

**TOWN MANAGER'S REPORT**  
**FOR THE DECEMBER 8, 2015 TOWN COUNCIL MEETING**

➤ **Replacement of Decking and Railings at Town Hall**

D. R. Contracting, LLC began working on the replacement of the deck boards and railings at Town Hall on October 22<sup>nd</sup>. While removing the old decks and railings, the contractor found a considerable amount of rotten wood which needed to be replaced. All work should be completed by December 11<sup>th</sup>.

➤ **Holiday in the Park**

This annual event has been scheduled for Saturday, December 12<sup>th</sup> from 3:00 pm until 5:00 pm. Santa will be brought to the event by Millville Volunteer Fire Company. Punch and cookies will be served, free face painting and the balloon artistry will be provided by Sunshine the Clown. At 5:00 pm members of the St Anne's choral group will lead the carols and the tree will be lit.

➤ **Holiday Decorations**

Holiday decorations have been installed at the front of the municipal building, along Central Avenue and will be completed at Town Hall this week. A special thanks to the DPW staff for decorating the inside of Town Hall. Decorations at all locations belong to the Town. We hope that council will consider adding more holiday decorations for the Town in the upcoming budget.

➤ **Other**

- Several employees signed up for AFLAC plans during open enrollment. Those employees who selected one of the plans will pay 100% of the premium costs after tax beginning January 2016.
- The Town's Nationwide representative met with new employees to enroll them in the Town's 457B retirement plan. Employees with existing accounts had an opportunity to review their portfolios for guidance on their investment choices.
- A meeting was held on December 8<sup>th</sup> with Linda Raab, Planner from the Institute for Public Administrative with the University of DE, and the Town Administrative Official to review the amendments to the CLUP Plan.
- A meeting has been scheduled for December 11<sup>th</sup> with Diane Campanille, HR Director with Lyons Insurance, to review the 1<sup>st</sup> draft of the new Personnel Manual.
- A meeting has been scheduled for December 17<sup>th</sup> with representatives of Trident Insurance to discuss their new partnership with DFIT for Property and Casualty Insurance. If it appears to be advantageous for the Town to go out to bid an RFP will be prepared.
- An RFP for a three year contract for Auditing Services will be published in the near future.
- The holiday luncheon for staff and OVPD volunteers will be held on Friday, December 18<sup>th</sup>. This year the event will be held in the Dunes Room at Bear Trap Dunes.