

ADMINISTRATIVE REPORT FOR THE MONTH OF MAY 2010

➤ **Financial Report YTD**

- General Funds Balance \$549,176.28; Restricted Funds Balance \$3,347,851.59
- General Revenue \$56,336.02; Budget \$401,072.00; 14.05% of budget
- General Expenses \$20,526.60; Budget \$401,072.00; 5.24% of budget
- Restricted Revenue \$14,956.75; Budget \$132,085.00; 11.32% of budget
- Restricted Expenses \$4,585.00; Budget \$531,450.00; 0.86% of budget
- Grant Expenses \$375.00; Budget \$18,805.00; 1.99% of budget
- Total Assets \$3,347,851.59
- Total Liabilities \$14,202.25
- Redeemed WSFS Certificate of Deposit (CD) and purchased CD in the amount of \$250,000 for a higher return.

➤ **Administrative Department**

- a) Six (6) building permits have been issued YTD.
- b) The Financial Dept. has processed 360 licenses; business, rental & realtor and processed \$26,881.99 in tax revenue.
- c) Several complaints from different residents regarding property maintenance on numerous properties most of which has been resolved.
- d) Held quite of few meetings with Mr. Rich Bloch on his Conditional Use application. Site Plan to be reviewed by P&Z on June 14th.
- e) Held numerous meetings with Mr. Bob Harris regarding Coventry's Public Works Agreement. Worked with Seth Thompson and Kyle Gulbranson to finalize. Mr. Harris has reviewed; waiting for final copy.
- f) Worked with David Myers, P.E., of GMB on the final site plan submission. URS has received the final plans and are currently reviewing for compliance.
- g) On May 29th, I was invited by the "Family and Friends Organization," Union Wesley United Methodist Church and Campground, Clarksville, DE, and Mr. Dan Parsons, State of Delaware Historian, to attend a meeting at their church to discuss their application to added to the National Historical Registry. Also, the group is working with the Donning Company Publishers as author, to publish a pictorial history of "The Blackwater Colored School" in Clarksville. The Blackwater Colored School has a uniquely diverse history and is the only Colored School building that pre-dates the DuPont Schools that is still standing in

Sussex County today. I was much honored that they requested my help and I'll be working with other members of this organization from all regions of the State of Delaware, including representatives from Delaware State University and the University of Delaware, the Clarksville Historical Society, the Sussex County Historical Society, the Delaware Historical Society, and the Delaware Department of Historical Preservation. I've asked Bob Linett to join me for their grant writing and Donna Schwartz to develop a website for them.

h) Subway is now opened; the owner brought lunch to the staff thanking us for all of our help in their endeavors.

i) Fox Pizza in the Giant complex will be opening very soon.

i) The Town Hall has been power washed by an individual who needed community service time. A job well done on his part.

Respectfully submitted,
Deborah Botchie
Town Manager