

Town Buildings Closed to Public

Published on Mar 18, 2020 at 12:00 a.m.

Until further notice, Town of Delmar buildings and offices will be closed to the general public starting 8:00 a.m. March 19, 2020. We want to do our part in limiting the transmission of the COVID-19 virus and limiting exposure to our constituents and staff. This includes Town Hall, Public Works Department, Public Safety Building and Wastewater Treatment Facility, no general public entrance during regular business hours between 8:00 a.m. to 4:30 p.m.

We will continue to monitor the situation and determine the schedule to reopen upon information and guidelines provided by the Center Disease Control and Department of Health and Social Services. Business will go on as usual, just a few changes will need to take place.

Utility/Tax /Miscellaneous Payments and Services - The Town encourages residents to utilize the variety of means to pay your utility or tax payments. Please visit our website and make on-line payments or send payment by mail US Postal Services, as well as payments can be made thru use of our 24 hour drop box, over the phone or through our drive-thru window. Additionally all **deeds and property transfers** will be processed through the drive-thru window. The drive thru window will be open Monday – Friday, from 8:30am – 4:00pm. Questions pertaining Utilities or Tax payments should be directed to the main office (410) 896-2777 or (302) 846-2664 Ext. 100

Financial – All Accounts Payable, financial Inquiries, receipts, Purchase Order Request, Contractor Request for Payments, etc. should be directed to Heather Chandler via telephone or email. (Contact Information Below).

Building Permits - Applications can be obtained from the Town's website or thru the drive-thru window. All payments will be received at the drive-thru window. **Questions pertaining to the Planning Commission and/or Building Permits** should be directed to Community Development Coordinator William Hardin or Code Enforcement Liz Peek. (See Contact Information Below.)

New Construction Inspections - Until further notice, inspections for new construction are still permitted, the Town Inspector will continue to conduct inspections independently by scheduled appointments. Please contact Community Development Coordinator William Hardin (See Contact Information Below)

Rental Inspections – Rental Inspections have been suspended until further notice. The Town will be sending out invoices and receiving payment for the annual Rental License Fees. Inspections will be rescheduled at a later time. Any questions about the rental inspections or rental fees, please contact directly the Code Enforcement Officer, Liz Peek. (Contact Information Below)

Professional and Outside Skilled Services - All interactions will be conducted via email communications or via telephone conferences.

Delmar Police Officers will continue to respond to calls. Contact (410) 896-3131 for non-emergency matters. In the event of an emergency, call 9-1-1.

Public Works Department will continue to respond to calls and provide normal routine services, while keeping social distance in the public as well as work space.

Wastewater Treatment Facility / Water Treatment – will continue with the daily necessary routine matters. Only vendors with delivery are permitted to the facilities and must maintain a safe social distance. No Sales Representatives are permitted on site, conduct all sales business via telephone or email communication.

Town Parks – Until further notice the Town will suspend the rental of the Town Public Parks in an effort not to encourage large gathering that could potentially contribute the transmission of the COVID-19 virus.

Town staff will continue to work while offices remain closed to the public. If you have a question for a staff member please reach out. Town staff are available through email and telephone. Please contact the following departments through these numbers:

All Administrative Team Members can be reached at either (410) 896-2777 or (302) 846-2664 – see Extensions and Email Addresses

Administrative Team		
Position	Ext.	Email Addresses
Main Office / Clerk – Amanda Taylor	100	delmartownnhall@verizon.net
Human Resources/Benefits-Starr Conaway	101	sconaway.delmar@verizon.net
Town Manager – Sara Bynum-King	105	townmgr.delmar@verizon.net
Supervisor of Finances – Heather Chandler	106	hchandler.delmar@verizon.net
Office Manager – Kimberly Layton	107	klayton.delmar@verizon.net
Community Dev. Coord. – William Hardin	103	whardin.delmar@verizon.net
Clerk of Council – Cindy Fisher	102	Cfisher.delmar@verizon.net
Code Enforcement Officer – Liz Peek	104	ceo.delmar@gmail.com
Essential Operating Departments		
Position	Phone Number	Email Addresses
Chief of Police – Ivan Barkley, Sr.	410.896.3131	chief@demarpolice.com
Public Works Director – Jerome Reid	302.846.3696	wtp.delmar@verizon.net
WWTP – Superintendent – Frank Daniels	410.896.3233	fdani.delmarwwtp@gmail.com

Thank you for your patience, understanding and cooperation. Given the nature of the current environment, this notice is subject to change on a daily basis.

Please Be Safe and Stay Healthy.

Prepared by: Sara Bynum-King, Town Manager
3/18/2020