

TOWN MANAGER'S REPORT
August 2021

➤ **Financial Report YTD FY22**

- Unrestricted General Funds Balance \$8,933,028; Restricted Funds Balance \$6,633,014
- General Revenue \$1,094,597; Budget \$1,429,140; 76.59% of budget
- General Expenses \$273,500; Budget \$1,429,140; 19.14% of budget
- Restricted Revenue \$1,142,721; Budget \$778,271; 146.83% of budget
- Transfer Tax Expenses \$187,825; Budget \$388,885; 48.30% of budget
- Grants/Other Expenses \$1307; Budget \$96,281; 1.36% of budget
- Total Cash Assets \$15,640,210; Total Cash Liabilities \$203,429
- Total Income \$2,237,318; Budget \$2,207,411; 101.35% of budget
- Total Expense \$462,632; Budget \$1,914,306; 24.17% of budget

➤ **Participated in the following meetings/events:**

Along with my everyday duties, phone calls and visitors, below please find some scheduled meetings I would like to share with Town Council.

- August 2nd - Attended the Special Meeting of the Town Council
- August 4th - As Honorary Commander of Troop 4, I attended an 8-hour Emergency Vehicle Operations Avoidance Training held at the Delaware State Police Academy
- August 9th thru 13th - Vacation
- August 16th - I met with Beazer's new Vice President Gavin Robertson regarding their trades working past the permitted hours
- August 24th - Attended the Town Council Meeting

➤ **Grants:**

• **Delaware Bicycle Council Cycling Infrastructure Grant**

I informed Council that we have applied for \$58,590.00 to install Green Track bike markings across nine intersections within Millville Town limits on RT 26. This will continue the project that Ocean View has installed within its limits on RT 26. I've heard back from John T. Fiori, DelDOT Bicycle Coordinator, that he's received the grant application and will be meeting with Andrew and I on Sept. 22nd for a site visit. He anticipates that his Council will award the grant at the October 6th Council meeting. Wish us luck!

• **2021 Outdoor Recreation, Parks and Trails (ORPT) Grant**

Once Council voted to approve Resolution 22-05 for said grant, I sent the grant application, project site map, park site plans with swing set area, and quote for the actual costs of the project, \$58,518.75. Mr. Mike Tholstrup has confirmed the receipt of these documents and stated after the September 15th application due date, the Joint Council Review Committee will review the application and make funding recommendations to the DNREC Secretary. Wish us luck on this one as well!

➤ **Evans Park:**

- I ordered and have received signage to be place strategically in the park as well as window decals: PROTECTED BY 24 HOUR VIDEO SURVEILLANCE

- The Millville Community Center at Evans Park has been reserved, to date, for 12 events beginning Saturday, September 11th

➤ **Town Hall Facilities:**

- The second-floor meeting room at the Town Hall is currently being utilize by 2 non-profit groups:
 - Millville FreeWrite Guild - Friday mornings 9-11
 - Delaware Deaf Senior Citizens - Every 3rd Thursday 10-1
- The Council Chambers has been reserved for 12 meetings. Mainly our HOA's, MVFD Ladies Aux., and the 38th District Republican Club.

Attached are the following reports:

1. Progress Listing for Building/Subdivisions
2. Millville Volunteer Fire Deoport July Report
3. Code & Building Department Report

Respectfully submitted,
Deborah Botchie
Town Manager

Progress Listing for Building/Subdivisions in Millville (as of 8/31/21)

P&Z NEEDS TO REVIEW TOMDOCS\CODE & BUILDING DEPT\Progress Listing for Building Projects
 PRELIMINARY APPROVED

Zoning	Project Name	Property Location	Map/Parcel/Unit	Status	Application Date Posted	Notes
C1 - Commercial	Absher Garage & Parking Lot	35380 Atlantic Ave.	12.00-359.00	P&Z needs to review	1/21/2021	1/21/21 Received site plan, application, fees; gave copy of plan to EE, emailed AL for pick-up. 2/17/21 GMB SENT COMMENT LTR TO ABSHER
C-2 - Commercial	Banks Storage Building, Customer Parking & Entry/Exit CONCEPT PLAN	38014 Town Center Drive	12.00-411.00 & 411.01	P&Z needs to review	2/9/2021	2/9/21 received concept plan, application & payment, contacted AL to pick up plan. 3/11/2021 concept plan reviewed by P&Z. 7/15/21 rec'd preliminary site plan. Sent to AL to review. 8/11/21 rec'd GMB comment letter. P&Z to review in October
C1 - Commercial	Bethany Bay Town Shoppes	Corner of Railway Rd. & Atlantic Ave.	12.00-141.00, 141.01, 141.02	Preliminary approved	8/30/2018	10/9/18 GMB Comment letter to Pettinaro. 11/27/18 I met with Kemp regarding the comment letter. Kemp resubmitting plan; 2/8/19 Re-submittel returned; 3/5/19 - called Adams-Kemp, spoke w/secretary, requested 24x36 plan; 3/13/19 - received 24x36 plan; 3/15/19 - gave to AL for review; 4/16/19 Pulled item from 5/9 P&Z mtg; 5/7/19 received 4/23/19 comment ltr; 10/21/19 received site plan from applicant; 11/19/19 received 11/18/19 GMB comment ltr; 6/1/20 received site plan and comment ltr from Adams Kemp for AL to review; 9/10/20 P&Z recommended to Council for approval w/conditions; 1/5/21 received landscape plan PDF via email, forwarded to AL for review; 1/12/21 sent AL's responses to applicant. 7/22/21 red'd final site plan, sent to AL for review.
R	Egret Shores Subdivision	Substation Road	16.00-17.00	Preliminary approved	12/10/2020	12/10/20 received preliminary plan & fees check from applicant, gave plan to AL for review (still need application); 2/11/21 P&Z recommended preliminary development plan to T.C. w/conditions
MPC	Hudson's Reserve (formerly Summer's Edge Reserve) MPC	NE Corner of Peppers Corner Rd. & RT 17	15.00-115.00	Preliminary approved	7/16/2020	7/14/20 Received sketch plan, gave a copy to AL for review; 7/16/20 received application and app fee and escrow payment check; P&Z will review at 10/8/20 mtg.; P&Z recommended approval to Council at 10/8/20 mtg.; 11/9/20 received sketch plan, gave copy to AL for review; 12/8/20 Council approved 5-0 sketch plan with condition of keeping sidewalks on both sides of streets and keeping width of sidewalks 5 ft.; 12/21/20 received preliminary site plan for AL review, emailed AL to pick up; 12/22/20 AL picked up copy; 2/11/21 P&Z recommended approval to T.C. 4/13/21 Public Hearing Meeting TC on prelim approved 5-0. 6/1/2021 Rec'd final, GMB rec'd.
MPC	MBTS Endless Summer Off-Site Improvement	Final stretch of Endless Summer Drive	12.00-380.00	Preliminary recommended	4/15/2121	2/9/21 received application & payment. 4/15/21 P&Z reviewed site plan. Status: 5/17/2021 waiting on submittal of final site plan.
MPC	MBTS Off-Site Impr 2 (connector road)	Sea Star Village / Summerwind		Preliminary approved	1/12/2021	11/13/18 Prel Plan sent to GMB. 1/3/19 GMB sending comment letter out on 1/9/19; 1/15/19 work letter; 5/7/19 GMB ltr to be received; 7/30/19 received GMB ltr.; 11/18/20 received construction plans, notified AL; P&Z will review at 1/14/21 mtg.; 12/21/20 received preliminary site plan for AL review, emailed AL to pick up; 12/22/20 AL picked up copy, sent email to R. Sutton for 4 more copies and PDF; 1/4/21 received physical plans, requested PDF; P&Z recommended for approval at 1/14/21 mtg.
MPC	MBTS VILLAGE 2	32.79 ACRES	SEVERAL	P&Z NEEDS TO REVIEW	5/11/2021	Rec'd plans and sent to GMB for review. GMB comment letter rec'd 6/8/21 7/22/21 rec'd plans. 8/12/21 rec'd GMB comments. Rec'd prelim plans 8/27/21. AL picked up 8/30/21. P&Z to review in October
MPC	MBTS VILLAGE 4	37.20 ACRES	SEVERAL	P&Z NEEDS TO REVIEW	5/13/2021	Rec'd plans and sent to GMB for review. 8/9/21 rec'd GMB comment letter
MPC	MBTS VILLAGE 5A	3.96 ACRES	12.00-380.00 & 15.00-120.01	P&Z NEEDS TO REVIEW	6/8/2021	Rec'd plans and sent to GMB for review. 7/26/21 GMB comment letter rec'd
MPC	MBTS Village 7	N.W. Corner of Burbage Rd. & Substation Rd.	12.00-3294.00	Preliminary approved	2/9/2021	2/9/21 received application & payment; 2/18/21 P&Z reviewed concept plan. 4/7/21 Rec'd preliminary plan. GMB reviewing. Status: P&Z approved and GMB proposal letter rec'd 7/6/21. Rec'd final plans, email sent to AL 8/5/2021. 8/16/21 rec'd GMB comment letter. 8/27 rec'd final plans. AL picked up 8/30/21
MPC	MBTS West Village A-1	26.11 ACRES	15.00-91.01	P&Z needs to review	7/21/2021	Rec'd plans and sent to GMB for review.
MPC	MBTS West Village C-1	19.84 ACRES	15.00-19.00	P&Z needs to review	8/2/2021	Rec'd plans and sent to GMB for review.
C1 - Commercial	Millville Square	35849 Atlantic Ave.	12.00-350.00 & 351.00	Preliminary approved	4/18/2019	4/18/19 received application; 4/23/19 received escrow, app payment; 7/11/19 P&Z approved recommendation; 6/2/20 nothing to date; 1/15/21 received construction plans, notified AL for pick-up. 4/12/21 received final site plan. GMB comment letter 5/4/21. 8/27/21 rec'd final plans. 8/30/21 AL picked up. TC review final in Sept
C1 - Commercial	Seasonal Solutions Hot Tub Relocation	35805 Atlantic Ave.	12.00-289.00	P&Z needs to review	10/20/2020	10/20/20 received application, check & site plans from applicant, notified AL to review plan; 10/21/20 AL picked up plan for review; 11/16/20 received comment ltr from AL; 11/17/20 emailed ltr to applicant
C1 - Commercial	Shaka Shack	35308 Atlantic Ave.	12.00-353.00	P&Z needs to review	5/18/2021	Rec'd plans and sent to GMB for review. Rec'd GMB comments 6/6/21
MPC	Tidewater Elevated Storage Tank	Along Rt. 17	15.00-116.01	Preliminary approved	11/2/2020	11/2/20 Received application, payment & site plans from applicant, gave copy of plan to AL for review; 12/9/20 received 11/24/20 GMB comment ltr. 4/12/21 rec'd preliminary. GMB reviewing. P&Z recommend ltr 6/8/21. 7/13/21 rec'd final site plan for AL to review. 8/10/21 rec'd GMB comment letter.
R	Tupelo Sands Apartment (Roxana Rd) Complex	Northwest Side of Roxana Road	15.00-93.01	Preliminary approved	5/14/2019	5/14/19 received application & payment from applicant; 5/15/19 received State OSP letter to applicant; P&Z reviewing concept on 5/23/19; 11/15/19 received application, escrow & application fee payments, & site plan gave copy to AL; P&Z approved 4-0 preliminary on 1/10/20; received final site plan on 7/30/20, gave to AL for review; 11/12/20 received GMB comment ltr from AL. August received revised final site plan. AL reviewing.

August 2021 Activity Report

	<u>August-21</u>	<u>August-20</u>
EMS Calls	254	283
Fire Calls	40	82
Total Calls	294	365

Types of Fire Calls

Assist other Fire Companies	2	11
Automatic Fire Alarms	19	29
Carbon Monoxide Detector Activation	2	1
Gas Leaks	1	3
Medical Assist	1	3
Motor Vehicle Accident	8	5
Other Type Alarms	5	28
Outside Fires	1	0
Structure Fires	1	1
Vehicle Fires	0	1

Types of EMS Calls

Assist	15	15
Cancellation	20	25
DOA	2	2
Patient Refusals	40	54
Public Service	5	1
Stand By	22	52
Transfer of Care	1	0
Transports	147	134
Unable to locate	2	0

Geographic Locations of Calls

County In District, out of town(s)	161	201
Millville, town of	31, MMC-9	37, MMC-5
Ocean View, town of	Fire-6, EMS-31	Fire-15, EMS-21
Out of District	17	27

Personnel, Hours, Miles

Hours in Service	425.79	499.48
Personnel in Service	994	1909
Personnel Hours	1016.1	1477.68
Miles Traveled	7709.78	9570.58

Incidents of Notable Interest

August 2021 Activity Report

8/6/21, 1358 hours, Burbage Road & Jones Road, assisted Frankford VFC with a motor vehicle accident with entrapment.

8/17/21, 2119 hours, 32000 block of Vines Creek Road, motor vehicle accident with entrapment.

Code & Building Department Monthly Report for August 2021

BUILDING PERMITS

Total BP Issued: 51

- Single Family Homes 5
- Townhouse Units 26
- Minor 17
- Commercial 2
- Signs 1

Certificates of Occupancy/Completion Issued: 31

Total Revenue	\$ 176,170.80
BP SFH	\$ 29,727.00
BP SFTH	\$ 140,320.50
BP Commercial	\$ 3,778.30
BP Minor	\$ 1,545.00
Sign Permits	\$ 250.00
BP Violations	\$ 550.00

DEVELOPMENT ACTIVITY

BL2: Work continues. Infrastructure continues. All lots being built on in phase 3. Phase 4 into the construction phase all lots up to phase 4 are being built on. Best guess all homes should be under construction for Bishops Landing by this time next year.

MBTS Sea Breeze: The 1st 18 lots sold and construction well underway. Spur road connected at Spur 1 with curb, soil cement, and blacktop. I'm told all lots are spoken for or in the process. My guess Christopher should be out of Sea Breeze by next Oct.

PARKSIDE: Construction underway and removal of trees and grubbing is starting in their phase 2 area.

SEA EDGE: Building in process. Should be sold out and done by December. At least that is their goal.

SOUTHERN LANDING: Infrastructure continues, Sewer connection along School Lane completed. Building construction has begun. DelDOT asked not to issue anymore permits until entrance is completed.

PENINSULA VILLAGE: Equipment starting to arrive. Work will be starting Sept and house around Dec is the goal.

TOWN PARK: Dirt removed, Pickleball Lights operating. There is 4 light poles around the track not operating properly. Order has been placed with electrician, as well as a Ground fault outlet in the kitchen being bad.

CODE ENFORCEMENT: VIOLATIONS

TOTAL VIOLATIONS: \$550.00