



Town of Townsend Mayor's Report

For the April 3rd, 2024, Town Council Meeting

ADMINISTRATIVE MATTERS

The Town has chosen to opt out of the State of Delaware Government Health Insurance Plan (GHIP). New Health Insurance Plans have been determined but to be finalized; the deadline to choose a plan is June 30th.

As the Town's primary point of contact, Town Clerk Rivera has attended the City Management Association of Delaware (CMAD) Meeting on March 27th and the Delaware League of Local Governments (DLLG) to ensure the Town is well aware of previous and current events in legislation, as well as make important connections for the Town.

Human Resources:

The Town is accepting applications for the following positions, please see the Town's website for job requirements and descriptions:

- Town Manager – <https://townsend.delaware.gov/2024/03/06/job-opening-town-manager/>
- Part-Time Code Enforcement/Building Inspector – <https://townsend.delaware.gov/2024/01/24/job-opening-part-time-building-inspector-code-enforcement-officer/>
- Part-Time Seasonal Public Works Employee – <https://townsend.delaware.gov/2024/03/18/job-opening-part-time-seasonal-public-works-employee/>

The Part-Time Administrative Assistant position has been filled by Chelsea Pierce. Ms. Pierce will complete her probationary period in June 2024.

Licenses Issued:

- 20 Contractors
- 2 Business
- 1 Rental

Permitting Items:

- 6 permits issued.
- 1 permit closed and issued a Certificate of Occupancy
- 5 permits closed with a Final Approval Letter
- 9 Inspections Completed

Violations Issued:

- Dumpsters in residential areas
- Unlicensed Contractors
- Unpermitted Work

Public Works:

- Installed Cameras within the Little Libraries throughout the Town.
- Continues to prepare the Town for projects to beautify the Town in the spring including planning for lawn care, mulching, etc. and Town curb painting refreshing.
- Coordinated scheduling with the Girl Scouts to begin the third week of April to mark Storm drains within the Town.
- 5 out of the 8 Solar Speed Limit Radar signs have been installed. The following remain to be installed:
 1. Westbound on Main Street- near the Fire Department traveling into the heart of Town.
 2. Northbound on Commerce St- traveling into the heart of Town.
 3. East Bound on Main Street- near the Kaitlyn entrance to TVI traveling into the heart of Town- **SCHEDULED**

***The Town has received approval from DelDOT to replace the regular speed sign on Main Street by Kaitlyn from 25 mph to 35 mph to match the rest of the traffic pattern. The sign has been received and is scheduled to be installed.

TOWN EVENTS

Town Fair and Parade scheduled for Saturday, June 1st, 2024:

Event details will be posted to the Town's website continuously. The most recent information may be found at

<https://townsend.delaware.gov/events/town-of-townsend-parade-and-fair-2024/>

Townsend Municipal Election, May 4th, 2024:

***Updates and details for the election can be found at

<https://townsend.delaware.gov/>. All questions regarding the 2024

Townsend Municipal election shall be directed to Townsend Town Clerk Mrs. Rivera: mriviera@townsend.delaware.gov

- Candidate packets have been made available beginning March 5th and are due by April 5th
- Bruce Russell has been appointed to fill the open seat for the Board of Elections (BOE)
- The Town is continuing to solicit a new seat on the BOE; no interest has been made.
- Voter registration deadline is April 19th
- The Board of Elections will be meeting on April 8th to discuss Election Scheduling and Election Procedures.

GRANT FUNDING & ONGOING PROJECTS

American Rescue Plan:

Key notes:

- The estimated obligation deadline has been extended to April 30th.
- Funding obligation deadline is December 31st, 2024.
- Expenditures deadline is December 31st, 2026.
- Total ARPA Awarded = \$790,706.26
- Total Remainder = \$208,726.10
- Total Obligated = \$581,980.16

Breakdown for obligated funds:

- Townsend General = \$150,047.05
 - 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
- Townsend Public Works = \$281,650.00
 - 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
- Townsend Police Department = 150,283.11
 - New vehicles, inspections, and lettering - \$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

Awarded:

**Please defer to the Financial Officers Report for additional details. **

- Homeland State and Local Cyber Security Grant Program.
- Homeland Security Grant to purchase traffic control devices.

Applications Submitted:

- FY24 Congressionally Directed Spending (CDS) for the Town's Community Center. Submitted on 03/28/2024. The decision is proposed to be made in April.

Traffic and DeIDOT:

DeIDOT to provide the Town with a date to hold a Public Workshop in May 2024 for the Safe Routes to School (SRTS) project funded by the 2022-2023 TAP Grant. Announcements for the Public Workshop date will be made 30 days in advance. Project targets consist of:

- Improving pedestrian accessibility and connections on and around Main Street
- Streetscape improvement options for South Street
- A gateway sign when entering the Town on the west side

Should you have any questions or concerns regarding the details of this report or other Town matters, please contact Town Clerk Rivera directly at Town Hall 302-378-8082 or via email at

mriviera@townsend.delaware.gov