

Townsend Town Council Meeting Agenda
December 6th, 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 25th, 2023, Town Council Special Meeting Executive Session.
 - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the November 1st, 2023, Town Council Meeting.
 - C. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the November 1st, 2023, Town Council Meeting Executive Session.
- VI. Presentation of Drainage Analysis for Heart of Townsend for the Townsend Surface Water Matching Planning Grant Project from Remington and Vernick Engineers.
- VII. Departmental Reports:
 - A. Mayor Scott Lobdell
 - 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
 - a. Discussion and update on Town Park and well pump testing.
 - F. Town Manager Antonina Tantillo
- VIII. Committee Reports
 - A. **Finance Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Bangura
 - 1. Review and possible discussion on the October 2023 Budget vs. Actual Reports.
 - B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor Lobdell
 - C. **Public Works and Land Use Development Committee:** Chair: Councilman Bangura, Co-Chair: Councilman Chapman
 - 1. Discussion regarding Community Center Options.

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.

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

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

1. Update on Community Events.

2. Discussion on the 2023 Annual Holiday Decoration Contest.

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

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

IX. Recess Council Meeting to Convene Executive Session.

X. **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.

XI. **Close Executive Session & Re-convene Council Meeting.**

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

XIII. Discussion of future agenda items.

XIV. Adjournment.

Introduction & Overview

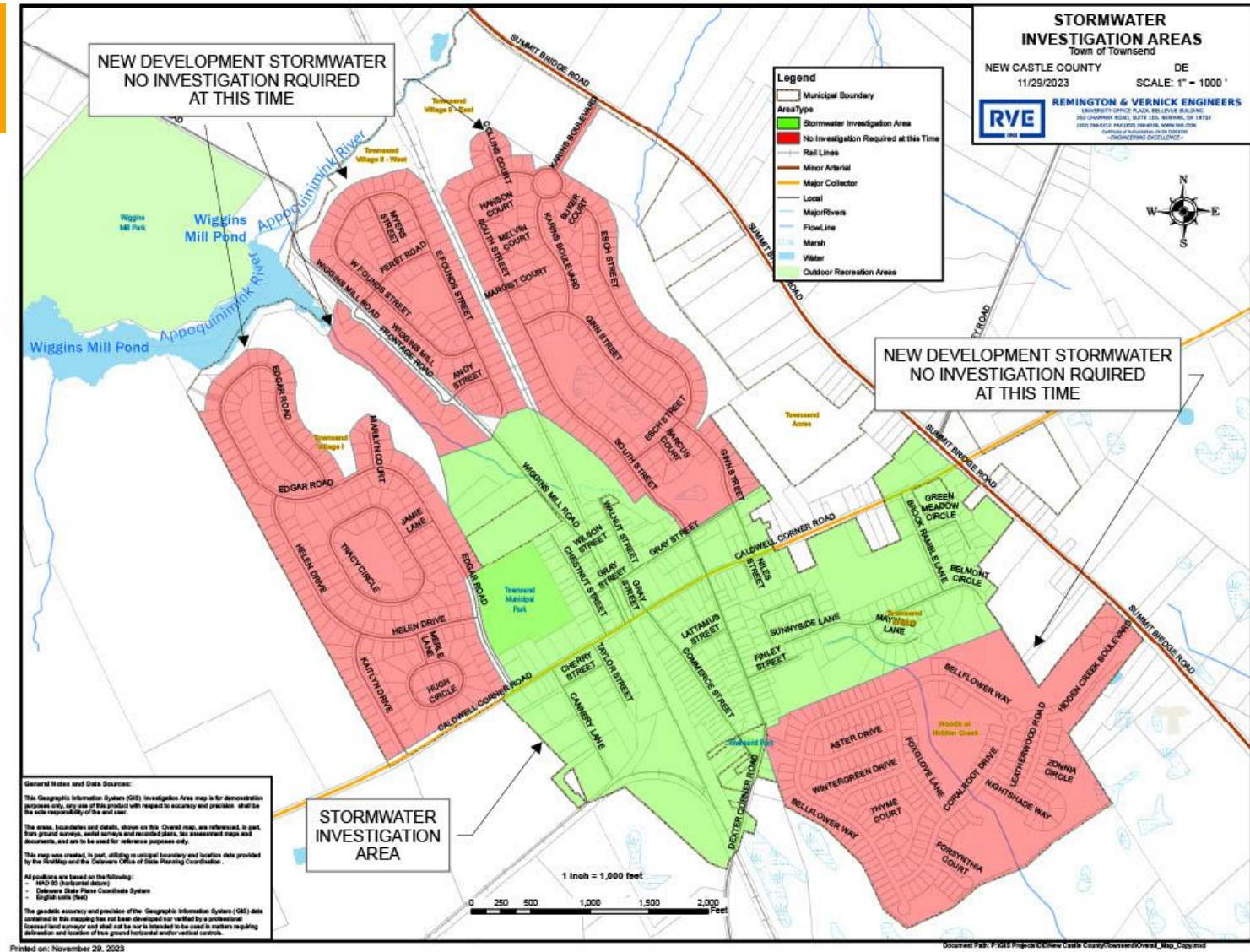
- **Project Goals & Priorities**
 - Provide a master stormwater and drainage plan for Townsend.
- **History**
 - Previous areas of concern
 - Cannery Lane
 - Rear yards of Commerce Street, east of railroad tracks
 - Wiggins Mill Road Bridge culvert
- **MS4 Permit Waiver**
 - EPA regulations allowed NPDES permitting authorities to waive permit coverage
 - if the MS4 serves a population of less than 1,000 within the urbanized area and does not contribute to stormwater impairments.
 - DNREC excluded Townsend from New Castle County MS4 permit
- **Funding Sources (\$148,252)**
 - Surface Water Matching Planning Grant
 - DNREC | \$50,000₍₂₀₂₂₎ + \$24,126₍₂₀₂₃₎ = \$74,126
 - Town of Townsend Match | \$74,126

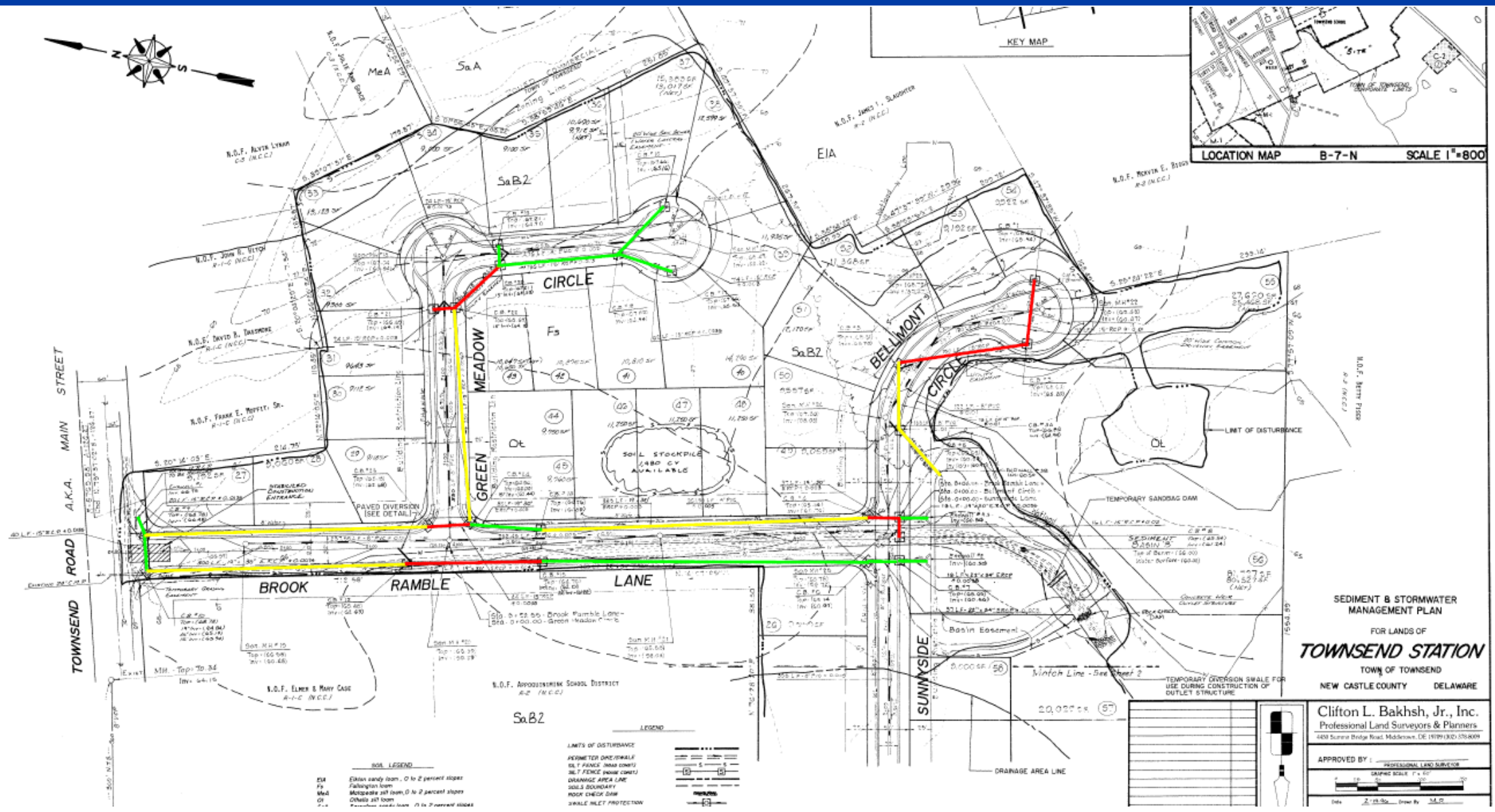
Scope of Work

- 1) Televisive inspection of 6,100 LF of existing stormwater pipe in Townsend Station.
- 2) Hydraulic study and analysis of existing stormwater infrastructure.
- 3) Development of Geographic Information System (GIS) Stormwater Infrastructure Management & Mapping Database for the Town of Townsend.

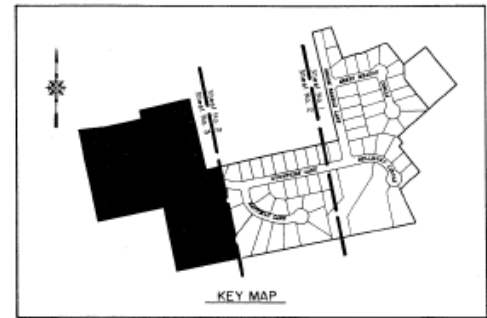
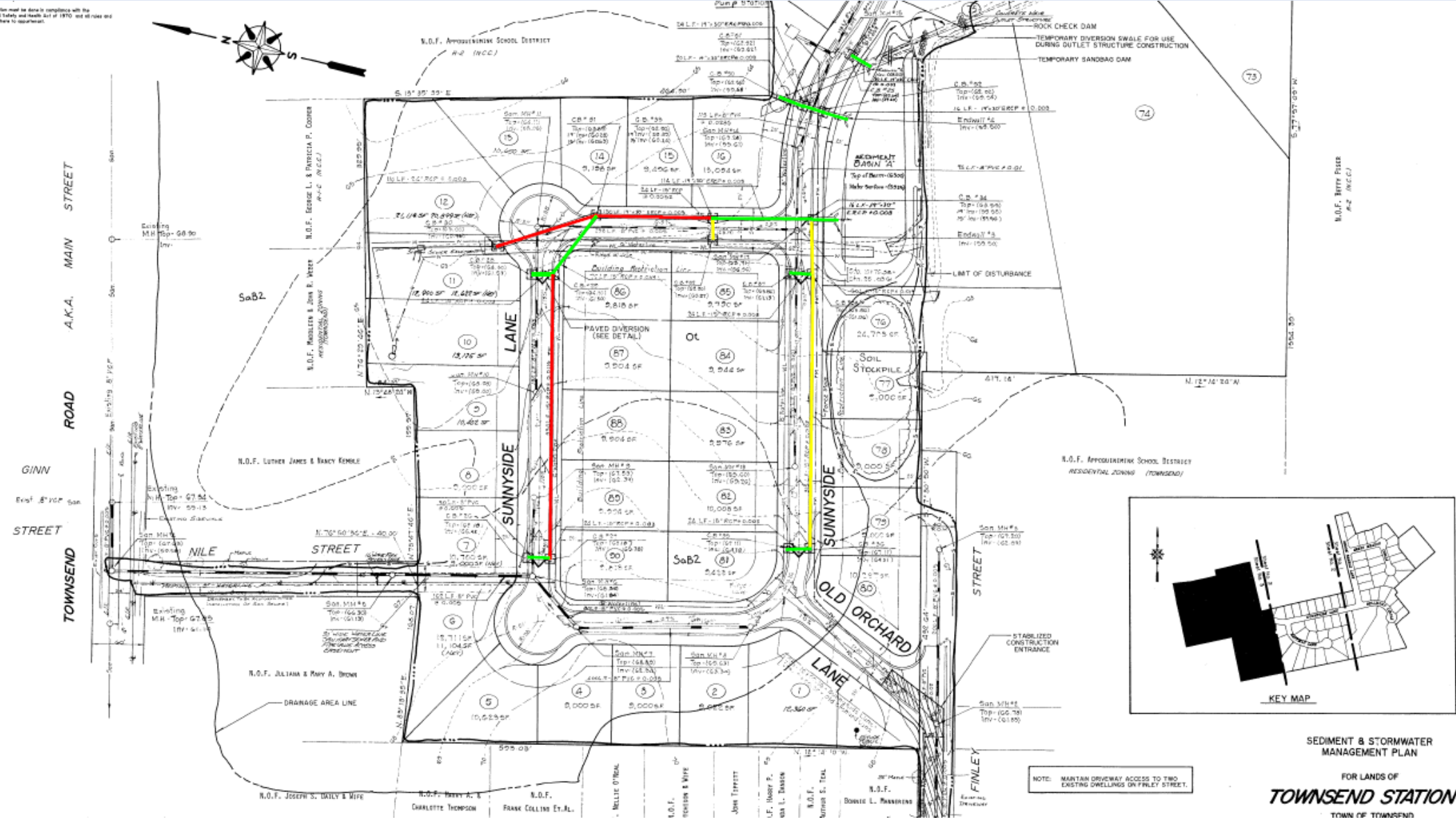
Televised Inspection of Existing Stormwater Pipe

- Stormwater
 - Investigation Area
- Sinkholes
 - Brook Ramble Lane
- Townsend Station
 - Televised





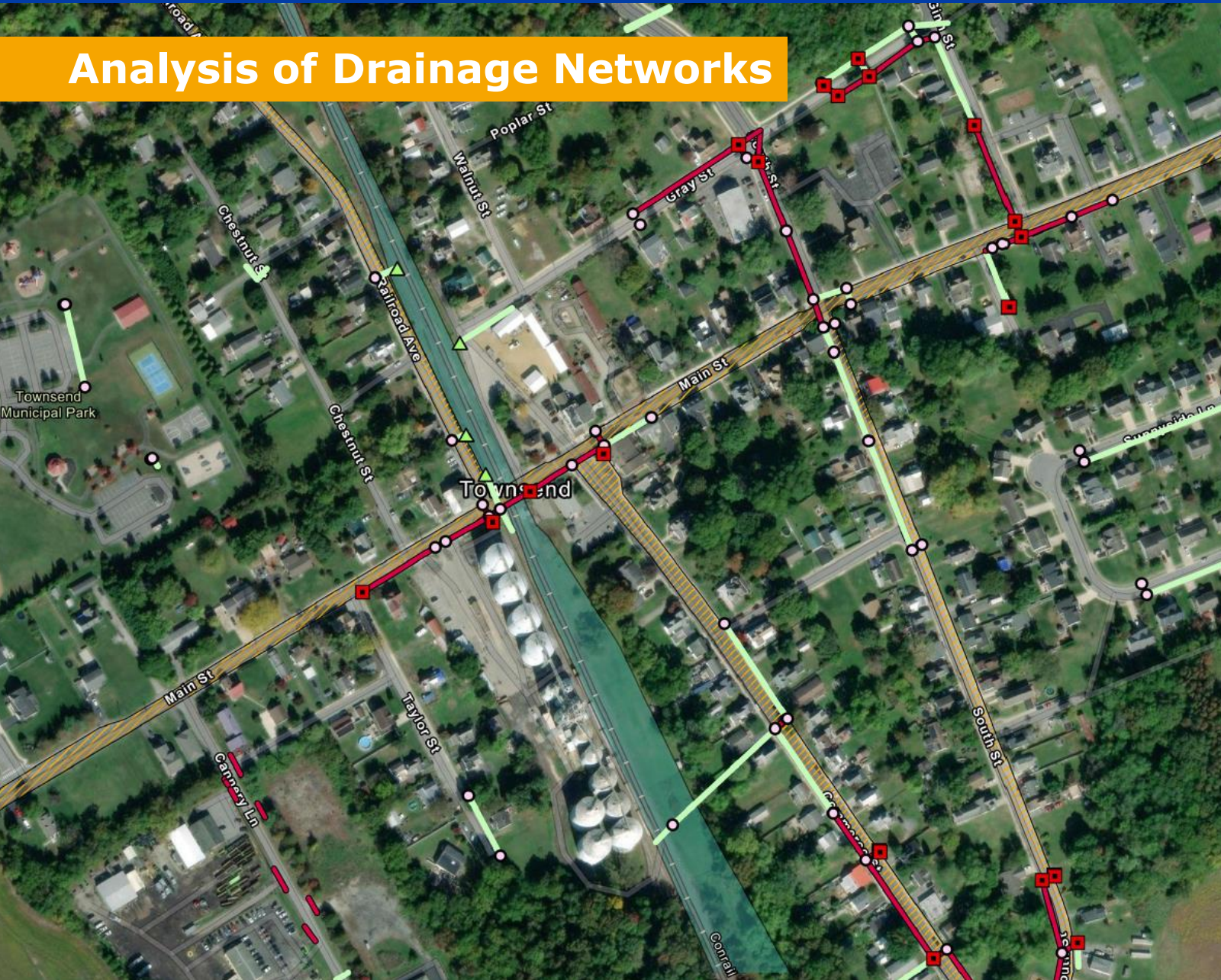
63 construction must be done in compliance with the Occupational Safety and Health Act of 1970 and all rules and regulations there to support.



SEDIMENT & STORMWATER
MANAGEMENT PLAN
FOR LANDS OF
TOWNSEND STATION
TOWN OF TOWNSEND

NOTE: MAINTAIN DRIVEWAY ACCESS TO TWO EXISTING DWELLINGS ON FINLEY STREET.

Analysis of Drainage Networks



- RVE analyzed four networks in the Heart of Townsend.
- Networks are along Cannery Lane, Gray Street, Commerce Street, and Main Street
- All four networks were flooded for the 10-year Storm event

Hydraulic Study & Analysis of Existing Storm Infrastructure



- RVE developed Stormwater Master Plan for Heart of Town, excluding Townsend Station.
- All four networks have undersized pipes.
- Cannery Lane Swale Network.
- DelDOT Involvement on Main Street.

Heart of Townsend Drainage Networks

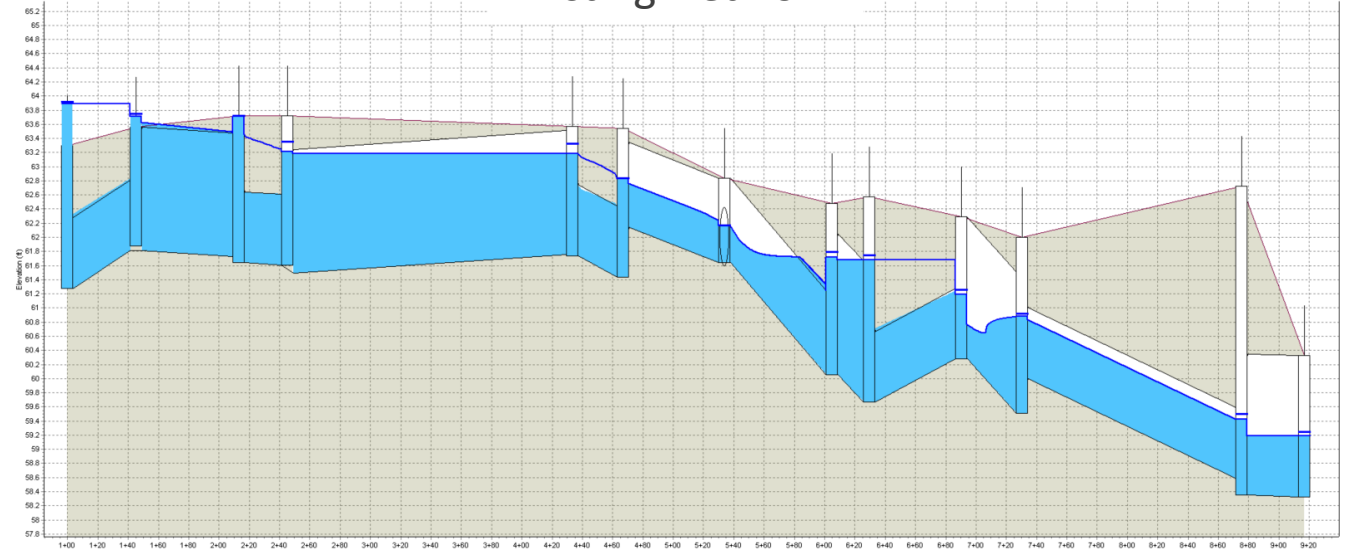


- Cannery Lane Network
 - Series of storm pipes and ditches convey water under the road and driveways.
 - Townsend has received complaints about flooding issues along Cannery Lane and the intersection of Main St. and Railroad Ave.
- Gray Street Network
 - Undersized pipes.
- Main Street Network
 - Undersized pipes and outlet with a negative slope.
- Commerce Street Network
 - Undersized pipes with low slope.

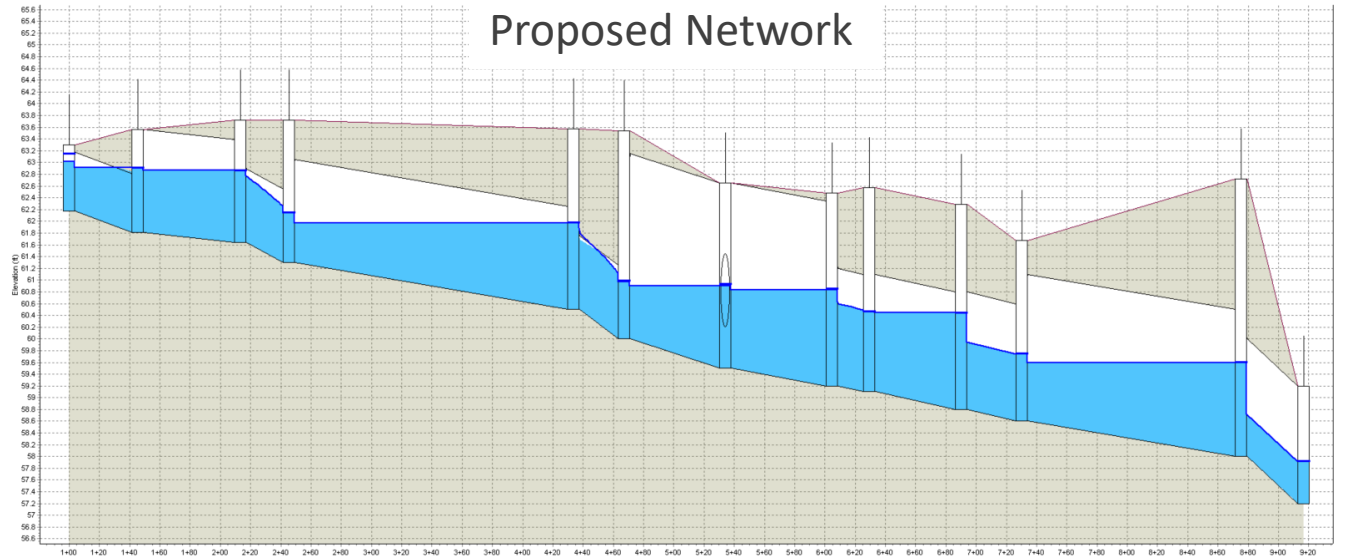
Cannery Lane Drainage Network Changes



Existing Network



Proposed Network

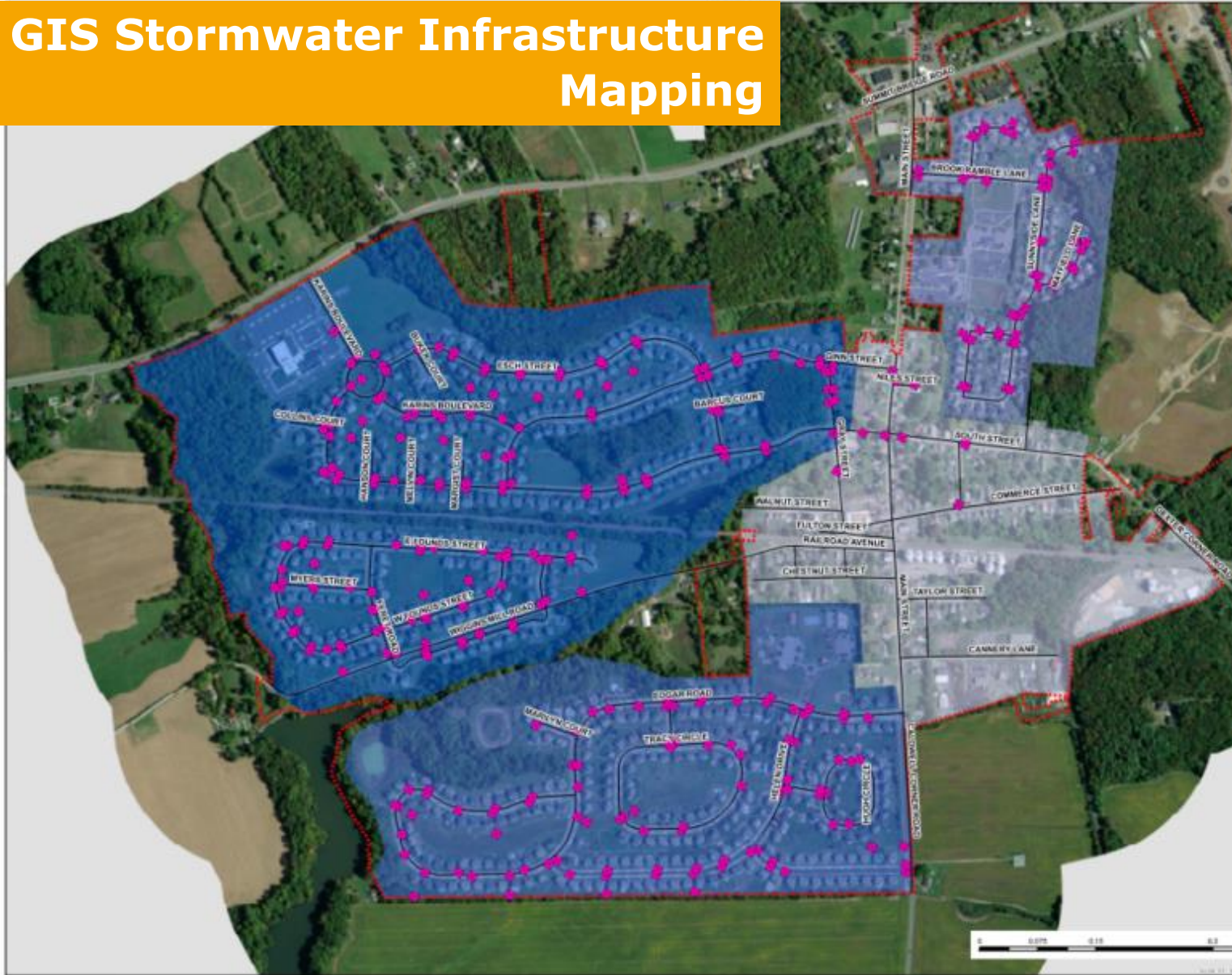


Town of Townsend

Proposed Changes & Recommendations

- ☐ RVE has made personalized recommendations and changes for each network.
 1. Cannery Lane Network
 2. Gray Street Network
 3. Commerce Street Network
 4. Main Street Network
- ☐ Recommendations are broken up by network for Townsend to address one at a time.
- ☐ RVE recommends to start with Cannery Lane Drainage Network.

GIS Stormwater Infrastructure Mapping



- Development of stormwater inventory.
- Maps of all existing stormwater infrastructure.
- GIS Stormwater Infrastructure Management Database.
- Latest Esri ArcGIS software applications.
- Townsend looking at annexing areas in the vicinity.
- Considering options to accommodate growth.

Conclusion

- Remaining Project Budget
 - Design & Prepare Construction Plans for Cannery Lane.
 - Provide Additional GIS Services.

- Proactive MS4 Permit Preparation

- Obtain Funding for Construction & Repair of Stormwater Infrastructure

Questions & Answers

Thank you



TOWNSEND POLICE DEPARTMENT

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



DECEMBER 2023 Town Council Report

The information provided herein is from NOVEMBER 1, 2023 – NOVEMBER 30, 2023

1. 38 complaints in Town - TPD handled 26 complaints. / DSP handled 12 complaints
 - 4 - Burglaries
 - 2 - Thefts
 - 2 - Domestic Incidents
 - 2 - Public Assist
 - 2 - Assist Other Agency
 - 2 - Follow up Investigation
 - 1 - Stolen Vehicle
 - 1 - Sexual Offense
 - 1 - Reported Shots Fired
 - 1 - Criminal Mischief
 - 1 - Animal Complaint
 - 1 - Drug Investigation
 - 1 - Disorderly Person(s)
 - 1 - Noise Complaint
 - 1 - Harassment
 - 1 - Fraud Investigation
 - 1 - Traffic Hazard
 - 1 - Assist Building Inspector with violation notification
2. Conducted 11 School Traffic Post's
3. Participated in FD Open House
4. RECEIVED \$162,686.00 grant from Energize DE for 2 new vehicles & charging station.
5. RECEIVED \$5,000.00 grant from DNREC to assist with charging station installation.
6. Our total savings to date remains \$105,966.68 as of 6/29/2023.
7. Grants funding to date is \$328,656.39 as of 11/27/2023.

Sincerely,

Robert J. Longo, Chief of Police

TOWN OF TOWNSEND - MONTHLY ENGINEERING REPORT | DECEMBER 2023

TO: Antonina Tantillo, MPA, Town Manager
FROM: Edwin Van-Otoo, PE
RE: Town of Townsend | Monthly Engineering Report
DATE: December 6, 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. Wetland Delineation – Finley Street (DNTET104)

- Final submission of USACE Nationwide Permit on November 27, 2023. Review to be completed by January 26, 2024.
- Received environmental review by DNREC on September 29, 2023.
- Concept plans with design options to be prepared after approval of the USACE Nationwide permit.

2. Townsend Municipal Park Irrigation (DNTET105)

- Conducted site visit with Delmarva Power on November 16, 2023, to investigate whether an electric meter can be placed next to Well #2 to supply power to the existing well pump.
- Delmarva can only provide a transformer and concrete base pad; all other related infrastructure must be installed by contractor.
- A contractor will be needed to install electrical infrastructure to service Well #2 as originally planned.
- Temporary electrical connection | Lifetime conducted well pump testing on November 8, 2023. Well #1 & 2 tested positive and are in good working order.
- Project to be re-bid in the first quarter of 2024.
- October 25, 2023 | Initial public bid for irrigation system on the multi-purpose and baseball fields.

3. Surface Water Matching Planning Grant Program (DNTET101)

- Presentation scheduled for December 6, 2023, Council meeting to summarize report and findings.
- Draft of stormwater report with hydraulic study and analysis for the stormwater system in Townsend Proper submitted to Town.

PLANNING PROJECTS

1. Townsend Village I (DNTEP013)

- The Developer completed the restoration of the existing stormwater basins located behind 231 Edgar Road & behind Marilyn Court. The work included re-grading existing slopes, stabilizing slopes with erosion control matting, and replacing deteriorated outfall pipes. Vegetation growth to be assessed in spring of 2024.

2. The Woods at Hidden Creek (DNTEP082)

- Continued construction of residential lots. Recently reviewed Lines and Grades plan for Lot 27.



Town of Townsend

Town Manager's Report

For the December 6th, 2023, Town Council Meeting

December 1st, 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. Discussions are Ongoing to determine what to place in this location.

Additional signs with park rules have been installed at the Townsend Municipal Park.

The Town Christmas decorations have been installed along Main Street and at the Town Park with the assistance of the Town of Middletown.

Human Resources

The Town is looking to hire both a part-time Administrative Assistant and a part-time Code Official. Application details will be posted to the Town website and Indeed.

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 Towns match for this project. A report and presentation on this project will be provided at the December Council Meeting.

Traffic and DelDOT

DelDOT is working on a bicycle/ pedestrian improvement study for the towns of Townsend and Odessa. A public workshop was held on January 4th, 2023, at Town Hall and a survey regarding bicycle/ pedestrian improvement is available to contribute to on the Town website. We are awaiting DelDOT's next steps on this project.

The 2022-2023 TAP Grant application was approved by DelDOT and the project kick-off meeting has been held and DelDOT 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. A field visit with Rossi was held in November to evaluate the locations the project is targeting:

- Improving pedestrian accessibility and connections on and around Main Street
- South Street as far as streetscape improvement options
- A gateway sign when entering the Town on the west side.

Discussions were held on the concerns in the area and possible recommendations for improving safety and the flow of traffic in the area. Recommendations are forthcoming after the next public workshop.

Discussions regarding improving traffic flows are continuing with DelDOT and additional details are forthcoming.

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 interests 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. Prior to finalizing the map for PLUS application, a representative from the Office of State Planning made some recommendations on the map which are being prepared. Discussions will also be held with NCC to review the map recommendations. The map will be added to a PLUS agenda pending application in January.

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

In honor of Veterans Day, the Town of Townsend collected donations and letters of support for the Brian Conley Veteran Resiliency Center. Letters of support, cards, and drawings were donated by the students of Townsend Elementary, Cub Scout Pak 651, and Girl Scout Troop 1220, along with Town residents. Donations were made by Townsend Residents and the Town of Townsend and delivered to the Brian Conley Veterans Resiliency Center by Councilman Suhr and myself. Councilman Suhr also volunteered during the VFW Veterans Day Dinner.

During the months of October and November, the Town collected non-perishable food in partnership with the Delaware Veterans Support Association Drive.

From December 1, 2023, through December 30, 2023, the Town is collecting non-perishable food donations for the Town Food Pantry Box. Donations can be made to Town Hall.

On Friday, December 8, 2023, the Town will be holding its Annual Tree Lighting and Caroling Event in partnership with Immanuel Church and the Odessa High School Band. The event will begin at 6 pm. The Townsend Police Department and the Townsend Fire Company will be escorting a special guest to the event. We hope to see everyone there to celebrate the holiday season .

2023 Town of Townsend Annual Holiday Decorating Contest

Town Council is holding its annual Holiday Decorating Contest during the month of December. Town Council will be judging homes on or about December 21st through the 24th. Winners will be announced at the January 2024 Town Council meeting. Judges' decisions are final. There are two categories for the contest: 1. Modern– Utilizing Light Movement & Blowups and 2. Traditional- Static displays with limited light movement.

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 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 and myself and the Town Engineer have met with Delmarva Power to get this completed.
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. Please refer to the Engineer's report for the status on this project. I have reached out to the Town's Representative and Senator to request additional funding as the scope of this project has expanded.
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. Unfortunately, the Town was not awarded this grant but were invited to apply in the next round.
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. The DNREC Parks and Recreation Council recommended the Town's application for approval in the amount of **\$125,000** and we are awaiting a formal noticed of award.

Administrative Matters * As of 11/30/23**

November Licenses Issued: Contractors Licenses Issued: 9
Business Licenses Issued: 3 (2 Renewals for 2024, 1 new license)
Rental Licenses Issued: 5 (5 Renewals for 2024)

November Permits: 16 permits issued.
7 permits closed and issued a final approval letter.
6 permits closed and issued a Certificate of Occupancy
19 Inspections Completed

November Violations Issued: 2 violation notices issued for the following:

- Nuisance property

- Rubbish and debris

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



TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
October 31, 2023

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Impact Fees: Fire House Impact Fees	11,250.00	7,500.00	(3,750.00)	67%	1,500.00
Franchise Fees	22,000.00	4,368.51	(17,631.49)	20%	4,656.63
Interest Income	20,000.00	24,037.93	4,037.93	120%	13,427.74
Miscellaneous - Office Fees	-	13.40	13.40		38.83
Miscellaneous Income	1,500.00	856.13	(643.87)	57%	890.72
Filing Fees	-	300.00	300.00		-
Property Transfer Taxes	250,000.00	57,267.33	(192,732.67)	23%	65,559.32
Real Estate Property Tax	660,000.00	659,728.33	(271.67)	100%	626,043.94
Grass Cutting Fees	1,500.00	-	(1,500.00)	0%	480.00
Misc Violations	-	500.00	500.00		300.00
Rental Registration Fee	1,600.00	720.00	(880.00)	45%	250.00
Total Administrative Revenue	967,850.00	755,291.63	(212,558.37)	78%	713,147.18
Impact Fees	101,250.00	67,500.00	(33,750.00)	67%	13,500.00
Permits and Fees	62,700.00	25,692.50	(37,007.50)	41%	15,252.00
Town Permits	84,100.00	77,558.16	(6,541.84)	92%	25,212.85
Total Permits & Licenses Revenues	248,050.00	170,750.66	(77,299.34)	69%	53,964.85
Park rental	600.00	875.00	275.00	146%	525.00
Total Park & Recreation Revenues	600.00	875.00	275.00	146%	525.00

Grants Revenue	317,400.00	8,006.25	(309,393.75)	3%	4,115.63
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%	33,954.54
Community Events: Donations	1,500.00	1,750.00	250.00	117%	2,207.30
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%	2,207.30
General Fund Revenue Total	1,599,000.00	967,317.15	(631,682.85)	60%	803,798.87

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Impact Fees: Fire House Impact Fees	11,250.00	-	(11,250.00)	0%	-
Advertising	450.00	362.98	(87.02)	81%	28.53
Accounting Audit	25,000.00	20,000.00	(5,000.00)	80%	7,000.00
PNC Credit Card Fees and Reward Credits	-	(728.48)	(728.48)		(689.04)
Computer Support	13,300.00	2,516.34	(10,783.66)	19%	1,802.64
Software Support	30,000.00	10,407.21	(19,592.79)	35%	9,625.97
DE League of Local Governmts	2,750.00	1,575.00	(1,175.00)	57%	1,616.00
Decorations	500.00	39.92	(460.08)	8%	433.59
Elections Expense	1,000.00	-	(1,000.00)	0%	-
Copier Maintenance Agreement	3,500.00	1,307.97	(2,192.03)	37%	918.68
Town Insurance	25,000.00	11,419.61	(13,580.39)	46%	9,897.00
Maintenance	2,300.00	600.00	(1,700.00)	26%	1,440.39
Membership Fees	400.00	200.00	(200.00)	50%	320.00
General Town Hall Expenses	10,000.00	5,101.76	(4,898.24)	51%	1,016.23
Office Equipment	2,000.00	76.98	(1,923.02)	4%	-
Security System @ 141 Main Street	2,000.00	-	(2,000.00)	0%	742.50
Office Supplies	2,800.00	135.94	(2,664.06)	5%	905.18
Flowers & Gifts	1,000.00	67.99	(932.01)	7%	259.23
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%	347.01

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Town Merchandise/Uniforms	750.00	-	(750.00)	0%	179.96
Professional Fees	120,500.00	59,880.00	(60,620.00)	50%	25,998.75
General Legal	75,000.00	19,866.42	(55,133.58)	26%	19,567.50
Board of Adjustment	5,500.00	4,259.86	(1,240.14)	77%	-
IPA Services	1,000.00	30.00	(970.00)	3%	55.00
Subscription Fee	1,800.00	1,284.46	(515.54)	71%	932.75
Training Classes	2,500.00	610.00	(1,890.00)	24%	990.00
Trash Collection Service	226,400.00	75,191.17	(151,208.83)	33%	71,273.40
Travel & Entertainment	1,500.00	33.00	(1,467.00)	2%	57.00
Utilities - Town Hall	13,300.00	3,562.65	(9,737.35)	27%	3,816.40
Street Lights: 400 Main Street	96,800.00	34,217.73	(62,582.27)	35%	29,816.27
Unrealized Gains/Losses	-	74,466.91	74,466.91		51,509.72
Total Administrative Expenditures	684,900.00	331,258.00	(353,642.00)	48%	242,398.16
Payroll & Benefits	599,700.00	162,014.11	(437,685.89)	27%	137,244.68
Total Payroll Expenditures	599,700.00	162,014.11	(437,685.89)	27%	137,244.68
Professional Fees: Code Enf/Inspections	40,000.00	23,375.00	(16,625.00)	58%	11,973.75
Professional Fees: Lot Grading Reviews	8,000.00	4,950.00	(3,050.00)	62%	-
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%	-
Total Code & Planning Expenditures	49,000.00	28,325.00	(20,675.00)	58%	11,973.75
Town Equipment Fuel	5,000.00	1,228.67	(3,771.33)	25%	1,153.72
Park Maintenance Expense	34,500.00	2,412.86	(32,087.14)	7%	2,580.91
Vehicle/Equipment Maintenance	4,200.00	1,865.60	(2,334.40)	44%	-
Total Park Expenditures	43,700.00	5,507.13	(38,192.87)	13%	3,734.63
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	109.95	(1,390.05)	7%	-
Streets	82,600.00	155.32	(82,444.68)	0%	597.91

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Total Public Works Expenditures	89,200.00	354.25	(88,845.75)	0%	597.91
Community Relations	1,250.00	-	(1,250.00)	0%	-
Community Events Expense	8,000.00	1,886.91	(6,113.09)	24%	2,294.60
National Wildlife Foundation/Habitats	500.00	10.15	(489.85)	2%	45.43
Total Community Events Expenditures	9,750.00	1,897.06	(7,852.94)	19%	2,340.03
Capital Expenses	16,500.00	-	(16,500.00)	0%	4,729.00
Total Capital Expenditures	16,500.00	-	(16,500.00)	0%	4,729.00
General Fund Expend Total	1,492,750.00	529,355.55	(963,394.45)	35%	403,018.16



**TOWN OF TOWNSEND
POLICE FUND INCOME STATEMENT
October 31, 2023**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Impact Fees: Public Safety	22,500.00	15,000.00	(7,500.00)	67%	3,000.00
Total Impact Fee Revenue	22,500.00	15,000.00	(7,500.00)	67%	3,000.00
Fines - Police	6,000.00	733.00	(5,267.00)	12%	1,765.59
Miscellaneous Income	3,900.00	325.40	(3,574.60)	8%	-
Total Administrative Revenue	9,900.00	1,058.40	(8,841.60)	11%	1,765.59
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	16,058.40	(313,491.60)	5%	4,765.59

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Community Relations	1,000.00	672.50	(327.50)	67%	-
Repairs & Maintenance	6,650.00	629.58	(6,020.42)	9%	311.25
PD Bldg Expenses	1,500.00	13.98	(1,486.02)	1%	2,295.31
Security System - 661 South St	2,350.00	-	(2,350.00)	0%	-
Computer/Software Expense	1,500.00	310.19	(1,189.81)	21%	261.36

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
DSP Extra Duty Patrol	4,000.00	-	(4,000.00)	0%	11,581.44
PD Cleaning	1,200.00	300.00	(900.00)	25%	-
PD Pest Control	500.00	150.00	(350.00)	30%	-
PD Equipment	3,800.00	2,053.56	(1,746.44)	54%	-
Advertising	100.00	-	(100.00)	0%	-
Postage & Delivery	300.00	158.44	(141.56)	53%	118.30
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 & Cleaning Supplies	2,750.00	15.18	(2,734.82)	1%	1,367.18
DUI Blood Draws	500.00	-	(500.00)	0%	-
Memberships	300.00	-	(300.00)	0%	-
Fuel	11,000.00	1,902.43	(9,097.57)	17%	2,471.29
Insurance - (Gen Liability & Property)	7,100.00	-	(7,100.00)	0%	-
Uniforms: PD	21,900.00	-	(21,900.00)	0%	4,407.83
Legal Services	5,000.00	-	(5,000.00)	0%	900.00
New Hire/Occ Health	-	380.00	380.00		405.00
Utilities - PD	11,850.00	2,259.39	(9,590.61)	19%	2,306.78
Total Administrative Expenditures	88,600.00	8,852.75	(79,747.25)	10%	26,467.68
Payroll & Benefits	316,100.00	62,511.02	(253,588.98)	20%	52,325.56
Total Payroll Expenditures	316,100.00	62,511.02	(253,588.98)	20%	52,325.56
Capital Expense - PD	31,100.00	4,130.58	(26,969.42)	13%	-
Total Capital Expenditures	31,100.00	4,130.58	(26,969.42)	13%	-
Police Expenditure Total	435,800.00	75,494.35	(360,305.65)	17%	78,793.24



**TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
October 31, 2023**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Police Grants Revenue	19,600.00	19,574.41	(25.59)	100%	8,825.78
Police Grants Fund Revenue Total	19,600.00	19,574.41	(25.59)	100%	8,825.78

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
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
October 31, 2023

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Grants Revenue	753,100.00	-	(753,100.00)	0%	790,706.26
Special Revenue Fund Revenue Total	753,100.00	-	(753,100.00)		790,706.26

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Oct 33%	Prior year actual as of 10/31/2022
Barnes & Thornburg Legal Fees	-	-	-		3,082.76
Capital Expenses - ARPA	753,100.00	51,115.84	(701,984.16)	7%	-
Special Revenue Fund Expenditure Total	753,100.00	51,115.84	(701,984.16)	7%	3,082.76



**TOWN OF TOWNSEND
CASH AND CASH EQUIVALENTS
October 31, 2023**

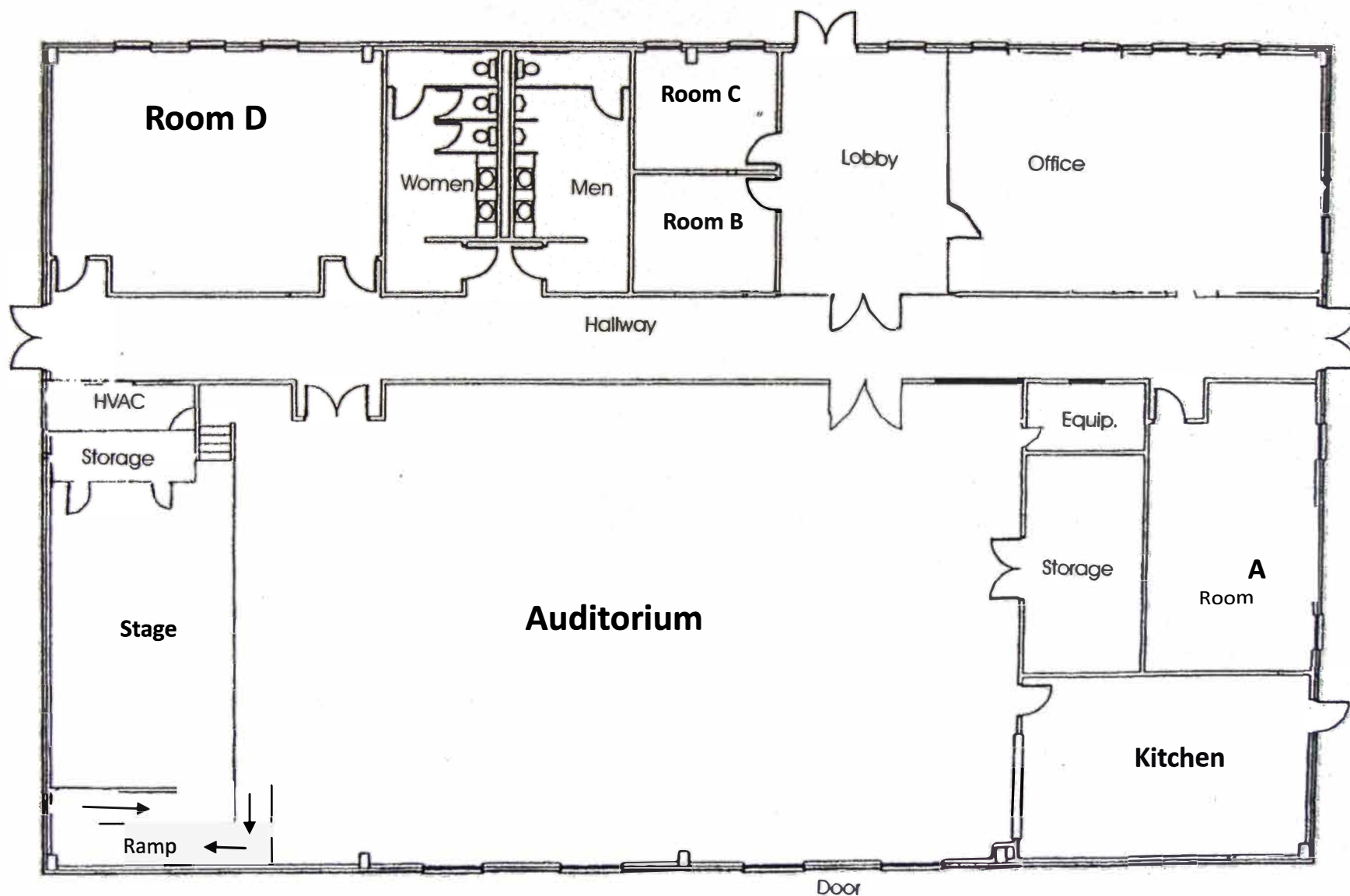
Account	October-23
Cash - Operating Account	\$ 1,543,803.21
Cash - Payroll	41,916.86
Cash - Municipal Street Aid	178,206.78
Cash - Escrow Account	104,925.33
Cash - Petty Cash	100.00
MML Investors Services	2,909,291.81
Total General Fund	\$ 4,778,243.99

Account	October-23
Police Grants Cash	\$ 26,219.41
Total Police Grants	\$ 26,219.41

Note:

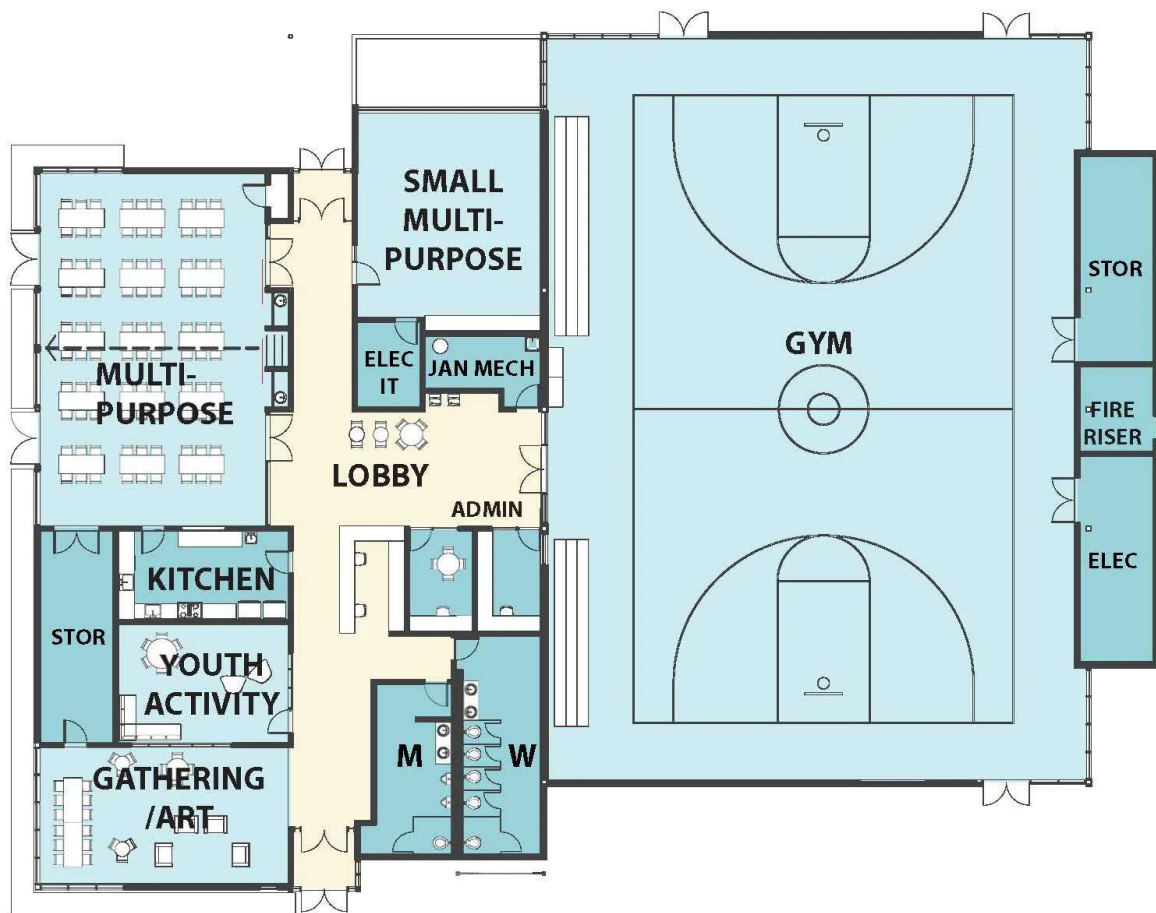
Operating Cash includes remaining ARPA funds

Cash - Operating Account	\$ 1,543,803.21
Less: ARPA balance	(643,509.21)
Less: Police Funding	(297,150.00)
Total Operating	\$ 603,144.00



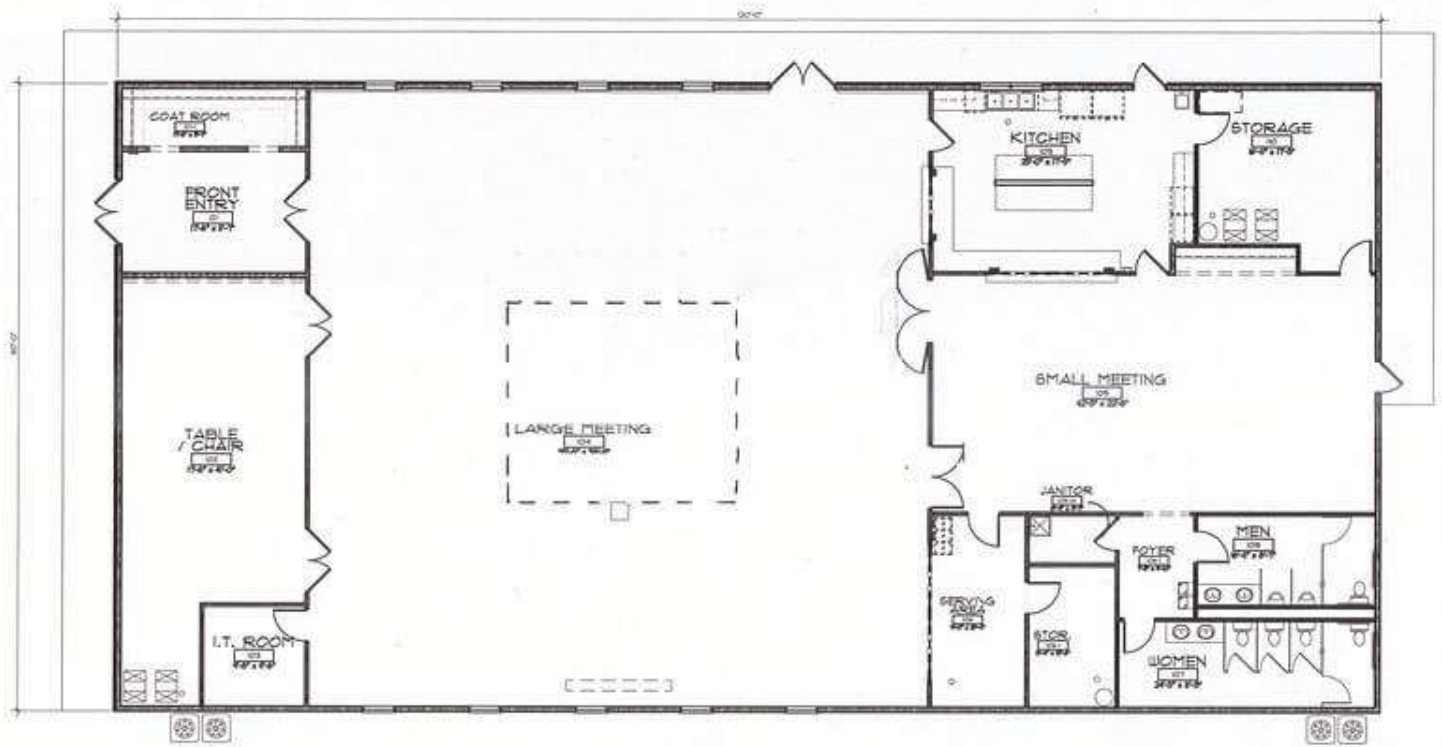
Tillman's Corner Community Center

COMMUNITY CENTER PLAN



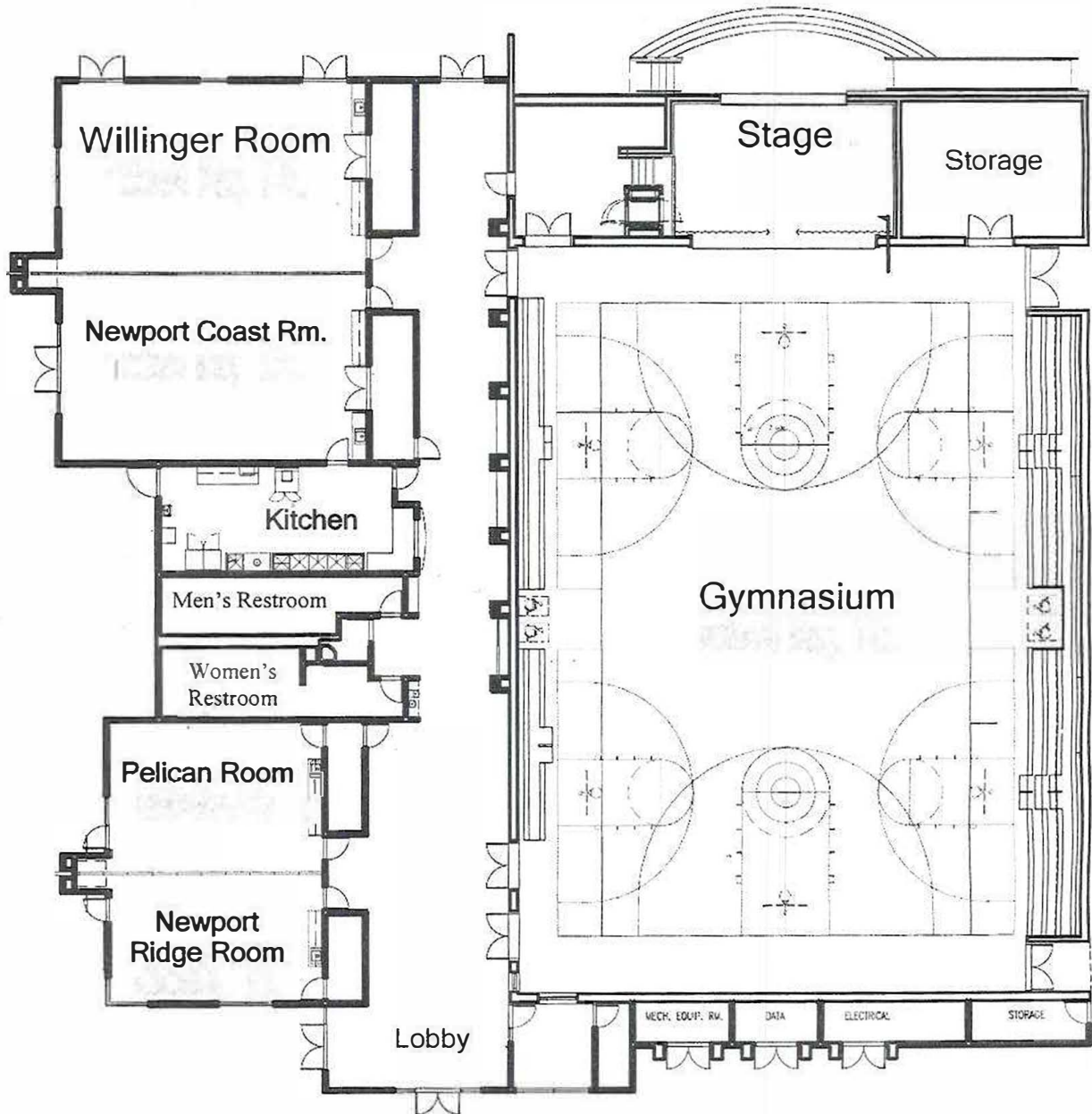


North

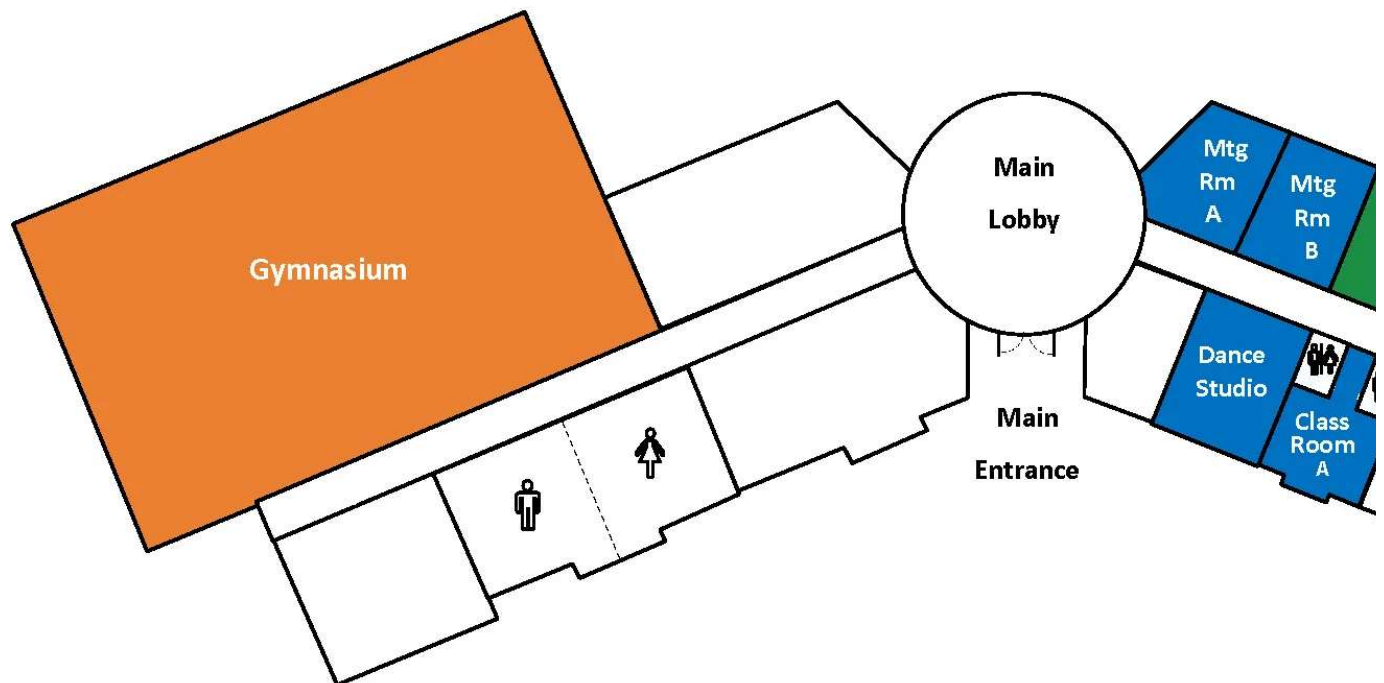


South

Newport Coast Community Center Floor Plan



Tukwila Community Cer





DATE:

CHRISTOPHER J FAZIO
PROFESSIONAL ENGINEER LIC. No. 12175

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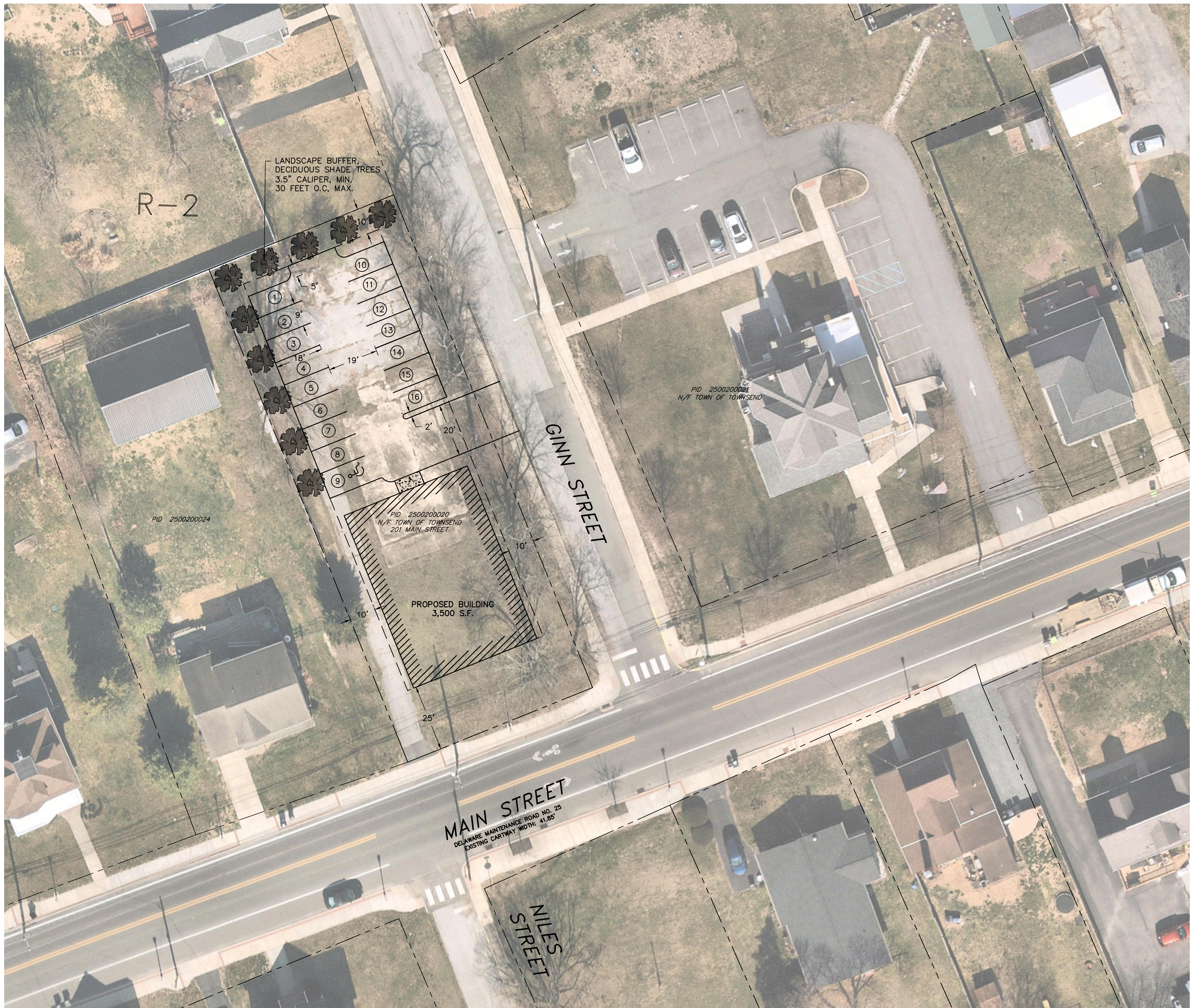
CONCEPT PLAN - 1

TOWN OF TOWNSEND
201 MAIN STREET

TOWN OF TOWNSEND
NEW CASTLE COUNTY

DELAWARE

<u>DRAWN BY :</u> JMB	<u>DESIGN BY :</u> EVO	<u>CHECKED BY :</u> CJF	<u>SCALE :</u> AS NOTED
<u>DATE :</u> 8-2023		<u>SHEET No. :</u> 1 of 4	
<u>JOB No. :</u> DNTET107			



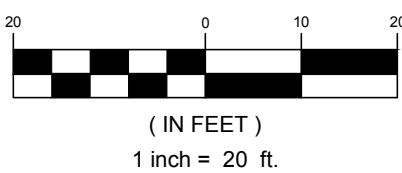
ZONING CLASSIFICATION – RESIDENTIAL | R-2

	PARCEL NUMBER	2500200020	2500200020
	REQUIRED /ALLOW	EXISTING	PROPOSED
LOT WIDTH	50 FEET	75 FEET	75 FEET
LOT AREA	7,000 SF	15,000 SF	15,000 SF
BUILDING COVERAGE	MAX. 40% TOTAL LOT AREA	-	56%
BLDG. SET BACK	NONE	-	-
SIDE YARD	MIN. 10 FEET (25 FEET AGGREGATE WIDTH)	25 FEET	25 FEET
FRONT YARD	25 FEET	25 FEET	25 FEET
REAR YARD	10 FEET	10 FEET	10 FEET
BLDG. HEIGHT	35 FEET	35 FEET	< 35 FEET

OWNER
TOWN OF TOWNSEND
141 MAIN STREET
TOWNSEND, DE. 19734

PROPERTY INFORMATION
LOT AREA: 15,000 S.F.
IMPERVIOUS AREA: 8,422 S.F.

GRAPHIC SCALE





DATE: _____
CHRISTOPHER J FAZIO
PROFESSIONAL ENGINEER LIC. No. 12175

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[illegible]

CONCEPT PLAN - 2

TOWN OF TOWNSEND
201 MAIN STREET

TOWN OF TOWNSEND
NEW CASTLE COUNTY
DELAWARE

<u>DRAWN BY :</u> JMB	<u>DESIGN BY :</u> EVO	<u>CHECKED BY :</u> CJF	<u>SCALE :</u> AS NOTED
<u>DATE :</u> 8-2023		<u>SHEET No. :</u> 2 of 4	
<u>JOB No. :</u> DNTET107			



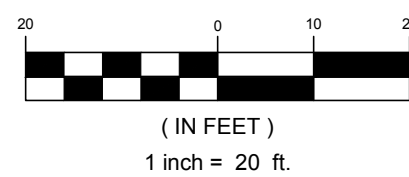
ZONING CLASSIFICATION - RESIDENTIAL | R-2

	PARCEL NUMBER	2500200020	2500200020
	REQUIRED/ALLOW	EXISTING	PROPOSED
LOT WIDTH	50 FEET	75 FEET	75 FEET
LOT AREA	7,000 SF	15,000 SF	15,000 SF
BUILDING COVERAGE	MAX. 40% TOTAL LOT AREA	-	56%
BLDG. SET BACK	NONE	-	-
SIDE YARD	MIN. 10 FEET (25 FEET AGGREGATE WIDTH)	25 FEET	25 FEET
FRONT YARD	25 FEET	25 FEET	25 FEET
REAR YARD	10 FEET	10 FEET	10 FEET
BLDG. HEIGHT	35 FEET	35 FEET	< 35 FEET

OWNER
TOWN OF TOWNSEND
141 MAIN STREET
TOWNSEND, DE. 19734

PROPERTY INFORMATION
LOT AREA: 15,000 S.F.
IMPERVIOUS AREA: 8,422 S.F.

GRAPHIC SCALE





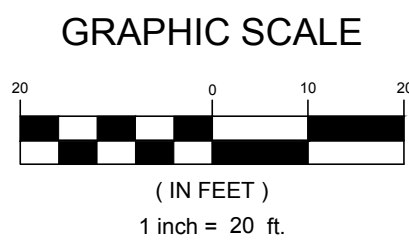
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[illegible]

TOWN OF TOWNSEND
201 MAIN STREET

TOWN OF TOWNSEND
NEW CASTLE COUNTY
DELAWARE

<u>DRAWN BY :</u> JMB	<u>DESIGN BY :</u> EVO	<u>CHECKED BY :</u> CJF	<u>SCALE :</u> AS NOTED
<u>DATE :</u> 8-2023		<u>SHEET No. :</u> 3 of 4	
<u>JOB No. :</u> DNTET107			



ZONING CLASSIFICATION - RESIDENTIAL R-2			
	PARCEL NUMBER	2500200020	2500200020
	REQUIRED/ALLOW	EXISTING	PROPOSED
LOT WIDTH	50 FEET	75 FEET	75 FEET
LOT AREA	7,000 SF	15,000 SF	15,000 SF
BUILDING COVERAGE	MAX. 40% TOTAL LOT AREA	-	45%
BLDG. SET BACK	NONE	-	-
SIDE YARD	MIN. 10 FEET (25 FEET AGGREGATE WIDTH)	25 FEET	25 FEET
FRONT YARD	25 FEET	25 FEET	25 FEET
REAR YARD	10 FEET	10 FEET	10 FEET
BLDG. HEIGHT	35 FEET	35 FEET	< 35 FEET

OWNER
TOWN OF TOWNSEND
141 MAIN STREET
TOWNSEND, DE. 19734

PROPERTY INFORMATION
LOT AREA: 15,000 S.F.
IMPERVIOUS AREA: 6,786 S.F.



DATE: _____
CHRISTOPHER J FAZIO
PROFESSIONAL ENGINEER LIC. No. 12175

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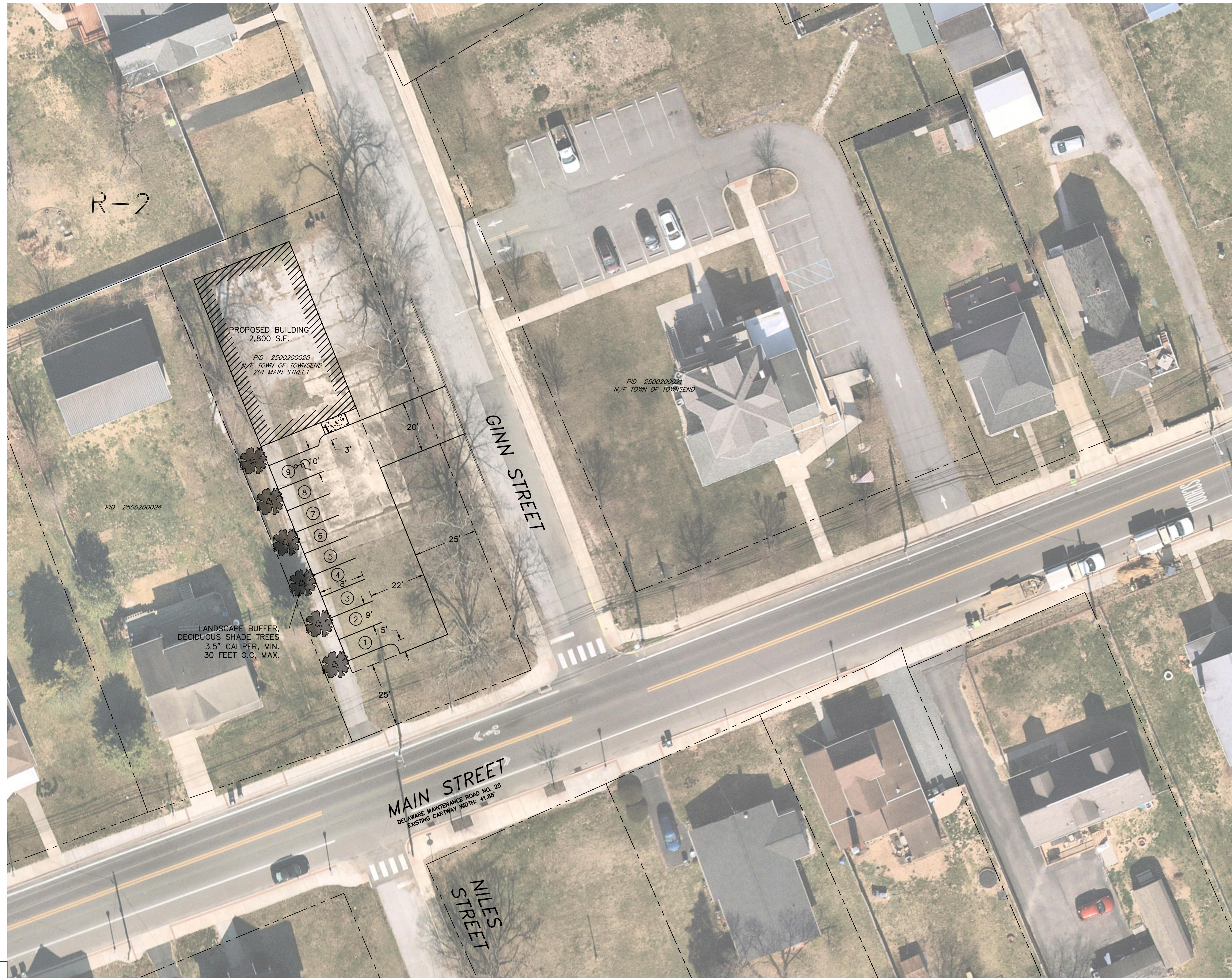
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CONCEPT PLAN - 4

TOWN OF TOWNSEND
201 MAIN STREET

TOWN OF TOWNSEND
NEW CASTLE COUNTY
DELAWARE

<u>DRAWN BY :</u> JMB	<u>DESIGN BY :</u> EVO	<u>CHECKED BY :</u> CJF	<u>SCALE :</u> AS NOTED
<u>DATE :</u> 8-2023		<u>SHEET No. :</u> 4 of 4	
<u>JOB No. :</u> DNTET107			



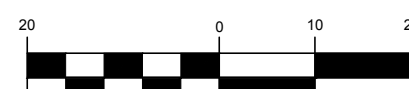
ZONING CLASSIFICATION - RESIDENTIAL | R-2

	PARCEL NUMBER	2500200020	2500200020
	REQUIRED /ALLOW	EXISTING	PROPOSED
LOT WIDTH	50 FEET	75 FEET	75 FEET
LOT AREA	7,000 SF	15,000 SF	15,000 SF
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SIDE YARD	MIN. 10 FEET (25 FEET AGGREGATE WIDTH)	25 FEET	25 FEET
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REAR YARD	10 FEET	10 FEET	10 FEET
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OWNER
TOWN OF TOWNSEND
141 MAIN STREET
TOWNSEND, DE. 19734

PROPERTY INFORMATION
LOT AREA: 15,000 S.F.
IMPERVIOUS AREA: 6,786 S.F.

GRAPHIC SCALE



(IN FEET)
1 inch = 20 ft.