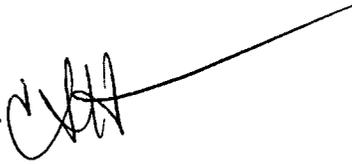


**TOWN OF OCEAN VIEW**  
**DELAWARE**

November 6, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager



SUBJECT: Town Manager Report for the Council Meeting of November 12, 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 – One addendum was issued. Bids were received and my recommendation for award will be considered at this Council meeting.

Winter of 2019/2020 Snow Response Plan:

In association with our outsourcing of our former public works division, staff and I have spent some time considering our needs, experience with snow events and considering options for addressing this winter. I am happy to advise you that we have entered an agreement with SMI Services of Delaware located in Selbyville to respond as necessary and with our oversight and direction to snow events. I recognize and thank both Ken Cimino and Jerrad Steele for their assistance and dedication to getting this agreement signed.

Community Events:

The **5<sup>th</sup> Annual Cops and Goblins** was held on Saturday, October 26<sup>th</sup> from 1 to 4 pm in John West Park. The event was extremely well attended and has received very good feedback from the community. I commend the Ocean View Police Department for its commitment to the event and its success. Their community engagement and the support from our community was impressive.

Our Comprehensive Plan Update's interactive booth also experienced a high level of participation. Efforts are underway to finalize the plan which we expect to deliver to Mayor and Council at your December meeting.

Our holiday event - **Old Town Holiday and Tree Lighting** will be held on Saturday, Nov 30<sup>th</sup> or the rain date of Dec 1<sup>st</sup> from 1 to 6pm in John West Park. We are finalizing details, confirming volunteers, preparing the park areas and meeting with event partners and vendors. 6pm in John West Park. The decorations have been installed at Town Hall and the park to insure installation

in advance to our event. Interest levels appear high currently on social media. Event postcards were provided for every student at Lord Baltimore and two event ads will be run in the local paper. The event is also highlighted in the Holiday edition of Beach Life magazine. Flyers are available at the rear of the chamber for anyone interested in more information.

Highlights include: Free train rides through the park and youth ornament craft, holiday tree sales, roasted chestnut sales, dough pretzels and hot dogs, 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 escorted by the Millville Fire Departments Antique Engine. There will be photo opportunities with Santa and several other family photo spots, perfect for holiday cards or just plain fun!

#### Muddy Neck Road Lighting

I was advised last week that Delmarva expects to energize the lights along Muddy Neck the week of Nov 11<sup>th</sup> weather permitting.

#### Employee Manual:

The Draft Employee Manual update will be provided to you soon for review. I would like to request you hold a Council Workshop later this month (possibly November 26, 2019 at 6pm) to discuss the changes being suggested. It is still a goal to launch any approved changes in the new year if possible. Our Management staff including Chief McLaughlin, Finance Director Parks and Planning and Development Director Cimino and I have met to review and discuss the changes that will be included in the Draft subject to your consideration.

#### Public Works Manager – Highlights of Accomplishments:

- Weekly rounds completed checking for low over hanging tree branches and trash around town
- Daily playground and park safety check conducted
- Daily building checks at 201 Central and 32 West
- Ordered swing mats for under swings at park and installed them
- Pro Works made changes to the duct work at 201 Central and completed fall maintenance on units
- Pro Works completed fall maintenance on HVAC units at 32 West
- Apple electric upgraded photocells on Atlantic Ave. for Holiday lights
- Met with Town Manager and R & L Irrigation about sod project for the park and over seeding area around fence and in front of 32 West
- Worked with the Town Manager and Planner Ken Cimino on snow plowing agreement
- Performed the necessary set up and park work for the Annual Cops and Goblins event and its cleanup afterwards
- Worked at the Cops Goblins event – lead two Herker staff who were brought in to assist with trash, set up and the like

- Brasures pest control completed the Fall treatment at 201 Central, 32 West and the Maintenance facility as well as termite inspections at all locations
- Herker completed a Fall park clean up, flower planting and mulching at park in advance to the event
- Spent time cleaning up shop area and taking truck to dump as necessary from event refuse, etc.
- Began efforts associated with the UD Energy Audit including the change out of all T8 light bulbs to LED bulbs inside building at 32 West and the 2<sup>nd</sup> floor of 201 Central.
- Will begin the first floor of 201 Central later this month.
- Additionally, we have plans to remove and install a more suitable hot water heater in 201 Central – also an item from the UD energy audit.
- Trimmed low hanging branches in north end of park
- Preparing various photo op sign boards for painting and large holiday tree lighting switch, all for the Town's Old Town Holiday event.

I have attended or participated in the following:

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|-----------|--|
| Oct 8     | Attended the Mayor and Council Meeting   |
| Oct 10    | Held Management Team Meeting   |
| Oct 11    | Attended Cops and Goblins Final Planning Meeting   |
| Oct 16    | Met with Osher Rep Anna Moshier regarding their continued rental of our facility for the UD Lifelong Learning programs.    |
| Oct 17    | Met with Ken C. and Jerrad S on the Towns Snow Response plan   |
| Oct 17    | Met with Jerrad S to discuss facility efficiency efforts and plan  |
| Oct 17    | Met with Mike Gray re our holiday decorations and install dates etc.   |
| Oct 19-22 | Attended the International City/County Managers Association Conference in Nashville  |
| Oct 26    | Assisted with the Cops and Goblins Event   |
| Oct 29    | Held Bid Opening for 201 Central Exterior project  |
| Oct 30    | Held Employee Manual meeting with Management Team  |
| Oct 30    | Met with Reps at Parsons Farm  |
| Oct 31    | Met on Snow Response Agreement again   |
| Oct 31    | Met with 201 Central Roofer and EDIS Rep   |
| Nov 4     | Attended Coastal Towns Chicken Festival Meeting  |
| Nov 5- 7  | Met with flooring companies re capital project funding   |
| Nov 5     | Met with other Town Managers to talk to Comcast and Senator Carpers Representatives regarding internet concerns and option |
| Nov 6     | Met with Boy Scout Troop Rep at Park pm  |
| Nov 8     | Attended Comp Plan review meeting with staff and consultants   |