



Townsend Town Council Meeting Agenda
March 5th, 2025 @ 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. Moment of Silence
 - D. Recognition of Visitors:
 - E. 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 February 5th, 2025, Town Council Meeting.
- VI. Departmental Reports:
 - A. Mayor S. Lobdell
 1. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Elections Member.
 - i. Possible swearing in of new Board of Elections member.
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 1. **ACTION ITEM:** Review and discuss potential Police Department relocation.
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Erik Gruenes
 - F. Town Manager Julie Goodyear
 1. **ACTION ITEM:** Review and discuss "Townsend Village Bike Path Project" as it relates to implementation and funding.
 - G. Public Works Supervisor Rick Boyer
- VII. Committee Reports:
 - A. **Finance Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman J. Bangura
 1. **ACTION ITEM:** Review and possible discussion on the January 2025 Budget vs. Actual Reports.
 - 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
 - D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: Councilman D. Wiggins
 - E. **Community Engagement Committee:** Chair: Councilman D. Wiggins

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.

F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman

G. **Veterans & Social Services Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman M. Suhr

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)(9), the Town Council will consider a motion to meet in an executive session for the discussion personnel matters.

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

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

XIII. Adjournment.

TOWNSEND POLICE DEPARTMENT



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

MARCH 2025 Town Council Meeting

The information provided herein is from February 1, 2024 – February 27, 2024

1) 35 Total Calls for Service

- 1 - Follow Up
- 1 - Assault
- 1 - Parking Complaint
- 1 - Traffic Complaint
- 1 - Trespassing
- 1 - Shoplifting
- 1 - Harassment
- 1 - Disorderly
- 1 - Vehicle Repossession
- 2 - Drug Arrests
- 2 - Welfare Checks
- 2 - Domestic
- 2 - Motor Vehicle Crashes
- 3 - Assist another PD / TFD
- 3 - Alarms
- 3 - Investigations
- 4 - Suspicious Events
- 5 - Public Assists

2) Conducted 17 School Traffic Patrols

3) PFC. Peters received the 2024 VFW Public Servant Award from Post 3792

4) Received \$4,950 Grant from Criminal Justice Council for equipment

Sincerely,

Robert J. Longo, Chief of Police



TOWN OF TOWNSEND - MONTHLY ENGINEERING REPORT | MARCH 2025

TO: Julie Goodyear, Town Manager
FROM: Erik Gruenes, PE
RE: Town of Townsend | Monthly Engineering Report
DATE: February 28, 2025

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

- a) Met with GIS Team February 3rd, proposal coming shortly.
- b) The program will focus on the stormwater sewer scoping in Townsend Village I & II, and repairing of the drainage network along South Street.
- c) Town has allocated \$50k of ARPA funds towards the \$100K grant from DNREC

2. 2025 Road Program

- a) List of potential 2025 Road Program candidates and their construction cost estimates were sent to Townsend to review and discuss.

3. 2024 - 2025 Townsend General Engineering (DNTET109)

Interfaith Housing

- a) Reviewed subdivision application for development at Walnut Street. Submitted a comment review letter with my notes/concerns.
- b) Developers will have to alter plans to avoid construction within the Riparian Buffer Zone.

Townsend Acres

- a) Working with JS Homes to ensure Application Submission meets all standards & requirements.
- b) Reviewed initial submission with notes and comments sent to Townsend.
- c) RVE will continue to review development plans as they are submitted.

Townsend Crossing

- a) Working with First State Engineering to ensure Application Submission meets all standards & requirements

Sinkhole

- a) Public Works are looking into feasibility of repairing the sinkhole.
- b) Public Works investigated the inlet near the sinkhole & took photographs. The inlet box wall above the pipe has crumbled, resulting in the sinkhole forming.
- c) Public Work currently determining best course of action going forward.

2026 Sewer Agreement

- a) Next Meeting with NCC Representatives in Spring 2025 to begin discussing details of an outline/draft agreement.
- b) Met with NCC Representatives on 11/21 for preliminary discussion about the need to renew the sewer agreement before 2026 while expanding the allowed capacity.

PLANNING PROJECTS

1. Townsend Village I (DNTEP013)

- a) Open Space Program is currently being handled by the Developers legal department.
- b) 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 reviewed and approved plan permits RVE will continue to review permit plans for development when they are delivered.
- b) Phase 5 sitework is underway. Due to high water tables, construction is planning to raise the ground floor approx. 18" from plans. Developer will re-submit any plans that change.

Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilman
Marcus Suhr, Councilman
Dylan Wiggins, Councilman



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Erik Gruenes, Town Engineer
Lisa Hatfield, Town Solicitor

Town Manager- Monthly Report

February 2025 Recap

Townhall/TM:

- Sent off Application for Delaware's "First State First Shock Program"
 - Accepted into the program and will receive our defibrillator in early summer.
 - All TH staff have volunteered to be members of the program and will receive CPR training.
- Mosquito Spraying 2025- agreement has been signed and sent off for Town to receiving spraying from April- November.
 - Spraying to be performed by DNREC "Delaware Mosquito Control Section"
- Preliminary Budget's and "wishlist" were due to TM and FO for initial reviews.- 2/14/25
- TM along with Mayor and Police Chief- hosted contractors pre-bid meeting for Police Station Build- 2/5/2025
- TM attended "5 skills for Every Public Safety Leader needs to Succeed" webinar- 2/6/25
- TM attended "introduction to Land-use Law, the constitution and taking IPA classes" webinar- 2/7/25
- TM attended "NCC Hazard Mitigation Plan- Municipality Meeting"- 2/10/25
- TM attended PWLUD Committee MTG- 2/12/25
- TM attended Planning Commission MTG- 2/12/25
- TM attended "Strategic Management of Social Media in Local Government" webinar- 2/13/25
- TM attended meeting with Handler developer- 2/19/25
- TM and FO attended "Stakeholder Outreach Call" with all government elected officials.- 2/21/25
- TM attended Code Review Committee MTG- 2/24/25
- TM attended PWLUD Committee MTG- 2/26/25
- TM attended Community Engagement Committee MTG- 2/28/25
- TM and PWS finalized "Townsend Safety Manual" and issued to all PW staff.- 2/26/25
- TM attended PW Staff MTG- 2/28/25

Permits:

- 2 permits issued in February
 - New Construction (1)
 - Gas Furnace Install (1)

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

Licensing:

- 12 Contractor License issued/ renewed in February for Townsend registered Contractors.
 - 232 Active Contractor Licenses
- 22 Business Licenses renewed for 2025
 - 7 pending business license for 2025- late notices issued
- 10 Rental Licenses renewed for 2025
 - 5 pending rental license for 2025- late notices issued

Grants:

- Submitted Application for the Cyber Security Grant (SLCGP)
 - Requested \$29,064.00 for new Town Hall work stations and cyber security software for 2 years.

Rentals: 0 Park, Pavillion or gazebo Rentals

- **Local Soccer Clubs have an interest in**

Code Enforcement: 0

Property Information Requests: 10 (Generating \$100.00 in revenue)

- Parcel # 25-001.00-013
- Parcel # 25-001.00-143
- Parcel # 25-001.00-066
- Parcel # 25-004.00-309
- Parcel # 25-004.00-038
- Parcel # 25-001.00-031
- Parcel # 25-003.00-003
- Parcel # 25-001.00-161
- Parcel # 25-004.00-135
- Parcel # 25-008.00-005

FOIA Requests: 7 Received

- Request for monthly permits issued
- Blueprints for Parcel #25-008.00-172
- Zoning Classification documentation for 314 Main Street
- Parcel information for #25-009.00-036
- Parcel Information for #25-003.00-042
- Parcel Information for #25-001.00-044
- Parcel Information for #25-003.00-027

Owner Complaints: 0 received

Respectfully Submitted,

Julie Goodyear
Town Manager



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Office of Emergency Medical Services

Thank you for your interest in participating in First State First Shock! Program. Your application has been approved.

Due to national backorders on all units/supplies, we have an *extensive waitlist* and priority is given to those organizations who have not yet received an AED from this program. The current wait time is approximately 6 (six) months to a year before receiving an AED.

I will contact you when the AED unit is available for pick-up. If you have any questions please contact me.

Be safe ~ Be well!!

Mike Bishop

Planner IV

Delaware Department of Health and Social Services

Division of Public Health

Emergency Medical Services and Preparedness Section

Office of Emergency Medical Services

100 Sunnyside Road | Smyrna, DE

Phone 302-223-2974 | Fax: 302-223-1724 / Cell 302-242-8151

Letters of Support- Interabled Playground

From Julie Goodyear <jgoodyear@townsend.delaware.gov>

Date Thu 2/20/2025 2:43 PM

To Dylan Wiggins <dwiggins@townsend.delaware.gov>; Joseph Bangura <jbangura@townsend.delaware.gov>; Marcus Suhr <msuhr@townsend.delaware.gov>; Matthew Chapman <mchapman@townsend.delaware.gov>; Scott Lobdell <SLobdell@townsend.delaware.gov>

Cc Richard Boyer <rboyer@townsend.delaware.gov>; Jennifer Helms <JHelms@townsend.delaware.gov>; Kelsey Gallagher <KGallagher@townsend.delaware.gov>; Julie Abrams <jabrams@townsend.delaware.gov>

Good Afternoon Mayor and Councilman,

I am currently working on a grant application for some park improvements, specifically the installation of an "interable playground".

This project is near and dear to my heart as my childhood was directly influenced and effected by not having many interable playgrounds for me and my siblings to use. I grew up in a family with a disabled sister who was wheelchair bound and had mobility restrictions while still having full cognitive functions to know when she was being left out. Having these mobility limitations to consider, my mother had to actively seek programs, parks and areas where all her children could be accommodated.

My hope is Townsend park can have these features added as a way to "bridge the gap" and to promote and encourage inclusivity.

A key component of the application is demonstrating strong community and municipal backing. Your letters of support would be invaluable in reinforcing the town's commitment to inclusivity and accessibility. These letters will be submitted alongside our grant application to emphasize the importance of this project in creating a welcoming environment for all families. The deadline for the submission is March 28th, 2025. If you are willing to draft a letter of support, I will need them prior to this date.

I am happy to share more plans on this project as it progresses but I wanted to send off my request for support sooner rather than later.

If you have any questions, please feel free to give me a call at 302-378-8082.

Best Regards,

Julie M. Goodyear
Town Manager
Phone: 302-378-8082
Fax: 1-302-378-7099
jgoodyear@townsend.delaware.gov



P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 | www.Townsend.Delaware.Gov

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STATE OF DELAWARE

DEPARTMENT OF TRANSPORTATION

800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

NICOLE MAJESKI
SECRETARY

**Sponsor Administered
Off-Alignment Agreement
Town of Townsend
Townsend Village Bike Path**

This **AGREEMENT**, made and executed in quadruplicate, the day, month, and year affixed by the signature of the Department of Transportation's representative by and between the **DELAWARE DEPARTMENT OF TRANSPORTATION**, a Department created under the laws of the State of Delaware, hereinafter designated as "**DEPARTMENT**", and Town of Townsend, its Mayor and Council whose address is 141 Main Street, Townsend, Delaware 19734, hereinafter called "**SPONSOR**".

This shall hereinafter be referred to as the **PROJECT** which consists of conducting a feasibility study for the Townsend Village Bike Path.

The purpose of this Agreement is to formally outline the transfer of the funds between the **DEPARTMENT** and the **SPONSOR** with respect to the **PROJECT**, as follows.


1. Transfer to the **SPONSOR** a total amount of \$30,000.00. These funds shall be used for a feasibility study of the **PROJECT** managed by the **SPONSOR**. Once the **AGREEMENT** is executed the **DEPARTMENT** shall transfer to the **SPONSOR** \$30,000.00.
2. Upon completion of the **PROJECT** the **DEPARTMENT** shall require the **SPONSOR** to provide an itemized spending report, which lists all costs incurred during the feasibility study phase of the **PROJECT** the funds are being used towards.
 - a. The **SPONSOR** shall submit the itemized spending report to the **DEPARTMENT** within 12-months of the executed date on the **AGREEMENT** by the Director of Planning.
3. The **DEPARTMENT** shall require the **SPONSOR** ensure a full-time employee of the **SPONSOR** be responsible for the **PROJECT**. Prior to transferring the funds, the **SPONSOR** shall notify the **DEPARTMENT** as to the person assigned to this task.

4. The **SPONSOR** shall be responsible 100% if the cost of the **PROJECT** exceeds \$30,000.00.
5. The **SPONSOR** shall utilize the funding provided for the **PROJECT** for the stated purpose only and not be redirected for any other purpose.
6. This **AGREEMENT** is made and executed under, and in all respects is to be governed and construed by, the laws of the State of Delaware.
7. If any term or provision, or any portion thereof, of this **AGREEMENT**, or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this **AGREEMENT**, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this **AGREEMENT** shall be valid and shall be enforced to the fullest extent permitted by law.
8. Failure to meet the terms and dates may result in the termination of this **AGREEMENT** by the **DEPARTMENT**.
9. Each party hereto represents that it has taken the necessary action to authorize its obligations herein described and that the person signing on behalf of said parties is an authorized signatory with full authority to bind the said party.
10. The **SPONSOR** shall indemnify and save harmless itself and the **DEPARTMENT** from and against all claims, demands, and causes of action of every kind and character arising in favor of the **SPONSOR'S** employees or third party on account of personal injuries or death or damages to property, which may arise out of the exercise of this **AGREEMENT**.

The terms and conditions of this Agreement are hereby mutually accepted upon the signing by an authorized agent of the **DEPARTMENT** and the **SPONSOR**. This **AGREEMENT** constitutes the sole understanding by and between the **DEPARTMENT** and the **SPONSOR** and shall not be modified except in writing subscribed to by both parties.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement in quadruplicate, under their respective seals, the day and year first above written.

APPROVED AS TO FORM



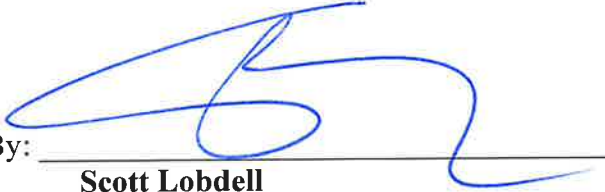
Brad Eaby
Deputy Attorney General

5-1-24

Date

SPONSOR

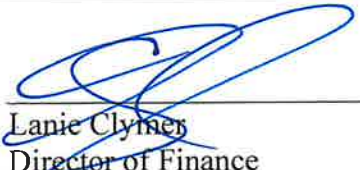
Attest: 

By: 

Scott Lobdell
Mayor, Town of Townsend
Phone # (302) 378-8082

Date: 5-8-24

DELAWARE DEPARTMENT OF TRANSPORTATION

Attest: 

Lanie Clymer
Director of Finance

By: 

Pamela Steinebach
Director of Planning

Date: 5/13/24

PRELIMINARY ENGINEERING COST ESTIMATE

Project Name:	Townsend Village Bike Path - Feasibility Study & Engineering Design
Project Number:	DNTET107
Client:	Town of Townsend
Date:	8/21/2023


Item No.	Task	Subcontractors/ Expenses	Estimated Hours & Billing Rates										Total							
			Professional Planner / Engineer \$ 125.00	Planning / Engineering Manager \$ 130.00	Surveyor \$ 95.00	Surveyor \$ 95.00	Survey Manager \$ 105.00	Senior CAD Technician \$ 95.00	Regional Manager \$ 133.00	Principal \$ 133.00	Hours	Cost								
Feasibility Study:																				
1	Background and Data Collection		24	\$ 3,000.00	12	\$ 1,560.00								36	\$ 4,560.00					
2	Existing Conditions Inventory and Analysis		40	\$ 5,000.00	20	\$ 2,600.00								60	\$ 7,600.00					
3	Public Participation (i.e., Community Surveys, Stakeholder Meetings, Public Outreach Meetings/Workshops, etc.)		36	\$ 4,500.00	24	\$ 3,120.00								60	\$ 7,620.00					
4	Alternatives Analysis, Develop Cost Estimates and Recommendations		40	\$ 5,000.00	20	\$ 2,600.00								60	\$ 7,600.00					
5	Preparation of Deliverables (i.e., Feasibility Study Report)		40	\$ 5,000.00	20	\$ 2,600.00								60	\$ 7,600.00					
														Subtotal:	276	\$ 34,980.00				
Engineering & Design:																				
6	LIDAR & Topographic Survey	\$ 25,000.00	16	\$ 2,000.00			120	\$ 11,400.00	120	\$ 11,400.00	80	\$ 8,400.00	80	\$ 7,600.00	416	\$ 65,800.00				
7	Environmental Due Diligence		40	\$ 5,000.00	40	\$ 5,200.00						4	\$ 532.00	84	\$ 10,732.00					
8	Design Plan Preparation		120	\$ 15,000.00	30	\$ 3,900.00				24	\$ 2,280.00	8	\$ 1,064.00	186	\$ 22,776.00					
9	Permitting		60	\$ 7,500.00	20	\$ 2,600.00					8	\$ 1,064.00	4	\$ 532.00	92	\$ 11,696.00				
10	Reimbursables (Mileage, etc.)	\$ 1,000.00													\$ 1,000.00					
														Subtotal:	778	\$ 112,004.00				
Total:		\$ 26,000.00	416	\$ 52,000.00	186	\$ 24,180.00	120	\$ 11,400.00	120	\$ 11,400.00	80	\$ 8,400.00	104	\$ 9,880.00	20	\$ 2,660.00	8	\$ 1,064.00	1054	\$ 146,984.00

Note: (1) Labor hours and billing rates are estimated based on previous bike path planning & design projects. Actual hours and rates are subject to change.
 (2) This preliminary estimate is valid for a period of 6 months.

Project Cost Estimate Total: \$ 146,984.00

FW: Townsend Village Bike Path

From Jennifer Helms <JHelms@townsend.delaware.gov>
Date Tue 2/11/2025 12:28 PM
To Julie Goodyear <jgoodyear@townsend.delaware.gov>

 1 attachment (522 KB)
124632907_dntet105_-_bike_path_preliminary_cost_estimate.pdf;

From: Fiori, John (DeDOT) <John.Fiori@delaware.gov>
Sent: Tuesday, February 11, 2025 12:12 PM
To: Jennifer Helms <JHelms@townsend.delaware.gov>
Subject: RE: Townsend Village Bike Path

This message originated from outside the organization

Hi Jennifer,

Thank you for the e-mail. The following are responses to your questions:

- It states under No.1 that the funds shall be used for a feasibility study. Does this mean the engineering/design costs related to a trail to the park or can it be used for the actual construction as well?

The Engineering & Design costs are not eligible. The \$30k grant was to be strictly used for preparation of the feasibility study. Per the attached preliminary cost estimate the feasibility study was estimated at \$34,980.00 that included items such as data collection, existing conditions Inventory & analysis, public input, alternative analysis and final report. Prior to the grant being awarded the Town was informed the grant was only for \$30k and would the Town be able to make up the \$4,980 difference. At that time Antonia indicated the Town would be able to come up with the additional funds for the feasibility study but do not recall specific options. The funds for engineering and construction would most likely come from another funding source. If after the study is completed, the Town decided to move forward with the trail, then the \$112,004.00 for Engineering & Design would come from places like the Town Budget, grants or possible other state programs (TAP. Trails & Pathways).

- If it is decided not to construct a trail to the park can it be used for other items for the park such as a new gazebo or mulch?

The grant can only be used for the preparation and completion of the feasibility study as outlined in the Feasibility Study as part of the preliminary engineer cost estimate. After the study is complete, there should be a zero balance for the grant.

- It states under No. 2a that a spending report needs to be provided within 12 months of this agreement. Is there an option to extend the agreement?

Yes, if an extension is needed, you would just need to e-mail me the request with the reason why. Do you know how long of an extension is needed to complete the study?

If you should have any questions, please let me know.

Thanks,

John

From: Jennifer Helms <JHelms@townsend.delaware.gov>

Sent: Tuesday, February 11, 2025 11:42 AM

To: Fiori, John (DeIDOT) <John.Fiori@delaware.gov>

Cc: Julie Goodyear <jgoodyear@townsend.delaware.gov>

Subject: Townsend Village Bike Path

Good morning John,

The Town has the attached agreement with DeIDot and I was hoping you could clarify a few things:

- It states under No.1 that the funds shall be used for a feasibility study. Does this mean the engineering/design costs related to a trail to the park or can it be used for the actual construction as well?
- If it is decided not to construct a trail to the park can it be used for other items for the park such as a new gazebo or mulch?
- It states under No. 2a that a spending report needs to be provided within 12 months of this agreement. Is there an option to extend the agreement?

I appreciate any help you can provide.

Thanks,

Jennifer Helms, Financial Officer

Town of Townsend

P:302.378.8082 | Fax: 302.378.7099

jhelms@townsend.delaware.gov



[Town of Townsend](http://www.townsend.delaware.gov)

P.O. Box 223 | 141 Main Street

Townsend, Delaware 19734

www.townsend.delaware.gov

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Legend

-  Pedestrian Access Path

Townsend Village 2 West

Townsend Village 2 East

Proposed Pedestrian Path

Tie into existing sidewalk

Townsend Village 1

Townsend Park

Proposed Pedestrian Path
Townsend Village West to
Town Park



1000 ft



Public Works Department Report

March 2025

February Completed projects

Built shelving in Town Manager's office and Town Clerk's office
Basement cleanout, built shelving and organized
Minor snow event 2/12/2025 – Spot plowed municipal streets
Gazebo demo and prep for new gazebo
Assessed New Castle County Townsend Park – Report Attached
Completed budget request for PW
Developed property list for PWLUD for JP Court consideration
Revised and finalized PW Safety Manual
Helped create mapping for vendor, food vendor and parking areas

Upcoming projects for March

New Gazebo Delivery 3/12/25
Build ramp for new gazebo
Create a solid surface path to gazebo
Park cleanup – Trash, debris, inspect for additional trimming
Weed and spray to prep for wood chips and mulch delivery
Wood chips for tree beds and around large gazebo and mulch for play areas
Prep equipment for the mowing season – prepped, cleaned, maintenance, etc
Skid steer – Moving and repair – Battery has been charged
Irrigation system startup – eand of month
Possible mowing begins

Townsend Park at 659 and 653 Commerce Street, Townsend, DE

1401605023 and 1401605019

Condition Assessment



Sidewalks – There are sidewalks around the perimeter and 2 ADA access paths that enter the play area. Those paths are in good shape. 1 path leads from Commerce St and the other from South st. There are some areas of sidewalk in need of repair around the park. The gutter/ curb at the turn lane to go back to Commerce from South, and a porr repair job that was done with asphalt, rather than cement.

Recommendation- Have curb and sidewalk repaired properly.



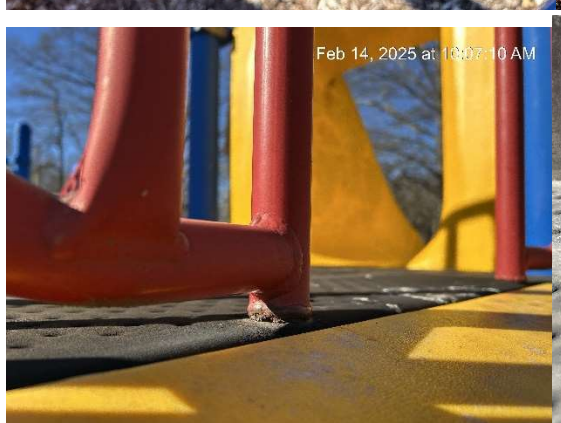
Fence- There are multiple areas where the fence surrounding the street sides of the park are damaged. Unsure if a fence is required, due to the proximity of the play area to the road, or not.

Recommendation- Have fence repaired / replaced if one is required. If fence is not required, recommend removal.



Playground Equipment- The equipment has noticeably aged and is showing signs of deterioration. The Epoxy coating on platforms has noticeable cracks, chips and rust. Paint has chipped / deteriorated and is showing signs of rust. Bolts, hinges, couplers, and mounts are also showing rust. The plastic / composite play features have gauges, cracks, scratches, and scrapes along with severe fading / discoloration. The protective coating has deteriorated and is chipping away. They are also in need of pressure washing.

Recommendation- due to the anticipated cost of materials, tools, and labor, removal and/or replacement would be the suggestion.





Feb 14, 2025 at 10:08:05 AM



Feb 14, 2025 at 10:06:39 AM



Feb 14, 2025 at 10:06:03 AM



Feb 14, 2025 at 10:06:16 AM



Feb 14, 2025 at 10:07:00 AM

Mulch Level and Landscaping- The mulch within the play area is in need of replacement. Landscape fabric is showing through, mulch has broken down / begun composting, and there is severe vegetation growth. The Landscape (grass) around the park is at an acceptable level and is in fair condition. There is some minor overgrowth of vegetation onto the surrounding sidewalks. There are no low hanging tree limbs or areas of concern with trees being a danger.

Recommendation- remove existing mulch and replace with new, certified playground mulch. This will also remediate the vegetation issue.



Other Structures – 2 barbeque grills, picnic table, play area border, park sign and notice signs. The grills appear to be in fair – good condition with no major concerns. The picnic table is in fair condition. It does show signs of aging but is not broken or splintering. The park sign has signs of deterioration and significant damage. The notice signs are weathered and are sufficient. However, location is not adequate. The border around the play area is in good condition. However, connecting spikes are elevated causing a possible hazard.

Recommendation- Pressure wash grills and repaint, pressure wash picnic table, remove or replace park sign. Replace notice signs. Hammer spikes to a flush level.





Encroachment Issues – There is personal property from the 2 neighboring properties (**2500400066** and **1401605019**) which are encroaching onto the park property.

Recommendation- ensure park property is visibly surveyed and marked.