

# TOWN MANAGER'S WEEKLY REPORT



## PCOMING MEETINGS & EVENTS ...

- ✓ **Delaware League of Local Governments:** Thursday, February 23, 5:30 PM, Dover
- ✓ **Town Council Meeting:** Monday, February 27, 7:00 PM, Regular Meeting, Town Hall, 39 The Circle
- ✓ **Sussex County Association of Towns:** Wednesday, March 1, 6:00 PM, Hosted by Millsboro
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, March 3, 9:00 AM, First State Community Action Agency
- ✓ **Sussex County Association of Towns Legislative Breakfast:** Friday, March 31, 9:00 AM, CHEER Center
- ✓ **Delaware League of Local Governments “Hill Day”:** Tuesday, March 28, 9:00 AM, Washington, DC

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of February 16, the Town has collected:
  - \$1,810,105 (99%) of the 2023 annual property tax billing (\$1,827,702)
  - \$924,464 (92%) of the January utility billing (\$995,004)
- Processed Payroll, Accounts Payable, Accounts Receivable
  - Processed 42 payroll records
  - Processed Purchase Orders (64)
    - ✓ Accounts Payable Checks generated (43)
    - ✓ Scanned copies of invoices and attached to PO's
  - Cash Receipt Transactions (676)
  - Miscellaneous Billing Invoices generated (25)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Assisted customers with utility bill and parking ticket questions
- Submitted the 2022 Delaware River Basin Commission (DRBC) Water Audit Report
- Worked on the FY 2024 Budget
- Monthly Key Revenue Items Report – January 2023 (copy attached)
- Real Estate Transfer Tax Summary (January 2022)

	January 2023		January 2022	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$29,798	\$299,204	\$48,188	\$295,415

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## **Wastewater**

- Lagoon depths: Large Lagoon is 12.75 feet and Small Lagoon is 6.75 feet
- Lywood Electrical replaced soft starts on pumps C and D at Cedar Lane
- Working in Pettyjohn Woods cutting trees back and replacing pipes that have been damaged
- Replaced 2 yard hydrants at the plant on Cedar Lane

## **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

## **Public Works**

- City of Milford gave the Town of Georgetown a LMI fluoride saturator lid – Town of Georgetown will replace the City of Milford when new one arrives
- Sidewalks of town properties and parks have been edged back for spring grass cutting
- Office of Drinking Water conducted sanitary survey at water plant facilities, all facilities passed
- Street light check was done February 9, outages reported on February 10
- Rough graded Kimmey Street Extended and Pepper Street Extended – added 66 ton of millings to top layer of roadway (see photos)
- Skid steer at Jessco for inspection, service, and repair

## **Planning**

- Abundate Vida Worship Center (534 South Bedford St) – Engineer comments received February 16
- Cheer Gateway East – Town Council certified preliminary site plan approval on February 13
- Little Property (Rosa Street) Lot Line Adjustment – Resubmitted on February 14
- Little Faces Learning Center – Comments to applicant on February 16
- Coastal Corridors Committee Meeting on February 13 (Jocelyn Huff)

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## **Construction Coordinator**

- No report this week

## TOWN MANAGER'S UPDATE ...

- Presented “An Innovative Solution to a Challenging Problem” to Multiplying Goods, Students in Action Program
- Researched Vietnam Veteran Memorial designs – provided information to Sussex Chapter
- Semi-annual meeting with GFL Environmental – review of billing, customer service, and any issues/concerns (Gene Dvornick, Laura Givens)
- Vehicle fleet review and current trends discussion with Enterprise Fleet Management (Gene Dvornick, Laura Givens)
- Attended tour of Springboard Pallet Shelter (Temporary Shelter Facility) – City of Milford, Georgetown Ambulance (93), Georgetown Fire Department (77), Sussex County EMS, and Town of Georgetown (Jamie Craddock, Gene Dvornick, Bobby Fletcher, Laura Givens, Chief Holm, Kenny Wilson)
- Zoom meeting with DelDOT regarding Kimmey Street Extended and DelDOT Gives Back Program (Gene Dvornick, Bobby Fletcher, Laura Givens, Jeff Ward)
- Presented Residential Single-Family Leased Community ordinance discussion to Planning Commission
- Press Release issued for input and recommendations for Downtown Development District Expansion
- Meeting with SUN Behavioral and emergency responders scheduled for February 24
- Worked with Town Engineer on submission of various water and sewer project Notice of Intent for State Revolving Funds
- Responded to grease trap waiver request for local day care
- Memorial bench order placed (TidalHealth) – delivery anticipated in July 2023
- Order placed for cigarette butt collection containers
- Discussion held with Richard Allen Coalition regarding playground design status
- Responded to several FOIA requests
- Followed up on several code enforcement issues

# TOWN MANAGER'S WEEKLY REPORT



*Pepper Street Extended*



*Kimmey Street Extended*



**Dr. Shirley Jackson**

1946-Present

**THEORETICAL PHYSICIST**

Major developments:  
touch-tone telephone,  
caller ID, fiber-optic cable

14 BLACK INVENTORS YOU PROBABLY DIDN'T KNOW ABOUT | THINKGROWTH.ORG



# TOWN MANAGER'S WEEKLY REPORT

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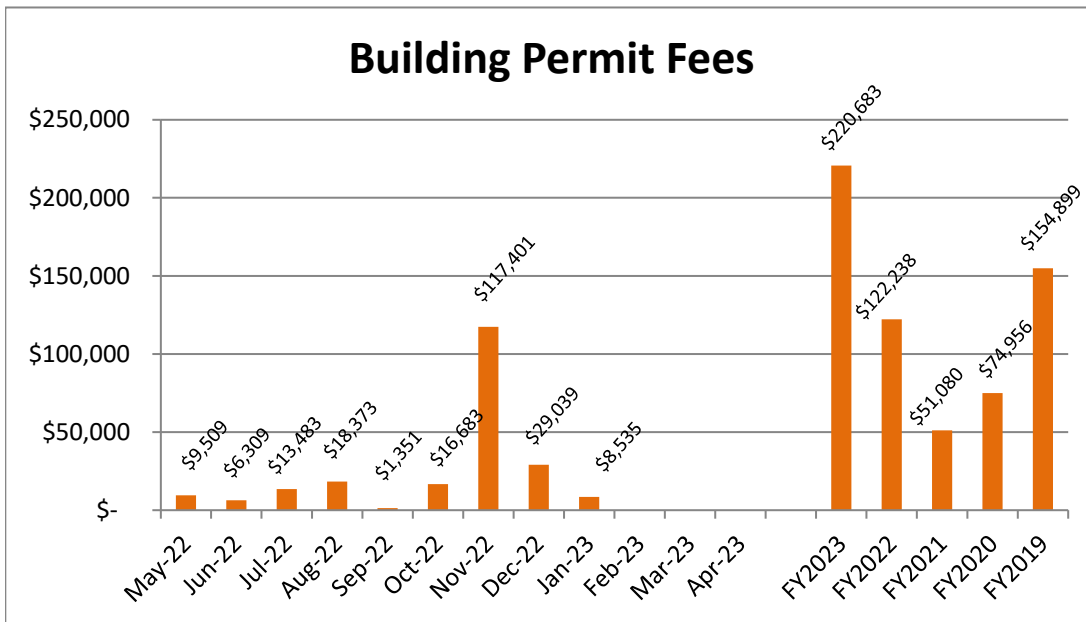
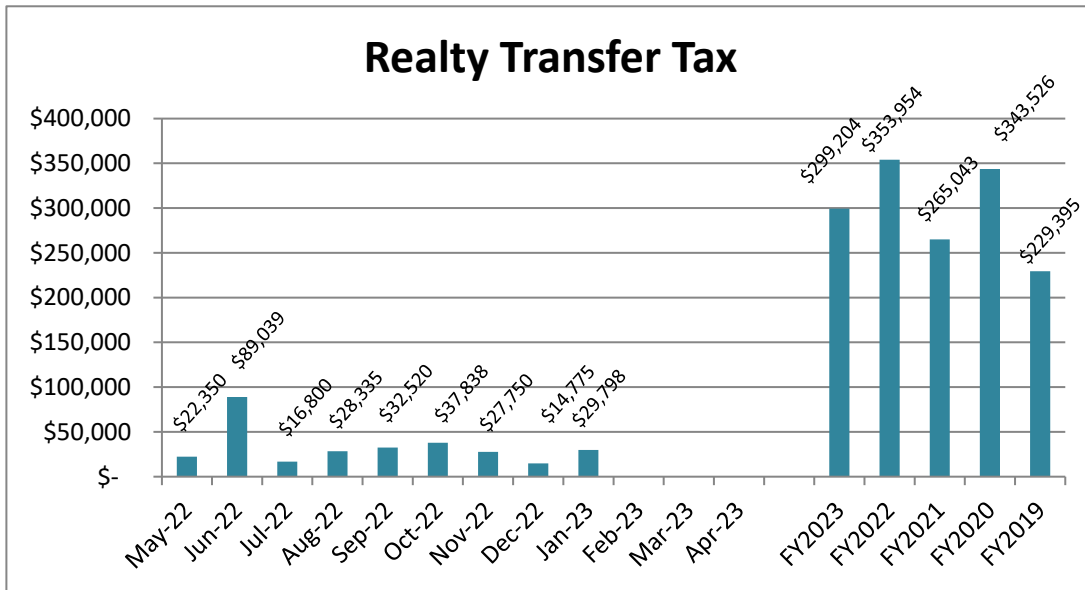
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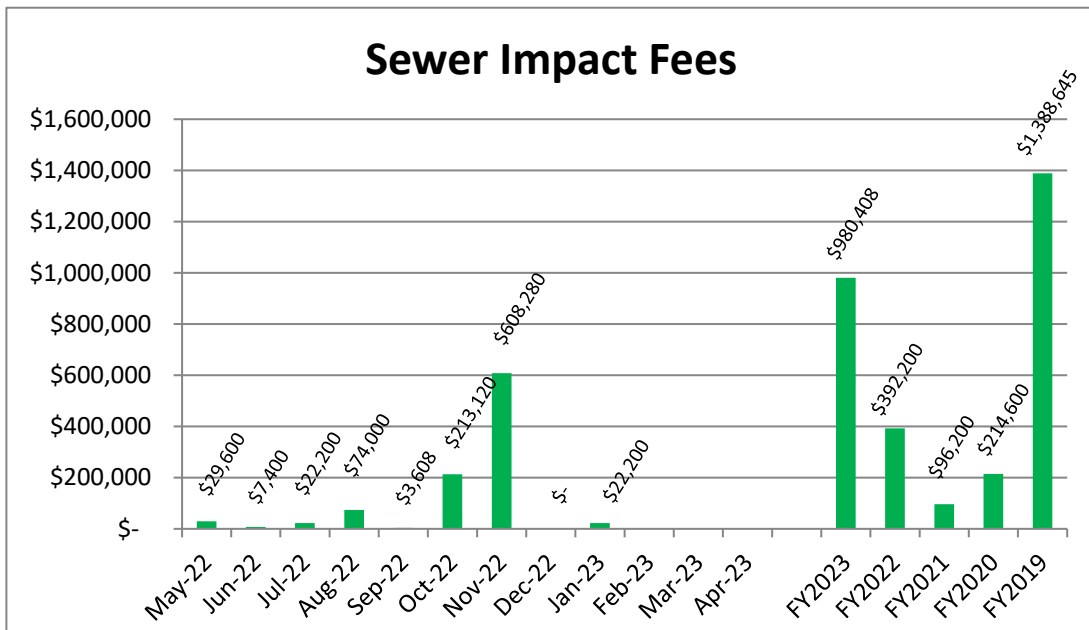
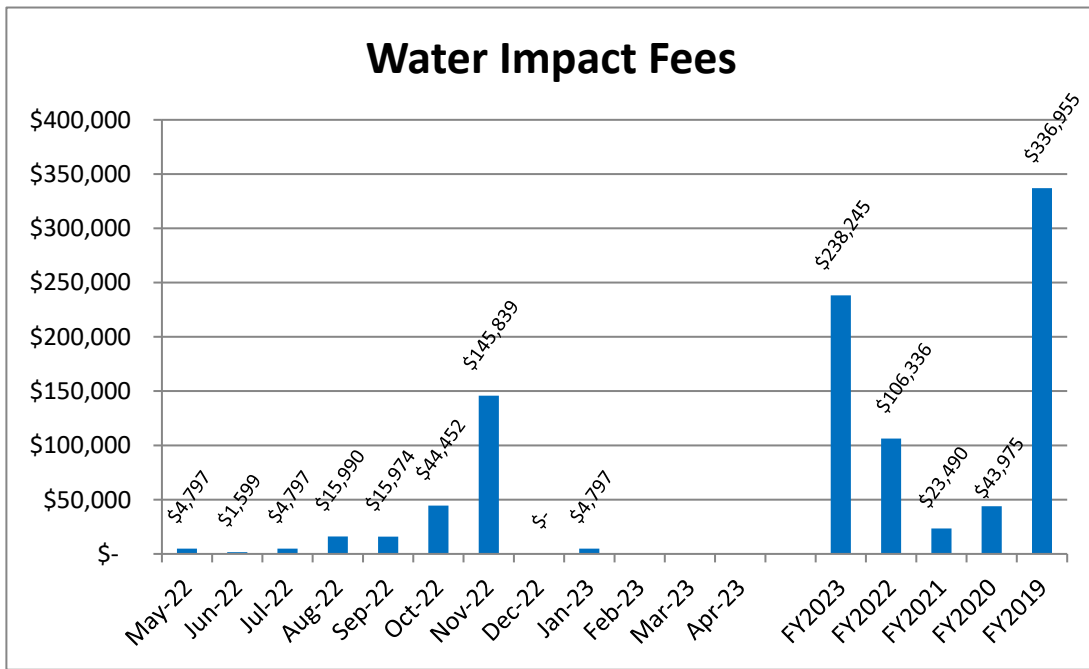
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

*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.*

## Key Revenue Items

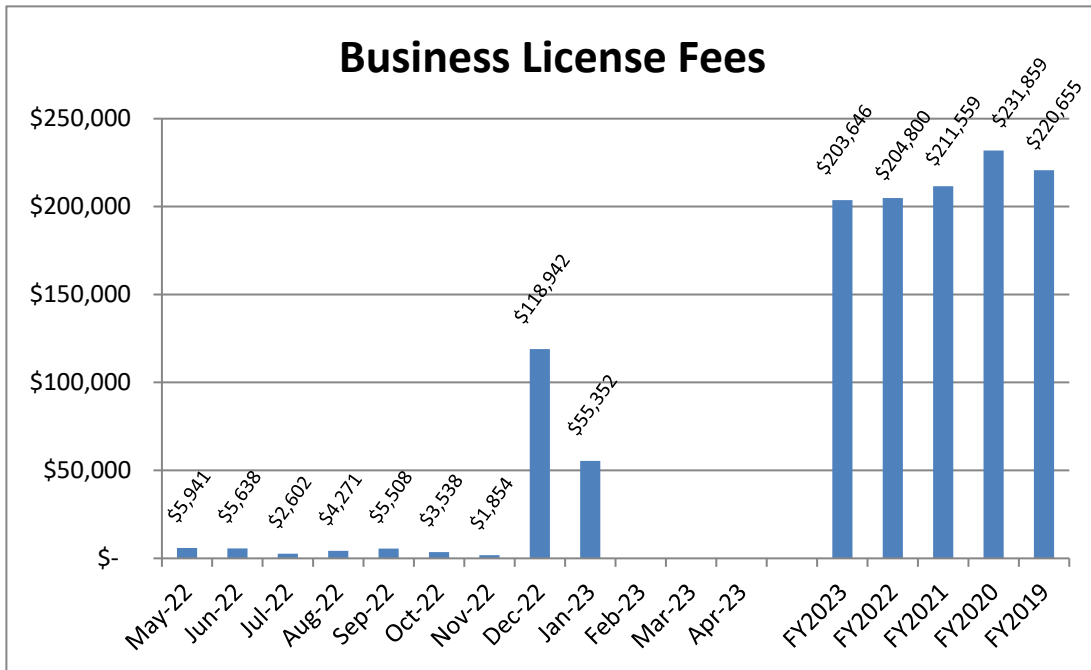


## Key Revenue Items

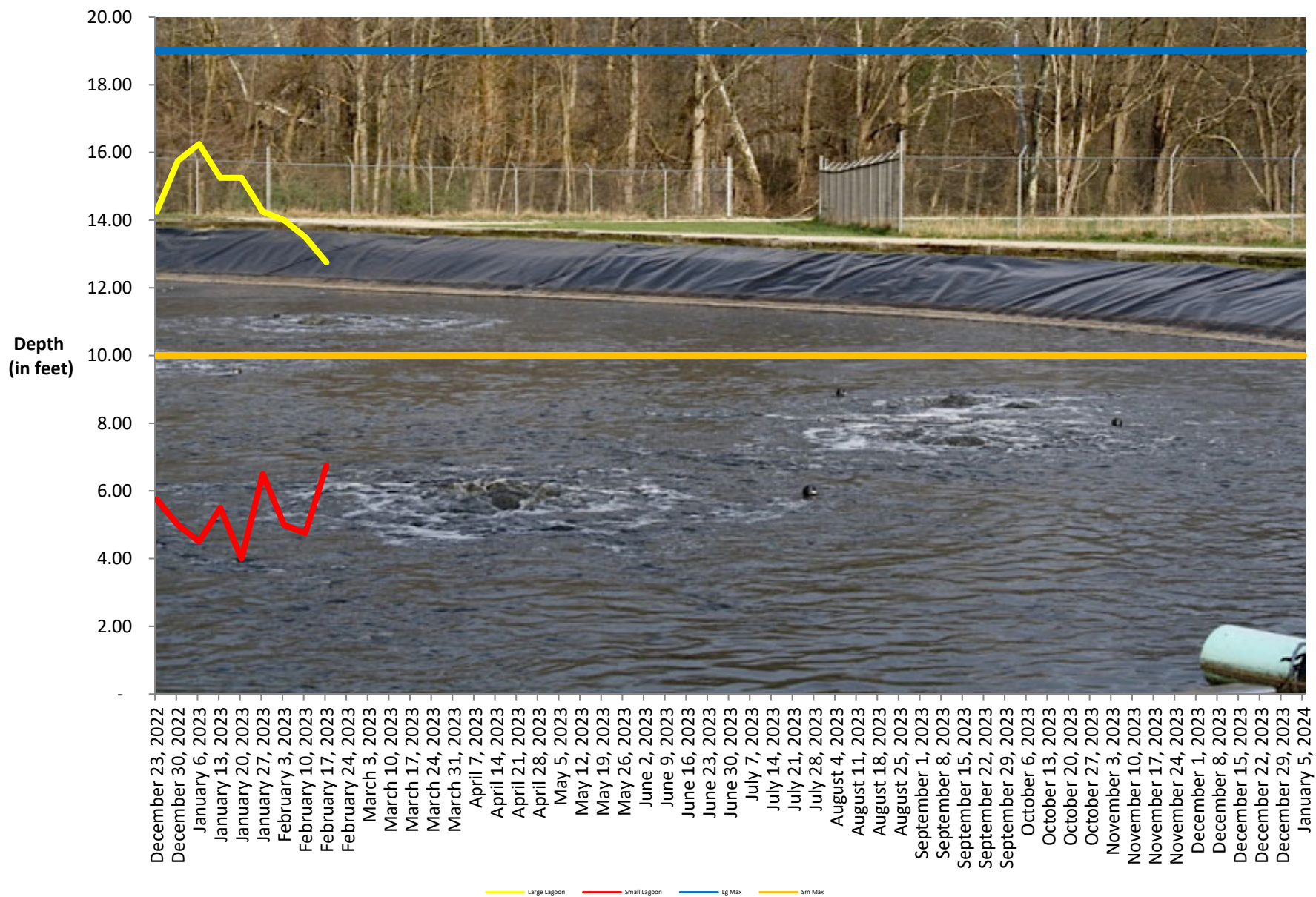




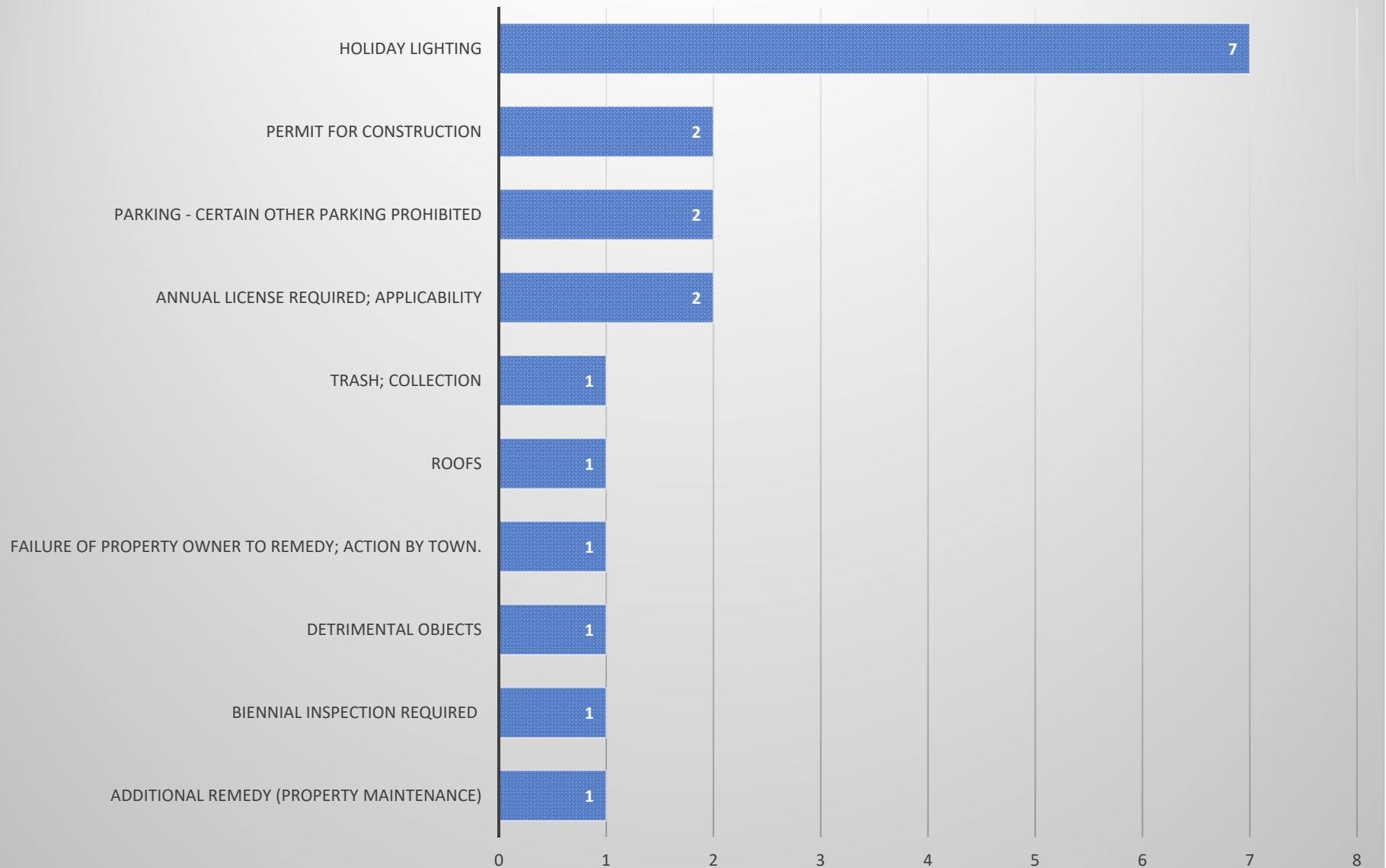
## Key Revenue Items



## WWTF Lagoon Depths



## Code Violations February 10 to February 16, 2023





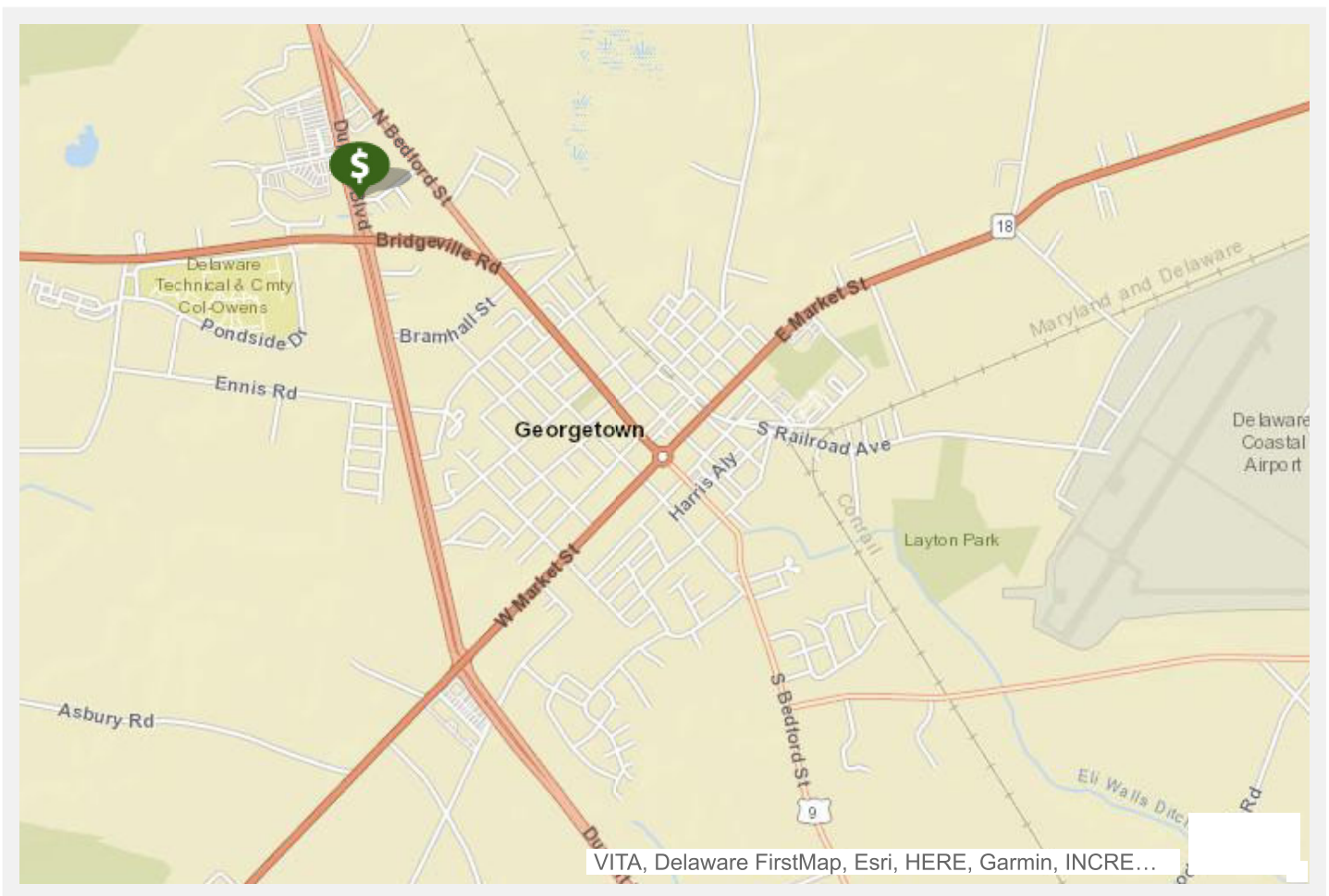
Print

## CrimeMapping.com Map

Friday, February 10, 2023 through Thursday, February 16, 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

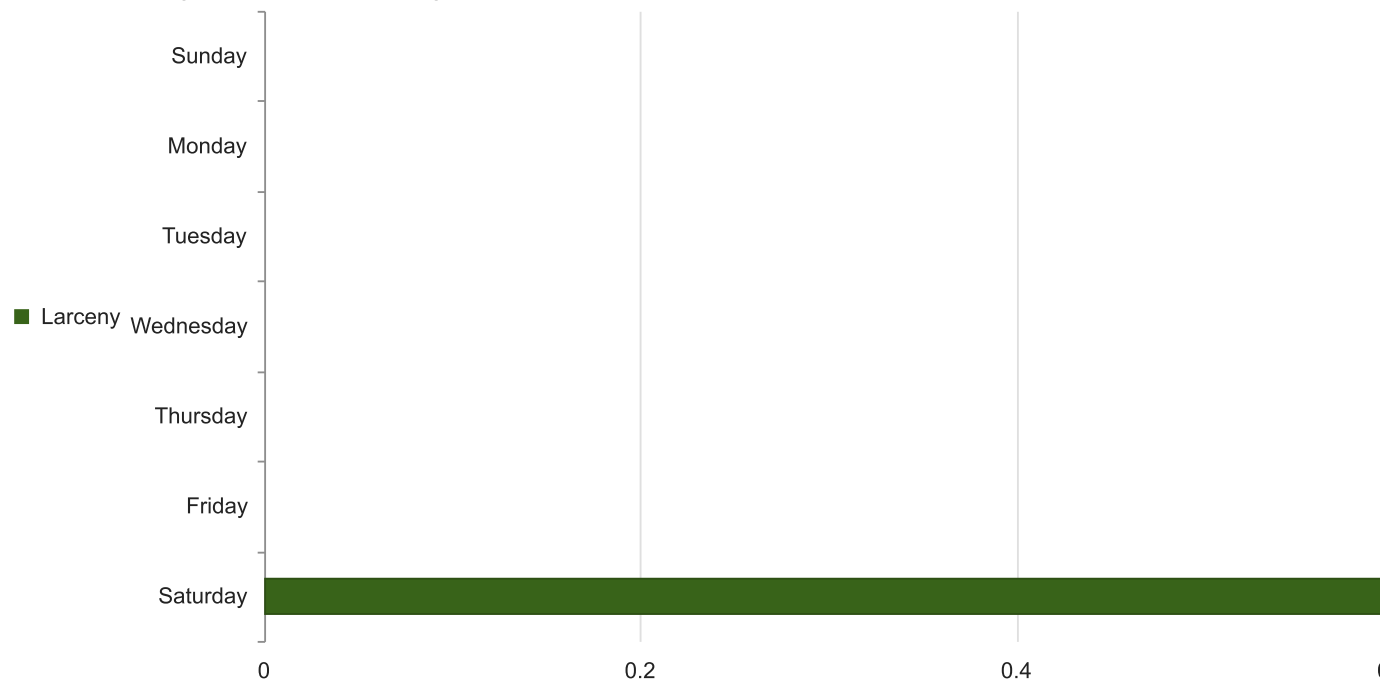
☐ Show crime report ☒ Show crime chart



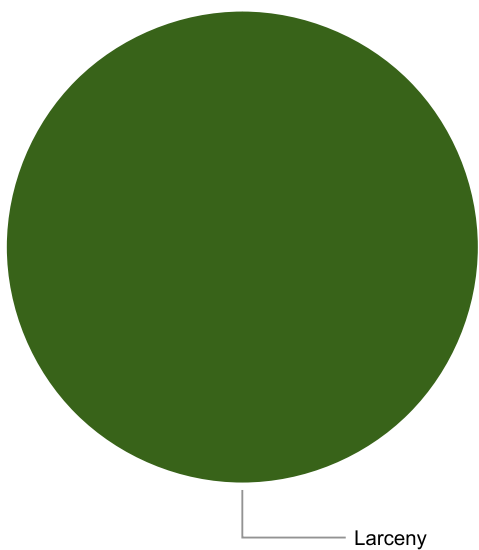
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Day of Week Summary



Crime Summary



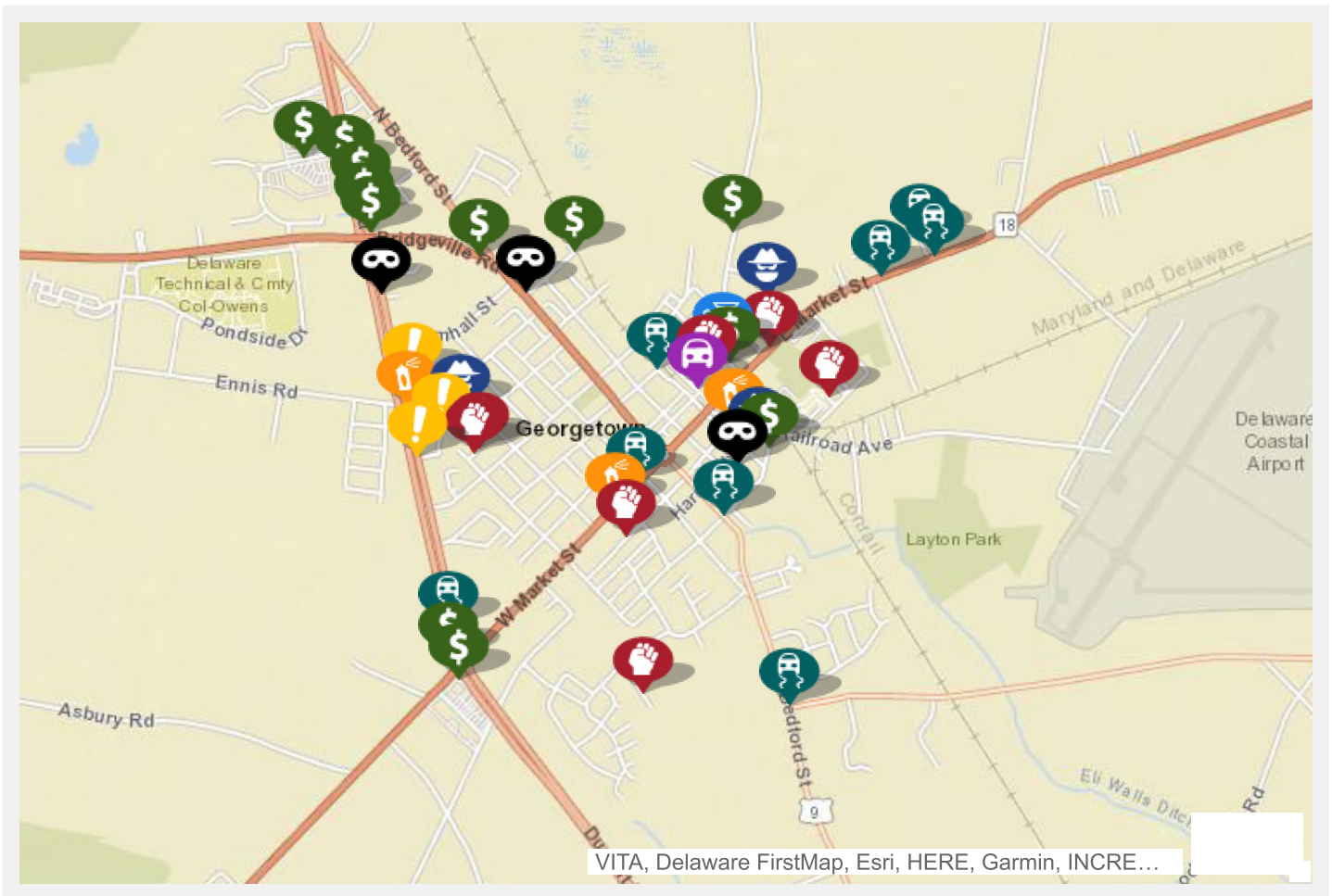


## CrimeMapping.com Map

Sunday, January 1, 2023 through Thursday, February 16, 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

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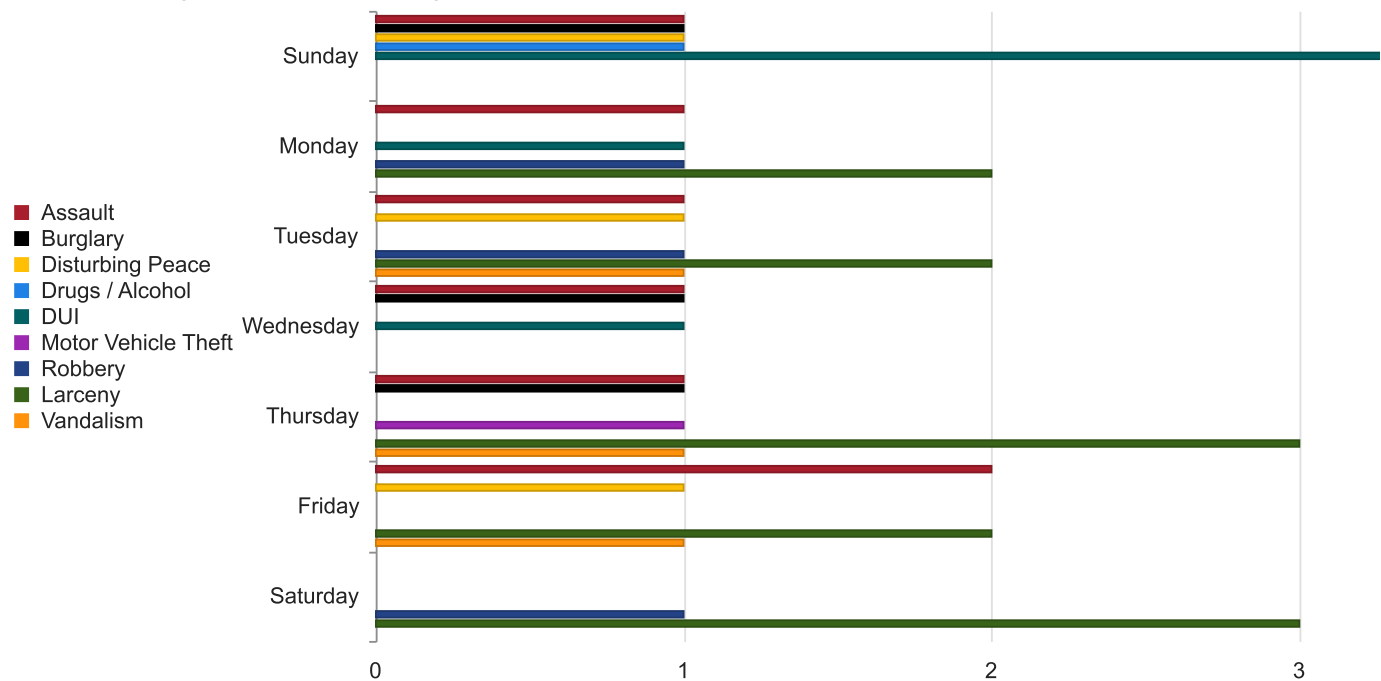


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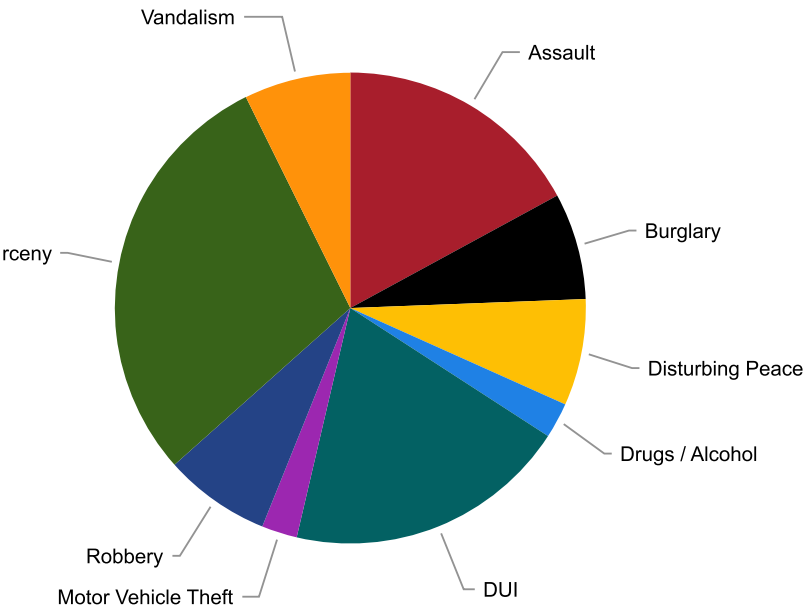
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Day of Week Summary



Crime Summary



# Crime Offense Report

**Feb 9, 2023 - Feb 15, 2023**

## **PART I OFFENSES**

Offense_Order	Crime_Categ	Current Week	Current Year	Week Previous Year	Previous Year
A04	Rape	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
A06	Robbery	<u>0</u>	<u>3</u>	<u>0</u>	<u>1</u>
A07	Assault/Aggravated	<u>0</u>	<u>2</u>	<u>0</u>	<u>2</u>
A08	Burglary	<u>0</u>	<u>5</u>	<u>0</u>	<u>3</u>
A09	Theft	<u>2</u>	<u>24</u>	<u>1</u>	<u>13</u>
A10	Theft/Auto	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>
A12	All Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
<b>PART I OFFENSES</b>		<b>2</b>	<b>36</b>	<b>1</b>	<b>21</b>

## **PART II OFFENSES**

Offense_Order	Crime_Categ	Current Week	Current Year	Week Previous Year	Previous Year
A13	Other Assaults	<u>2</u>	<u>26</u>	<u>0</u>	<u>21</u>
A15	Criminal Mischief	<u>1</u>	<u>7</u>	<u>0</u>	<u>6</u>
A16	Weapons	<u>0</u>	<u>1</u>	<u>0</u>	<u>2</u>
A17	Other Sex Offenses	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>
A19	Drugs	<u>0</u>	<u>18</u>	<u>0</u>	<u>19</u>
A20	Noise/Disorderly Premise	<u>0</u>	<u>10</u>	<u>0</u>	<u>0</u>
A21	Trespass	<u>0</u>	<u>12</u>	<u>0</u>	<u>7</u>
A22	Disorderly Conduct	<u>0</u>	<u>8</u>	<u>0</u>	<u>6</u>
A23	Other	<u>14</u>	<u>157</u>	<u>5</u>	<u>62</u>
<b>PART II OFFENSES</b>		<b>17</b>	<b>240</b>	<b>5</b>	<b>124</b>

## **PART III OFFENSES**

Offense_Order	Crime_Categ	Current Week	Current Year	Week Previous Year	Previous Year
A24	Alarm	<u>2</u>	<u>37</u>	<u>0</u>	<u>0</u>
A25	Animal Control	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>
A26	Recovered Property	<u>0</u>	<u>2</u>	<u>0</u>	<u>3</u>
A27	Service	<u>12</u>	<u>152</u>	<u>0</u>	<u>0</u>
A28	Suspicious Per/Veh	<u>0</u>	<u>34</u>	<u>0</u>	<u>2</u>
<b>PART III OFFENSES</b>		<b>14</b>	<b>227</b>	<b>0</b>	<b>5</b>
<b>Summary</b>		<b>33</b>	<b>503</b>	<b>6</b>	<b>150</b>

Feb 16, 2023

1

8:34:57 AM

# An Innovative Solution to a Challenging Problem

SIA Winter 2023 Conference  
February 11, 2023

*“If you always do what you’ve always done,  
you’ll always get what you’ve always got.”*

*~ Henry Ford*

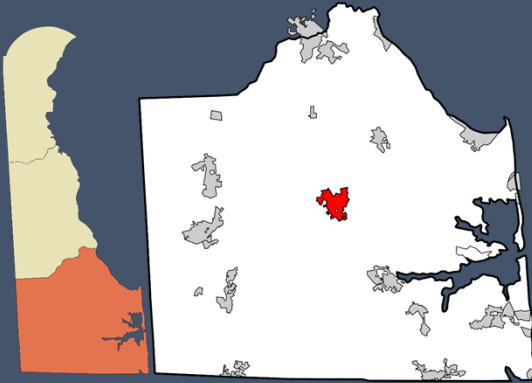
# Agenda

- Myths & Realities
- Georgetown, Delaware
- Homelessness
- Need to do Something
- Innovative Solution
- How You Can Help

## Homelessness – Myths & Realities

1. Homeless should just get a job and they would not be homeless
  - Many homeless do have jobs (sometimes two or three)
  - Estimates are that 40%-60% experiencing homelessness are employed
2. People choose to be homeless
  - Being homeless is stressful, humiliating, exhausting, and dangerous
  - It is a hard day-to-day existence for men, women, and children
3. Homeless are dangerous, violent, and/or criminals
  - No more likely to be a criminal than a person who is housed
  - Most spend their time and resources trying to survive and improve their situation
4. Housing should come with conditions like being clean and sober
  - Homeless can find stability and healing when provided empowering supports focused on housing and supports
5. There is nothing I can do about homelessness
  - Reducing homelessness takes the entire community working together around this common goal

# Georgetown, Delaware



- Sussex County Seat
- Home to:
  - Adams State Service Center
    - Division of Social Services
    - Division of Substance Abuse & Mental Health
  - Probation & Parole
  - Substance Abuse Centers
  - SUN Behavioral Delaware
  - Sussex Correction Institute
  - Transitional (Sober) Houses

- Invisible Population
  - Out of sight – out of mind
  - Subject to stereotypes
- “Tent City”
  - Location in the woods
  - Walking distance to services
- Community
  - Hierarchy
  - Social interaction





- **Age**
  - 18 – 25: 13%
  - 26 – 40: 20%
  - 41 – 59: 47%
  - 60+: 20%
- **Race**
  - Caucasian/white: 50%
  - Black/African American: 30%
  - Other: 20%
- **Gender:**
  - Male: 53%
  - Female: 40%
  - No Response: 2%



- **Working Group formed**
  - September 2021
- **Monthly meetings**
  - Attendance waned
  - Participants changed
- **Great at discussion**
  - All talk – No action
  - No real solutions
- **Frustration**



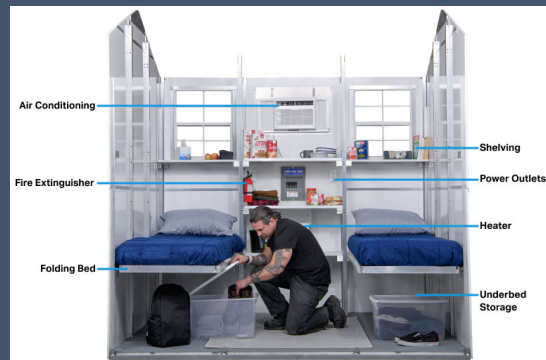
- What has worked elsewhere?
- How can we do it here?
- Just do something...anything!
- Everyone rallied around it

Lets try Pallet Shelters



- Assembled in 1 hour
- Manufactured by people who experienced:
  - Homelessness
  - Substance use disorder
  - criminal justice system

- 64 square feet
- Conditioned space
- Lockable



- Regulations
  - Not permitted in Zoning Code
  - Outside agency approvals
- Staff hesitation
  - Never been tried before
  - What if...
- Public sentiment
  - They don't want help
  - Move them along
  - Waste of money




Notes – Everett Gospel Mission  
Thursday, September 30, 2021

- Adults only – no children
- Starting to allow couples – no questions regarding status as married, engaged, other
- Referrals are from embedded social workers with Everett Police Department (Program name: COV) – they manage referral list to Everett Gospel Mission
- KEY LEARNING: No violence towards others; No drug history; minimal sex offenders (limited numbers); no arson history
- No restriction for mental health issues, drug use
- If drug use is suspected, leverage for increased inspections, searches, etc. – can lead to removal
- KEY LEARNING: Not a feralized in area – A gated community
- Guest Service Representative – only residents allowed in – no guests
- 4 ADA Compliant units
- Layout is based off discussion with Everett Fire Department
- 40' set back from other properties
- Watch for 'drug free' criteria from funders – you cannot comply
- No parking requirements
- 30 days in village is not enough – minimum should be 320 days
- 5 year pilot with annual inspections, checkup, and approval to continue
- Initial 20 shelters – 4 are along couples row – max 40 shelters
- Water to site is essential – needed to wash clothes, dishes, cook on their own (despite food service being provided)
- Adding mobile bathroom/shower facility (later first – then permanent)
- Laundry done by residents themselves – (see photo of laundry rack)
- No stay time limit – assume all to be long term
- Bicycle rack at each unit for storage
- Use occupational therapist students
- Unstable – no services acceptance
- Housing – Stability – Service acceptance
- KEY LEARNING: units are lockable – pallet only uses 5 different sets
- KEY LEARNING: need partner service organizations to run it with Everett Gospel Mission couldn't do it alone – especially with the challenges they face
- Not volunteer run – need professionals
- 64 SF are small and some challenges – consider 100 SF units
- \$300,000 ready for site prep
- Longest time was getting electric
- Monroe Building Code was interested in egress, water, sewer, electric
- Guest say units heat fast, cool fast – not airtight – R3 insulation
- Definitely get the air conditioning units
- NO police department interaction – this is a SAFE place for the residents
- Do have cameras watching the property (not the residents)
- Need to check smoke detectors frequently – residents tend to disconnect

1. Why a temporary use and not a permitted use?
  - Application under City Code (Encampment Ordinance) – Greater time permitted via Hearing than under code provisions
2. How is eligibility for placement in Pallet village determined?
  - See general notes – Everett Police Department COED Program
3. What was (or is) your biggest opposition? Notice to neighbors?
  - There was no opposition from neighbors
  - Encourage off-front communication about the project
4. Anticipated success rate and how will it be measured?
  - Anticipated success rate is zero – 100% engagement of residents with services
  - Housing first is critical
5. Anticipated time residents will remain in Pallet Village?
  - No time limits
  - Key is to show the unit first – do not do conditional intakes
6. Mail is mail delivery handled? Charter Box?
  - Mail is delivered to the main address for Everett Gospel Mission and residents notified they have mail
7. How is security provided?
  - Coverage 24/7 by professional security company – expensive
  - Curfew 11:00 PM to 6:00 AM
  - Locked gate
  - Moving to security overnight and two guest services staff person during the day
8. Who are service providers? EGM Staff, Other NPO, Specific agencies (VA, etc.) scheduled?
  - All the above
  - Hire what you need (specialists)
  - Focus on a team from them (for individual)
  - Housing with supportive services – total wrap around the individual



  
RESOLUTION 2021-06  
AUTHORIZING THE ESTABLISHMENT OF A  
TEMPORARY SHELTER FACILITY

**WHEREAS** on the night of the 2021 Point In Time (PIT) Count, 1,379 people were experiencing homelessness; and

**WHEREAS** this number is more than at any other time in the past 5 years; and

**WHEREAS** since 2018, the number of people experiencing homelessness in Delaware has increased while homeless shelter and housing resources for people experiencing homelessness have decreased; and

**WHEREAS** the number of people experiencing homelessness in 2021 increased by 35%; and

**WHEREAS** in 2021 the geographic locations of people experiencing homelessness changed significantly, with a higher percentage of people experiencing homelessness in Kent and Sussex Counties; and

**WHEREAS** there exists an encampment of homeless persons off of Douglas Street; and


**WHEREAS** clearing encampments causes people to disperse throughout the community and break connections with service providers, increasing the potential for infectious disease spread; and

**WHEREAS** the Town of Georgetown has been working with several non-profit agencies to identify solutions for the homeless population within its corporate limits.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Town of Georgetown, that in recognition of the need for temporary housing for homeless persons, it is the purpose of this resolution to allow sponsoring non-profit organizations to use property owned or controlled by them for temporary homeless shelters, while preventing harmful effects associated with such uses, including the use of open flames, the possibility of impediments to emergency services, the possibility of environmental degradation, the use of improper sanitary facilities, and the possibility of any other factors that would be considered a nuisance under applicable laws.

Notwithstanding any other provision of the Zoning Code, temporary non-profit sponsored shelters are an allowed temporary use only to be located on non-profit owned property or property under the control of the non-profit pursuant to a written agreement with the non-profit, and subject to all of the following:

- 1) Issuance of a Temporary Shelter Permit by the Town of Georgetown

  
REGULATIONS FOR  
TEMPORARY SHELTER FACILITIES

The following interim regulations are for approval of and permit issuance for Temporary Shelter Facilities. The Town of Georgetown reserves the right to amend these interim regulations as necessary from time to time.

- 1) Submission of a Site Plan subject to the following:
  - a) Shelters
    - (1) shall be no smaller than 60 square feet and no larger than 130 square feet and shall have a minimum 8-foot separation between shelter units.
    - (2) shall have a maximum of 2 persons per 64 square feet.
    - (3) shall not have cooking facilities.
    - (4) shall have an address marker on each unit for emergency responders.
    - (5) shall be setback a minimum of 10 feet from the right of way line and 25 feet from any residentially zoned property.
  - b) Site
    - (1) shall have a minimum 24" wide vehicle gate.
    - (2) shall have lighting to provide a safe, secure environment.
    - (3) shall have a common bathroom facility.
    - (4) may have common area for eating or meetings, and
    - (5) shall have night shift security.
- 2) Approvals from outside agencies are to be submitted.
  - (1) Water - Office of Drinking Water
  - (2) Sewer - Department of Natural Resources
  - (3) Site Plan - Office of the State Fire Marshal
- 3) Fencing. Sight-obscuring fencing, minimum of 6' in height, is required around the perimeter of the temporary encampment unless the Town determines that there is sufficient vegetation, topographic variation, or other site condition such that fencing would not be needed.
- 4) Parking shall not be required. If parking is installed, it shall be crushed stone not more than two (2) inches in diameter and at least a 2-inch layer.
- 5) Potable water. The operator of the temporary shelter facility must provide potable water for all occupants.
- 6) Sewer. The operator of the temporary shelter facility must provide central sewer for all occupants.
- 7) Hours of operation and quiet hours. The temporary shelter facility must always be open for registered occupants. Regular hours for occupant intake and discharge must be posted. The shelter manager shall enforce quiet hours between 10:00 p.m. and 6:00 a.m. Entry and exit outside of normal hours of operation will require prior arrangements.
- 8) On-site personnel. A manager or staff must be on-site during normal operating hours. The manager's area shall be located near the entry to the facility. The manager's name, telephone number, and e-mail address must be posted and easily visible to the public.

- **Conceptual Design**
  - Essential for approvals
  - First of many iterations
- **Field Modifications**
  - Real world conditions
  - Not always clear cut
- **Flexibility**
  - Adapt, adapt, adapt
- **Patience**
  - Takes much longer





- Relocation from “Tent City”
  - Started January 30
- 50 homeless
  - 40 individuals
  - 5 couples
- Village Residents helped
  - Cleaning
  - Set up
- Participant Entrance Agreement
  - Goal Setting
  - Code of Conduct
  - Zero Tolerance Policy

## It Takes A Village

- Beebe Healthcare
- First State Community Action Agency
- La Esperanza
- La Red Health Center
- State of Delaware
- Sussex County
- The Springboard Collaborative
- Town of Georgetown
- Community



How  
**YOU**  
can help

- Monthly Celebrations
  - Birthdays & Holidays
- Service Projects
  - Clean Up Day
  - Supply Drive
  - Meal Service
- Challenge Mindsets
- Advocate for Solutions

THANK YOU!

