

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

August 2025 Recap

Townhall/TM:

- Conducted Employee Reviews for Town Hall Staff
- Attended Public Safety MTG- 8/1
- Attended Finance Committee MTG- 8/4
- Attended Community Engagement MTG- 8/6
- Attended Council MTG- 8/6
- Attended Code Review MTG- 8/8
- Attended Planning Commission MTG- 8/12
- Attended MTG with DELJUS representatives on implementing Town Municipal code into the DELJUS system- 8/13
- Attended PWLUD Committee MTG- 8/14
- Hosted MTG with Slim's Bulldogs, BB team reserving our field, to establish maintenance and care standards for the field. Additionally discussed future plans for improvements and growth.- 8/19
- Attended Special Council MTG- 8/20
- Admin Assistant and Finance Officer hosted a meeting with First State Inspection Agency to review new permitting process and transition expectations. - 8/22
- TM and PWS- scheduled and attended multiple meetings with Contractors for the smaller park improvements (fence & tree)
- TM attended webinar for "Innovative Finance and Asset Concession Grant Program"- 8/27
- TM attended meeting with VIALYTICS for a testimonial marketing piece. – 8/28

Permits: 14 permits issued in August

- | | |
|------------------------|----------------|
| • Patio (1) | • Pool (3) |
| • Deck (1) | • Roof (1) |
| • Heat Pump (1) | • Shed (2) |
| • New Construction (3) | • Sidewalk (1) |
| • Plumbing (1) | |

Licensing:

- 10 Contractor License issued/ renewed in August for Townsend registered Contractors.
 - 164 Active Contractor Licenses
- 33 Business Licenses renewed for 2025
 - 1 pending business license for 2025- late notices issued
- 24 Rental Licenses renewed for 2025

Grants:

- SLCGP Grant- Funding has been awarded and the go ahead has been received to start expensing the funds.

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- STATUS: Received a revised quote for staff computer equipment and waiting on revised quote for cyber security software from IT company.
- 2025 Cycling Infrastructure Innovation Grant
 - STATUS: Application Submitted on 8/18/2025
 - Requesting \$117,044.00 for the walking path/trail connecting TVII to Community Park
- Delmarva Power Sustainable Communities Grant
 - STATUS: Application Submitted on 6/9/2025
 - Requesting \$10,000.00 for the Smaller Park Revamp
- Community Environmental Project Fund 9CEPF)
 - STATUS: Application submitted on 8/12/2025
 - Requesting \$50,000.00 for the Smaller Park Revamp
- DNREC Surface Water Grant
 - STATUS: Application submitted on 8/11/2025
 - Requesting \$37,530.00 for the continuation of the Surface Water Projects within Town limits

Rentals: 2 Park, Pavillion or gazebo Rentals in August

- Rental on 8/9: Full Refund Processed, no damage
- Rental on 8/16: Full Refund Processed, no damage

Upcoming Rentals:

- 9/6/25 Pavillion Rental

Code Enforcement: 4 Violation(s) Issued

- Abandon Vehicle (1)
- Overgrown Weeds and Lawn Maintenance (2)
- Noise Ordinance (1)

Property Information Requests: 9 (Generating \$90.00 in revenue)

- | | |
|-----------------|-----------------|
| • 25-004.00-019 | • 25-001.00-180 |
| • 25-002.00-062 | • 25-004.00-289 |
| • 25-002.00-062 | • 25-01200-002 |
| • 25-008.00-118 | • 25-004.00-278 |
| • 25-001.00-057 | |

FOIA Requests: 5 Requests

- Tax Information for parcel # 25-004.00-333
- Building permits for time period (7/1 through 7/31)
- Permit information for parcel # 25-002.00-078
- Request for Property Survey
- Building Permits for time period (3/1 through 8/27)

Owner Complaints: 1 Received

- Park Maintenance

Respectfully Submitted,

Julie Goodyear, Town Manager