

**TOWN MANAGER'S REPORT**  
**FOR THE MAY 8, 2018 TOWN COUNCIL MEETING**

◆ **Sidewalk Repairs, Project No. 2018-01**

Sidewalk repairs have been completed in Hunters Run and Avon Park. The work involved the furnishing of all labor, materials, transportation, tools, supplies and equipment necessary to remove and replace existing sidewalks and/or driveway aprons that have trip hazards and cross slope issues. The work scheduled in Savannah's Landing will be postponed at the request of their HOA Board of Directors.

◆ **Re-Roofing Wallace A. Melson Municipal Building, Project 2018-03**

A pre-construction meeting will be scheduled with CTA Roofing, EDiS Company and myself in the near future to discuss the timeline for this project.

◆ **Bond Counsel Dinsmore & Shohl Conference Call**

On May 2<sup>nd</sup> a conference call was held with Tim Anderson, Bond Counsel with Dinsmore & Shohl LLP, Jamie Schlesinger, Director for PFM Financial Advisors, Dennis Schrader, Sandra Peck, and myself to address questions regarding the preliminary official statement that is a requirement associated with the refinancing of the water system debt. All remaining information and amended budgets have been forwarded to Tim Anderson. A second draft has been prepared and is being reviewed with final comments due no later than May 11th. If any member of the council wishes to review the official statement please contact me for an electronic copy.

◆ **2017 Tree City USA**

In observance of Arbor Day a snow fountain weeping cherry tree was planted next to the Municipal Building.

◆ **Commercial Insurance Package Renewal**

The sudden and unexpected death of David Lyons Sr., CEO and founder of Lyons Companies was a shock to everyone. David Lyons was an amazing man, mentor to his staff and will be missed tremendously. David's two sons and his wife were actively involved in the day to day operations of the business. Traditionally, David would schedule a meeting with myself and the Finance Director to review the Town's renewal each year.

Attached to my report is a letter from Catharine Lyons announcing her role as the new president and CEO for Lyons Companies.

Lyons has renewed the package coverage with the incumbent carrier Selective. The Police Professional Liability renewal coverage will now be provided by Indian Harbor Insurance Company. Public Official & Employment Practices Policies will continue to be with Western World Insurance Company. There is an overall 2% increase in premium from the expiring premium. The FY19 Operating Budget reflects a 5% increase.

◆ **Planning & Development, Code Enforcement Department Activities**

- Management companies & property owners have been contacted regarding GRRT payments and/or returning of form as required by Town Code.
- Town Business's & Rental owners who have not yet renewed license for 2018 have been contacted.

- Phone calls have been made to contractors, insurance companies & outside agencies for DE Business Licenses, professional license & insurance certificates.
- Professional licenses & insurance certificates have been included in the Z Drive & Edmunds.
- Reports have been generated to match all monies paid for all licenses & GRRT in the Z Drive & Edmunds.
- Debbie assumed the duties of the Receptionist and Administrative Assistant while they were on vacation.
- Building permits were processed.
- Some inspections and CO's were issued.
- Debbie went to Sussex County Recorder of Deeds Office to have as built surveys recorded.
- Total # Business & Rental Licenses processed for 2017 - **1196**.
- Total # Business & Rental Licenses processed for 2018 - **1014**.
- GRRT processed for August 15, 2017 - **\$94,397.00**.
- GRRT processed for February 15, 2018 - **\$185,560.00**.
- GRRT processed for August 15, 2018 - **\$1,785.00**.

◆ **Osher Life Long Learning Institute, University of Delaware**

Osher Life Long Learning Institute has announced the dates for their fall semester. Classes will run from Tuesday September 4, 2018 – Wednesday, November 14, 2018. In addition to the Monday and Wednesday classes, they have requested the use of Town Hall on Tuesdays which I have approved with the understanding the building must be cleared and ready for the Town's regular monthly meetings. An additional \$900.00 in rental income will be realized for adding an additional day to their class schedule.

◆ **Municipal Street Aid Funds FY19**

The application including a notarized affidavit has been filed with the Department of Transportation in order for the Town to received FY19 MSA funding.

## Dianne Vogel

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**From:** Catharine N. Lyons, Lyons Companies <lyonsedu@lyonsinsurance.ccsend.com> on behalf of Catharine N. Lyons, Lyons Companies <lyons@lyonsinsurance.com>  
**Sent:** Wednesday, May 02, 2018 12:10 PM  
**To:** Dianne Vogel  
**Subject:** Lyons Companies Leadership



Accessible Expertise.

May 2, 2018

Dear Dianne;

Over the last 34 years, Lyons Companies has built a client-first reputation, based on a consultative process to meet our clients' needs. We are Delaware's largest independent risk management and insurance brokerage firm. Our success is due to having invested in the expertise and intellectual capital of in-house risk control, claims management, workers' compensation, employee benefits, alternative risk financing and human capital management professionals. This is our brand.

While the death of my husband, company founder, David F. Lyons, Sr., was unexpected; he left this growing organization with strong leadership and a plan for succession firmly in place.

Today I announce my role as president and CEO. I am more than comfortable in this position, and will carry on the family legacy, maintaining high customer service standards and implementing innovative strategies. I have been intricately involved with the business from day one, having been a part of every major decision made. We have been very selective in building a premier organization, one employee at a time. The cumulative effect of our collective efforts is a business with a strong foundation, poised for growth.

Our business plans for leadership transition and succession began when our sons, Dave, Jr. and Tim, began working with us eight years ago. David was encouraged by their ability and acumen, saying if they weren't the people they are, he would have sold the business long ago.

I want to thank you for supporting the Lyons family, and that includes everyone at Lyons Companies, during this difficult time. The messages of encouragement have been shared and lift our spirits. If you have any questions or concerns, please contact me directly. We appreciate your business and your support.

Sincerely,

A handwritten signature in cursive script that reads "Catharine N. Lyons".

Catharine N. Lyons  
President and CEO