

TOWN MANAGER'S REPORT
FOR THE SEPTEMBER 13, 2016 TOWN COUNCIL MEETING

- ◆ **DeIDOT #16-P-PROG-80 Grant**
On July 22, 2016, the Town received a check in the amount of \$3,021 for one speed monitor in reference to the above executed grant agreement.
- ◆ **PKS & Company, P.A.**
A draft of the FY2016 audit has been prepared and is currently being reviewed by staff. A presentation will be made by PKS & Company to council members at the October meeting.
- ◆ **Millville Volunteer Fire Company – Ambulance Fee**
A second meeting was held on August 31st at the Millville Fire Company. Representatives from Millville Volunteer Fire Company, Town of Millville and Ocean View reviewed a draft agreement prepared by the Town Solicitor for Millville. The draft has been reviewed and modified by Dennis Schrader and will appear on the September council agenda for discussion.
- ◆ **Employee Manual**
During August the new Employee Manual was distributed to department heads and council members for questions and comments. A legal review was completed by James McMackin with Morris James LLP. An ordinance will be introduced in September to repeal Chapter 28 of the Ocean View Code. The Employee Manual will be adopted by resolution so that updates to the manual can be made in timely manner.
- ◆ **2016 Compensation Study**
In August, Hendricks and Associates, LLC sent out 13 survey questionnaires to surrounding agencies requesting salary information for all positions. As of September 8th Mr. Hendricks has received seven completed surveys. The results of the Compensation Study should be ready to present to council at the October meeting.
- ◆ **Concert in the Park**
The last concert in the park was held on Saturday, August 27th and featured the Glass Onion Band. This was the only concert of the summer where attendees were not provided with free ice cream. The owner of Kona Shaved Ice stated he served 75-80 people and believes that the number would most likely continue to increase as people adjust to paying. He also stated that he would consider participating in future Town events.
- ◆ **Osher Life Long Learning Institute**
Osher's fall semester classes began on September 7th and will run through November 16th. On September 14th, I will meet with the Program Director, Anna Mosher, to discuss the renewal of Osher's lease with the Town which will expire on May 31, 2017.
- ◆ **Sussex County Multi-Jurisdictional Hazard Mitigation Plan**
On September 1st, the Mayor, Town Administrative Official and I attended a public meeting to review a draft of the 2016 Sussex County Multi-Jurisdictional Hazard Mitigation Plan. The Disaster Mitigation Act, passed in 2000 requires state and local governments to develop and approve hazard mitigation plans in order to be eligible for post-disaster mitigation funding.

The plan, first adopted in 2005 and updated in 2010, serves as a comprehensive, long-term planning tool used to identify various strategies local emergency planners would use in the event of a disaster. The overall goal of the effort is to reduce or eliminate the loss of human life and damage to property as a result of hazards, both natural and man-made. County emergency planners intend to present updated mitigation actions for the plan revision later this fall. To view the current plan and future updates, as well as submit comments, visit <http://www.sussexcountyde.gov/all-hazard-mitigation-plan>. Over the past several months Charles McMullen has represented the Town of Ocean View by participating in the focus group meetings.

The draft plan will be submitted to DEMA in September and FEMA for review and approval in October. Once their reviews have been completed it will be adopted by Sussex County and then by each of the twenty municipalities that participated in updating the plan.

◆ **State of Delaware Division of Revenue Refund/Lottery Intercept Program**

In accordance with Title 30, Delaware Code, Section 545(b), the act provides that a Delaware individual tax refund and/or lottery winnings may be applied, in whole or in part, against any delinquent indebtedness owed to a claimant agency as defined in this section. Upon receiving notice from any agency that a taxpayer owes a debt, the Division of Revenue will reduce the amount of any overpayment of tax payable to the taxpayer or lottery winnings by the amount of such debt and pay the agency in an order of priority as determined by the Director of Revenue.

In order to participate in this new program the Town must:

- ◆ Sign a Cooperative Agreement with the Division of Revenue. Delinquent amounts less than \$50.00 are not eligible for the program. The Division of Revenue will issue a Notice of Intent letter to the delinquent taxpayer.
- ◆ A list of pending delinquencies will be provided to the Town on a weekly basis.
- ◆ Within 45 days, the Town must respond with verification of the status of the liability.
- ◆ On a weekly basis, the Division will issue a single check to the Town along with the names of the delinquent taxpayers.
- ◆ An administrative fee of \$25.00 will be charged by the Division and billed to the Town for each tax payment that is captured.
- ◆ It will be the responsibility of the Town to establish procedures for the administrative hearing of taxpayer appeals which means the Town's Collection Policy will need to be revised.

◆ **Sussex County Comprehensive Land Use Plan**

Sussex County has begun the process to update their Comprehensive Land Use Plan. The final draft is due in 2018. Public meeting have been scheduled for the last week in September and the first week in October. The last plan was published in 2008. The consultant has created a website devoted to planning efforts. It can be located at: sussexplan.com.

◆ **Upcoming Town Events**

Cops and Goblins – Sunday, October 30th 1:00pm – 4:00pm
Holiday in the Park – Saturday, December 10th – 3:00pm – 5:00pm