

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission**: Wednesday, February 19, 6:00 PM, Town Hall
- ✓ **Town Council Meeting**: Monday, February 24, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments**: Thursday, February 27, 5:30 PM, Cheswold
- ✓ **Sussex County Association of Towns**: Wednesday, March 5, 6:00 PM, Hosted by Ocean View
- ✓ **Sussex County Association of Towns Steering Committee**: Friday, March 7, 9:00 AM, First State Community Action Agency
- ✓ **"Hill Day"**: Wednesday, March 12, 9:00 AM, Washington, DC

UPDATES FROM DEPARTMENTS

Finance

- As of February 14, the Town has collected:
 - \$1,909,944 (98.5%) of the 2025 annual property tax billing (\$1,938,515)
 - \$873,013 (87%) of the January utility billing total (\$999,878)
 - ✓ H2O Analytics Customer Portal Users (47)
- Processed Payroll, Accounts Payable, Accounts Receivable
 - Processed 46 payroll records
 - Processed Purchase Orders (42)
 - ✓ Accounts Payable checks generated (41)
 - ✓ Scanned copies of invoices and attached to PO's
 - Cash Receipt Transactions (2,249)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Completed Salary Survey for Lewes
- Assisted customers with utility bill and parking ticket questions
- Monthly Key Revenue Items Report – January 2024 (copy attached)
- Real Estate Transfer Tax Summary (January 2025)

	January 2025		January 2024	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$15,656	\$1,146,668	\$2,770	\$245,711

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Public Works

- Serviced town vehicles
- Installed new boards on wastewater trailer
- Checked catch basins for debris
- Prepared snowplows for snowstorm
- Operated snow plows during snow event – February 11/12
- Assisted with water leak on West Adams Street
- Performed regular maintenance of Town properties and bike trail

Construction Coordinator

- Admiral's Landing
 - Sanitary sewer main pipe installation inspection for Phase 2.
 - Sanitary sewer service pipe installation inspection for Phase 2.
- Plan Review
 - 2024-16 Habitat - Kimmey Street Development
 - 2024 Aspira Charter School at Icehouse
- Certificate of Occupancy
 - 215 West Laurel Street
 - 7 Gordy Street
 - 224 East Market (Denied)
 - 735 R Wilson Loop
- Miss Utility Locate Summary (copy attached)

Water

- Gave tour and got samples for PFAS Solutions from King Street water plant and South Railroad water plant
- Repaired water leak at West Adams Street and Wagamon Avenue
- Assisted with plowing snow around town
- Assisted with snow removal from sidewalks and other Town owned properties
- Found hydraulic leak from a bobcat being rented by Family Court project, contacted the foreman and made sure it was cleaned up
- Requested a quote from Harry Caswell to have the three 3-inch water meters installed at the Oaks

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Wastewater

- Lagoon depths: Large Lagoon is 11.25 feet, and Small Lagoon is 6.00 feet
- Replaced most of the chlorine tubing in the chlorine control room
- Clean wet well at Health Unit pump station
- Cleared blockage between influent screen and press at Cedar Lane
- Replaced 4" lateral pipe in zone 10 at Pettyjohn Woods
- Replaced 6" main line pipe in zones 2 and 6 at Pettyjohn Woods

Police

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

Community Development

- Held support call for Electronic Plan Submission on February 12; Scheduling Admin and Review Training (Brian Olszak); next support call March 10
- Scheduled two new potential software demonstration: NearMap (hi-res aerial software) and self-service/electronic permit submission and payment portals from Edmunds
- Trained and oriented newly appointed Planning Commission member, Chris Lecates
- Produced, posted and distributed Planning Commission agenda and packet materials for meeting on February 19
 - Public Hearing: CASE #2024-14 James Place – 644 North Bedford Street: Comprehensive Plan Amendment: Future Land Use Map
 - Preliminary Site Plan Approval – Extension Request: Cheer Gateway East
 - Historic Review: DC Medical Expansion (10 W Laurel)
 - Elevation Review: The Oaks at Georgetown – Phase 2
- Responded to inquiries regarding retail marijuana store ordinance requirements (one predevelopment meeting likely forthcoming)
 - License lottery recipients across the state submitted required documents by Feb 10: <https://news.delaware.gov/2025/02/11/delawares-adult-use-marijuana-market-moves-forward-with-legislative-updates-and-lottery-process/>
- Greenlea Place - Final Site Plan approval letter issued by Reviewing Eng. Request plans for signature February 14
- Booker Street Properties – BOA application submitted February 7; Cat 2 Minor Subdivision plan submitted to GOPOST February 7

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- Habitat - Kimmey St Dev – Cat 1 site plan comments sent to applicant February 14
- 231 S. Race Street - Utility Review application submitted for proposed fire line February 11
- Predevelopment meetings:
 - None this week (one has been rescheduled because of snow: 225 South Bedford St: vacant lot – proposed park land)

TOWN MANAGER'S UPDATE

- Completed Conformity to Plan for proposed Downtown Development District Project on North Race Street
- Participated in University of Delaware, MPA Program Accreditation Alumnae Luncheon
- Held second meeting with FOP regarding contract renewal (Gene Dvornick, Bill West, Town Solicitor)
- Participated in weather call for snow event on February 11/12
- Researched Town responsibility and agreements regarding snow plowing
- Met with DLLG, Town of Milton, and City of Seaford regarding participation in Young Southeast Asian Leadership Institute (YSEALI)
- Drafted and submitted NWRA Driver of the Year Letter of Support from the Town of Georgetown
- Met with Sussex County to review status of joint projects:
 - ✓ Water Interconnect – *completed*
 - ✓ Reverse flow (wastewater) – *completed*
 - ✓ Capacity surrender – *reimbursement initiated*
 - ✓ Ellendale redirection – *in process*
- Contacted Sussex County Mapping regarding TMP assignment
- Bond Closing and Settlement completed on February 13
- Executed Surface Water Matching Planning Grant Application – submitted on February 14
- Executed Notice of Intent Application for Clean Water State Revolving Fund (CWSRF) project for improvements at the Main Pump Station
- Provided Delmarva Power information on the DelDOT Photometric Study for lighting around The Circle
- Completed Lighting Agreement for street lighting on Margaret Street and West Laurel Street
- Worked with SCAT Administrative Assistant on development of organization financial statements
- Reviewed Residential Rental Inspection RFP responses with Community Development Staff (Jamie Donaway, Gene Dvornick, Brian Olszak)
- Responded to FOIA requests
- Followed up on code enforcement issues



**BLACK
HISTORY
MONTH**

MAYA ANGELOU

CIVIL RIGHTS ACTIVIST, POET AND AWARD-WINNING AUTHOR, SHE BECAME HOLLYWOOD'S FIRST FEMALE BLACK DIRECTOR BUT IS BEST KNOWN FOR HER 1969 MEMOIR "I KNOW WHY THE CAGED BIRD SINGS." "INSTEAD, PURSUE THE THINGS YOU LOVE DOING, AND THEN DO THEM SO WELL THAT PEOPLE CAN'T TAKE THEIR EYES OFF YOU."



TOWN MANAGER'S
WEEKLY REPORT



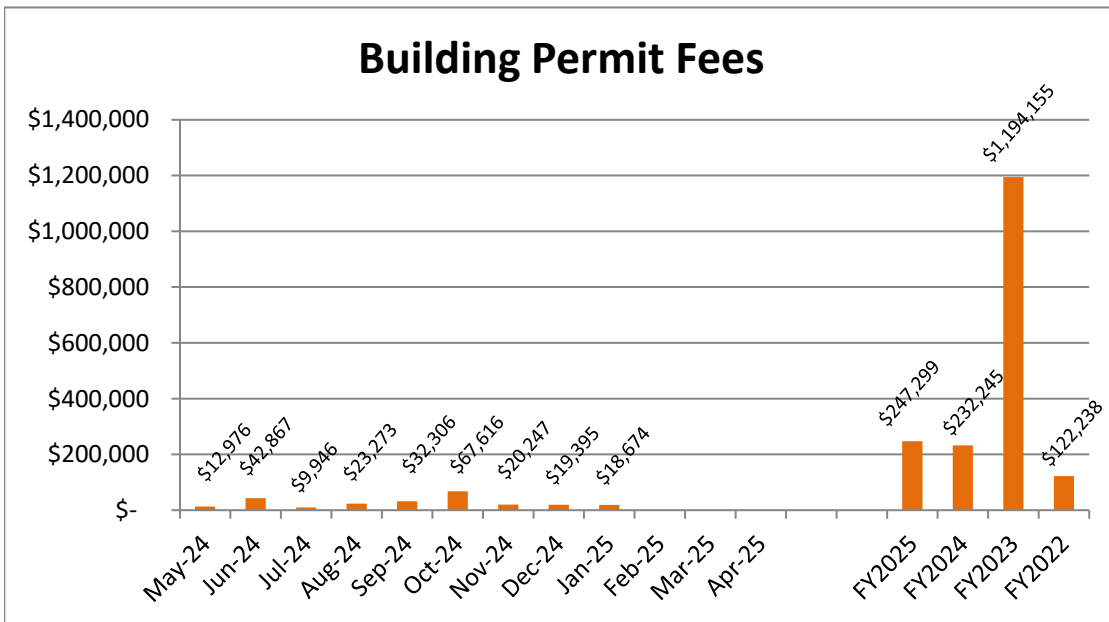
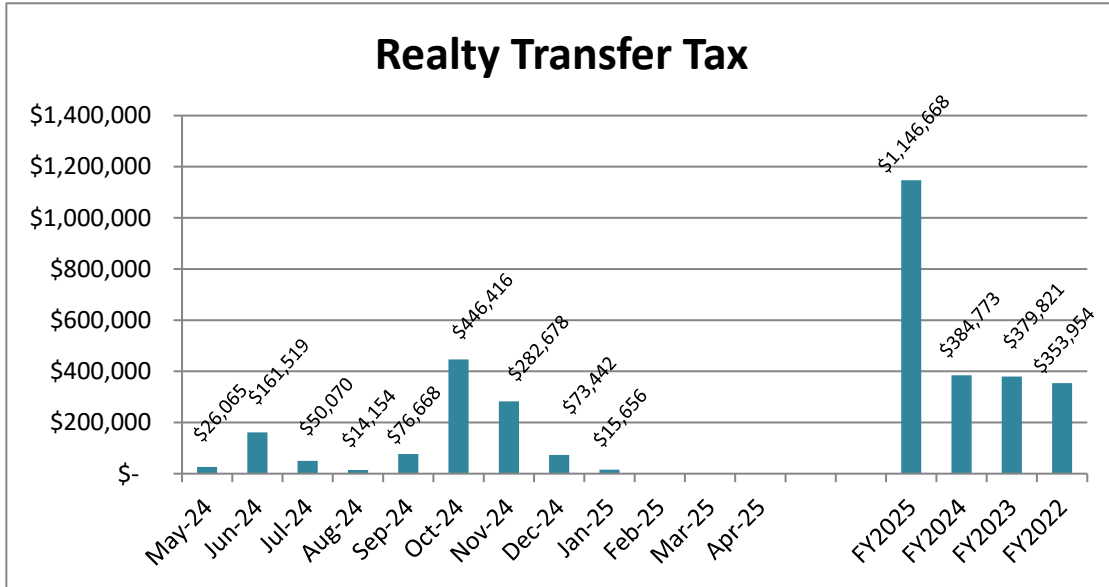
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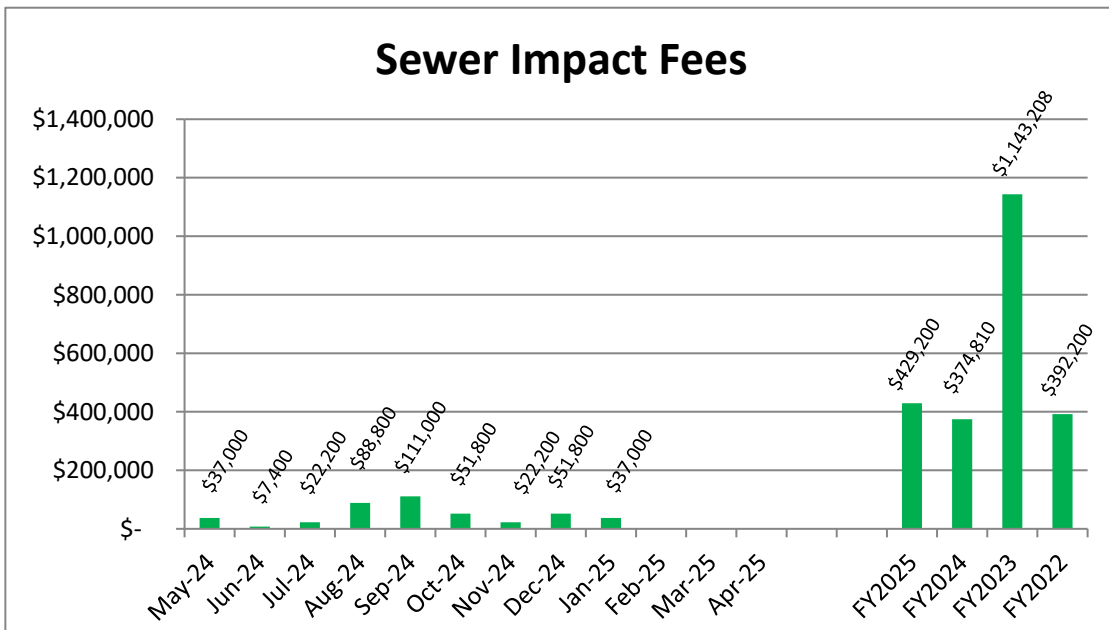
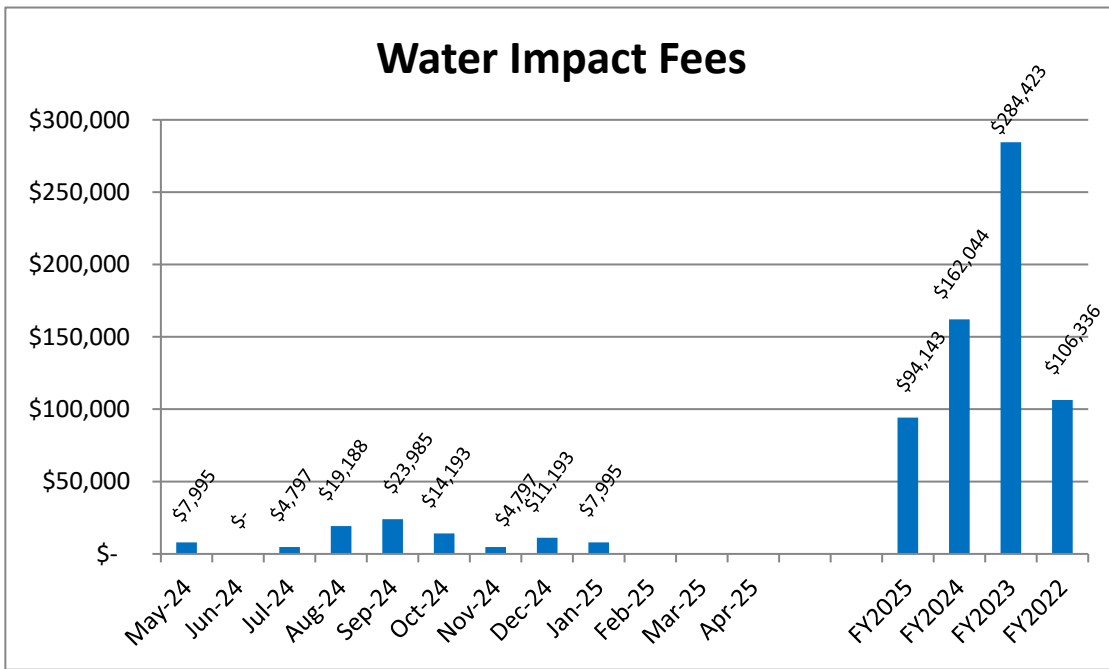
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

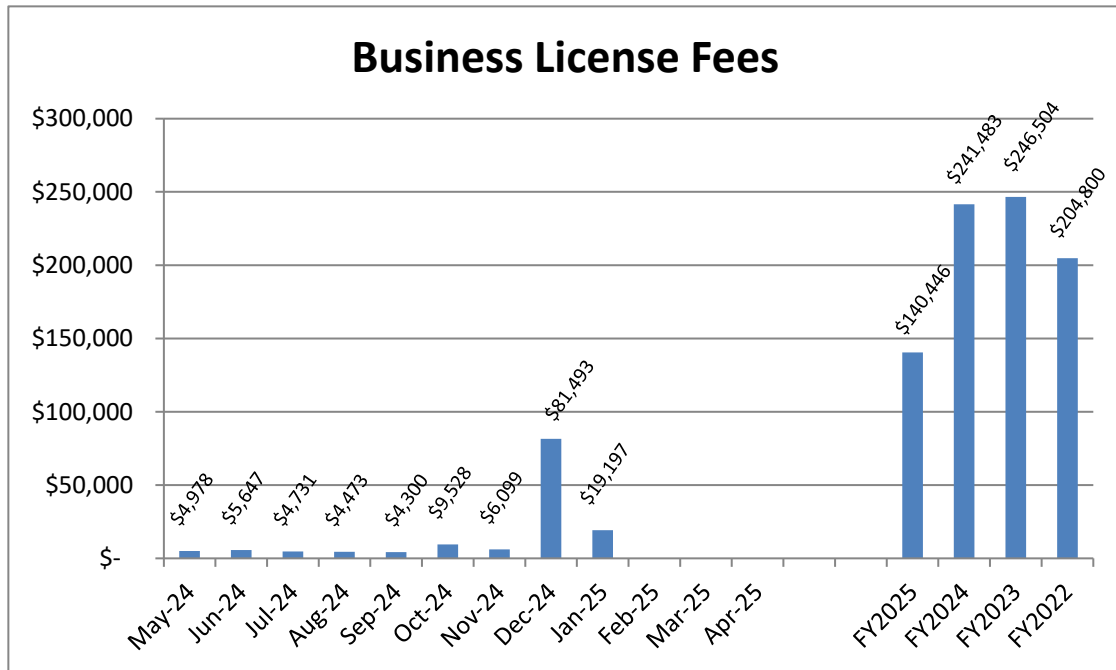
Key Revenue Items



Key Revenue Items



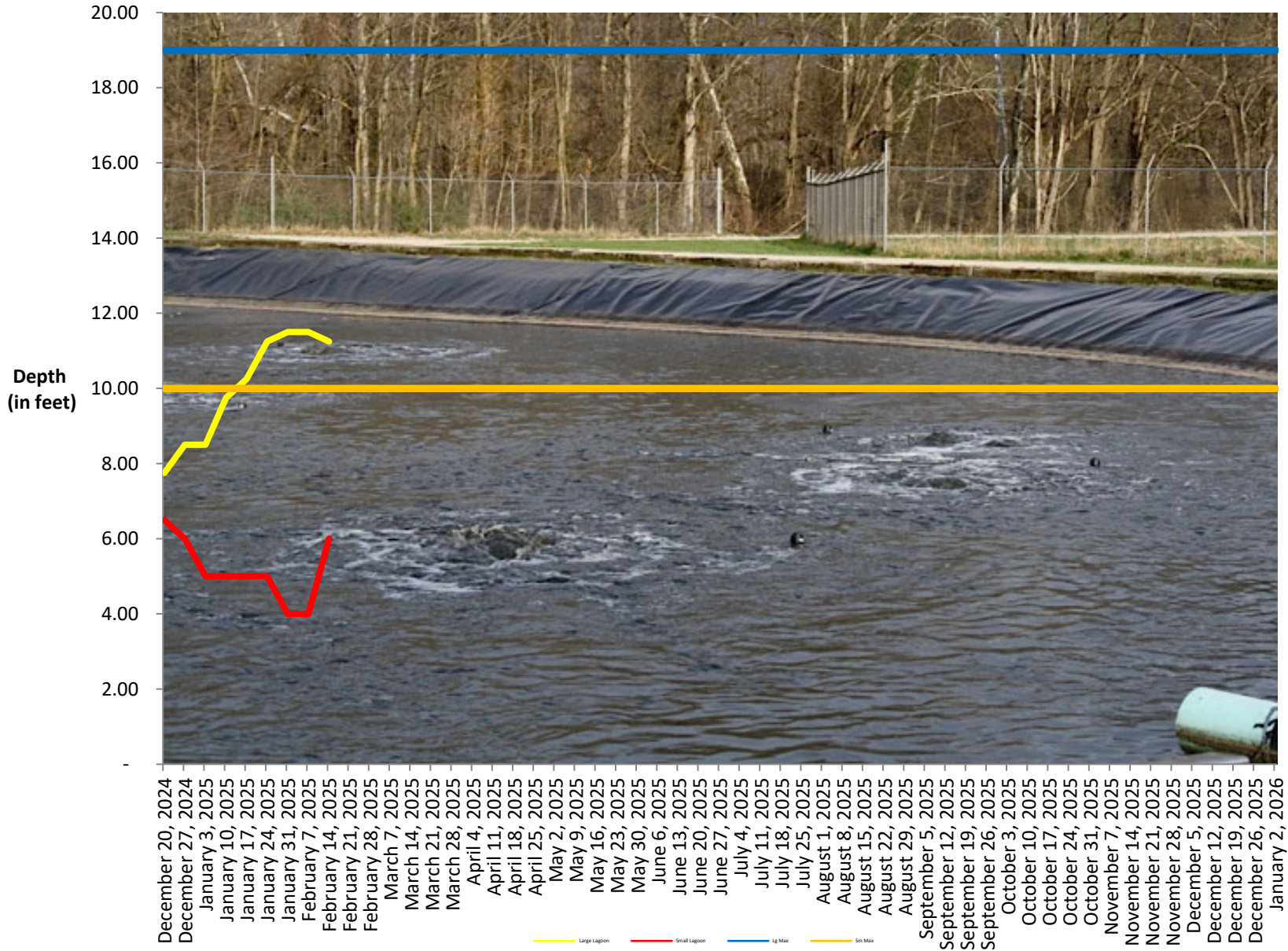
Key Revenue Items



Miss Utility Locate Tickets



WWTF Lagoon Depths



Georgetown Police Department

01/29/25 – 02/11/25



22

Created by Hermawan
from Noun Project

Collisions



2

Created by Luis Prado
from Noun Project

DUI'S



109

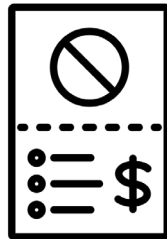
eTickets



410

Created by Pikelan
from Noun Project

Calls for Service



61

Created by Lilsol
from Noun Project

eWarnings



18

Created by Brickclay
from Noun Project

Arrests



14

Created by Made x Made
from Noun Project

Fugitives



54

Created by Fatemah Manji
from Noun Project

Charges

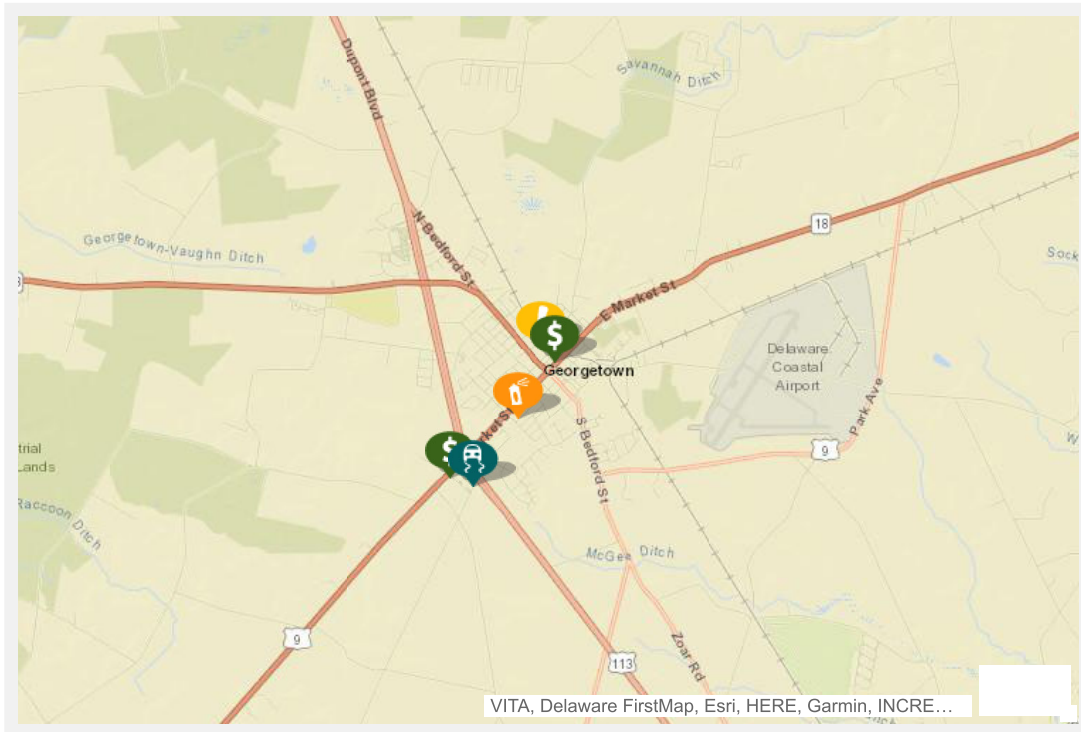
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CrimeMapping.com Map

Friday, February 7, 2025 through Thursday, February 13, 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	8125000987	100 BLOCK SE RACE ST	Georgetown Police	2/10/2025 3:56 PM
	LARCENY/SHOPLIFTING	8125000975	000 BLOCK GEORGETOWN PLZ	Georgetown Police	2/10/2025 9:29 AM
	DAMAGE/PRIVATE PROPERTY	8125000974	200 BLOCK NE PINE ST	Georgetown Police	2/10/2025 8:55 AM
	DRIVING UNDER THE INFLUENCE		ON OLD LAUREL ROAD 337.41 FEET SOUTH WEST FROM DUPONT BOUL	Delaware State Police	2/9/2025 12:19 AM
	LARCENY/FROM BUILDING	8125000905	000 BLOCK SW E. MARKET ST	Georgetown Police	2/7/2025 6:46 PM

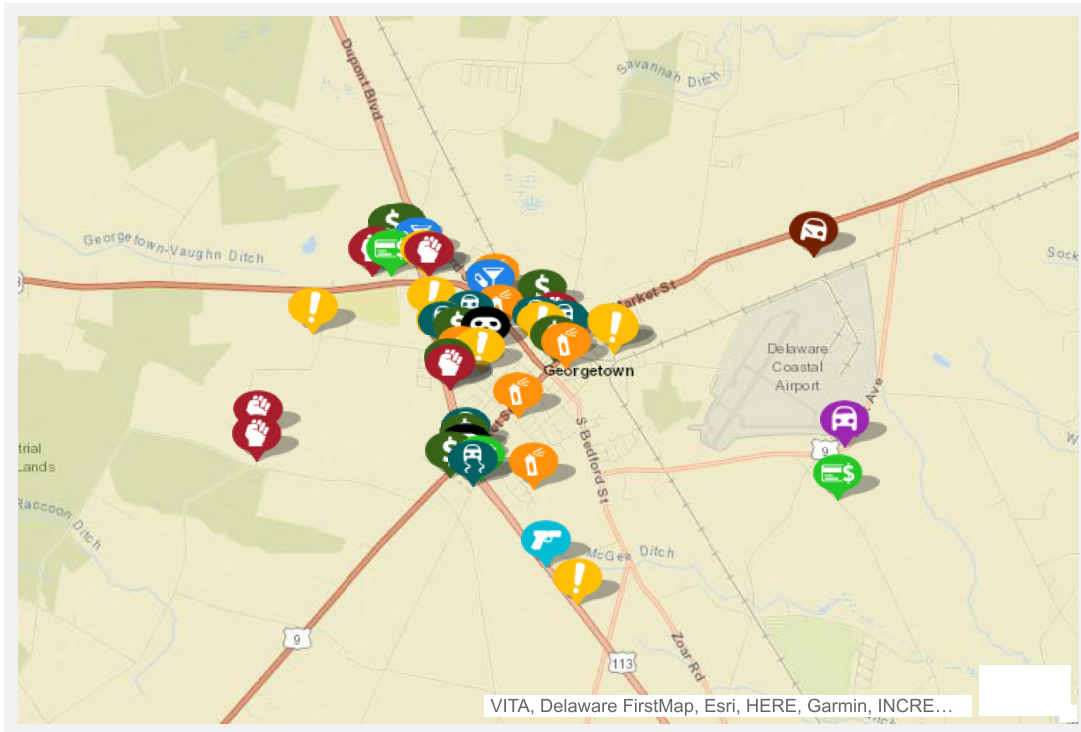
 Print

CrimeMapping.com Map

Wednesday, January 1, 2025 through Thursday, February 13, 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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	DAMAGE/PRIVATE PROPERTY	8125000974	200 BLOCK NE PINE ST	Georgetown Police	2/10/2025 8:55 AM
	DRIVING UNDER THE INFLUENCE		ON OLD LAUREL ROAD 337.41 FEET SOUTH WEST FROM DUPONT BOUL	Delaware State Police	2/9/2025 12:19 AM
	LARCENY/FROM BUILDING	8125000905	000 BLOCK SW E. MARKET ST	Georgetown Police	2/7/2025 6:46 PM
	HARASSING COMMUNICATION/PHONE/WIRE/M... ONLY	8125000870	300 BLOCK SE FRANKLIN ST	Georgetown Police	2/6/2025 9:35 AM
	LARCENY/FROM ALL OTHER YARDS	8125000850	KIMMEY SE ST & TRACY ST	Georgetown Police	2/5/2025 10:33 AM
	INTIMIDATION/RECKLESS ENDANGER/TERRORISTIC THREAT/HARASSMENT/OTHER ASSAULTS/NON-AGGRAVATED	8125000768	100 BLOCK NW RAILROAD AVENUE EAST	Georgetown Police	2/2/2025 5:25 PM
	BURGLARY/FORCED ENTRY/FREE TEXT NONRESIDENCE	8125000757	300 BLOCK SE CAROLYN ST	Georgetown Police	2/2/2025 11:50 AM
	DAMAGE/PRIVATE PROPERTY	8125000754	000 BLOCK SW DOUGLAS ST	Georgetown Police	2/2/2025 9:30 AM
	DISORDERLY CONDUCT/LIQUOR INVOLVEMENT	8125000747	20500 BLOCK S DUPONT BLVD	Georgetown Police	2/2/2025 3:08 AM
	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8125000743	21600 BLOCK SW BIDEN AVE	Georgetown Police	2/1/2025 10:13 PM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8125000734	600 BLOCK E INGRAMTOWN RD	Georgetown Police	2/1/2025 5:27 PM
	BURGLARY/FORCED ENTRY/NONRESIDENCE	8125000631	000 BLOCK GEORGETOWN PLZ	Georgetown Police	1/29/2025 5:13 AM
	LARCENY/FROM BUILDING	8125000619	000 BLOCK E COLLEGE PARK LA	Georgetown Police	1/28/2025 5:10 PM
	HARASSING COMMUNICATION/PHONE/WIRE/M... ONLY	8125000610	22800 BLOCK SE DUPONT BLVD	Georgetown Police	1/28/2025 10:41 AM
	DAMAGE/PRIVATE PROPERTY	8125000577	000 BLOCK NE TEABERRY LA	Georgetown Police	1/27/2025 10:36 AM
	LARCENY/SHOPLIFTING	8125000574	20900 BLOCK N DUPONT BLVD	Georgetown Police	1/27/2025 9:08 AM
	FRAUD/SWINDLE/FLIMFLAM		22700 BLOCK SE CEDAR LA	Delaware State Police	1/23/2025 10:17 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

Type	Description	Incident #	Location	Agency	Date
	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
	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

Type	Description	Incident #	Location	Agency	Date
	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