

WL Mitchell Consulting, LLC	
Qtr 2 Report for Communications	
April 2022	
Tasks	Status
Planning, scheduling and attendance for senior staff, budget and other meetings	Monthly
Covid research and implementation for continuing policies, etc.	Complete
Prep for council meeting/Research for and prepare remarks	Monthly
EMS - COVID testing at twp and contract evaluation - Research, Coordination, Implementaion, Legal	Complete
Constituent Services - At the direction of the Mayor, handle responses to inquiries made to the Mayor or through township website	Continuous
Township Wedding Ceremonies - Coordinate scheduling, Kim Bogie license issuance, communications with brides to have the Mayor perform weddings at the township building, draft ceremonies, attend, record, photograph and/or video (supplied only to couple)upon request.	Continuous
Coordination with county staff and elected officials to follow up with ongoing issues the Mayor is handling	Continuous
Social media/website drafting and posting	Continuous
Social Media Monitoring	Continuous/ Daily
Delran Public Safety Departments (Police, Fire, EMS, Emergency Management) - 24/7 availability for coordinating of outbound communications on emergent issues and special events or notices with all departments involved at the direction of the Mayor	Continuous
Veteran Affairs - Communicating with Delran Veterans and veteran families in need of assistance with Veterans issues under the direction of the Mayor and coordinate with VFW, County VA, State VA and Federal officials.	Continuous
Plan Endorsement Visioning- Work with the Mayor to setup Visioning meetings with the Visioning Committee	Continuous
Welcome Committee- Chair, prepping webpage content, set up meetings	Continuous

Electric Vehicle (EV) research with Green Team and Construction Dept. regarding new construction projects and EV charging stations, and new state statute requirements for Multi Family and new construction. Investigate costs and research grant options for EV purchasing for Township	Ongoing
Review Planning and Zoning info (research)	Continuous
Coordinate with DPW for Clean Up Days, Leaf/Branch Collection, Bag UP! and other constituent issues	Complete
Discussions with Green Team Re: Arbor Day, proclamations, EV, grants, etc.	Complete
Storywalk - Along with the Mayor and Admin, set up and attended meetings and planning Storywalk at DCP with Millbridge staff, deliver letters and communicate with local businesses and community groups	Ongoing- deadline extended by DEF
Carli Lloyd donation of Teqball table for DCP - coordinated with the Admin in setting up donation	Awaiting completion by Admin/DPW
Crab Du Jour Event - Coordinating with the Mayor and CDJ owners to include Mayor, Council, First Responders and County and state Elected officials at their 2 year anniversary event, create flyer and marketing for private event and press invites. Create front facing information and circulate with CDJ mgmt, Invitations sent out to all for private event and coordinate charity portion with DPD, FIRE, EMS, and others	Complete
Meeting with Joe B. and Mayor re: Recreation, PSEG, Fields, Paving on Chester, DCP lighting, Jake's Place, Affordable Income Limit changes for 2021	Complete
Begin full rewrites of Parks and Rec pages on website	Reviewing accuracy and art
Relay relevant information to Council at the direction of Admin and Mayor	Continuous
Discussed and coordinated with resident regarding proclamation/congratulations for resident graduating from Coast Guard Academy-prep and proof proclamation with KB	Complete
Set up meeting re: Water's Edge	Complete
Respond to TCSC and DEF regarding special event questions and refer and funnel to appropriate parties	Complete
Address draft art and post regarding cancellation of easter egg hunt and coordinate with Calvary church regarding their event	Complete
Set and attend meeting with dept heads regarding carpet disposal issues, regarding contract and public facing policy	Complete
Resident issues regarding Friendship Park, coordinate with Mayor, DPD, and DPW	Complete

Coordinate with EMS for various issues and upcoming events over the next few months: shared service, blood drive, merch sale, cornhole and engage local business for location setup	Ongoing-upcoming
Coordinate with Admin, RAC and DEF regarding DCP annual back to school block party	Complete
Coordinate with surrounding Rivertowns for Juneteenth Celebration and Fourth of July events	Complete
Research surrounding municipality's ordinances and state statutes for consideration of new administrative policies	Ongoing
Coordinate with NJ Human Services and BurlCo Human Services to assist resident with accessing disability resources and issues related to delays in process	Complete
Planning and coordination for Delran pride in our community clean up initiatives, seeking volunteers, scheduling and promotion	Ongoing through summer
Burlington County Stigma Free initiative research and implementation	Complete
Revamp of Social Services sections of website	Ongoing
Coordinate public outreach for EMS Day, Summer Camp, and other events	Partially Complete
Coordination of grant sourcing for DPD and EMS	Continuous

May 2022

Tasks	Status
Storywalk - Along with the Mayor, engineer and Admin, set up and attended meetings and planning Storywalk at DCP with Millbridge staff	Ongoing-Deadline extended by DEF
Circulate communication promoting for car seat check event with DPD and local child care centers	Complete
Prep for Council meetings, research, and prepare remarks	Monthly
Planning, scheduling and attend senior staff and other meetings with the Mayor	Continuous
Constituent Services - At the direction of the Mayor, handle responses to inquiries made to the Mayor or through township website	Continuous
Township Wedding Ceremonies - Coordinate scheduling, Kim Bogie license issuance, communications with brides to have the Mayor perform weddings at the township building, draft ceremonies, attend, record, photograph and/or video (supplied only to couple)upon request.	Continuous
Coordination with county staff and elected officials to follow up with ongoing issues the Mayor is handling	Continuous
Social media/website drafting and posting	Continuous

Delran Public Safety Departments (Police, Fire, EMS, Emergency Management) - 24/7 availability for coordinating of outbound communications on emergent issues and special events or notices with all departments involved at the direction of the Mayor	Contiuous
Social Media Monitoring	Continuous/ Daily
Veteran Affairs - Communicating with Delran Veterans and veteran families in need of assistance with Veterans issues under the direction of the Mayor and coordinate with VFW, County VA, State VA and Federal officials.	Continuous
Plan Endorsement Visioning- Working with the Mayor doing follow up for Visioning meetings with the regional Visioning Committee	Continuous
Carli Lloyd donation of Teqball table for DCP - coordinate with the Admin in setting up donation	Awaiting completion by Admin/DPW
Review Planning and Zoning info at the request of the Mayor	Continuous
Communications and outreach for Delran Resident(s) suffering from formula shortage/ coordinate with other munipalities, press and others.	Ongoing
Set up Television interviews regarding Formula shortage with NBC10, Fox 29 and Telemundo.	Complete
June 2022	
Tasks	Status
Storywalk - at the request of the Mayor, met with Jim W. (CME) to coordinate the planned Storywalk and new Bikepath- planning with DEF	Ongoing- Deadline TBD (Sept?)
Veteran Affairs/services- new plan discussion for Totally Disabled Veterans	Ongoing
Crab Du Jour Event - Coordinating with the Mayor and CDJ owners to include Mayor, Council, First Responders and County and state Elected officials at their 2 year anniversary event, create flyer and marketing for private event and press invites. Create front facing information and circulate with CDJ mgmt	Complete
Prep for Council meetings, research, prepare remarks, attend meetings	Continuous
Planning, scheduling for senior staff and other meetings with the Mayor and Administrator	Continuous
Constituent Services - At the direction of the Mayor, handle responses to inquiries made to the Mayor or through township website	Continuous

Township Wedding Ceremonies - Coordinate scheduling, Kim Bogie license issuance, communications with brides to have the Mayor perform weddings at the township building, draft ceremonies, attend, record, photograph and/or video (supplied only to couple) upon request.	Continuous
Veteran Affairs - Communicating with Delran Veterans and veteran families in need of assistance with Veterans issues under the direction of the Mayor and coordinate with VFW, County VA, State VA and Federal officials.	Continuous
Coordination with county staff and elected officials to follow up with Hartford Road issue with the Mayor	Continuous
Assessment for Website overhaul and changes to dated info	Continuous
Social media/website drafting and posting	Continuous
Delran Public Safety Departments (Police, Fire, EMS, Emergency Management) - 24/7 availability for coordinating of outbound communications on emergent issues and special events or notices with all departments involved at the direction of the Mayor	Continuous
Social Media Monitoring	Continuous/ Daily
Attend with the Mayor and Councilman Jeney, Roundtable Zoom meeting with Assemblywoman Murphy and follow up for We Value Our Veterans.	Complete
Attend NJ Cannabis Committee meeting- research regarding same	Complete
Review Planning and Zoning info in preparation for public facing information	Continuous
Plan Endorsement Visioning- Schedule and attend Visioning meetings with Mayor and the Regional Visioning Committee.	Continuous
Meetings- prep and attendance- areas in need of redevelopment- Mayor and others	Complete
Planning for meeting with Jersey Access Group and discussion with Joe B. and the Mayor regarding Public Access TV	Delayed until Sept.
Added Instagram account to township's social media accounts @delrantownshipmunicipal	Complete
Met with and discussed Public access/ TV/ bulletin board options with Comcast Gov. Affairs rep.	Complete
Discussion regarding changes to 2022 Affordable Housing income limits/ updating info on website	Complete
Discussions regarding signage and additional upgrades for Jakes Place	Complete
Discussed Truck traffic/resident issues regarding Simon and Shuster/speeding issues with Mayor and DPD	Complete

Constituent issue referred by Assemblyman Conaway's office- interdepartmental discussion regarding resolution to wild animal control concerns	Complete
PSEG Storm prep- sit in on zoom, compile assets for distribution	Complete
Coordinate, set up, and send out notifications regarding Town Hall meeting for Riverside Park residents regarding ACE	Complete
Delran Night Out discussions with TB, CR, Mayor, and others for vendors, parking, water, etc. Dissemination of info on social media and website	Complete
Create and update various sections of township website (VA, Affordable, Special Needs, Stigma Free, etc.), address coding issues for funneling and distribution of inquiries.	Continuous- dependant on new resources
Prepare press release for Tree City USA for Public Meeting	Complete
Introduce local business to Delran AA for the purpose of sponsoring AA activities	Complete
Disseminate information for various RAC Summer events and activities	Complete
Research Recycle Coach Activity packets for DPW and Green Team	Ongoing- Cost assesment
Coordinate water donation from St Charles Church to Delran township for DNO and Summer Camp	Complete
Discussion and research with Mayor and Admin regarding restoration of energy tax receipts	Complete
Attend Press conference (zoom) for Energy Tax receipts restoration w/ League of Municipalities and the Conference of Mayors and research NJ legislation for follow up	Complete
Contact and coordinate w/ parents of Special Olympics Gold Medialist Armani Marino for proclamation for July public meeting	Proclamation for July
Reinstitute condolence letters for families of Delran residents who have passed away	Reinitiated-Ongoing
Addressing issues with MSW, contact other municipalities for research, draft information for dissemination to residents and others	Ongoing