



# Town of Townsend

## Town Manager's Report

### For the June 7<sup>th</sup>, 2023, Town Council Meeting

June 7, 2023

**Dear Mayor and Council,**

The followings are items of significance to serve as the basis for discussion at Council meeting and to inform Town Council of the activities of the Town administration. This is not a comprehensive list of activities over the last month and only include details up until 4/28/23. However, it is intended to provide a briefing on activities.

#### **Covid-19 Concerns/Actions**

The State of Delaware Public Health Emergency Order was formally terminated on 5/11/2023.

#### **Human Resources**

I am in the reviewing and interviewing phase for the applications for the Administrative Assistant position and will have a resolution to hire as soon as possible.

#### **Police Department**

Town Council approved the purchase and repair of two additional police vehicles and repairs

#### **Public Works**

Public Works has continued to perfect the curb painting in the coming weeks.

Park preparations have continued. New mulch was purchased and installed at the Town Municipal Park to refresh the mulch. The small gazebo has been repaired and repainted.

#### **Public Works Building/ Pole Barn/ Additional Town Property**

At a previous Town Council meeting, Council approved utilizing ARPA funds for Professional Engineering Design Services for Townsend Pole Barn Building in the amount of \$53,900. The original intent was to utilize the consolidated parcels at 661 South Street to build a pole building for the Town Public Works department. A site plan had been drafted as part of this approval and the addition of the Pole Barn building would lead to a tight fit with the current Police Department and would leave little room to expand the Police Department in the future at that site. As discussed at the February 2023, Town Council meeting, Town Council has allowed until June 2023 to review the additional Town owned parcel at Finley Street and to review prospective additional parcels throughout Town.

RVE has completed the wetlands delineation at the Finley Street Town parcel is coordinating with the Army Corp of Engineers and New Castle County. Once additional information is received, it will be shared.

As authorized at the 4/25/2023 Town Council Special Meeting, I am proceeding with the purchase through ARPA funds of an additional property for use by the Town. Final details will be shared

regarding the location of the property once the purchase is completed. A settlement date has been set and final settlement will occur shortly. The use of the property is to be determined.

### **Solar Speed Limit Signs**

As previously approved, the Town has received the CTF agreement to proceed with the solar speed limit signs. The Town has ordered eight signs from Radarsign to be funded by the CTF grant from Representative Spiegelman. The agreement has been approved for signs in the following locations:

- i. Northbound on Brook Ramble Lane in the Townsend Station Development
- ii. Northbound on Edgar Rd. in the Townsend Village Development
- iii. Southbound on South St. in the Townsend Village II Development
- iv. Northbound on South St. in the Townsend Village II Development
- v. Westbound on Main Street- near the Fire Department traveling into the heart of Town- Townsend Elementary School is right near this location and the Town has a priority for walkability and their placement would encourage safe travels to school, in accordance with the Town Comp Plan and WILMAPCO Walkability Study.
- vi. East Bound on Main Street- near the Kaitlyn entrance to TVI traveling into the heart of Town.
- vii. Southbound on Wiggins Mill Rd- traveling towards the heart of Town.
- viii. Northbound on Commerce St- traveling into the heart of Town.

The signs will be installed over the coming weeks and will assist with traffic control and speeding concerns in Town.

### **Surface Water Matching Planning Grant.**

TE Van-Otoo and his team are continuing to work on this project. As previously discussed, and approved, the Town received a second grant for this project in the amount of \$24,900, which assisted in decreasing the Town's match for this project. The project continues to progress.

### **DeIDOT**

DeIDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. A public workshop was held on January 4<sup>th</sup> at 5 pm at Town Hall and a survey regarding bicycle/ pedestrian improvement is available to contribute to on the Town website. We are awaiting DeIDOT's next steps on this project.

The TAP Grant application has been approved by DeIDOT. Additional details can be found below.

### **Annexation/Development**

I continue to work on the annexation of properties into Town. I have been notified that New Castle County voted to proceed with the authorization of annexation of Parcel # 14-016.00-047, 6170 Summit Bridge Road. We will continue to prepare this annexation for PLUS and a Town Council vote.

I continue to be contacted by those interested in annexing into Town. Both residential and commercial interest has been expressed and I have received multiple points of contact this month alone.

Additionally, as discussed at the last few Town Council Meetings, The Planning Commission has made recommendations for parcels to add to the Future Land Use & Growth & Annexation Areas Map, have determined the future land use type recommendations for these parcels at

their April 12<sup>th</sup>, 2023, meeting. The map is being finalized to submit to PLUS for the amendment.

### **American Rescue Plan**

Regarding the American Rescue Plan, we have already authorized the expense of engineering for the Pole Barn, Bonuses, and for the following items for the Townsend Police Department- new vehicles, inspections, and the lettering of the vehicles; contingent on the vehicle inspections; new Police radios, and mobile police vehicle recording systems, and the purchase of property. We will continue to discuss ARPA at the coming meetings.

Here is the current ARPA breakdown:

Total ARPA Awarded= \$790,706.26

#### Townsend General-

- Barnes & Thornburg Legal Services for ARPA= \$3,082.76
- Bonuses= \$13,000.00
- OPRT Irrigation Project Match= \$37,600.00
- Real Estate Purchase = \$96,414.29
- Total General= \$150,097.05

#### Townsend Public Works

- Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900
- Total PW= \$53,900.00

#### Townsend Police Department-

- New vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections- Not to exceed \$24,121.27.
- New Police radios- \$23,365.84
- Mobile police vehicle recording systems- \$34,560.00.
- Bonuses= \$1,500.00
- TOTAL PD= \$83,547.11

**Overall Total Obligated= \$287,544.16**

**Total Remainder= 503,162.10 \*\*\*\***

#### **Anticipated in FY 2024 Budget:**

Capital Expenses - Pole Barn- \$200,000.00

Capital Expenses – Unassigned- \$303,162.1

### **Town Events**

The Town Fair and Parade was held on June 3<sup>rd</sup>, 2023, and was a wonderful success! Many residents, vendors, and guests attended. A huge thank you goes out to the Community Engagement Committee, Town Council, Town Staff volunteers, vendors, and sponsors for their contribution to a successful event. We are excited to begin planning for next year!

The National Wildlife and Historic Preservation Committee held an event to plant a new wildlife garden at the Town Park in partnership with the Alpha Kappa Alpha Sorority Inc. The garden looks beautiful and we are excited to continue adding to the garden.

The Towns' Veteran Committee held a Veterans appreciation event on 5/12, it was wonderful to connect with veterans and hear their stories.

### **Charter Revisions**

The Townsend Code Review Committee and Town Council have been hard at work since the fall, working to revise the Town Charter. The Charter revisions have been approved by Town Council via Resolution 2023-001 as approved on 4/5/2023. The Resolution and Charter Changes have been sent to Representative Spiegelman and Senator Hoffner to be introduced and approved as a bill and signed by the Governor, which is required for the Charter changes to become effective.

Changes have been introduced under House Bill 139, however, Representative Spiegelman advised that "the police without a warrant portion is fine because without that language, police officers cannot arrest without a warrant for municipal violations. However, there is language that is causing an issue on line 634 concerning the right of the police force "to suppress riotous, disorderly or turbulent assemblages of persons in public ways and places in town."

It is recommended that the section is changed to the following:

632 The police force shall preserve

633 peace and order and shall compel obedience within the Town limits to the ordinances of the Town and the laws of the State

634 of Delaware. It shall be the duty of the police force to ~~suppress riotous, disorderly or turbulent assemblages of persons~~ **enforce all state and municipal laws** in all

635 public ways and places of the Town, and upon view of the above or upon view of any violation of any ordinance of the

636 Town relating to the peace and good order thereof, the police force shall have the right and power to arrest without warrant

Once the change is made, it can continue through the legislative process.

### **Grants**

As previously mentioned, we have been working on numerous grant applications and we are currently awaiting notifications of award or denial. The grants include:

1. DE Nature Society & Delmarva Power Sustainable Communities Grant- to address resiliency related to solar installation. We have graciously received this grant in the amount of **\$3,975** to assist with the solar panel repair at Town Hall. The work has been completed to install the solar panels and Advanced Solar is completing the paperwork for Delmarva Power to allow us to receive credit for the electricity we are receiving from the panels.
2. A second DNREC Surface Water Matching Planning Grant Application has been received in the amount of **\$24,900** for additional grant funding to the Townsend Stormwater Management Study. This application will provide additional grant funding to hopefully lower the Town grant match amount. This has been approved and granted.

3. DNREC ORPT grant match in the amount of **\$37,600** for an irrigation system for the Town Municipal Park's Multipurpose and Baseball fields has been awarded to the Town. Town Council has committed to matching this with ARPA funds. We are working on finalizing the details for this work to go out to bid.
4. The DeIDOT TAP Grant application has been submitted to address sidewalks throughout the Town, a land acquisition for the Town Park to allow for an extension of the park trail, and upgrades to the Town's drainage system. I have received correspondence that DeIDOT was pleased with our application and is willing to work with us on efforts on Main Street requiring a match up to \$60,000. At the Town Council meeting on 12/7/22 Council agreed to match up to \$60,000.

We have met with DeIDOT officials in the beginning of February and again in April to talk through project priorities and their ability to fund the Town project. We have asked them to consider adding the review of sidewalk improvements to South Street to the project. We have officially received notice of what the project will focus on and the project will cover the following:

"The TAP project intends to focus on improving pedestrian accessibility and connections on and around Main Street as indicated in your application. Pending your sponsor participation, the TAP award for this project will continue into PE design and construction phases with selected or prioritized items based on available funding. We will also investigate South Street as far as streetscape improvement options."

We continue to await the total amount of funds to be received from DeIDOT and the final matching requirements with the addition of South Street to the continuation of the project. I have received confirmation that the match amount will be \$60,000 and I have been in contact with Representative Spiegelman and Senator Hoffner to request funding support for the match to this project. Both have graciously agreed to provide the match.

**Administrative Matters \*\*\* As of 5/31/23**

<b>May Licenses Issued:</b>	Contractors Licenses Issued: 10 Business Licenses Issued: 0 Rental Licenses Issued: 1
<b>May Permits:</b>	13 permits issued. 13 permits closed and issued a final approval letter. 3 permits closed and issued a Certificate of Occupancy 27 Inspections Completed
<b>May Violations Issued:</b>	6 violation notices issued.

Should you have any questions or concerns regarding the details of this report or other Town matters, please contact me directly at Town Hall 302-378-8082 or via email at [atantillo@townsend.delaware.gov](mailto:atantillo@townsend.delaware.gov).

Sincerely,

*Antonina Tantillo*

Antonina Tantillo, MPA  
Town Manager, Town of Townsend