



**Finance Committee Meeting  
May 15, 2024 @ 5:30 pm  
VIA Conference Call & Town Hall  
141 Main St, Townsend, DE 19734**

5:30 pm Finance Committee Meeting

- I.** Call to Order: 5:30 pm.
- II.** Opening Ceremonies
  - a.** Roll Call: Chairman S. Lobell, Co-chairman J. Bangura, Financial Officer J. Helms, Chief of Police R. Longo, Sergeant E. McCloskey, and Town Clerk M. Rivera.
  - b.** Pledge of Allegiance: all present recited the Pledge of Allegiance.
  - c.** Recognition of Visitors: none (Jonathan Justice- joined for UD however they are not presenting until 7 pm for Special Council Meeting).
  - d.** Announcements: none.
- III.** Adoption of Agenda
  - a.** Adopted.
- IV.** Discussion regarding the budget for Fiscal Year 2025
  - a.** FO Helms recapped the general fund budget noting the previously discussed deficit of approximately \$400,000 has been brought down to approximately \$300,000.
  - b.** FO Helms advised of the following changes:
    1. A money market account has been opened to increase revenue.
    2. Impact fees for the proposed new construction of 20 homes at the Woods of Hidden Creek development.
    3. Increased property taxes from new home constructions.
    4. Expenses have been decreased by:
      - i.** Removing the Code Official position
      - ii.** Decreasing the budget for legal fees
      - iii.** Decreasing the budget for IT services.
        - a.** FO Helms noted the budget for the higher quoted IT services has been budgeted for. FO Helms explained the IT competitor works closely with grants for IT in Delaware and works with other local municipalities.
      - iv.** Decreasing the budget for travel
      - v.** Replacing the Adobe subscription with NitroPro subscription
      - vi.** Streetlight fees for the Woods of Hidden Creek development



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- vii. Decreasing the budget for mulching of the Park**

  - a. FO Helms noted PWS DiMartino advised the Town will not need the full amount as budgeted for the current year.
- c. FO Helms advised there is a deficit remaining for the PD (Police Department). FO Helms noted the changes as requested by Chief Longo have been reflected in the present budget. C Lobdell noted the budget is lower than last year.
  - 1. FO Helms to remove the following line items as requested by Chief Longo.
    - i. Sourcepass - Chief Longo confirmed the PD will have their own emails begin July 1<sup>st</sup>.
    - ii. Computer purchase – Chief Longo advised the PD has received grants.
  - 2. FO Helms to review contract for the portable radar signs to determine if this item may be removed.
- d. FO Helms noted the audit required by the Charter is open to interpretation, in which the Town may perform a financial review. FO Helms advised it would be best to perform an audit for this year due to the recent liability changes.
- e. Chief Longo advised only one off duty phone may be needed.
  - 1. Chief Longo explained this line on the budget includes cellular connection for the PD Vehicles.
- f. FO Helms explained the additional phone internet charge is for the building and advised she will make adjustments for an increase.
- g. Chief Longo confirmed the legal services budget may be reduced by half.
- h. FO Helms advised The Committee has the option to balance the budget by using cash funds.
  - 1. C Lobdell noted this happened last year and this year the Town did not need the cash. Furthermore, the Town received an increase in approximately \$200,000 in revenue which rolls over to cash funds.
  - 2. C Lobdell advised it would be best to allocate cash towards the deficit this year and adjust the tax rate next year if necessary. Noting, the county reassessment is due this year.



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- i. FO Helms confirmed Advantech surveillance fees will be paid via ARPA funds which have been allocated for two years.
  - j. FO Helms noted the health plan has been budgeted for the highest rate for the open position. FO Helms explained an amendment may be made later dependent on the new hire.
  - k. C Lobdell advised the final budget will be presented in Mid-June.
  - l. C Lobdell confirmed a signed contract is needed by the end of the year for ARPA allocations.
- V.** Discussion regarding the feasibility study of the Town's Taxes and Budget performed through the University of Delaware (UD) Capstone Project.
  - a. FO Helms explained UD will be presenting around 7 pm during the Town Council Special meeting.
  - b. FO Helms confirmed their review excluded grants and ARPA funds.
- VI.** Adjourn
  - a. The Finance Committee meeting adjourned at 6:20 pm.