

TOWN MANAGER'S REPORT
FOR THE MAY 13, 2014 TOWN COUNCIL MEETING

- **Assawoman Canal Trail Project – Update**
The Town hosted two meetings at Town Hall to discuss the trail alignment, design, park rules, enforcement and trail maintenance. Bob Ehemann with DNREC facilitated both meetings sharing a power point presentation, photos and maps.
- **Reserve Study Analysis Report - Update**
Staff met with Bob Wheatley, of the Whayland Group, on April 10 to discuss the new Reserve Study Report. An on-site inspection was conducted on April 23. Staff expects a draft report in the near future.
- **Street Paving Report**
Kercher Engineering, Inc. has prepared a Pavement Management Report for the municipal streets within Ocean View. The report consists of street inventories, summary reports, road conditions and a summary of repairs and costs. The draft is being reviewed by staff for accuracy and will be submitted to the Town Council at a future date for adoption.
- **Streetscape Improvements Phase III**
A kick-off meeting has been scheduled for Wednesday, May 21 @ 10:30 a.m. at the Town Hall to discuss and review Phase III of the Streetscape Improvement Program. The meeting will be facilitated by Laura Haxton with Century Engineering, Inc.
- **Personnel Policy Update**
Staff will be working with Lyons Insurance Company to update the existing Personnel Policy. The new policy will be compliant with state and federal regulatory changes. The policy will be hosted on a secure server through a cloud based system and will be made available to employees with real time access.
- **Commercial Insurance Package Renewal**
The renewal date for the Town's commercial insurance was May 7, 2014. A meeting was held with the Town's insurance agent on May 6 to review the commercial package for accuracy.
- **Health Care Insurance Renewal**
The renewal date for the employee's group health plan and dental plan was May 1, 2014. All employees eligible for health care coverage have completed their applications.
- **Arbor Day Celebration**
On Friday, April 25, the Town celebrated Arbor Day by planting a Star Magnolia tree next to the municipal building and raising the Tree City USA Flag. Mayor Walt Curran and Councilmember Bob Lawless were in attendance to witness the planting.
- **MOU for Grass Cutting**
On April 24, staff met with Warden Oettel of the Department of Corrections to discuss grass cutting projects and one clean-up project within Ocean View. A MOU has been signed and the DOC has begun cutting the grass at the municipal building and Colt Lane.

➤ **University of Delaware Lease Agreement with The Town of Ocean View**

The University of Delaware on behalf of the Osher Lifelong Learning Institute has revised the lease agent per the Town's request. The lease has been reviewed by the Town Solicitor and returned to the University for approval and signature.

➤ **Personnel**

We are currently advertising for a Public Works Maintenance Employee. Paul Santa Barbara is no longer employed with the Town.

Miscellaneous

- Property tax bills were mailed on May 5.
- Letters for delinquent water accounts were mailed on May 5.
- On May 7, I attended a SCAT Dinner Meeting.

Respectfully submitted,

Dianne L. Vogel
Town Manager