
- Hauled three loads out of the Sand Hill pump station wet well with our vac truck
- Completed weekly depth to water measurements in the wells located at the Pettyjohn Woods, Baxter Farms, and treatment facility spray irrigation fields

## Construction Coordinator

- Georgetown East Gateway
  - Inspection of 8” sewer main installation
- Completed MS4 Certification Class
- Participated in GIS training
- Attended overview meeting with Post-Acute Medical (PAM) Hospital
- Miss Utility Locate Summary (copy attached)

## TOWN MANAGER'S UPDATE ...

- Met with local property owner to review project approval process and discuss housing opportunities within town
- Provided copies of Asset Management Plans to DNREC (Wastewater) and ODW (Water)
- Drafted write up for Comprehensive Plan on parking meter modernization
- Participated in GIS introduction training (Gene Dvornick, Laura Givens, Jeff Ward)
- Attended El Mercado Latino De Georgetown Presentation (Gene Dvornick, Jocelyn Huff, Angela Townsend, Bill West)
- Responded to City of Harrington information request regarding municipal support for local fire company
- Participated in review of Comprehensive Plan Workshop (Chapter 7) (Jamie Cradock, Gene Dvornick, Jocelyn Huff)
- Responded to questions regarding drainage on East Laurel Street Extended
- Participated in teleconference call with Governor Carney and Local Governments (Counties & Municipalities) (Gene Dvornick, Bill West)
- Met with representatives of Post-Acute Medical (PAM) Hospital to meet Project Manager, Site Contractor, and review project timeline (Gene Dvornick, Jocelyn Huff, Jeff Ward)
- Supplied Circle Permit applicant with Gathering Guidance information (as part of their submitted Circle Use Permit)

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- Attended Board of Adjustment Meeting
- Researched and supplied Planning Staff with information on sign size and speed limit considerations
- Provided Planning Staff and Planning Commission Chair information on recent Urban Land Institute research on 'Attainable Housing'
- Finalized Pettyjohn Effluent Disposal Agreement
- Participated in conference call with the El Mercado Working Group
- Met with local property owner to discuss redevelopment opportunities and challenges (Gene Dvornick, Bill West)
- Attended Sussex County Association of Towns Steering Committee (Kristen Dabrowski, Gene Dvornick, Bill West). Agenda included:
  - ✓ Presentation from the Department of Elections
  - ✓ Planning for Legislative Breakfast, April 9, 2021
  - ✓ DelDOT Agreements – Street Rehabilitation
  - ✓ Legislative Update
- Comprehensive Plan status:
  - ✓ Remains on track
  - ✓ Planning Commission Workshop held on March 1 – review and comment on Chapter 7
  - ✓ Planning Commission Workshops scheduled for March 8 and March 11 to review additional chapters
- Followed up on several code enforcement issues



TOWN MANAGER'S  
WEEKLY REPORT



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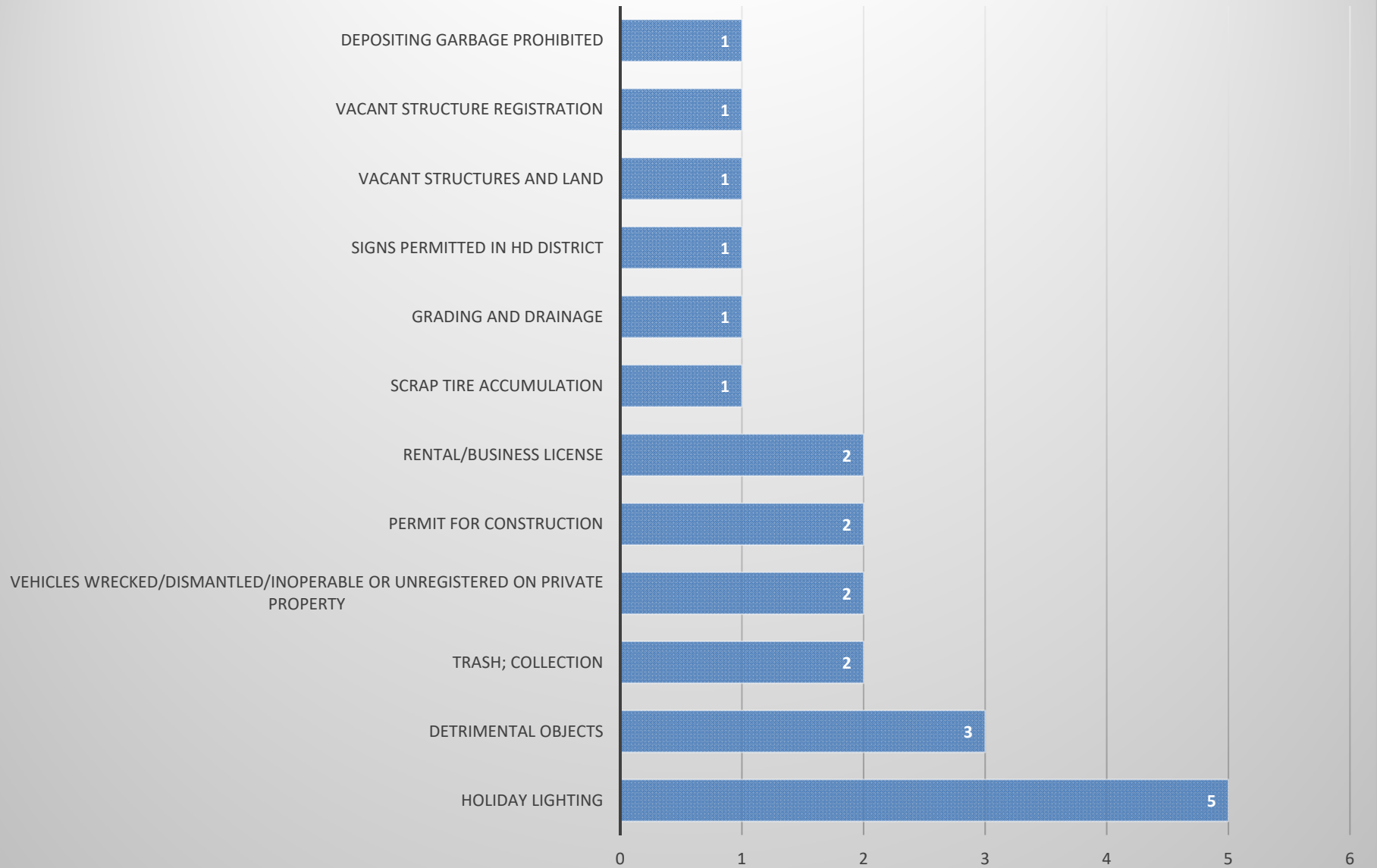


***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

*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.*

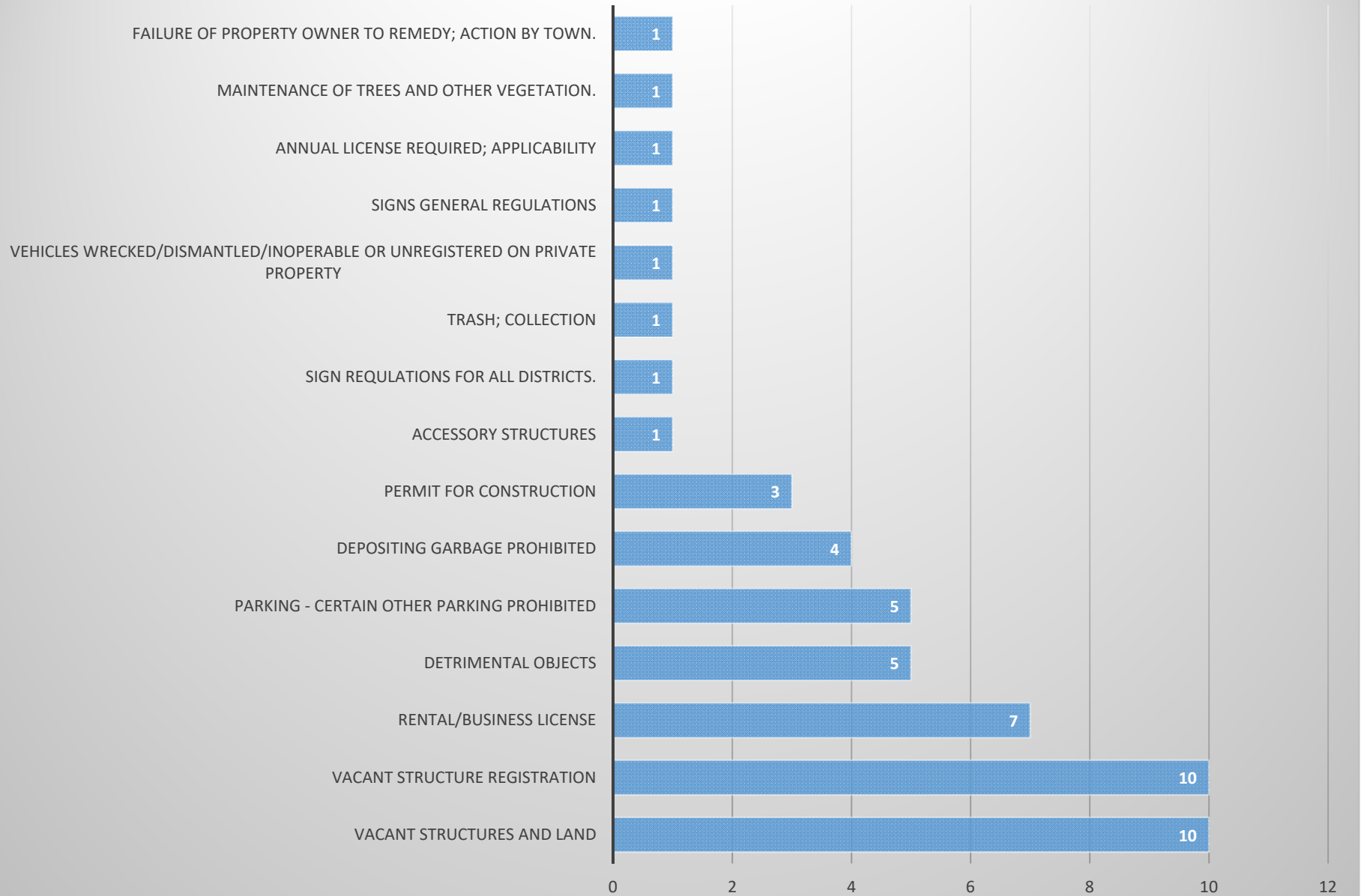
# Code Violations

## February 25 to March 4, 2021



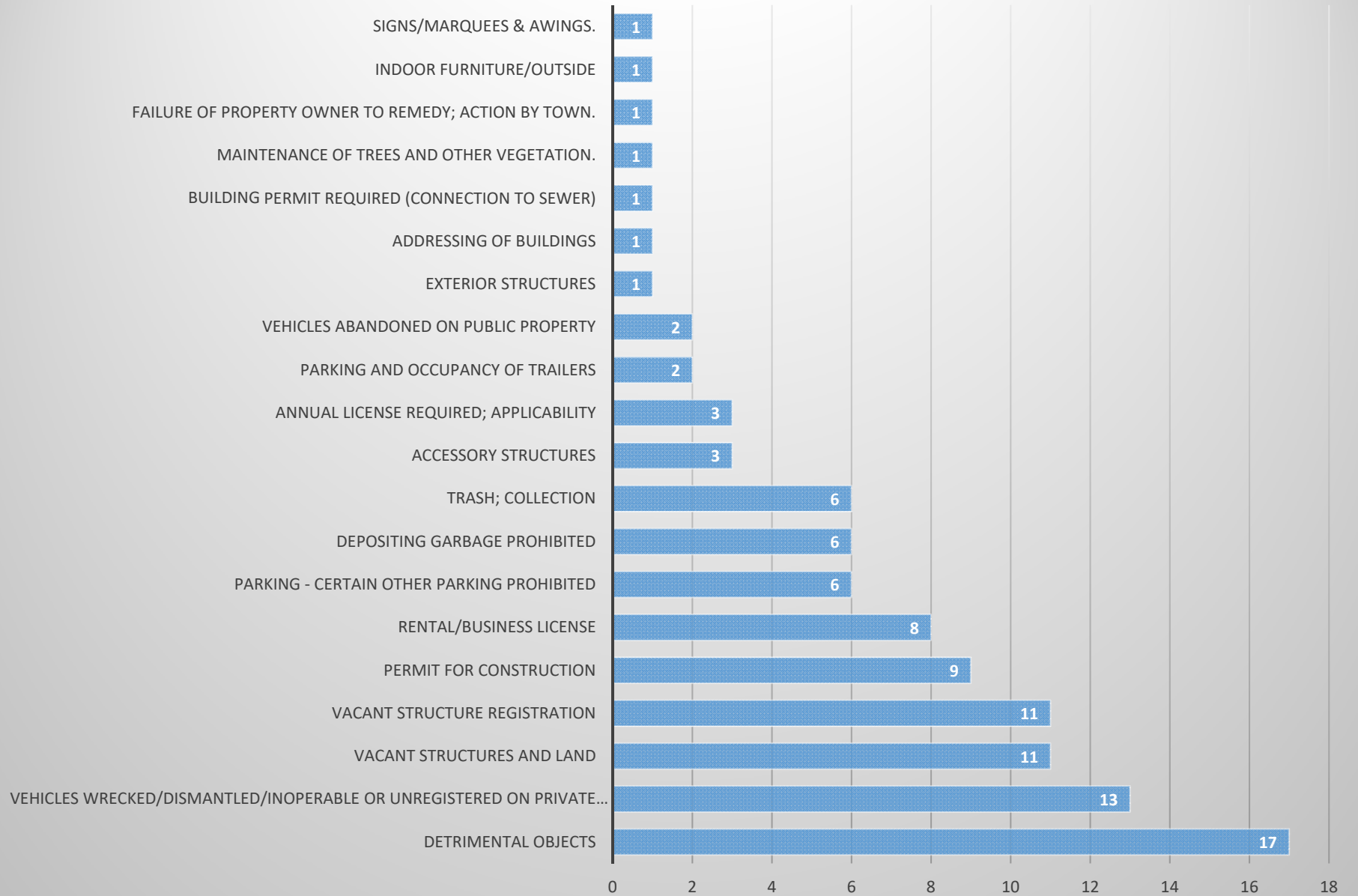


## Code Violations - February 2021

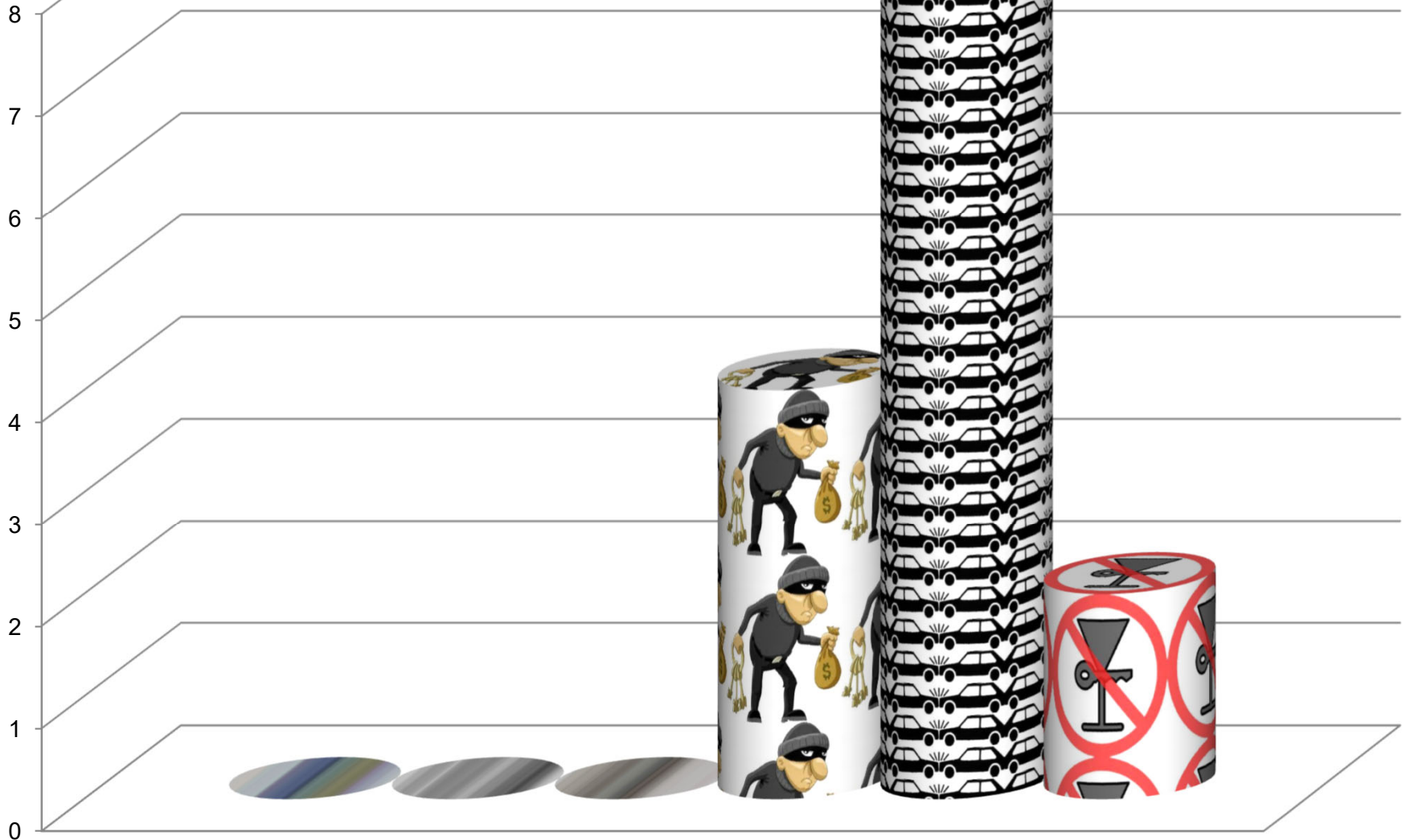




## Code Violations - 2021 Year-to-Date



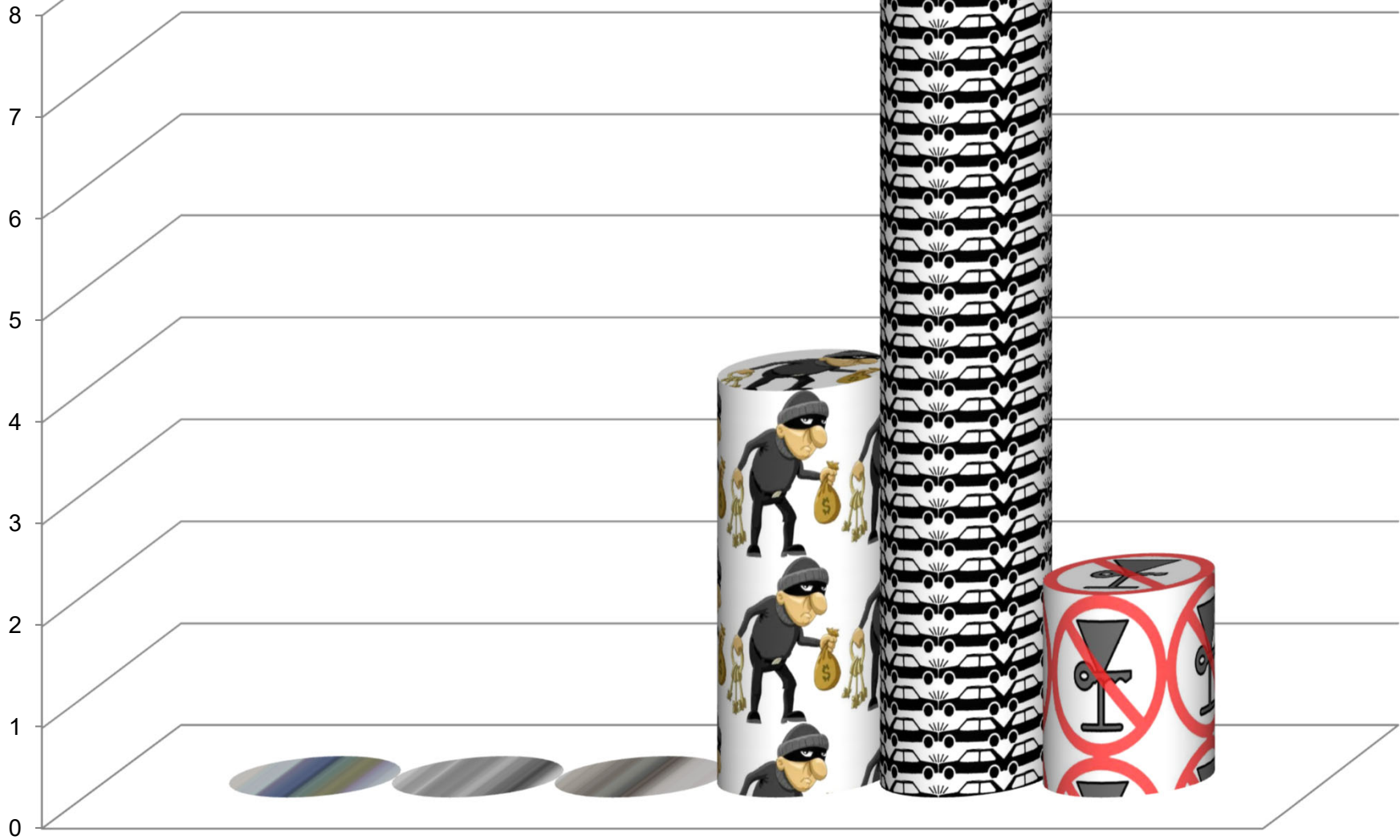
March 3, 2021



Weekly

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

March 3, 2021



Weekly

■ Robbery ■ Assault ■ Buglary ■ Thefts ■ Collision ■ DUI

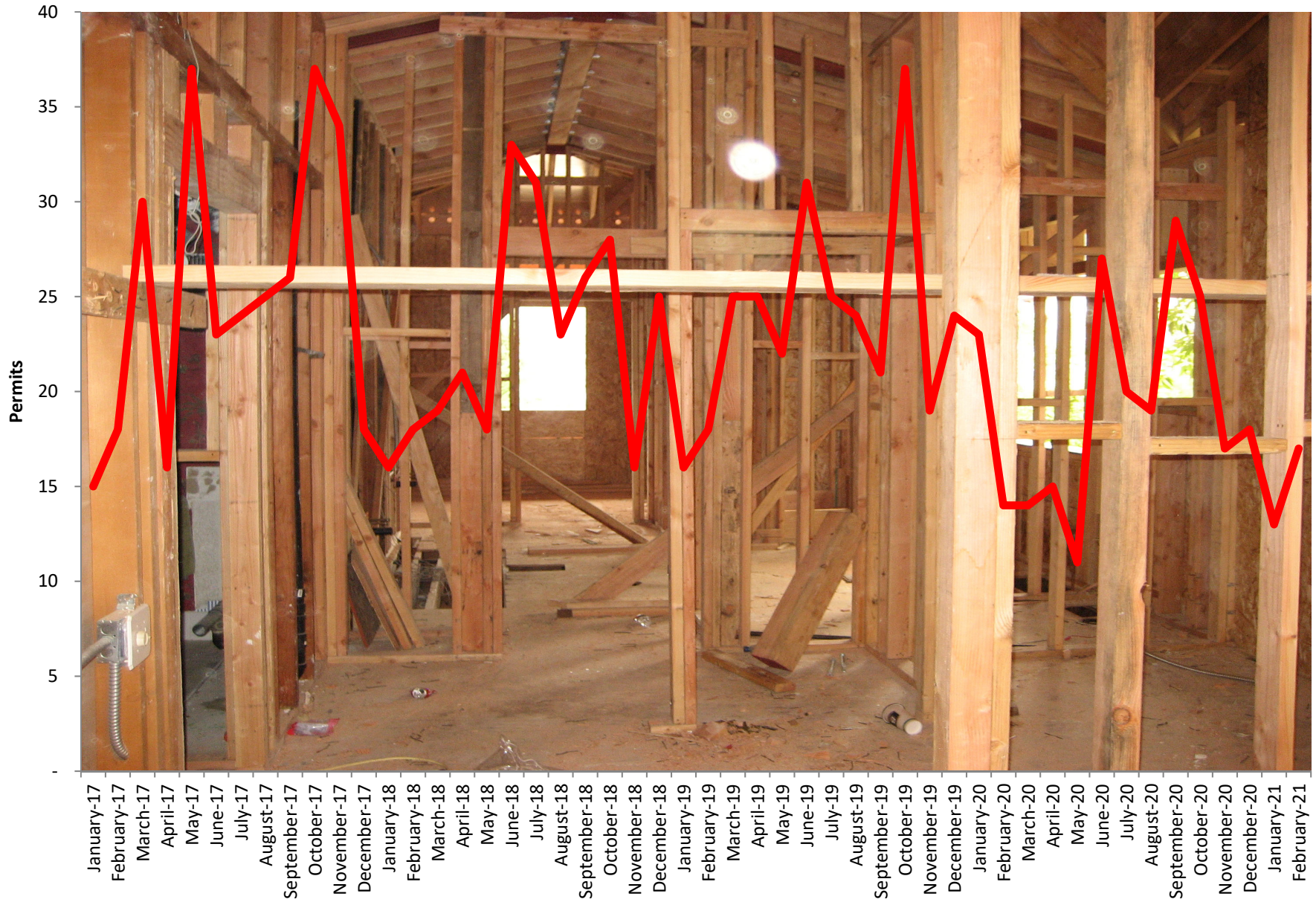
# Georgetown Police Department Crime Data

Feb 26 2021 - March 4, 2021

PART I OFFENSES					
Offense_Order	Crime_Categ	Complaints		Arrest	
		Weekly	YTD	Weekly	YTD
A03	Kidnap	0	0	0	0
A04	Rape	0	0	0	1
A06	Robbery	0	0	0	0
A07	Assault/Aggravated	1	7	2	8
A08	Burglary	0	1	1	1
A09	Theft	3	27	0	15
A10	Theft/Auto	0	0	0	0
A12	All Other	0	3	0	1
<b>PART I OFFENSES</b>		<b>4</b>	<b>38</b>	<b>3</b>	<b>26</b>
PART II OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A13	Other Assaults	0	24	1	21
A15	Criminal Mischief	1	7	1	6
A16	Weapons	1	7	2	6
A17	Other Sex Offenses	0	0	0	0
A19	Drugs	0	24	0	23
A20	Noise/Disorderly Premise	3	20	0	4
A21	Trespass	0	10	0	10
A22	Disorderly Conduct	0	22	0	19
A23	Other	13	291	6	115
<b>PART II OFFENSES</b>		<b>18</b>	<b>405</b>	<b>10</b>	<b>204</b>
PART III OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A24	Alarm	6	60	0	0
A25	Animal Control	0	1	0	0
A26	Recovered Property	0	7	0	6
A27	Service	19	258	0	0
A28	Suspicious Per/Veh	1	62	0	0
<b>PART III OFFENSES</b>		<b>26</b>	<b>388</b>	<b>0</b>	<b>6</b>
<b>Total</b>		<b>48</b>	<b>831</b>	<b>13</b>	<b>236</b>

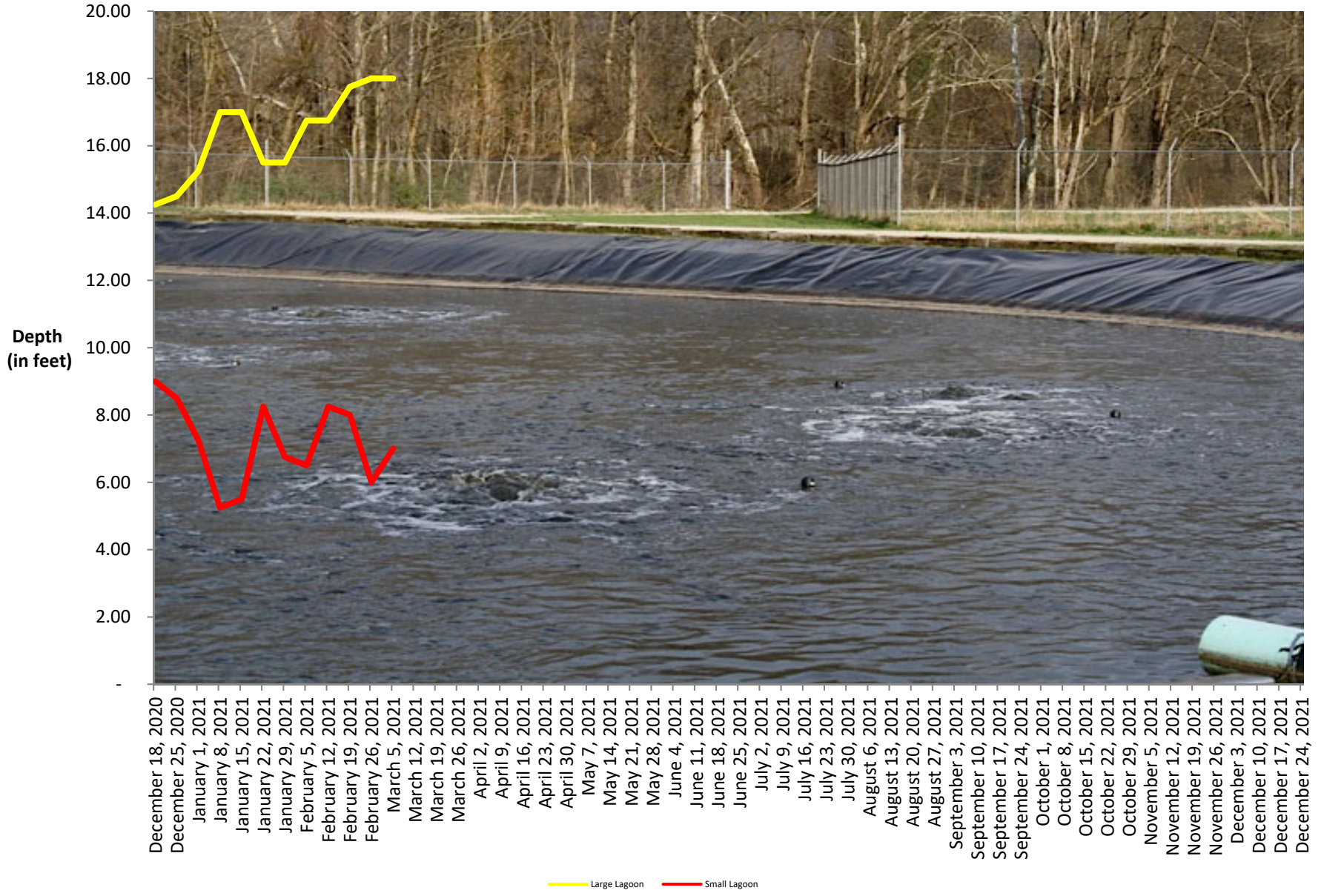


# Building Permit Activity





# WWTF Lagoon Depths



# Miss Utility Locate Tickets

