

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **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
- ✓ **Sussex County Association of Towns:** Wednesday, November 1, 6:00 PM, hosted by Milton
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, November 3, 9:00 AM, First State Community Action Agency
- ✓ **Town Offices Closed:** Friday, November 10, in observation of Veterans Day

UPDATES FROM DEPARTMENTS

Finance

- As of October 12, the Town has collected:
 - \$1,830,822 (97%) of the 2024 annual property tax billing (\$1,875,037)
 - \$100,275 (9%) of the October utility billing (\$1,132,499)
- Processed Payroll, Accounts Receivable
 - Processed 46 payroll records.
 - Processed Purchase Orders (112)
 - ✓ Accounts Payable checks generated (112)
 - ✓ Scanned copies of invoices and attached to PO's
 - Cash Receipt Transactions (734)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Assisted customers with utility bill and parking ticket questions
- Hydrant Flow Test Procedure Meeting (Hobie Brewington, Kristen Dabrowski, Craig Eaton, Bobby Fletcher, Laura Givens, Richard Hudson, Jeff Ward)
- Completed Quarterly Fiscal Reports for Police Grants – Period ending September 30, 2023
 - VW-2906 Georgetown PD Victim Services Specialist
 - VW-3113 Georgetown PD Victim Services Specialist
 - VW-2679 Georgetown Guardian Program (Clinician)

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Construction Coordinator

- Certificate of Occupancy
 - 621 Cpl Rodney W Wilson Loop
 - Little Faces Daycare (re-inspection)
 - 214 North Race Street (Temporary)
- Village of College Park
 - Storm sewer main install inspection
 - Inspect sidewalk subgrade for Lot #9
- Nanticoke Tribe #21
 - Correspondence between project engineer and DelDOT for utility permit
- Miss Utility Locate Summary (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 8.25 feet and Small Lagoon is 3.25 feet
- Removed the aerator from the Stevenson Lane equalization basin and sent out for repair
- Cleaned out sludge and grit from the Stevenson Lane equalization basin
- Pulled the chlorine pump at the Cedar Lane treatment facility and cleaned debris off the screen
- Installed a new well screen casing on the chlorine pump at Cedar Lane
- Met with Ring Lardner to discuss our comments on the rehabilitation plans for the Main pumping station

Public Works

- Delivered stage to Frederica on October 5 and picked up stage on October 9
- Delivered stage to Mulligans Point on October 10, picked up same day
- Delivered Marvel Museum stage, pedestrian gates, and light tower to Wings and Wheels on October 3
- Picked up Marvel Museum stage, pedestrian gates, and light tower from Wings and Wheels
- Delivered 160 pedestrian gates to South Railroad Avenue soccer fields
- Lywood Electric has started repair/new wire in conduit East Market Street lights
- Replaced fountain pump and removed broken filter – re-piped where needed
- Cleaned out drain pipe and installed screen inset on pipe under mailbox cluster box on Wagamon Avenue
- Performed water meter flow test for resident on Fairway West (meter failed)
- Emptied and cleaned out fluoride tanks at King Street and Stevenson Lane water plants

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Planning

- Shortleaf Preserve Zoning approved by Town Council on October 9; approval letter issued October 12
- Little Faces Daycare Final Certificate of Occupancy issued on October 11
- State of Delaware issued DDD rebate of \$23,517.00 for a new single family home constructed on Rosa Street by Habitat for Humanity
- ePlanSoft (Electronic Plan Review) set-up meeting held on October 12 (Jamie Craddock, Jocelyn Huff, Stephanie Roblero, and Town Engineers)
- Predevelopment Meeting:
 - 7 Parsons Lane (New construction – SFD) – October 10
 - 310 North Race Street (New printing business) – October 12
 - 402 Cedar Street (New construction – SFD) – October 12

Police

- Weekly Code Enforcement statistics updated (copy attached)
- Weekly CrimeMapping Reports (copy attached)
- Departmental Press Releases issued as warranted

TOWN MANAGER'S UPDATE

- Met with representatives of Cinderberry Estates to review property markers, Town ROW, and plans for cluster mailbox maintenance – ROW Agreement to be drafted (Gene Dvornick, Bobby Fletcher, Jeff Ward)
- Researched Town owned properties for Dog Park Committee
- Meeting held with The Insurance Market to review Armor360°, Zywave Learning, and longtime broker retirement (Gene Dvornick, Laura Givens)
- Final walking tour of Kimmeytown completed – documentation of property conditions (Jamie Craddock, Gene Dvornick, Jocelyn Huff)
- Attended Ribbon Cutting/Grand Opening Ceremony of the new Paramedic Office and Training Facility
- Discussion with Chief Holm regarding vehicles replacement needs and means to address same
- Responded to local print media questions on Shortleaf Preserve
- Met with Councilperson Townsend to review Town owned properties as possible dog park locations
- Participated in webinar with aptegy – Municipal mobile app and Thrillshare (one post to multiple platforms) (Kristen Dabrowski, Gene Dvornick, Laura Givens)

TOWN MANAGER'S WEEKLY REPORT



- Met with City of Milford Planning Staff to review processes, application timing, Downtown Development District outreach, and GIS utilization (Gene Dvornick, Jocelyn Huff)
- Provided Milford Planning Department our Code Enforcement Process, fees, software, and contact information
- Addressed resident concern with trash service
- Review Sussex County Letter Agreement for cost share on pavement rehabilitation of Harris Alley (~\$10,796.84)
- Provided local resident information on proposed bike trail extension through Layton-Thompson Park and connection to Park Avenue
- Responded to several FOIA requests
- Followed up on several code enforcement issues

FIRE PREVENTION WEEK October 8 - 14, 2023

**Cooking safety starts with YOU.
Pay attention to fire prevention.**



@GlendaleFireCA



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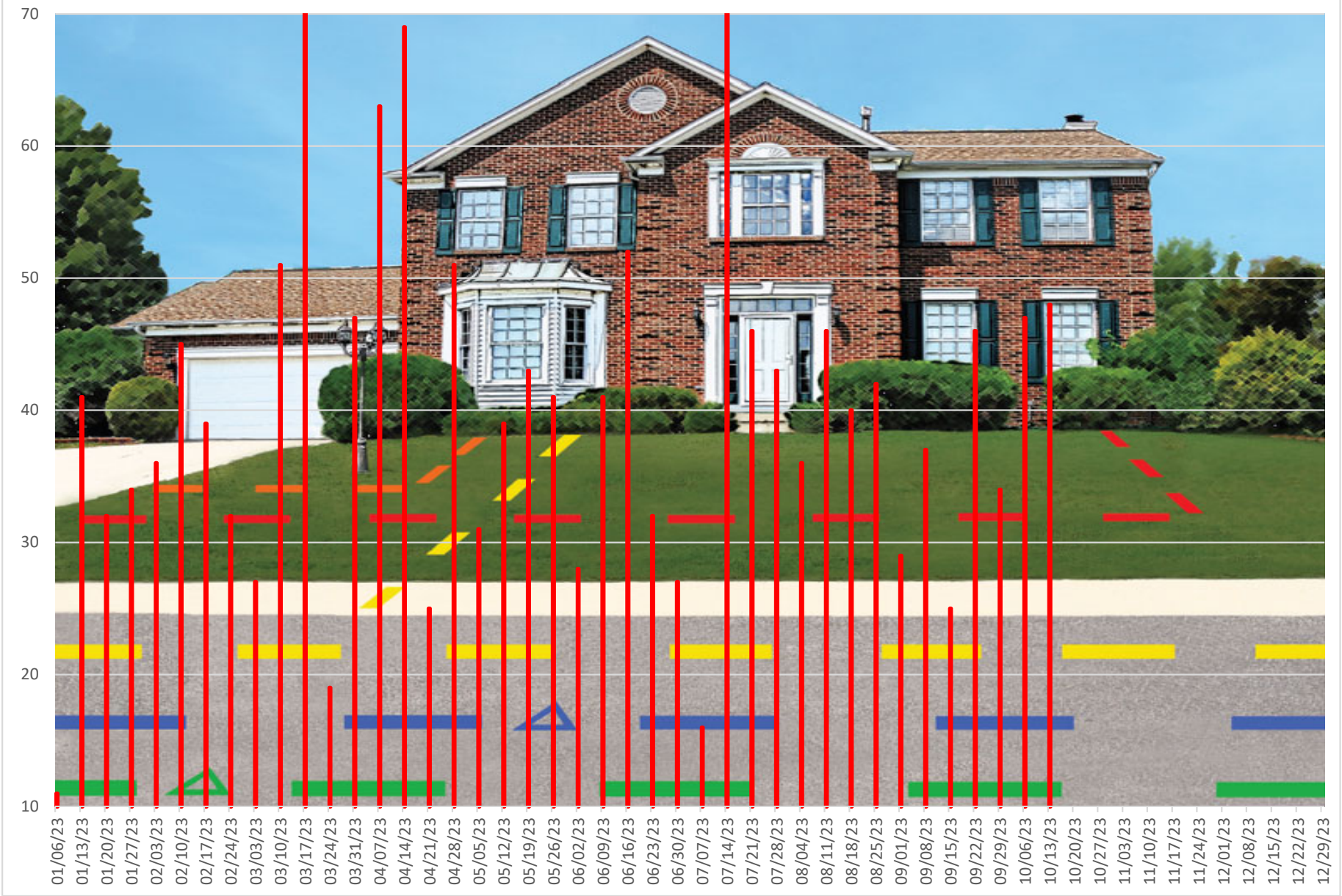
TOWN MANAGER'S WEEKLY REPORT



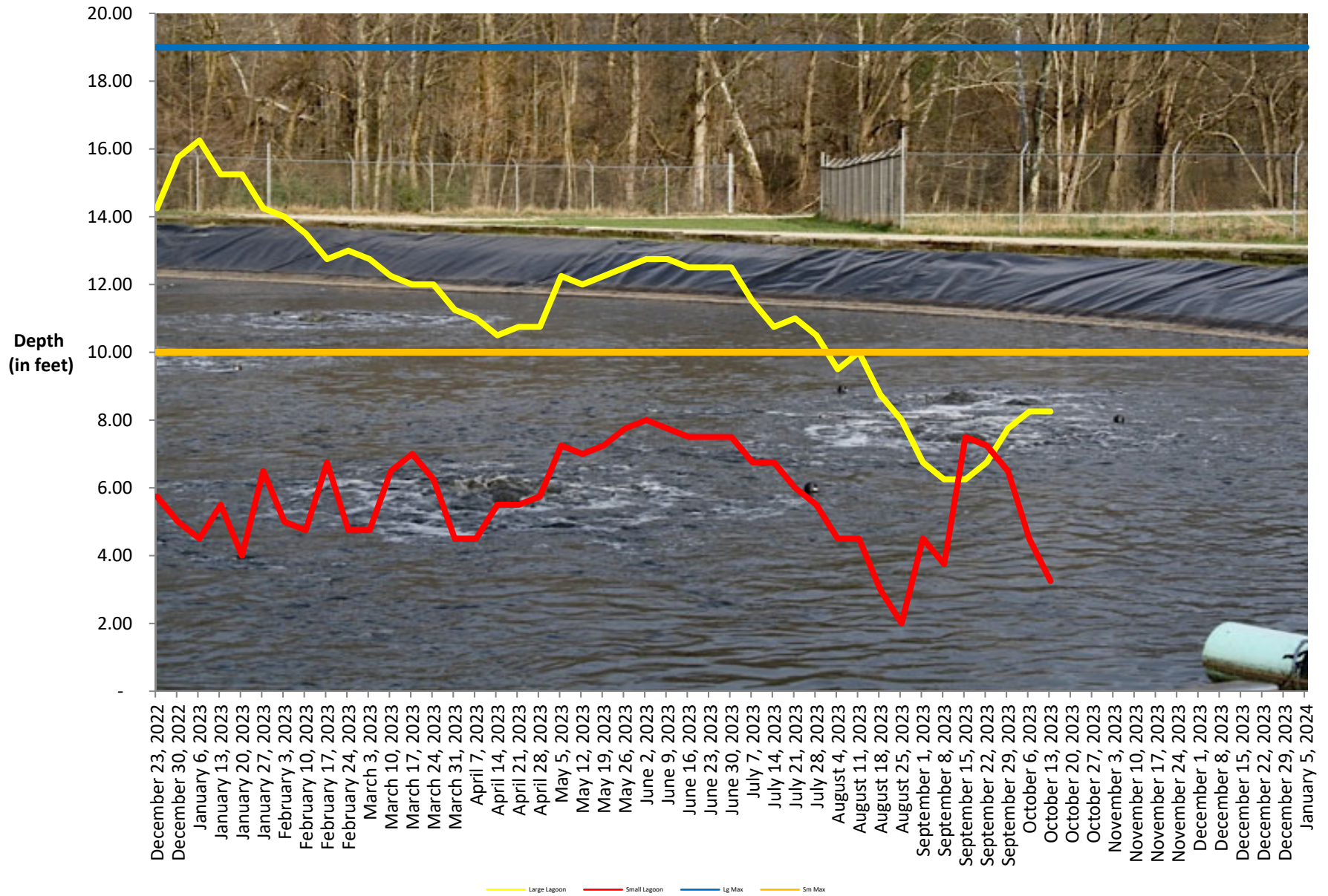
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

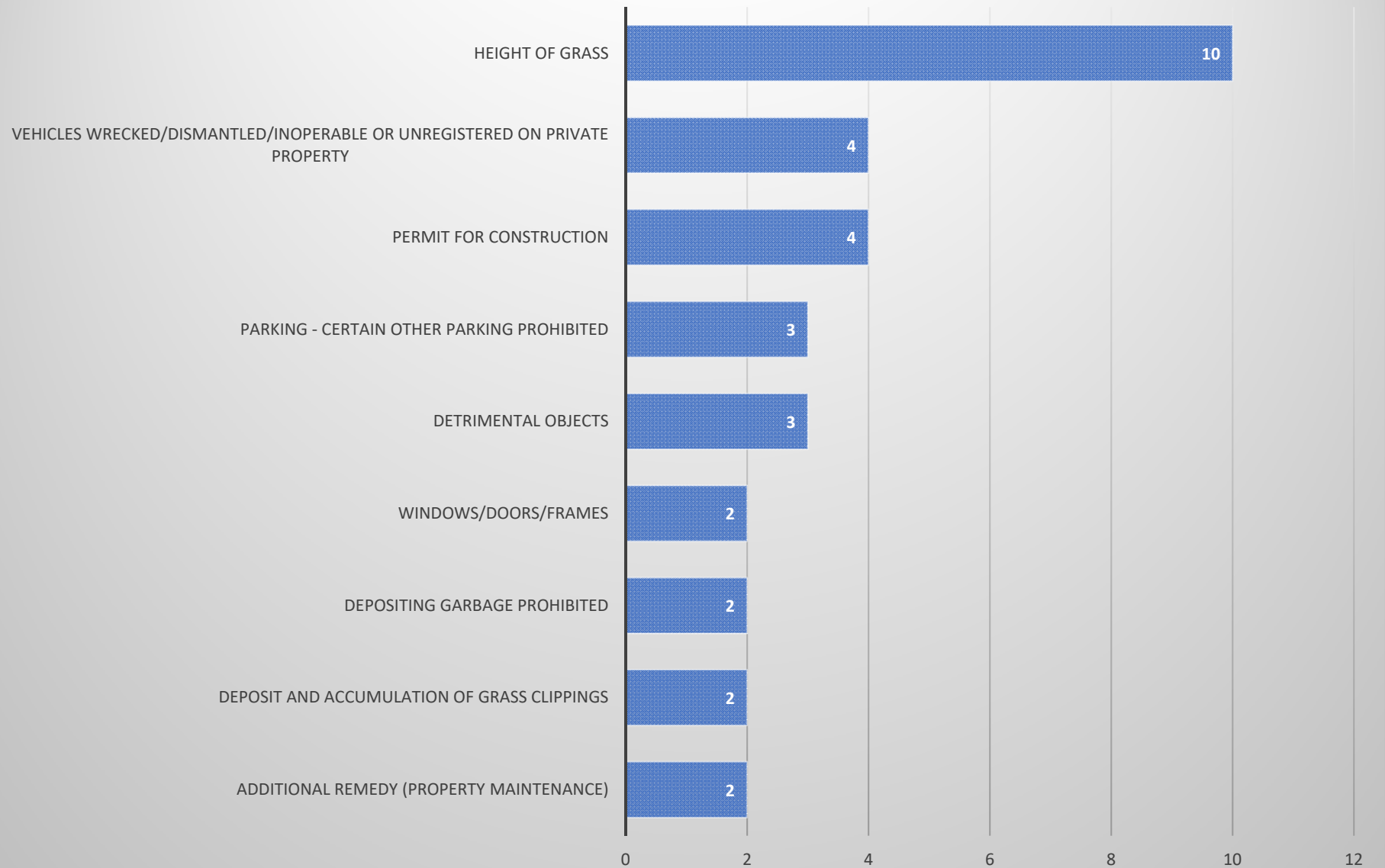
Miss Utility Locate Tickets



WWTF Lagoon Depths



Code Violations October 6, 2023 to October 12, 2023

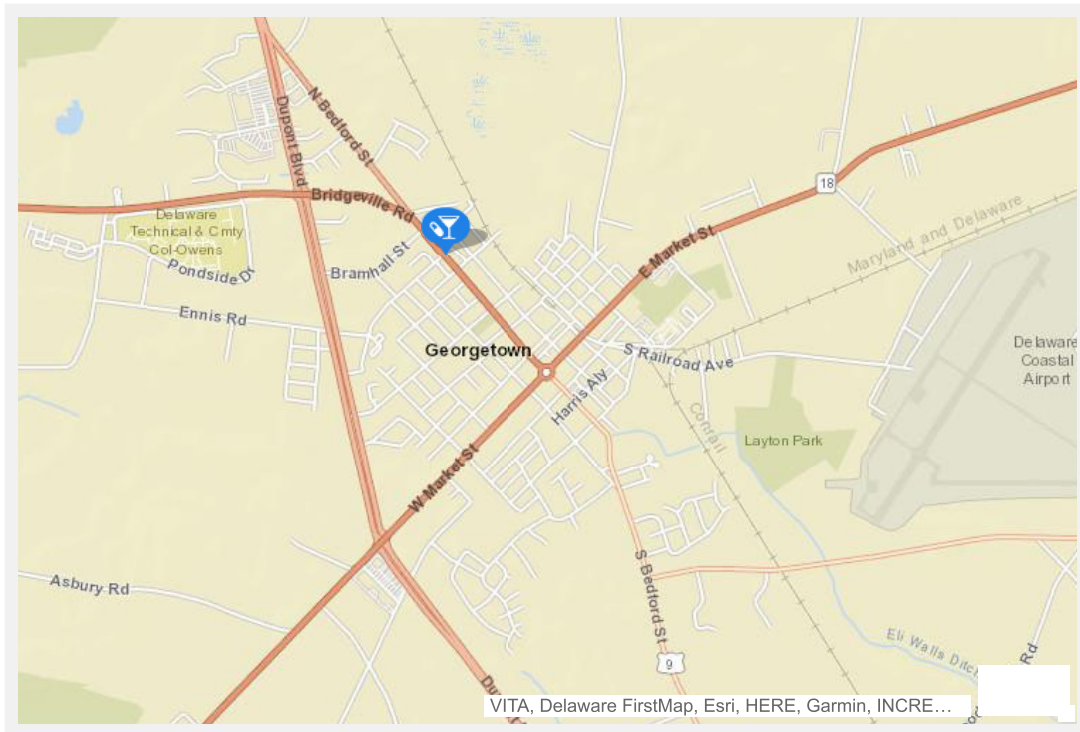


CrimeMapping.com Map

Friday, October 6, 2023 through Thursday, October 12, 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

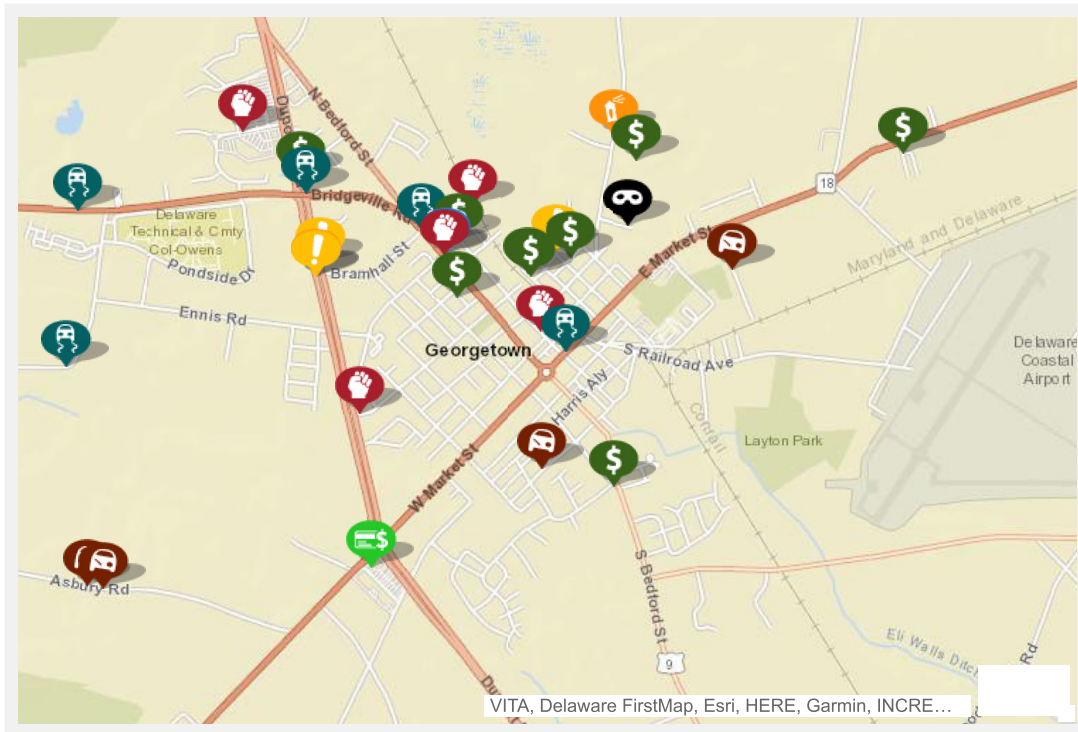
Type	Description	Incident #	Location	Agency	Date
	DISORDERLY CONDUCT/LIQUOR INVOLVEMENT	8123006099	400 BLOCK RACE ST	Georgetown Police	10/6/2023 12:24 AM

CrimeMapping.com Map

Monday, May 1, 2023 through Thursday, October 12, 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 Report

Type	Description	Incident #	Location	Agency	Date
	DISORDERLY CONDUCT/LIQUOR INVOLVEMENT	8123006099	400 BLOCK RACE ST	Georgetown Police	10/6/2023 12:24 AM
	SIMPLE ASSAULT/NON-FAMILY/OTHER ASSAULTS/NON-AGGRAVATED	8123006097	100 BLOCK NW RACE ST	Georgetown Police	10/5/2023 11:33 PM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8123006084	20700 BLOCK S DUPONT BLVD	Georgetown Police	10/5/2023 2:00 PM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8123006049	20700 BLOCK S DUPONT BLVD	Georgetown Police	10/4/2023 10:06 AM
	INTIMIDATION/RECKLESS ENDANGER/TERRORISTIC THREAT/HARASSMENT/OTHER ASSAULTS/NON-AGGRAVATED	8123006002	500 BLOCK E COLLEGE PARK LA	Georgetown Police	10/2/2023 2:50 PM
	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
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8123005975	200 BLOCK NE NORTH ST	Georgetown Police	10/1/2023 12:36 AM
	INTIMIDATION/RECKLESS ENDANGER/TERRORISTIC THREAT/HARASSMENT/OTHER ASSAULTS/NON-AGGRAVATED	8123005969	400 BLOCK SE BEDFORD ST	Georgetown Police	9/30/2023 7:41 PM
	SIMPLE ASSAULT/NON-FAMILY/OTHER ASSAULTS/NON-AGGRAVATED	8123005958	500 BLOCK NE DOUGLAS ST	Georgetown Police	9/30/2023 2:17 PM
	LARCENY/FROM ALL OTHER YARDS	8123005943	300 BLOCK NW RAILROAD AVENUE EAST	Georgetown Police	9/29/2023 10:36 PM
	LARCENY/FROM BUILDING	8123005893	000 BLOCK SE FRONT ST	Georgetown Police	9/27/2023 6:03 PM
	DAMAGE/BUSINESS PROPERTY	8123005843	20700 BLOCK S DUPONT BLVD	Georgetown Police	9/25/2023 12:41 PM
	LARCENY/FROM ALL OTHER YARDS	8123005812	300 BLOCK NW RAILROAD AVE	Georgetown Police	9/23/2023 4:28 PM
	LARCENY/SHOPLIFTING	8123005798	20500 BLOCK N DUPONT BLVD	Georgetown Police	9/23/2023 12:13 AM
	DRIVING UNDER THE INFLUENCE/LIQUOR		ON SEASHORE HIGHWAY SR18 490.51 FEET WEST FROM VAUGHN ROAD	Delaware State Police	9/11/2023 3:25 AM
	BURGLARY/NO FORCED ENTRY/FREE TEXT	8123005098	000 BLOCK E WAPLES DR	Georgetown Police	8/28/2023 4:46 AM
	LARCENY/FROM BUILDING	8123004819	200 BLOCK NE ROSA ST	Georgetown Police	8/16/2023 4:01 PM
	LARCENY/FROM BUILDING		000 BLOCK S ROGERS AVE	Delaware State Police	8/16/2023 12:29 PM
	DRIVING UNDER THE INFLUENCE/LIQUOR		ON E. MARKET STREET US9 69.95 FEET NORTH EAST	Delaware State Police	8/5/2023 1:17 AM

Type	Description	Incident #	Location	Agency	Date
			FROM SOUTH RA		
	LARCENY/FROM VEHICLE/NOT ATTACHED	8123004400	100 BLOCK SW ADAMS ST	Georgetown Police	7/31/2023 6:34 AM
	LARCENY/VEHICLE PARTS/FROM AUTO/ATTACHED	8123004297	100 BLOCK COAL ALY	Georgetown Police	7/26/2023 2:51 PM
	DAMAGE/PRIVATE PROPERTY	8123004093	SAVANNAH N RD & SAVANNAH RD	Georgetown Police	7/17/2023 8:53 PM
	DRIVING UNDER THE INFLUENCE/DRUGS		ON VAUGHN ROAD 0.24 MILES SOUTH FROM ENNIS STREET 349.97	Delaware State Police	7/12/2023 9:46 AM
	THEFT/FALSE PRETENSE OR PROMISE	8123003585	000 BLOCK GEORGETOWN PLZ	Georgetown Police	6/25/2023 3:49 PM
	LARCENY/FROM VEHICLE/NOT ATTACHED		22900 BLOCK E ASBURY RD	Delaware State Police	6/24/2023 8:50 AM
	LARCENY/FROM VEHICLE/NOT ATTACHED		23000 BLOCK E ASBURY RD	Delaware State Police	6/24/2023 7:20 AM
	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8123003343	EDWARD E ST & DUPONT BLVD	Georgetown Police	6/13/2023 8:12 PM
	LARCENY/VEHICLE PARTS/FROM AUTO/ATTACHED	8123002924	20600 BLOCK SAVANNAH RD	Georgetown Police	5/26/2023 7:00 PM
	LARCENY/FROM BUILDING	8123002879	400 BLOCK SE RACE ST	Georgetown Police	5/25/2023 10:10 AM
	LARCENY/FROM VEHICLE/NOT ATTACHED	8123002447	100 BLOCK S BURTON ST	Georgetown Police	5/7/2023 2:36 PM