

Town of Delmar

Spring/Summer

2023 Newsletter



**A message from the desk of the Chief Finance Officer, Heather Chandler:**

## **Town of Delmar**

### **Highlights of Fiscal 2024 Budget**

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The Town of Delmar budget public hearing was held on Monday, May 15, 2023 at 6:30 p.m. via teleconference and in person. The teleconference was open to the public by way of a toll-free number. The budget is a public record in the office of the Town Manager, open to public review by anyone during normal business hours of Mon-Fri, 8:00 a.m. - 4:30 p.m.

#### **BUDGET 2023-2024**

|                            | Operating              | Capital                | TOTAL                  |
|----------------------------|------------------------|------------------------|------------------------|
| Delmar, Maryland           | \$ 2,954,224.00        | \$ 416,986.00          | \$ 3,371,210.00        |
| Delmar, Delaware           | \$ 1,966,830.00        | \$ 124,220.00          | \$ 2,091,050.00        |
| Delmar Utility Commission* | \$ 2,978,395.00        | \$ 725,472.00          | \$ 3,703,867.00        |
| <b>TOTAL</b>               | <b>\$ 7,899,449.00</b> | <b>\$ 1,266,678.00</b> | <b>\$ 9,166,127.00</b> |

\*The Delmar Utility Commission is a joint venture of the Mayor & Commissioners and Mayor and Council. It is not a component unit of either town and is therefore reported separately. The Utility Commission is referenced in the Town of Delmar Budget Message for disclosure and the details are presented in a separate budget document.

#### **REVENUES:**

The Mayor & Commissioners voted to maintain the tax rate at .69, which exceeds the Constant Yield Tax Rate set by the Maryland Department of Assessments of 0.6684. The Mayor & Council's real property tax rate will increase by .04 (per 100 of assessed value) from 0.66 to 0.70. Personal property tax for Delmar, MD will remain the same, at \$2.50 (per 100 of assessed value). Operating tax will remain the same at \$3.00 for Delmar, MD and Delmar, DE (per 100 of assessed value).

### Tax Rates 2023-2024

|                  | Real Property | Operating Property | Personal Property |
|------------------|---------------|--------------------|-------------------|
| Delmar, Maryland | .69           | 3.00               | 2.50              |
| Delmar, Delaware | .70           | 3.00               |                   |

Garbage collection fees remain constant at \$215.00 per EDU for Delmar Maryland however Delaware will increase to \$235.00 per EDU. Chesapeake Waste will begin providing garbage and recycling services to the Delmar, DE residents and garbage service to the Delmar, MD residents. The fees will continue to be collected by the Town on the annual tax bill.

- Rental license fees will remain the same, at \$75.00 per unit.
- The connection fees for water & sewer will remain the same in FY 24. The water service charge for residential will remain the same as FY 23 at \$4.00 per 1,000 gallons. The sewer service charge for residential will also remain the same as FY 23 at \$5.50 per 1,000 gallons. The quarterly availability fee will remain the same at \$17.45 and the quarterly front footage fee of \$35.00 will also remain the same.
- An average water and sewer customer with quarterly usage of 15,000 gallons can expect a quarterly bill of \$209.95.

#### EXPENDITURES:

- The Joint Council is currently allocating cost shares based upon the 2020 census population data which determined the split should be 60/40 in the Police, Executive and Finance Department's expenses.
- A cost-of-living adjustment of 6% was included in this year's budget which was consistent with the CPI (Consumer Price Index) during budget preparation. Police Dept. salaries are determined by a step and grade that was part of a 3-year contract effective 07/01/2021.
- Capital outlay requests for Maryland, Delaware, and Utility include several items. A detailed listing is available for review within the FY 24 Budget Presentation which is available upon request. A digital copy will be uploaded to the Town website at [www.townofdelmar.us](http://www.townofdelmar.us) prior to July 1, 2023.



Please contact Town Hall at (410) 896-2777 or (302) 846-2664 with any questions pertaining to the FY 2024 budget.

The Delmar, Maryland Municipal Primary Election for one (1) Mayor and two (2) Commissioners will be held on Tuesday, September 26, 2023. Qualified voters may vote between the hours of 7:00 a.m. and 7:00 p.m. The General Election will be held on Tuesday, November 21, 2023.

Mayor and Commissioners  
Town of Delmar, Maryland  
2023 Primary Election Calendar

|   |                                    |
|---|------------------------------------|
| <u>Deadline- Candidacy Filing</u>                                     | Monday, September 11, 2023         |
| <u>Deadline- Voters to Register</u>                                   | Monday, September 18, 2023         |
| <u>Primary Election Date</u><br>4 <sup>th</sup> Tuesday in September. | <b>Tuesday, September 26, 2023</b> |

Mayor and Commissioners  
Town of Delmar, Maryland  
2023 General Election Calendar

|  |  |
|--|--|
| <u>Date of Election</u><br>3 <sup>rd</sup> Tuesday in November | <b>Tuesday, November 21, 2023</b><br>Starting at 7:00 a.m.<br>Closing at 7:00 p.m.<br>Or until last person in line<br>at close of doors has voted. |
|--|--|

**Qualifications for Mayor and Commission Member are as follows:**

- (a) A resident of the United States and of the State of Maryland and a resident of the Town of Delmar, Maryland for at least two (2) years preceding the municipal elections;
- (b) Be at least 21 years of age
- (c) Each of the qualifications for Town Commissioner and Mayor shall be continuing qualifications to hold office and the failure of any of the Commissioners or the Mayor to have any of the qualifications required by the above during the terms of his/her office will create a vacancy in the office.

Certificates of Candidacy must be completed at the Town Hall by 4:30 p.m. no later than Monday, September 11, 2023. No person shall file for nomination to more than one (1) elective office at a time. **All candidates filing to be a Delmar Elected Official must comply with the Town's Ethic Ordinance #724, Section 5 (Financial Disclosure).**

**To be eligible to vote in this upcoming municipal election,** persons must be at least 18 years of age, and who has resided in the Town of Delmar, Maryland and the State of Maryland for at least 30 days preceding the day of the election and must register at Wicomico County Board of Elections at 345 Snow Hill Rd., Salisbury, MD or go online to [www.elections.maryland.gov](http://www.elections.maryland.gov) . Registration is from Monday through Friday 8:00 a.m. to 4:30 p.m. The registration deadline is Monday, September 18, 2023 at 4:30 p.m.

**A message from the desk of Municipal Clerk, Kimberly Layton:**

## GARBAGE COLLECTION CHANGES

**Please be advised that the Town has contracted with Chesapeake Waste to service the Delmar Delaware & Maryland side of town beginning July 1, 2023.**

The last week of service from our prior contractor (Republic) will be June 26<sup>th</sup>. **Delmar, DE residents your final Recycle pick up from Republic will be on Wednesday, June 21<sup>st</sup>** and then they will be collecting their receptacles. Chesapeake Waste will be supplying a new receptacle shortly thereafter. We will be posting the date of this delivery on our website and Facebook page. We appreciate your patience and understanding in this transition. To ensure a smooth transition please review the below tips and policies.

Trash service will still be rendered on the normal scheduled day; Delmar, DE-Tuesday & Delmar, MD-Thursday. Be sure to place **ALL** garbage in 35 gallon containers with tight fitting lids. Each container should weigh no more than 50 pounds.

**No more than (4) receptacles** per household for weekly collection. Please be advised of this for future collection. If collection of bulky items or excessive amounts of debris is required, please contact Town Hall for assistance.

Items such as furniture or appliances can be removed by Public Works for a fee. Please contact Town Hall to receive a quote for disposal of these items.

*Please be advised that the Town will collect lawn clippings, leaves, grass, limbs, etc. free of charge when contacted by the resident. Limbs should be cut in lengths not to exceed four feet and should be in tied bundles no more than two feet thick.*

*The garbage provider is NOT responsible for removing this type of waste.*



## High Volume User Data Form

**\*FORM MUST BE COMPLETED AND TURNED IN BY AUGUST 15<sup>TH</sup>**

**SUMMER QUARTER DOES NOT BEGIN UNTIL AFTER METER READINGS FOR MARCH, APRIL, MAY QUARTER HAVE BEEN DONE.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Account #: \_\_\_\_\_

Reason(s) for high usage: (Check off any that apply)

- \_\_\_\_\_ Swimming Pool
- \_\_\_\_\_ Excessive Shrubbery & Flowers
- \_\_\_\_\_ Garden(s)
- \_\_\_\_\_ Boat Maintenance
- \_\_\_\_\_ Sprinkler System
- \_\_\_\_\_ Other (please specify below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| FOR OFFICE USE ONLY |       |
|---------------------|-------|
| S/O/N               | _____ |
| D/J/F               | _____ |
| M/A/M               | _____ |

*This form must be completed each year. Customers meeting guidelines will receive a sewer abatement for the excess usage over normal average consumption. Customers that feel they are a high-volume user, but do not qualify within the guidelines, must present their request before the Utility Commission. This policy will be in effect during the summer months of June, July, and August. High Volume Users will only receive a reduction of the sewer charge, not the water fee.*

# **Delmar Utility Commission Utility Master Billing Schedule**

## **Billing Periods:**

### **1<sup>st</sup> Quarter (Dec/Jan/Feb)**

(Mailed in March, Due in April)

### **2<sup>nd</sup> Quarter (March/April/May)**

(Mailed in June, Due in July)

### **3<sup>rd</sup> Quarter (June/July/Aug)**

(Mailed in September, Due in October)

### **4<sup>th</sup> Quarter (Sept/Oct/Nov)**

(Mailed in December, Due in January)

## **Bills Mailed:**

**Typically, two to three weeks after  
the end of each quarter**

## **Due Date:**

**30 days after billed date**

## **1% Interest:**

**Beginning the day after the due date  
& every 30 days**

## **Late Notice & \$10 Fee:**

**7 days after due date**

## **Disconnect & \$40 Fee:**

**At least 16 days after due date**

- Interest & Penalties accrue regardless of payment extensions.

**TOWN OF DELMAR-DE/MD**  
**Application for Senior Citizen Discount**



Owner (s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Tax ID: \_\_\_\_\_

(Can be completed by Town Hall Employee)

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**THE APPLICANTS DO HEREBY SWEAR OR AFFIRM:**

1. That one of the property owners has attained the age of 65 years by March 1<sup>st</sup> of the year the application is filed.
2. That as of March 1<sup>st</sup> they are the sole owner of the property; they reside on said property 7 out of 12 months of the year; that the property is used exclusively for residential purposes; and that property taxes are current.

**I hereby swear and affirm that this information is true and correct to the best of my knowledge and belief, and further understand that a false declaration in this application will subject me to the penalties provided by the law for perjury.**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**This Form MUST accompany payment to receive discount.**

Please be informed that no discounts will be given after September 30<sup>th</sup> or after initial payment has been received and processed. The allowed discount **is 5% of the Property Taxes** only.

**This does not apply to the garbage fee.**

**If your taxes are paid through escrow by your mortgage company, please complete this form and return it to Town Hall prior to July 1, 2023.**

This request is to allow the discount to be applied prior to sending the bills out to the residents and mortgage companies. If you have any questions pertaining to this application please call

(410) 896-2777 or (302) 846-2664 X 107.



**A message from the desk of Community Development Coordinator, William Hardin:**

**Community Safety Alert**

*Pool season is here.* Please be reminded that Delmar Code Enforcement will be conducting a town-wide canvass to assure all erected pools, above-ground and in-ground with 24” or more of water at any point must either be fenced with a self-locking gate or have a retractable locking ladder to prevent unauthorized/unsupervised access. All such pools within Delmar Town limits are required to have a permit issued by Delmar Code Enforcement prior to their construction or installation. Pools found to be out of compliance will be given a notice to comply. Failure or refusal to comply could result in issuance of a municipal citation and fines.

*Drowning is a leading cause of child/youth deaths. Let us come together as a community and help prevent drowning deaths in Delmar by observing the law.*

*Portable basketball hoops are another safety concern for our neighborhoods. Portable hoops are prohibited in the street for a reason. The reason is not to deprive our children and youth of a recreational outlet but rather to keep them safe. Let it not take an accident resulting in a major injury or death to motivate us to comply. Help keep our streets safe for all motorists and pedestrians alike.*

*When cutting grass, it is violation per Delmar, DE & MD Town Ordinances to leave grass clippings on the sidewalk and/or in the street. Code Enforcement will monitor DE & MD communities and issue citations to the property owner when a violation is observed. It's important to remove clippings from the sidewalk and street to prevent them being washed into the storm drains which places an even more increased burden on the Town treatment plant operation.*

**Community Safety Projects**

DELMAR, MARYLAND – The Town of Delmar, MD was awarded a FY23 Community Safety Works-Business District and Neighborhood Safety Grant by the State of Maryland, DHCD. Funding will be used to procure and place a security camera system in Gordy Park. Cameras will cover the entirety of the park and the old police station grounds, which are soon to become a community center.

The West Delmar Tot Lot has been renovated with new play equipment and benches.

**Community Development Block Grants**

The Office of Community Development, Delmar, Maryland is currently accepting applications for SFY 2025 to assist eligible low-moderate income, Delmar, MD resident occupant/homeowners repair sub-code living conditions. Interested candidates should contact William Hardin, Community Development Coordinator at 410-896-2777 ext. 103 or come to Delmar Town Hall to obtain program eligibility information and receive an application.

The Delmar Office of Community Development and Housing is also taking applications for the Delaware SFY 24 CDBG Grant Program for submittal to Sussex County Department of Community Development and Housing (CDHD). Interested DE resident occupant/homeowners may inquire and obtain an application by contacting Sussex County, CDHD office at (302) 855-7777.

A message from the desk of Code Enforcement Officer, Liz Peek:

*Special Tips from the Code Enforcement Officer*



**Replacing a Roof**



Pools

General Home Improvements



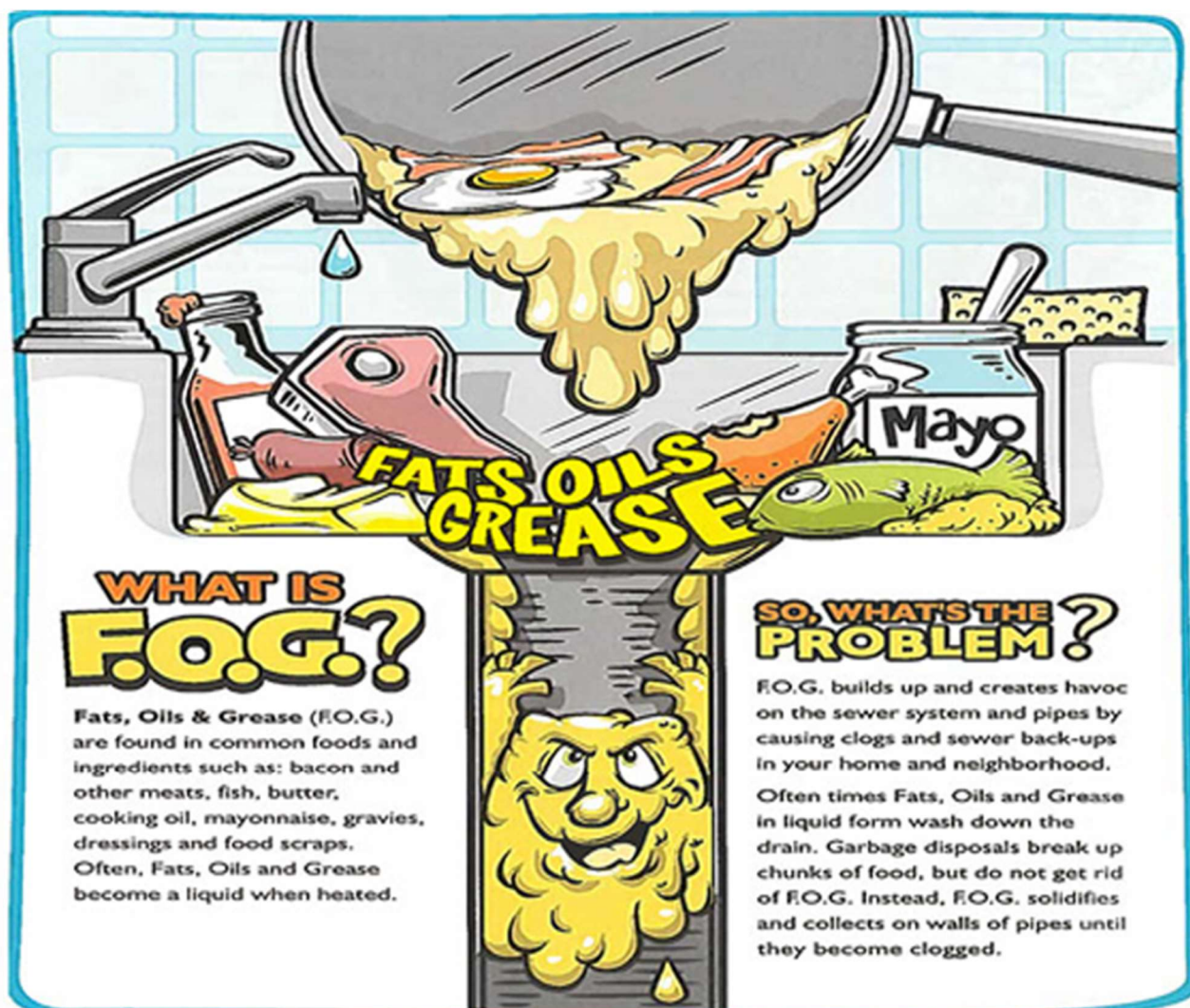
The Town of Delmar has a permit process for the above examples as well as more. Any resident that wishes to complete any additions, alterations and repairs to their home please give our Code Enforcement Officer a call at 410-896-2777 or 302-846-2664 x 104 to inquire what permit process you need to follow. Also, feel free to visit our website, [www.townofdelmar.us](http://www.townofdelmar.us), to view more valuable information.



***Grass and Weeds***

The Town of Delmar requires property owners to maintain their sidewalks free of grass and weeds and to **maintain the height of their grass below 6 inches in height**. The Code Enforcement Officer will inform property owners by mail that are in violation of the Grass and Weeds Ordinance, and property owners are required to remove weeds or cut the grass within ten days of notification. If the property owner fails to comply, the Town will remove the grass from the sidewalk or cut the grass at the expense of the property owner. ♦

A message from the desk of Water Treatment Plant Superintendent, Sophia Oberton:



How do we do this? By having fat free sewers!

Sewer overflows and backups can cause health hazards, damage home interiors, and threaten the environment. A common cause of overflows is sewer pipes blocked by grease. Grease gets into the sewer from household drains, as well as from poorly maintained grease traps in restaurants and other businesses.

### Where does grease come from?

Grease is a byproduct when cooking with meat fats, lard, oils, shortening, butter, margarine, food scraps, baked goods, sauces, and dairy products. When washed down the sink, grease sticks to the inside of sewer pipes (both on your property and under the street). Over time, it can build up and block entire portions of your home's plumbing system and/or the city sewer.

### **The consequences can be:**

- Potential contact with disease-causing organisms.
- An expensive and unpleasant cleanup often required to be paid by you, the home or business owner.
- Raw sewage flowing into parks, yards, streets, and streams.
- An increase in operations and maintenance costs for your Public Works Department, which causes higher sewer bills.

### **Helping prevent sewer overflows and backups is easy!**

- 1) Never pour grease or oils down sink drains or into toilets.
- 2) Scrape grease and food scraps into the trash for disposal.
- 3) Place basket strainers in sink drains to catch food scraps and other solids.



- 4) Word of Caution: Home garbage disposals do not keep the grease out of the plumbing system. Moreover, hot water and products such as detergents that claim to dissolve grease only pass it down the line and cause problems elsewhere.

With summertime weather comes the mowing season. It is important to remember not to blow grass clippings into the street. Grass clippings in the street ultimately end up in a storm drain where they can build up and cause drainage issues and localized flooding. Grass clippings blown into the street can also create hazardous conditions for drivers, motorcyclists, and bicyclists.

Yard debris, including leaves and other organic plant material like shrubbery trimmings and grass clippings, are a significant source of stormwater pollution.

When you blow your lawn waste into the street, it can clog storm drains and cause drainage and flooding issues by clogging curb inlets and pipes, which can cause water to back up and flood within the drainage system or the creek.

Why are grass clippings and leaf litter harmful? When yard waste is discarded within the stormwater drainage system, it will decompose. Decomposing yard waste can supercharge the creek with nutrients such as nitrogen and phosphorus, causing algae blooms resulting in low dissolved oxygen.

When yard waste is discarded within the stormwater drainage system, it can bring harmful chemicals into the creek, including fertilizers, pesticides, and herbicides. While these chemicals can be used to protect grass, they will harm aquatic life and cause additional adverse effects to water quality when released into streams.

What is so bad about algae?

Algae, the nutrient that turns lakes green, will naturally occur in lakes and ponds, but excess nutrients can lead to high levels of algae growth.

Apart from looking unsightly, excessive algae blooms can block out sunlight, and severely low dissolved oxygen levels in creeks can cause fish kills. According to the U.S. EPA, phosphorus is one of the most troublesome pollutants in stormwater runoff and it is considered the primary cause of water quality problems in our waters. It also leads to unwanted and uncontrolled growth of algae and native and non-native aquatic weeds. One bushel of fresh grass clippings can contain 0.1 lbs. of phosphorus—enough to produce 30-50 pounds of algae growth if it finds its way to a lake or river!

What can you do to protect water quality while keeping your yard maintained?

- If your mower shoots grass clippings out of the side, mow a couple of passes with your mower blowing towards your yard and not the street before mowing the rest of your yard.
- If you bag grass with your mower, make sure you keep the clippings out of the street, curb inlet, ditch, or creek.
- If you mulch mow, your mower will not blow grass out the side, and you shouldn't have to worry about grass blowing into the street.
- Mow when your lawn needs it, not on a fixed schedule. Mow your lawn often enough so no more than one-third the length of the grass is removed. Taller grass has deeper roots that prevents soil loss and helps the rain soak into the ground. Lawns mowed higher withstand heat stress better, need less watering, and are more resilient, reducing bare spots and soil erosion.
- Sharpen mower blades every 1 to 3 years.
- Leave the clippings on the lawn to improve the health of the lawn itself or compost them. According to the U.S. EPA, leaving your grass clippings on the lawn doesn't cause thatch buildup. Grass clippings are about 90 percent water, so they decompose very quickly. Leaving grass clippings in place leaves the equivalent of 1 pound of nitrogen per 1,000 ft<sup>2</sup>—the same amount you would get from one fertilizer application. Be sure to sweep or blow clippings off paved surfaces and back onto the lawn.
- Mix grass clippings with leaves and soil to make a backyard compost pile. Intentionally blowing or placing lawn waste in the street is **a violation of the Town Code** dealing with illicit discharges to the Town storm sewer system. There is no excuse for sweeping grass and/or leaves into the storm drains or waterways.
- Fertilize only when necessary, or not at all if it might rain in the next day or two. Keeping grass clippings on your yard can save money on fertilizer by returning nutrients back into

the soil and save money on watering by building organic matter in your soil. With grass recycling, use of fertilizers can be reduced by 30-40% or more! In the fall, place leaves for municipal collection along the curb—NOT IN THE STREET.

- Clean up after your pets. Scoop up pet waste and put it in the trash. People often believe that leaving dog waste to decompose in the yard is good for the lawn, but the truth is that dog poop is toxic for your grass. Unlike cow manure, which is basically composted grass, a typical dog's poop, which is made acidic through natural digestive processes and their microbiome, is enough to destroy the grass underneath it. For this reason, dog poop also shouldn't be placed in your compost or used to fertilize your garden. In either case, it contains bacteria that could contaminate your vegetables. Dog waste that gets washed into waterways may carry pathogens that affect living things in the water and can make people sick that are in contact. Also, nutrients released from dog poop can stimulate the growth of algae and other plant life, making the water unsuitable for recreational uses. Dog waste could contain bacteria and parasites that are harmful to other pets and humans.
- Only use dry cleanup methods (broom and dustpan or absorbent material) for spills of chemicals or fuels; never hose a spill into a storm drain!
- Directing your roof drains to a rain garden can significantly reduce the stormwater runoff from your property.

**A message from the desk of Wastewater Treatment Plant Superintendent, Frank Daniels:**



Wastewater 101

Usually no one cares about wastewater until it is a problem. Most of the time at a wastewater plant there is enough redundancy that problems never present themselves to the customer. As things age and breakdown, they can be taken offline and replaced or repaired while other parts of the plant take up the slack. Also, a well-managed plant will keep spares for the most frequent equipment that fails. In this issue we will take a short tour of the wastewater plant and why it operates the way it does.

### Start With Your Goals

The first step to having a wastewater plant is understanding what is in the wastewater and how concentrated it is, where it is being discharged, and what the goals are for the treated water leaving the plant. We have these goals given to us thanks to the Clean Water Act and the Chesapeake Bay Tributary Strategy instituted by the Federal Government (EPA) and Maryland Department of the Environment (MDE). They give us a permit to discharge treated water to the waters of the state. In this permit it tells us what is in the water and the goals that we are to meet before we discharge. Some examples of this are as follows: **1.) 777 pounds of phosphorus per year. 2.) 10,355 pounds of nitrogen per year. 3) 54,000 pounds of Total Suspended Solids per year. 4.) 51,100 pounds of Biological Oxygen Demand per year.**

### The Treatment Plant

In order to meet these goals, the Town was required to build a wastewater treatment facility to remove as much of the permitted nutrient goals as technology will allow, before discharging the treated water back to Wood Creek, which then goes to the Wicomico River, and finally the Chesapeake Bay. The plant that was built is a multi-step treatment process. It starts with screens to remove trash and grit that is flushed down toilets. It then goes to a tank that introduces specialized microorganisms that reduces the nitrogen and BOD. Then it enters a tank system called a clarifier that adds an environment of chemicals and time for solids and phosphorus removal by settling solids to the bottom and allowing clear water to come off the top. The clear water then goes to a sand filter system that has a backwash and chemical system to further reduce Nitrogen and Phosphorus to the lowest levels that technology will allow, also called limit to technology. Sometimes as they age and are no longer useful, we remove some microorganisms from the process and then dewater them and take them to the landfill. All of these processes are monitored and operated 24 hours a day by a computer system through the treatment facility.

Last year we far exceeded the goals for discharge limits as follows: **1.) 51 pounds for the year. 2) 2,179 pounds of nitrogen for the year. 3.) 1,630 pounds of Total Suspended Solids for the year. 4.) 6,860 pounds of BOD for the year. We also far exceeded the goals the year before last and are on pace to do similar this year.**



# Summer Safety Checklist

## Sun Safety

- Limit your sun exposure between the hours of 10 am and 4 pm
- Get some sun-protective clothing
- Wear a hat and sunglasses with UV ray protection
- Replace any sweat-saturated items with dry clothing
- Apply sunscreen with a sun protection factor (SPF) of at least 15
- Apply sunscreen on both sunny and cloudy days
- Apply sunscreen every two hours, or after swimming or sweating



## Heat Safety

- Reduce the intensity of activities 15 minutes or longer in length
- Make sure you are well-hydrated
- Limit outdoor physical activity in a place with a warmer climate
- Allow your body to acclimate to the change in temperature



## Pool Safety

- Never leave a child unsupervised in or near a pool or spa
- Teach children 4 and older to swim
- Avoid inflatable swimming aids such as "floaties"
- If possible, install a 4ft tall or higher fence around all sides of the pool
- Do not use a pool or spa if there are broken or missing drain covers
- Do not dive in less than nine feet of water
- Always employ a feet-first entry
- Be aware of sandbars



## Protect Against Bugs

- Use insect repellents to guard against ticks
- Wear long sleeve shirts and long pants when going outside
- Never leave stagnant pools of water around the house
- Avoid using scented soaps or perfumes



## Safety on the Road

- Driving and texting don't mix
- Never drink and drive
- Plan your outing...know the area and pack accordingly
- Perform a vehicle check-up
- Slow down...enjoy the drive
- Get a good night's sleep the night prior and take frequent rest stops
- Keep emergency supplies in your vehicle



## Fire Safety

- Never use gasoline to start a BBQ grill or campfire
- BBQ grills are meant for outdoor use only
- Ensure charcoal is cool and completely out before disposing
- Hot surfaces are not limited to cooking surfaces
- Build campfires in appropriate areas
- Ensure campfires are completely out before leaving





# **TOWN HALL WILL BE CLOSED:**

**Memorial Day – Monday, May 29<sup>th</sup>**

**Professional Development Day – Tuesday, June 13<sup>th</sup>**

**Juneteenth – Monday, June 19<sup>th</sup>**

**Independence Day – Monday & Tuesday, July 3<sup>rd</sup> & 4<sup>th</sup>**

**Labor Day – Monday, September 4<sup>th</sup>**

