

**TOWN MANAGER'S REPORT**  
**FOR THE NOVEMBER 8, 2016 TOWN COUNCIL MEETING**

◆ **2016 Salary Survey**

The 2016 Salary Survey has been completed and distributed to council members and department heads for comments and questions.

◆ **Cops and Goblins Event**

The Cops and Goblins Event held on Sunday, October 30<sup>th</sup> was a huge success with several hundred people in attendance. A special "thank you" to the volunteers and Town staff that planned and worked during the event, our neighboring police agencies, Sussex County Paramedics, Millville Volunteer Fire Company and local food vendors for their donations and participation. If you have not done so already, please check out the photographs that have been posted to the Town's Facebook account.

◆ **Holiday Luncheon for Staff and OVPD Volunteers**

The holiday luncheon for staff and OVPD volunteers will be held on Friday, December 16<sup>th</sup> from noon until 2:00 pm. The event will be held in the Clubhouse at Bear Trap Dunes. This year we plan to invite members of the Board of Adjustment, Planning & Zoning Commission and Board of Elections. It has been a tradition of the Town to give holiday bonuses to each employee in the amount of \$200.00, net of taxes. The Town Manager and Police Chief will not receive a bonus. Unless there is an objection from Council, bonuses will be distributed at the staff luncheon again this year and volunteers will receive a certificate of appreciation and a gift card.

◆ **Delinquent Property Tax Letters**

The third and final letter for delinquent property taxes were mailed on November 2<sup>nd</sup> to 22 property owners.

◆ **Finance Director's Replacement**

The council was emailed a copy of Lee Brubaker's letter notifying the Town of his desire to retire by the end of this year. An ad for his replacement has been posted on the Town's website, the Coastal Point, Cape Gazette and The News Journal. The interview process will begin in the near future. It is my goal to have a replacement by the end of the year before we begin the next budget cycle.

**Holiday Décor**

Additional holiday décor approved in the FY17 budget has been purchased and will be installed by Thanksgiving.

◆ **Upcoming Town Events**

Holiday Staff and Volunteer Luncheon – Friday, December 16<sup>th</sup> – Noon – 2:00 pm  
Holiday in the Park – Saturday, December 10<sup>th</sup> – 3:00pm – 5:00pm