

**TOWN MANAGER'S REPORT**  
**FOR THE OCTOBER 10, 2017 TOWN COUNCIL MEETING**

- ◆ **Alterations to 2<sup>nd</sup> Floor, Wallace A. Melson Municipal Building, Project #2017-04**  
EDiS Company began work to provide additional security enhancements to the 2<sup>nd</sup> floor on October 2<sup>nd</sup>. The work should be completed in three weeks.
  
- ◆ **Roof Replacement, Wallace A. Melson Municipal Building**  
The Town Administrative Official and I met with a representative from EDiS Company to discuss their interest in providing construction management services for the reroofing project. They have provided a proposal and scope of services which is currently being reviewed.
  
- ◆ **Delmarva Power**  
Beginning in late October, Delmarva Power plans to begin an electric reliability improvement project in the Ocean View area designed to modernize their distribution system, increase capacity to serve a growing area and decrease the duration and frequency of power outages. These upgrades will include the rebuilding of poles, wires and other equipment in Town. Delmarva Power will provide our office with a detailed overview of the work which will be posted on the Town's website.
  
- ◆ **Position Description Questionnaires - Update**  
Position description questionnaires have been completed by all employees. The questionnaires for the Police Department and Finance Department have been reviewed with the Department Heads. The questionnaires for the DPW staff and employees working under the supervision of the Town Administrative Official still need to be reviewed.
  
- ◆ **2017 Tree City Designation**  
Once again, the Town has been asked to apply for the 2017 Tree City Designation. The application will be completed and returned to the Delaware Forest Service within the next month.
  
- ◆ **Upcoming Town Events**  
**Cops & Goblins** – Sunday, October 29<sup>th</sup>, 1:00pm – 4:00 pm, John West Park.  
  
**Halloween – Trick or Treat Hours** - Trick or treat will be held on Tuesday, October 31<sup>st</sup> from 6:00 pm until 8 pm. Residents who wish to participate in handing out treats should turn their porch lights on during these hours.  
  
**Holiday Staff and Volunteer Luncheon** - The holiday staff and volunteer luncheon will be held on Friday, December 15<sup>th</sup> at the Bear Trap Dunes restaurant from noon until 2:00 pm.  
  
**Holiday in the Park** - The Holiday in the Park event is scheduled to be held on Saturday, December 9<sup>th</sup> from 3 pm until 5 pm.