

# TOWN MANAGER'S WEEKLY REPORT

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## PCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Monday, January 23, 6:45 PM – Public Hearing, followed by Regular Meeting, Town Hall, 39 The Circle
- ✓ **Planning Commission Workshop:** Tuesday, January 24, 6:00 PM, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, January 26, 5:30 PM, Dover
- ✓ **Sussex County Association of Towns:** Wednesday, February 1, 6:00 PM, hosted by Georgetown
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, February 3, 9:00 AM, First State Community Action Agency

## UPDATES FROM DEPARTMENTS ...

### **Public Works**

- V.O.P. cleaned up railroad tracks from Pepper Street to Douglas Street (see photos below)
- Replaced 4 tires on John Deere gator
- Replaced 4 tires on Water Department utility trailer
- Tore down old shed at shop
- Ward 2 storm drains clean out nearing completion
- All old parking meter post removed from East Market Street

### **Finance**

- January quarterly utility billing (\$995,004) mailed
  - January Take Note Newsletter (copy attached)
- As of January 19,, the Town has collected:
  - \$1,807,757 (99%) of the 2023 annual property tax billing (\$1,827,702)
  - \$419,216 (42%) of the January utility billing (\$995,004)
- Processed Payroll, Accounts Payable, Accounts Receivable
  - Processed 42 payroll records
    - ✓ Includes updating pensionable wages into State of De database, State and Federal Tax submission
    - ✓ Processed W-2's and distributed to employees, IRS, and State of Delaware
  - Processed Purchase Orders (52)
    - ✓ Accounts Payable Checks generated (37)
    - ✓ Scanned copies of invoices and attached to PO's

# TOWN MANAGER'S WEEKLY REPORT



- Cash Receipt Transactions (1,280)
- Completed Quarterly Fiscal Reports for Police Grants – Period ending December 31, 2022
  - VW-2831 Georgetown PD Victim Services Specialist
  - VW-2679 Georgetown Guardian Program (Clinician)
- Completed the Annual Water Usage Report for DNREC Division of Water
- Completed December Revenue Reconciliations (Kristen Dabrowski)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Real Estate Transfer Tax Summary (November 2022)

	December 2022		December 2021	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$14,775	\$268,406	\$40,058	\$247,226

## **Police**

- Weekly Code Enforcement statistics updated (copy attached)
- Weekly CrimeMapping Reports (copy attached)
- Part I, II, and III Offenses Crime Data (week and year to date) (attached)
- Departmental Press Releases issued as warranted

## **Planning**

- 2022 Development Trends Report completed and submitted on January 13
- DDD boundary adjustment request from Georgetown Apartments on January 18
- Cheer Gateway East – Planning Commission approved preliminary on January 18
- Georgetown Plaza – Water Utility Review request submitted on January 13
- Georgetown Sherwin Williams Warehouse – Approval to phase project on January 13 – Discussion regarding buffer/landscaping reduction on January 19
- Little Property (Rosa Street/North King Street) – Lot line adjustment submitted on January 10
- Little Faces Daycare Site Plan – Rezoning adopted on January 9 – Parking reduction approved on January 19
- Popeyes (20785 Dupont Blvd) – Comments on site plan to applicant on January 10
- Shortleaf Preserve (Parker Road) – Revised concept plan submitted, comments to applicant on January 19
- Village of College Park – Revised record plan sheets submitted on January 11
- 124 East Pine Street Duplex – Site plan submitted on January 5 – Comments received on January 11
- 310 North Race Street – Planning Commission public hearing on January 18 for conditional use – Town Council hearing on February 13

# TOWN MANAGER'S WEEKLY REPORT



- Dairy Queen (2 Georgetown Plaza) – Temporary CO issued on January 13
- Building Permits (December 2022)

Building Activity	December 2023	November 2022	December 2023
Permits Issued	21	33	23
Value of Improvements	\$2,895,177	\$11,716,096	\$366,820
Permit Revenue	\$29,042	\$117,464	\$2,260

## **Wastewater**

- Lagoon depths: Large Lagoon is 15.25 feet and Small Lagoon is 4.00 feet
- Replaced three (3) diffusers in the Bio-Lac at Cedar Lane
- Got pump 2 for Kimmeytown pump station back from Hills Electric and reinstalled
- Pulled both pumps at Health unit pump station – unclogged and reinstalled
- Replaced both ball joints on right front of John Deere gator

## **Construction Coordinator**

- No report this week

## TOWN MANAGER'S UPDATE ...

- Submitted request to Delmarva Power for a new streetlight on Swain Avenue
- Met with property owner, engineer, and potential developer to discuss property and requirements related to development (Jamie Craddock, Gene Dvornick, Jocelyn Huff, Jeff Ward)
- Responded to resident concern over condition of streets
- Researched 2005 legislation regarding impact fees and submitted same to legal counsel for guidance
- Participated in Zoom call with PFAS Solutions and Town of Georgetown participation in water analysis, characteristic determination, treatment method evaluation, and reporting (Gene Dvornick, Bobby Fletcher, Laura Givens, Rick Hudson)
- Met with owners of Georgetown Apartments to discuss planned improvements, DSHA Tax Credit Program, and potential modification of Downtown Development District boundaries (Jamie Craddock, Gene Dvornick, Jocelyn Huff)
- Provided Planning Staff with sample Request for Proposal (RFP) language for Zoning Code rewrite (anticipated FY 2024 budget item)

# TOWN MANAGER'S WEEKLY REPORT

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- Worked on PowerPoint presentation for Planning Commission Workshop on proposed zoning code amendment to permitted uses in UB1 district
- Met with engineer and business owner to review site plan, parking, and backflow prevention requirements impacting commercial project development (Jamie Craddock, Gene Dvornick, Jocelyn Huff)
- Reviewed with Town Engineer and Staff the Request for Qualifications/Request for Proposal (RFQ/RFP) for Automated Water Infrastructure – planned release is February 1 with responses due on/before March 15 (Kristen Dabrowski, Gene Dvornick, Bobby Fletcher, Laura Givens, Rick Hudson)
- Governor Carney delivered the State of the State Address – Priorities include: Economy, Workforce, Federal Funding, Education, Child Care, Environment, Crime, and Responsible Budgeting (Governor's recommended Budget and Bond Bills anticipated next week)
- Participated in a follow up webinar with Zencity a web-based community engagement platform for local governments (Kristen Dabrowski, Gene Dvornick, Laura Givens)
- Monthly Labor Review – December (copy attached)
- Responded to several FOIA requests
- Followed up on several code enforcement issues



Photo 1 - Before



Photo 2 - After

Railroad tracks – Pepper Street to Douglas Street

# 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. This 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:

Administrative Office:  
(302) 856-7391

Fax: (302) 856-6348

Planning Department:  
(302) 853-0104

Public Works:  
(302) 253-8630 [NEW](#)

Sewer Department:  
(302) 856-7377

**Sewer Emergency**  
Cell: (302) 381-5642

Water Department:  
(302) 381-2248

**Water Emergency:**  
Cell: (302) 841-1209

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)

Georgetown Residents,

Wintertime is upon us! With these colder temperatures, it is a good time to check on our neighbors and make sure they are warm and have food. I hope that the weather will mild and only a small bit of snow.



This time of year, I like to recognize the hard-working employees that work for the town and do the everyday operations. If you see one of our staff members from Public Works, Town Hall, Sewer, or Water Departments, tell them thank you. They will certainly appreciate it.

The Police Department, under the leadership of Chief Holm, continues to do a great job in keeping all of us safe. This year we have seen some retirements and are seeking candidates to join our force. If you know of anybody with a great attitude, a desire to help people, and interested in law enforcement, send them our way. A friendly reminder, to keep our eyes open, and remember: if you see something, say something.

We now have a signed agreement with DelDOT and we should see the rehabilitation of Market and Bedford Streets in the spring. DelDOT will also be replacing curbing, enhancing pedestrian safety, and closing the alley by the Presbyterian Church.

A brief update on some projects around town. **In process:** New Sussex County family Court (East Market Street); Wawa (Dupont Boulevard); and Park Avenue Realignment – Phase 1 (Arrow Safety Road). **Completed:** PAM Hospital (Dupont Boulevard); Georgetown East Gateway Improvements; and Dairy Queen (Georgetown Plaza).

Special thanks to developers and property owners for continuing to invest in Georgetown. This investment in new businesses and housing options make our town attractive for the next 15 to 20 years. This, along with the many projects mentioned above, will give residents from here a great opportunity to keep their children close with good paying jobs. Let us be the leader in saying work local – Georgetown. Well Rounded.

Happy New Year!

*Bill West*  
Mayor

## Neighbors Helping Neighbors

If you want to help your neighbors this winter, please consider joining us in helping to support the Springboard Pallet Village and the formerly homeless individuals residing there. Below is information regarding a one day Drive Up Event and convenient Drop Off Locations.

Neighbors Helping Neighbors – Georgetown, Well Rounded.

<u>Drive Up Event</u>	<u>Drop Off Locations</u>	
Saturday, January 14, 2023	Town Administrative Offices	Chardon Jewelers
10:00 AM to 2:00 PM	37 The Circle	30 The Circle
First State Community Action Agency	First State Community Action Agency	First State Chevrolet
308 North Railroad Avenue	308 North Railroad Avenue	22694 Dupont Blvd

### Items Needed

Bedding (Twin Size) - Includes Mattress Pad, Sheets, Blankets and Pillows

Toiletries - Toothpaste, Toothbrushes, Soap (Bar and Lotion), Shaving Cream and Razors, Shampoo, Conditioner, Towels, Wash Cloths, Feminine Hygiene Items, Deodorant (Stick)

Clothing - Hats, Gloves, Scarves, Socks (Men & Women), Underwear (Men & Women),

Other - Baby Wipes, Clorox Wipes, Chapstick Lip Balm, Toilet Tissue, Nail Clippers, Shower Bags, Laundry Pods w/ Softener, Combs, Brushes, Lotions (Hand & Body), USB Chargers

**Benefiting Springboard  
Pallet Village  
411 Kimmey Street  
Georgetown, Delaware**

Questions? Contact Angela Townsend at (302) 542-5128 or by email at [atownsend@georgetowndel.com](mailto:atownsend@georgetowndel.com)

# Town of Georgetown Take Note

## Meetings

### Town Council Meetings

Second & Fourth Monday 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.

### Questions or concerns?

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.



**Please feel free to contact the Town Office, (302) 856-7391 or email your local councilmember.**

Mayor - Bill West  
bwest@georgetowndel.com

Ward 1 - Christina Diaz-Malone  
cdiaz-malone@georgetowndel.com

Ward 2 - Sue Barlow  
sbarlow@georgetowndel.com

Ward 3 - Angela Townsend  
atownsend@georgetowndel.com

Ward 4 - Penuel Barrett  
pbarrett@georgetowndel.com

## January Utility Billing

Utility Bills are due by February 8, 2023. If payment is not received by the due date, a 5% penalty will be posted to all delinquent accounts on February 9, 2023.

The Town accepts cash, check, money order, and credit card payments.

Online payments may be made by visiting the Town's website. All online payments are subject to a 1% processing fee.

## January Yard Waste Pick Up

**Tuesday, January 3rd, Tuesday, January 17th and Tuesday, January 31st**

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.



Be Smart. Stay Safe.

- ⇒ Park under street lights or in well-lit areas.
- ⇒ Close windows. Close the sun-roof or convertible top.
- ⇒ Always keep valuables out of sight or in the trunk.
- ⇒ Always lock your vehicle, before you walk away from it.
- ⇒ Take all your keys with you. Never leave your keys inside the vehicle, even for a short period of time.
- ⇒ Avoid leaving cars running with keys in the ignition, even if the car is locked.
- ⇒ Notify the police of any suspicious activity.

## Holiday Closing

Martin Luther King Jr. Day

Monday, January 16, 2023

Good Friday - April 7, 2023

\*\*\*No change in the Trash and Recycling Schedule



## Snow Emergency Routes

The Town's snow emergency routes consist of the following streets:

(No parking on the following streets during a snow emergency)

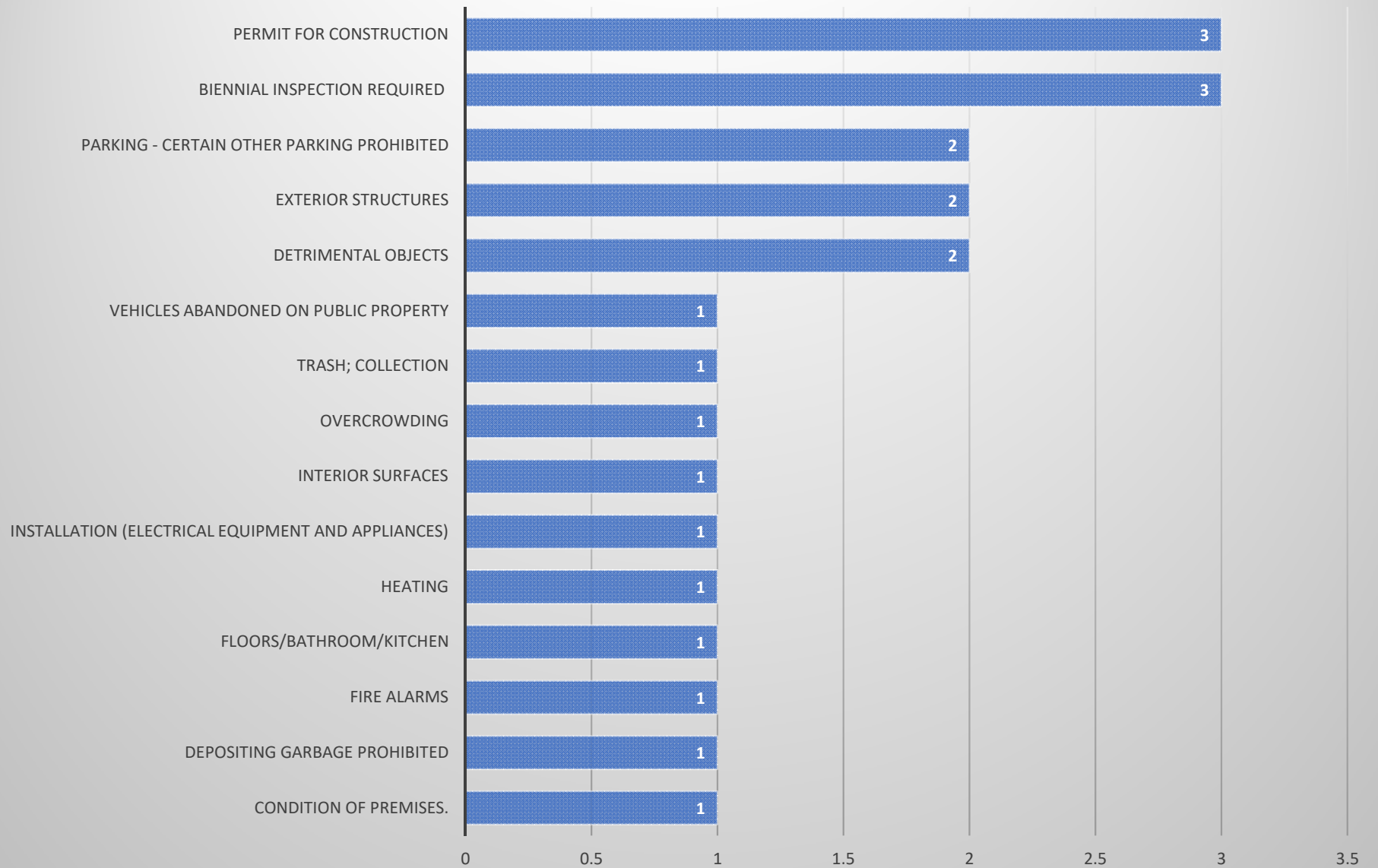
East & West Market St.  
North & South Bedford St.  
Bridgeville Road  
East & West Pine St.  
North & South Race St.  
North & South Front St.  
East Laurel St. - North Bedford to North Race St.  
West Laurel St. - North Bedford to North Front St.  
Edward St. - North Bedford St. to North Front St.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

Reminders from Code Enforcement...

- \* Holiday Seasonal Lighting is to be removed within 30 days after the holiday with which the holiday seasonal lighting is associated (§ 116-146 Holiday Seasonal Lighting).
- \* Please remove snow or ice from the sidewalks within 24 hours following the ceasing of the precipitation (§ 190.1 Unremoved snow or ice a nuisance).
- \* All vehicles must be drivable and have a current DE registration.
- \* Vehicles may not be parked on sidewalks or on public or private lawns..



## Code Violations Janaury 13 - 18, 2023



## CrimeMapping.com Map

Friday, January 13, 2023 through Thursday, January 19, 2023

**Showing crime types:** Arson, Assault, Burglary, Disturbing the Peace, Drugs / Alcohol Violations, DUI, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft / Larceny, Vandalism, Vehicle Break-In / Theft, Weapons

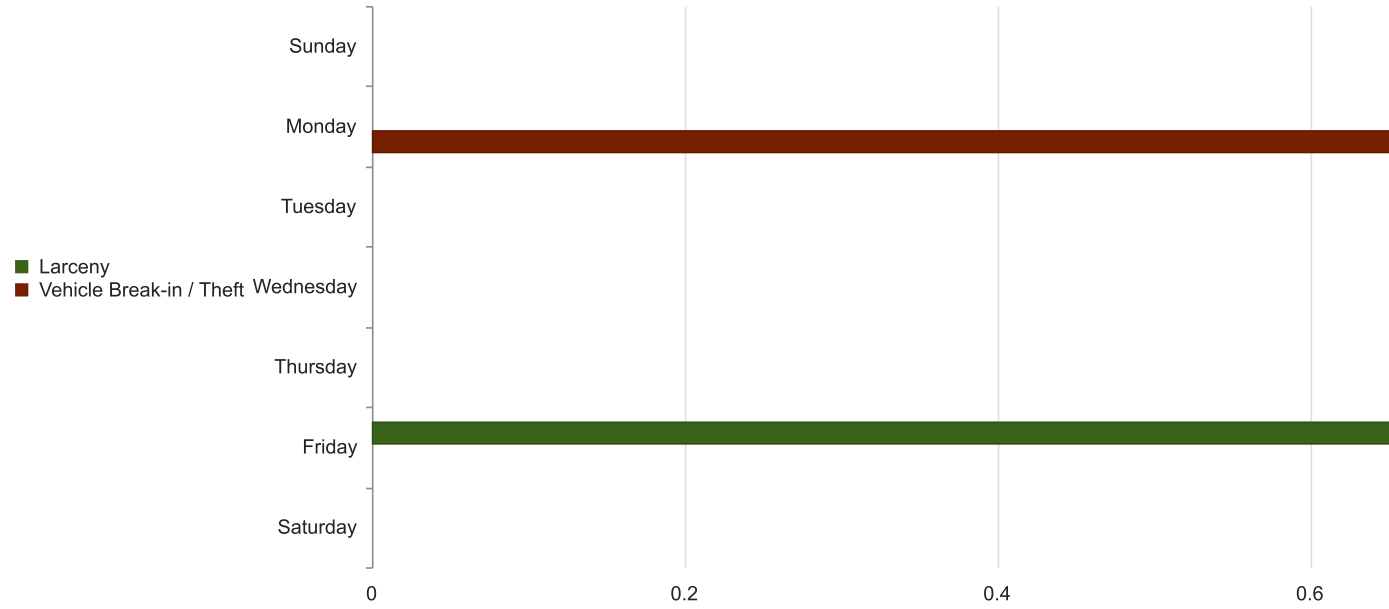
☐ Show crime report ☒ Show crime chart



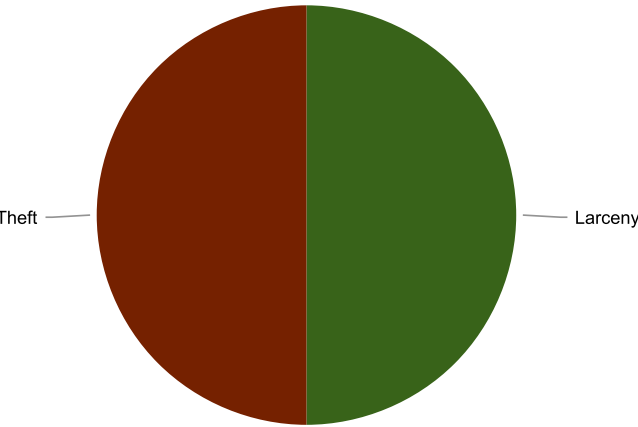
Grab the bottom/right borders to resize the map or the handle in the bottom right corner.

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Day of Week Summary



Crime Summary

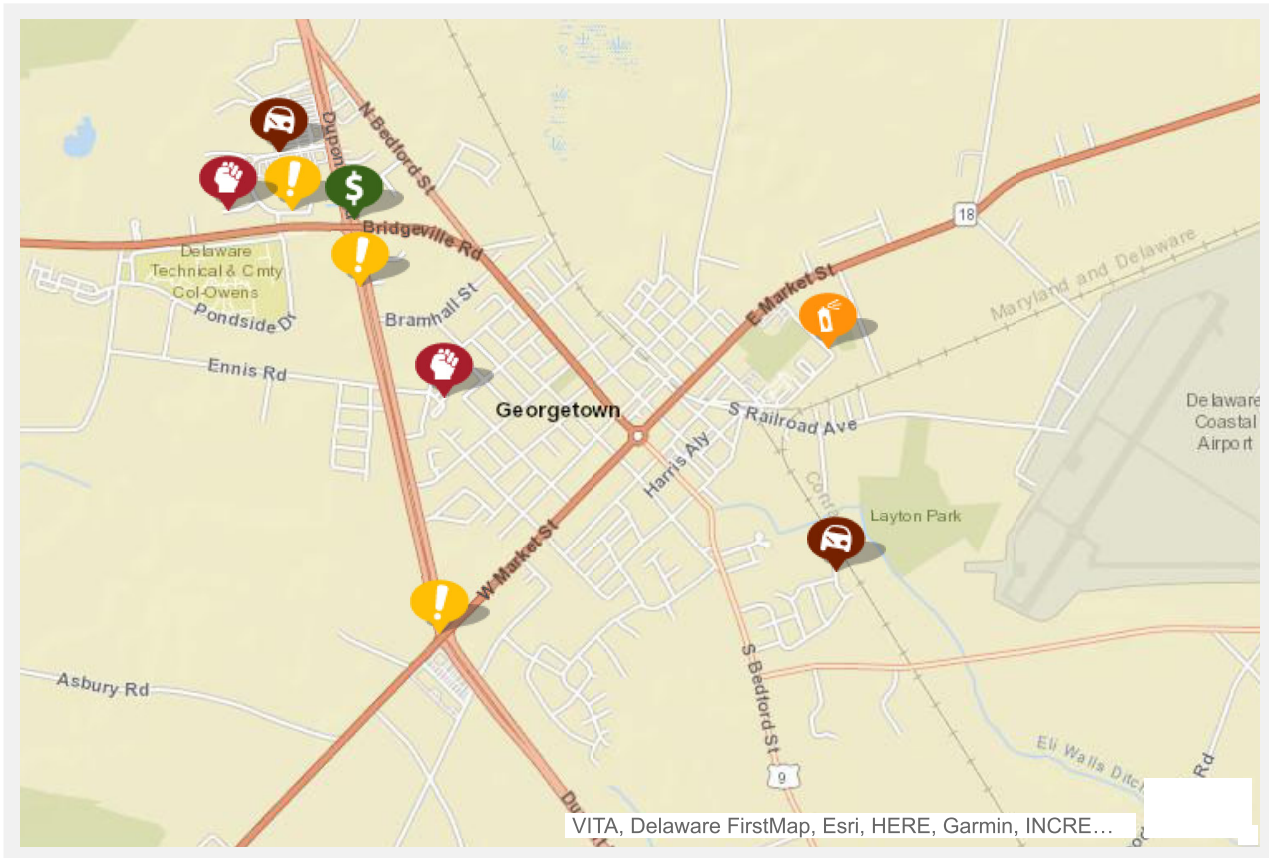


## CrimeMapping.com Map

Sunday, January 1, 2023 through Thursday, January 19, 2023

**Showing crime types:** Arson, Assault, Burglary, Disturbing the Peace, Drugs / Alcohol Violations, DUI, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft / Larceny, Vandalism, Vehicle Break-In / Theft, Weapons

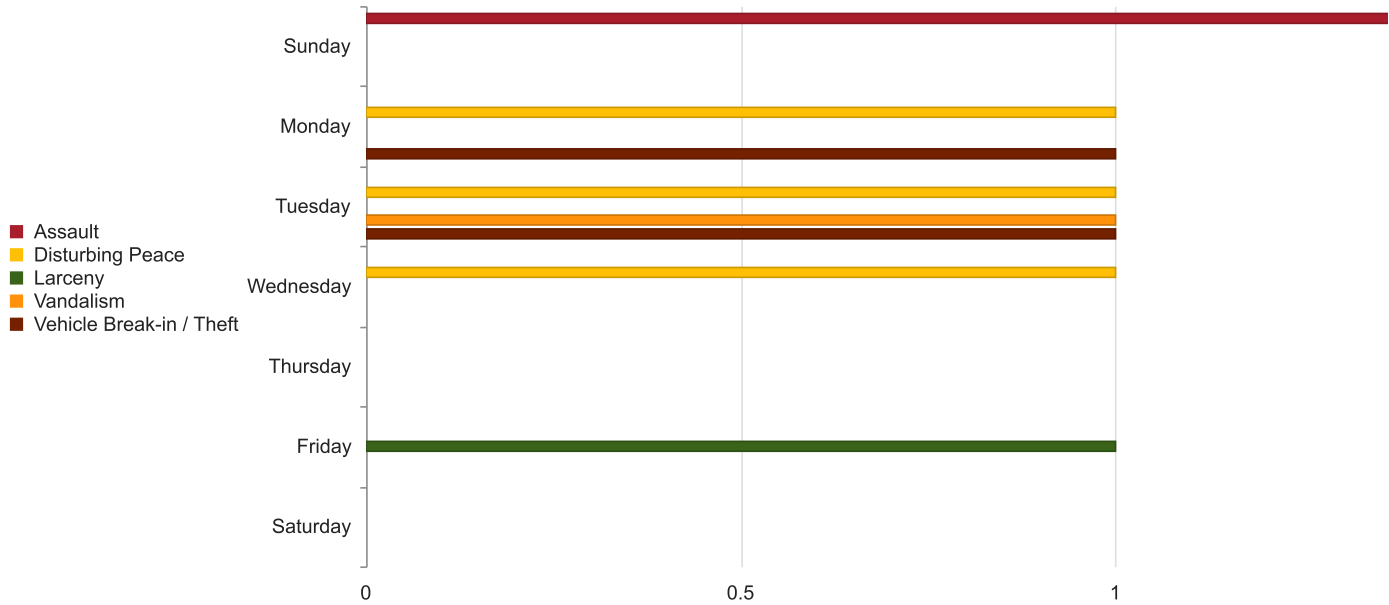
☐ Show crime report ☒ Show crime chart



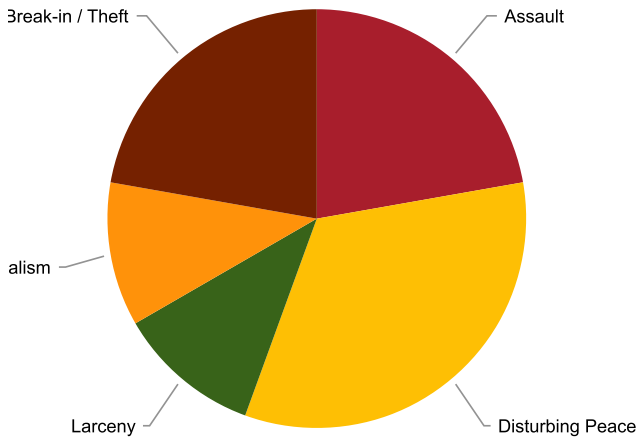
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Day of Week Summary



Crime Summary





# Crime Offense Report

**Jan 12, 2023 - Jan 18, 2023**

## **PART I OFFENSES**

Offense_Order	Crime_Categ	Current Week	Current Year	Week Previous Year	Previous Year
A07	Assault/Aggravated	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
A09	Theft	<u>4</u>	<u>5</u>	<u>2</u>	<u>4</u>
<b>PART I OFFENSES</b>		<b>4</b>	<b>5</b>	<b>3</b>	<b>5</b>

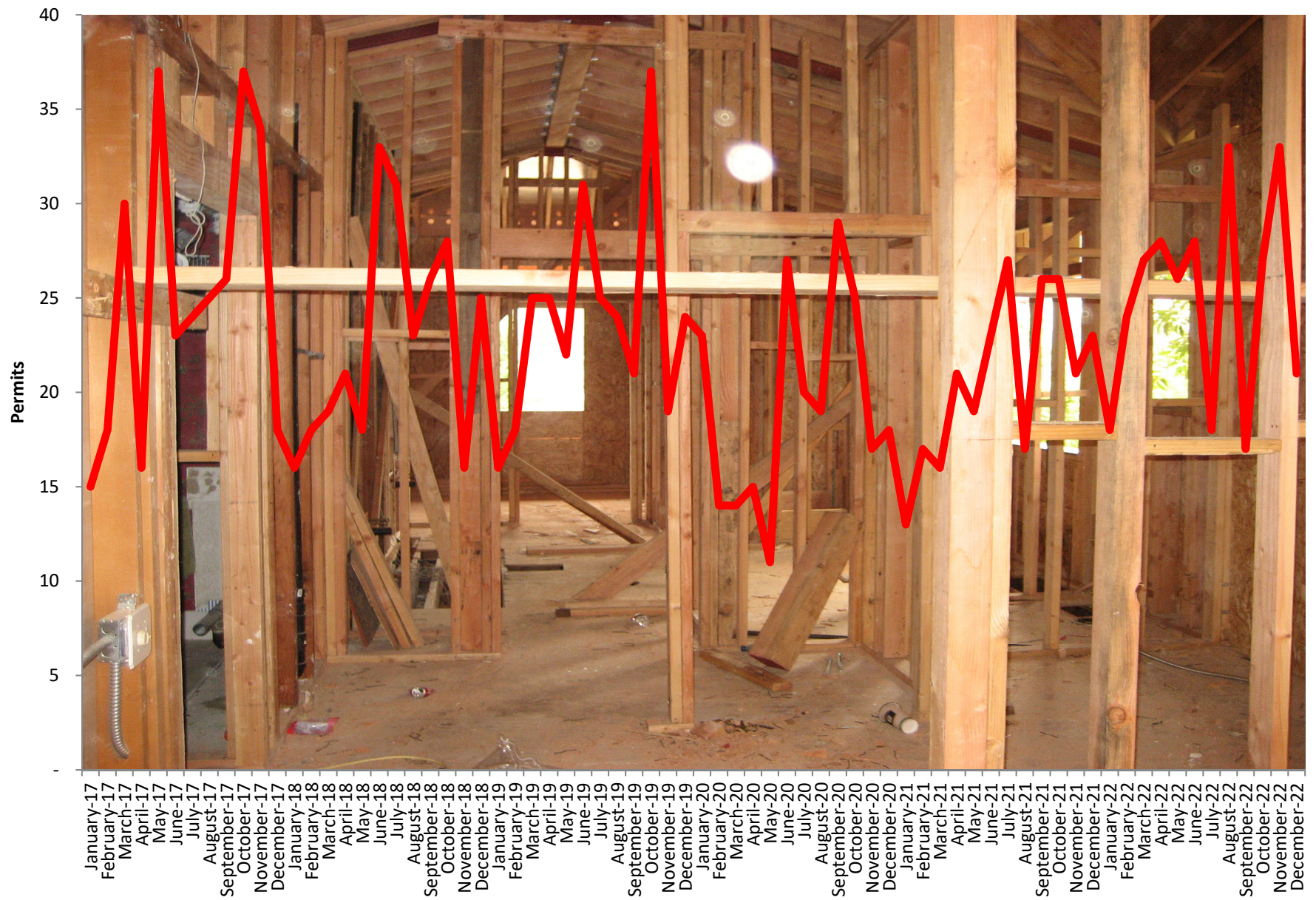
## **PART II OFFENSES**

Offense_Order	Crime_Categ	Current Week	Current Year	Week Previous Year	Previous Year
A13	Other Assaults	<u>6</u>	<u>10</u>	<u>7</u>	<u>11</u>
A15	Criminal Mischief	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>
A16	Weapons	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>
A19	Drugs	<u>2</u>	<u>8</u>	<u>4</u>	<u>10</u>
A20	Noise/Disorderly Premise	<u>2</u>	<u>4</u>	<u>1</u>	<u>1</u>
A21	Trespass	<u>2</u>	<u>5</u>	<u>2</u>	<u>3</u>
A22	Disorderly Conduct	<u>0</u>	<u>3</u>	<u>1</u>	<u>2</u>
A23	Other	<u>19</u>	<u>54</u>	<u>6</u>	<u>19</u>
<b>PART II OFFENSES</b>		<b>31</b>	<b>85</b>	<b>22</b>	<b>47</b>

## **PART III OFFENSES**

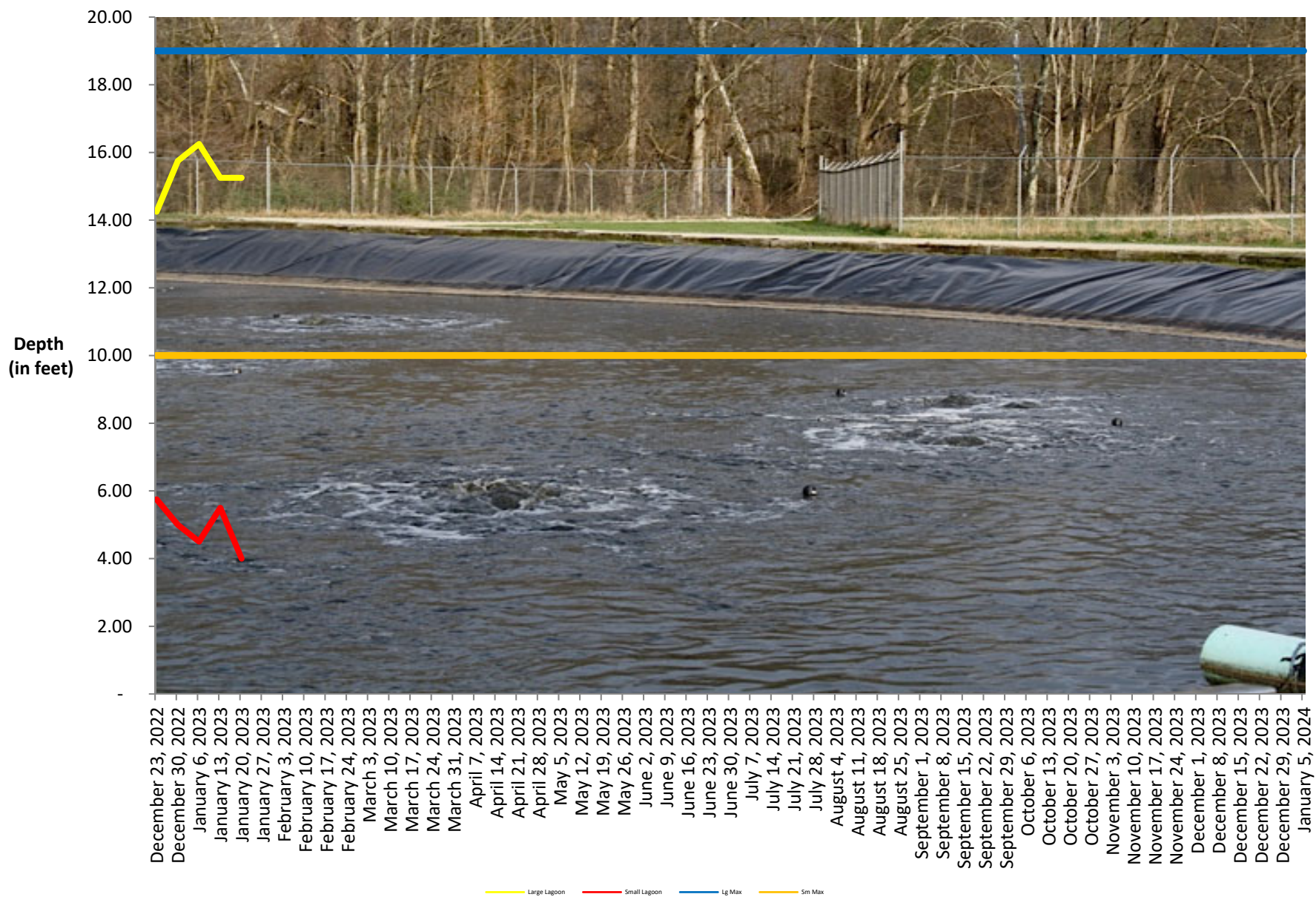
Offense_Order	Crime_Categ	Current Week	Current Year	Week Previous Year	Previous Year
A24	Alarm	<u>2</u>	<u>13</u>	<u>0</u>	<u>0</u>
A25	Animal Control	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>
A26	Recovered Property	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
A27	Service	<u>23</u>	<u>55</u>	<u>0</u>	<u>0</u>
A28	Suspicious Per/Veh	<u>2</u>	<u>12</u>	<u>0</u>	<u>1</u>
<b>PART III OFFENSES</b>		<b>27</b>	<b>82</b>	<b>0</b>	<b>2</b>
<b>Summary</b>		<b>62</b>	<b>172</b>	<b>25</b>	<b>54</b>

## Building Permit Activity





## WWTF Lagoon Depths



# Monthly Labor Review

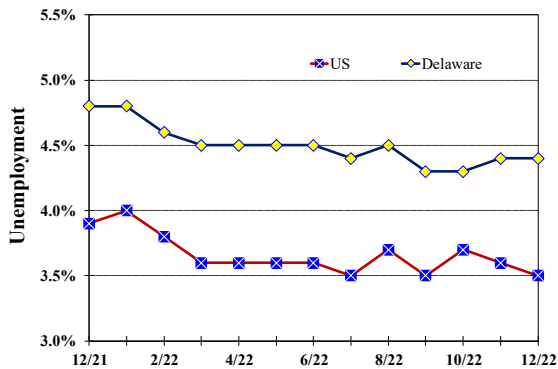
**December 2022**

Published January 20, 2023

## Unemployment Rate

Delaware and US

December 2021 – December 2022



## Monthly Commentary

Delaware's Labor Force Participation rate fell to 60.2, a decrease of 1.0 percentage point from a year ago and the second-lowest rate on record with data going back to 1976. Average hourly earnings rose by \$0.50 or 1.7 percent over the year. Sectors with the greatest average hourly wage growth include Professional and Business Services, which increased by \$1.93 or 5.6 percent; Trade, Transportation, and Utilities at \$1.72 or 7.9 percent growth; and Construction, which grew by \$1.08 or 3.2 percent.

## Delaware Civilian Labor Force

Delaware Residents

	Dec. 2022	Nov. 2022	Dec. 2021
Civilian Labor Force	497,300	498,700	497,000
Employed	475,600	477,000	473,100
Unemployed	21,700	21,700	23,900
Unemployment Rate %	4.4	4.4	4.8
US Unemployment Rate %	3.5	3.6	3.9

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

## Area Unemployment Rates (%)

	Dec. 2022	Nov. 2022	Dec. 2021
<b>New Castle County</b>	3.8	3.9	4.0
Wilmington	5.0	5.2	5.5
Newark	3.4	4.0	3.2
<b>Kent County</b>	4.6	4.7	4.6
Dover	5.8	6.1	5.8
<b>Sussex County</b>	4.3	4.2	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. 2022	Nov. 2022	Dec. 2021
<b>Weekly Earnings</b>	\$974.16	\$978.78	\$966.37
<b>Weekly Hours</b>	33.0	32.9	33.3
<b>Hourly Earnings</b>	\$29.52	\$29.75	\$29.02

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

**Office of Occupational and Labor Market Information**

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

## Delaware Labor Force Trends

Delaware's seasonally adjusted unemployment rate in December 2022 was 4.4%, unchanged from November 2022. There were 21,700 unemployed Delawareans in December 2022 compared to 23,900 in December 2021. The US unemployment rate was 3.5% in December 2022, down from 3.6% in November 2022. In December 2021, the US unemployment rate was 3.9%, while Delaware's rate was 4.8%.

In December 2022, seasonally adjusted nonfarm employment was 461,300, down from 463,000 in November 2022. Since December 2021, Delaware's total nonfarm jobs have increased by a net gain of 6,600, a rise of 1.4%. Nationally, jobs during that period increased 2.9%.

### Delaware Nonfarm Employment

*Jobs at Delaware Locations*

Seasonally Adjusted (in 000s)

INDUSTRY GROUP	Dec. 2022	Nov. 2022	Over the Month Change	Over the Year Change†
TOTAL NONAG. EMP.	461.3	463.0	-1.7	6.6
CONSTRUCTION	24.0	23.9	0.1	0.5
MANUFACTURING	26.0	26.3	-0.3	0.6
Durable Goods	10.0	10.1	-0.1	0.5
Nondurable Goods	16.0	16.2	-0.2	0.1
TRADE, TRANSP., & UTIL.	83.8	83.7	0.1	1.5
Wholesale Trade	11.8	11.9	-0.1	0.5
Retail Trade	50.9	50.9	0.0	-0.1
Transp. & Utilities	21.1	20.9	0.2	1.1
INFORMATION	3.5	3.6	-0.1	-0.2
FINANCIAL ACTIVITIES	48.2	47.8	0.4	0.5
PROF. & BUS. SERVICES	62.1	63.5	-1.4	-1.4
EDUCATION & HEALTH	77.8	78.1	-0.3	1.5
LEISURE & HOSPITALITY	50.8	50.7	0.1	3.4
OTHER SERVICES	18.7	18.9	-0.2	0.0
GOVERNMENT	66.4	66.5	-0.1	0.2
Federal Government	6.1	6.0	0.1	0.3
State Government	32.4	32.5	-0.1	0.0
Local Government	27.9	28.0	-0.1	-0.1

† 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.

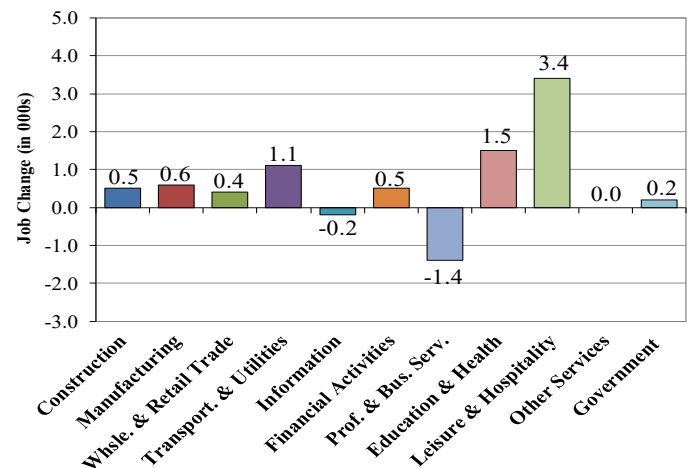
### Office of Occupational and Labor Market Information

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

<https://labor.delaware.gov/divisions/oolmi/>

## Delaware Over-the-Year Job Change

December 2021 — December 2022



## Consumer Price Index

All Urban Consumers

	Percent Change to Dec. 2022 from:		
	Dec. 2021	Oct. 2022	Nov. 2022
US City Average	6.5	-0.4	-0.3
Phila.-Camden-Wilm.*	6.4	-0.4	NA

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

## Delaware Annual Net Job Change

Annual Average 2001–2021

