

Town Manager's Report, May 14, 2024

- **Highway-**
 - Crushed ledge into gravel. Installed culverts and ditch lines on Thurrell Road.
 - Cleaned Vine Street Cemetery (FEMA).
 - Mowing fields and islands. Kevin and Joe are doing a wonderful job.
 - Inspect all catch basins.
 - Installed a new toilet at the Town Hall and fixed water leak.
 - Road patching.

- **Police Department-**
 - 7 Arrests.
 - 3 Accidents.
 - 151 Traffic stops.
 - Received compliments of Officer Legendre and Officer Dilisio for their work with mental health calls.
 - Received a thank you letter from a professor in town for Officer Legendre for being extremely professional and empathetic during a rescue call.

- **Fire Department-**
 - 20 Calls in the last two weeks and 189 YTD.
 - On Thursday, 5/9 Firefighters responded to a report of a building fire on Punkintown Road. The fire started when nobody was home and was discovered when the homeowner returned to find the house full of smoke. The fire burned itself out due to lack of oxygen and was only smoldering when discovered. There was heavy soot, heat, and smoke damage throughout the residence.

- **Code Enforcement-**
 - 16 Building Permits.
 - 5 Plumbing Permits.
 - 28 Inspections.
 - 2 Minor Home Occupations.
 - 2 Active Violations- 1 Potential Violation under investigation.
 - 19 In-Office Meetings.
 - Re-Addressing of Roads is currently happening. Letters have been sent out. If no letter is received, no changes need to be made. Working on 12 roads at a time for E911. Vacant land will be numbered as well. This information is updated in the E911 System within 48 hours. Citizen will use the letter mailed to them to update mortgage, etc. This will help emergency vehicles find your home quicker.

- **Planning-**

- May 15th will be a meeting for the minutes approval and introduction of the 2 new Planning Board members. The Planning Board is now full.
- June 5th- Major Home Occupation- Automotive Service.

- **Library-**

- June 12th is the Summer Reading Kick-off with musical guests, Shank Painters. From 1:00-3:00.
- June 27th will be Lindsay and Her Puppet Pals from 3:00-4:00.
- July 24th will be Wildlife Encounters- Tiny Creatures from 3:00-4:00.

- **Recreation-**

- Halfway through peewee spring soccer skills clinic. It was filled with 34 players, and there is a waitlist of about a dozen others. This was the first time ever offering spring soccer to 4–5-year-olds, and it's been a huge success.

- **Seniors-**

- The seniors enjoyed a Cinco De Mayo lunch on May 1st.
- The Mother's Day lunch is this Wednesday May 15th.

- **Assessing-**

- Permit pass (the review of permits issued, and work completed on property) is nearly complete and most of the data entry is in.
- Sale review will begin after the permit pass is complete. We will be looking at sales that occurred since July 1, 2022, up until now. Values will be updated as per State requirements.

- **Town Clerk-**

- Starting to issue absentee ballots today for the upcoming June election.
- On Thursday May 23rd the office will be closed for training.

- **Transfer Station-**

- P. Gagnon changed the outdated propane tanks.
- Performed maintenance on the plastics conveyer belt as the roller is rotted and kept kicking the belt off the track.

- **Economic Development-**

- Downtown Revitalization Public Workshop is on May 16th and starts at 6:00 pm.

- **Finance/HR & Benefits/Safety-**

- Assistant Town Manager Meetings: 24 Business Meetings and 32 Staff Meetings.
- 30-Day Notices have been sent out by certified mail on 5/7/24 to 85 property owners with outstanding balances for their 2024 taxes. The deadline for payment is 6/6/24, and liens will be recorded at the Registry of Deeds on 6/11/24 if taxes remain unpaid. The number of 30-Day Notices sent out this year was five less than what was sent out for the 2023 tax year.
- Sending letters this week to Personal Property accounts with outstanding balances for the 2024 tax year, as well as any prior years that remain unpaid. There are roughly 20 accounts with outstanding balances.
- ADP (our new payroll software) to go live June 3rd.
- FEMA- January flooding \$230K and April blizzard \$72K for tree cleanup.
- Meeting with all Department Heads- wrapping up FY24 budget.
- Interview with Library Page this Thursday.

- **Admin-**

- Town Manager Meetings: 14 Business Meetings and 37 Staff Meetings.
- Met with Oak Point for initial floor plan discussions -Update.
- Several phone calls with the Town Attorney.
- Department of Labor Required Annual Employee Training completed for most- 8 will need to attend the make-up session.
- Met with 2 citizens- 1 in reference to poverty abatement and 1 complaint of rocks.
- Customer Service Survey- Library, 3 at 5 Excellent. Town Clerk, 1 at 5 Excellent. Transfer Station, 2 at 5 Excellent. Code Enforcement, 3 for Jeni at 5 Excellent – 1 for Britney at 5 Excellent. 3 for Jeni and Britney at 5 Excellent.
- Attended Town/School monthly meeting.
- Attended monthly York County Manager's meeting.
- FY24 budget- last quarter budget review.
- 2 employee issues.