

TOWN OF OCEAN VIEW
DELAWARE

May 10, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager

SUBJECT: Town Manager Report for the Council Meeting of May 14, 2019

It is my pleasure to provide you with information related to the activities of the Town and my engagements during the past month:

Document Scanning - We have initiated the launch of scanning activities for the Administrative side of our organization (Clerk, Finance and Town Manager). The Planning and Zoning division of our organization has been engaged in reducing the level of paper we maintain and have ready access to for several years. For now we will slowly begin to utilize the program to scan completed files into for future reference, reducing storage requirements (physical and electronic) and/or streamlining searches.

Building Envelope and Roof Updates (201 Central Ave):

On Monday, May 13th the invasive inspection of several areas of the exterior of our building will begin. We have brought Miken Builders in to assist in the removal of the siding where directed to by the inspector as well as to handle the protection of these areas afterwards. It is likely they will need to remain disturbed while we determine the necessary repairs to be made. I may have additional information to share at the Council meeting.

Comprehensive Plan Update Launch Event

I participated with the Planning and Development staff and our consultants from AECOM in our initial community engagement effort on April 13 at the Park. The level of participation was wonderful and we received great feedback and comments. A summary of this effort's outcome will be shared. Next up. A community wide survey.

Arbor Day Celebration:

Although the weather didn't cooperate the Towns engagement and preparations for our annual Arbor Day celebration were well received. I commend the staff, Mayor and Council and Boy

Scout Troop 281 assisting and participating in the activities. All 50 Red Bud trees were distributed and the trees we planted are doing well.

Energy Audit:

The energy audit was completed and we are reviewing a preliminary report and will report back with the results.

Town Seasonal Events:

We are working with Beach Life Magazine on our next ad that will highlight the Summer Classic Movie Wednesday events. You will recall that I shared the ad we placed in the magazine for the May edition. This professionally developed and attractive ad has been successfully used as a newspaper ad, social media post and will be highlighted in our May Newsletter. I am very pleased with this opportunity to highlight our seasonal events in this manner.

Spring Concert Series - The first Spring Concert is scheduled for this Friday, May 15 with Fifth Avenue Jazz – featuring Vincent Varrassi beginning at 6:30 p.m. at the John West Park. There will be chicken sandwiches, pizza, ice cream and beverages available for sale as well. The following two concerts will be held on Friday, May 24 and May 31 featuring The Over Time Band and The Funsters respectively.

The balance of our events are in various stages of planning although we are excited about what they will offer the community. Stay tuned!

John West Park Improvements:

John West Park has some improvements that have taken place or will continue to take place in the weeks ahead including:

Installation of an irrigation system necessary to grow grass and reduce the dust bowl and mud that we have experienced in the past.

Repairs to the porch (former bandstand) stairs and decking, roof lighting, addition of hanging ferns, and seating.

The installation of the Jelly Bean Mulch! Delivery was made today, Friday, May 10th.

Muddy Neck Road Lighting Project:

A notice to proceed was issued for the installation of street lights on Delmarva Power or Delaware Municipal Electric Cooperative poles along Muddy Neck Road. Actual install dates may vary but we will advise and efforts are being made to try to have the work done before this summer

season. We are very pleased with the partnership and assistance provided by DelDOT, Delmarva and the Delaware Municipal Electric Cooperative in addressing our concerns for safety.

I have attended (or will this week) the following meetings/events representing the Town of Ocean View:

- April 10: Met with staff and Shore Scan Rep regarding our scanning operations
- April 11: Met with South Bethany regarding our MOU along with Chief McLaughlin and Mayor Curran
- April 11: Attended the monthly meeting of Boy Scout Troop 281 and discussed our planned events and their involvement
- April 12: Attended the Scat Legislative Breakfast
- April 12: Met with DART representatives regarding transit concerns and option discussions
- April 13: Comp Plan launch event in the park
- April 16: Participated in a virtual session on Budget Prep by Edmunds
- April 17: Met with Ed Jackson regarding our Energy Supply Contract
- April 17: Met with Bill Pfaff, Sussex County Economic Development Dir with Ken Cimino
- April 23: Met with Maria Counts re: comp plan event
- April 23: Attended the Organizational meeting and Swearing in Ceremony
- April 24: Met with Lyons Assoc. the Towns Insurance Broker
- April 24: Attended the Board of Adjustment Training
- April 26: Participated in our Arbor Day Program
- May 1: Attended the May SCAT Dinner meeting in Bethany at Mangos
- May 6: Attended the DLLG Legislative Advocacy Committee meeting in Camden