

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, January 20, in observation of Martin Luther King, Jr. Day
- ✓ **Delaware League of Local Governments:** Thursday, January 23, 5:30 PM, Cheswold
- ✓ **Town Council Meeting:** Monday, January 27, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Board of Adjustment:** Wednesday, February 5, 5:00 PM, Town Hall

UPDATES FROM DEPARTMENTS

Finance

- As of January 17, the Town has collected:
 - \$1,908,567 (98.5%) of the 2025 annual property tax billing (\$1,938,515)
 - \$316,896 (31.7%) of the January utility billing total (\$999,878)
 - ✓ H2O Analytics Customer Portal Users (40)
- Processed Payroll, Accounts Payable, Accounts Receivable
 - Processed 46 payroll records
 - ✓ Submitted Quarterly Reporting
 - DE Unemployment
 - 941 4th Quarter
 - ✓ Completed/Distributed 2024 W-2's (58)
 - Processed Purchase Orders (43)
 - ✓ Accounts Payable checks generated (39)
 - ✓ Scanned copies of invoices and attached to PO's
 - Cash Receipt Transactions (1476)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Assisted customers with utility bill and parking ticket questions
- Provided FY 26 Budget Preparation File and Schedule to Department Heads
- H2O Analytics Customer Portal Meeting regarding notices and updates to correspondence
- Meeting with Kamstrup regarding Leak Alerts and settings for water meters
- Gathered Salary/Benefit data from other municipalities
- Monthly Key Revenue Items Report – December 2024 (copy attached)
- Realty Transfer Tax Summary (December 2024):

	December 2024		December 2023	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$73,442	\$1,131,011	\$31,453	\$242,940

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Police

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

Water

- Fixed chlorine line and pump at South Railroad Plant
- Completed State water tests
- Compiling data on yearly flows
- Updated lead and copper as reported from homeowners
- Assisted Public Works in snow removal of roads and sidewalks

Construction Coordinator

- Certificate of Occupancy
 - 19729 Spinnaker Court
- Project Review
 - 2024-20 Aspira Charter School
- Utility Inspection
 - Admiral's Landing
 - ✓ Lot #11
 - ✓ Lot #12
 - ✓ Lot #15
 - ✓ Lot #16
 - ✓ Lot #17
- Miss Utility Locate Summary (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 10.25 feet, and Small Lagoon is 5.00 feet
- Submitted Mission Communication alarm system specs to Lywood Electric for the pump station rehab project
- Inspected grease traps at the businesses around College Park
- Removed snow blocking the entrances to 3 Bells, County Seat, and Sussex Central pump stations
- Contracted Harry Caswell LLC to clean the wet well at 3 Bells pump station
- Pulled pump 1 at 3 Bells pump station and removed an object blocking the suction end of the pump

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Public Works

- Continued snow clean up
- Serviced Town vehicles
- Cleaned and lubricated equipment
- Serviced snowplows – ready for next event
- Cleaned HVAC filters in Administration Building
- Performed regular maintenance of Town properties and bike trail

Planning

- Aspira Charter School (107 Depot Street) – Category 2 site plan resubmitted on January 13
- Lynch Lane subdivision – follow up meeting held with Planning, Construction Coordinator and Verdantes on January 13
- Sussex Sports Solar – Amended site plan resubmitted for final review and signature on January 14
- College Park Apartments – Site plan amendment resubmitted on January 15
- The Oaks Phase 2 – signed Public Works Agreement received; final stamped approved plans released to applicant on January 16
- College Park Lot 12 Minor subdivision – comments to applicant on January 16
- College Park Lot 12 Minor subdivision - resubmitted on January 17
- Planning Commission Vacancy Posting amended and readvertised on January 14
- Planning Commission
 - Zoning amendment for Sussex Pines – ***recommended Approval***
- February 5, 2025, BOA agenda drafted and forwarded for review January 15
- Predevelopment meetings:
 - Cottage Community (515 East Market Street) – January 13
 - Japanese Restaurant with Liquor license (6 College Park Lane, Suite 10) – January 16

TOWN MANAGER'S UPDATE

- Met with representatives from Little Living, LLC, and The Fuller Center for Housing (Delaware) to discuss Cottage Communities and Town Zoning (Jamie Donaway, Gene Dvornick, Jeff Ward)
- Held first meeting with FOP regarding contract renewal (Gene Dvornick, Bill West, Town Solicitor)
- Worked on finalization of Public Works Agreement between the Town and Georgetown Oaks (minor revisions)

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- Responded to requests from EPA for property owner contact information in the Georgetown North Groundwater Superfund Site
- Received Notice from DNREC Division of Parks and Recreation that we received \$137,500 (Outdoor Recreation, Parks, and Trails Grant) towards the Parsons Lane Trailhead and Parking Area
- Coordinate with Settlement Attorney documents and materials needed for land purchase – Settlement date is January 29
- Participated in First State Community Action Agency Board of Director's Meeting
- Responded to local resident concerns over damaged landscaping caused during Town snow plowing operations
- Designed and ordered Food Distribution banner for Sussex County Association of Towns
- Reviewed status of cross connection project with HydroCorp and outlined next groups to contact regarding requirements and inspection (Hobie Brewington, Gene Dvornick, Laura Givens, Rick Hudson, Eric Rust)
- Attended monthly Planning Commission Meeting and provided updates on:
 - ✓ Town Council/Commission Workshop
 - ✓ Commission Vacancy
 - ✓ HB 442 - Creating an Affordable Housing Production Task Force
 - ✓ New Community Development Director start date
- Completed Downtown Development District – Conformity to District Plan for Georgetown Apartments II Preservation, LLC
- Executed FY23 NAE Grant - Reconnecting Georgetown Planning Grant Agreement (FHWA)
- Responded to FOIA requests
- Followed up on code enforcement issues





Georgetown
WELL ROUNDED.



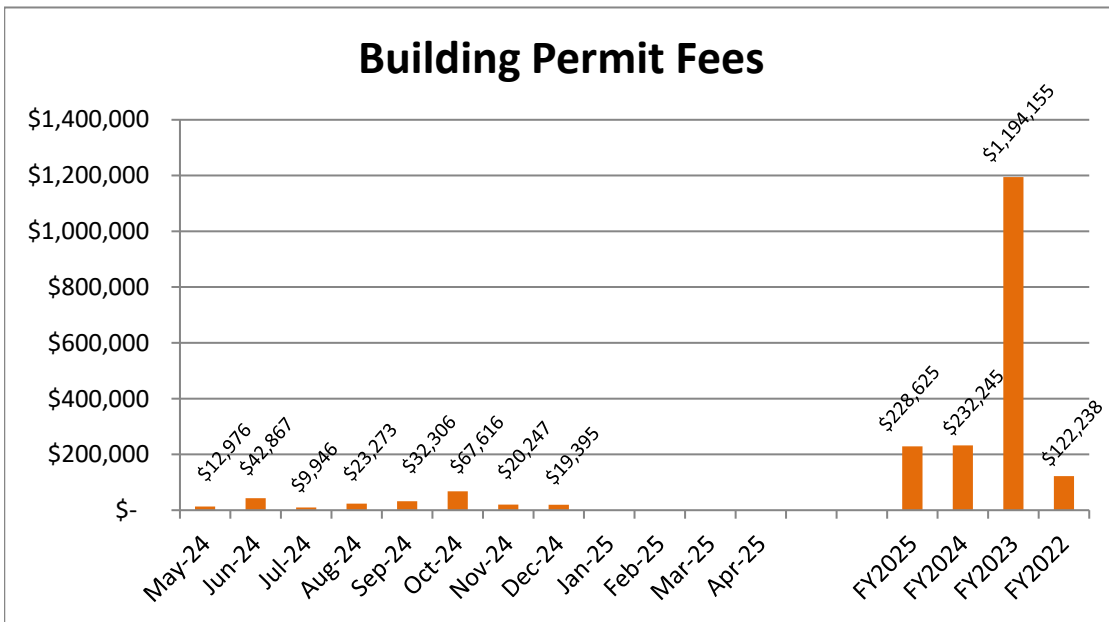
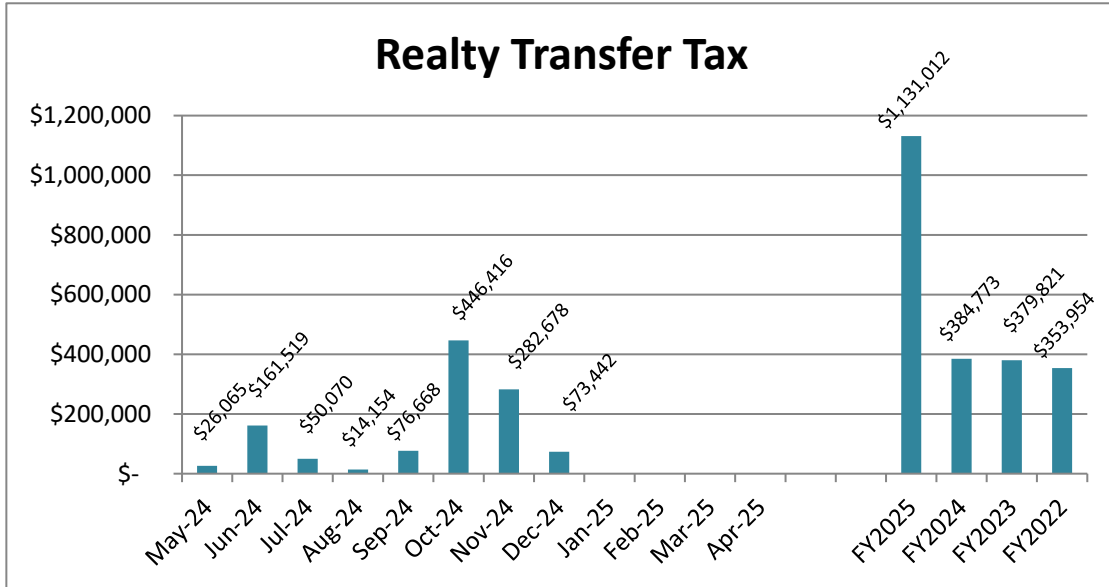
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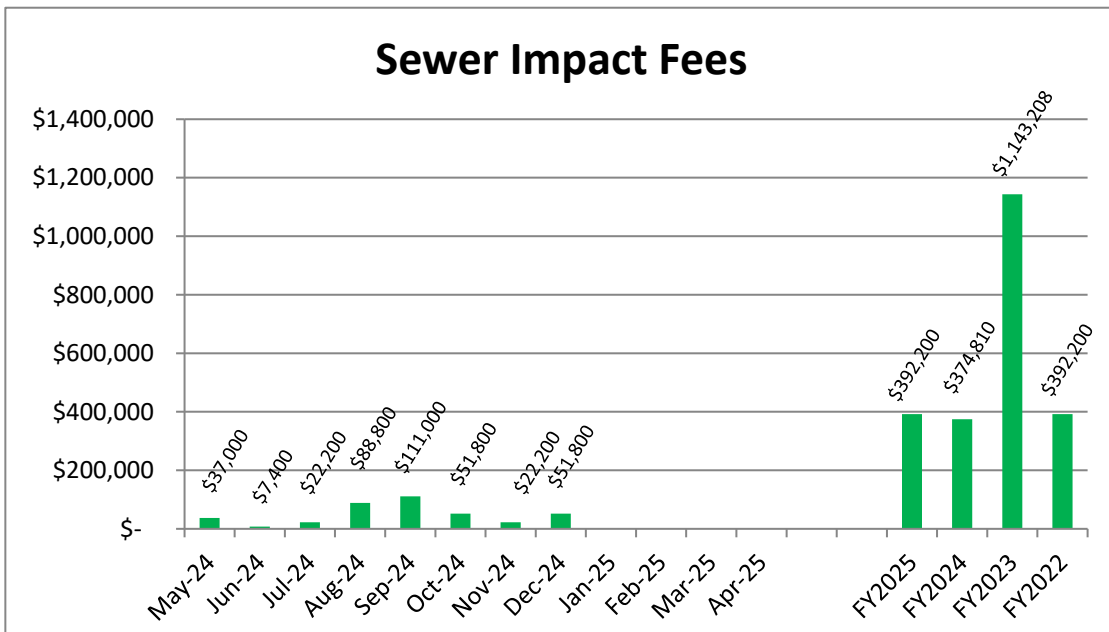
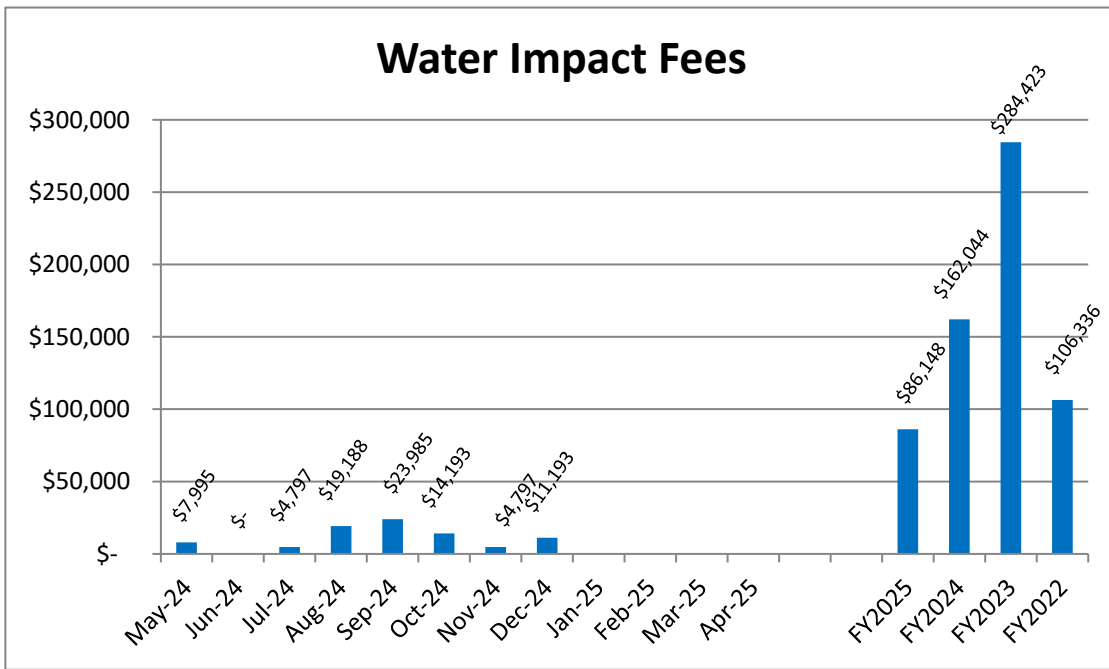
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

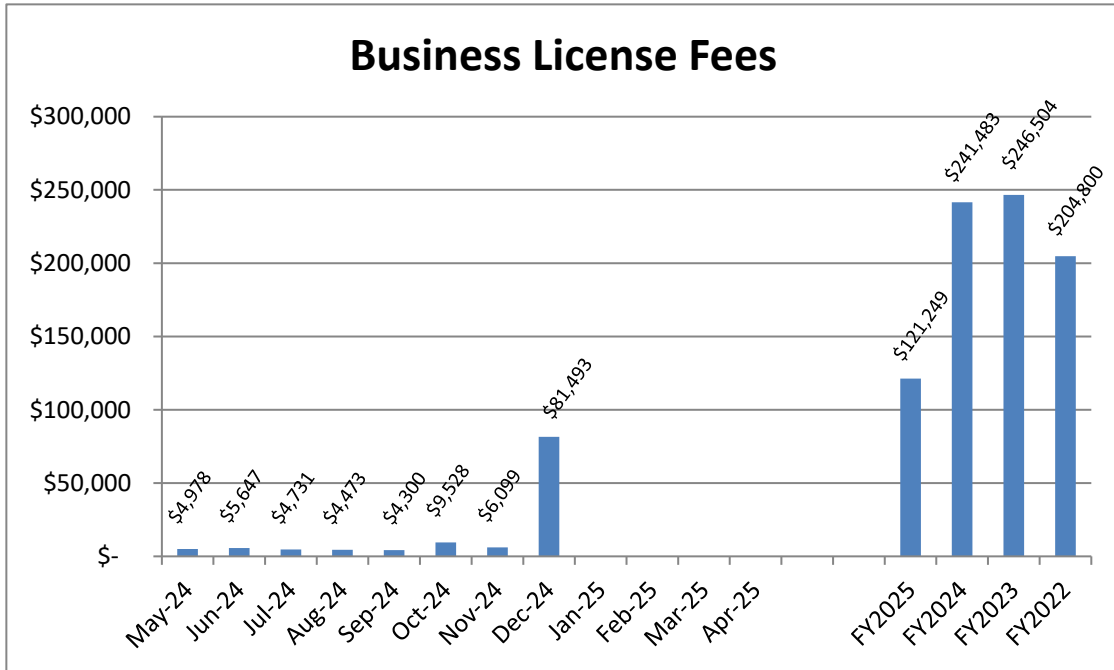
Key Revenue Items



Key Revenue Items

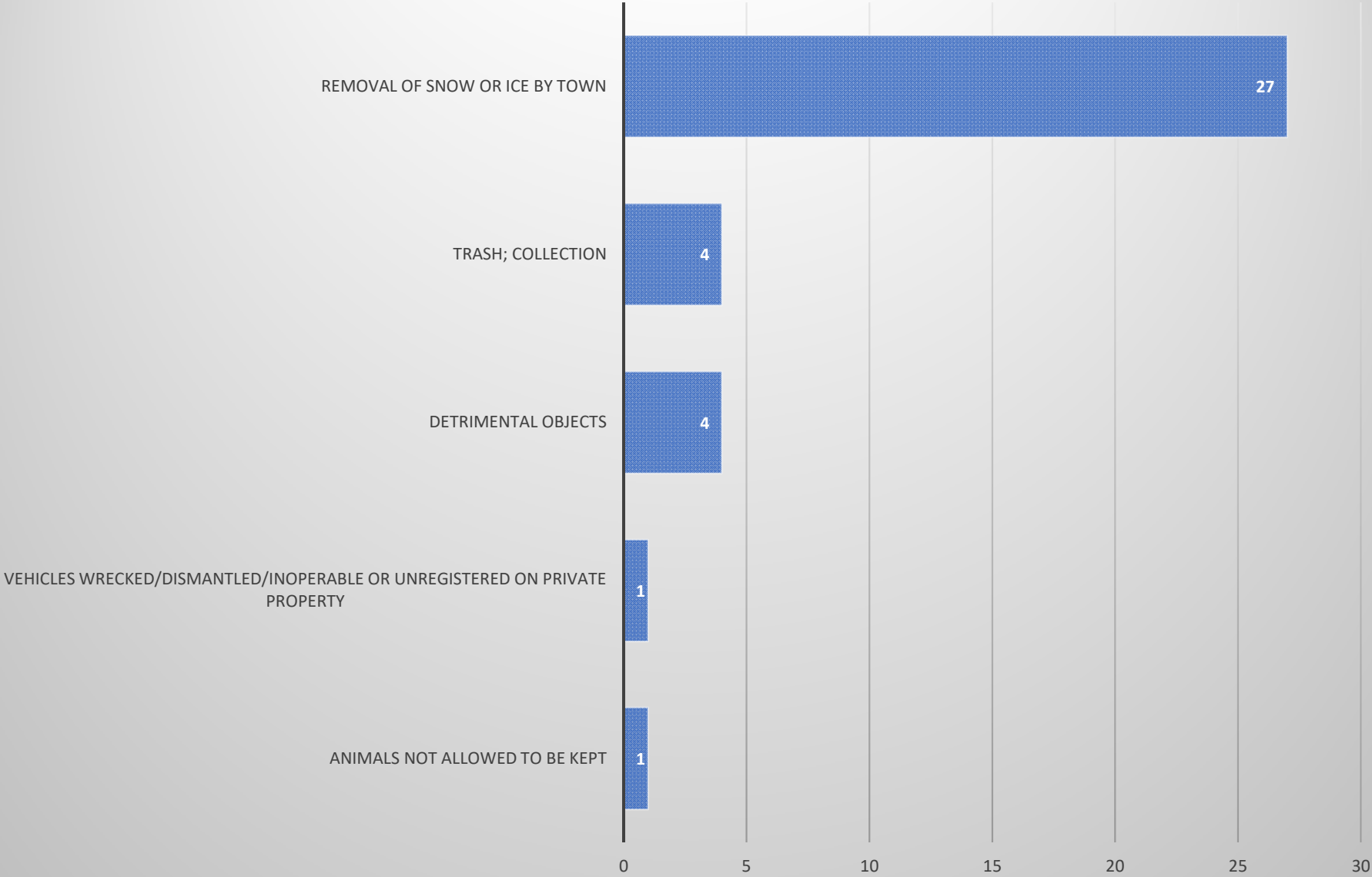


Key Revenue Items



Code Violations

January 10, 2025 to January 16, 2025



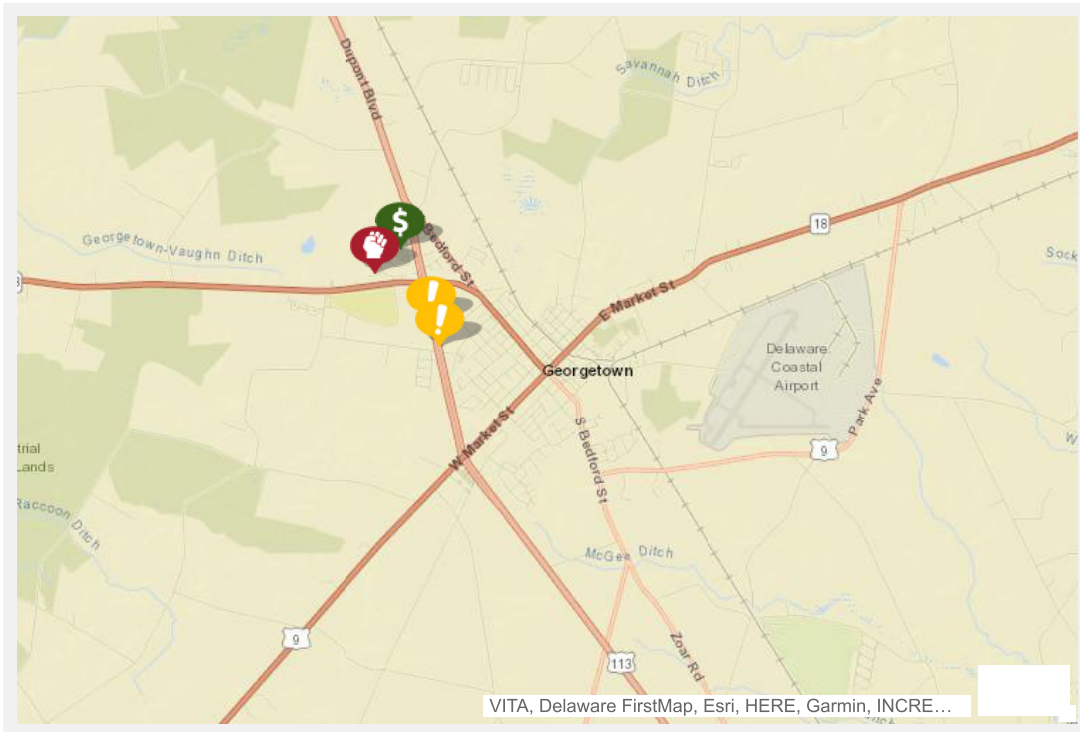
 Print

CrimeMapping.com Map

Friday, January 10, 2025 through Thursday, January 16, 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.

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Crime Report

Type	Description	Incident #	Location	Agency	Date
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000293	20700 BLOCK S DUPONT BLVD	Georgetown Police	1/15/2025 9:29 PM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000247	20800 BLOCK N DUPONT BLVD	Georgetown Police	1/13/2025 9:32 PM
	LARCENY/SHOPLIFTING	8125000185	000 BLOCK W COLLEGE PARK LA	Georgetown Police	1/10/2025 5:20 PM
	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8125000177	21600 BLOCK W BIDEN AVE	Georgetown Police	1/10/2025 3:13 AM

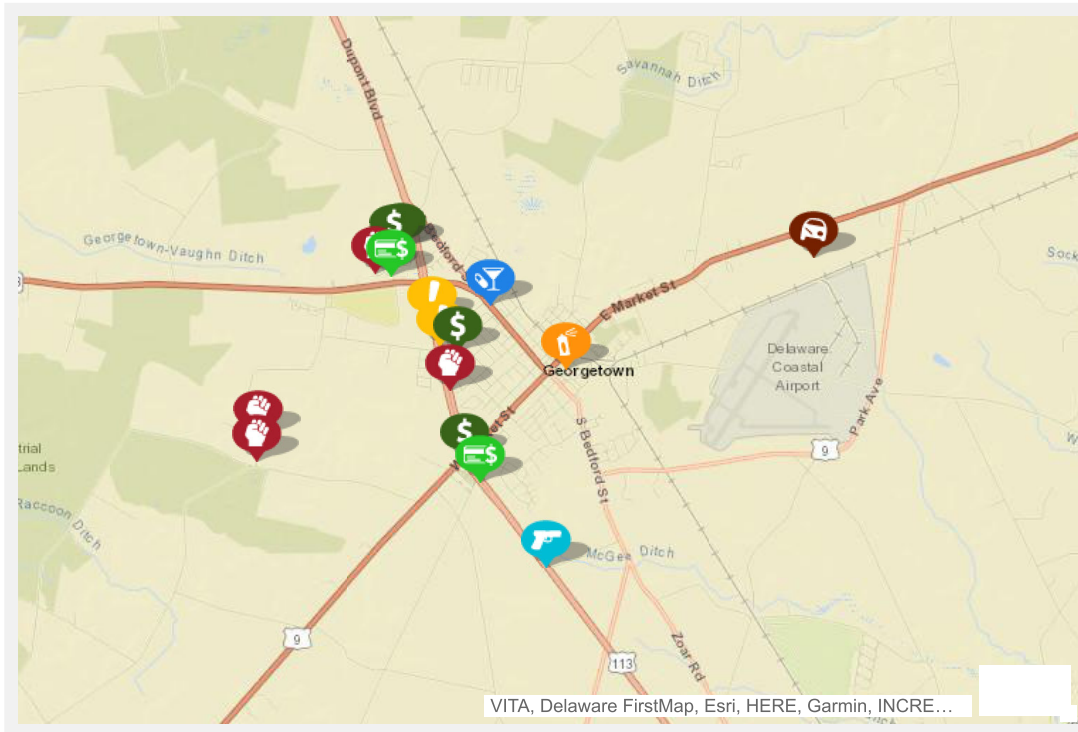
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CrimeMapping.com Map

Wednesday, January 1, 2025 through Thursday, January 16, 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

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	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8125000177	21600 BLOCK W BIDEN AVE	Georgetown Police	1/10/2025 3:13 AM
	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/FROM BUILDING	8125000129	100 BLOCK E NORTH ST	Georgetown Police	1/7/2025 2:45 PM
	LARCENY/SHOPLIFTING	8125000105	000 BLOCK E COLLEGE PARK LA	Georgetown Police	1/5/2025 5:47 PM
	THREAT OF ARSON		22100 BLOCK SW VAUGHN RD	Delaware State Police	1/5/2025 11:23 AM
	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
	AGGRAVATED ASSAULT/NON-FAMILY OTHER DANGEROUS WEAPON		22100 BLOCK N VAUGHN RD	Delaware State Police	1/3/2025 1:55 PM
	CARRYING A CONCEALED DEADLY WEAPON/DEADLY INSTRUMENT/CCDW/CCDI	8125000046	DUPONT NW BLVD & ARROW SAFETY RD	Georgetown Police	1/3/2025 2:16 AM
	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

01/08/25 – 01/14/25



13

Created by Hermawan
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Collisions



1

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DUI'S



23

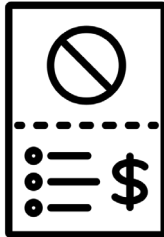
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eTickets



133

Calls for Service



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eWarnings



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Arrests



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Fugitives



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Charges

Miss Utility Locate Tickets



WWTF Lagoon Depths

