

TOWN OF OCEAN VIEW
DELAWARE

April 6, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager 

SUBJECT: Town Manager Report for the Council Meeting of April 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:

COVID-19 Response

Our Town administrative offices have been closed to staff since March 17, 2020. We have a system in place that is allowing our staff to work from home. The Town Manager has reported to the office regularly during the past several weeks to ensure mail is being opened and disbursed as necessary. Communication between staff, the Police Chief, and Town Manager is happening via email, text and calls. To date, I have not received any complaints related to the modifications we've made to continue to address the needs of our community.

Jarred Steele has continued to report to work for the most part with certain days working remotely for paperwork etc.

The Police Department remains fully operational under the leadership of Chief McLaughlin.

The John West Park has been closed to visitors (playground and restrooms) with the park trail left open for residents to walk. Signs are in place. To date we have not felt the need to restrict access to the walking trail as our observation has been that people are keeping safe distances and the number of people at one time on the trail has been low.

Mayor Curran and or I have been participating on scheduled calls with Governor Carney and I have participated in several calls with Beebe. We have addressed any new requirements that have been placed on our operations etc. as necessary.

We receive daily updates from the Delaware Emergency Management Agency regarding COVID-19.

As of the week of March 30th we will have one day of disinfectant spraying of our building at 201 Central and one day of cleaning and disinfecting/general cleaning by our cleaning contractor.

All staff are required to check with me first before coming to the building to gather files, collect prints or meet with persons as necessary (to deliver permits etc.). I will decide later this week as to whether we should continue the full work from home opportunity.

I am pleased with the interest and efforts of our staff to keep up with our work while working off site.

FY2020 Audit

Our Fiscal year 2020 Audit has been kicked off with changes made to its being handled remotely in association with COVID-19.

FY2021 Community Events

Also, in association with COVID-19 we have cancelled our Spring Concerts and secured dates from the bands to hold fall concerts. Our Summer movies, Cops and Goblins and Old Town Holiday Market are all anticipated to be held. We will continue to monitor and adjust as necessary. Attached is a draft ad for your information.

Additional Cancelations or Postponements

All League of Local Government Monthly and Legislative Committee Meetings, City Manager Association of Delaware meetings, DEFIT meetings, have been cancelled. No information regarding rescheduling has been shared.

The 1st Annual Coastal Towns Museum Chicken Festival – scheduled for June 20, 2020 has been cancelled. The Ocean View Historical Society plans to regroup and hold the new fundraising event in 2021.

Our May 6th SCAT dinner – to have been hosted by Ocean View has been cancelled.

Future meetings (including this meeting for April 14th) until further notice will be conducted via a zoom meeting. Mayor and Council and staff participated in a trial run over the past week to work out any tweaks and get us all familiar with holding meetings in this fashion.

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

- March 10 – I met with Carol Psaros to discuss the 2020 Chicken Festival
- March 11 – attended the Women Leading Govt. meeting in Georgetown
- March 17 – participated in a conference call meeting with Tidewater

March 17 – participated in a conference call with our insurance brokers

March 18- participated in a conference call with Governor Carney

March 20 – met with the Bare Family and accepted the Little Free Library they built for our Town and showed them the location for installation.

March 31 – participated in a ZOOM test meeting

April 2 – participate in a conference call with Beebe Hospital and other Sussex Towns

April 6 – participated in a call with Governor Carney

The Following represents accomplishments of our Public Works Manager – Jerrad Steele:

1. Power wash playground equipment and fences and town hall
2. Painting 201 Central downstairs
3. Spring cleanup at John West Park and 32 West
4. Doing weed control around all mulch beds at John West Park
5. Putting mosquito supplies away/prepping machines for season
6. Brought Morse roofing and Pro Works in to replace vent boots at 201 Central
7. Collins lawncare edged beds and Mulch at 201 Central and John West Park
8. Spraying weeds at 201 Central and John West Park
9. RL irrigation cut grass at 201 Central and John West Park
10. Replaced battery in tractor
11. Daily building checks at 201 Central and 32 West
12. Weekly rounds around town to check ditches damage to street signs and picking up trash

