



October 2017 Town Manger's Report

Economic Outlook:

The Town collected \$7,873.66 in building permit fees during the month of September. There were four (4) building permits issued for new construction.

The Town also received a check from the Recorder of Deeds in the amount of \$38,255.36 for realty transfer taxes (RTT) collected on our behalf. We have almost reached the amount budgeted to balance our operating budget. Surplus RTT has been earmarked and will be used to complete the Police Department project.

Western Sussex County Regional Wastewater:

Sussex County continues to work towards the completion of the western sewer district. DNREC has approved a planning grant for the project and engineers are now putting together proposals for the planning phase. We are still on schedule-design should be completed by the end of December, with the County being able to submit a full CWSRF application to DNREC in January.

New Police Station:

Davis, Bowen & Friedel, Inc. continues to work on the architectural and engineering aspects of the building. We are nearing completion of the construction plans. Building documents should be ready for final review during the week of November 17th. Town staff will then take a couple of weeks to go over the plans. We will also need to wait for final comment and review by Sussex Conservation District and DelDOT. We are hoping to have all approvals by early 2018 and bid for the project in February.

Dangerous Dogs:

The ordinance to amend the definition of a Dangerous Dog was introduced at the September meeting. There will be a public hearing and subsequent vote on the Ordinance at the November Commission meeting.

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FY17 Audit:

Lank, Johnson & Tull continued to gather information required to complete their audit of the Town's financial statements.

Heritage Shores Special Tax District:

Funds collected during the July-September period (\$1,211,232.81) were forwarded to the bank. Notices were sent to those property owners who were delinquent.

Vacant Buildings:

A letter was drafted and sent to all property owners suspected of having a vacant building on their property, informing them of the new Ordinance and registration requirements.

Health Insurance- Family Coverage:

Started review of providing funding towards health insurance for family members of town employees. The State plan is very costly so meetings were held with insurance brokers to determine if there were other opportunities. A report will be submitted to the Commissioners for discussion and review once the information has been compiled and reviewed.

Employment Anniversary's during October:

- 10/5/17: Ashley Walls- 2 years

Upcoming Events:

- November 13th- Commission Meeting (7:00 P.M.)
- November 16th- Commission Workshop (5:00 P.M.)
- November 21st- Planning & Zoning Meeting & Public Hearing (7:00 P.M.)

Regular daily activities and duties were completed throughout the month, and weekly department meetings were held. Also attended necessary quarterly and monthly meetings pertaining to SCAT, DLLG and CMAD.

Respectfully Submitted,



Jesse Savage
Town Manager