

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Monday, October 9, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Dog Park Committee:** Tuesday, October 10, 7:00 PM, Town Hall
- ✓ **Planning Commission Meeting:** Wednesday, October 18, 6:00 PM, Town Hall
 - 1. 504 West Laurel Street
 - Comprehensive Plan Amendment: Future Land Use Map
 - Rezone Application
- ✓ **Delaware League of Local Governments:** Thursday, October 19, 5:30 PM, Dover
- ✓ **Town Council Meeting:** Monday, October 23, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS

Finance

- As of October 5, the Town has collected:
 - \$1,830,822 (97%) of the 2024 annual property tax billing (\$1,875,037)
 - October utility billing (\$1,132,499)
 - ✓ Take Note Newsletter
 - ✓ Mailed Utility Bills October 3
- Processed Payroll, Accounts Receivable
 - Processed 45 payroll records.
 - Processed Purchase Orders (88)
 - ✓ Accounts Payable checks generated (59)
 - ✓ Scanned copies of invoices and attached to PO's.
 - Cash Receipt Transactions (305)
 - Miscellaneous Billing Invoices generated (26)
- Provided Tax and Utility Information for property settlements and stamped deeds.
- Completed DFIT Workers Compensation Audit (Olga Holm)
- Vendor information request per IRS (1099)
- Assisted customers with utility bill and parking ticket questions.
- Completed August 2023 Bank Reconciliations
- Attended PFAS Solutions meeting in Milford (Kristen Dabrowski, Bobby Fletcher, Laura Givens)

Construction Coordinator

- No report this week

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Wastewater

- Lagoon depths: Large Lagoon is 8.25 feet and Small Lagoon is 4.50 feet
- Replaced the motor on the chlorine feed pump at Cedar Lane Plant
- Reattached floats to rotating screen at Cedar Lane Plant
- Replaced vacuum belt on 6" Godwin pump
- Replaced oil pressure sensor on 4" Godwin pump

Public Works

- Stage, light tower, and pedestrian gates delivered to airport for Wings and Wheels
- Located all irrigation heads in The Circle for aeration and seeding to be done
- Contacted Apostle Expert Exteriors regarding Town Hall (39 The circle) roof leaking – Visit being scheduled
- Replaced POW flag at Town Hall
- “Authorized Parking Only” signs installed back of Administrative Offices and Admin Explorer parked out back
- Trash picked up along railroad tracks from Pepper Street half-way down to Douglas Street
- All bushes have been removed from the inner Circle

Planning

- Popeyes (20785 Dupont Blvd) – resubmitted on October 6
- Sun Behavioral Expansion – resubmitted on October 2
- Readdressed School Lane properties due to new construction
- ePlanSoft (Electronic Plan Review) set-up meeting on October 5 (Jamie Craddock, Jocelyn Huff)
- Predevelopment Meetings:
 - North Front Street (Lot Subdivision) – October 3
- Building Permits (September):

| Building Activity | September 2023 | August 2023 | September 2022 |
|-----------------------|----------------|-------------|----------------|
| Permits Issued | 32 | 28 | 17 |
| Value of Improvements | \$2,370,128 | \$697,427 | \$138,739 |
| Permit Revenue | \$23,815 | \$7,123 | \$1,405 |

TOWN MANAGER'S WEEKLY REPORT



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) (copy attached)
- Departmental Press Releases issued as warranted

TOWN MANAGER'S UPDATE

- Finalized and submitted Department of Transportation Neighborhood Access and Equity Grant Program (pedestrian rail crossing safety improvement feasibility study)
- Attended ICMA Annual Conference – Sessions attended:
 - ✓ Employee Engagement – What It is, What It isn't and How to Do It
 - ✓ LGBTQIA+ Inclusion 101
 - ✓ Northeast Regional Meeting
 - ✓ Financial Management During Turbulent Times
 - ✓ Negotiating Your Next Employment Agreement
 - ✓ Game On: A Championship Vision: Winning | Discipline | Leadership
 - ✓ The Remix: Hot to Lead and Succeed in the Multigenerational Workplace
 - ✓ New Skills for Managing Difficult Conversations with Colleagues
 - ✓ Leading Through Crisis: Keep Calm and City Manager On
 - ✓ When Tragedy Strikes: Preparing for and Dealing with Critical Injury and Death Among First Responders
 - ✓ A Strategic Approach to Addressing Homelessness: The City of Vista's Homeless Strategic Plan
 - ✓ Get Big Things Done: The Power of Correctional Intelligence
 - ✓ Community First! Village Tour (3 hour site visit)
 - ✓ Transforming Managers from Boss to Coach
 - ✓ You Can and You Will: Finding Resilience on the Path to Success
- Met with representatives of the County Seat RV Resort to discuss utility (water and sewer) connections (Gene Dvornick, Jeff Ward, Bill West)
- Met with Mayor and Vice Mayor of Milton to review and discuss Georgetown parking – covered Town Code, kiosks, appeal process, and enforcement (Gene Dvornick, Laura Givens)
- Attended Sussex County Association of Towns Steering Committee – Speaker topics:
 1. Blue Technologies – Ocean Robotics, Offshore Wind Training
 2. Blue Economy – Offshore wind, marine robotics, aquaculture, coastal tourism
 3. Sussex County Medical School Initiative (osteopathic medicine)
- Responded to several FOIA requests
- Followed up on several code enforcement issues

TOWN MANAGER'S
WEEKLY REPORT



TOWN MANAGER'S WEEKLY REPORT



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

In an effort to 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) 500-8140 **NEW**

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

Casella Waste Systems:

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

Dear Georgetown Community,

Fall is in the air and soon we will be into the winter months and those cold chilly nights. October is Fire Prevention Month, please take time to check your smoke detectors and carbon monoxide detectors. If you don't have one, please contact Town Offices and they can direct you where to find one. Please have your heaters checked and your chimney cleaned. In mid-September, we had a tragic house fire. Please take a moment to check on your neighbors to make sure they are safe.

We are nearing completion of the Market and Bedford Street Rehabilitation Project, if you see Senator Pettyjohn or Representative Briggs-King, offer a thank you as they were instrumental in getting this project funded and completed. Now that the streets are smooth, please watch your speed because there are still children on the streets.

I am hopeful the Park Avenue bypass will soon be completed to help reduce the truck traffic downtown which is damaging our curbing.

Over the past two years, I have seen more non-profits wanting to get involved with different events throughout the Town – thank you for bringing friends, family, and visitors to Georgetown.

I want to take the time to thank everyone for positive comments and working to make Georgetown better – this is truly what makes us “Georgetown. Well Rounded.”

Bill West

Mayor

Fire Safety



- ◇ Install & Test once a month smoke and carbon monoxide detectors
- ◇ Never leave cooking unattended, even for a short time
- ◇ Never leave a burning candle unattended
- ◇ Do not overload extension cords or power outlets
- ◇ Do not leave portable heaters on when you leave a room or the house.

Upcoming Events

- ◇ 15th Annual Wings & Wheels - Saturday, October 7, 10:00 a.m. - 4:00 p.m.
- ◇ Halloween, October 31, 2023 - Trick or Treating 6:00 p.m. - 8:00 p.m.
- ◇ Daylight Savings Time ends at 2:00 a.m. on Sunday, November 5 (Set clocks back one hour)
- ◇ Caroling on the Circle (6:00 p.m.) & Georgetown Christmas Parade (7:00 p.m.) - Thursday, December 7, 2023

Closed for the Holiday

Veterans Day - Friday, November 10, 2023
Thanksgiving Day - Thursday, November 23, 2023
Day After Thanksgiving - Friday, November 24, 2023
Christmas Day - Monday, December 25, 2023
Day After Christmas - Tuesday, December 26, 2023
New Year's Day - Monday, January 1, 2024

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 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 - Tony Neal
tneal@georgetowndel.com

Ward 3 - Angela Townsend
atownsend@georgetowndel.com

Ward 4 - Penuel Barrett
pbarrett@georgetowndel.com

Upcoming Georgetown Library Events...



- **Friends Book Sale** - October, 13 (10 a.m. - 7p.m.), October, 14 (10 a.m. - 5 p.m.), October 15 (10 a.m. - 12:30 p.m.)
- **Sip n Shop** - October 13 (6:00 - 8:00 p.m.) Enjoy Salted Vines wine while browsing for books from our annual book sale and bidding on silent auction items
- **Cybersecurity: Protecting your Identity** - October 21 (12:00 - 1:00 p.m.) Stealing identities and other data has become BIG business! Learn ways to safeguard your identity while still using the internet
- **Understanding Credit** - October 21 (12:00 - 1:00 p.m.) Ready to take charge of your financial future? Tidemark Federal Credit Union invites you to a free event dedicated to empowering you with valuable knowledge about credit. Discover the secrets to a stronger credit score and a brighter financial future!
- **Delaware Recycles Program** - November 13 (5:30 - 6:30 p.m.) Are you ever unsure about what to recycle? Come meet with the Department of Natural Resources and Environmental Control's Delaware Recycles Program. Learn ways to reduce your waste and know exactly what is acceptable to recycle in Delaware.
- **Make Your Own Holiday Centerpiece** - December 18 (3:00 and 5:00 p.m.) Come make your own holiday centerpiece! All supplies will be provided. If you would like to bring your own vessel or embellishments you are welcome to do so. Registration is required. Sign up online at georgetown.lib.de.us. This class will take place at 3:00 p.m. and 5:00 p.m. It is the same class both times. For adults only.

2024 ANNUAL LICENSE RENEWALS

RENTAL PROPERTY REQUIREMENTS & BIENNIAL INSPECTIONS FOR 2024

Biennial inspections for Wards 2 and 4. Property owners in those Wards will receive in the mail contact information for the third party agency to schedule their required inspections. Inspections must be scheduled and/or completed by December 31, 2023. The new Residential Rental Property requirements can be found on the Town's website www.georgetowndel.com, by going to the Planning Department Section and clicking on the Residential Rental Properties Tab.

RENTAL/BUSINESS LICENSE RENEWAL FORMS will be mailed in November. To renew a license, applicants must be current on all Town obligations per the Clean Hands Ordinance, Town Code §89-2. The completed renewal form, fee, and other required documents are due by December 31, 2023.

Trash Schedule

October 3 - Yard Waste
October 6 - Trash & Recycle
October 10 - Yard Waste
October 13 - Trash
October 17 - Yard Waste
October 20 - Trash & Recycle
October 24 - Yard Waste
October 27 - Trash
October 31 - Yard Waste

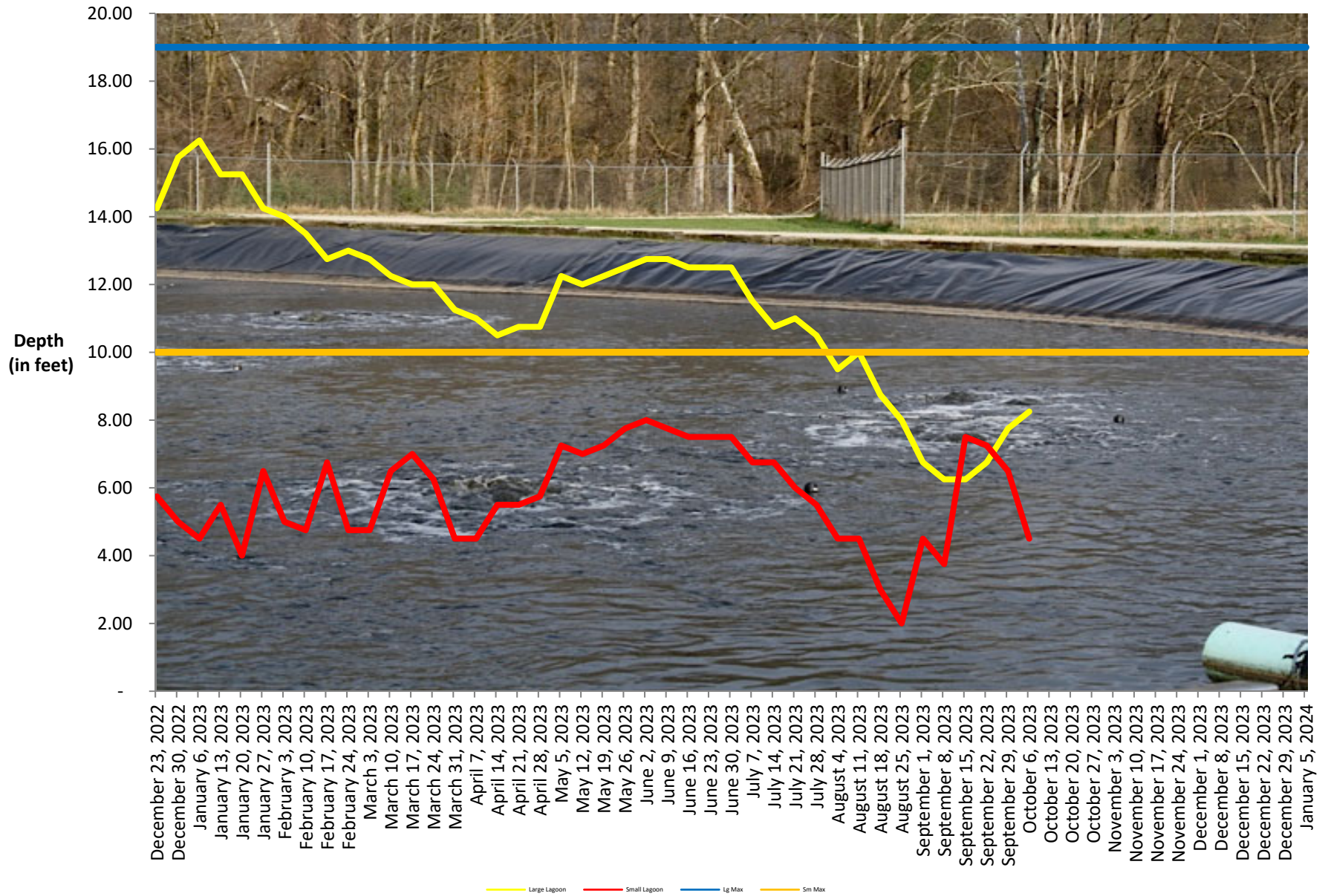
November 3 - Trash & Recycle
November 7 - Yard Waste
November 10 - Trash
November 14 - Yard Waste
November 17 - Trash & Recycle
November 21 - Yard Waste
November 25 - Trash (Saturday)
November 28 - Yard Waste

December 1 - Trash & Recycle
December 8 - Trash
December 12 - Yard Waste
December 15 - Trash & Recycle
December 22 - Trash
December 27 - Yard Waste (Wednesday)
December 30 - Trash & Recycle (Saturday)

Yard Waste is to be contained in paper, compostable bags. Bundles no greater than 4 inches in diameter, or exceed 4 ft. in length. Bags/bundles must weigh less than 5 lbs. each. Bags or bundles containing materials other than yard waste will not be collected.

Trash & Recycle - Overflowing trash containers are not acceptable. Lid must close. If your container is broken or missing a lid, please call the office at (302) 856-7391.

WWTF Lagoon Depths

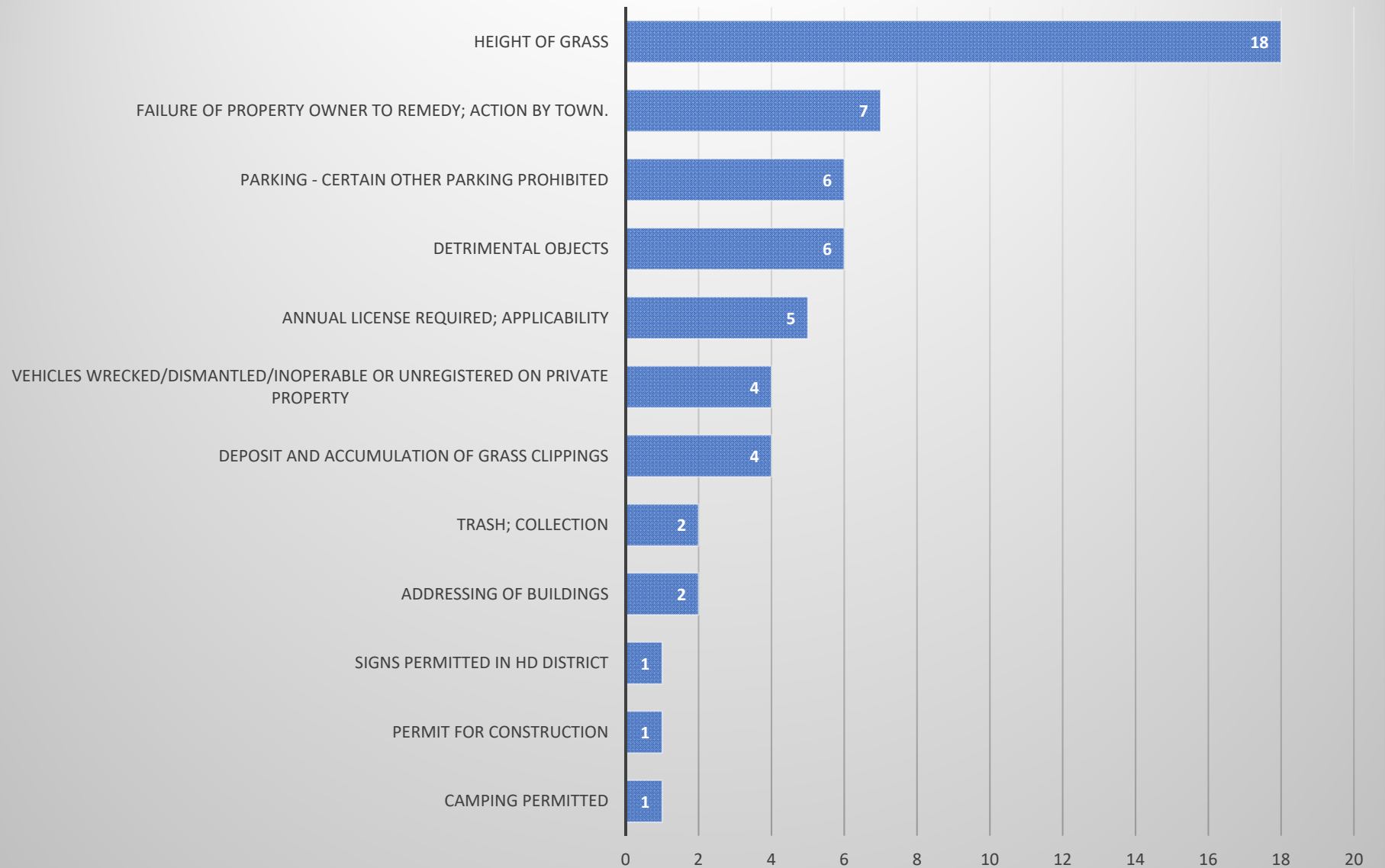


Building Permit Activity



Code Violations

September 29, 2023 to October 5, 2023

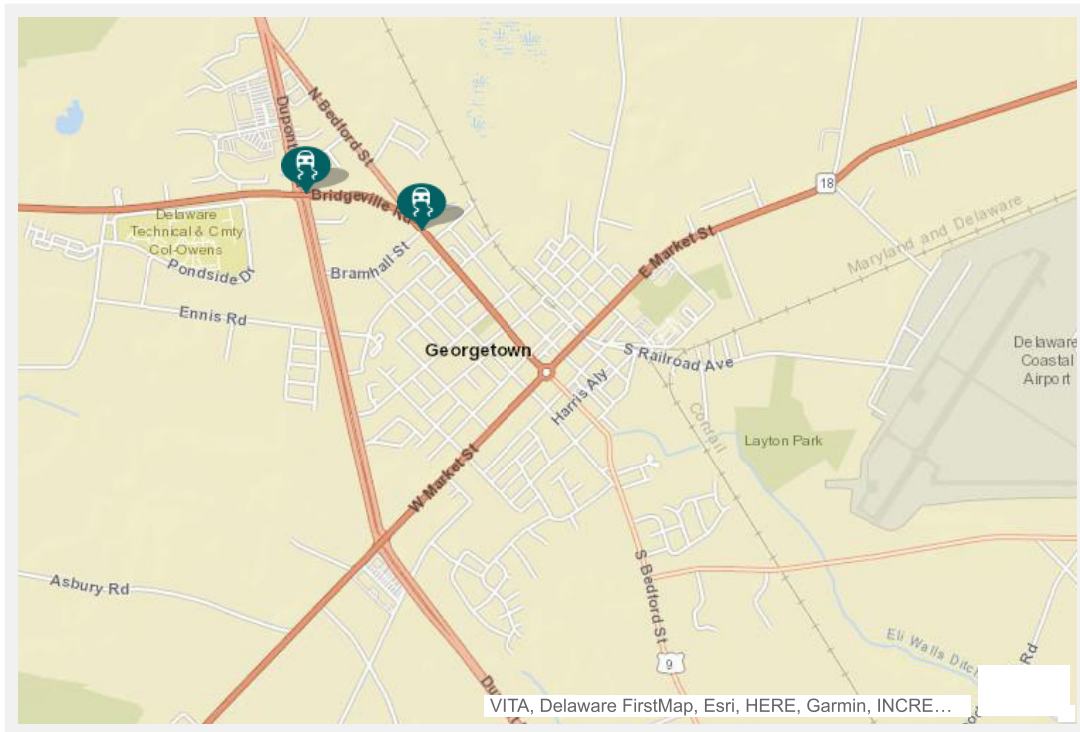


CrimeMapping.com Map

Friday, September 29, 2023 through Thursday, October 5, 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.

All representations on this map are distributed and transmitted "AS IS" without warranties of any kind, either express or implied including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. In no event shall CrimeMapping.COM become liable to users of these data for any loss or damages, consequential or otherwise, including but not limited to time, money, goodwill, arising from the use, operation or modification of the data. The visual presentation of data is being provided strictly as a courtesy, not as an obligation to its users.

Crime Report

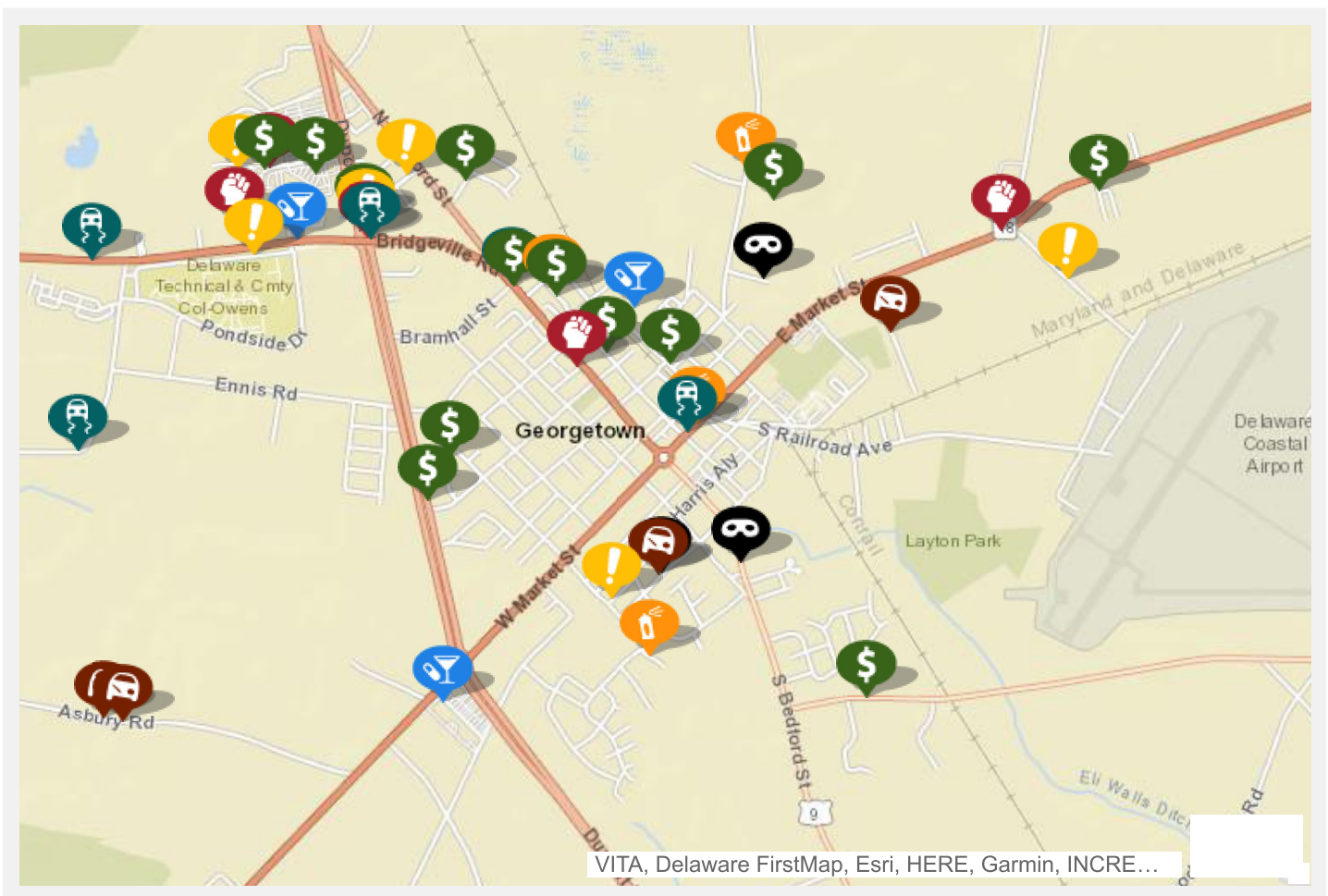
| Type | Description | Incident # | Location | Agency | Date |
|---|-----------------------------|------------|---|-----------------------|-------------------|
|  | DRIVING UNDER THE INFLUENCE | | ON BEDFORD STREET SR18 30.47 FEET SOUTH EAST FROM BRAMHALL | Delaware State Police | 10/2/2023 1:20 AM |
|  | DRIVING UNDER THE INFLUENCE | | ON BEDFORD STREET SR18 45.55 FEET EAST FROM DUPONT BOULEVAR | Delaware State Police | 10/1/2023 8:12 PM |

CrimeMapping.com Map

Sunday, April 9, 2023 through Thursday, October 5, 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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Crime Offense Report

Sept 28, 2023 - Oct 4, 2023

PART I OFFENSES

| Offense_Order | Crime_Categ | Current Week | Current Year | Week Previous Year | Previous Year |
|------------------------|--------------------|--------------|--------------|--------------------|---------------|
| A03 | Kidnap | 0 | 1 | 0 | 1 |
| A04 | Rape | 0 | 12 | 0 | 8 |
| A06 | Robbery | 0 | 9 | 0 | 3 |
| A07 | Assault/Aggravated | 0 | 26 | 0 | 18 |
| A08 | Burglary | 0 | 19 | 0 | 10 |
| A09 | Theft | 0 | 230 | 0 | 91 |
| A10 | Theft/Auto | 0 | 6 | 0 | 2 |
| A12 | All Other | 0 | 6 | 0 | 4 |
| PART I OFFENSES | | 0 | 309 | 0 | 137 |

PART II OFFENSES

| Offense_Order | Crime_Categ | Current Week | Current Year | Week Previous Year | Previous Year |
|-------------------------|--------------------------|--------------|--------------|--------------------|---------------|
| A13 | Other Assaults | 0 | 202 | 0 | 164 |
| A14 | Rec. Stolen Property | 0 | 1 | 0 | 1 |
| A15 | Criminal Mischief | 0 | 105 | 0 | 41 |
| A16 | Weapons | 0 | 15 | 0 | 15 |
| A17 | Other Sex Offenses | 0 | 10 | 0 | 10 |
| A18 | Alcohol | 0 | 3 | 0 | 3 |
| A19 | Drugs | 1 | 169 | 1 | 161 |
| A20 | Noise/Disorderly Premise | 0 | 79 | 0 | 12 |
| A21 | Trespass | 1 | 136 | 1 | 96 |
| A22 | Disorderly Conduct | 0 | 109 | 0 | 89 |
| A23 | Other | 3 | 1,396 | 4 | 599 |
| PART II OFFENSES | | 5 | 2225 | 6 | 1191 |

PART III OFFENSES

| Offense_Order | Crime_Categ | Current Week | Current Year | Week Previous Year | Previous Year |
|--------------------------|--------------------|--------------|--------------|--------------------|---------------|
| A24 | Alarm | 0 | 242 | 0 | 1 |
| A25 | Animal Control | 0 | 6 | 0 | 0 |
| A26 | Recovered Property | 0 | 35 | 0 | 25 |
| A27 | Service | 3 | 1,300 | 0 | 18 |
| A28 | Suspicious Per/Veh | 0 | 306 | 0 | 8 |
| PART III OFFENSES | | 3 | 1889 | 0 | 52 |
| Summary | | 8 | 4423 | 6 | 1380 |

Oct 5, 2023

1

10:10:05 AM