

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Monday, January 13, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission Meeting:** Wednesday, January 15, 6:00 PM, Town Hall
 1. Public Hearing: Sussex Pines Zoning Amendment (Case #2024-23)
- ✓ **Town Offices Closed:** Monday, January 20, in observation of Martin Luther King, Jr. Day
- ✓ **Town Council Meeting:** Monday, January 27, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS

Finance

- Processed Payroll, Accounts Payable, Accounts Receivable
 - Processed 46 payroll records, leave reconciliations, rollover to 2025
 - Salary Survey completed
 - Pulled FOIA information together
 - FOP negotiations preparation
 - New Hire onboarding, welcome packet, enrollment
 - Miscellaneous Billing Delinquent Notices Mailed (2)
 - Processed Utility Bills Adjustments
 - Answered residents' questions sent through the website
 - Worked on Minutes and Agenda for Council Meeting
 - Cash Receipt Transactions (281)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Assisted customers with utility bill and parking ticket questions

Police

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

Water

- Responded to water leak at Lee Avenue.
- Responded to several automated calls regarding new water meter usage.
- Assisted Public Works in snow removal of roads and sidewalks.

TOWN MANAGER'S WEEKLY REPORT



Construction Coordinator

- Certificate of Occupancy
 - 124 East Pine Street (Re-inspect)
 - 251 East Laurel Street
 - 106 North Railroad Avenue (Temporary)
 - 21309 Berlin Road Unit 11-13
- Project Review
 - 2024-18 NAPA
 - 2024-22 DC Medical
 - 2024-24 Shore Auto
- Utility Inspection
 - Admiral's Landing
 - Lot #13
 - Lot#14
- Miss Utility Locate Summary (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 9.75 feet, and Small Lagoon is 5.00 feet
- Repaired the air bubbler tubing and adjusted the pump setpoints at Stevenson Lane pump station
- Lywood Electric replaced the MiniCAS relay at DelTech pump station that was the cause of pump fail alarms
- Cleared snow at the Cedar Lane treatment facility
- Continuing to clear snow for access to the pump stations
- Completed bar screen and screening basket cleaning at the pump stations
- Scheduled George and Lynch to meet at Easter Seals next week to inspect and provide a quote to replace the check valves and piping in the valve vault

Public Works

- Made sure all equipment was ready for snow
- Opened all Town maintained roads and kept them clear during storm
- Cleared and salted sidewalks around Town Hall and The Circle
- Cleared snow from all Town owned properties.
- Removed Christmas decorations and lights from poles
- Performed regular maintenance of Town properties and bike trail

TOWN MANAGER'S WEEKLY REPORT



Planning

- DC Medical Expansion (10 West Laurel Street) – Site plan comments to applicant on January 3
- Greenlea Place – Site plan comments to applicant on January 8
- Shore Auto Sales (Dupont Blvd) – Site plan comments to applicant on January 8
- College Park Lot 12 – Minor subdivision submitted on 1/9/2025.
- Sussex Pines Zoning Amendment - Public Hearing on January 15, 2025, Planning Commission Agenda
- January 15, 2025, Planning Commission Agenda posted on January 7
- Planning Commission Packets completed on January 9
- DelDOT Teams meeting regarding a proposed Valvoline Project on January 9
- Predevelopment meetings:
 - Cosmetology School addition to existing Beauty Salon (204 North Race Street) – January 9

TOWN MANAGER'S UPDATE

- Participated in Weather Calls (January 5 and 6) in anticipation of and during significant snow event
- Prepared and sent out press releases related Town Snow Emergency Plan Activation
- Prepared and sent out press releases related Town Office closure on Monday, January 6
- Prepared and sent out press releases related Town lifting of all parking restrictions Emergency Plan Activation
- Researched local property owner parcel zoning in anticipation of meeting to discuss redevelopment opportunities
- Met with PFAS Solutions to outline Emerging Contaminants PFAS Treatment Feasibility Study (Gene Dvornick, Laura Givens, Rick Hudson, Eric Rust) – Action Steps:
 - ✓ Sampling & analysis
 - ✓ Current conditions
 - ✓ Media & vendors
 - ✓ Lab scale testing > Small scale testing > Pilot scale testing
 - ✓ Modeling
 - ✓ Life Cycle cost
 - ✓ System design
 - ✓ Equipment selection
 - ✓ Reporting
- Met with Town engineer to discuss FEMA grants for Rosa Street Project (Gene Dvornick, Laura Givens)

TOWN MANAGER'S WEEKLY REPORT



- Met with Town engineer to discuss Stormwater Matching Planning Grant opportunities for preliminary work related to MS4 (Gene Dvornick, Laura Givens)
- Worked with Federal Highway Administration (FHWA) to finalize Reconnecting Communities Neighborhood Access and Equity (NAE) Grant Agreement
- Responded to FOIA requests
- Followed up on 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***

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.

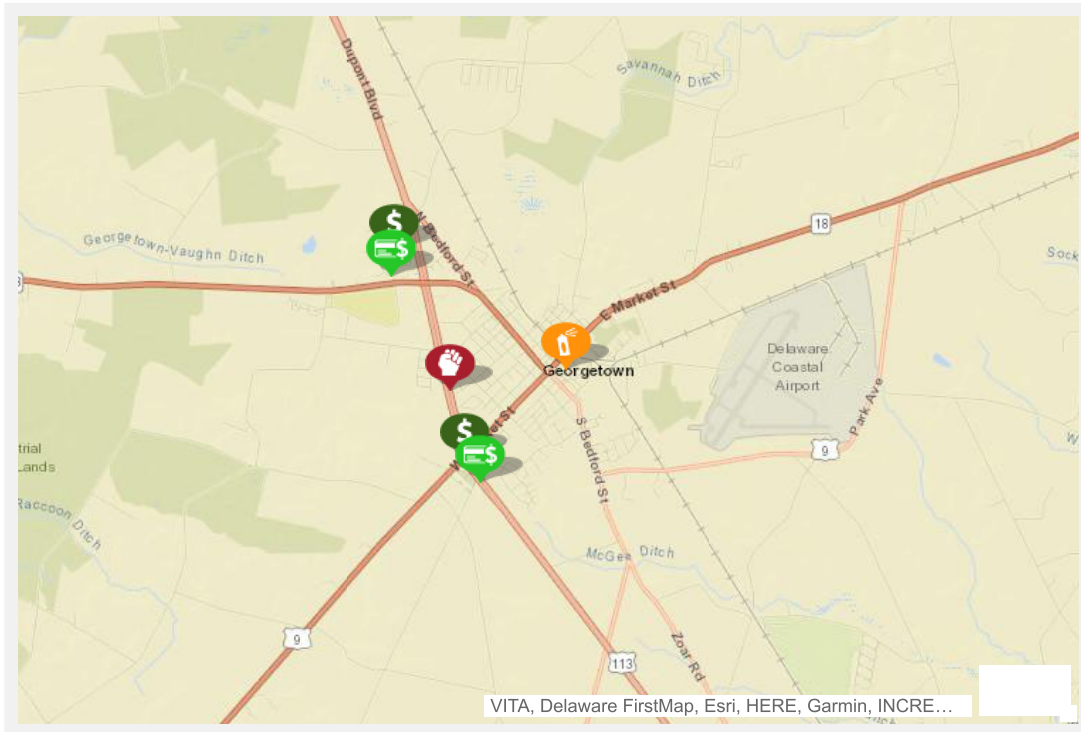
 Print

CrimeMapping.com Map

Friday, January 3, 2025 through Thursday, January 9, 2025

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
	THEFT/FALSE PRETENSE OR PROMISE		23300 BLOCK SE LAWRENCE LA	Delaware State Police	1/8/2025 11:13 AM
	DAMAGE/BUSINESS PROPERTY	8125000142	100 BLOCK NE PINE ST	Georgetown Police	1/8/2025 10:11 AM
	IMPERSONATION		DUPONT SE BLVD & OLD LAUREL RD	Delaware State Police	1/8/2025 12:38 AM
	LARCENY/SHOPLIFTING	8125000105	000 BLOCK E COLLEGE PARK LA	Georgetown Police	1/5/2025 5:47 PM
	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8125000095	20900 BLOCK DUPONT BLVD	Georgetown Police	1/5/2025 6:08 AM
	LARCENY/FROM BUILDING	8125000077	000 BLOCK SE GEORGETOWN PLZ	Georgetown Police	1/4/2025 12:07 PM

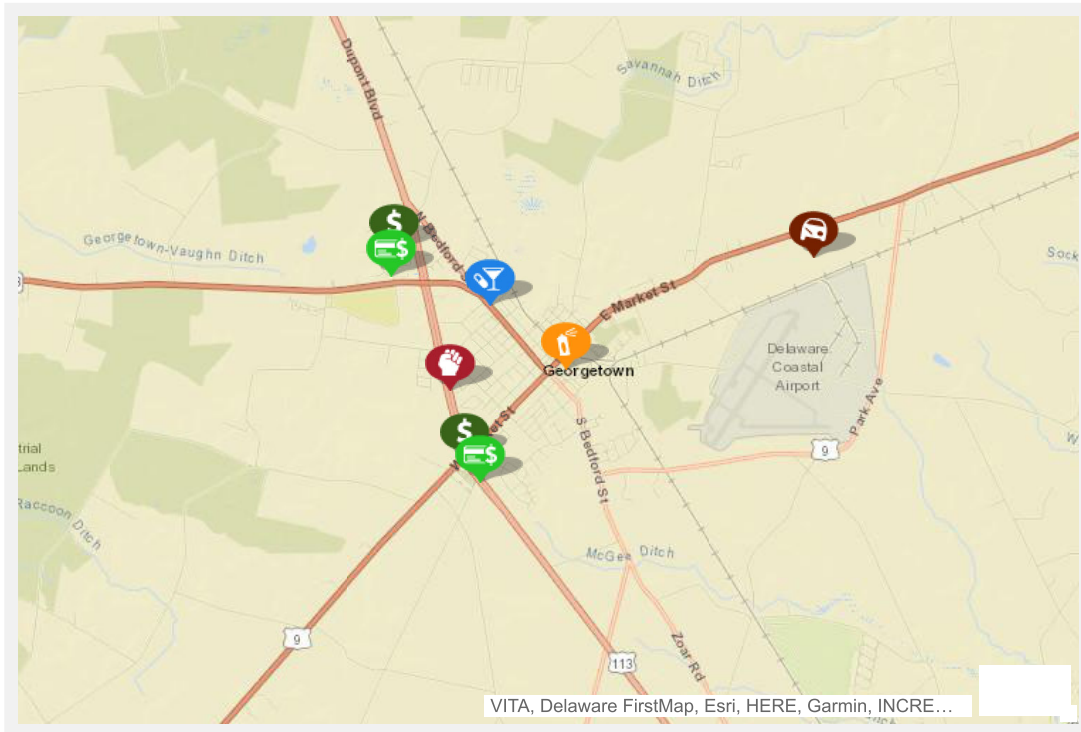
 Print

CrimeMapping.com Map

Wednesday, January 1, 2025 through Thursday, January 9, 2025

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
	THEFT/FALSE PRETENSE OR PROMISE		23300 BLOCK SE LAWRENCE LA	Delaware State Police	1/8/2025 11:13 AM
	DAMAGE/BUSINESS PROPERTY	8125000142	100 BLOCK NE PINE ST	Georgetown Police	1/8/2025 10:11 AM
	IMPERSONATION		DUPONT SE BLVD & OLD LAUREL RD	Delaware State Police	1/8/2025 12:38 AM
	LARCENY/SHOPLIFTING	8125000105	000 BLOCK E COLLEGE PARK LA	Georgetown Police	1/5/2025 5:47 PM
	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8125000095	20900 BLOCK DUPONT BLVD	Georgetown Police	1/5/2025 6:08 AM
	LARCENY/FROM BUILDING	8125000077	000 BLOCK SE GEORGETOWN PLZ	Georgetown Police	1/4/2025 12:07 PM
	LARCENY/FROM VEHICLE/NOT ATTACHED		22500 BLOCK W LEWES GEORGETOWN HWY	Delaware State Police	1/2/2025 1:35 PM
	DISORDERLY CONDUCT/LIQUOR INVOLVEMENT	8125000020	500 BLOCK NW BEDFORD ST	Georgetown Police	1/1/2025 6:01 PM

Georgetown Police Department

01/01/25 – 01/07/25



6

Created by Hermawan
from Noun Project

Collisions



1

Created by Luis Prado
from Noun Project

DUI'S



55

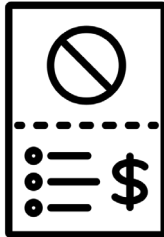
eTickets



136

Created by Pikelan
from Noun Project

Calls for Service



20

Created by Lilsale
from Noun Project

eWarnings



6

Created by Brickclay
from Noun Project

Arrests



3

Created by Made x Made
from Noun Project

Fugitives



10

Created by Fatemah Manji
from Noun Project

Charges

Miss Utility Locate Tickets



WWTF Lagoon Depths

