

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Board of Adjustment:** Wednesday, February 5, 5:00 PM, Town Hall
- ✓ **Sussex County Association of Towns:** Wednesday, February 5, 6:00 PM, hosted by Georgetown
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, February 7, 9:00 AM, Food Distribution Event
- ✓ **Town Council Meeting:** Monday, February 10, 7:00 PM, Regular Meeting, Town Hall

## UPDATES FROM DEPARTMENTS

### **Finance**

- As of January 31, the Town has collected:
  - \$1,908,924 (98.5%) of the 2025 annual property tax billing (\$1,938,515)
  - \$555,931 (55.6%) of the January utility billing total (\$999,878)
    - ✓ H2O Analytics Customer Portal Users (44)
- Processed Payroll, Accounts Payable, Accounts Receivable
  - Processed 46 payroll records
  - Processed Purchase Orders (45)
    - ✓ Accounts Payable checks generated (36)
    - ✓ Scanned copies of invoices and attached to PO's
  - Cash Receipt Transactions (1038)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Completed survey for another municipality
- Prepared Town Council Agenda
- Assisted customers with utility bill and parking ticket questions
- Completed December Bank Reconciliations (21)
- Completed 2024 Water Usage Report for DNREC Division of Water

### **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**

- Certificate of Occupancy
  - 10 Depot St (Temporary)
  - 105 Highland Avenue
  - 20293 Ennis Road
- Admiral's Landing
  - Storm water pipe installation inspection
  - Sidewalk subgrade inspection lots 15 - 17 (Failed)
  - Contractor ready to move forward on Phase 2 sewer - Performance Bond required
- Plan Review
  - Village of College Park - Amendment/Parking Addition
- Miss Utility Locate Summary (copy attached)

## **Water**

- Replaced water meter on Tracey Street – due to freezing
- Started programming the 5/8" and 3/4" meters
- Straightened the bollard on East Market Street – needs to be repainted
- Completed State water testing for January
- All water plant flow meters calibrated – all passed

## **Wastewater**

- Lagoon depths: Large Lagoon is 11.50 feet, and Small Lagoon is 4.00 feet
- Worked with WG Malden on troubleshooting the flow meter at Sussex Central pump station and completed measurements necessary for a quote on a new meter
- Cut trees that had fallen on piping and the access roads in the Pettyjohn Woods
- Replaced 4" lateral piping that was damaged in Zone 10 of the Pettyjohn Woods
- Met with Hopkins Construction and Sprig Construction to tour the pump stations being upgraded
- Ran our sewer jetter through the cleanout on Cherry Lane to clear a blockage
- Installed the new Flygt pump at Easter Seals pump station.
- Replaced contacts in the motor starter for pump 2 at Georgetown Plaza pump station
- Submitted the FY 2026 budget request spreadsheet to the Finance Department

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## **Public Works**

- Submitted FY 2026 budget for Public Works Department
- Serviced lawn mower for Spring
- Replaced batteries in Wastewater truck
- Built a frame for SCAT banners
- Put down cold patches around town
- Repaired 30 MPH sign on Bridgeville Road
- Performed regular maintenance of Town properties and bike trail

## **Planning**

- Brian Olszak, Community Development Director started on January 27 – currently reading/reviewing Town Ordinances
- GIS (mapping software) installed, and development of Town's spatial data is in process (Brian Olszak)
- DelDOT/Rossi Group Bike/Ped Study – updated existing conditions memo submitted on January 24
- Habitat/Kimmey Street Development – Cat 1 Site plan resubmitted to EPLAN on January 24.
- The Oaks Phase 2 – supplemental sheet submitted for signature on January 29
- College Park Apartments – Site plan amendment notice to applicant approved pending signature on January 29
- Greenlea Place – Site plan resubmitted for review on January 30
- The Oaks Phase 2 – updated townhome elevations submitted by builder, reviewed by engineer & confirmed to be compliant with design standards – placed on February PC agenda
- Board of Adjustment agenda posted, and packets forwarded to members
- Predevelopment meetings:
  - Proposed mixed use/barber shop & apartments (129 East Pine Street) – January 30
  - New SFH (117 West Laurel Street) – January 30

## TOWN MANAGER'S UPDATE

- Researched ordinances for Severe Weather Shelters
- Provided Planning Staff with Workforce and Affordable Housing Permitting Executive Order (EO #4), establishing a statewide working group tasked with providing

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- recommendations on the creation of a “one-stop-shop” for projects in each county, streamlining the permitting and licensing processes in state and local governments
- Completed Paying Agent Agreement with Wilmington Trust for 2025 Bond issuance
  - Discussion with State Downtown Development District contractor regarding efforts in Georgetown and potential projects
  - Worked with Town Solicitor on finalization of the Addendum to the Public Works Agreement with the Oaks at Georgetown
  - Attended the Town at the Coastal Corridors Monitoring Committee Meeting
  - Participated in Bond pricing call (Gene Dvornick, Laura Givens)
  - Bond sale took place on Thursday, January 30 – highly successful
  - Attended Bond sale wrap-up call (Gene Dvornick, Laura Givens)
  - Met with Delmarva Power regarding street lighting around Margaret Street and West Laurel Street – actions underway:
    - ✓ Adding additional streetlight to Margaret Street at Cooper Alley
    - ✓ Adding additional streetlight on West Laurel Street
    - ✓ Replacement of High-Pressure Sodium fixtures with LED
  - Researched potential properties for new VA Hospital site
  - Worked with Town Solicitor on finalization of the Development Agreement for the new Police and Public Works facility
  - Provided neighboring municipality with information on Sate Local Cybersecurity Grant Program (SLCGP)
  - Provided interview to local TV media regarding concerns raised at the January 27 Town Council Meeting
  - Participated in online seminar regarding “Impacts of Immigration Executive Orders on Local Governments”
  - Responded to FOIA requests
  - Followed up on code enforcement issues





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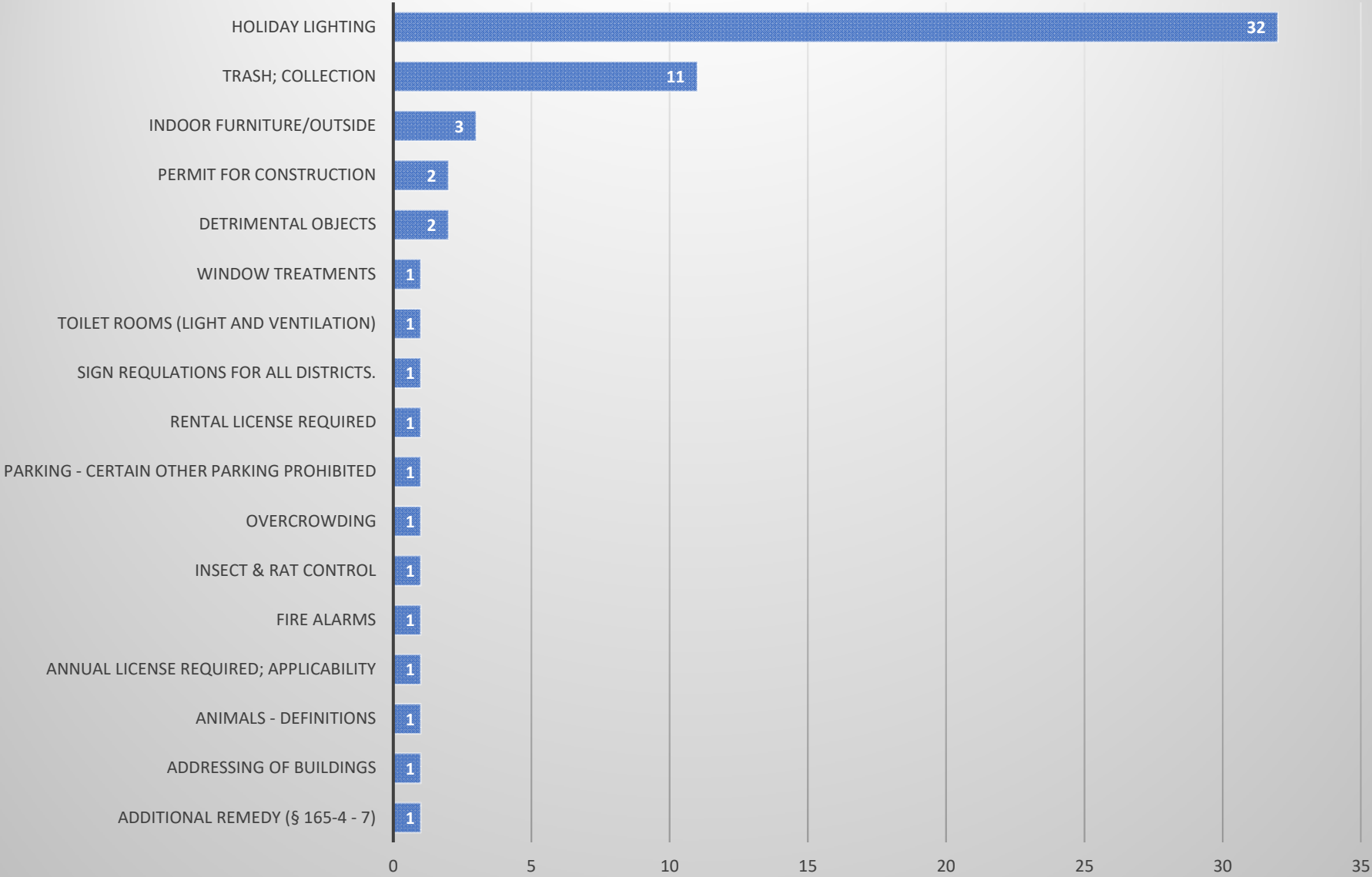


***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

*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.*

# Code Violations

## January 24, 2025 to January 30, 2025





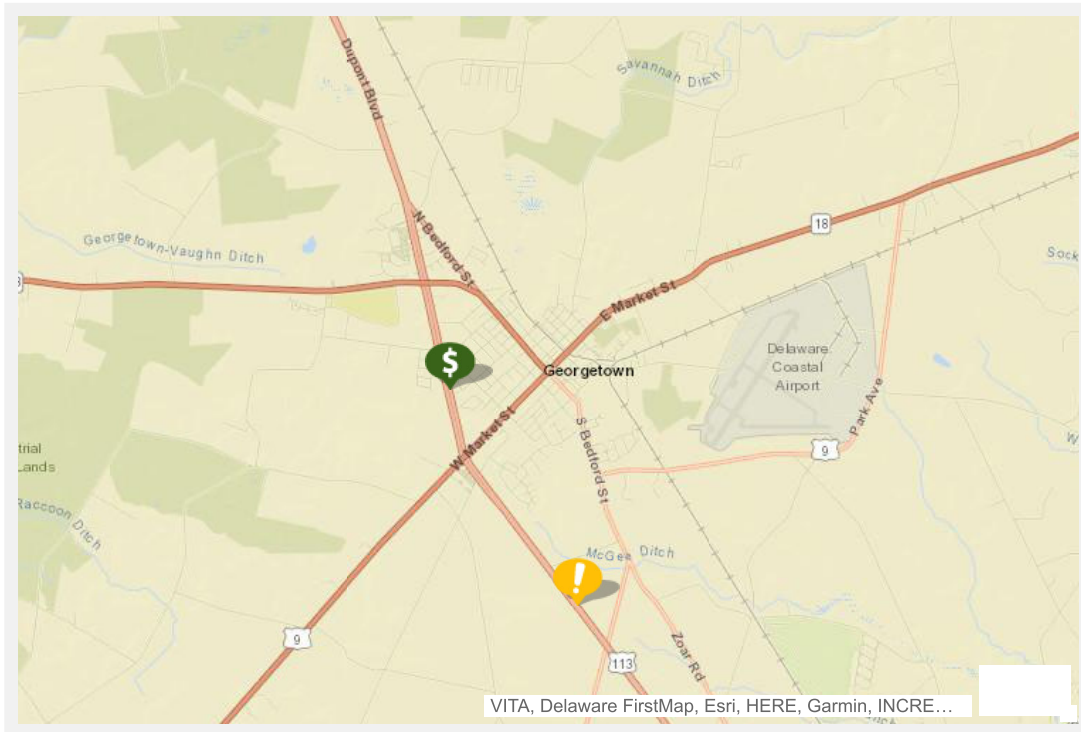
 Print

# CrimeMapping.com Map

Friday, January 24, 2025 through Thursday, January 30, 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
	HARASSING COMMUNICATION/PHONE/WIRE/M... ONLY	8125000610	22800 BLOCK SE DUPONT BLVD	Georgetown Police	1/28/2025 10:41 AM
	LARCENY/SHOPLIFTING	8125000574	20900 BLOCK N DUPONT BLVD	Georgetown Police	1/27/2025 9:08 AM

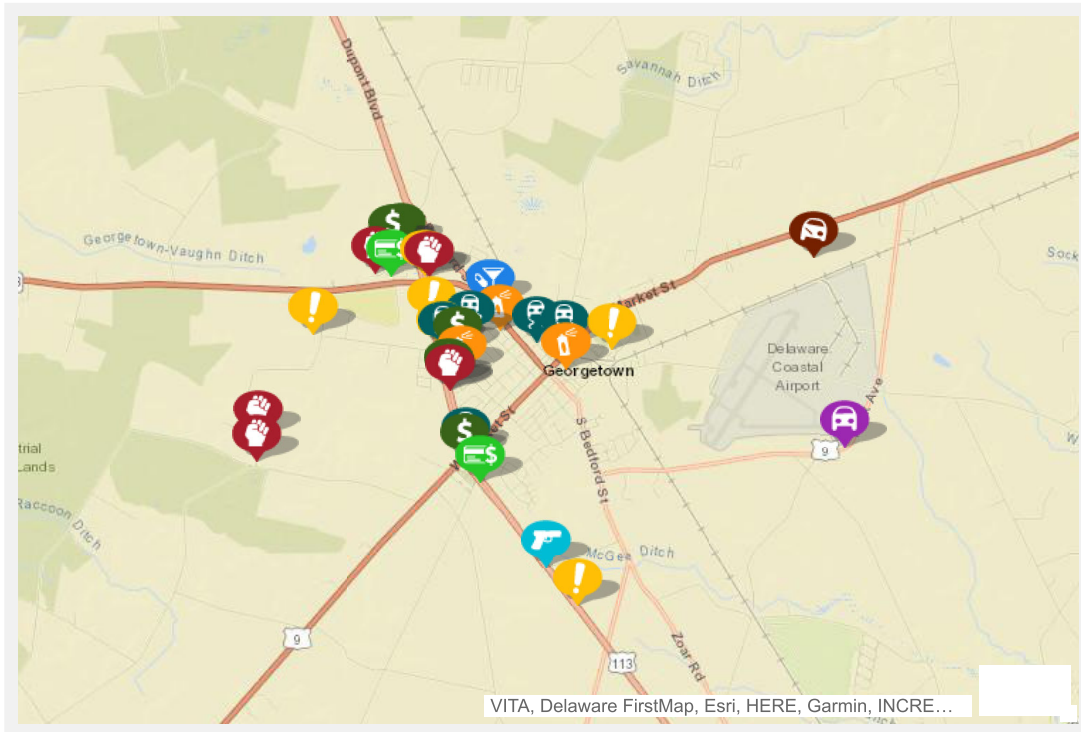
Print

# CrimeMapping.com Map

Wednesday, January 1, 2025 through Thursday, January 30, 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












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## Crime Report

Type	Description	Incident #	Location	Agency	Date
	HARASSING COMMUNICATION/PHONE/WIRE/M... ONLY	8125000610	22800 BLOCK SE DUPONT BLVD	Georgetown Police	1/28/2025 10:41 AM
	LARCENY/SHOPLIFTING	8125000574	20900 BLOCK N DUPONT BLVD	Georgetown Police	1/27/2025 9:08 AM
	DRIVING UNDER THE INFLUENCE/DRUGS	8125000392	DUPONT N BLVD & W. MARKET ST	Georgetown Police	1/20/2025 3:34 AM
	VEHICLE THEFT LOCALLY STOLEN- LOCALLY RECOVER		PARK E AVE & WOOD BRANCH RD	Delaware State Police	1/19/2025 3:37 AM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000369	19700 BLOCK SPINNAKER CT	Georgetown Police	1/18/2025 2:43 PM
	LARCENY/SHOPLIFTING	8125000368	000 BLOCK E COLLEGE PARK LA	Georgetown Police	1/18/2025 2:37 PM
	DRIVING UNDER THE INFLUENCE	8125000348	ON PRIVATE PROPERTY WITHIN GEORGETOWN MUNICIPALITY. 84.72 FE	Georgetown Police	1/18/2025 8:29 AM
	DRIVING UNDER THE INFLUENCE	8125000356	ON DEPOT STREET 27.68 FEET NORTH EAST FROM NORTH RACE STRE	Georgetown Police	1/18/2025 4:50 AM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000293	20700 BLOCK S DUPONT BLVD	Georgetown Police	1/15/2025 9:29 PM
	LARCENY/SHOPLIFTING	8125000271	20900 BLOCK N DUPONT BLVD	Georgetown Police	1/15/2025 1:52 AM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000247	20800 BLOCK N DUPONT BLVD	Georgetown Police	1/13/2025 9:32 PM
	DAMAGE/BUSINESS PROPERTY	8125000239	000 BLOCK SW ALFRED ST	Georgetown Police	1/13/2025 5:27 PM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000233	400 BLOCK INGRAM RD	Georgetown Police	1/13/2025 3:37 PM
	DAMAGE/PRIVATE PROPERTY	8125000229	1300 BLOCK DUNBARTON	Georgetown Police	1/13/2025 1:25 PM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000226	20500 BLOCK N DUPONT BLVD	Georgetown Police	1/13/2025 11:48 AM
	AGGRAVATED ASSAULT/NON-FAMILY OTHER DANGEROUS WEAPON	8125000224	20500 BLOCK DUPONT BLVD	Georgetown Police	1/13/2025 9:51 AM
	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
	DRIVING UNDER THE INFLUENCE	8125000155	ON CAROLYN STREET 83.40 FEET SOUTH EAST FROM WEST NORTH ST	Georgetown Police	1/9/2025 12:23 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

Type	Description	Incident #	Location	Agency	Date
	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
	DRIVING UNDER THE INFLUENCE	8125000092	ON RAILROAD AVENUE EAST 122.41 FEET SOUTH EAST FROM EAST C	Georgetown Police	1/5/2025 6:33 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

01/22/25 – 01/28/25



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Created by Hermawan  
from Noun Project

**Collisions**



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Created by Luis Prado  
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**DUI'S**



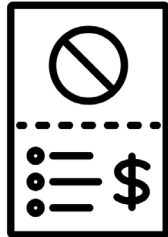
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**Calls for Service**



25

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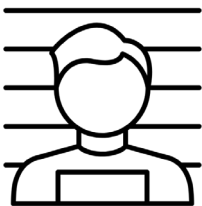
**eWarnings**



8

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**Arrests**



8

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**Fugitives**



17

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**Charges**

# Miss Utility Locate Tickets





# WWTF Lagoon Depths

