



Townsend Town Council Meeting Agenda
January 10, 2024 @ 7:00 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - A. Roll Call:
 - B. Pledge of Allegiance:
 - C. Recognition of Visitors:
 - D. Announcements:
- III. General Citizen Comments
- IV. Review/Adoption of Agenda
- V. Approval / Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the December 6th, 2023, Town Council Meeting.
 - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the December 6th, 2023, Town Council Special Meeting Executive Session.
- VI. Departmental Reports:
 - A. Mayor Scott Lobdell
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Edwin Van-Otoo
 - F. Town Manager Antonina Tantillo
 - a. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Election Member.
- VII. Committee Reports
 - A. **Finance Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Bangura
 - 1. Review and possible discussion on the November 2023 Budget vs. Actual Reports.
 - B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor Lobdell
 - C. **Public Works and Land Use Development Committee:** Chair: Councilman Bangura, Co-Chair: Councilman Chapman
 - 1. Discussion regarding Community Center Options.
 - 2. Discussion regarding Annexation Handout.
 - D. **Public Safety Committee:** Chair: Councilman Suhr, Co-Chair: Councilman Mertz

Town Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

1. **ACTION ITEM:** Discussion and possible vote of Resolution 2024-001 A Resolution to Recognize Sergeant Earl McCloskey for the 2023 Delaware Crime Stoppers Robert J. Seinsoth Memorial Law Enforcement Officer of the Year Award.

E. Community Engagement Committee: Chair: Councilman Mertz

1. Introductory update on the 2024 Town Fair and discussion on upcoming events.
2. Discussion and vote on the 2023 Annual Holiday Decoration Contest.

F. Code Review Committee: Chair: Mayor Lobdell, Co-Chair: Councilman Mertz

1. **ACTION ITEM:** Discussion and first reading of Ordinance 2024-001 An Ordinance to Amend Section 18.04.010 of the Town Code to Further Clarify Permitting Requirements.
2. **ACTION ITEM:** Discussion and first reading of Ordinance 2024-002 An Ordinance to Amend Section 24.04.060 of the Town Code to Add the Definition of Commercial Vehicle.
3. **ACTION ITEM:** Discussion and first reading of Ordinance 2024-003 An Ordinance to Amend Chapter 12 of the Townsend Municipal Code as Related to Trash and Recycling Collection and Chapter 4 of the Townsend Municipal Code as Related to the Fee Schedule.

G. Social Services Committee: Chair: Councilman Chapman, Co-Chair: Councilman Suhr

VIII. Recess Council Meeting to Convene Executive Session.

IX. Convene Executive Session: Pursuant to 29 Del. C. §§10004(b)(2) and (4), the Town Council will consider a motion to meet in executive session for a strategy session, which will include legal advice or opinions from an attorney-at-law, with respect to potential litigation, as well as discussions that may have an adverse effect on the bargaining or litigation position of the Town, and 29 Del. C. §10004 (B)(9), the Town Council will consider a motion to meet in executive session for a strategy session, to address personnel matters.

X. Close Executive Session & Re-convene Council Meeting.

XI. ACTION ITEM: Possible vote of Council.

XII. Discussion of future agenda items.

XIII. Adjournment.



TOWNSEND POLICE DEPARTMENT

661 South Street, PO Box 223, Townsend, DE 19734
302-464-1262 Office
302-378-7099 Fax



JANUARY 2024 Town Council Report

The information provided herein is from DECEMBER 1, 2023 – DECEMBER 31, 2023

1. 34 complaints in Town - TPD handled 22 complaints. / DSP handled 12 complaints
 - 1 - Domestic Incidents
 - 1 - Harassment
 - 1 - Psychiatric Emergency
 - 1 - Alarm
 - 1 - Terroristic Threat
 - 1 - Assist Other Agency
 - 1 - Traffic Hazard
 - 1 - Follow Up Investigation
 - 1 - Arrest
 - 2 - Criminal Investigations
 - 2 - Warrants Written
 - 2 - Suspicious / Abandon Vehicles
 - 2 - Motor Vehicle Crash's
 - 2 - Open Door Complaints
 - 3 - Public Assist
2. Conducted 9 School Traffic Post's
3. Participated in 3 Community Relations projects
4. Assisted in Parade Security for Allied Agency
5. PD Enhanced Security Upgrades Completed
6. Sgt. McCloskey was named 2023 Officer of the Year by DE Crime Stoppers for his investigation into a sexual assault of a minor resulting in the arrest of a 22 yr. old male.
7. Our total savings to date remains **\$105,966.68** as of 6/29/2023.
8. Grants funding to date is **\$328,656.39** as of 11/27/2023.

Sincerely,

Robert J. Longo, Chief of Police

TOWNSEND POLICE DEPARTMENT
2023 YEAR END REVIEW

Strategic Objectives: The following outlines the FY-24 Strategic Plan Objectives the Townsend Police Department established and our results.

Objective # 1: Police Department State Accreditation - **Still a work in Progress**

Objective # 2: Traffic Safety Enforcement - **Lower by 50 tickets from 2022**

Objective # 3: In-car camera system - **Project has been completed on current fleet**

Objective # 4: Hiring Staff - **Completed hiring of 1 of 2 allotted positions as of 12/31/2023.**

Additional highlights include.

1. Equipment savings **Increased** \$8,332.40 (From \$97,634.28 to \$105,966.68)
2. Grant Awards **Increased** \$204,273.52 (From \$124,382.87 to \$328,656.39) - We will continue to actively seek and apply for all available grants throughout the year.
3. Successfully handled 344 calls for service including several major and extended criminal investigations such as rape investigations, drug investigations, burglary investigations, theft investigations, hit and run investigations, fraud investigations and assisted other law enforcement agencies on cases in an outside of town which resulted in arrests. We also conducted several background investigations on prospective applicants.
4. Security upgrades at the Police Station completed. The upgrades at the park have begun. (Awaiting additional parts which are overdue as per email received on January 5, 2024).
5. Grant was obtained for two (2) new electric vehicles along with the required charging equipment (This is part of the increase highlighted in item 2).
6. Chief Longo and Sgt. McCloskey both successfully completed training to include but not limited to; Leadership Training, Leadership Under Crisis, Use of Force Police Reform, Public Information Officer Training, Taser Instructor Training, Firearms Training, Patrol Rifle Training, Security Awareness Recertification, Hometown (Homeland) Security Training, Critical Incident Debriefing, Active Assailant Conference, Electronic Evidence Collection, Certified Police Instructor Course, Healing Leader Training, Radar Recertification.

TOWN OF TOWNSEND - MONTHLY ENGINEERING REPORT | JANUARY 2024

TO: Antonina Tantillo, MPA, Town Manager
FROM: Edwin Van-Otoo, PE
RE: Town of Townsend | Monthly Engineering Report
DATE: January 10, 2024

Remington & Vernick Engineers (RVE) is pleased to provide this status update about various capital and planning projects in the Town.

Should you have any questions please contact me at (302) 266-0212, extension 1908.

CAPITAL PROJECTS

1. Wetland Delineation – Finley Street (DNTET104)

- On December 20, 2023, USACE requested a more detailed concept plan showing the proposed development on the site (i.e. access road, parking). A detailed concept plan will be submitted to the USACE by January 31, 2024.
- Final submission of USACE Nationwide Permit on November 27, 2023. Review to be completed by January 26, 2024.
- Received environmental review by DNREC on September 29, 2023.
- Concept plans with design options to be prepared after approval of the USACE Nationwide permit.

2. Townsend Municipal Park Irrigation (DNTET105)

- Coordinate review of electrical design with Delmarva Power by January 31, 2024, and rebid irrigation system for multi-purpose and baseball fields by March 2024.
- Conducted site visit with Delmarva Power on November 16, 2023, to investigate whether an electric meter can be placed next to Well #2 to supply power to the existing well pump.
- Delmarva can only provide a transformer and concrete base pad; all other related infrastructure must be installed by contractor.
- A contractor will be needed to install electrical infrastructure to service Well #2 as originally planned.
- Temporary electrical connection | Lifetime conducted well pump testing on November 8, 2023. Well #1 & 2 tested positive and are in good working order.
- Project to be re-bid in the first quarter of 2024.
- October 25, 2023 | Initial public bid for irrigation system on the multi-purpose and baseball fields.

3. Surface Water Matching Planning Grant Program (DNTET101)

- Design of Cannery Lane drainage network with plans and specifications to be completed by March 2024.
- Stormwater report with hydraulic study and analysis for the stormwater system in Townsend Proper to be finalized by February 2024.
- RVE presented report summary and recommendations on December 6, 2023 at Council meeting.

PLANNING PROJECTS

1. Townsend Village I (DNTEP013)

- The Developer completed the restoration of the existing stormwater basins located behind 231 Edgar Road & behind Marilyn Court. The work included re-grading existing slopes, stabilizing slopes with erosion control matting, and replacing deteriorated outfall pipes. Vegetation growth to be assessed in spring of 2024.

2. The Woods at Hidden Creek (DNTEP082)

- Continued construction of residential lots. Recently reviewed Lines and Grades plan for Lot 18 & Lot 25.



Town of Townsend
Town Manager's Report
For the January 10th, 2024, Town Council Meeting

January 5th, 2024

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 however, it is intended to provide a briefing on activities.

Public Works/ Public Works Building/ Pole Barn/ Additional Town Properties

RVE has completed the wetlands delineation at the Finley Street Town parcel and is coordinating with the Army Corp of Engineers and New Castle County please refer to the Engineers report for more details.

The new Town property has been purchased at 201 Main St. utilizing ARPA funds. The use of the property is to be determined. I have had concept plans drawn for the location which were presented at the 9/20/23 Town Council Special Meeting. The Public Works & Land Use Committee has continued to work on potential building designs and discussions will continue at the 1/10/23 Town Council Meeting. Discussions are Ongoing to determine what to place in this location.

Additional signs with park rules have been installed at the Townsend Municipal Park.

The Town Christmas decorations have been removed along Main Street and at the Town Park with the assistance of the Town of Middletown.

Human Resources

The Town is looking to hire both a part-time Administrative Assistant and a part-time Code Official. Application details have been posted to the Town website and Indeed.

Solar Speed Limit Signs

The Town has received the CTF agreement from Representative Spiegelman to proceed with the solar speed limit signs. The Town has eight signs from Radarsign and the agreement has been approved for signs in the following locations:

- i. Northbound on Brook Ramble Lane in the Townsend Station Development- To be installed 1st week of October.
- ii. Northbound on Edgar Rd. in the Townsend Village Development- **INSTALLED**
- iii. Southbound on South St. in the Townsend Village II Development- **INSTALLED**
- iv. Northbound on South St. in the Townsend Village II Development- **INSTALLED**
- v. Westbound on Main Street- near the Fire Department traveling into the heart of Town.
- 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. - **INSTALLED**
- viii. Northbound on Commerce St- traveling into the heart of Town.

The signs are continuing to be installed 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. A report and presentation on this project was presented at the December Council Meeting. Additional work for plans for improvements along Cannery Lane is underway.

Traffic and DeIDOT

DeIDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. A public workshop was held on January 4th, 2023, 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 2022-2023 TAP Grant application was approved by DeIDOT and the project kick-off meeting has been held and DeIDOT and the engineering group they contracted- Rossi- is working to begin the data collection and research portion of their project. Public Workshops related to this project will be held in the new year once the data collection phase is completed. A field visit with Rossi was held in November to evaluate the locations the project is targeting:

- Improving pedestrian accessibility and connections on and around Main Street
- South Street as far as streetscape improvement options
- A gateway sign when entering the Town on the west side.

Discussions were held on the concerns in the area and possible recommendations for improving safety and the flow of traffic in the area. Recommendations are forthcoming after the next public workshop.

Discussions regarding improving traffic flows at Route 71 and Main Street are continuing with DeIDOT and additional details are forthcoming. I have requested a presentation from DeIDOT with their recommendations and am awaiting a confirmed date.

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 interests have been expressed and I am contacted often each month.

The Planning Commission has finalized the recommendations for parcels to add to the Future Land Use & Growth & Annexation Areas Map. Prior to finalizing the map for PLUS application, a representative from the Office of State Planning made some recommendations on the map which are being prepared. Discussions will also be held with NCC to review the map recommendations. The map will be added to a future PLUS agenda.

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, the purchase of property, cameras at the Town Park and Police Department Security Enhancements.

Additional research and conversations have begun and are ongoing for additional projects.

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 = \$96,364.29
- Total General= \$150,047.05

Townsend Public Works

- Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900
- Town Park Gazebo= \$27,750.00
- Assigned in FY 2024 Budget- Capital Expenses - Pole Barn- \$200,000.00
- Total PW= \$281,650.00

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
- Park Cameras & 2-year contract= \$35,176.00
- Police Department Door Repairs= \$14,490.00
- Police Department Security Enhancements= \$17,070.00
- TOTAL PD= \$150,283.11

Overall Total Obligated= \$581,980.16

Total Remainder= \$208,726.1

Town Events

During the month of December, the Town collected non-perishable food donations for the Town Food Pantry Box. We have extended this non-perishable food drive to aid our residents in need. Donations can be made to Town Hall and are encouraged. Please help spread the word.

On Friday, December 8, 2023, the Town held its Annual Tree Lighting and Caroling Event in partnership with Immanuel Church and the Odessa High School Band. It was a wonderful event with beautiful music from both Immanuel Church & Odessa High School. The Townsend Police Department and the Townsend Fire Company escorted Santa and the Grinch to the event. We had a wonderful turnout and it was great to celebrate the holiday season with our community.

2023 Town of Townsend Annual Holiday Decorating Contest

Town Council held its annual Holiday Decorating Contest during the month of December. Town Council will be judging homes at the end of December. Winners will be announced at the January 10th, 2024 Town Council meeting. Judges' decisions are final. There are two categories for the contest: 1. Modern- Utilizing Light Movement & Blowups and 2. Traditional- Static displays with limited light movement.

The 2024 Town Fair and Parade has been scheduled for Saturday, June 1, 2024. We are now accepting commercial vendor, nonprofit/information vendor, and parade participant registration. Please encourage your partners in the community to register to make this event a success. Additional details are forthcoming as we approach the event date.

Grants

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 received this grant in the amount of **\$3,975**. The last step is for Advanced Solar to complete the paperwork for Delmarva Power to allow us to receive credit for the electricity we are receiving from the panels- they have advised they are completing this and myself and the Town Engineer have met with Delmarva Power to get this completed.
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.
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. Please refer to the Engineer's report for the status on this project. I have reached out to the Town's Representative and Senator to request additional funding as the scope of this project has expanded.
4. The DelDOT TAP Grant application has been approved to "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 Professional Engineering 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." Representative Spiegelman and Senator Hoffner have graciously agreed to provide the grant match in the amount of \$60,000. The project has begun as noted above.
5. A 2023 Cycling Infrastructure Innovation Application has been submitted on 8/30/23 to the Delaware Bicycle Council for a feasibility study and engineering design project for new bike paths to be constructed through open space areas to connect TVI and TVII west and provide safer access to the Townsend Municipal Park. A site meeting with the Innovation Grant Working Group was held on 10/24/23 and the Working Group will be deciding on their grant awards at their 12/6/23 meeting. The Town has been notified that we have been awarded **\$30,000** for this project.
6. An ORPT grant application was submitted on 9/15/23 to fund the acquisition of property and a planning study for development of future additional recreational areas throughout Town. The DNREC Parks and Recreation Council recommended the Town's application for approval in the amount of **\$125,000** and we have recently received a formal noticed of award.
7. An application to address pedestrian and bicycle safe access along Wiggins Mill Road has been submitted on 9/22 through the Delaware Bicycle and Pedestrian Funding Pool program. We are awaiting an update on this application.

Administrative Matters * As of 12/31/23**

December Licenses Issued: Contractors Licenses Issued: 17
Business Licenses Issued: 8 (7 renewals for 2024, 1 new license)
Rental Licenses Issued: 11 (11 renewals for 2024)

December Permits: 16 permits issued.
14 permits closed and issued a final approval letter.
4 permits closed and issued a Certificate of Occupancy
12 permits closed with a Final Approval Letter
41 Inspections Completed

December Violations Issued: 1 violation notices issued for the following:

- Failure to obtain a permit.

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.

Sincerely,

Antonina Tantillo

Antonina Tantillo, MPA
Town Manager, Town of Townsend



**TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
November 30, 2023**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Impact Fees: Fire House Impact Fees	11,250.00	8,250.00	(3,000.00)	73%	2,250.00
Franchise Fees	22,000.00	8,693.84	(13,306.16)	40%	8,905.21
Interest Income	20,000.00	29,423.92	9,423.92	147%	16,260.10
Miscellaneous - Office Fees	-	13.40	13.40		38.83
Miscellaneous Income	1,500.00	986.13	(513.87)	66%	1,110.72
Filing Fees	-	300.00	300.00		-
Property Transfer Taxes	250,000.00	79,326.17	(170,673.83)	32%	81,571.82
Real Estate Property Tax	660,000.00	660,583.24	583.24	100%	626,621.24
Grass Cutting Fees	1,500.00	455.00	(1,045.00)	30%	1,110.00
Misc Violations	-	500.00	500.00		300.00
Rental Registration Fee	1,600.00	1,080.00	(520.00)	68%	250.00
Total Administrative Revenue	967,850.00	789,611.70	(178,238.30)	82%	738,417.92
Impact Fees	101,250.00	74,250.00	(27,000.00)	73%	20,250.00
Permits and Fees	62,700.00	29,207.49	(33,492.51)	47%	19,175.00
Town Permits: Plumbing	84,100.00	87,220.22	3,120.22	104%	30,087.06
Total Permits & Licenses Revenues	248,050.00	190,677.71	(57,372.29)	77%	69,512.06
Park rental	600.00	775.00	175.00	129%	525.00
Total Park & Recreation Revenues	600.00	775.00	175.00	129%	525.00

Grants Revenue	317,400.00	16,409.38	(300,990.62)	5%	8,090.63
Municipal Street Aid Grant	59,600.00	29,581.11	(30,018.89)	50%	29,838.91
Total Grant Revenues	377,000.00	45,990.49	(331,009.51)	12%	37,929.54
Community Events: Donations	1,500.00	1,750.00	250.00	117%	2,207.30
Town Fair Donation	2,000.00	1,062.50	(937.50)	53%	-
Community Events: Town Fair	2,000.00	-	(2,000.00)	0%	-
Total Community Events Revenues	5,500.00	2,812.50	(2,687.50)	51%	2,207.30
General Fund Revenue Total	1,599,000.00	1,029,867.40	(569,132.60)	64%	848,591.82

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Impact Fees: Fire House Impact Fees	11,250.00	-	(11,250.00)	0%	-
Advertising	450.00	362.98	(87.02)	81%	28.53
Accounting Audit	25,000.00	20,000.00	(5,000.00)	80%	22,000.00
PNC Credit Card Fees and Reward Credits	-	(728.48)	(728.48)		(689.04)
Computer Support	13,300.00	3,747.72	(9,552.28)	28%	2,443.42
Software Support	30,000.00	11,411.38	(18,588.62)	38%	10,825.97
DE League of Local Governmts	2,750.00	1,575.00	(1,175.00)	57%	1,616.00
Decorations	500.00	139.92	(360.08)	28%	780.08
Elections Expense	1,000.00	-	(1,000.00)	0%	-
Copier Maintenance Agreement	3,500.00	1,486.63	(2,013.37)	42%	918.68
Town Insurance (General Liab & Property)	25,000.00	11,419.61	(13,580.39)	46%	9,897.00
Lawn Service (Town Hall Landscaping)	-	-	-		99.95
Maintenance	2,300.00	750.00	(1,550.00)	33%	1,615.39
Membership Fees	400.00	200.00	(200.00)	50%	320.00
General Town Hall Expenses	10,000.00	5,512.29	(4,487.71)	55%	1,582.60
Office Equipment: Miscellaneous	2,000.00	76.98	(1,923.02)	4%	-
Security System @ 141 Main Street	2,000.00	-	(2,000.00)	0%	742.50
Office Supplies	2,800.00	135.94	(2,664.06)	5%	979.97
Flowers & Gifts	1,000.00	67.99	(932.01)	7%	259.23

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Code Red	2,600.00	2,537.50	(62.50)	98%	2,537.50
Postage & Delivery	4,000.00	2,235.08	(1,764.92)	56%	1,474.83
Town Merchandise/Uniforms	750.00	-	(750.00)	0%	179.96
Professional Fees	120,500.00	47,388.75	(73,111.25)	39%	28,573.75
General Legal	75,000.00	21,914.37	(53,085.63)	29%	25,854.97
Board of Adjustment	5,500.00	4,259.86	(1,240.14)	77%	2,549.50
IPA Services	1,000.00	50.00	(950.00)	5%	55.00
Subscription Fee	1,800.00	1,284.46	(515.54)	71%	932.75
Training Classes	2,500.00	610.00	(1,890.00)	24%	990.00
Trash Collection Service	226,400.00	94,139.44	(132,260.56)	42%	89,090.50
Travel & Entertainment	1,500.00	33.00	(1,467.00)	2%	115.96
Utilities - Town Hall	13,300.00	4,225.87	(9,074.13)	32%	4,683.09
Street Lights	96,800.00	34,217.73	(62,582.27)	35%	35,950.68
Unrealized Gains/Losses	-	(13,030.50)	(13,030.50)		(20,655.81)
Total Administrative Expenditures	684,900.00	256,023.52	(428,876.48)	37%	225,752.96
Payroll & Benefits	599,700.00	205,118.73	(394,581.27)	34%	172,500.57
Total Payroll Expenditures	599,700.00	205,118.73	(394,581.27)	34%	172,500.57
Professional Fees: Code Enf/Inspections	40,000.00	16,501.25	(23,498.75)	41%	14,877.50
Professional Fees: Lot Grading Reviews	8,000.00	3,300.00	(4,700.00)	41%	-
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%	-
Total Code & Planning Expenditures	49,000.00	19,801.25	(29,198.75)	40%	14,877.50
Town Equipment Fuel	5,000.00	1,370.10	(3,629.90)	27%	1,457.77
Park Maintenance Expense	34,500.00	3,766.83	(30,733.17)	11%	2,580.91
Vehicle/Equipment Maintenance	4,200.00	1,116.22	(3,083.78)	27%	-
Total Park Expenditures	43,700.00	6,253.15	(37,446.85)	14%	4,038.68
Public Works Equipment	3,900.00	88.98	(3,811.02)	2%	-
Public Works Uniforms	1,200.00	212.48	(987.52)	18%	-

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Town Landscaping & Beautification	1,500.00	109.95	(1,390.05)	7%	-
Street Repairs	82,600.00	383.21	(82,216.79)	0%	1,344.53
Total Public Works Expenditures	89,200.00	794.62	(88,405.38)	1%	1,344.53
Community Relations	1,250.00	270.14	(979.86)	22%	29.94
Community Events Expense	8,000.00	1,886.91	(6,113.09)	24%	2,441.32
National Wildlife Foundation/Habitats	500.00	10.15	(489.85)	2%	45.43
Total Community Events Expenditures	9,750.00	2,167.20	(7,582.80)	22%	2,516.69
Capital Expenses	16,500.00	3,178.00	(13,322.00)	19%	4,729.00
Total Capital Expenditures	16,500.00	3,178.00	(13,322.00)	19%	4,729.00
General Fund Expend Total	1,492,750.00	493,336.47	(999,413.53)	33%	425,759.93



**TOWN OF TOWNSEND
POLICE FUND INCOME STATEMENT
November 30, 2023**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Impact Fees: Public Safety	22,500.00	16,500.00	(6,000.00)	73%	4,500.00
Fines - Police	6,000.00	843.00	(5,157.00)	14%	2,813.59
Miscellaneous Income	3,900.00	4,130.58	230.58	106%	-
Transfers In	297,150.00	-	(297,150.00)	0%	-
Police Revenue Total	329,550.00	21,473.58	(308,076.42)	7%	7,313.59

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Community Relations	1,000.00	672.50	(327.50)	67%	-
Repairs & Maint	6,650.00	2,306.08	(4,343.92)	35%	1,280.09
PD Bldg Expenses	1,500.00	29.44	(1,470.56)	2%	2,495.31
Security System - 661 South St	2,350.00	-	(2,350.00)	0%	-
Computer/Software Expense	1,500.00	385.41	(1,114.59)	26%	486.58
DSP Extra Duty Patrol	4,000.00	-	(4,000.00)	0%	-
PD Cleaning	1,200.00	400.00	(800.00)	33%	-
PD Pest Control	500.00	150.00	(350.00)	30%	-
PD Equipment	1,650.00	1,366.16	(283.84)	83%	-
PD Office Equipment	2,150.00	831.75	(1,318.25)	39%	-
Advertising	100.00	-	(100.00)	0%	-

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Postage & Delivery	300.00	158.44	(141.56)	53%	162.78
Printing	200.00	-	(200.00)	0%	-
Miscellaneous Expense	300.00	7.50	(292.50)	3%	41.94
Prisoner Meals	100.00	-	(100.00)	0%	-
Training Classes	4,700.00	-	(4,700.00)	0%	-
Office Supplies	2,500.00	15.18	(2,484.82)	1%	1,480.66
Cleaning Supplies	250.00	-	(250.00)	0%	43.35
DUI Blood Draws	500.00	-	(500.00)	0%	-
Memberships	300.00	150.00	(150.00)	50%	-
Fuel	11,000.00	2,161.24	(8,838.76)	20%	2,902.34
Insurance - (Gen Liability & Property)	7,100.00	-	(7,100.00)	0%	-
Uniforms: PD	21,900.00	-	(21,900.00)	0%	4,493.03
Professional Fees: Legal Services	5,000.00	-	(5,000.00)	0%	1,590.00
Professional Fees: New Hire/Occ Health	-	380.00	380.00		405.00
Utilities - PD	11,850.00	3,201.75	(8,648.25)	27%	2,760.73
Total Administrative Expenditures	88,600.00	12,215.45	(76,384.55)	14%	18,141.81
Payroll & Benefits	316,100.00	79,474.21	(236,625.79)	25%	67,372.76
Total Payroll Expenditures	316,100.00	79,474.21	(236,625.79)	25%	67,372.76
Capital Expense - PD	31,100.00	5,108.58	(25,991.42)	16%	-
Total Capital Expenditures	31,100.00	5,108.58	(25,991.42)	16%	-
Police Expenditure Total	435,800.00	96,798.24	(339,001.76)	22%	85,514.57



**TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
November 30, 2023**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Police Grants Revenue	19,600.00	19,574.41	(25.59)	100%	9,167.34
Police Grants Fund Revenue Total	19,600.00	19,574.41	(25.59)	100%	9,167.34
EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Overtime	8,200.00	1,300.00	(6,900.00)	16%	-
Misc Expense	11,400.00	-	(11,400.00)	0%	-
Police Grants Fund Expend Total	19,600.00	1,300.00	(18,300.00)	7%	-



**TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
November 30, 2023**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Grants Revenue	753,100.00	-	(753,100.00)	0%	790,706.26
Special Revenue Fund Revenue Total	753,100.00	-	(753,100.00)	0%	790,706.26

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%	Prior year actual as of 11/30/2022
Barnes & Thornburg Legal Fees	-	-			3,082.76
Payroll: Bonuses	-	-			14,500.00
Capital Expenses - ARPA	753,100.00	132,765.84	(620,334.16)	18%	-
Special Revenue Fund Expenditure Total	753,100.00	132,765.84	(620,334.16)	18%	17,582.76



**TOWN OF TOWNSEND
CASH AND CASH EQUIVALENTS
November 30, 2023**

Account		November-23
Cash - Operating Account	\$	1,444,389.39
Cash - Payroll		31,876.99
Cash - Municipal Street Aid		178,206.78
Cash - Escrow Account		104,925.33
Cash - Petty Cash		100.00
MML Investors Services		3,002,175.21
Total General Fund	\$	4,761,673.70

Account		November-23
Police Grants Cash	\$	26,219.41
Total Police Grants	\$	26,219.41

Note:

Operating Cash includes remaining ARPA funds

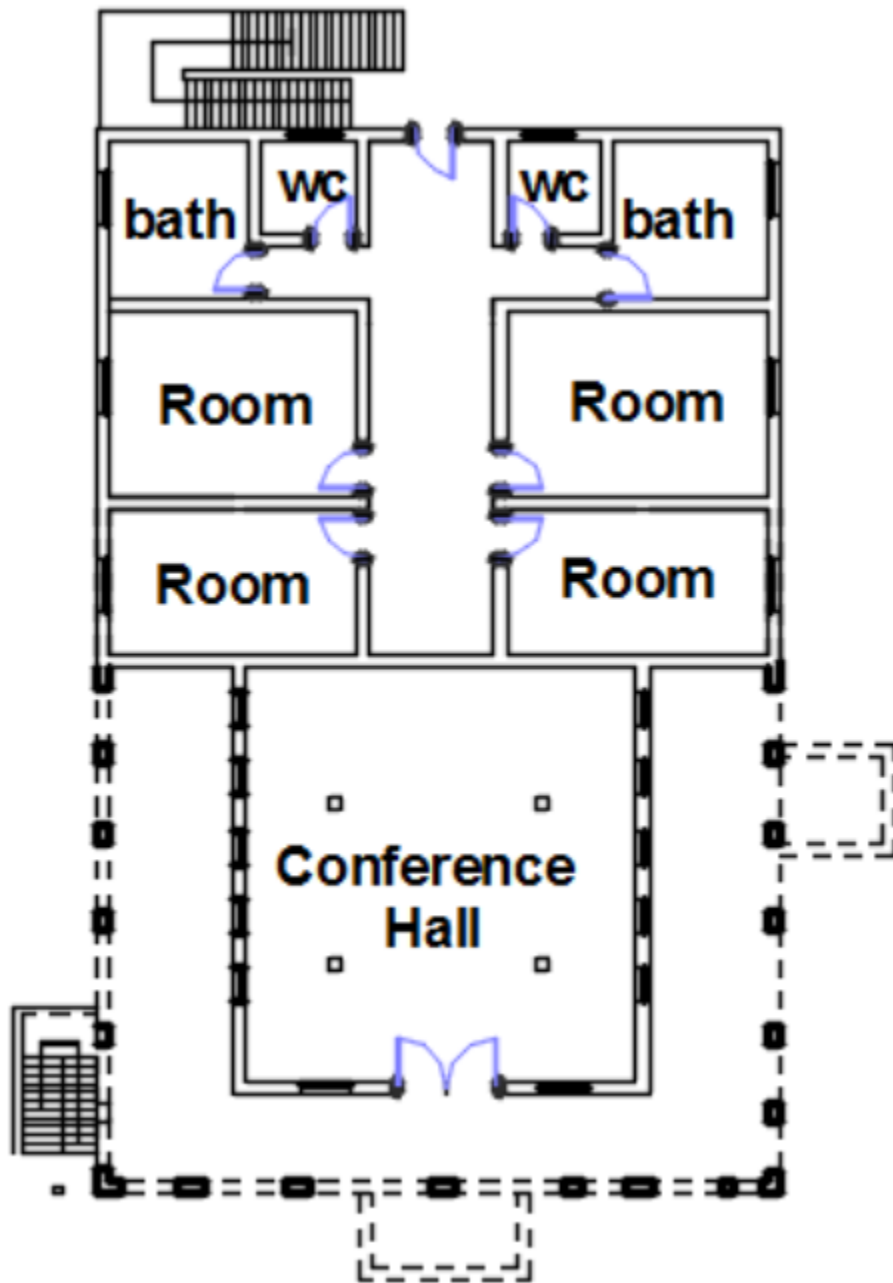
Cash - Operating Account	\$	1,444,389.39
Less: ARPA balance		(519,872.10)
Less: Police Funding		(297,150.00)
Total Operating	<u>\$</u>	<u>627,367.29</u>

First Level



DRAFT

Second Level



DRAFT

DATE:
CHRISTOPHER J FAZIO
 PROFESSIONAL ENGINEER LIC. No. 12175

ALL DOCUMENTS PREPARED BY REMINGTON & VERNICK ENGINEERS AND AFFILIATES ARE INSTRUMENTS OF SERVICE IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY REMINGTON & VERNICK ENGINEERS AND AFFILIATES FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT OWNERS SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO REMINGTON & VERNICK ENGINEERS AND AFFILIATES. AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS REMINGTON & VERNICK ENGINEERS AND AFFILIATES FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM.

NO.	REVISION	DATE	BY /CHK

CONCEPT PLAN - 4

TOWN OF TOWNSEND
 201 MAIN STREET
 NEW CASTLE COUNTY
 DELAWARE

DRAWN BY	DESIGN BY	CHECKED BY	SCALE
JMB	EVO	CJF	AS NOTED
DATE:	8-2023	SHEET No.:	4 of 4
JOB No.:	DN1ET107		

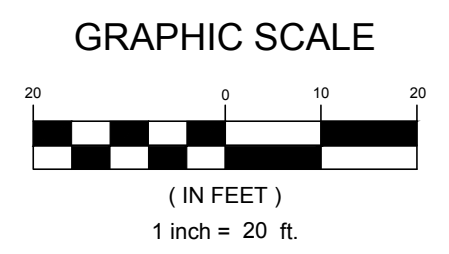


ZONING CLASSIFICATION – RESIDENTIAL | R-2

	PARCEL NUMBER	2500200020	2500200020
	REQUIRED/ALLOW	EXISTING	PROPOSED
LOT WIDTH	50 FEET	75 FEET	75 FEET
LOT AREA	7,000 SF	15,000 SF	15,000 SF
BUILDING COVERAGE	MAX. 40% TOTAL LOT AREA	-	45%
BLDG. SET BACK	NONE	-	-
SIDE YARD	MIN. 10 FEET (25 FEET AGGREGATE WIDTH)	25 FEET	25 FEET
FRONT YARD	25 FEET	25 FEET	25 FEET
REAR YARD	10 FEET	10 FEET	10 FEET
BLDG. HEIGHT	35 FEET	35 FEET	< 35 FEET

OWNER
 TOWN OF TOWNSEND
 141 MAIN STREET
 TOWNSEND, DE. 19734

PROPERTY INFORMATION
 LOT AREA: 15,000 S.F.
 IMPERVIOUS AREA: 6,786 S.F.





Sponsors:
Councilman Marcus Suhr
Councilman Joshua Mertz

**RESOLUTION
2024-001**

A Resolution to Recognize Sergeant Earl McCloskey for the 2023 Delaware Crime Stoppers Robert J. Seinsoth Memorial Law Enforcement Officer of the Year Award.

WHEREAS, the Town of Townsend Police Department was reconstituted in 2021 and Sergeant Earl McCloskey was hired to the Townsend Police Department in August of 2022; and

WHEREAS, in January of 2023, Sergeant McCloskey began a months long investigation into a crime that occurred in the Town, utilizing his training, experience, knowledge, and professional contacts to ensure the case was solid and the perpetrator would be tried in a court of law; and

WHEREAS, the investigation that Sergeant McCloskey conducted, led to the arrest and indictment of the suspect; and

WHEREAS, in addition to the months long investigation, Sergeant McCloskey also had the responsibility of handling additional complaints during this time; and

WHEREAS, Sergeant McCloskey was nominated and awarded the 2023 Delaware Crime Stoppers Robert J. Seinsoth Memorial Law Enforcement Officer of the Year Award in December 2023 at the Chiefs of Police Council meeting ; and

WHEREAS, the Delaware Crime Stoppers Robert J. Seinsoth Memorial Law Enforcement Officer of the Year Award recognizes officers for their commitment to the citizens of Delaware and law enforcement.

NOW, THEREFORE, BE IT RESOLVED that Mayor Scott Lobdell, and Council Members Joshua Mertz, Joseph Bangura, Matthew Chapman, and Marcus Suhr along with the Town Staff and Town Residents would like to recognize Sergeant Earl McCloskey for his dedication and service to the safety of the Town of Townsend and wish to congratulate him for his award of the 2023 Delaware Crime Stoppers Robert J. Seinsoth Memorial Law Enforcement Officer of the Year Award.

Dated: January 10th, 2024

Scott Lobdell

Joshua Mertz

Joseph Bangura

Matthew Chapman

Marcus Suhr

DRAFT

The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734
Phone (302) 378-8082 Fax (302) 378-7099



Introduced by:
Mayor Lobdell
Introduction on:
January 10th, 2024

ORDINANCE 2024-001

AN ORDINANCE TO AMEND SECTION 18.04.010 OF THE TOWN CODE TO FURTHER CLARIFY PERMITTING REQUIREMENTS

Mayor
Scott Lobdell

WHEREAS, the Town Code currently states that all new construction within the Town requires inspection prior to occupancy or use; and

Councilman
Joshua Mertz,
PhD

WHEREAS, the Town Code currently states that a fee shall be paid for all permits and inspections; and

Councilman
Joseph Bangura,
PhD

WHEREAS, Ordinance 08.02 adopted February 20, 2008, established a permitting fee for all items of new construction which require a permit; and

Councilman
Matthew
Chapman

WHEREAS, the Town Council wishes to clarify that said permits are required to be obtained prior to the start of construction and/or alteration.

Councilman
Marcus Suhr

NOW, THEREFORE, be it ordained by the Town Council of the Town of Townsend, as follows:

SECTION 1: That Section 18.04.010 A. of the Code of Ordinances, Town of Townsend, Delaware is hereby amended to read as follows:

Permitting and Inspection of Construction Activities. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, place, demolish, or change the occupancy of a building or structure, including but not limited to homes, commercial buildings, garages, sheds, fences, decks, patios and additions, or to cause any such work to be done, shall first make application to the building official and obtain the required permit. In addition to timely obtaining the required permit, an inspection conducted by officials of the town or its designee shall be required of all new construction prior to any occupancy or use of the building or structure.

SECTION 2: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

Town Manager
Antonina Tantillo,
MPA,

A Council – Manager Municipality
Located on the Web at townsend.delaware.gov

SECTION 3: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 4: This Ordinance shall become effective immediately upon passage.

Adopted by at least a majority of the Council members of the Town of Townsend on this ____ day of _____, 2024.

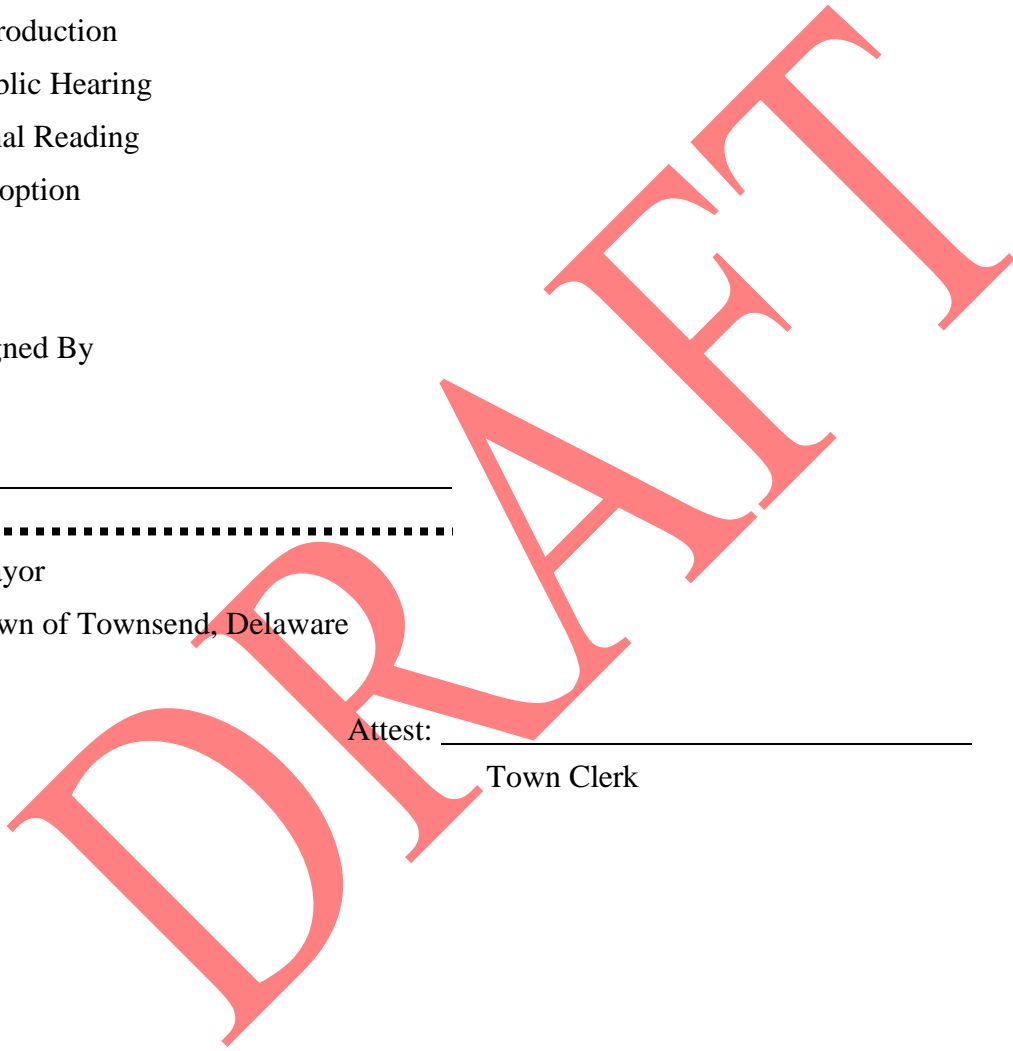
- Introduction
- Public Hearing
- Final Reading
- Adoption

Signed By

.....

Mayor
Town of Townsend, Delaware

Attest: _____
Town Clerk



The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734
Phone (302) 378-8082 Fax (302) 378-7099

Introduced by:
Mayor Lobdell
Introduction on: January 10th, 2024



ORDINANCE 2024-002

AN ORDINANCE TO AMEND SECTION 24.04.060 OF THE TOWN CODE TO ADD THE DEFINITION OF COMMERCIAL VEHICLE

**Mayor
Scott Lobdell**

WHEREAS, the Town Code currently states that commercial vehicles may not be parked overnight anywhere within the Town limits; and

**Councilman
Joshua Mertz,
PhD**

WHEREAS, the Town Code does not define “commercial vehicle;” and

**Councilman
Joseph Bangura,
PhD**

WHEREAS, the Town Council desires to amend the definition section of the Zoning and Unified Development Chapter of the Town Code to include a definition for commercial vehicles.

**Councilman
Matthew
Chapman**

NOW, THEREFORE, be it ordained by the Town Council of the Town of Townsend, as follows:

**Councilman
Marcus Suhr**

SECTION 1: That Section 24.04.060 of the Code of Ordinances, Town of Townsend, Delaware is hereby amended by adding a section after the line beginning “Church” and before the line beginning “Demolition,” which said section reads as follows:

“Commercial vehicle” shall mean a vehicle of a type required to be registered as commercial under state law or used or maintained for the transportation of persons or property for hire, compensation, or profit, except taxicabs.

**Town Manager
Antonina Tantillo,
MPA,**

SECTION 2: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 4: This Ordinance shall become effective immediately upon passage.

**A Council – Manager Municipality
Located on the Web at townsend.delaware.gov**

Adopted by at least a majority of the Council members of the Town of Townsend on this
____ day of _____, 2024.

Introduction

Public Hearing

Final Reading

Adoption

Signed By

.....

Mayor

Town of Townsend, Delaware

Attest: _____

Town Clerk

DRAFT

The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734
Phone (302) 378-8082 Fax (302) 378-7099

Introduced by:
Mayor Lobdell
Introduction on:
January 10, 2024



ORDINANCE 2024-003

AN ORDINANCE TO AMEND CHAPTER 12 OF THE TOWNSEND MUNICIPAL CODE AS RELATED TO TRASH AND RECYCLING COLLECTION AND CHAPTER 4 OF THE TOWNSEND MUNICIPAL CODE AS RELATED TO THE FEE SCHEDULE

**Mayor
Scott Lobdell**

WHEREAS, the current Townsend Municipal Code prohibits dumpsters at properties which are zoned in residential districts; and

**Councilman
Joshua Mertz,
PhD**

WHEREAS, property owners within residential districts may need to utilize dumpsters from time to time to for matters related to trash collection and building permits; and

**Councilman
Joseph Bangura,
PhD**

WHEREAS, safeguards must be put into place when allowing for permits in residential districts to ensure no safety concerns are presented with the temporary dumpster.

**Councilman
Matthew
Chapman**

NOW THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE TOWN OF TOWNSEND (a majority of the members elected thereto concurring therein), that the following ***** as follows:

**Councilman
Marcus Suhr**

Section 1. Amends Chapter 12.12.080 Trash And Recycling Collection of the Townsend Municipal code by striking the following as noted with strikethrough and adding the following as noted by underline:

**Town Manager
Antonina Tantillo,
MPA,**

12.12.080 Trash And Recycling Collection

- A. Trash must be placed at the curb no earlier than 24 hours prior to scheduled trash pick-up. All trash containers must be removed from the sidewalk area no later than 24 hours after trash pick-up. Trash containers and/or bags should be placed at the edge of the property so as not to block the sidewalk.
- B. Commercial and retail establishments and apartments may use the trash

**A Council – Manager Municipality
Located on the Web at townsend.delaware.gov**

company of their choice (preferably whoever has the town contract) that best suits their needs. The business owner must supply the town a letter stating what trash company they have arrangements with and will pay their trash bill directly to the company they use rather than the town.

~~C. Dumpsters will not be permitted at properties that are zoned residential.~~

C. Dumpsters will be permitted at properties in residential districts (R, R-1, R-1A, R2, and R-3) for up to five (5) days when a dumpster permit is applied for and issued by the Town of Townsend.

1. Fees for Dumpster Permits will be outlined in Chapter 4.12 Fee Schedule.

Section 2. Amends Chapter 4.12.020 Fees Enumerated of the Townsend Municipal code by adding the following as noted by underline:

3. Permit Fees

Dumpster fee : \$10 per day up to \$50 for a 5 day dumpster permit.

Violation of Dumpster Permit application : The first violation a monetary penalty shall be assessed of not less than \$100 nor more than \$500. Each subsequent violation shall incur a penalty of not less than \$200 nor more than \$1,000.

Section 3. This Ordinance shall become effective immediately upon passage.

Adopted by at least a majority of the Council members of the Town of Townsend on this ____ day of _____, 2024.

- Introduction
- Public Hearing
- Final Reading
- Adoption

Signed By

.....

Mayor

Town of Townsend, Delaware

Attest: _____

Town Clerk