



Townsend Town Council Meeting Agenda
July 10th, 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 June 10th, 2024, Town Council Meeting Minutes.
 - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the June 10th, 2024, Town Council Meeting Executive Session Minutes.
- VI. Departmental Reports:
 - A. Mayor S. Lobdell
 1. **ACTION ITEM:** Discussion and possible vote on appointment of council member.
 - i. Oath of Office for newly elected Council Member
 2. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Elections Member.
 - i. Possible swearing in of new Board of Elections member.
 3. **ACTION ITEM:** Discussion and possible vote on appointment of Planning Commission Member(s).
 - i. Possible swearing in of new Planning Commission Member(s).
 4. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Adjustment Member.
 - i. Possible swearing in of new Board of Adjustment member.
 5. **ACTION ITEM:** Discussion and possible vote on Rules for Town Meetings
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Erik Gruenes
 1. **ACTION ITEM:** Discussion and possible vote regarding Bid(s) received for the Townsend Municipal Park Irrigation System.
 - F. Town Manager Julie Goodyear

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.

VII. Committee Reports:

- A. **Finance Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman J. Bangura
 - 1. Review and possible discussion on the May 2024 Budget vs. Actual Reports.
 - 2. **ACTION ITEM:** Discussion and possible vote regarding Resolution 2024-006 A Resolution to Affirm the Adoption of the FY 25 Municipal Budget.
- B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor S. Lobdell
- C. **Public Works and Land Use Development Committee:** Chair: Councilman J. Bangura, Co-Chair: Councilman M. Chapman
 - 1. **ACTION ITEM:** Discussion and possible vote regarding Remington and Vernik Engineers (RVE) proposal to provide Engineering Design and Construction Management Services for the 2024 Road Program.
 - 2. ***ACTION ITEM:** Discussion and possible vote regarding preliminary plans for the Major Subdivision with re-zoning request for Parcel #: 25-008.00-002, 100 Karins Boulevard.
- D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: TBD
- E. **Community Engagement Committee:** TBD
 - 1. Discussion on upcoming events.
- F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman
 - 1. **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.
 - 2. ***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.
- G. **Veterans & Social Services Committee:** Chair: Councilman Chapman, Co-Chair: Councilman M. Suhr
 - 1. Discussion of Butterfly Garden plans and budget
 - 2. Discussion of Veterans Raffle plans and budget

VIII. Discussion of future agenda items.

IX. Recess Council Meeting to Convene Executive Session.

X. **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.

XI. **Close Executive Session & Re-convene Council Meeting.**

XII. **ACTION ITEM:** Possible vote of Council.

XIII. Adjournment.

Mariaelena Rivera

From: Troy Geiger
Sent: Friday, July 5, 2024 12:27 PM
To: Townhall
Subject: Staying on Planning Commission

Hi,

I am interested on staying as a commissioner for the Townsend Planning Commission for another term.

Please let me know if you have any questions. I can come down and sign any paperwork however I am away until July 15th.

Kind regards,
Troy Geiger

Get [Outlook for iOS](#)

Mariaelena Rivera

From: Mariaelena Rivera
Sent: Tuesday, June 25, 2024 11:13 AM
To: Sean Waterland
Subject: RE: Interest in becoming a member

Good afternoon,

I wanted to reach out to advise you are unable to serve on the BOA due to the State Code requirement for a member to be a resident. However, you may serve on the Planning Commission. Therefore, Council will be considering your interest for the Planning Commission.

Kind regards,

Mariaelena Rivera
Town Clerk

Town of Townsend
P:302.378.8082 | Fax: 302.378.7099
mriviera@townsend.delaware.gov



[Town of Townsend](#)
[P.O. Box 223 | 141 Main Street](#)
[Townsend, Delaware 19734](#)
<https://townsend.delaware.gov/>

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From: Mariaelena Rivera
Sent: Monday, June 24, 2024 2:00 PM
To: Sean Waterland <waterland131@gmail.com>
Subject: RE: Interest in becoming a member

Good afternoon,

Thank you for submitting your interest to the Town. I have forwarded your interest to Town Council.

They are looking to nominated and possible appoint during the July 10th Council meeting which begins at 7 pm.

Kind regards,

Mariaelena Rivera

Town Clerk

Town of Townsend

P:302.378.8082 | Fax: 302.378.7099

mriviera@townsend.delaware.gov



[Town of Townsend](#)

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From: Sean Waterland <waterland131@gmail.com>

Sent: Wednesday, June 12, 2024 6:41 PM

To: Mariaelena Rivera <MRivera@townsend.delaware.gov>

Subject: Interest in becoming a member

This message originated from outside the organization

Good evening Mariaelena,

I am interested in serving on either board (commission/Board of adjustments) or both if needed. Please let me know the next steps.

Thank you for your consideration

Sean Waterland

East Coast Aviation LLC.

1505 Clayton Delaney Rd.

Clayton DE, 19938

C.302-650-9889

O.302-223-8199

www.Eastcoastaviation.net



Renewing planning commission status

James Reyes <jreyes@townsend.delaware.gov>

Wed 7/10/2024 2:07 PM

To:Townhall <townhall@townsend.delaware.gov>

Hi,

I am interested on staying in my current position for the Townsend Planning Commission for another term jointly with Troy.

Let me know if you have any questions or what my next steps are.

Thanks,

James Reyes

Sent from my iPhone

From: [Sheryl Rojas](#)
To: [Townhall](#)
Subject: BOA
Date: Thursday, June 13, 2024 7:33:08 AM

This message originated from outside the organization

Good morning,

I am will to serve 2 years on the BOA. I feel my Planning Commission experience is a huge asset to this Board.

Sheryl Rojas

Sent from AOL Mobile Mail

TOWNSEND POLICE DEPARTMENT



661 South Street, PO Box 223, Townsend, DE 19734
Office 302-464-1262 Dispatch 302-739-4865 **EMERGENCY 911**

JULY 2024 Town Council Meeting

The information provided herein is from June 1, 2024 – June 30, 2024

1) 27 Total Calls for Service

- 1 – Sex Offense
- 1 – Fraud
- 1 – Assist Fire Department
- 1 – Parking Violation
- 1 – Warrant Service
- 1 – Disabled Vehicle
- 2 – Follow up reports
- 2 - Noise Complaints
- 2 – Alarms
- 2 – Traffic Hazard's
- 2 – 911 Disconnects
- 3 – Property Checks
- 4 – Public Assist's
- 4 – Domestic Incidents

2) Conducted 5 School Traffic Details

3) Participated in 4 Community Outreach Events

4) Received \$373,260 Grant from the State of Delaware

5) Total Grants received \$705,373.33 as of July 1, 2024

6) Total equipment savings 105,966.58, as of June 29, 2023

Sincerely,

Robert J. Longo, Chief of Police

TOWN OF TOWNSEND - MONTHLY ENGINEERING REPORT | JUNE 2024

TO: Julie Goodyear, Town Manager
FROM: Erik Gruenes, PE
RE: Town of Townsend | Monthly Engineering Report
DATE: July 5, 2024

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

Should you have any questions please contact me at (302) 287-7460.

CAPITAL PROJECTS

1. Surface Water Matching Planning Grant Program (DNTET101)

- a) The preparation of the Cannery Lane drainage design plans and specifications are in process by RVE. The project is approximately 90% complete.
- b) RVE met with GIS Team and is planning site visit for confirmation of property parcel locations in relation to the roadway ditches. Planning & Budgeting is underway.
- c) Construction easements may be required to complete the project. Survey verification required to confirm the location of existing and proposed drainage swales.

2. Townsend Municipal Park Irrigation (DNTET105)

- a) RVE submitted Letter of Recommendation to the Town for the construction bid. RVE recommends the bidder Delaware Environmental Construction Services perform the proposed work.
- b) Construction of Electrical Work is underway and should be finished up soon.
- c) The Bid Opening was May 28, 2024, at 10:00 AM. One supplier, Delaware Environmental Construction Services, submitted a bid of \$107,755.
- d) The Electrical work was awarded to Generation Electric Services for the amount of \$23,500.
- e) A request for additional grant funding was submitted on March 12, 2024, to the ORPT Planning Manager to determine whether more funding is available for the project. Supplementary funding is required due to the change of scope to use the existing wells pumps as the water source for the irrigation system and the increase in construction cost.

2. *Continued* | Townsend Municipal Park Irrigation (DNTET105)

- f) Temporary electrical connection | Lifetime conducted well pump testing on November 8, 2023. Well #1 & 2 tested positive and are in good working order.

3. 2023 - 2024 Townsend General Engineering (DNTET107)

2024 Road Program

- a) RVE submitted revised Proposal of Work for the 2024 Road Program on June 12, 2024.
- b) Public Works Committee finalized the road selection on May 15, 2024, decided to place focus on Ginn Street.
- c) The Town decided to hold off on the inclusion of other roads and ADA curb ramps at various locations throughout the Town.

Finley Street Pole Barn

- a) Townsend was sent RVE pole barn proposal to review on May 1, 2024.
- b) USACE issued Preliminary Jurisdictional Determination letter received on March 6, 2024. The proposed pole barn design does not require a Department of the Army permit.
- c) Project scope finalized in February 2024.
- d) 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 was given to the USACE by January 31, 2024.
- e) Final submission of USACE Nationwide Permit on November 27, 2023. Review completed by January 26, 2024.
- f) Received environmental review by DNREC on September 29, 2023.

PLANNING PROJECTS

1. Townsend Village I (DNTEP013)

- a) Waiting on pending encroachments resolution by Developer.
- b) Open Space Program is currently being handled by the Developers legal department.
- c) Assessment of vegetation growth scheduled in spring of 2024.
- d) 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.

2. The Woods at Hidden Creek (DNTEP082)

- a) RVE will continue to review permit plans for development.
- b) RVE submitted revised financial security and inspection escrow letter for Phase 5: Lots 57 - 73 & 184 - 193 (27 Lots) construction on April 26, 2024.
- c) Construction of residential lots in Phase 2 is ongoing on the following roads: Leatherwood Road, Zinnia Circle and Nightshade Way.
- d) The listed lots are currently under construction:
Lot 8, 9, 13, 20, 26, 29, 31, & 32.
- e) Lines and Grades plan review completed for Lot 17.
- f) There are approximately (20) houses built in the development to date.



University Office Plaza, Bellevue Building
262 Chapman Road, Suite 105
Newark, DE 19702
O: (302) 266-0212
F: (302) 266-6208

June 20, 2024

Ms. Julie Goodyear
Town Manager
Town of Townsend
141 Main Street
Townsend, DE 19734

**RE: Letter of Recommendation
Townsend Municipal Park Irrigation System
0 Edgar Road
Townsend, DE 19734
Town of Townsend
RVE File#: DNTET105**

Dear Ms. Goodyear:

Remington & Vernick Engineers (RVE) has reviewed the bids received on May 28, 2024, for the above referenced project, and has found no discrepancies in the bid submitted by the apparent low bidder, Delaware Environmental Construction Services (hereafter referred to as "Contractor"). A total of 1 bid was received for this project in the amount of \$107,755.00.

The Contractor submitted their bid for the Base Bid work in the amount of \$107,755.00. A copy of the bid tabulation has been enclosed for your reference.

RVE therefore recommends the award of the Base Bid, in the total amount of \$107,755.00, contingent upon funds being available and upon receiving authorization to award from all funding agencies.

Should you have any questions, please feel free to contact our office at (302) 287-7460.

Sincerely,
REMINGTON & VERNICK ENGINEERS
By

Erik Gruenes, P.E.
Town Engineer

Letter of Recommendation
Townsend Municipal Park Irrigation System
0 Edgar Road
Page 2 of 2

Enclosure

cc: Kelsey Gallagher, Town of Townsend, Administrative Assistant (via email)
Jennifer Helms, Town of Townsend, Financial Officer (via email)
Mariaelena Rivera, Town of Townsend, Town Clerk (via email)
Michael Tholstrup, MPA, AICP, CPSI, DNREC, Parks Planning Manager (via email)
Christopher J. Fazio, P.E., C.M.E., Executive Vice President
Dominick Falcone, EIT, Project Manager
Raymond Ruczynski, Jr., Manager of Construction Inspection Services



Sponsor:
Mayor S. Lobdell
Councilman J. Bangura

**RESOLUTION
2024-006**

A Resolution to Affirm the Adoption of the FY 25 Municipal Budget

A RESOLUTION TO AFFIRM THE APPROVAL OF AND PROVIDING FOR THE ADOPTION OF A BUDGET FOR TOWN OF TOWNSEND, DELAWARE, FOR THE TWELVE (12) MONTHS BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, AND FOR OTHER PURPOSES.

WHEREAS, in accordance with Section 802 of the Town of Townsend Charter, the Finance Committee, Town Manager, Financial Officer and Town Council has made a comprehensive study and review of the proposed budget; and

WHEREAS, it is the finding and conclusion of the Town of Townsend Finance Committee, Town Manager, Financial Officer and Town Council that the anticipated revenues and expenditures for the calendar year appear to be as accurate as possible for budgetary purposes; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF TOWNSEND COUNCIL, TOWNSEND, DELAWARE:

Section 1. This resolution shall be known as the budget resolution for the Town of Townsend for the twelve (12) month period beginning July 1, 2024, and ending June 30, 2025. The attached budget, incorporated herein as if set out word for word and figure for figure, reflects estimated revenues and expenditures as set forth on the succeeding pages. The budget includes a property tax rate of .008% of each property's assessed value. This property tax rate remains unchanged from the previous year.

Section 2. The respective funds for each item of expenditure proposed in the budget for Fiscal Year 2025 are hereby approved and adopted for the operation of the Town of Townsend by the Town Council on this date and constitute an appropriation of funds which are lawfully applicable to the items contained within the budget. This budget may be altered or revised by action of the Town Council and unpledged funds may be subsequently appropriated to another purpose except as prohibited by law.

Section 3. The Town Council hereby adopts the FY 2025 Budget approved and recommended by the Finance Committee of the Town of Townsend, as presented to Town Council on June 10th, 2024. This resolution is effective July 1, 2024.

Section 6. The adoption of this budget authorizes the supplementation of cash on hand in the amount of \$208,000 to ensure a balanced budget.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 10th day of July 2024.

Passed and Approved this 10th day of July 2024.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Mariaelena Rivera, Town Clerk

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Mertz			
CM J. Bangura			
CM M. Chapman			
CM M. Suhr			

DRAFT

DRAFT

TOWN OF TOWNSEND FY25 DRAFT BUDGET

Account Description	General Fund	Police	Police Grants	ARPA	Total
	FY25 Proposed	FY25 Proposed	FY25 Proposed	FY25 Proposed	
Total Administrative Revenues	979,400.00	403,000.00	-	-	
Total Permits & Licenses Revenues	349,800.00				
Total Grant Revenues	373,700.00	-	21,100.00	501,200.00	
Total Park & Recreation Revenues	10,300.00				
Transfer from Fund Balance		208,000.00			
01 General Fund Revenue Total	1,713,200.00	611,000.00	21,100.00	501,200.00	2,846,500.00
	General Fund	Police	Police Grants	ARPA	
General Fund Expenditures:	FY25 Proposed	FY25 Proposed	FY25 Proposed	FY25 Proposed	
Total Administrative Expenditures	596,800.00	63,600.00	-	-	
Total Salary Expenditures	552,300.00	358,900.00	12,700.00		
Total Code & Planning Expenditures	139,900.00				
Total Public Works Expenditures	49,700.00				
Total Street Expenditures	79,200.00				
Total Community Events Expenditures	12,400.00				
Total Capital Expenditures	93,900.00	377,500.00	8,400.00	501,200.00	
01 General Fund Expend Total	1,524,200.00	800,000.00	21,100.00	501,200.00	2,846,500.00
	189,000.00	(189,000.00)	-	-	-

Town of Townsend FY25 DRAFT General Fund Budget

Account Description	FY25 Proposed Budget
Revenues:	
Impact Fees: Fire House Impact Fees	15,000.00
Franchise Fees	20,000.00
Interest Income - Investments	20,000.00
Interest Income - Bank Account	35,000.00
Property Information Requests	2,000.00
Filing Fees	
Property Transfer Taxes	250,000.00
Real Estate Property Tax	633,200.00
Grass Cutting Fees	1,500.00
Violations, Fines & Penalties	1,000.00
Rental Registration Fee	1,700.00
Total Administrative Revenues	979,400.00
Impact Fees: General Impact Fees	70,000.00
Impact Fees: Roadway Impact Fees	55,000.00
Impact Fees: Sidewalk Impact Fee	10,000.00
Permits and Fees: Certificate of Occupan	6,300.00
Permits and Fees: Administrative Fees	12,000.00
Permits and Fees: Plan Revision Fee	200.00
Permits and Fees: Inspections Fees	400.00
Permits and Fees: Contractors Licenses	19,200.00
Permits and Fees: Business Licenses	20,000.00
Permits and Fees: Review Lines & Grades	13,800.00

Town Permits: Plumbing	3,500.00
Town Permits: Sheds Permit	500.00
Town Permits: HVAC	3,000.00
Town Permits: Fence Permit	2,900.00
Town Permits: Driveways/Sidewalk permit	100.00
Town Permits: Deck Permit	800.00
Town Permits: Patio permit	600.00
Town Permits: Finished Basement	1,000.00
Town Permits: New Home Permit	120,000.00
Town Permits: Grading Review	
Town Permits: Remodel Permit	1,000.00
Town Permits: Pools & Spas Permit	2,000.00
Town Permits: Misc. Permit	2,500.00
Town Permits: Solar	5,000.00
Total Permits & Licenses Revenues	349,800.00
Municipal Street Aid Grant	59,200.00
Grants Revenue	314,500.00
Total Grant Revenues	373,700.00
Park rental	1,500.00
Community Events: Donations	1,800.00
Town Fair Donation	5,000.00
Community Events: Town Fair	2,000.00
Total Park & Recreation Revenues	10,300.00
01 General Fund Revenue Total	1,713,200.00

Account Description

FY25 Proposed Budget

Expenditures:

Impact Fees: Fire House Impact Fees	15,000.00
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Account Description**FY25 Proposed Budget****Expenditures:**

Advertising	150.00
Advertising - BOA	150.00
Accounting Audit	30,000.00
Computer Support	26,500.00
Software Support	22,000.00
DE League of Local Governmts	2,800.00
Decorations	1,000.00
Elections Expense	1,000.00
Copier Maintenance Agreement	3,500.00
Town Insurance (General Liab & Property)	26,000.00
Maintenance:Town Hall Cleaning/Pest Ctrl	2,400.00
Membership Fees	500.00
General Town Hall Expenses	10,000.00
Office Equipment: Miscellaneous	2,000.00
Security System @ 141 Main Street	1,500.00
Office Supplies	2,800.00
Flowers & Gifts	1,000.00
Code Red	3,000.00
Postage & Delivery	4,300.00
Postage & Delivery - BOA	300.00
Town Merchandise/Uniforms	700.00
Professional Fees: General Legal	60,000.00
Professional Fees: New Hire/Urgent Care	500.00
Board of Adjustment	5,000.00
IPA Services	1,000.00
Subscription Fee	2,400.00
Training Classes	2,500.00
Trash Collection Service	241,200.00
Travel & Entertainment	1,000.00
Travel & Entertainment: Meals	500.00
Utilities - Town Hall: Internet	2,000.00

Account Description**FY25 Proposed Budget****Expenditures:**

Utilities - Town Hall: Electric	3,600.00
Utilities - Town Hall: Heating Fuel	1,900.00
Utilities - Town Hall: Sewer fee	200.00
Utilities - Town Hall: Telephones	3,400.00
Utilities - Town Hall:Cell Phones	3,000.00
Utilities - Town Hall: Water	900.00
Street Lights: 400 Main Street	300.00
Street Lights: Townsend Village I	23,000.00
Street Lights: TVII East (Karins Blvd)	49,500.00
Street Lights: TVII West (W Founds St)	3,000.00
Street Lights: Old Town	15,900.00
Street Lights:Townsend Stn(Brook Ramble)	14,400.00
Street Lights: Hidden Creek	5,000.00
Total Administrative Expenditures	596,800.00

Payroll: Salaries & Hourly	414,500.00
Payroll: FICA/Medicare - Company match	31,700.00
Payroll: Group Health Insurance	75,000.00
Payroll: Dental Insurance	4,500.00
Payroll: Simple IRA	7,400.00
Payroll: Companion Life Insurance	5,100.00
Payroll: Workers Compensation Insurance	4,000.00
Payroll: Vision	1,000.00
Payroll: Salaries & Hourly - Christmas B	4,600.00
Payroll: Unemployment Insurance Tax	1,500.00
Payroll: Payroll/Check Processing	2,700.00
Payroll: Mileage Reimbursement	300.00
Total Salary Expenditures	552,300.00

Professional Fees: General Engineering	60,000.00
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Account Description	FY25 Proposed Budget
Expenditures:	
Professional Fees: Code Enf/Inspections	65,100.00
Professional Fees: Lot Grading Reviews	13,800.00
Charter/Comp Plan Fees	1,000.00
Total Code & Planning Expenditures	139,900.00
Town Equipment Fuel	3,000.00
Park Maintenance Expense	35,000.00
Vehicle/Equipment Maintenance	3,700.00
Public Works Equipment	4,300.00
Public Works Uniforms	1,200.00
Town Landscaping & Beautification	2,500.00
Total Public Works Expenditures	49,700.00
Street Repairs: Maintenance	59,200.00
Street Repairs: Snow Removal	20,000.00
Total Street Expenditures	79,200.00
Community Relations	600.00
Community Relations: Public Works and Land Use	100.00
Community Relations: Public Safety	100.00
Community Relations: Veterans	500.00
Community Events Expense	3,000.00
Community Events: Town Fair	7,000.00
Community Events: Christmas	500.00
National Wildlife Foundation/Habitats	600.00
Total Committee/Community Events Expenditures	12,400.00
Capital Expenses	93,900.00
	93,900.00
01 General Fund Expend Total	1,524,200.00

Town of Townsend FY25 DRAFT Police Budget

Account Description	FY25 Proposed Budget
Revenues:	
Impact Fees: Public Safety	22,500.00
Fines - Police	3,000.00
Grant Revenue	373,300.00
Miscellaneous Income	4,200.00
Transfers In	208,000.00
Total Police Revenues	611,000.00

Account Description	FY25 Proposed Budget
Expenditures:	
Community Relations	1,000.00
Repairs & Maint - Vehicles	6,400.00
Repairs & Maint - Equipment	2,000.00
PD Bldg Expenses	800.00
Computer/Software Expense	900.00
PD Cleaning	1,200.00
PD Pest Control	800.00
PD Equipment	1,000.00
PD Office Equipment	1,800.00
Postage & Delivery	500.00
Prisoner Meals	100.00
Training/Weapon Qualifications	4,800.00
Office Supplies	500.00
Cleaning Supplies	400.00
DUI Blood Draws	100.00
Memberships & Subscriptions	400.00
Fuel	11,000.00

Account Description	FY25 Proposed Budget
Expenditures:	
Insurance - (Gen Liability & Property)	8,000.00
Uniforms: PD	3,900.00
Professional Fees: Legal Services	2,500.00
Utilities - PD: Cell Phones	5,100.00
Utilities - PD: Heating Fuel	2,800.00
Utilities - PD: Sewer	200.00
Utilities - PD: Water	400.00
Utilities - PD: Electric	4,000.00
Utilities - PD: Phone/Internet	3,000.00
Total Administrative Expenditures	63,600.00
Payroll: Gross Pay	257,000.00
Payroll: Overtime	10,000.00
Payroll: Police Pension	38,500.00
Payroll: FICA	19,700.00
Payroll: Group Health Insurance	13,200.00
Payroll: Dental	1,600.00
Payroll: Companion Life Insurance	5,000.00
Payroll: Workers Compensation Insurance	8,400.00
Payroll: Vision	400.00
Payroll: Holiday Bonus/Luncheon	3,300.00
Payroll: Unemployment Insurance Tax	1,000.00
<u>Payroll: PMA Processing Fee</u>	800.00
Total Salary Expenditures	358,900.00
Capital Expense - PD	377,500.00
Total Capital Expenditures	377,500.00
Total Police Expenditures	800,000.00

TOWN OF TOWNSEND

FY25 DRAFT Police Grants Budget

Account Description	FY25 Proposed Budget
Revenues:	
Balance tranferred from prior year	4,300.00
Police Grants Revenue	16,800.00
	21,100.00
04 Police Grants Fund Revenue Total	21,100.00
 Expenditures:	
Overtime	12,700.00
FICA	-
Police Equipment	8,400.00
	21,100.00
04 Police Grants Fund Expend Total	21,100.00

TOWN OF TOWNSEND

FY25 DRAFT Special Revenue Fund Budget

Account Description	FY25 Proposed Budget
Revenues:	
Grants Revenue	501,200.00
03 Grants Revenue Fund Revenue Total	501,200.00

Account Description	FY25 Proposed Budget
Expenditures:	
Capital Expenses - Unassigned	20,638.50
Capital Expenses - Pole Barn	200,000.00
Capital Expenses - Pole Barn - Engineering	53,900.00
Capital Expenses - Irrigation for Park	28,900.00
Capital Expenses - security enhancements at PD	1,078.00
Capital Expenses - Cameras at park	4,960.00
Capital Expenses - Cameras at park 2 years surveillance	3,223.50
Town portion of ORPT parks and trails	95,000.00
electrical services for park irrigation	23,500.00
Town portion of stormwater grant	50,000.00
Additional irrigation match ORPT 22-227	20,000.00
03 Grants Revenue Fund Expend Total	501,200.00

June 12, 2024

Julie Goodyear
Town Manager
Town of Townsend
141 Main Street
Townsend, DE 19734

**Re: Proposal to Provide Engineering Design and Construction Management Services
2024 Road Program
Town of Townsend**

Dear Ms. Goodyear:

Remington and Vernick Engineers (RVE) is pleased to provide this proposal for engineering design and construction management services for the 2024 Town of Townsend Road Program. The program consists of pavement resurfacing for approximately 0.08 miles of local roads within the Town. The project will consist of a roadway mill, overlay, base repair, and repaving of Ginn Street.

In addition to pavement resurfacing, core samples of the following roads will be obtained to determine the existing condition of the pavement section for future repaving projects: Brook Ramble Lane, Chestnut Street, Finley Street, Helen Drive, Old Orchard Lane, and Walnut Street.

Scope of Work

The following is our specific scope of work as it pertains to this project:

Phase 1 – Engineering Design (\$3,500)

RVE will prepare construction plans and specifications for the project, which will include a project location map, applicable construction details for roadway milling, paving, and technical specifications for the recommended location. RVE will also prepare a construction cost estimate based on the work outlined in the construction specifications and the quantities for the designated local roads. Road quantities will be field verified by RVE personnel for the proposed roads and the necessary adjustments will be incorporated into the estimate. This phase will also include Municipal Street Aid document coordination with the State of Delaware.

Phase 2 – Road Core Sampling (\$3,700)

RVE will take a minimum of two 4” diameter core samples for each neighborhood to be included in the road program. We will take a minimum of one (1) 4” diameter core sample for each Collector or Arterial Road included on the road program. We anticipate a two-person crew. These core samples are collected as a quality control measure to determine whether the roadway has adequate thickness for a mill and overlay program.

Phase 3 – Bidding (\$2,000)

RVE will prepare bidding documents as required by Delaware rules and regulations and provide this to the Town. RVE will facilitate project bidding via the PennBid online solicitation platform. This task includes solicitation preparation, request for information response, attendance at one (1) pre-bid meeting, bid opening, and review and recommendations of the bids received. RVE will respond to any bidder questions during the bidding period and issue an addendum as needed. A bid tabulation and letter of recommendation will be provided to the Town at the conclusion of the bidding process.

Phase 4 – Construction Management (\$1,650)

RVE will provide contract administration services for the duration of the project construction. RVE will provide part-time inspection services of the Contractor's work and will verify the quantities of the completed construction. We anticipate providing approximately two hours of inspection per day for a two-week construction duration. RVE will prepare daily inspection reports with photographs. A final punch-list will be compiled for the contractor to address prior to the finalization of the sitework. RVE will perform the project closeout and punch-list review. RVE will attend one (1) pre-construction meeting under this task and will provide construction phase engineering to ensure the work is being completed per design. RVE intends to hold one additional meeting one (1 total) for construction management with the Town staff and Contractor after the pre-construction meeting.

Phase 5 – Reimbursements (\$300.00)

To conduct some of the tasks mentioned above, RVE will be reimbursed for mileage, tolls, and expenses for site visits, as necessary.

Cost of Services

Our total fee for this project is the Not-to-Exceed amount of **\$11,150.00**. The total Not-to-Exceed amount will not be adjusted without prior written approval from the Town for the additional cost associated with a specific change in the scope of work.

If requested, a labor-hour breakdown can be provided for your information. A labor-hour breakdown is an estimate of the resources and time required to perform each task outlined in the proposal. RVE does reserve the right to re-allocate labor-hours between in-scope tasks, as necessary to provide the required deliverables.

Exclusions

The not-to-exceed fees quoted herein are inclusive of all-work necessary to facilitate the project scope as described. The following services are specifically excluded from the lump sum fees quoted herein:

1. Blueprint, reproduction, express mail, deliveries, fax, and out of pocket expenses.
2. Application fees to regulatory authorities.
3. Construction plan generation.
4. Field survey and detailed ADA curb ramp design.
5. Additional rounds of bidding.
6. Property acquisition documentation/legal description.
7. Detailed flora, fauna, archeological, wetlands, or herpetological studies.
8. Attendance at meetings not specifically included herein.
9. Additional contract administration work resulting from extended construction duration.
10. Structural and architectural design services.

Upon your review and approval, please sign and date the bottom of this letter. This letter will serve as our notice to proceed on the project. Should you have any questions or require additional information, please contact our office at (302) 266-0212.

Sincerely,

REMINGTON AND VERNICK ENGINEERS

By

Christopher J. Fazio, P.E., C.M.E.
Executive Vice President

CJF/evo

cc: Erik Gruenes, P.E., Town Engineer
Ray Ruczynski, Manager of Construction Inspection Services
Sharon Marrazzo, Project Analyst

Authorized by:

Julie Goodyear, Town Manager

Date

TOWNSEND POLICE DEPARTMENT



661 South Street, PO Box 223, Townsend, DE 19734
Office 302-464-1262 Dispatch 302-739-4865
EMERGENCY 911

July 9, 2024

To whom it may concern,

I am writing to endorse, with my full support the Town of Townsend's Major Subdivision: Preliminary Plan and the construction plans for the property located at 100 Karins Blvd.

I have no objections or concerns as it relates to public safety regarding the plans that were presented to Townsend PD on behalf of the Town and this development.

I appreciate your consideration and anticipated approval of this project. Please do not hesitate to contact me if I can be of additional assistance.

Sincerely

Robert J. Longo

Robert J. Longo
Chief of Police
Townsend Police Department

Planning Commission of the Town of Townsend

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



June 5, 2024

Mayor & Council of the Town of Townsend
141 Main St., P.O. Box 223
Townsend, DE 19734

Chair
Mr. Troy Geiger

RE: Major Subdivision, Parcel #: 25-008.00-002, 100 Karins Blvd.

Co- Chair
Mr. James Reyes

To the Mayor and Town Council,

Ms. Lisa Brooks

This letter transmits the Townsend Planning Commission's recommendations with regard to the request for a proposal for Major Subdivision at Parcel No. 25-008.00-002 at 100 Karins Blvd.

Mr. Januarius
Asongu

First State Engineering presented an updated concept review to the Planning Commission on May 16th, 2024. The revised plan included 7 more off-street parking spots that put the total to 15 and now fulfills what is called for in our zoning. Lastly, the plot of land will still need to be rezoned from commercial to R3 to move forward.

Ms. Eschalla
Clarke

Please let us know if you have any questions or concerns.

Best Regards,
Commissioner Troy Geiger



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

1. Applicant

Name: Village Properties - Townsend

Address:
8 Carriage Lane
Newark, DE 19711
c/o Randy Becker

Phone: (302) 377 - 8846 Fax: () -

Email: randybecker@theinternationale.org

2. Name of Subdivision or Development

Townsend Crossings

3. Owner

Name: Lifehouse Church

Address:
858 Green Giant Road
Townsend, DE 19734

Phone: () - Fax: () -

Email:



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

4. **Application Type:** Minor Land Development Minor Subdivision
(Use Checklist Form 1)

Major Land Development Major Subdivision
(Use Checklist Form 2)

5. Property Information

a. Property Address: **100 Karins Boulevard**
Townsend, DE 19734

b. Parcel ID: **2500800002**

c. Total Area (AC): **11.67 ac.** Number of Lots: **54**

Existing Zoning: **C (Commercial)**

Present Use: **Vacant Open Field / Wooded Area**

Proposed Use: **54 Unit Townhouse Subdivision**

d. Water: Public On-Site Sewer: Public On-Site

6. Plan information:

a. Title of Plans: **Townsend Crossings**

b. Number of Sheets: **3** Date of Plans: **04 / 01 / 2024**

c. Name of Project Preparer: **EDWARD COUNSELLOR, P.E.**

Preparer Address: **First State Engineering**
630 Churchmans Road, Suite 105
Newark, DE 19734

Preparer Phone: **302-368-3184** Preparer Fax: _____

Preparer Email: **ecounsellor@firststateengineering.com**



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

9. Provide Proof of Ownership in conjunction with this application. (DEED)

10. Fees to be paid per the Townsend Subdivision & Land Development Fee Schedule:

Required Fee: _____ Received by Town?: No Yes

Date Received: ____/____/____ Received by: _____

11. Signatures

Applicant: _____ **Date:** _____

Print Name: _____ **Title:** _____

Owner: _____ **Date:** _____

Print Name: _____ **Title:** _____

APPLICATION CHECKLIST

(For Town of Townsend Use Only)

- 1. This Completed Application For Subdivision and/or Land Development Form _____
- 2. Form 1 / Form 2 Checklist _____
- 3. Copy of Property Deed(s) _____
- 4. Application Fee _____
- 5. Subdivision and/or Land Development Plans (10 copies) _____
- 6. 2 Copies of studies/reports _____

P.O. Box 223 · 141 Main Street · Townsend, DE 19734
Phone (302) 378-8082 · Fax: (302) 378-7099 · www.townsend.delaware.gov ·
townhall@townsend.delaware.gov



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

MAJOR SUBDIVISION OR LAND DEVELOPMENT CHECKLIST

Note: This checklist is for the purpose of review only. It is the applicant's responsibility to comply with the Town's ordinance. Incomplete application will be returned. The official review begins only with a **complete** application submission.

A. Completed Subdivision and/or Land Development Application X

B. 10 copies of subdivision and/or land development plans X

C. Name of the subdivision or development.

 Townsend Crossings

D. Name and address of the owner and applicant.

 Village Properties - Townsend, LLC (c/o Randy Becker)

 8 Carraige Lane

 Newark, DE 19702

E. Name and address of the engineer or surveyor who prepared the plan.

 First State Engineering (c/o Ed Counsellor, P.E.)

 630 Churchmans Road, Suite 105

 Newark, DE 19702

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townhall@townsend.delaware.gov



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

F. 2 copies of studies/reports

G. Electronic copies of Items A, B & C above.

X

H. Single check for Filing Fee. Initial Engineering and Plan Review Escrow

X

a. Check Number

b. Check Amount

c. Date Deposited

I. Per Chapter 24, Appendices of the Zoning and Unified Development Code, of the Townsend Municipal Code, submission for major subdivision or land development must contain the following information (when applicable):

		YES	NO	NA
1.	Name of the subdivision or development.	X		
2.	Name and address of the owner and applicant.	X		
3.	Name and address of the engineer or surveyor who prepared the plan.	X		
4.	Written and graphic scale, not exceeding 1" = 50'.	X		
5.	Sheet size of either 24" x 36" or 24" x 42".	X		
6.	North arrow.	X		

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townhall@townsend.delaware.gov



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

7.	Plan legend.	X		
8.	Date of the original plan and all subsequent revision dates.	X		
9.	Sheet number, if multiple sheets are used.	X		
		YES	NO	NA
10.	A location map with a scale of no less than 1" = 500' indicating adjacent streets.	X		
11.	Certification of plan accuracy by engineer/surveyor.	X		
12.	Certification of ownership.	X		
13.	Certification of plan approval.	X		
14.	Tax parcel numbers.	X		
15.	Zoning district of the subject tract.	X		
16.	Source of title.	X		
17.	Survey datum and local benchmark.	X		
18.	Total site gross and net acreage.	X		
19.	Name of water supplier and the note "Water supply is subject to the State Department of Natural Resources and Environmental Control and the Delaware Department of Health."	X		
20.	Sanitary sewage disposal method.	X		
21.	Number of existing and proposed lots or dwelling units.	X		
22.	Lot numbers for all existing and proposed lots.	X		
23.	Existing and proposed nonresidential gross floor area.			X
24.	Location of existing and proposed building and structures.			
25.	The name, right-of-way width and cartway width of all adjoining streets.	X		
26.	Tie-in distances from subject property to the nearest street intersection.	X		
27.	Location of front, side, and rear yard setbacks and all required buffer yards.	X		
28.	Location and dimensions of all existing and proposed sidewalks.	X		
29.	Calculation of required off-street loading areas.			X

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townhall@townsend.delaware.gov



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

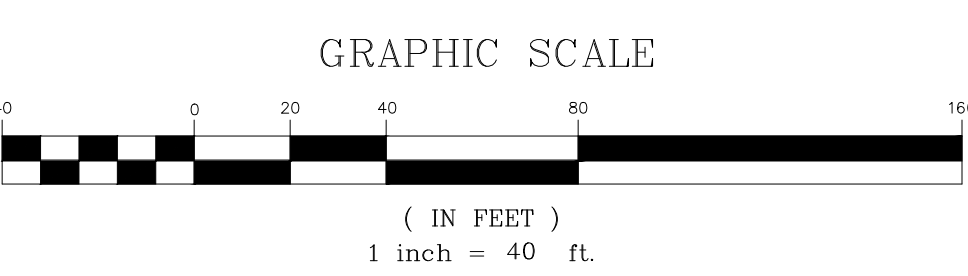
30.	Location of all existing and proposed site accesses and driveways	X		
31.	Location and design of all proposed off-street parking areas, indicating parking spaces and access aisle dimensions and directional arrows indicating proposed traffic circulation patterns.	X		
32.	Existing and proposed building coverage.	X		
33.	Existing and proposed impervious coverage.	X		
34.	Name and address, tax parcel numbers and zoning of all adjoining property owners.	X		
		YES	NO	NA
35.	Location of any water bodies and watercourses.	X		
36.	Location of any floodplains, including FEMA map panel number.			X
37.	Location of any wetlands areas delineated during a time of seasonal high ground water tables. If no wetlands present on site, a letter of nonexistence for wetlands is required.	X		
38.	Location and identification of any historic structures.			X
39.	Location of all significant natural or manmade structures.	X		
40.	Existing and proposed deed restrictions, easements or protective covenants.			X
41.	Grading plan indicating existing contours (at two-foot intervals), proposed grading, spot elevations and finished floor elevations and top and bottom of wall elevations for any retaining walls over two feet.			X (CONST. PLAN REVIEW)
42.	Limit of existing tree masses and location, size and species of all individual trees over six-inch caliper.	X		
43.	A limit of disturbance line.	X		
44.	A soil erosion and sediment control plan.			X (CP REVIEW)
45.	Stormwater management plan.			X (CP REVIEW)
46.	Solid waste management plan.			X
47.	Landscape plan.			X (CP REVIEW)



TOWN OF TOWNSEND

141 Main Street
Townsend, DE 19734

48.	A listing of all existing nonconforming buildings, uses or structures.			X
49.	Digital copies of the submitted application packet. Once the plan has final approval, digital copies in CAD or other applicable engineering software must be submitted to the Town Clerk and the Town Engineer.			X
50.	A traffic impact study, including mitigation measures if deemed necessary by the study.			X
51.	The name, right-of-way width, cartway width, profiles, cross sections and grading for all proposed streets.	X		
52.	Type, location, size, material of construction, slope and profiles for all proposed utilities.			X (CP REVIEW)
53.	Location, size, material of construction slope and profiles for all proposed storm sewers.			X (CP REVIEW)
54.	Location, grade elevation and invert elevation for all catch basins, inlets and manholes.			X (CP REVIEW)
55.	Location of all proposed fire hydrants.			X (CP REVIEW)
56.	Phasing lines for phased developments.			
57.	Sidewalk locations, pedestrian ways, bikeways, walkways.	X		
58.	Proposed passive and active recreation areas.	X		
59.	Listing of any required variances.			X
60.	Wetland report.	X		
61.	Floodplain study.			X
62.	Construction details for all proposed improvements. (UDC 2002, §2003)			X (CP REVIEW)
63.	Final checklist requirements			X (PRELIMINARY)
64.	DelDOT Pipe cover and lateral spreadsheet			x



SITE PLAN
Scale: 1"=40'

REVISION	DATE

811 MISS UTILITY OF DELMARVA
 BEFORE YOU DIG CALL 1-800-282-8555 (DE & MD)
 WWW.MISSUTILITYDELMARVA.COM
 PROTECT YOURSELF, GIVE TWO WORKING DAYS NOTICE

Know what's below. Call before you dig.

PLAN NOTATION
 ONLY THOSE PLANS WHICH CONTAIN AN IMPRESSED SEAL OR A RED INK SEAL OF THE RESPONSIBLE PROFESSIONAL SHALL BE CONSIDERED VALID. THIS PLAN HAS BEEN SPECIFICALLY PREPARED FOR THE OWNER DESIGNATED HEREON. ANY MODIFICATION, REVISION, DUPLICATION OR USE WITHOUT THE WRITTEN CONSENT OF FIRST STATE ENGINEERING IS PROHIBITED. RELIANCE ON THIS PLAN FOR ANY PURPOSE OTHER THAN THAT WHICH IS INTENDED SHALL BE AT THE SOLE DISCRETION AND LIABILITY OF THE APPLICABLE PARTY.

BY: SCOTT E. LOBDELL DATE _____
 DELAWARE PROFESSIONAL ENGINEER NO. 12260

FSE
FIRST STATE
 ENGINEERING

630 CHURCHMAN'S ROAD, SUITE 105, NEWARK, DE 19702
 WWW.FIRSTSTATEENGINEERING.COM
 PHONE: (302) 368-3184

PROJECT: 2402NCC	DESIGNED BY: S.E.L.
DATE: 04/01/2024	DRAWN BY: E.P.C.
SCALE: 1" = 40'	CHECKED BY: S.E.L.

TOWNSEND CROSSINGS
 FOR
 VILLAGE PROPERTIES - TOWNSEND, LLC
 PARCEL ID. NO. 2500800002
 SITUATED IN
 APPOQUINIMINK HUNDRED
 TOWN OF TOWNSEND
 NEW CASTLE COUNTY, DELAWARE

TITLE
 RECORD PLAN

PRELIMINARY SHEET NUMBER
 RP2

PARCEL AREA TABLE with columns: PARCEL NO., TOTAL AREA, PERIMETER, SEGMENT LENGTHS (FT), SEGMENT BEARINGS

PARCEL AREA TABLE with columns: PARCEL NO., TOTAL AREA, PERIMETER, SEGMENT LENGTHS (FT), SEGMENT BEARINGS

PARCEL AREA TABLE with columns: PARCEL NO., TOTAL AREA, PERIMETER, SEGMENT LENGTHS (FT), SEGMENT BEARINGS

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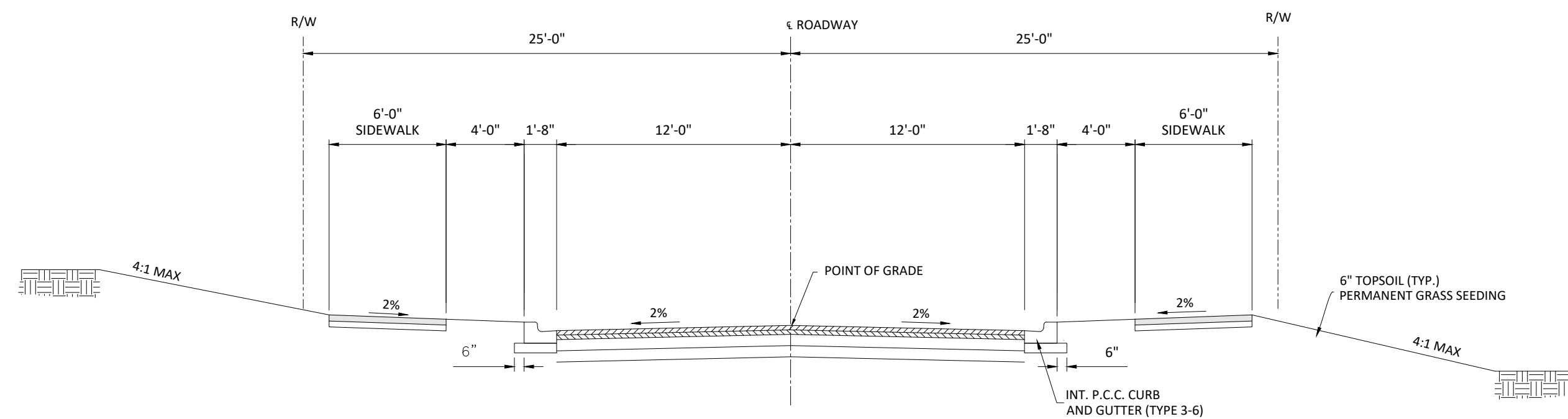
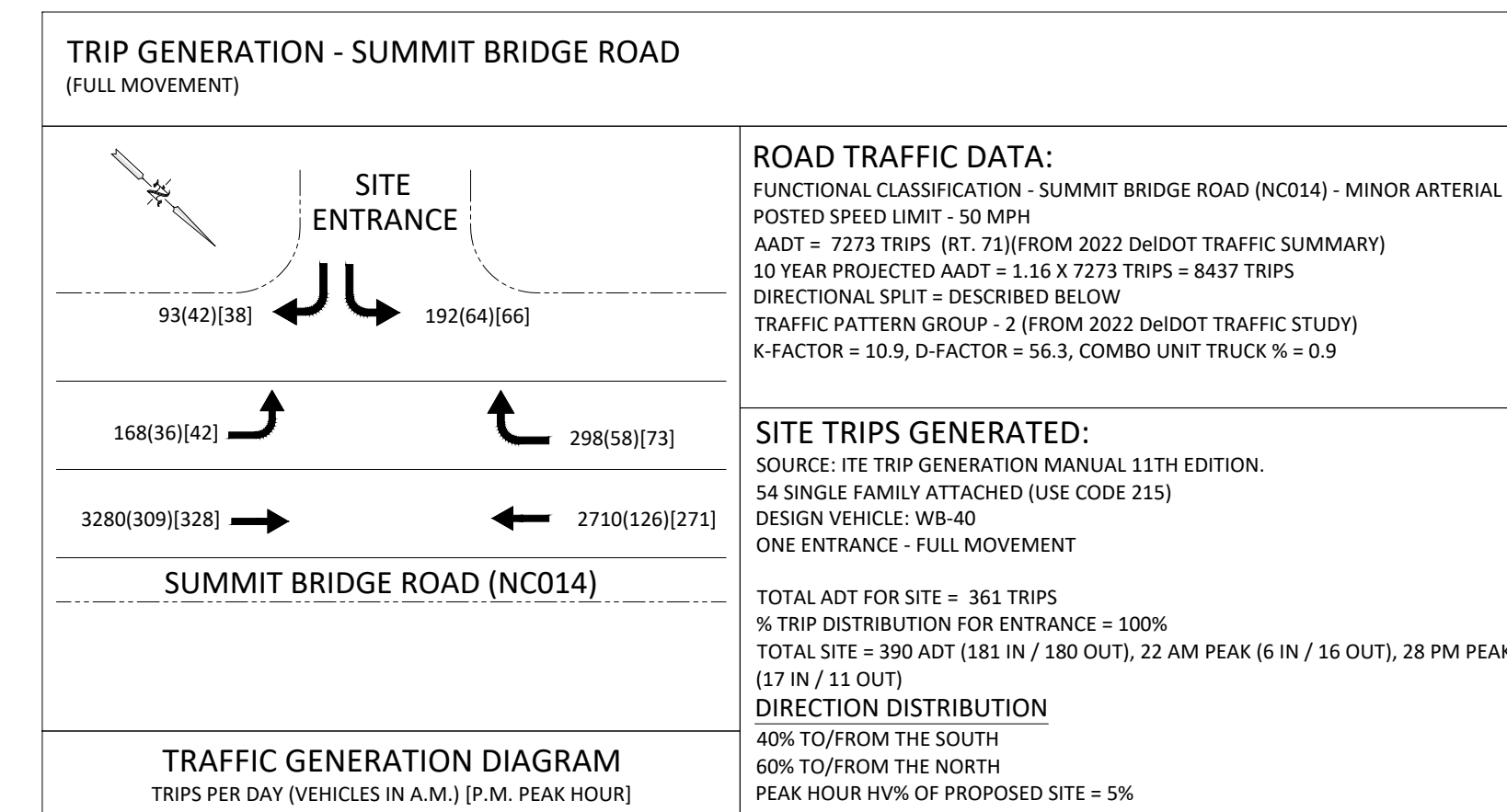
PARCEL AREA TABLE with columns: PARCEL NO., TOTAL AREA, PERIMETER, SEGMENT LENGTHS (FT), SEGMENT BEARINGS

PARCEL AREA TABLE with columns: PARCEL NO., TOTAL AREA, PERIMETER, SEGMENT LENGTHS (FT), SEGMENT BEARINGS

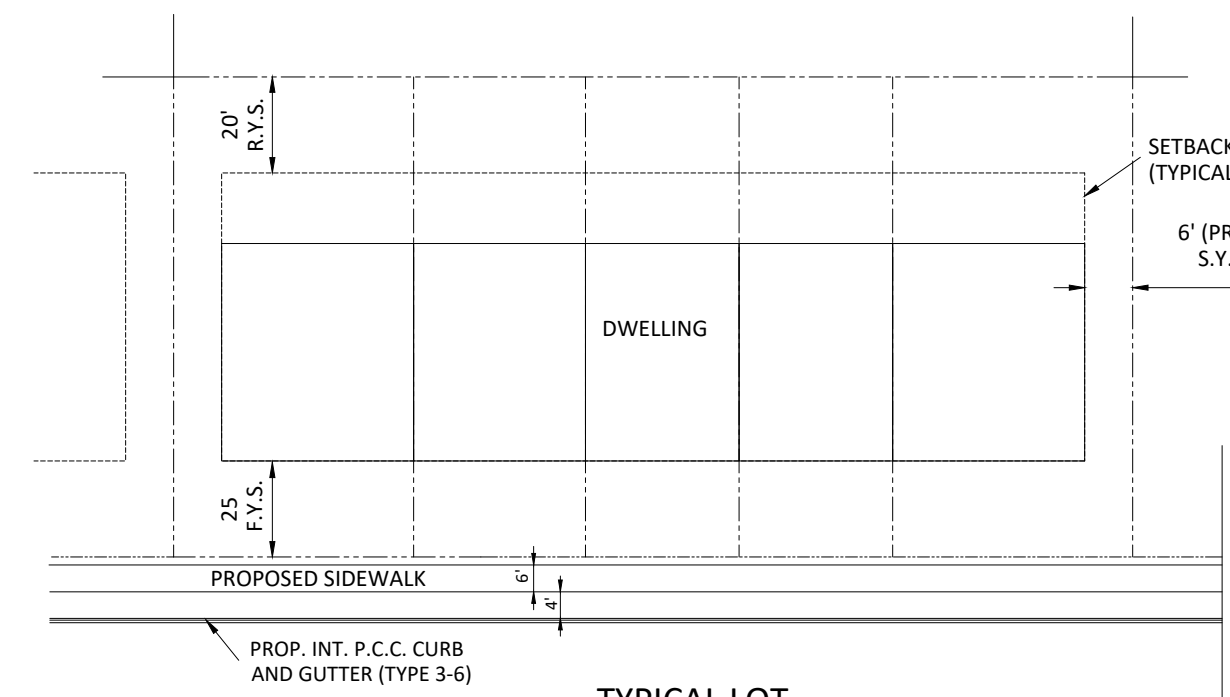
PARCEL CURVE TABLE with columns: CURVE NO., RADIUS, LENGTH, DELTA, CHORD LENGTH, CHORD DIRECTION

PARCEL CURVE TABLE with columns: CURVE NO., RADIUS, LENGTH, DELTA, CHORD LENGTH, CHORD DIRECTION

EXISTING ENTRANCE 'A'



TYPICAL SECTION MINOR STREET (50' R.O.W.)



TYPICAL LOT SETBACKS DETAIL

REVISION table with columns: REVISION, DATE

811 MISS UTILITY OF DELMARVA logo and text: Know what's below. Call before you dig. PLAN NOTATION: ONLY THOSE PLANS WHICH CONTAIN AN IMPRESSED SEAL OR A RED INK SEAL...

BY: EDWARD P. COUNSELLOR DELAWARE PROFESSIONAL ENGINEER NO. 23772

FSE FIRST STATE ENGINEERING logo and contact information: 630 CHURCHMAN ROAD, SUITE 105, NEWARK, DE 19702

PROJECT, DATE, SCALE, DESIGNED BY, DRAWN BY, CHECKED BY table

TOWNSEND CROSSINGS FOR VILLAGE PROPERTIES - TOWNSEND, LLC PARCEL ID. NO. 2500800002

TITLE: TABLES & DETAILS

PRELIMINARY SHEET NUMBER RP3



Consulting Civil Engineers ♦ Surveying ♦ Planning
Hydraulics/Hydrology ♦ Construction Inspections
Construction Management ♦ Land Development
Water/Wastewater ♦ Construction Management

May 1, 2024

Town of Townsend
141 Main Street
Townsend, DE 19734
Attn.: Ms. Mariaelena Rivera

RE: **Townsend Crossings**
Major Subdivision with Rezoning – PRELIMINARY PLAN
Parcel #2500800002
Town of Townsend, New Castle County, Delaware
FSE File #23-03-NCC

Dear Ms. Rivera:

Please find enclosed ten (10) copies of the Preliminary plan for the above referenced proposed subdivision.

We would like to request to be placed on the May Planning Commission and Town Council agendas for consideration.

Please feel free to contact me if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Scott Lobdell'. The signature is written in a cursive style with a large, stylized 'S' and 'L'.

Scott Lobdell, P.E.

Please Reply To:

First State Engineering
630 Churchmans Road, Suite 105
Newark, DE 19702

FirstStateEngineering.com

PH: 302.368.3184
FAX: 302.368.7195
info@FirstStateEngineering.com

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 S. Lobdell &
Councilman J. Mertz

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 ordained by the Town Council of the Town of Townsend, 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: ****I recommend creating a new ordinance section to address dumpsters as a whole, since there are no regulations for permit dumpsters/garbage containers ex.:*

https://library.municode.com/de/wilmington/codes/code_of_ordinances?nodeId=PTIIWICO_CH45UT_ARTIVSOWA_DIVIGE_S45-251MADUGACO **

**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

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

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 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 or portable storage containers for the purpose of remodeling, storage, cleanup of debris, etc., must be permitted by the Town for a stated period of time not to exceed two (2) weeks of time, or the time period for which there is an active building permit open on the property, within residential districts (R, R-1, R-1A, R2, and R-3). Such dumpster(s) or portable storage containers are subject to the following limitations: ***may be beneficial to have an app submitted for all districts considering all is relatively close to one another***

1. Dumpster(s) or portable storage containers when placed in the front of the property shall be placed on hard concrete or asphalt surface. The location shall not affect the health safety, and/or welfare of the neighborhood in accordance with Section 10.04.010 of the Townsend Municipal Code.

2. Portable storage container(s) when stored in the rear or side of the property, must meet the set back requirements in accordance to that of an accessory structure.

3. No dumpster shall be overfilled and shall be emptied in accordance with Section 12.12.010 of the Townsend Municipal Code.

4. Every dumpster container shall conform to all local, state and federal specifications.

5. 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 : \$0 - ***discuss with Jen if we should have a minimal amount like \$10 to cover costs of paperwork/admin. Possible raise \$1 per year ? ***

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

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 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.

A listing of required permits in accordance with the ICC Code is provided at Townsend Town Hall and on the Town website.

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, place, demolish, or change the occupancy of a building, ~~or~~ structure, or other item listed in the reference, 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 accordance with the ICC Code. In addition to timely obtaining the required permit, an inspection or inspections conducted by officials of the town or its designee shall be required of all new construction enlargement, alteration, repair, movement,

Town Manager
Antonina Tantillo,
MPA,

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

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placement, demolition, or change in the occupancy of a building or structure; prior to any occupancy or use of the building or structure.

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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.

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