



January 2019 Town Manger's Report

Economic Outlook:

The Town collected \$7,825 in building permit fees during the month of January. 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 \$32,610 for realty transfer taxes (RTT) collected on our behalf during December. This amount will be used to balance the Town's operating budget. We have reached the amount necessary to balance the operating budget.

Property Annexation:

Ludema Annexation- The request involves two parcels located at the corner of Antique Alley and South Main Street. The territory consists of 1.6 acres and the owner has requested a C-1 zoning classification. The State Office of State Planning has indicated their approval of the annexation. A Public Hearing will be held at the February meeting. Immediately following the hearing, an Ordinance to approve to the annexation will be considered by the Commissioners.

New Police Station:

The Commissioners conducted a walkthrough of the new PD prior to the January workshop. A request for funding assistance was drafted to send to our legislators. Specifically, we will be requesting Community Transportation Funds to assist with the entrance and parking lot improvements.

Tax Filings:

2018 form W2s were submitted to Town employees. Forms W2s and Form W3 were submitted to the State and the IRS. In addition, 1099 and 1096 filings and submission were completed. Quarterly 941 forms were processed.

Coastal Run Apartments:

We are still awaiting a preliminary development plan application from the developer. Once received, we will schedule the review and approval process.

Budget Amendment:

The budget amendment was shared with the Commissioners at the 1/28 workshop. There were no proposed changes to the submission. A resolution will be drafted to reflect the new figures.

Street Sweeping:

The Town will be asking for proposals for street sweeping services. We hope to receive bids and select a vendor by the end of March.

DFIT Finance Committee:

I have agreed to serve on the Finance Committee for the Delea Founders Insurance Trust (DFIT) Worker's Compensation Program. We will be charged with financial oversight of the program, with monthly reports to the Board of Trustees. The first meeting was held on 1/10/19.

Driver Records Review:

In accordance with Town Policy, driving records were reviewed and active licenses were confirmed for all employees that use a Town vehicle as part of the employment with the Town.

Employment Anniversary's Upcoming in January:

- March 4th- Burke Parker- 17 years
- March 4th- Justin Wechtenhiser- 6 years
- March 4th- Robin Bohn- 6 years

Upcoming Events:

- February 6th @ 6:00 P.M.- SCAT Meeting
- February 11th @ 7:00 P.M.- Commission Meeting
- February 18th- Town Offices closed for holiday
- February 19th @ 7:00 P.M.- Planning & Zoning Meeting
- February 21st @ 6:00 P.M.- DLLG Dinner
- February 25th @ 5:00 P.M.- Commission Workshop

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