

**ADMINISTRATIVE REPORT FOR THE MONTH OF AUGUST 2011**

➤ **Financial Report YTD AUGUST 2011**

- General Funds Balance \$900,195; Restricted Funds Balance \$2,523,984
- General Revenue \$392,730; Budget \$480,846; 81.67% of budget
- General Expenses \$127,702; Budget \$480,846; 26.56% of budget
- Restricted Revenue \$123,425; Budget \$146,736; 84.11% of budget
- Restricted Expenses \$14,520; Budget \$20,103; 72.23% of budget
- Grant Expenses \$0; Budget \$20,210; 0% of budget
- Total Assets \$3,437,462
- Total Liabilities \$13,106

**Notes:**

- Transfer tax received in August; 4 Windhurst Manor (lots only); 5 MBTS = \$21,228.
- Eric issued 8 building permits in August in the amount of \$9,523 (report attached)

➤ **Administrative Department**

- We're in the final throws of the FY11 Audit.
- I have a meeting with Hollis Hearn from McDonald's group on 9/13 @ 10 a.m. Ms. Hearn is aware that a fast food restaurant with a drive thru is not permitted in the C1 District and she has been informed that the group would first have to apply for a rezone to C2 District. The property they are inquiring about is 134-12.00-409.00 which is currently owned by the Millville Fire Company. It's the parcel adjacent to Banks, Wines & Spirits. I'm meeting with them to discuss the process in which they have to pursue for the rezoning and site plan review.
- I have a meeting with Rob Shearer, from the Zarembo Group, developers for Dollar General on 9/15 @ 11 a.m. I have received 2 very preliminary site plans for a proposed Dollar General on Atlantic Avenue. They will be combining 2 parcels with approximately 1.28 acres. I do not have the parcel numbers they are referring to, just the old address of 600 & 552 Atlantic Ave and I'm not sure if that is correct.
- I've only received one proposal thus far for a wheelchair lift for the second floor; however, after speaking with Jerry Picard from the Red Cross in Wilmington, he informed me we should look for a wheelchair lift that will be able to accommodate an electric wheelchair as well. Mr. Picard has informed me that our facility could never be deemed as a "pre-event" shelter due to our size, but could be utilized as a "post-event" shelter. He will be calling

me in the next few weeks as he wants to visit our facility. He stated there are other options and should Council decide to host a post-event shelter, the Red Cross could do the training. This does make logic sense to me as the second floor would be better fitted for a Command Center for the State Police, DEMA, Town Officials and I prior and during an event.

- Bob George and Marny McLee from DEMA also want to visit our facility to see if we could accommodate a Volunteer Registration Center for the State. Once I receive more information on that I will inform Council.
- Councilwoman Bennett has suggested that we look into adding some type of bars, grates, etc. to the bottoms of the windows on the second floor for safety purposes. The windows do go to the floor and could be a potential danger. I'm also suggesting we look into purchasing the same type of window shades for the second floor. The upstairs gets extremely hot in the afternoon and this would help with privacy. I'll get prices together for Council's approval.
- Some of our volunteers, Councilman Gordon and Eric Evans met with a ham radio operator from Sussex County and have found we need to purchase more items to set it up. I will be speaking with DEMA to get this approved with the grant money we've received.

Respectfully submitted,  
Deborah Botchie  
Town Manager