



## **December 2017 Town Manger's Report**

### **Economic Outlook:**

The Town collected \$2,870 in building permit fees during the month of December. There were no building permits issued for new construction.

The Town also received a check from the Recorder of Deeds in the amount of \$49,890.82 for realty transfer taxes (RTT) collected on our behalf. We have collected the amount required to balance the operating budget and future collections will be put towards the cost of the new police department.

### **Western Sussex County Regional Wastewater:**

Sussex County is currently in the preliminary design stage of the project. They will be finalizing design and submitting funding applications in January to State and Federal agencies. The projected construction start date is July 2019.

### **Hazard Mitigation Plan:**

Met with Joe Hughes, the DLLG's contracted Homeland Security Grant Program Consultant, to discuss the Town's Hazard and Emergency Operation Plans. We will work together over the next few months to update the plans.

### **FY18 Budget Amendment:**

Department heads were instructed to complete the budget amendment worksheets. The amendment will be presented at the Commissioners January workshop, with adoption scheduled for February. The Town has seen a lot of changes since the original budget was adopted.

### **Southern Delaware Tourism Award Luncheon:**

President Correll and I attended the annual awards luncheon In Rehoboth on December 6<sup>th</sup>.

FY17 Audit:

The audit has been prepared and submitted to the Commissioners for their review. A presentation will be made by the auditor at the January meeting. Per the direction of the Commissioners, an RFP for future auditing services was created and advertised.

Heritage Shores I & I:

We have developed a spreadsheet to better understand the infiltration and inflow concerns we are experiencing from the Heritage Shores Pump Station. It appears that we are receiving about 37,000 additional gallons per day more than what is being billed for.

Contractor License:

An ordinance was drafted to amend the Code as it pertains to the Town's Contractor License requirements, as discussed at the November workshop. The Code Enforcement Officer is reviewing the draft and it should be available to the Commissioners in January.

Employment Anniversary's during November & December:


- Ryan Hogan- 9 years
- John McQuown- 9 years
- Scott Kimball- 6 years

Upcoming Events:

- January 8<sup>th</sup>- Commission Meeting (7:00 P.M.)
- January 16<sup>th</sup>- Planning & Zoning Meeting & Public Hearing (7:00 P.M.)
- January 18<sup>th</sup>- Commission Workshop (5:00 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