



January 2018 Town Manger's Report

Economic Outlook:

The Town collected \$6,483.59 in building permit fees during the month of January. There were three (3) building permits issued for new construction.

The Town also received a check from the Recorder of Deeds in the amount of \$45,912.07 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:

A meeting was held on January 3rd to discuss the project and to confirm the schedule forward. Engineers are putting together the technical aspects so that appropriate funding applications can be submitted.

RFP- Auditing Services:

Drafted and advertised a request for proposals for auditing services. Services are guaranteed to the successful firm for FY18, with an option for the next four (4) years- five in total. Bids were due by 3:00 PM on January 31st. We received a bid from three firms, one of which will be selected at the February Commission meeting.

FY18 Budget Amendment:

The FY18 budget amendment was prepared and presented to the Commissioners at their January 30th workshop. A balanced budget was presented.

Sussex County Profile Luncheon:

President Correll and I attended the annual luncheon in Georgetown on January 30th. During this luncheon, the cover for the annual booklet is unveiled. This year the old Laurel Grain Mill was selected. It has be refurbished and repurposed by Proximity Malt and will produce 25,000 metric tons of barley- enough to make 1 million barrels of beer.

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911 Addressing:

Worked with the County Mapping & Addressing department to amend addresses on Church Street and Waterside Drive where issues were created with recent development plan approvals.

Heritage Shores I&I:

Town staff, with the assistance of Brookfield employees, was able to locate a few I&I concerns within the commercial areas adjacent to Heritage Shores. An RFP was created and advertised and we hope to have the work done in February, weather permitting.

Employment Anniversary's during November & December:

- Rick Passwaters- 23 years

Upcoming Events:

- February 7th- SCAT Meeting- Georgetown (3 or more Commissioners may be in attendance, but no action will be taken).
- February 12th- Commission Meeting (7:00 P.M.)
- February 15th- Commission Workshop (5:00 P.M.)
- February 19th- Presidents' Day HOLIDAY- Offices will be closed
- February 20th- Planning & Zoning Meeting & Public Hearing (6:00 P.M.)
- February 22nd- DLLG Meeting- Dover (3 or more Commissioners may be in attendance, but no action will be taken).

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