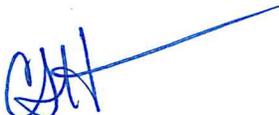


TOWN OF OCEAN VIEW
DELAWARE

June 10, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager 

SUBJECT: Town Manager Report for the Council Meeting of June 11, 2019

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

Building Envelope and Roof Updates (201 Central Ave):

On Friday June 7th I met with our consultants Steve Szypulski of American Home Inspection Technologies and Bob Wheatley of Whayland to discuss the findings and path forward regarding the exterior of 201 Central. It was decided that one additional piece of inspection needs to be completed in relationship to the building trusses in the attic. I have reached out to Miken Construction in regards to this effort. In the meantime Mr. Szypulski will begin efforts to write the RFP document. This effort should be completed within 30 days. Prime information shared at this meeting included:

- As-builts don't match what was built in all areas uncovered (minimally marked up for what was actually built)
- Some level of new drawings will be necessary and Mr. Szypulski will supervise this effort
- Some work is not shown at all and look to have been left to the builders ingenuity – especially regarding the columns and
- There are no truss drawings

The scope of work to remedy the exterior, in summary, will include these primary improvements:

- Putting the building back to as close as it looks now but in a manner that requires little to no maintenance with the exception of expansion joints
- Building will be taken to the bare block - Tyvek removed as was not made to be put on block
- New fiber cement boards and trim installed correctly
- Two aesthetic changes are recommended to add to the preservation of our building including:
 - All column sleeves will come off for access and to replace them so that all are of consistent construction. All columns are recommended to have the same brick

base as the buildings knee walls to protect the base and its underlying wood. This will also improve its longevity

- Port hole louvers at roof peak should be changed to port hole windows with exhaust fans on both sides of the building to draw air while keeping birds out

I will keep you posted as we move forward with this effort.

Comprehensive Plan Update Launch Event

Currently we have a community survey underway. Information regarding the survey was included in the newsletter recently mailed to all property owners and we have been handing out post cards at events and placing them in areas where meetings take place. The survey will continue until June 28th. This is the second outreach effort associated with our Comprehensive Plan update.

Energy Audit:

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

Town Seasonal Events:

The Spring Concert Series were all held and experienced very good turn out and support from our community. A thank you to both Bonkey's Ice Cream and Hockers Pit Truck for supporting the success of our events.

The balance of our events (Summer Movies, Cops and Goblins and Old Town Holiday Market and Tree Lighting are in various stages of planning although we remain excited about what they will offer the community.

John West Park:

- We continue to manage the repairs to the turf at John West Park. Currently we have a plan to address any continued issues with the turf (including leveling out uneven areas) after the Cops and Goblins Event.
- Repairs were recently made to the irrigation system.
- We will continue to work to repair the former bandstand stairs and decking.
- We are receiving very good feedback regarding the Jelly Bean mulch product we installed.

Assessment/Tax Billings:

We have successfully navigated our assessment services to a new firm and have received property cards for all properties that had Building Permits last week. A good deal of time was spent by staff. I commend Finance Director Parks and Accountant Lebedz for their support and engagement in this matter. This was in time for any calls received in association with our annual tax billing. Staff have been fielding a good number of calls and have shared the property card information as appropriate.

New Phones 201 Central:

Our new phone installation has been completed and staff have been trained in the usage of same. The added efficiency of having both the Police Department on the 1st floor and all other staff on the 2nd floor on the same system is a great plus. We can now dial each other directly internally to take care of Town business.

More importantly, this replacement has resulted in monthly savings as a result of not maintaining and operating two different phone systems in the building. **This project represents an annual savings of \$8,000.**

Police Admin Officer Russ Carter led this project on behalf of the Town and should be commended for his diligence and support.

I have attended the following meetings/events representing the Town of Ocean View:

- May 14: Attended the monthly Mayor and Council Meeting
- May 17: Attended and assisted with the preparation and cleanup of our first Concert – 5th Street Jazz - attendance captured at approximately 100 people
- May 20: Met with Pearson Assessment Services
- May 21: Met with Jim Smith of Delmarva power – updates on Whites Creek Crossing that will improve reliability and switching capability for Ocean View, Millville and Bethany Beach
- May 22: Met with Tidewater/Middlesex representatives to review our engagements and contact persons for various efforts.
- May 24: Participated in a multi town conference call regarding cable availability in our area and concerns raised by residents
- May 24: Attended and assisted with the preparation and cleanup of our 2nd concert – Over Time Band – attendance captured at approximately 300 people
- May 29: Met with a new payroll services representative to review our account
- May 31: Met with Bear Trap to finalize details of SCAT Dinner of June 5th

- May 31: Attended and assisted with the preparation and cleanup of our 3rd concert – Funsters – attendance captured at approximately 320
- June 3: Attended the League of Local Governments Legislative Committee meeting
- June 4: Participated in an Executive Session with Mayor and Council
- June 5: Attended the Monthly DFIT stewardship meeting
- June 5: Attended the SCAT dinner meeting hosted by Ocean View at Bear Trap Dunes – speaker was Ann Grunert – Executive Director of Special Olympics Delaware
- June 7: Met with Mr. Wheatley and Szypulski where they delivered the outcome of our 201 Central building invasive review