

Townsend Town Council Meeting Agenda
November 1st, 2023 @ 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. Recognition of Visitors:
 - D. 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 the October 4th, 2023, Town Council Meeting.
 - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the October 25th, 2023, Town Council Special Meeting.
 - C. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the October 25th, 2023, Town Council Special Meeting Executive Session.
- VI. Departmental Reports:
 - A. Mayor Scott Lobdell
 - a. **ACTION ITEM:** Discussion and possible vote on Town goals.
 - b. **ACTION ITEM:** Discussion and possible vote on Resolution 2023-015 A Resolution to recognize November as Lung Cancer Awareness month.
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Edwin Van-Otoo
 - F. Town Manager Antonina Tantillo
 - a. **ACTION ITEM:** Discussion and possible vote regarding Town Park electrical upgrades.
 - b. **ACTION ITEM:** Discussion and possible vote regarding Town Park Irrigation system.
- VII. Committee Reports
 - A. **Finance Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Bangura
 - 1. Review and possible discussion on the September 2023 Budget vs. Actual Reports.
 - B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor Lobdell

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.

C. **Public Works and Land Use Development Committee:** Chair: Councilman Bangura, Co-Chair: Councilman Chapman

1. Discussion regarding Community Center Options.

D. **Public Safety Committee:** Chair: Councilman Suhr, Co-Chair: Councilman Mertz

E. **Community Engagement Committee:** Chair: Councilman Mertz

1. Update on Community Events.

F. **Code Review Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Mertz

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

VIII. Discussion of future agenda items.

IX. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(2) and (4), the Town Council will consider a motion to meet in executive session for a strategy session, which will include legal advice or opinions from an attorney-at-law, with respect to potential litigation, as well as discussions that may have an adverse effect on the bargaining or litigation position of the Town, and 29 Del. C. §10004 (B)(9), the Town Council will consider a motion to meet in executive session for a strategy session, to address personnel matters.

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

XI. **ACTION ITEM:** Possible vote of Council regarding possible holiday bonus.

XII. Adjournment.

1-4. Town Goals

The following goals were developed in 2003 to provide general guidance for Townsend's planning activities and were developed by referencing the Town's previous plans and through discussions with Town officials and residents. In 2020, the Planning Commission revisited these goals and determined that all goals remain relevant. The goals provided below are what Townsend officials and citizens seek to accomplish through the implementation of this plan.

- ☐ Retain and reinforce the identity of the town and its setting within its immediate regional area.
 - [Historical research](#)
- ☐ Preserve and enhance the town's social, cultural, aesthetic, and environmental amenities.
 - [Preservation activities](#)
 - [Social activities](#)
 - [Town Fair,](#)
 - [Harvest Parade, etc.](#)
 - [Community relationships](#)
- ☐ Manage future land uses and transportation systems to adequately address patterns in town for the convenience and well-being of our residents, workers, and visitors.
 - [Roads and sidewalks](#)
- ☐ Coordinate the development of the town with that of the surrounding areas and with the plans of New Castle County and the state of Delaware.
 - [Annexation](#)
 - [Surrounding area development coordination](#)
- ☐ Provide adequate and efficient public facilities, utilities, and services to meet the needs of present and future residents.
 - [Zoning code review \(e.g. language modernization\)](#)
 - [Town webpage enhancement](#)
 - [Work orders/permit tracking](#)
 - [Utilities evaluation](#)
 - [Security of the community](#)
- ☐ Coordinate, manage, and create future land uses in the commercial and/or industrial sectors to attract businesses and create new jobs.
 - [Commercial business development](#)

These overall town goals are discussed in further detail in this document. More specific goals are also presented and discussed in the text where appropriate.



Sponsor:
Mayor Scott Lobdell

**RESOLUTION
2023-015**

A Resolution to Recognize November as Lung Cancer Awareness Month

WHEREAS, the American Lung Cancer Screening Initiative has a mission to spread awareness about the importance of lung cancer screening and has provided information to demonstrate this importance; and

WHEREAS, lung cancer is the second most common cancer in the United States; and

WHEREAS, lung cancer is the deadliest cancer in the United States and the world, accounting for approximately 136,000 annual deaths; and

WHEREAS, most lung cancers are diagnosed at a late stage, equating to 64% of lung cancers being diagnosed at Stage III/IV; and

WHEREAS, the current rate of high-risk individuals who are currently getting screened for lung cancer is only 5.8% of high-risk individuals, meaning that thousands of lives are lost each year due to a lack of awareness; and

WHEREAS, it had been shown that lung cancer screening significantly reduces mortality as it can help to diagnose lung cancer earlier; and

WHEREAS, the U.S. Preventive Services Task Force recommends screening for adults who are: ages 50 to 80, and have a 20 pack-year smoking history, or more, and are a current or former smoker who quit within the past 15 years*

WHEREAS, resources for lung cancer screening can be found through the American Lung Cancer Screening Initiative website and the American College of Radiology website.

NOW, THEREFORE, BE IT RESOLVED that Council Members Scott Lobdell, Joshua Mertz, Joseph Bangura, Matthew Chapman, and Marcus Suhr along with the Town Staff and Town Residents would like to designate November 2023 as Lung Cancer Awareness Month and encourage residents to raise awareness about the resources available to screen for the disease early on.

BE IT FURTHER RESOLVED that the Town of Townsend will share resources to raise awareness about the screening opportunities available.

Dated: November 1st, 2023

Scott Lobdell

Joshua Mertz

Joseph Bangura

Matthew Chapman

Marcus Suhr



TOWNSEND POLICE DEPARTMENT

661 South Street, PO Box 223, Townsend, DE 19734
302-464-1262 Office
302-378-7099 Fax



NOVEMBER 2023 Town Council Report

The information provided herein is from OCTOBER 1, 2023 – OCTOBER 26, 2023

1. 24 total reported incidents in town
 - 2 – Public Assist
 - 2 - Assist Other Agency
 - 1 - Investigation
 - 1 – Stolen Vehicle (Recovered / Returned to victim)
 - 1 - Alarm
 - 1 - Welfare Check
 - 1 - Assault
 - 1 - Animal Complaint
 - 1 - Domestic
 - 1 - Fugitive
 - 1 - MV Crash
 - 1 - Court Violation
 - 1 - Follow Up Investigation
 - 9 complaints handled by DSP
2. Conducted 12 School Traffic Post's
3. Our new radios are installed in vehicles.
4. Two (2) Community Outreach events (Trunk or Treat & Speaking at Scout's meeting)
5. Participated in National Prescription Drug Take Back Event
6. Sgt. McCloskey attended / Instructor Certification Course
7. Assisted Rehoboth Beach PD Sea Witch Security Detail.
8. Our total savings to date remains **\$105,966.68** as of 6/29/2023
9. Grants funding remains **\$160,970.39** as of 9/13/2023.

Sincerely,

Robert J. Longo, Chief of Police

TOWN OF TOWNSEND - MONTHLY ENGINEERING REPORT | NOVEMBER 2023

TO: Antonina Tantillo, MPA, Town Manager
FROM: Edwin Van-Otoo, PE
RE: Town of Townsend | Monthly Engineering Report
DATE: November 1, 2023

Remington & Vernick Engineers (RVE) is pleased to provide this status update about various capital and planning projects in the Town.

Should you have any questions please contact me at (302) 266-0212, extension 1908.

CAPITAL PROJECTS

1. **Townsend Municipal Park Gazebo Stone Masonry Replacement (DNTET107)**
 - The reconstruction of the stone masonry facade at the gazebo is completed.
2. **Wetland Delineation – Finley Street (DNTET104)**
 - Submitted USACE Nationwide Permit during week of October 9, 2023. Review period is approximately 45 days.
 - Received environmental review by DNREC on September 29, 2023.
 - Concept plans with design options to be prepared after approval of the USACE Nationwide permit.
3. **Townsend Municipal Park Irrigation (DNTET105)**
 - Opened bid for irrigation system on the multi-purpose and baseball fields on October 25, 2023.
 - Temporary electrical connection | Well pump testing approved on October 25, 2023. Scheduling of well pump testing with electrical contractor and well pump contractor to be set up during the week of October 30, 2023.
 - Permanent electrical connection | Two electrical contractor proposals received and another one is pending. Delmarva Power to be contacted during the week of October 30, 2023, to discuss installation of electrical panel next to Well #2 to supply power to the existing well pump.
4. **Surface Water Matching Planning Grant Program (DNTET101)**
 - Draft of master stormwater report for hydraulic study and analysis for the stormwater system in Townsend Proper submitted to Town for review on October 25, 2023. Presentation to summarize report tentatively scheduled for December 6, 2023, Council meeting.

PLANNING PROJECTS

1. Townsend Village I (DNTEP013)

- The Developer continues construction in basin. Work includes re-grading existing slopes, stabilizing slopes with erosion control matting, and replacing deteriorated outfall pipes. The existing stormwater basins are located behind 231 Edgar Road & behind Marilyn Court.
- The completion of the project is weather permitting. The initial timeline for completion provided by the Developer was approximately 4 weeks for each basin restoration.

2. The Woods at Hidden Creek (DNTEP082)

- Ongoing construction of residential lots. Recently review Lines and Grades plan for Lots 26, 29 and 31.



Town of Townsend Town Manager's Report

For the November 1st, 2023, Town Council Meeting

October 27th, 2023

Dear Mayor and Council,

The followings are items of significance to serve as the basis for discussion at Council meeting and to inform Town Council of the activities of the Town administration. This is not a comprehensive list of activities over the last month however, it is intended to provide a briefing on activities.

Public Works/ Public Works Building/ Pole Barn/ Additional Town Properties

RVE has completed the wetlands delineation at the Finley Street Town parcel and is coordinating with the Army Corp of Engineers and New Castle County please refer to the Engineers report for more details.

The new Town property has been purchased at 201 Main St. utilizing ARPA funds. The use of the property is to be determined. I have had concept plans drawn for the location which were presented at the 9/20/23 Town Council Special Meeting. Ongoing discussions are necessary to determine what to place in this location.

The sinkhole project to be completed by SPS has begun and should be completed in the coming weeks. The following locations have been completed thus far:

- 18 Brook Ramble
- 324 Sunnyside Lane

Additional investigation by SPS is necessary for 13 and 4 Brook Ramble by SPS and is to be completed shortly.

The bushes in median at the Townsend Municipal Park has been completed.

Human Resources

I am reviewing and interviewing for the Administrative Assistant position and will hire as soon as possible.

Solar Speed Limit Signs

The Town has received the CTF agreement from Representative Spiegelman to proceed with the solar speed limit signs. The Town has eight signs from Radarsign and the agreement has been approved for signs in the following locations:

- i. Northbound on Brook Ramble Lane in the Townsend Station Development- To be installed 1st week of October.
- ii. Northbound on Edgar Rd. in the Townsend Village Development- **INSTALLED**
- iii. Southbound on South St. in the Townsend Village II Development- **INSTALLED**
- iv. Northbound on South St. in the Townsend Village II Development- **INSTALLED**
- v. Westbound on Main Street- near the Fire Department traveling into the heart of Town.
- vi. East Bound on Main Street- near the Kaitlyn entrance to TVI traveling into the heart of Town.
- vii. Southbound on Wiggins Mill Rd- traveling towards the heart of Town. - **INSTALLED**
- viii. Northbound on Commerce St- traveling into the heart of Town.

The signs are continuing to be installed and will assist with traffic control and speeding concerns in Town.

Surface Water Matching Planning Grant.

TE Van-Otoo and his team are continuing to work on this project. As previously discussed, and approved, the Town received a second grant for this project in the amount of \$24,900, which assisted in decreasing the Town's match for this project. A report and presentation on this project will be provided at the December Council Meeting.

DeIDOT

DeIDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. A public workshop was held on January 4th at 5 pm at Town Hall and a survey regarding bicycle/ pedestrian improvement is available to contribute to on the Town website. We are awaiting DeIDOT's next steps on this project.

The 2022-2023 TAP Grant application has been approved by DeIDOT and the project kick-off meeting has been held and DeIDOT and the engineering group they contracted- Rossi- is working to begin the data collection and research portion of their project. Public Workshops related to this project will be held in the new year once the data collection phase is completed.

Annexation/Development

I continue to work on the annexation of properties into Town. I have been notified that New Castle County voted to proceed with the authorization of annexation of Parcel # 14-016.00-047, 6170 Summit Bridge Road. We will continue to prepare this annexation for PLUS and a Town Council vote.

I continue to be contacted by those interested in annexing into Town. Both residential and commercial interest have been expressed and I am contacted often each month.

The Planning Commission has finalized the recommendations for parcels to add to the Future Land Use & Growth & Annexation Areas Map, and the map has been submitted to PLUS for the amendment. This is on the PLUS agenda for November 15th.

American Rescue Plan

Regarding the American Rescue Plan, we have already authorized the expense of engineering for the Pole Barn, Bonuses, and for the following items for the Townsend Police Department- new vehicles, inspections, and the lettering of the vehicles; contingent on the vehicle inspections; new Police radios, and mobile police vehicle recording systems, the purchase of property, cameras at the Town Park and Police Department Security Enhancements.

Additional research and conversations have begun and are ongoing for additional projects.

Here is the current ARPA breakdown:

Total ARPA Awarded= \$790,706.26

Townsend General-

- Barnes & Thornburg Legal Services for ARPA= \$3,082.76
- Bonuses= \$13,000.00
- OPRT Irrigation Project Match= \$37,600.00
- Real Estate Purchase = \$96,364.29
- Total General= \$150,047.05

Townsend Public Works

- Professional Engineering Design Services for Townsend Pole Barn Building- \$53,900
- Town Park Gazebo= \$27,750.00
- Assigned in FY 2024 Budget- Capital Expenses - Pole Barn- \$200,000.00
- Total PW= \$281,650.00

Townsend Police Department-

- New vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections- Not to exceed \$24,121.27.
- New Police radios- \$23,365.84
- Mobile police vehicle recording systems- \$34,560.00.
- Bonuses= \$1,500.00
- Park Cameras & 2-year contract= \$35,176.00
- Police Department Door Repairs= \$14,490.00
- Police Department Security Enhancements= \$17,070.00
- TOTAL PD= \$150,283.11

Overall Total Obligated= \$581,980.16

Total Remainder= \$208,726.1

Town Events

The Town participated in the Townsend Elementary Trunk or Treat on 10/20. Thank you to Casella for donating pumpkins to give to students who attended.

In honor of Veterans Day, the Town of Townsend is collecting donations and letters of support for the Brian Conley Veteran Resiliency Center. Additional details on needs for donations can be found on the Town website. Donations will be accepted until 11/8/23.

The Town is collecting non-perishable food in partnership with the Delaware Veterans Support Association Drive. Donations can be made to Town Hall until 12/1/23.

Grants

We have been working on numerous grant applications and we are currently awaiting notifications of award or denial. The grants include:

1. DE Nature Society & Delmarva Power Sustainable Communities Grant- to address resiliency related to solar installation. We have graciously received this grant in the amount of **\$3,975**. The last step is for Advanced Solar to complete the paperwork for Delmarva Power to allow us to receive credit for the electricity we are receiving from the panels- they have advised they are completing this.
2. A second DNREC Surface Water Matching Planning Grant Application has been received in the amount of **\$24,900** for additional grant funding to the Townsend Stormwater Management Study.
3. DNREC ORPT grant match in the amount of **\$37,600** for an irrigation system for the Town Municipal Park's Multipurpose and Baseball fields has been awarded to the Town. Town Council has committed to matching this with ARPA funds. We are finalizing the details for this work to go out to bid, please refer to the Engineer's report for the status on this project.
4. The DelDOT TAP Grant application has been approved to "The TAP project intends to focus on improving pedestrian accessibility and connections on and around Main Street as indicated in your application. Pending your sponsor participation, the TAP award for this project will continue into Professional Engineering design and construction phases with selected or prioritized items based on available funding. We will also investigate South Street as far as streetscape improvement options." Representative Spiegelman and Senator Hoffner have graciously agreed to provide the grant match in the amount of \$60,000. The project has begun as noted above.
5. A federal grant application has been submitted on 8/14/23 for a feasibility study and preliminary engineering and design to explore safe railroad crossing options for the heart of Town.

6. A 2023 Cycling Infrastructure Innovation Application has been submitted on 8/30/23 to the Delaware Bicycle Council for a feasibility study and engineering design project for new bike paths to be constructed through open space areas to connect TVI and TVII west and provide safer access to the Townsend Municipal Park. A site meeting with the Innovation Grant Working Group was held on 10/24 and the Working Group will be deciding on their grant awards at their 12/6 meeting.
7. An ORPT grant application was submitted on 9/15/23 to fund the acquisition of property and a planning study for development of future additional recreational areas throughout Town.
8. An application to address pedestrian and bicycle safe access along Wiggins Mill Road has been submitted on 9/22 through the Delaware Bicycle and Pedestrian Funding Pool program.
- 9.

Administrative Matters * As of 10/27/23**

October Licenses Issued: Contractors Licenses Issued: 14
Business Licenses Issued: 0
Rental Licenses Issued: 1

October Permits: 12 permits issued.
6 permits closed and issued a final approval letter.
2 permits closed and issued a Certificate of Occupancy
27 Inspections Completed

October Violations Issued: 10 violation notices issued to include topics such as the following:

- | | |
|--------------------------------------|-------------------------|
| - Unpermitted Work | - Nuisance property |
| - Dumpster in a Residential district | - Parking on a sidewalk |

Should you have any questions or concerns regarding the details of this report or other Town matters, please contact me directly at Town Hall 302-378-8082 or via email at atantillo@townsend.delaware.gov.

Sincerely,

Antonina Tantillo

Antonina Tantillo, MPA
Town Manager, Town of Townsend



University Office Plaza, Bellevue Building
262 Chapman Road, Suite 105
Newark, DE 19702
O: (302) 266-0212
F: (302) 266-6208

October 27, 2023

Ms. Antonina Tantillo, MPA
Town Manager
Town of Townsend
141 Main Street
Townsend, DE 19734

**RE: Letter of Recommendation
Townsend Municipal Park Irrigation System
0 Edgar Road
Townsend, DE 19734
Town of Townsend
RVE File#: DNTET105**

Dear Ms. Tantillo:

Remington & Vernick Engineers (RVE) has reviewed the bids received on October 25, 2023, for the above referenced project, and has found no discrepancies in the bid submitted by the apparent low bidder, Delaware Environmental Construction Services (hereafter referred to as "Contractor"). A total of 1 bid was received for this project in the amount of \$125,437.00.

The Contractor submitted their bid for the Base Bid work in the amount of \$125,437.00. A copy of the bid tabulation has been enclosed for your reference.

RVE therefore recommends award of the Base Bid, in the total amount of \$125,437.00, contingent upon funds being available and upon receiving authorization to award from all funding agencies.

Should you have any questions, please feel free to contact our office at (302) 266-0212

Sincerely,
REMINGTON & VERNICK ENGINEERS
By

Edwin Van-Otoo, P.E.
Town Engineer

Letter of Recommendation
Townsend Municipal Park Irrigation System
0 Edgar Road
Page 2 of 2

Enclosure

cc: Kelsey Gallagher, Town of Townsend, Administrative Assistant (via email)
Jennifer Helms, Town of Townsend, Financial Officer (via email)
Michael Tholstrup, MPA, AICP, CPSI, DNREC, Parks Planning Manager (via email)
Christopher J. Fazio, P.E., C.M.E., Executive Vice President
Dominick Falcone, EIT, Project Manager
Raymond Ruczynski, Jr., Manager of Construction Inspection Services

BID TABULATION

PROJECT NAME:

Townsend Municipal Park Irrigation System

PROJECT NUMBER:

DNTET105

Client:

Town of Townsend

**Delaware Environmental
Construction Services**
935 Rahway Drive
Newark, Delaware, 19711
302-544-2086

Base Bid				302-544-2086	
#	DESCRIPTION	QUANTITY & UNITS		UNIT PRICE	TOTAL
1	Mobilization (Max. \$10,000)	1	LS	\$10,000.00	\$10,000.00
2	Temporary Erosion & Sediment Control Measures	1	LS	\$10,000.00	\$10,000.00
3	Site Clearing	1	LS	\$3,000.00	\$3,000.00
4	2.5" PVC Pipe and Fittings, Including Trench Excavation & Backfill	290	LF	\$29.00	\$8,410.00
5	2" PVC Pipe and Fittings, Including Trench Excavation & Backfill	305	LF	\$25.00	\$7,625.00
6	2.5" Water Shut-Off Valve	1	EA	\$4,500.00	\$4,500.00
7	2" Water Shut-Off Valve	1	EA	\$3,000.00	\$3,000.00
8	Design, Furnish, and Install Irrigation System for Multi-Purpose Field & Baseball Field	1	LS	\$39,000.00	\$39,000.00
9	Connection to Existing Irrigation Well	2	EA	\$3,500.00	\$7,000.00
10	Install Irrigation Booster Pump, If and Where Directed	2	EA	\$1.00	\$2.00
11	Asphalt Walking Trail Restoration	10	SY	\$500.00	\$5,000.00
12	4" Topsoil, Seed & Straw	1120	SY	\$20.00	\$22,400.00
13	Record Documents	1	LS	\$5,500.00	\$5,500.00
Base Bid Construction Cost Estimate Subtotal:					\$125,437.00



TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
September 30, 2023

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 9/30/2022
Impact Fees: Fire House Impact Fees	11,250.00	1,500.00	(9,750.00)	13%	1,500.00
Donation	-	-	-		2,207.30
Franchise Fees	22,000.00	4,368.51	(17,631.49)	20%	4,656.63
Interest Income	20,000.00	18,503.40	(1,496.60)	93%	10,981.61
Miscellaneous - Office Fees	-	13.40	13.40		6.43
Miscellaneous Income	1,500.00	615.13	(884.87)	41%	770.72
Filing Fees	-	300.00	300.00		-
Property Transfer Taxes	250,000.00	52,407.33	(197,592.67)	21%	48,835.82
Real Estate Property Tax	660,000.00	659,809.97	(190.03)	100%	625,337.66
Grass Cutting Fees	1,500.00	-	(1,500.00)	0%	480.00
Misc Violations	-	300.00	300.00		300.00
Rental Registration Fee	1,600.00	660.00	(940.00)	0%	250.00
Total Administrative Revenue	967,850.00	738,477.74	(229,372.26)	76%	695,326.17
Impact Fees	101,250.00	13,500.00	(87,750.00)	13%	13,500.00
Permits and Fees	62,700.00	15,277.50	(47,422.50)	24%	11,800.00
Town Permits	84,100.00	18,431.96	(65,668.04)	22%	22,658.41
Total Permits & Licenses Revenues	248,050.00	47,209.46	(200,840.54)	19%	47,958.41
Park rental	600.00	875.00	275.00	146%	425.00

Total Park & Recreation Revenues	600.00	875.00	275.00	146%	425.00
Grants Revenue	317,400.00	8,006.25	(309,393.75)	3%	-
Municipal Street Aid Grant	59,600.00	29,581.11	(30,018.89)	50%	29,838.91
Total Grant Revenues	377,000.00	37,587.36	(339,412.64)	10%	29,838.91
Community Events: Donations	1,500.00	1,750.00	250.00	117%	-
Town Fair Donation	2,000.00	1,062.50	(937.50)	53%	-
Community Events: Town Fair	2,000.00	-	(2,000.00)	0%	-
Total Community Events Revenues	5,500.00	2,812.50	(2,687.50)	51%	-
General Fund Revenue Total	1,599,000.00	826,962.06	(772,037.94)	52%	773,548.49

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 9/30/2022
Impact Fees: Fire House Impact Fees	11,250.00	-	(11,250.00)	0%	-
Advertising	450.00	362.98	(87.02)	81%	-
Accounting Audit	25,000.00	-	(25,000.00)	0%	-
PNC Credit Card Fees and Reward Credits	-	(728.48)	(728.48)	-	-
Computer Support	13,300.00	1,887.56	(11,412.44)	14%	1,179.89
Software Support	30,000.00	9,069.71	(20,930.29)	30%	8,425.97
DE League of Local Governmts	2,750.00	1,575.00	(1,175.00)	57%	1,575.00
Decorations	500.00	-	(500.00)	0%	-
Elections Expense	1,000.00	-	(1,000.00)	0%	-
Copier Maintenance Agreement	3,500.00	1,307.97	(2,192.03)	37%	744.76
Town Insurance (General Liab & Property)	25,000.00	11,419.61	(13,580.39)	46%	9,897.00
Maintenance	2,300.00	450.00	(1,850.00)	20%	1,265.39
Membership Fees	400.00	200.00	(200.00)	50%	200.00
General Town Hall Expenses	10,000.00	504.84	(9,495.16)	5%	913.60
Office Equipment	2,000.00	76.98	(1,923.02)	4%	-
Security System @ 141 Main Street	2,000.00	-	(2,000.00)	0%	-

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 9/30/2022
Office Supplies	2,800.00	135.94	(2,664.06)	5%	209.58
Flowers & Gifts	1,000.00	67.99	(932.01)	7%	165.97
Code Red	2,600.00	2,537.50	(62.50)	98%	2,537.50
Postage & Delivery	4,000.00	2,235.08	(1,764.92)	56%	301.12
Town Merchandise/Uniforms	750.00	-	(750.00)	0%	179.96
Professional Fees	120,500.00	47,388.75	(73,111.25)	39%	20,335.25
General Legal	75,000.00	15,665.22	(59,334.78)	21%	12,051.50
Board of Adjustment	5,500.00	4,259.86	(1,240.14)	77%	-
IPA Services	1,000.00	30.00	(970.00)	3%	-
Subscription Fee	1,800.00	1,284.46	(515.54)	71%	731.63
Training Classes	2,500.00	610.00	(1,890.00)	24%	-
Trash Collection Service	226,400.00	56,301.15	(170,098.85)	25%	52,423.42
Travel & Entertainment	1,500.00	33.00	(1,467.00)	2%	-
Utilities - Town Hall	13,300.00	2,954.64	(10,345.36)	22%	3,034.98
Street Lights	96,800.00	25,433.89	(71,366.11)	26%	22,357.88
Unrealized Gains/Losses	0.00	46,918.71	46,918.71		81,704.85
Total Administrative Expenditures	684,900.00	231,982.36	(452,917.64)	34%	220,235.25
Payroll & Benefits	599,700.00	124,992.11	(474,707.89)	21%	101,382.78
Total Payroll Expenditures	599,700.00	124,992.11	(474,707.89)	21%	101,382.78
Professional Fees: Code Enf/Inspections	40,000.00	16,501.25	(23,498.75)	41%	9,343.75
Professional Fees: Lot Grading Reviews	8,000.00	3,300.00	(4,700.00)	41%	-
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%	-
Total Code & Planning Expenditures	49,000.00	19,801.25	(29,198.75)	40%	9,343.75
Town Equipment Fuel	5,000.00	854.67	(4,145.33)	17%	763.15
Park Maintenance Expense	34,500.00	2,190.85	(32,309.15)	6%	1,490.48
Vehicle/Equipment Maintenance	4,200.00	366.84	(3,833.16)	9%	-
Total Park Expenditures	43,700.00	3,412.36	(40,287.64)	8%	2,253.63

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 9/30/2022
Public Works Equipment	3,900.00	88.98	(3,811.02)	2%	-
Public Works Uniforms	1,200.00	-	(1,200.00)	0%	-
Town Landscaping & Beautification	1,500.00	-	(1,500.00)	0%	-
Street Repairs	82,600.00	155.32	(82,444.68)	0%	460.85
Total Public Works Expenditures	89,200.00	244.30	(88,955.70)	0%	460.85
Community Relations	1,250.00	-	(1,250.00)	0%	-
Community Events Expense	8,000.00	1,817.47	(6,182.53)	23%	2,294.60
National Wildlife Foundation/Habitats	500.00	10.15	(489.85)	2%	45.43
Total Community Events Expenditures	9,750.00	1,827.62	(7,922.38)	19%	2,340.03
Capital Expenses	16,500.00	-		0%	115.00
Total Capital Expenditures	16,500.00	-	-	0%	115.00
General Fund Expend Total	1,492,750.00	382,260.00	(1,093,990.00)	26%	336,131.29



TOWN OF TOWNSEND
POLICE FUND INCOME STATEMENT
September 30, 2023

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 9/30/2022
Impact Fees: Public Safety	22,500.00	3,000.00	(19,500.00)	13%	3,000.00
Total Impact Fee Revenue	22,500.00	3,000.00	(19,500.00)	13%	3,000.00
Fines - Police	6,000.00	678.00	(5,322.00)	11%	1,059.59
Miscellaneous Income	3,900.00	2,155.70	(1,744.30)	55%	-
Total Administrative Revenue	9,900.00	2,833.70	(7,066.30)	29%	1,059.59
Transfers In	297,150.00	-	(297,150.00)	0%	-
Total Transfers In	297,150.00	-	(297,150.00)	0%	-
Police Revenue Total	329,550.00	5,833.70	(323,716.30)	2%	4,059.59

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 9/30/2022
Community Relations	1,000.00	517.50	(482.50)	52%	-
Repairs & Maintenance	6,650.00	2,947.63	(3,702.37)	44%	45.90
PD Bldg Expenses	1,500.00	13.98	(1,486.02)	1%	1,098.87
Security System - 661 South St	2,350.00	-	(2,350.00)	0%	-

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 9/30/2022
Computer/Software Expense	1,500.00	234.97	(1,265.03)	16%	177.11
DSP Extra Duty Patrol	4,000.00	-	(4,000.00)	0%	9,984.00
PD Cleaning	1,200.00	300.00	(900.00)	25%	-
PD Pest Control	500.00	-	(500.00)	0%	-
PD Equipment	1,650.00	1,230.01	(419.99)	75%	-
PD Office Equipment	2,150.00	543.05	(1,606.95)	25%	-
Advertising	100.00	-	(100.00)	0%	-
Postage & Delivery	300.00	106.28	(193.72)	35%	62.82
Printing	200.00	-	(200.00)	0%	-
Miscellaneous Expense	300.00	7.50	(292.50)	3%	41.94
Prisoner Meals	100.00	-	(100.00)	0%	-
Training Classes	4,700.00	-	(4,700.00)	0%	-
Office Supplies	2,500.00	15.18	(2,484.82)	1%	955.99
Cleaning Supplies	250.00	-	(250.00)	0%	21.86
DUI Blood Draws	500.00	-	(500.00)	0%	-
Memberships	300.00	-	(300.00)	0%	-
Fuel	11,000.00	1,317.23	(9,682.77)	12%	1,522.30
Insurance - (Gen Liability & Property)	7,100.00	-	(7,100.00)	0%	-
Uniforms: PD	21,900.00	-	(21,900.00)	0%	4,114.33
Legal Services	5,000.00	-	(5,000.00)	0%	900.00
New Hire/Occ Health	-	-	-		352.00
Utilities - PD	11,850.00	1,919.79	(9,930.21)	16%	2,343.15
Total Administrative Expenditures	88,600.00	9,153.12	(79,446.88)	10%	21,620.27
Payroll & Benefits	316,100.00	48,237.18	(267,862.82)	15%	38,177.55
Total Payroll Expenditures	316,100.00	48,237.18	(267,862.82)	15%	38,177.55
Capital Expense - PD	31,100.00	325.40	(30,774.60)	1%	-
Total Capital Expenditures	31,100.00	325.40	(30,774.60)	1%	-
Police Expenditure Total	435,800.00	57,715.70	(378,084.30)	13%	59,797.82



TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
 September 30, 2023

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 09/30/22
Police Grants Revenue	19,600.00	9,360.89	(10,239.11)	48%	8,825.78
Police Grants Fund Revenue Total	19,600.00	9,360.89	(10,239.11)	48%	8,825.78

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 09/30/22
Overtime	8,200.00	1,300.00	(6,900.00)	16%	-
Misc Expense	11,400.00	-	(11,400.00)	0%	-
Police Grants Fund Expend Total	19,600.00	1,300.00	(18,300.00)	7%	-



TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
September 30, 2023

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 09/30/22
Grants Revenue	753,100.00	-	(753,100.00)	0%	787,623.50
Special Revenue Fund Revenue Total	753,100.00	-	(753,100.00)	0%	787,623.50

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%	Prior year actual as of 09/30/22
Capital Expenses - ARPA	753,100.00	23,365.84	(729,734.16)	3%	-
Special Revenue Fund Expenditure Total	753,100.00	23,365.84	(729,734.16)	3%	-



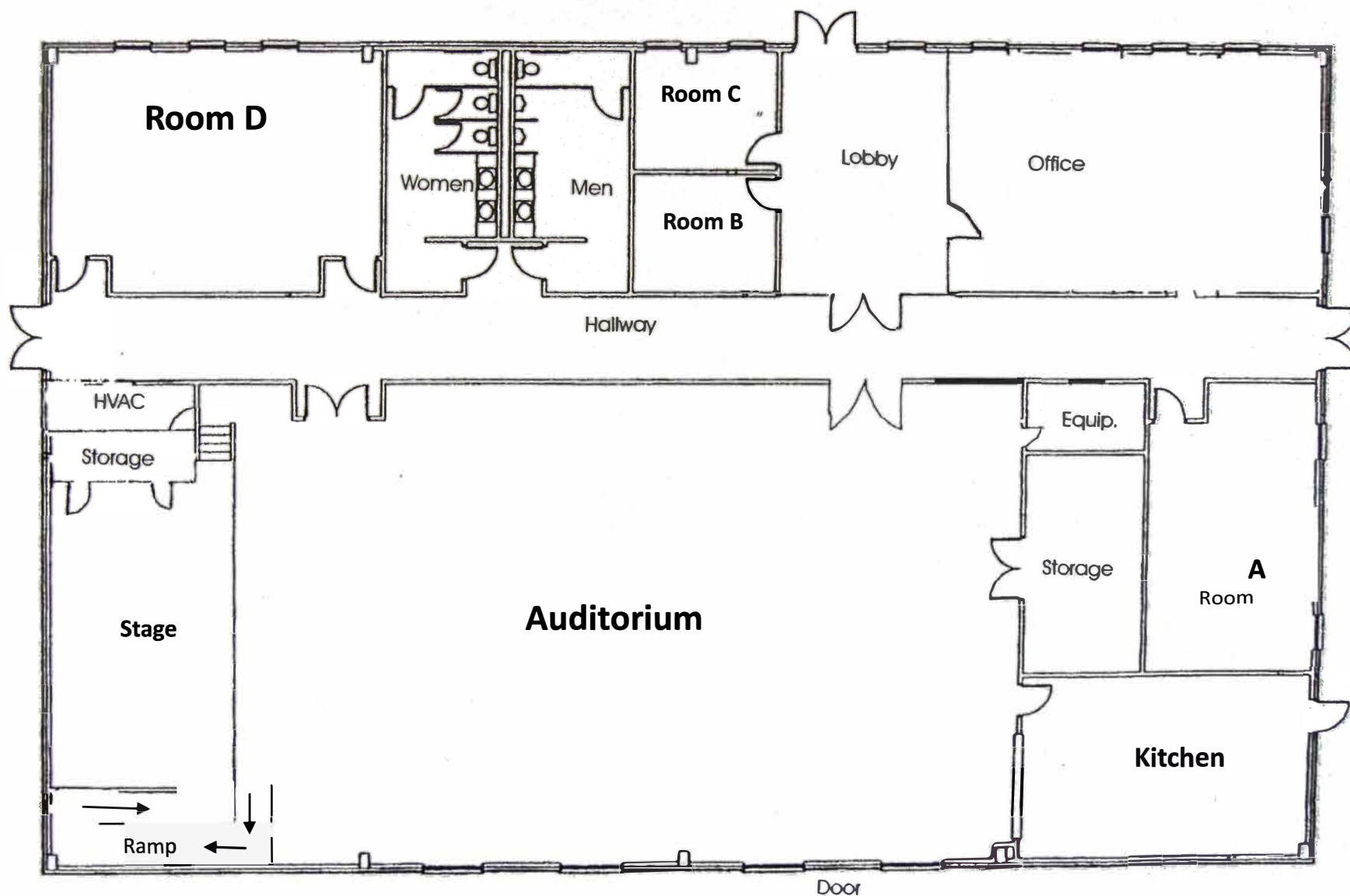
**TOWN OF TOWNSEND
CASH AND CASH EQUIVALENTS
September 30, 2023**

Account	September-23
Cash - Operating Account	\$ 1,529,838.44
Cash - Payroll	43,240.64
Cash - Municipal Street Aid	178,206.78
Cash - Escrow Account	109,017.83
Cash - Petty Cash	100.00
MML Investors Services	2,931,305.48
Total General Fund	\$ 4,791,709.17

Account	September-23
Police Grants Cash	\$ 16,005.89
Total Police Grants	\$ 16,005.89

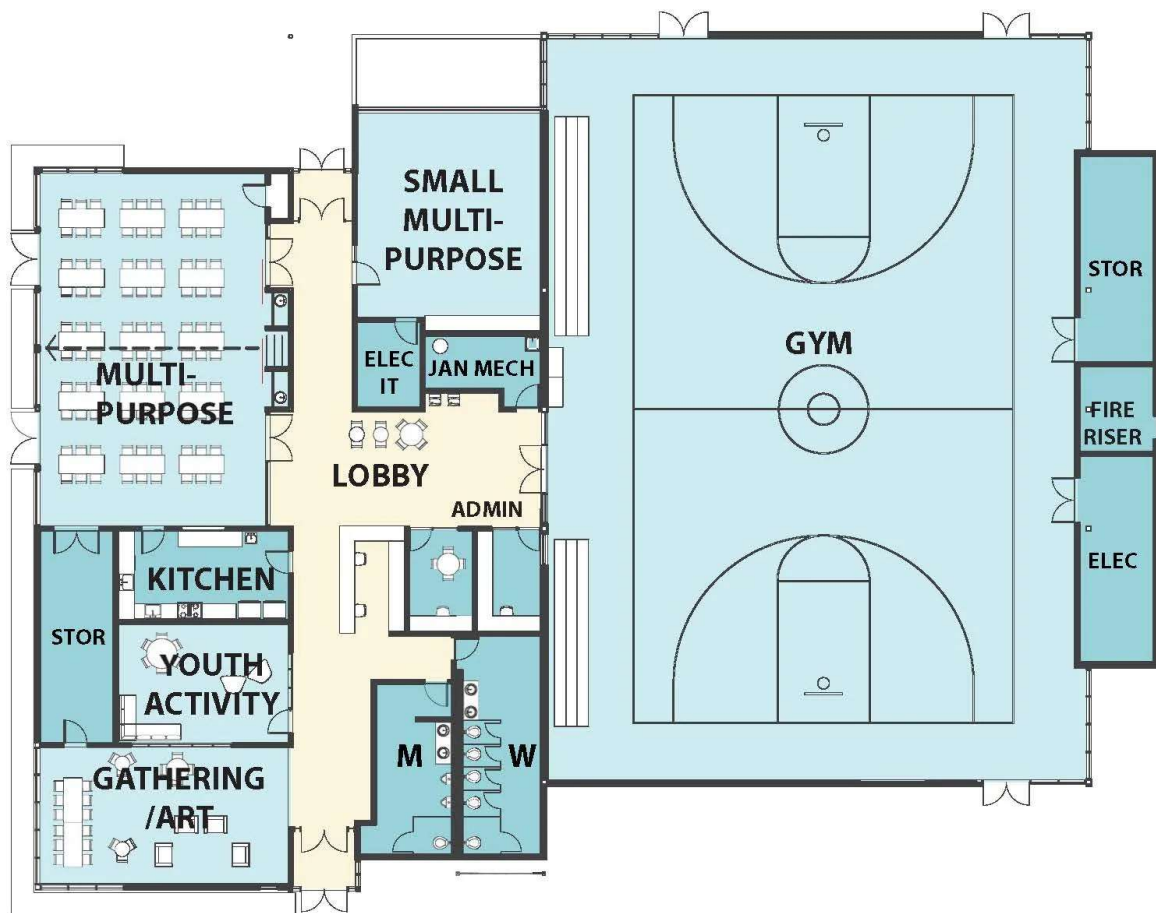
Note:
Operating Cash includes remaining ARPA funds

Cash - Operating Account	\$ 1,529,838.44
Less: ARPA balance	(671,259.21)
Less: Police Funding	(297,150.00)
Total Operating	\$ 561,429.23



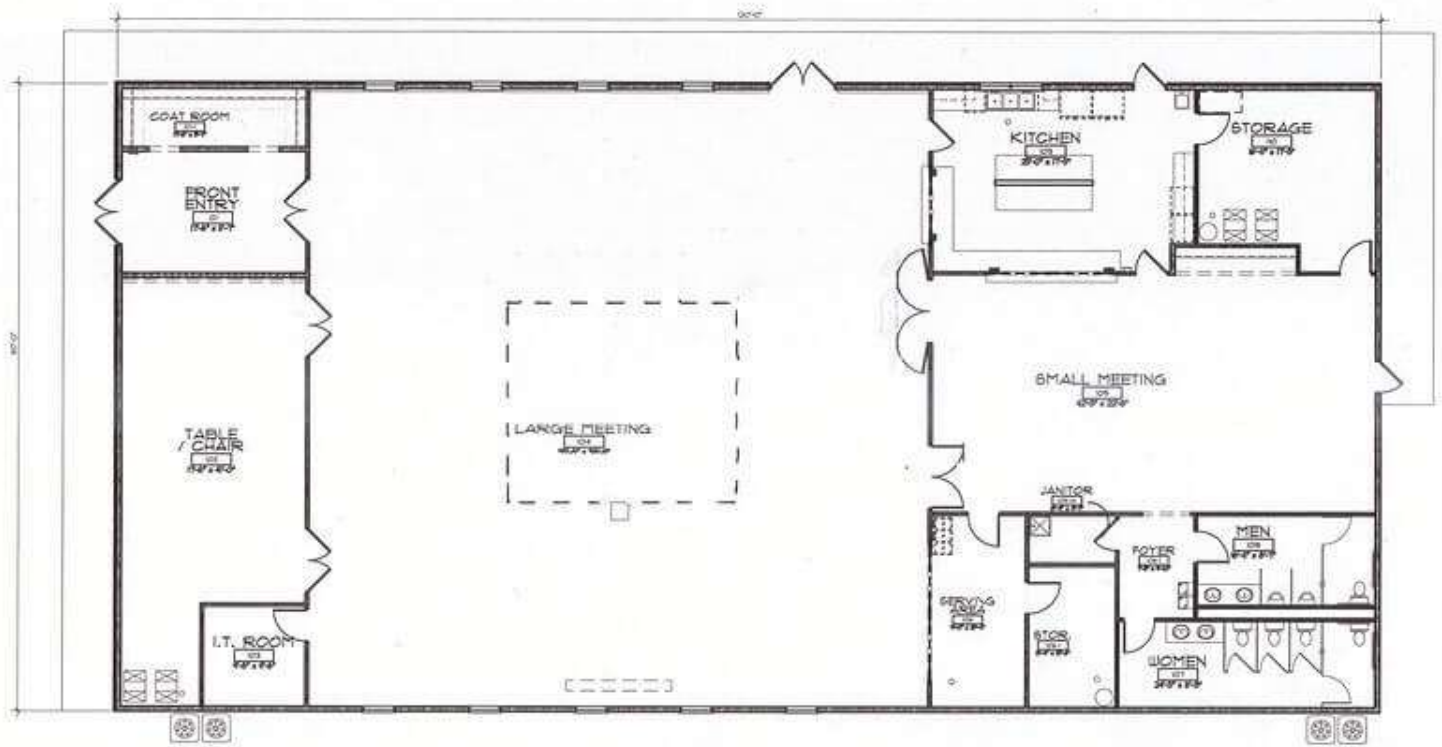
Tillman's Corner Community Center

COMMUNITY CENTER PLAN



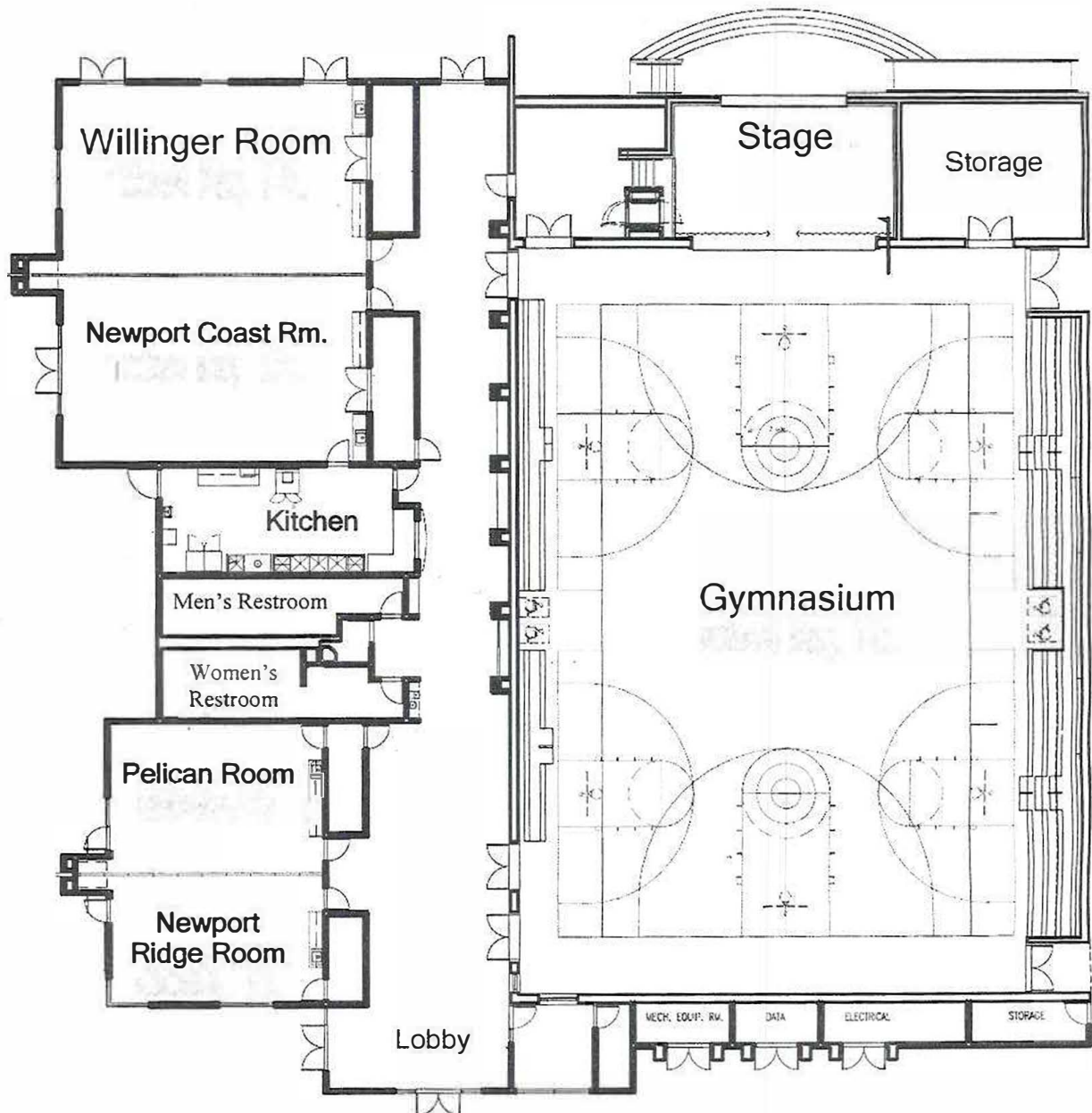


North



South

Newport Coast Community Center Floor Plan



Tukwila Community Cer

