



**TOWN OF OCEAN VIEW**  
**DELAWARE**

October 3, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager  

SUBJECT: Town Manager Report for the Council Meeting of October 8, 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 Envelop Update (201 Central Ave):

Contract FY2020-11 Administrative Building Exterior Improvements is currently out for Bid. A mandatory pre-bid meeting will take place here on Tuesday, October 15, 2019. Bids are due on Tuesday, October 29<sup>th</sup> at 2 p.m. As you are aware this contract is necessary to repair and improve certain aspects of the exterior.

Mosquito Spraying

Our spraying efforts ended for this season on September 16<sup>th</sup>. We experimented with a new timing of our vehicle mounted spraying operations in hopes of reducing the time to complete each application. Staff came in from 3am to 6am vs. the former 9pm to 2am. I credit our Public Works Manager Jerrad Steele for introducing this "Working Smarter" option as it allows for less engagement with the public (walking or running, etc.) therefore requiring less stopping and starting and providing a more consistent application in less time several times a week. Additionally, it has been reported that we have had less complaints this year.

Sussex Sewer

We have recently engaged Sussex Sewer regarding concerns raised about the condition of the sewer station in the vicinity of Muddy Neck Road and Ogre Drive. I am happy to report that I met on site with a Mr. Rogers and that he and Sussex County Sewer have already begun to make some improvements including mowing of tall grasses, painting of the above ground equipment and weed control. We are hopeful they will be in a position to install a new fence and complete repairs to the turf (as a result of the construction activity in the vicinity over the past two years) in the near future.

Dead Wooding at Park/Fall Beautification

On September 27<sup>th</sup> we had a complete dead wooding and trimming of the trees in John West Park in advance to the fall and winter season. There were many limbs that needed attention and

the outcome provides both safety, beautification and tree health benefits. Annual inspections and trimming will be conducted. I intend to put a contract out for Bid to provide multi year tree trimming unit pricing that will allow for quicker responses at already determined prices.

Additionally, we will see our planting beds mulched, seasonal flowers planted, and general fall clean up conducted by our outsourced contractor in advance to the Cops and Goblins Event.

#### Neighboring Community Engagement – Mediacom/Comcast

In advance to signing successor Cable Franchise Agreements, I have had the opportunity to engage with our neighboring communities of Millville, South Bethany and Bethany Beach in meeting with and discussing existing cable and internet service and future plans for improvement thereof as well as future opportunities for competition. Mediacom is expected to provide additional information, suitable for sharing as well as attend future public meetings in our Towns to share updates.

We met earlier this year with Comcast representatives and are in the process of setting a follow up meeting to further discuss the feasibility/timing of their offering residential cable and/or internet. Comcast is currently providing service to Sea Colony and focusing on commercial installations in Bethany Beach along Garfield Parkway. I will continue to update you regarding this effort as it proceeds.

Both companies have been made aware of our engaging the other.

#### FY2021 Budget Timeline:

We have supplied you with our recommended timeline for the FY2021 Budget preparation for consideration.

#### Community Events:

**The 5<sup>th</sup> Annual Cops and Goblins** is scheduled for Saturday October 26<sup>th</sup> from 1 to 4 pm in John West Park. A rain date has been set for October 27<sup>th</sup>. Plans are well underway, and the event is sure to be a success! All activities and food continue to be Free as a result of great community support of our Police Department! I am also happy to share that we will also use the opportunity to engage our community with an **interactive booth** furthering our outreach associated with this year's **Comprehensive Plan Update**.

Efforts related to the **Old Town Holiday and Tree Lighting** are underway with final details and market vendors being confirmed. The event is scheduled for Saturday, November 30<sup>th</sup> or the rain date of December 1<sup>st</sup> from 1 to 6pm in John West Park.

Highlights include: Train rides through the park, holiday tree sales, roasted chestnut sales, unique market vendors, and holiday music performances by The Indian River High School Choir, Mariners

Bethel Hand Bell Choir and Notes on the Beach. The Ocean View Historic Society will also have their homes open and decorated for tours and there will be a special visitor from the North Pole with photo opportunities.

Public Works Manager – Highlights of Accomplishments:

- Daily rounds - check for damage to street signs and trash in park/etc.
- Daily park check for trash and playground equipment/park bathrooms
- Daily building checks at 201 Central and 32 West
- Weekly mosquito spraying in Town
- Engaged Apple Electric to address exhaust fans recently discovered and kitchen light at 201
- Power washing fence and playground equipment in John West Park
- Oversaw contractor's trimming of all bushes at all buildings
- Attended DFIT safety meeting in dover
- Installed upgraded toilet paper dispenser in park bathrooms- less mess/clogged toilets
- Cleaned and broke down the mosquito sprayer for the season
- Drywall repair and painting at 32 west and 201 Central
- Ordered swing mats for playground
- Oversaw contractor's work to deadwood tree branches in park and low over hanging branches in street and other locations
- Raking up sticks and eggcorns in park - daily
- Fixed hole on side of roadway at church and west with crusher run and top layer of cold patch
- Assisted with Seasonal improvement to Town Welcome Signs for fall
- Meeting with Contractor about duct work that needs to be done on second floor at 201 central
- Created Maintenance logs for hvac units at all buildings/ installed / using

I have attended or participated in the following:

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| Sept 10 | Mayor and Council Meeting  |
| Sept 11 | Women Leading Government Meeting   |
| Sept 11 | Met with Bethany-Fenwick Area Chamber of Commerce Executive Director Lauren Weaver |
| Sept 11 | Monthly SCAT Meeting – Dewey Beach   |
| Sept 12 | City Manager's Association of Delaware Meeting                                     |
| Sept 13 | Cops and Goblins Planning Meeting  |
| Sept 18 | DFIT Stewardship Meeting   |
| Sept 18 | Herker – Turf at Park Meeting  |
| Sept 18 | Fulton Bank w/ Dawn Parks  |
| Sept 19 | South Bethany and Fenwick Island – MOU   |
| Sept 19 | Botanical Gardens Ribbon Cutting   |
| Sept 24 | Mayor and Council Workshop   |
| Sept 26 | Ocean View Historical Society – Chicken Festival Update                            |
| Sept 26 | Delaware League of Local Governments Monthly Meeting & Awards                      |
| Sept 30 | Councilman White   |
| Oct 1   | Comp Plan Mtg with AECOM   |