

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, January 19, in observation of Martin Luther King, Jr. Day
- ✓ **America 250 Committee Meeting:** Wednesday, January 21, 3:30 PM, Town Hall
- ✓ **Planning Commission Meeting:** Wednesday, January 21, 6:00 PM, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, January 23, 5:30 PM, Cheswold
- ✓ **Town Council Meeting:** Monday, January 26, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS

Finance

- As of January 16, the Town has collected:
 - \$2,445,783 (99%) of the Annual Property Tax billing total (\$2,457,824)
 - \$196,217 (17%) of the January utility billing total (\$1,124,937)
 - ✓ H2O Analytics Customer Portal Users (88)
- Processed Payroll, Accounts Payable, Accounts Receivable
 - Processed payroll records (51)
 - Processed Purchase Orders (80)
 - ✓ Accounts Payable Checks generated (53)
 - Cash Receipt Transactions (413)
- Provided Tax and Utility Information for property settlements and stamped deeds
- FY 2027 Budget Preparation initiated
 - Workpapers and reports distributed to Department Heads
 - Property Tax Billing - Sussex County Assessments update
- Human Resources
 - Employee Portal and Health Care Questions
- Assisted customers with utility bill and parking ticket questions
- Loaded new utility accounts (2)
- Preparing, posting Agendas
 - Town Council, America 250, and Supportive Housing
- FOIA Requests/Response tracking
- Website updated with Translate option
- Real Estate Transfer Tax Summary (December 2025):

	December 2025		December 2024	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$ 79,278	\$ 656,303	\$ 73,442	\$ 1,131,012

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Wastewater

- Lagoon depths: Large Lagoon is 10.25 feet, and Small Lagoon is 4.00 feet
- Took new Silverado to get new bed liner sprayed in
- Met with Synagro to get another proposal for sludge disposal
- Cleaned nozzle in zones 15 and 16 at Pettyjohn Woods
- Had pump 1 fail at Del-Tech station, replaced contacts and operating coil on the starter – back to normal
- Installed new mailbox at Cedar Lane Facility

Water

- State water test 1 was done for January
- Completed water testing for property on Gordy Street, water from outside spigot came back good
- Completed hydrant flow test on Little Street
- Tier 2 chemical report completed for Water department.
- Repaired water leak on East Market Street
- Repaired fire hydrant on Dupont Boulevard
- Sent updated cross connection plan and sampling plan to State Office of Drinking Water

Public Works

- Tier 2 chemical report done for Public Works Department
- Second set of prints for DBF storm drains are completed
- Repaired signs throughout town
- Assisted Water Department with water leak repair
- Applied cold patch throughout town
- Streetsweeper has been on streets (Wards 3 and 4), and four main streets were completed
- New streetlight heads installed on 1st block of East Market Street
- Performed regular maintenance of Town properties and bike trail

Police

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

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Construction Coordinator

- Reviewed plans
 - Certificate of Occupancy
 - 692 R Wilson Loop
 - 717 R Wilson Loop
- Attended Georgetown Apartments 2 meeting
- Attended Lynch Lane Subdivision follow up meeting
- Miss Utility Locate Summary (copy attached)

Community Development

- Wards 1 + 3 Rental Inspections are ongoing:
 - Properties with successful inspections completed: 234/ 250
 - Properties requiring reinspections: 4
 - Properties with upcoming inspections scheduled: 0
 - Properties with no contact and unscheduled: 10
 - Removed from list (vacant, leaving rental program or already recently inspected): 6
- Wards 2 + 4 Rental Inspections have begun:
 - Properties with successful inspections completed: 82/308
 - Properties requiring reinspections: 10
 - Properties with upcoming inspections scheduled: 115
 - Properties with no contact and unscheduled: N/A
 - Removed from list (vacant, leaving rental program or already recently inspected): 2
- Drafted Dec 3 2025 Planning Commission minutes
- Created agenda and collated and posted materials for 1/21 Planning Commission meeting
- Public Hearing - 212 West Market Street from UR2 to UB3
- Attended monthly customer support call with ePlanSoft re: electronic plan review software (Brian Olszak, Jamie Donaway, Stephanie Roblero)
- Continue to receive and process Business License Renewals for 2026
 - Intown = 65% Paid
 - Out = 62% Paid
- Met with developer with questions on DDD large rebate reservation grant application (Brian Olszak)
- Georgetown Apts II - January 14: Meeting with applicant, Town staff and Town reviewing engineer to review Town engineer's stormwater management comments (Gene Dvornick, Brian Olszak, Jamie Donaway)

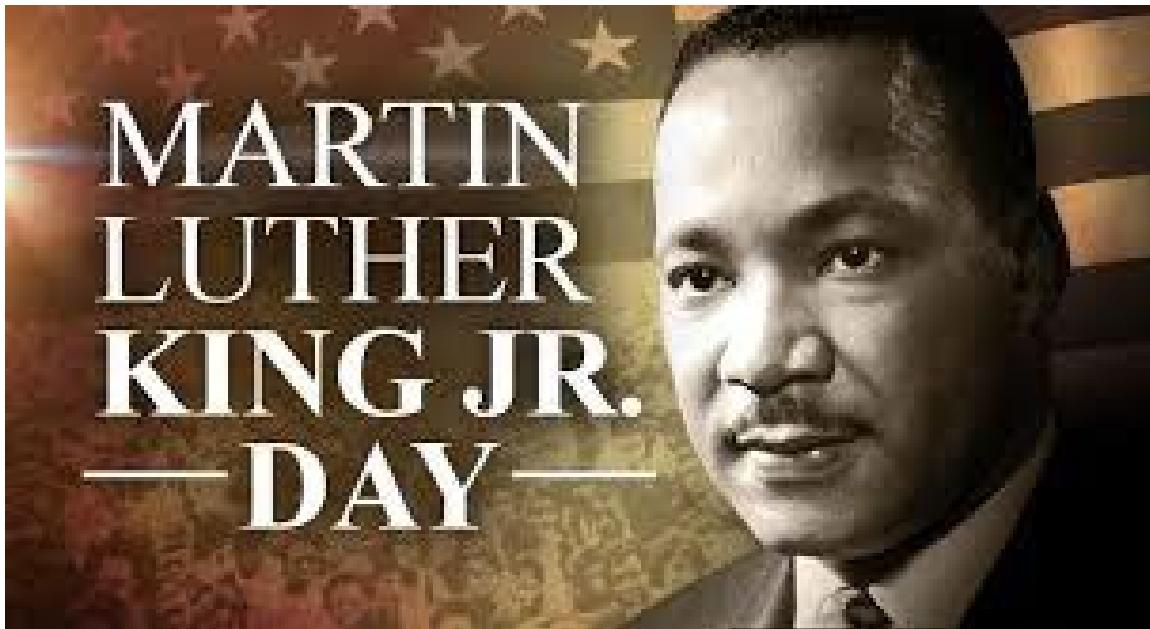
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- Lynch Lane - January 16: Conference call to discuss comments; reviewing Engineer, staff, applicant, applicant's Engineer
- The Oaks at Gtown - Phase 2 - January 16: Met with developer and Town's reviewing engineer on architectural rendering review comments
- Research and responded to FOIA requests
- Predevelopment Meetings:
 - 202/206 N. Bedford Street / Lynch Lane - SFDs
 - Properties on 113 @ Walter Street (Dave Wilson): SFDs or potential commercial
 - 215 West Laurel Street: two-lot subdivision

TOWN MANAGER'S UPDATE

- Responded to local print media questions regarding meeting coverage
- Executed and returned Georgetown-Vaughn Tax Ditch Court Order Change documents
- Drafted 30-day Condemnation Notice on property refusing to comply with Code Enforcement
- Contacted three (3) local organizations regarding presentations at the next Supportive Housing Issues Committee Meeting:
 - ✓ Georgetown Police Department
 - ✓ Higher Ground Outreach
 - ✓ Springboard Delaware
- Executed and returned Right of Way Use Agreement to DelDOT for crosswalk art project
- Monthly project update meeting with Town Engineer (Gene Dvornick, Laura Givens, Brian Olszak, Jeff Ward)
- Discussion with staff, Town Engineer, and local developer regarding site improvements and impact on street flooding (Jamie Donaway, Gene Dvorick, Brian Olszak, Jeff Ward)
- Addressed complaint over Town vehicle operation
- Participated in weekly PD/PW Building Call (Gene Dvornick, Chief Holm, Eric Rust, Bill West)
- Researched street naming concern raised by local resident and responded to same
- Prepared agendas for America 250 and Supportive Housing Issues Committee Meetings
- Attended DDD update meeting with consultant (Gene Dvornick, Brian Olszak)
- Followed up on streetlighting requests:
 - ✓ North Bedford Street – Onsite meeting – January 22
 - ✓ Old Park Avenue – Efforts with Verizon continue
 - ✓ Carolyn Street – New request
- Provided Town Engineer with information on existing bollards and potential reuse as part of Circle safety enhancements
- Assisted property owner with questions on replacement of existing shed (Jamie Donaway, Gene Dvornick, Brian Olszak) Responded to FOIA requests
- Followed up on code enforcement issues



Preventing Snow Shovel Injuries



Dos:

- Dress in layers
- Stay hydrated
- Pre-treat with salt or ice-melt before it starts snowing
- Shovel only fresh powdery snow
- Shovel a few times during and then after a major snowfall
- Push the snow rather than lift it
- Use an ergonomically-designed snow shovel

Don'ts:

- Shovel after eating a heavy meal
- Smoke cigarettes before, during and directly after shoveling
- Rush, instead take frequent, 15-minute breaks
- Lift the heavy snow shovel with your back
- Throw the snow over your shoulder
- Leave a snow blower running while unattended

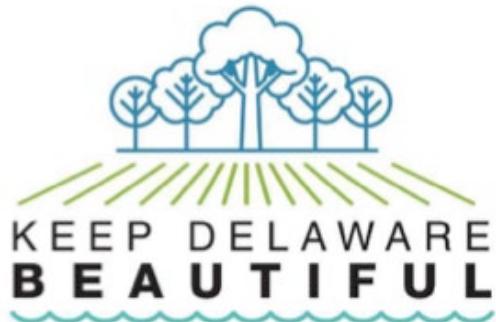


TOWN MANAGER'S
WEEKLY REPORT



Georgetown

WELL ROUNDED.

A black silhouette of the Old State House, a historic building with a prominent tower and a weathervane, is positioned behind the word "Georgetown".

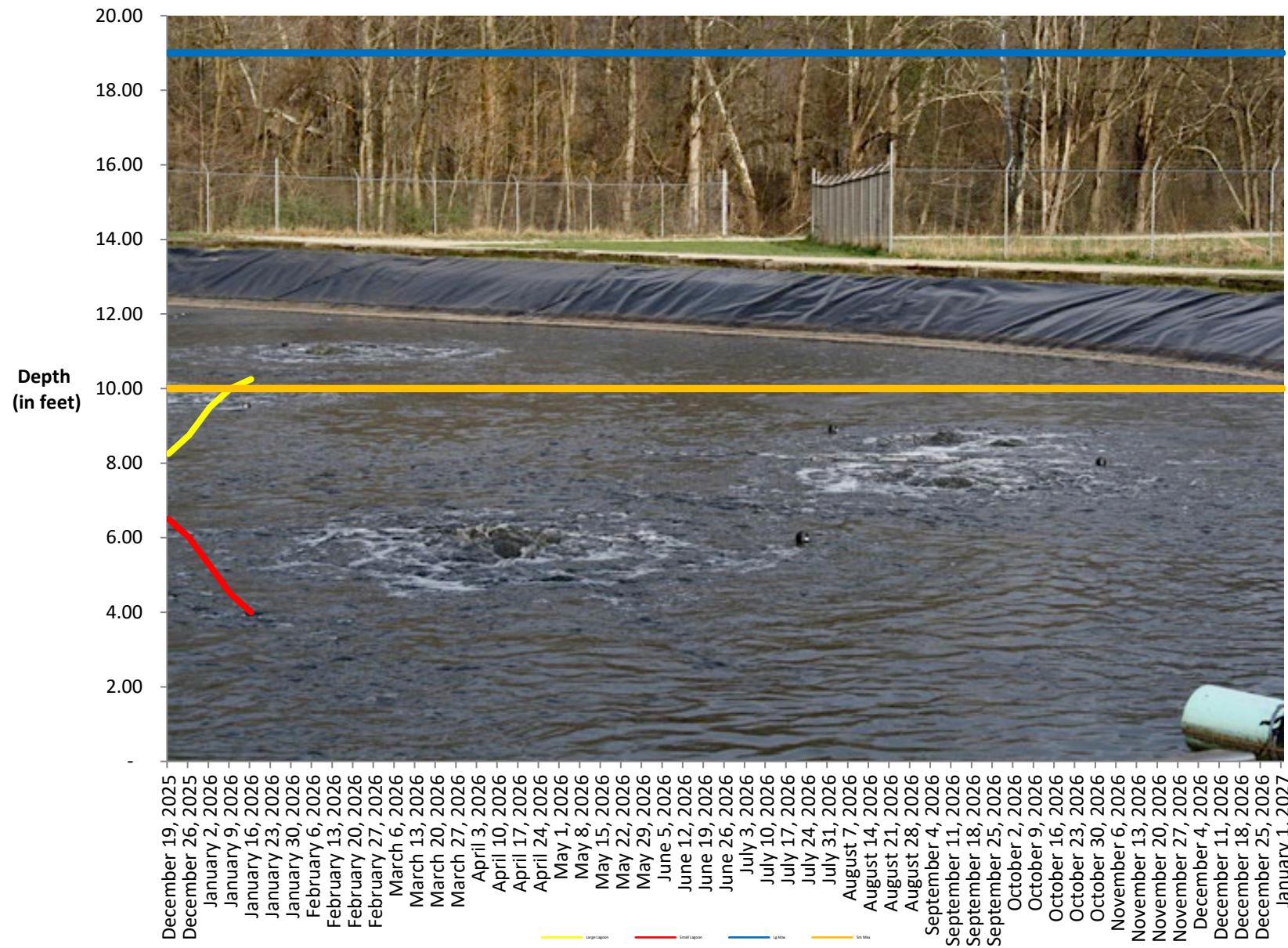
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***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
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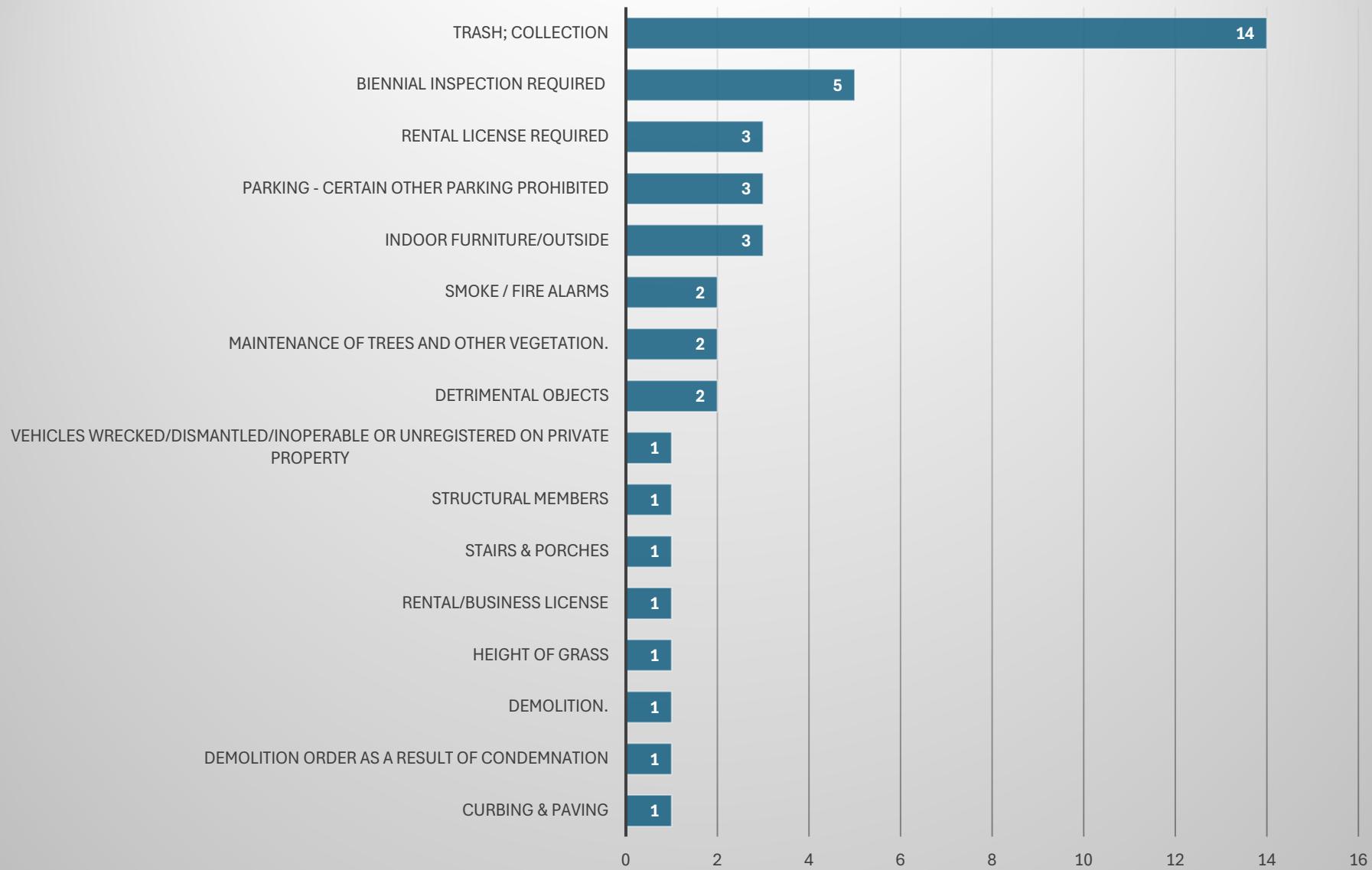
To inform the Council, employees, and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. This report, published and distributed every Friday, is available online. If you have comments, questions, or suggestions about the Town Manager's Weekly Report, please contact the Town Manager.

WWTF Lagoon Depths



Code Violations

January 9, 2026 to January 15, 2025



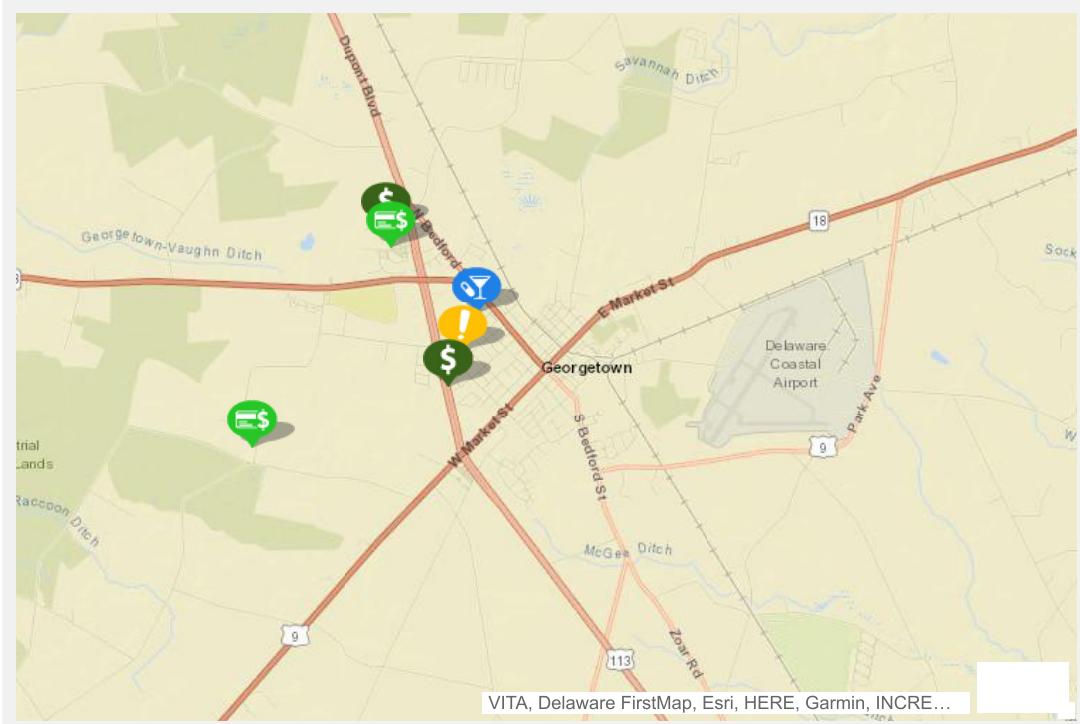
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CrimeMapping.com Map

Friday, January 9, 2026 through Thursday, January 15, 2026

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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Crime Report

Type	Description	Incident #	Location	Agency	Date
!	DISTURBING THE PEACE/PUBLIC NUISANCE	8126000306	400 BLOCK DUNBARTON APTS	Georgetown Police	1/14/2026 12:14 PM
\$	LARCENY/FROM BUILDING	8126000297	20900 BLOCK N DUPONT BLVD	Georgetown Police	1/14/2026 2:23 AM
≡\$	THEFT/FALSE PRETENSE OR PROMISE		22100 BLOCK VAUGHN RD	Delaware State Police	1/12/2026 12:33 PM
🍸	DISORDERLY CONDUCT/LIQUOR INVOLVEMENT	8126000184	JACQUELINE W DR & NORTH ST	Georgetown Police	1/10/2026 2:12 AM
≡\$	THEFT/FALSE PRETENSE OR PROMISE	8126000178	000 BLOCK E COLLEGE PARK LA	Georgetown Police	1/9/2026 10:03 PM
\$	LARCENY/SHOPLIFTING	8126000174	000 BLOCK COLLEGE PARK DR	Georgetown Police	1/9/2026 5:27 PM

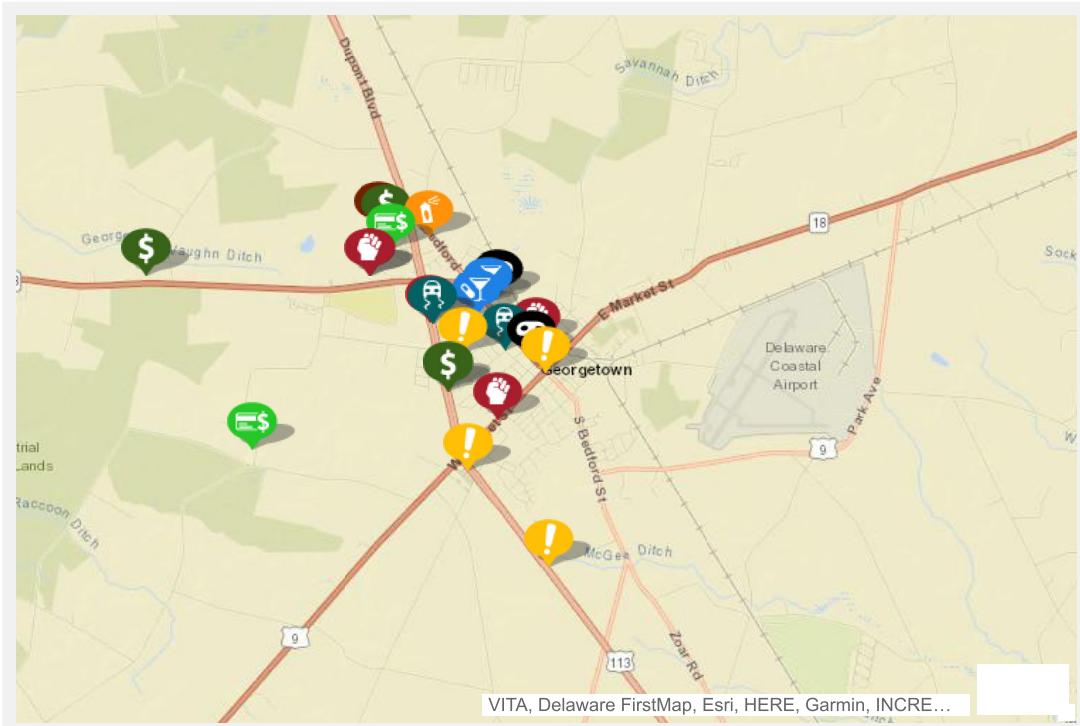
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CrimeMapping.com Map

Thursday, January 1, 2026 through Thursday, January 15, 2026

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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💵	THEFT/FAKE PRETENSE OR PROMISE		22100 BLOCK VAUGHN RD	Delaware State Police	1/12/2026 12:33 PM
🍸	DISORDERLY CONDUCT/LIQUOR INVOLVEMENT	8126000184	JACQUELINE W DR & NORTH ST	Georgetown Police	1/10/2026 2:12 AM
💵	THEFT/FAKE PRETENSE OR PROMISE	8126000178	000 BLOCK E COLLEGE PARK LA	Georgetown Police	1/9/2026 10:03 PM
\$	LARCENY/SHOPLIFTING	8126000174	000 BLOCK COLLEGE PARK DR	Georgetown Police	1/9/2026 5:27 PM
!	DISTURBING THE PEACE/PUBLIC NUISANCE	8126000139	21000 BLOCK NE ARROW SAFETY RD	Georgetown Police	1/7/2026 8:58 PM
!	PUBLIC PEACE/FREE TEXT/CRIMINAL NUISANCE	8126000129	000 BLOCK SW THE CIR	Georgetown Police	1/7/2026 12:49 PM
👉	INTIMIDATION/RECKLESS ENDANGER/TERRORISTIC THREAT/HARASSMENT/OTHER ASSAULTS/NON-AGGRAVATED	8126000121	300 BLOCK NE MARKET ST	Georgetown Police	1/7/2026 9:47 AM
👉	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8126000106	100 BLOCK SE RACE ST	Georgetown Police	1/6/2026 2:36 PM
👉	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8126000093	20700 BLOCK DUPONT BLVD	Georgetown Police	1/5/2026 10:03 PM
🚗	DRIVING UNDER THE INFLUENCE/LIQUOR	8126000096	EDWARD SW ST & FRONT ST	Georgetown Police	1/5/2026 9:57 PM
十八届	BURGLARY/FORCED ENTRY/RESIDENCE	8126000085	100 BLOCK NW N. BEDFORD ST	Georgetown Police	1/5/2026 4:47 PM
🚗	LARCENY/FROM VEHICLE/NOT ATTACHED	8126000084	000 BLOCK COLLEGE PARK DR	Georgetown Police	1/5/2026 4:22 PM
👉	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8126000081	21600 BLOCK W BIDEN AVE	Georgetown Police	1/5/2026 2:20 PM
\$	LARCENY/FROM ALL OTHER YARDS		21100 BLOCK WOODS LA	Delaware State Police	1/5/2026 12:35 PM
十八届	BURGLARY/NO FORCED ENTRY/FREE TEXT	8126000067	000 BLOCK NE DOUGLAS ST	Georgetown Police	1/4/2026 11:44 PM
🚗	DRIVING UNDER THE INFLUENCE/LIQUOR	8126000059	20700 BLOCK S DUPONT BLVD	Georgetown Police	1/4/2026 12:06 AM
🍸	DISORDERLY CONDUCT/LIQUOR INVOLVEMENT	8126000056	500 BLOCK NW BEDFORD ST	Georgetown Police	1/3/2026 10:47 PM
👉	SIMPLE ASSAULT/NON-FAMILY/OTHER ASSAULTS/NON-AGGRAVATED	8126000034	21600 BLOCK SW BIDEN AVE	Georgetown Police	1/2/2026 6:24 PM
🔥	DAMAGE/BUSINESS PROPERTY	8126000023	20700 BLOCK PROFESSIONAL PARK	Georgetown Police	1/2/2026 9:30 AM
\$	LARCENY/SHOPLIFTING	8126000022	20900 BLOCK N DUPONT BLVD	Georgetown Police	1/2/2026 7:26 AM

Type	Description	Incident #	Location	Agency	Date
!	DISTURBING THE PEACE/PUBLIC NUISANCE	8126000009	000 BLOCK GEORGETOWN PLZ	Georgetown Police	1/1/2026 1:11 PM

Georgetown Police Department

01/07/26 – 01/13/26



8

Created by Hermawan from Noun Project

Collisions



0

Created by Luis Prado from Noun Project

DUI'S



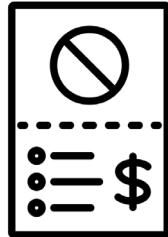
43

eTickets



179

Calls for Service



32

Created by Llisole from Noun Project

eWarnings



5

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Arrests



2

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Fugitives



16

Charges

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Miss Utility Locate Tickets

