

Ordinance 629
An Ordinance amending Chapter 196 Subdivision and Land Development of the Code of the Town of Elsmere.

First and Second Reading: May 11, 2017 Council Meeting
Results: Passed 6 In Favor, 1 Opposed

Third and Final Reading: June 8, 2017 Council Meeting
Results: Passed 6 In Favor, 1 Opposed

Ordinance 629 Amending Chapter 196 Subdivision and Land Development
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Information Policy
**Administration
Department**

ANNUAL REPORT 2020



NPDES Records
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Budget Minutes
Elections

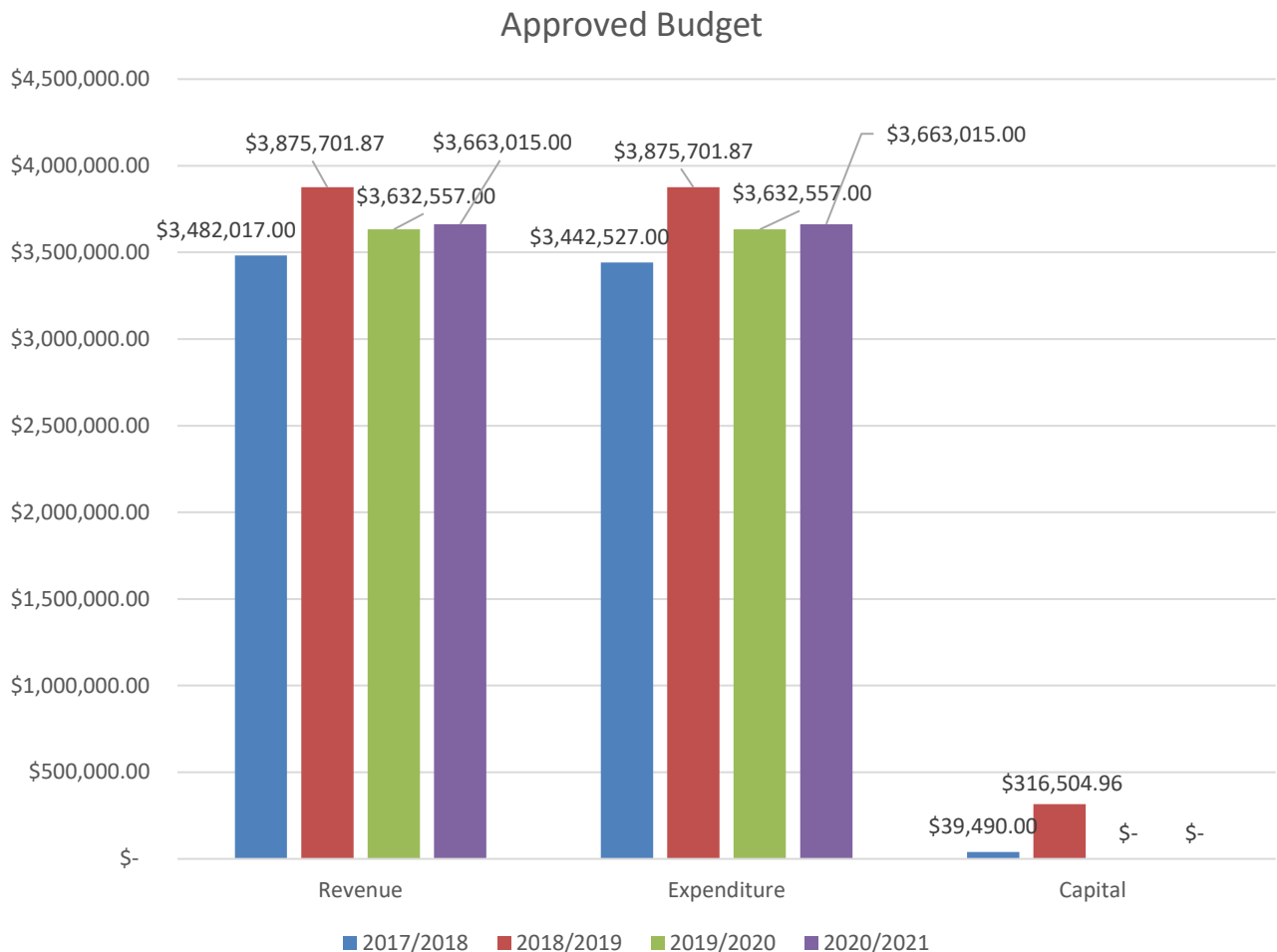
MISSION

The Administrative Department’s mission is to assure that it serves as the focal point of the day-to-day operations and administrations of the Town while implementing and enacting the policy of the Mayor and Council, providing quality services to the citizens of the Town and instilling in each of the Town’s employee’s a sense of Teamwork, Honesty, Integrity and Flexibility. We will do this by being Responsible and Fiscally Accountable and maintaining a Positive Attitude and Compassion all the while remaining committed to a high standard of Professionalism and providing a Safe Environment and Diversified community.

FY 20-21 BUDGET

On June 11, 2020 the Mayor and Council approved the FY 20-21 Budget with a fully balanced budget.

- Approved Revenues: \$3,663,015.00
- Approved Expenses: \$3,663,015.00
- Approved Capital Expenses: \$0.00



The Council continued to support our request to allocate funding to the Long-Term Planning Department for the following categories.

- Original Police Pension Plan Allocation - \$35,753.00
- Capital Depreciation Allocation - \$25,753.00
- Infrastructure Maintenance Allocation - \$53,330.00
- Capital Building Allocation - \$15,753.00
- Contingency Fund Allocation - \$10,298.00
- Future Project Allocation - \$0.00

APPROVED LONG-TERM PLANNING EXPENSES

During 2020, the Mayor and Council approved the following expenses from the Long-Term Planning (LTP) Accounts:

- March 11, 2020:
 - LTP-Capital Building Allocation
 - Expense Amount Approved: \$4,040.00
 - Purpose: EPD Bathroom Repairs
- March 11, 2020:
 - LTP-Capital Building Allocation
 - Expense Amount Approved: \$1,402.00
 - Purpose: EPD Entry Awning Replacements
- June 11, 2020:
 - LTP- Future Project Allocation
 - Expense Amount Approved: \$92,568.00
 - Purpose: General Fund Allocation for Budget.

As of December 31, 2020, the Long-Term Planning Line Items had the following Balances:

CATEGORY	TOTAL AVAILABLE BALANCE:
Original Police Pension Allocation	\$0.00
Capital Depreciation Allocation	\$47,196.21
Infrastructure Maintenance Allocation	\$147,258.92
Capital Building Allocation	\$80,207.75
Contingency Fund Allocation	\$10,298.00
Future Project Allocation	\$0.00
TOTAL LONG TERM PLANNING BALANCE AT 12/31/2020	\$284,960.88

ORDINANCES ACTED UPON DURING THE CALENDAR YEAR

- **Ordinance 648** – An ordinance amending Chapter 182 of the Code of the Town of Elsmere concerning the definition of the word family. **PASSED – March 12, 2020.**
- **Ordinance 649** – An ordinance to adopt Title 21 of the Delaware Code, as amended, relating to the operation of motor vehicles, for application within the boundaries of the Town of Elsmere. **PASSED – March 12, 2020.**
- **Ordinance 650** – An ordinance amending Chapter 164 of the Code of the Town of Elsmere concerning fees for excessive calls requiring police services. **PASSED – August 13, 2020.**
- **Ordinance 651** – An ordinance adopting the 2020 Comprehensive Plan Update. **Permanently Withdrawn – February 11, 2021.**
- **Ordinance 652** – An ordinance amending Title 21 of the Delaware Code, as amended, relating to the operation of motor vehicles, for application within the boundaries of the Town of Elsmere. **PASSED – November 12, 2020.**
- **Ordinance 653** – An ordinance amending Chapter 225-40(C) of the Code of the Town of Elsmere. **PASSED – December 10, 2020.**
- **Ordinance 654** – An ordinance establishing a moratorium on the review or hearing of an application to the Planning Commission or Board of Adjustment which in any manner increases impervious lot coverage. **PASSED – December 10, 2020.**

RESOLUTIONS ACTED UPON DURING THE CALENDAR YEAR

- **Resolution 20-01** - A resolution requesting the Town's State Senator and State Representative to introduce and support legislation to change the Town Charter by allowing an Alderman's Court. **PASSED – March 12, 2020.**
- **Resolution 20-02** - A resolution requesting the Town's State Senator and State Representative to introduce and support legislation to change the Town Charter by allowing the Town to annex property. **PASSED – March 12, 2020.**
- **Resolution 20-03** - A resolution setting the Municipal Property Tax Rate for the 2020-2021 Fiscal Year. **PASSED – June 11, 2020.**
- **Resolution 20-04** - A resolution adopting the property assessment records of New Castle County for properties located within the Town of Elsmere for Municipal Purposes. **PASSED – June 11, 2020.**
- **Resolution 20-05** - A resolution dissolving the Elsmere Land Bank. **PASSED – October 8, 2020.**
- **Resolution 20-06** - A resolution deferring the assessment of penalties for the 2020-2021 Property Tax Year. **PASSED – October 8, 2020.**

PROCLAMATIONS ISSUED DURING THE CALENDAR YEAR

- **Proclamation 20-01** - A proclamation recognizing January 26, 2020 to February 1, 2020 as School Choice Week in the Town of Elsmere. **ISSUED– January 27, 2020.**
- **Proclamation 20-02** - A proclamation recognizing March 2020 as Women’s History Month in the Town of Elsmere. **ISSUED– February 13, 2020.**
- **Proclamation 20-03** - A proclamation recognizing August 31, 2020 as International Overdose Awareness Day in the Town of Elsmere. **ISSUED– August 13, 2020.**

COMMITTEE APPOINTMENTS AND RESIGNATIONS

There were a number of committee appointments made this year due to resignations or expirations on committees. Please contact us if you are interested in serving on one of the vacant positions.

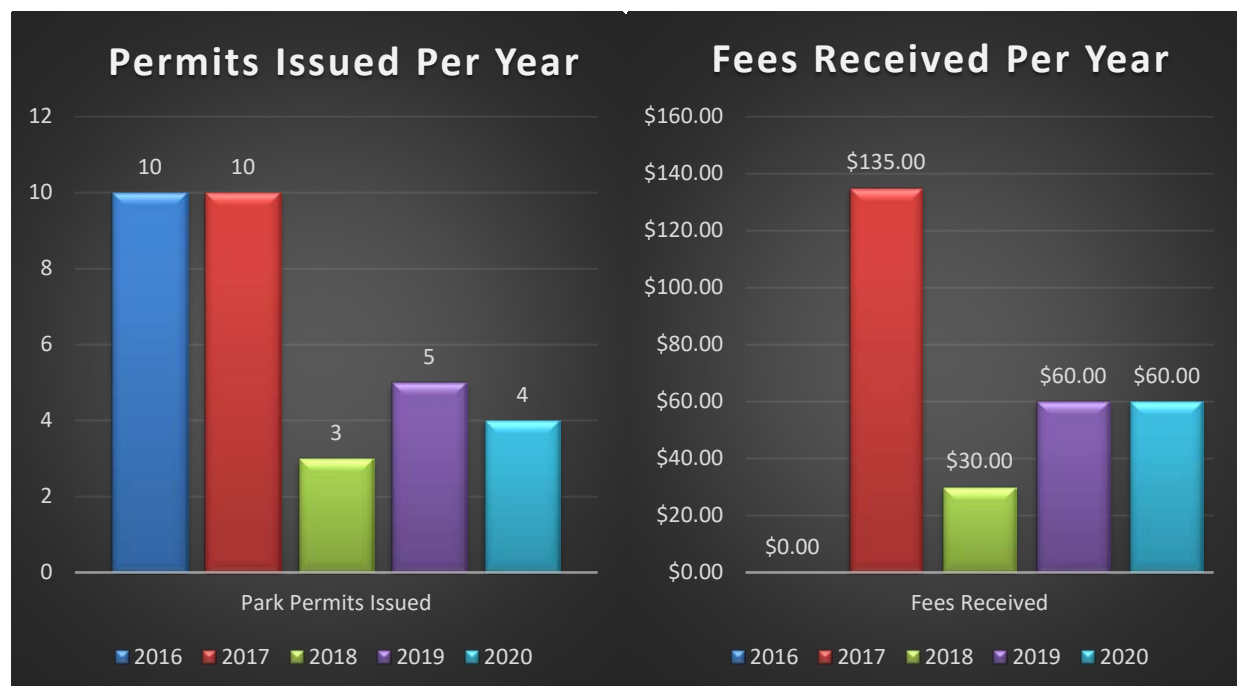
- Board of Adjustment:
 - Mr. John Acton – Re-appointed May 14, 2020, expires June 1, 2023.
 - Mr. Ronald Russo – Re-appointed May 14, 2020, expires June 1, 2023.
- Board of Election:
 - Ms. Shirley Posey– Appointed June 11, 2020, expires June 1, 2021.
- Elsmere Land Bank: **Dissolved by Council on October 8, 2020**
- Pension Committee: **Currently 2 Vacant Positions.**
- Planning Commission:
 - Ms. Mary Steppi – Re-appointed May 14, 2020, expires June 1, 2023.
 - Mr. John Jaremchuk – Appointed June 11, 2020, expires June 1, 2023.
 - Mr. Scott Shelton – Appointed June 11, 2020, expires June 1, 2023.
 - Mr. John Pockets – Appointed June 11, 2020, expires June 1, 2021.
- Finance Committee:
 - Mr. Ronald Russo – Re-appointed May 14, 2020, expires June 1, 2022.
 - Ms. Steveni Keeley – Re-appointed May 14, 2020, expires June 1, 2022.

DEPARTMENTAL UPDATE

- Senior Center Mold Abatement Project – The final air quality testing was completed during 2020 showing no presence of mold in the work area that is not at an acceptable level.
- COVID-19 – The department coordinated the submission of 14 CARES Act Reimbursement Grants totaling \$77,286.93 to assist in the purchasing of supplies.
- The department coordinated the lengthy and significant task of transitioning waste haulers which included public notifications, coordination, container delivery, etc.
- Personnel Changes – During 2020, the Town had significant personnel turnover as shown below.
 - Finance Department:
 - Steven Martin – Hired April 2020
 - Code Enforcement Department:
 - Victor Morgan - Left the employment of the Town in April 2020
 - Nicole Nabb – Hired July 2020
 - Public Works Department:
 - Bredt Showell – Left the employment of the Town in April 2020
 - Trevor Eveland – Hired April 2020, Resigned November 2020
 - Deron Hackenberg – Hired November 2020

PARKLAND PERMITS

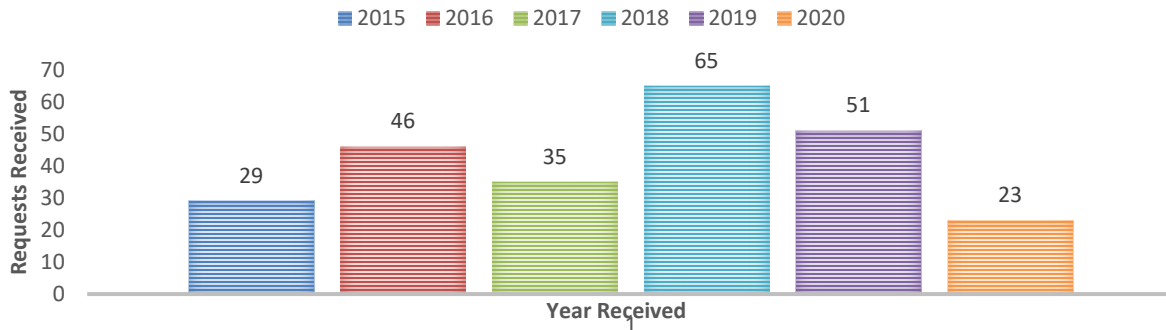
During 2017, the Town began to charge a fee for parkland usage permits. We issued 4 Permits during 2020 which resulted in the town receiving \$60.00 in fees.



FREEDOM OF INFORMATION ACT (FOIA)

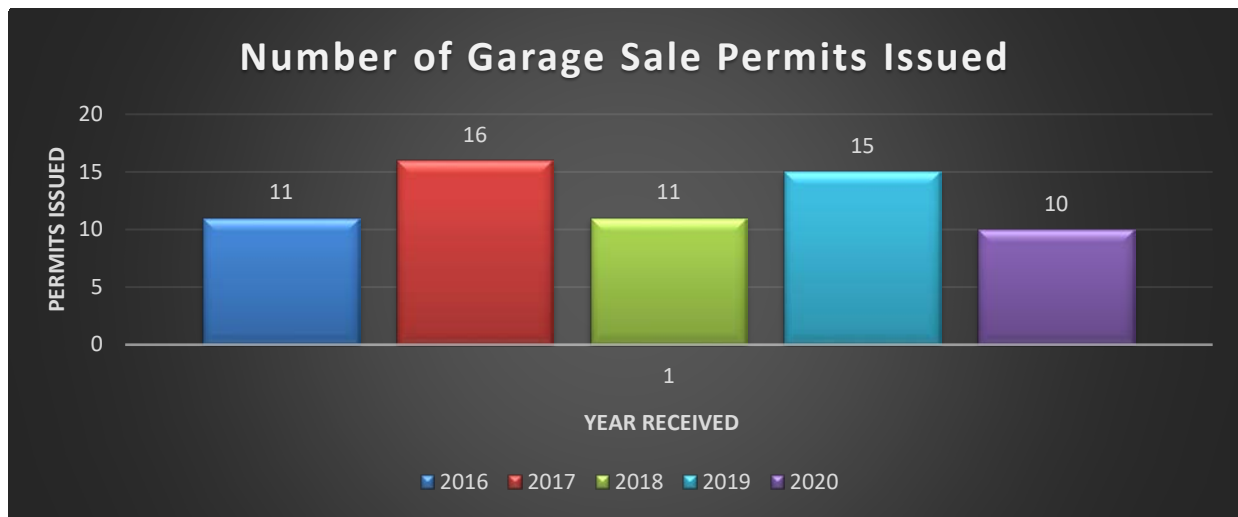
The Town as a public body must follow FOIA standards set by the State of Delaware which include allowing members of the public to request copies of certain records outlined in the State Law. During 2020, the department handled 23 requests for information. The below chart compares the number of requests received in 2020 compared to 2019, 2018, 2017, 2016 and 2015.

NUMBER OF FOIA REQUESTS RECEIVED



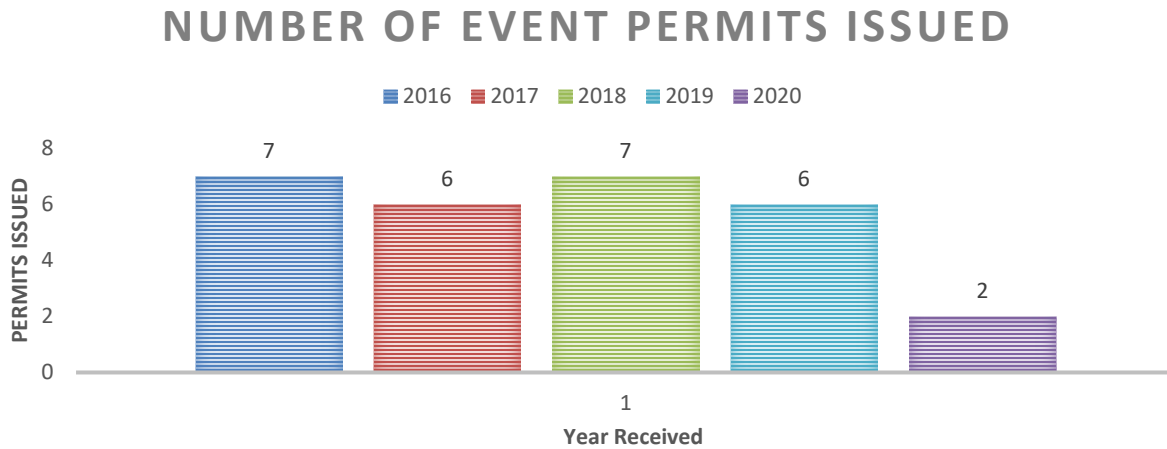
GARAGE SALE PERMITS

We issued 10 Permits during the year. The below chart compares the number of requests received in 2020 compared to 2019, 2018, 2017 and 2016.



EVENT PERMITS

We issued 2 Permits during the year. The below chart compares the number of requests received in 2020 compared to 2019, 2018, 2017 and 2016.



REQUEST FOR PROPOSALS (RFP'S)

During this year, three RFP's were issued for contracts with the Town:

- 20-01 – Residential Waste, Recyclables and Yard Waste Collection
- 2020 Street Improvement Program

TRAINING

During this year, employees within the department obtained the following training:

- M & T Bank User Training – January 2020
- The SECURE Act – January 2020
- Planning 101 – January 2020
- Edmunds Training Webinar – February 2020
- Land Use Law Constitutional Takings – February 2020
- Front Desk Safety and Security Training – February 2020
- Strategic Insurance Zywave Training Portal – February 2020
- Disaster Grant Procurement Training – February 2020
- Certified Stormwater Inspector – February 2020
- Defensive Driving – April 2020
- 2020 Open Enrollment Curriculum – May 2020
- Telework – May 2020

- Stormwater Compliance Demands More than Inspections – July 2020
- Meet MidAtlantic Stormwater Requirements – August 2020
- SeeClickFix User Training – September 2020
- Flood Mitigation Solutions for Resiliency – September 2020
- Managing Local Watershed and Drainage – October 2020
- FOIA Coordinator Training – October 2020
- I-9 Training – October 2020
- Community Response to COVID-19 Supporting Tenants – November 2020

MEETINGS

During this year, employees within the department attended the following meetings on behalf of the Town:

- Annual Community Development Block Grant (CDBG) Meeting – January 2020
- Delaware League of Local Governments (DLLG) Meeting – January 2020
- DLLG Legislative Advocacy Committee Meeting – February 2020
- All Hazard Mitigation Plan Capability Review – February 2020
- Local Service Function Task Force Meeting – February 2020
- DFIT Safety Committee Meeting – February 2020
- City Managers Association of Delaware Meeting – February 2020
- Delaware League of Local Governments Meeting – February 2020
- NCC All Hazard Mitigation Plan Stakeholder Workshop – March 2020
- DLLG Capitol Hill Visit – March 2020
- NPDES Phase I Permit Annual Meeting – March 2020
- DFIT Risk Assessment Meeting – April 2020
- Elsmere Penetration Test Kickoff Meeting – April 2020
- NPDES Phase II Municipal Kickoff Meeting – April 2020
- DFIT Safety Committee Meeting – April 2020
- Delaware Municipal Clerks Association Quarterly Meeting – June 2020
- Elsmere Penetration Test Results Meeting – July 2020
- Delaware Municipal Clerks Association Quarterly Meeting – September 2020
- Elsmere Continuity of Operations Planning Workshop – September 2020
- DFIT - October 2020
- Delaware Municipal Clerks Association Quarterly Meeting – December 2020

EVENTS

During 2020 were scheduled to hold a number of Events for the residents. These events are listed below.

- **Easter Egg Hunt** April 4, 2020 – CANCELLED/COVID-19
- **Town Wide Yard Sale** April 18, 2020 - CANCELLED/COVID-19
- **Town Wide Clean Up Day** April 25, 2020 - CANCELLED/COVID-19
- **Movies in the Parks** June 19, 2020 – CANCELLED/COVID-19
- **Movies in the Parks** August 21, 2020– CANCELLED/COVID-19
- **Dog Fair** September 5, 2020 – CANCELLED/COVID-19
- **Fall Festival** October 10, 2020– CANCELLED/COVID-19
- **Halloween Spooktacular Movie Event** October 30, 2020 – CANCELLED/COVID-19
- **Holiday Tree Lighting Ceremony** December 11, 2020 – CANCELLED/COVID-19
- **Holiday Parade** December 13, 2020 – CANCELLED/COVID-19
- **Best Decorated House Contest** December 14th & 16th, 2020

Unfortunately, due to the unprecedented COVID-19 Pandemic, the Town was forced to cancel all events except the Best Decorated House Contest which could be conducted with social distancing in place.

COMPREHENSIVE PLAN UPDATE

The Administration Department oversaw the 2020 Update to the Comprehensive Plan with the cooperation of the Code Enforcement Department and the University of Delaware whom was contracted by the Town to develop the plan. Due to the ongoing Coronavirus Pandemic, the Town was forced the request an extension from the Office of State Planning because we were unable to hold our public outreach events due to gathering restrictions. Ultimately, we were able to hold the workshops virtually and move forward with the Plan.

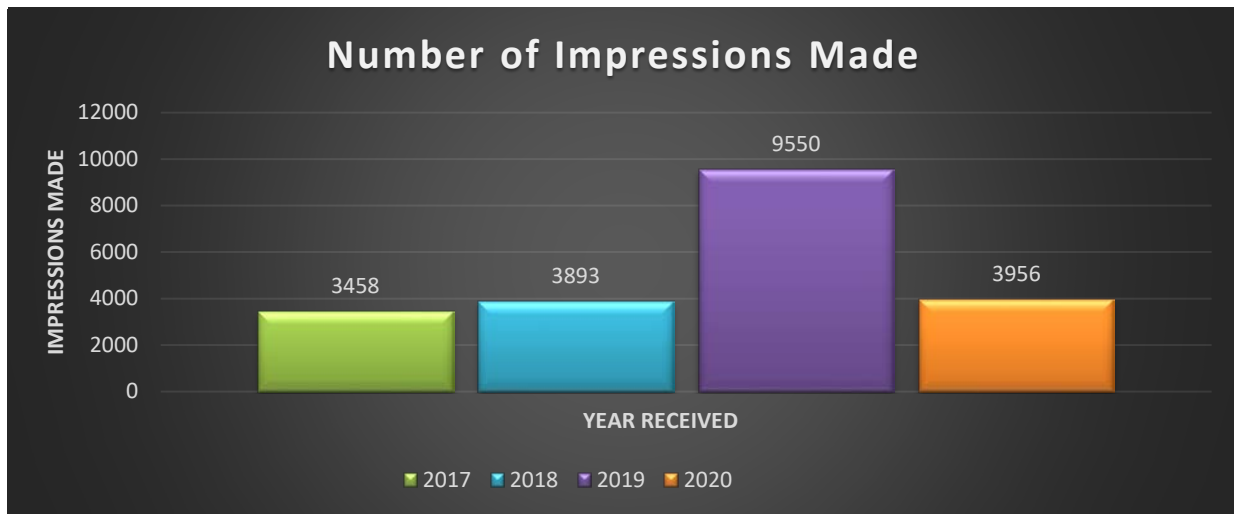
The Mayor and Council approved the submission of the Draft 2020 Comprehensive Plan to the PLUS Process on August 8th. The PLUS hearing was held on September 23rd and the Town received no comments which prevented the adoption of the Plan. When the written comments were received, they were addressed and incorporated into the plan and the final draft was submitted to the Mayor and Council for Final Approval as Ordinance 656 which received approval by Council on January 8, 2021 for First and Second Reading and February 11, 2021 for Third and Final Reading. At this point, we are awaiting the Governor's signature so that we can begin implementing the Comprehensive Plan and making the necessary changes to the Town's code.

STORMWATER PERMIT

The Town of Elsmere holds a National Pollutant Discharge Elimination System (NPDES) Permit. We are one of five co-permittees with New Castle County and DelDOT as the Primary Permittees. The permit has a number of requirements and the following are some of the statistics. The Administration Department is responsible for tracking the status, maintaining documentation, completing and submitting documentation for this permit.

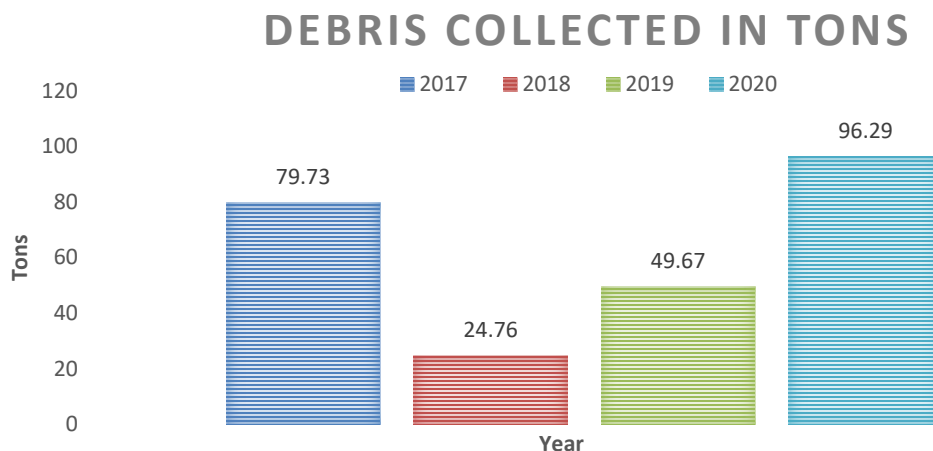
IMPRESSIONS:

As a co-permittee we are required to make 3175 Impressions. An impression is anything which educates the public on the importance of stormwater management and water quality. Below shows the number of impressions made in 2017, 2018, 2019 and 2020.



SPECIAL WASTE/STREET SWEEPER/EIA CREDIT:

One of the requirements we have under our permit is to run the street sweeper on every street at least once per year, as well as, three specific commercial streets which must be swept 8 times per year. This waste must be disposed of using a special waste permit issued by the Delaware Solid Waste Authority (DSWA). Below, is a chart which shows the tonnage of debris collected under our Special Waste Permits from 2020, 2019, 2018 and 2017. In 2018 the street sweeper broke down and the Town purchased a new unit which was delivered in the Fall 2018. This vehicle purchase explains the decrease in 2018 and the increase again in 2019.



By sweeping the streets more than the minimum number of times required, the Town receives credit for our Water Quality Improvement Plan (WQIP) required Effective Impervious Area (EIA) Reduction. Elsmere is required to reduce or treat 6.83 acres of impervious coverage over the life of the plan. If we do not meet the required reduction, we would need to cost share reduction projects in other parts of New Castle County. This cost share was estimated to cost the Town up to \$683,000.00. We created a daily report and a tracking log, which allowed us to track our street sweeper usage and weights. By using the below formula, which was approved by DNREC, we are applying for a credit of more than our required reduction for 2020.

Approved Formula:

“Following MDE’s Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated guidance, I calculated the EIA treated following the mass loading approach for street sweeping. This method is preferred because Elsmere can verify with dump tickets. The method requires using the dry fraction of waste; 70% of the total tons collected is the dry fraction. Then the impervious acre equivalent of 0.40 is applied.”

2020 EIA Calculation

	96.29	2020 Total Tons Collected
-	16.12	Tons associated with required sweeping
	80.17	Subtotal of additional sweeping
x	70%	Dry Fraction of Waste
	56.12	Subtotal – Dry Weight
x	0.40	EIA Credit Ratio
	22.44	ACRES ELIGIBLE FOR EIA CREDIT

ACRONYMS

DNREC – Department of Natural Resources and Environmental Control

DSWA – Delaware Solid Waste Authority.

EIA – Effective Impervious Area – Square footage or other unit of area measurement that is directly connected to the drainage collection system and can include street surfaces, paved driveways, sidewalks connected to road curbing, rooftops which hydraulically connect to storm sewers and parking lots.

MDE – Maryland Department of Environment.

NPDES – National Pollutant Discharge Elimination System.

WQIP – Water Quality Improvement Plan