


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

September 3, 2020

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager 

SUBJECT: Town Manager Report for the Council Meeting of September 8, 2020

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 Update - As of writing the State remains in Phase II of its reopening plan. The Administrative offices at 201 Central have remained closed to the public except for pre-arranged meetings and of course Police operations. Currently, since Monday July 27<sup>th</sup>, all staff are reporting daily for our regular work hours except for 2 employees that have been afforded continued work from home accommodations. They both continue to report to work 3 days a week and are from home 2 days a week. One accommodation has been extended another 30-day period and one is set to expire Sept 4, 2020 with the staff member assuming the part-time Accountant position approved in the FY21 Budget. Recruitment is underway to backfill the full time Accountant position.

Any work from home accommodations will continue to be reviewed every 30 days. We continue to wear masks when in the office, have ensured staff work areas are separated, have established a circular traffic plan, closed the use of the kitchen for extensive meal preparations, continue to stress handwashing and wiping down of copiers/other equipment and our enhanced facility cleaning schedules continue.

We are now still currently scheduled to begin our socially distanced Fall Concert Series on Sept 11<sup>th</sup> with the Over Time Band at 6pm in John West Park. Our covid-19 restrictions for the concerts include the following:

- Viewers in attendance must wear masks when moving around the park.
- There will be painted squares on the grass turf to accommodate 4 people. The 4 person pods will accommodate the 250 maximum capacity now currently allowed outdoors in Phase II.
- Staff will be posted around the perimeter reminding visitors of mask requirements.
- No food or beverage sales will be available.
- Refuse cans will be placed to allow for limited need to traverse the park during the event.

- The playground will be taped off and closed for our concerts and the concerts are being advertised in this fashion.
- If we experience an overly large crowd visitors will be turned away.

These steps are believed necessary to allow the Town of offer the concerts in a responsible way.

Prepared responses for various residents regarding issues including our Mediacom Cable Franchise Agreement, Internet, Non- Resident Voting, and outreach to the Town of Millville. Continue to put effort forth regarding the boat ramp and dock on Tingle St. and the Feral Cat concerns raised by some citizens. Working on an addendum to the Towns lease agreement with the OVHS for future consideration of Council.

Met with several residents regarding property maintenance concerns and followed up with Planning and Development regarding same.

Participated in a Board Meeting for the Ocean View Historic Society and met with members regarding planning for the opening of the Hall Store. Engaged the Society regarding our As-Built review.

Arranged for the signage for 201 Central to be replaced as part of our improvement effort and continuing to work on the location for replacing the former plaque and reinstallation of our message board.

The 201 Central Facility improvement project continues to progress smoothly. We are working on awning options for side doors to eliminate previous concerns with water infiltration during certain storm events in the past. The vestibule consideration will be addressed later as we want to ensure it is well vetted.

Reviewed detail presented by our Auditing firm. Continue to work on various other capital program items such as flooring replacement 201 Central 2<sup>nd</sup> Floor, John West Park Improvements – exercise stations, etc.

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

1. Daily playground safety check
2. Daily building checks at 201 Central and 32 West
3. Weekly grass cutting at John West Park and 201 Central
4. Storm clean up at John West Park
5. Oversaw R+L's installation of a new well for irrigation system at John West Park as our old well failed

6. Weekly mosquito spraying at 2am
7. Completed weed control around all mulch beds at 32 West and 201 Central and John West Park
8. Installed Little Free Library in John West Park
9. Had Collins Lawn care mulch John West Park and 32 West
10. Weekly rounds around town checking for damages street signs and clogged ditches and picking up trash
11. Oversaw contract with Local Tree Experts for the removal of broken limbs and trees down from storm at Colt lane
12. Emptying park trash cans and dog waste stations twice/weekly at John West Park
13. Mowed our grass at the shop and Colt lane
14. Reinstalled some of the screens at 201 Central following the completion of the front of the building's improvements
15. Larvicide treatments for mosquitos completed around Town where in areas of standing water
16. Cut down broken tree branch over roadway on Oakland Avenue
17. Cleaned up shop weekly
18. Oversaw R+L's late summer turf treatments at John West Park and 201 Central
19. Initial planning for preparations to social distance visitors to park for Fall Concerts
20. Participated in interview for part time maintenance position