



**Town of Townsend Public Works & Land Use
Development (PWLUD) Committee Meeting
March 26th, 2025 @ 2:00 pm
VIA Conference Call & Town Hall
141 Main Street Townsend, DE 19734**

**2:00 pm Public Works & Land Use
Development (PWLUD) Committee Meeting**

- I. Call to Order:**
- II. Opening Ceremonies**
 - a. Roll Call:**
 - b. Pledge of Allegiance:**
 - c. Recognition of Visitors:**
 - d. Announcements:**
- III. Citizens Comments & Participation.**
- IV. Adoption of Agenda.**
- V. Approval / Rejection of Minutes:**
 - a. ACTION ITEM:** Approval/ Rejection of Public Works and Land Use Development Committee Minutes from the February 26th, 2025 Meeting.
- VI. Continued discussion on potential lots and land in Town for potential JP Court Placements & review list of potential options.**
- VII. Discussion on potential Public Works Department locations.**
- VIII. Discussion on 2025 Road Program as it relates to implementing first project.**
- IX. Ongoing Business Updates.**
- X. New Business.**
- XI. Discussion regarding next meeting date.**
- XII. Adjourn.**

Committee 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.

Fw: Townsend Village Open Space

From Carter, David <David.Carter@newcastlede.gov>
Date Thu 2/13/2025 7:55 AM
To Julie Goodyear <jgoodyear@townsend.delaware.gov>

 2 attachments (5 MB)

Private Land Access Policy_7-20-2022.pdf; R22-079_Wiggins_Natural_Areas_Assessment.pdf;

This message originated from outside the organization

Julie,

This is what I had hoped to have the town consider for natural areas protection associated with the open space land contiguous to the Wiggins Park property.

If interested, I can help coordinate with the State staff.

Dave



Councilman David Carter, PhD
Sixth District, New Castle County Council
Phone: 302-395-8383

[Click here to sign up for the New Castle County District 6 Newsletter](#)

From: Carter, David
Sent: Wednesday, July 27, 2022 3:13 PM
To: Antonina Tantillo <ATantillo@townsend.delaware.gov>
Cc: Zara, Rachel <Rachel.Zara@newcastlede.gov>
Subject: Townsend Village Open Space

Antonina,

As we discussed, I am having the County Property at Wiggins Mill inventoried to determine if it meets the criteria for a State Designated Area. It would be nice to have some areas on the south side of the pond evaluated as well.

I plan to talk to George Schreppler about getting permission for the small strip he owns along the pond edge, and would also like to see if the open space in Townsend Village can be

inventoried, which the Town may manage/own.

To access property and conduct biological inventory work, DNREC must get landowner permission, there policy and permission form is attached in case the Town is willing to have the Townsend Village open space evaluated.

For background on state designation of critical areas, you may also want to look over the resolution that we passed in NCC to have it conducted by the State.

Thanks,

Dave



Councilman David Carter
Sixth District, New Castle County Council
Phone: 302-395-8383

Kelsey Gallagher

From: Lisa Hatfield <lhatfield@connollygallagher.com>
Sent: Wednesday, March 5, 2025 3:56 PM
To: Julie Goodyear
Subject: Parks

This message originated from outside the organization

Julie,

Dave stated that there is an extensive backlog of county park needs and therefore, county parks staff would not be in a position to do the work requested. But he offered to work on a small council grant up to about \$2000 to help out.

He also recommended checking with Representative Spiegelman and Senator Hoffner for curb and sidewalk help from the DelDOT Community Streets Project.



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LISA R. HATFIELD, Partner

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STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
& ENVIRONMENTAL CONTROL
DIVISION OF FISH & WILDLIFE
89 Kings Highway
Dover, Delaware 19901

OFFICE OF THE
DIRECTOR

Phone: (302) 739-9910
Fax: (302) 739-6157

Department of Natural Resources & Environmental Control
Division of Fish & Wildlife
Wildlife Section
Administrative Policy and Provisions

Subject: Wildlife Section Policy Concerning Staff Access onto Private Lands
Issued: July 15, 2016
Page: 1 of 2

Policy

Division of Fish and Wildlife (Division) employees, inclusive of merit, seasonal and contractual district positions, within the Wildlife Section's Species Conservation and Research Program (SCRCP) cannot access private property, without receiving appropriate permission from the landowner or their authorized representative as further specified herein.

- A. Employee access to privately owned lands involving the collection of either specimens of or data on rare plant and animal species, hereinafter referred to as "rare species surveys", can only occur after receiving a signed written permission form from the private landowner or their authorized representative for the lands to be accessed subject to the following requirements:
1. Written permission requests on behalf of the SCRCP shall describe the nature of the visit, including the date(s) of access, why access is being requested and how many staff or other individuals will access the property.
 2. The written permission form to access private property shall clearly document who granted such permission and under what authority they permitted access.
 3. Following any authorized visit to private property, the SCRCP staff shall confirm in writing to the landowner or their authorized representative when the visit took

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through Science and Service***

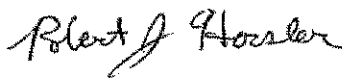
place and what observations were made on site. A record of this confirmation shall be retained and referenced in summaries and databased records.

4. The written permission form shall be included as part of the field survey report and documentation of written permission for the parcels visited shall be referenced in any additional reports, summaries or records, including database records.

- B. Employee access to privately owned lands for SCRP work-related purposes other than rare species surveys can only occur with verbal or written permission from the private landowner or their authorized representative. Verbal permission shall be documented in writing in the applicable project file, to include but not limited to documentation of the purpose of the access, date access was authorized, actual date of access and the number of staff or other individuals who accessed the property.

Nothing in this policy shall override or be applicable to §6024 of Title 7 (Right of Entry), whereby the Secretary or designee may enter upon private property for the purpose of determining whether a violation exists of a statute or regulation nor applicable to §6015 of Title 7 (Interference with Department Personnel), whereby no person shall obstruct, delay or interfere with, by force or otherwise, the performance by Department personnel of any duty under this chapter, or any rule or regulation or order or permit or decision promulgated or issued thereunder.

All SCRP staff shall adhere to this policy when accessing private property to conduct official business on behalf of the Division. Accessing private property without appropriate permission from the landowner or authorized representative shall be considered trespassing and criminal charges could be levied upon the employee(s) at the landowner's discretion. A violation of this policy may also result in disciplinary action up to and including termination.



Robert J. Hossler
Wildlife Administrator
DNREC Division of Fish & Wildlife

15 July 2016
Date

By signing this form, I hereby acknowledge that I have read and understand the attached Wildlife Section's Policy Concerning Staff Access onto Private Lands.

Please sign below to acknowledge your receipt of this policy and the terms stated herein.

Name (Print) _____
Delaware Division of Fish and Wildlife Employee

Signature _____
Delaware Division of Fish and Wildlife Employee

DATE

Name (Print) _____
Witness

Signature _____
Witness

DATE

Introduced by: Mr. Carter, Mr. Sheldon
Mr. Woods, Mr. Cartier,
Ms. Durham, Mr. Bell,
Ms. Hartley-Nagle

Date of Introduction: March 8, 2022

RESOLUTION NO. 22-079

**URGING THE NEW CASTLE COUNTY ADMINISTRATION
TO UNDERGO THE PROCESS OF LISTING WIGGINS MILL PARK
TO THE STATE REGISTRY OF NATURAL AREAS AS AN ADDITION TO
THE APPOQUINIMINK RIVER NATURAL AREA
THROUGH THE DELAWARE NATURAL AREAS ADVISORY COUNCIL
AND OFFICE OF NATURE PRESERVES**

WHEREAS, New Castle County recognizes that the preservation of open space and agricultural land is critical to the quality of life of its residents and to the preservation of the County's natural biodiversity; and

WHEREAS, the County owns the 193 acre property known as Wiggins Mill Park, legally identified as County parcel #14-011.00.008, that is the upper watershed reach and ecologically contiguous with the Noxontown Pond and Appoquinimink River Natural Area; and

WHEREAS, Wiggins Mill Park includes a unique old growth riparian forest area that provides critical ecological function to the Natural Area, is a Water Resource Protection Area, and includes high quality State and Federal wetland areas; and

WHEREAS, due to the unique habitat and ecological function served by Wiggins Mill Park, the property should be evaluated and considered for listing to the State Registry of Natural Areas as an addition to the Appoquinimink River Natural Area; and

WHEREAS, the County supports the identification of Natural Areas and their preservation through dedication as Nature Preserves; and

WHEREAS, based on an evaluation by the Delaware Species Conservation and Research Program in the Delaware Department of Natural Resources and Environmental Control's Division of Fish and Wildlife, the County would like to have eligible areas of Wiggins Mill Park added to the State Registry of Natural Areas as an addition to the Appoquinimink River Natural Area; and

WHEREAS, the County will also consider undergoing the listing process of adding Wiggins Park to Appoquinimink River Natural Area pending the approval of its status as a conservation easement and develop a Management Plan; and

WHEREAS, the County Parks Taskforce identified the need to consider improvements at Wiggins Mill Park as one of their highest priorities, and protection, management, and public use of any unique habitat can and should be incorporated into site management and use considerations; and

WHEREAS, the State of Delaware has recognized that it is necessary and desirable that areas of unusual natural significance be preserved for the benefit of present and future generations, and that it is essential to the people of the State that they retain the opportunity to maintain close contact with such living communities and environmental systems of the earth and to benefit from the scientific, educational, aesthetic, recreational, and cultural values they possess; and

WHEREAS, a process for the listing of land as a Natural Area is defined in *7 Delaware Code*, Chapter 73: Natural Areas Preservation System, where land must be approved by the Natural Areas Advisory Council; and

WHEREAS, the aforementioned Delaware Code provides for the Natural Areas Advisory Council administered by the Office of Nature Preserves within the Division of Parks and Recreation, Department of Natural Resources and Environmental Control; and

WHEREAS, in furtherance of its commitment to protection of ecologically unique natural resources, the County provides protection of Critical Natural Areas under the Unified Development Code and is proposing as part of its draft Comprehensive Plan a further review of mapping and data related to Critical Natural Areas; and

WHEREAS, an analysis and consideration of the protection of unique ecological systems and potential Natural Areas on County-owned parkland would further the County's goal of protecting unique natural resources.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby urges the Administration to undergo the listing process for Wiggins Mill Park to be added to the State Registry of Natural Areas as an addition to the Appoquinimink River Natural Area, pending the listing is approved by the Natural Areas Advisory Council during one of their quarterly public meetings under *7 Delaware Code*, Chapter 73.

Adopted by County Council of
New Castle County on: 3/8/22


President of County Council
of New Castle County

SYNOPSIS: This Resolution urges the Administration to undergo the listing process for Wiggins Mill Park to be added to the State Registry of Natural Areas as an addition to the Appoquinimink River Natural Area under *7 Delaware Code*, Chapter 73.

FISCAL NOTE: There is no discernible fiscal impact.

Ginn Street

From Scott Lobdell <Slobdell@townsend.delaware.gov>

Date Thu 2/27/2025 4:36 PM

To Julie Goodyear <jgoodyear@townsend.delaware.gov>; Joseph Bangura <jbangura@townsend.delaware.gov>;
Matthew Chapman <mchapman@townsend.delaware.gov>

 1 attachment (3 MB)

Ginn Street Widening.pdf;

Hi All

I believe you guys said that Ginn Street is the next road scheduled for some repairs. See the markup I attached. I believe there is enough ROW room to eliminate the sidewalk on the west side. You could then widen the road by 7 feet (red hatch) which would provide some parking spaces when needed.

The sidewalk on the East side would then be extended to the TV2 entrance. This approach give us a wider road and keeps the sidewalk connection to the Main Street area.

Scott Lobdell, P.E.

Mayor

P:302.378.8082 | C:302-824-5942 |

Fax: 302.378.7099

slobdell@townsend.delaware.gov



Town of Townsend

P.O. Box 223 | 141 Main Street

Townsend, Delaware 19734

www.townsend.delaware.gov

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EXTEND SIDEWALK TO
TV2 CONNECTION

REMOVE SIDEWALK AND
EXPAND ROAD BY 7 FEET TO
ALLOW FOR PARKING IN
SHOULDER

ENCLOSED BUILDING
AND SITE
2000000000
Plan of 17th Street
to Main Street

GINN STREET

GINN STREET





Certified Playground Safety Inspection Report

PRESENTED TO

Town of Townsend

March 24, 2025

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Via email

March 24, 2025

Julia M. Goodyear, Town Manager
P.O. Box 223
141 Main Street
Townsend, DE 19734

**SUBJECT: Playground Safety Inspection
Account # (0909622)**

Dear Julia:

This is my follow up report from the playground inspection conducted at the "Commerce Street" Park on March 21, 2025. The inspection and report are based upon the conditions presented the day of my visit, any changes, deletions, or alterations made since that time may not be included. Inspections were conducted in accordance with the guidelines presented in the US Consumer Products Safety Commission document "Public Playground Safety Handbook" and American Society of Testing and Materials (ASTM) F1487-11.

This playground has been under ownership and control of Kent County and is now a Township facility. I appreciate the prompt contact to attend to the details of owning and operating the site for the use of your residents and guests. The systems appear to be stable and all parts in place but do show notable weathering to the activities and the need for replacing the surfacing material. Usage is reported to be moderate and considering the age the "wear and tear" is not more than expected.

Surfacing is a major area of concern as the Fibar material has been worn down and in some areas of the play area the weeds are taking over. Some cleaning and refinishing on activities is warranted and while the support frame is stable, the swings, chains and support brackets should be replaced.

During the site inspection I discussed the items I observed and prospective measures with Rick and reviewed them briefly with you to assist with corrective actions that would be needed to bring the play area into compliance.



Town of Townsend – “Commerce Street” Playground
March 24, 2025
Page 2

The attached pages provide a tracking sheet to help you follow up on the few issues we noted and the actions as you complete them, and the photos show the items identified and descriptions of areas of recommendations. This should provide the opportunity for review and corrections in a document you can separate and attach to work orders for completing the maintenance repairs listed for the playground area. Always ensure the playground is secured during times of repair or when conditions warrant closure.

Thank you for affording the opportunity to inspect this playground area and while Rita and Scott are your main contacts for risk control/safety issues, if you have any questions on this report please feel free to contact me at 610-937-2697 or tim_weir@pmagroup.com.

Sincerely,

Timothy R. Weir, ARM-P, CPSI #54243-425
Risk Control Specialist

Cc: Rick Boyer, Town of Townsend - Public Works Supervisor
Terri Desanto, SIP Risk Management
Rita O'Connor, PMA Companies
Scott Stohrer, PMA Companies

All risk control services, including surveys, are provided to assist Client in recognizing Client's underwriting risks. Evaluations concern only such conditions and practices that are discovered at the time of PMA visits. PMA Companies or PMA Management Corp. makes no warranties or representations of any kind. Specifically, PMA Companies or PMA Management Corp. does not warrant that hazards of Client are discovered, adequately controlled, or that employees, property, operations, workplaces, machinery, or equipment are safe or in compliance with any law, rule or regulation. PMA Companies and Old Republic Insurance Group does not provide legal advice and the information and suggestions in this letter should not be construed as such.



PLAYGROUND INSPECTION TRACKING FORM
"Commerce Street" Park

CP 7, CP 8 and CP 9		
Play Unit	Observations	Corrective Action Taken
Swing Set	1. The swing support brackets are upside down and rusty. 2. The brackets on the swing seats are creating sharp edges. 3. The swing support chains are rusty.	1. Replace the rusty brackets and install correctly to avoid the entanglement hazard created by the extending bolts. 2. Replace the swing seats. 3. Replace the swing chains.

CP 1, CP 2, CP 3, CP 5 and CP 6		
Play Unit	Observations	Corrective Action Taken
All Play Area Surfacing	Surfacing material is worn down and missing in several areas. Weeds are growing through in many areas, all of which defeats the needed "cushioning" of the Fibar material.	Remove all surfacing material and install a new bed, weed control and at least 9" of Fibar across the play area.

CP 4, CP 7 and CP 8		
Play Unit	Observations	Corrective Action Taken
Play Activity Surfacing	The paint surfaces on activities are fading and show some rust. Some evidence of tree mold. Plastic surfaces appear to have been painted on the sides and some surfaces.	Pressure wash all play activities and remove peeling paint where possible. Refinish metal parts with a lead-free paint that will tolerate the weather.

“COMMERCE STREET” PARK

CP 1 Surfacing issues under activity



CP 2 View of play area



CP 3 Weeds in surfacing



CP 4 Activity surface needs paint

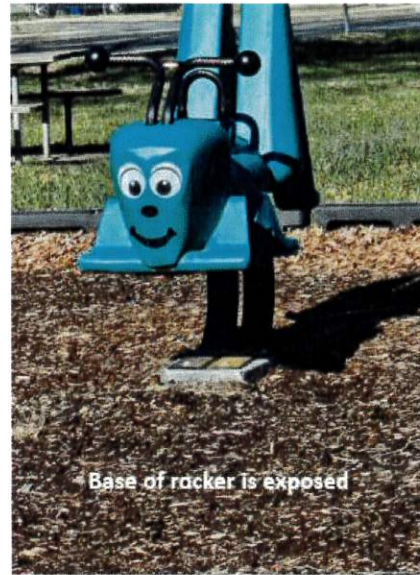


“COMMERCE STREET” PARK

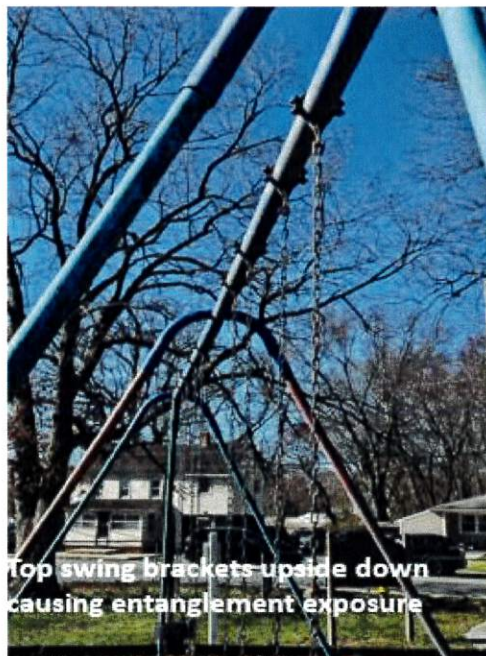
CP 5 Lack of surfacing under rocker



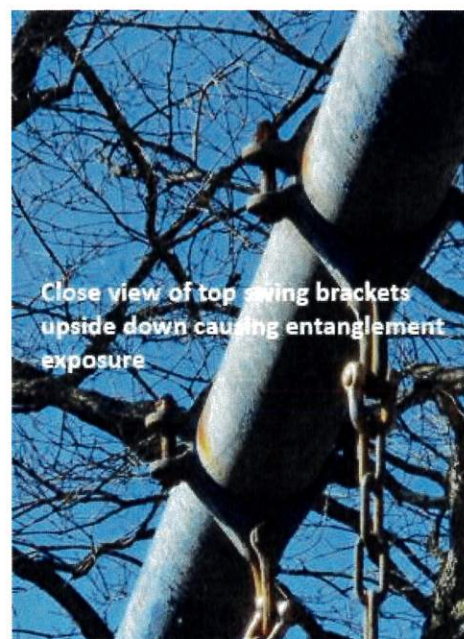
CP 6 Lack of surfacing under rocker



CP 7 Swing brackets/chains



CP 8 Entanglement exposure



“COMMERCE STREET” PARK

CP 9 Sharp on swing seat





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We're very confident that our Risk Control organization possesses the skills and expertise you are seeking in a safety partner and look forward to working with you.

