

Townsend Town Council Reorganization and Meeting

Agenda

June 4th, 2025 @ 7:00 pm

VIA CONFERENCE CALL & Town Hall

141 Main St, Townsend, DE 19734

7:00 pm Re-Organization Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - A. Roll Call:
 - B. Pledge of Allegiance
 - C. Moment of Silence
 - D. Recognition of Visitors:
 - E. 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 May 7th, 2025, Town Council Meeting.
- VI. Introduction of Incoming Council Members:
 - A. Nomination of Council Member Candidate(s).
- VII. Oath of office for newly elected council member.
- VIII. Oath of office for newly elected council member.
- IX. Oath of office for newly elected council member.
- X. Nomination and Election of Town Mayor for (1) year term.
- XI. Oath of Office for Mayor.
- XII. Reorganization of Committees by Town Mayor.
- XIII. **ACTION ITEM:** Approval/Rejection of revised "Rules of Procedure For Council Meetings".
- XIV. Adjournment of Reorganization Meeting.

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.

Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - F. Roll Call:
 - G. Pledge of Allegiance

- H. Moment of Silence
- I. Recognition of Visitors:
- J. Announcements:
- III. General Citizen Comments
- IV. Review/Adoption of Agenda
- V. **ACTION ITEM:** Presentation and request from Girl Scout Troop 186 as it relates to a Gaga Ball installation at Town Park.
- VI. Departmental Reports:
 - A. Mayor S. Lobdell
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Erik Gruenes
 - F. Town Manager Julie Goodyear
 - G. Public Works Supervisor Rick Boyer
- VII. Committee Reports:
 - A. **Finance Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman J. Bangura
 - 1. **ACTION ITEM:** Review and possible discussion on the April 2025 Budget vs. Actual Reports.
 - 2. **ACTION ITEM:** First reading of Ordinance "2025-001: An Ordinance to Amend the Townsend Municipal Code & Charter Regarding Tax Rates".
 - B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor S. Lobdell
 - C. **Public Works and Land Use Development Committee:** Chair: Councilman J. Bangura, Co-Chair: Councilman M. Chapman
 - D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: Councilman D. Wiggins
 - 1. **ACTION ITEM:** Discussion and review of Committee's recommendation on PD Expansion Proposals received and possible vote to award project.
 - E. **Community Engagement Committee:** Chair: Councilman D. Wiggins
 - 1. **ACTION ITEM:** Discussion and Review of Town Fair Final details and announcements.
 - F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman

1. **ACTION ITEM:** First Reading of Ordinance 2025-001 “Ordinance to Amend Town Charter”

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

- VIII. Discussion of future agenda items.
 - IX. Recess Council Meeting to Convene Executive Session.
 - X. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(9), the Town Council will consider a motion to meet in an executive session for the discussion personnel matters.
 - XI. **Close Executive Session & Re-convene Council Meeting.**
 - XII. **ACTION ITEM:** Possible vote of Council.
 - XIII. Adjournment.
-



Town Council, Town of Townsend Oath of Office

I, Joseph J. Bangura, do proudly swear (or affirm) to carry out the responsibility of the office of Councilman of the Town of Townsend to the best of my ability, freely acknowledging the powers of this flow from the people I am privileged to represent. I further swear (or affirm), to always place the public interests above any special or personal interests, and to respect the right of future generations to share the rich historic and natural heritage of Delaware. In doing so I will always uphold and defend the Constitutions of my Country and my State, so help me God.

Signature

Date

SWORN TO AND SUBSCRIBED this **4th** day of **June, 2025.**

Julie Goodyear
Town Manager, Notary



Town Council, Town of Townsend Oath of Office

I, Matthew Chapman, do proudly swear (or affirm) to carry out the responsibility of the office of Councilman of the Town of Townsend to the best of my ability, freely acknowledging the powers of this flow from the people I am privileged to represent. I further swear (or affirm), to always place the public interests above any special or personal interests, and to respect the right of future generations to share the rich historic and natural heritage of Delaware. In doing so I will always uphold and defend the Constitutions of my Country and my State, so help me God.

Signature

Date

SWORN TO AND SUBSCRIBED this **4th** day of **June**,
2025.

Julie Goodyear
Town Manager, Notary



**Mayor, Town of Townsend
Oath of Office**

I, _____, do proudly swear (or affirm), to serve as Mayor for the Town of Townsend to the best of my ability, freely acknowledging the powers of this flow from the people I am privileged to represent. I further swear (or affirm) to always place the public interests above any special or personal interest, and to respect the right of future generations to share the rich historic and natural heritage of Delaware. In doing so I will always uphold and defend the Constitutions of my Country and my State, so help me God.

Signature

Date

SWORN TO AND SUBSCRIBED this **4th** day of **June 2025**.

Julie Goodyear
Town Manager, Notary



TOWN OF TOWNSEND
RULES OF PROCEDURE
FOR COUNCIL MEETINGS

LAST REVISED

June 2025



TOWN OF TOWNSEND DELAWARE
RULES OF PROCEDURE FOR THE 2024-2025 COUNCIL YEAR

The Charter of the Town of Townsend 4.2:

The Town Council of the Town of Townsend shall hold one (1) meeting in each month on the first Wednesday of each month. Council shall not be prohibited from rescheduling such meetings from time to time during the year as the need arises. Emergency meetings may be held when necessary for the immediate preservation of public health and safety. Special Town Council meetings may be held when necessary. Notice of all meetings shall be consistent with Title 29, Chapter 100 of the Delaware Code.

I. Order of Business

- 1) Call to Order
- 2) Opening Ceremonies
 - i) Roll Call
 - ii) Recognition of Visitors
 - iii) Pledge of Allegiance
 - iv) Announcements
- 3) General Citizen Comment
- 4) Review/Adoption of the Agenda
- 5) Approval / Rejection of Minutes
- 6) Departmental Reports
- 7) Committee Reports
- 8) Executive Session (IF NEEDED)
- 9) Adjournment

II. Rules of Procedure of Town Council Meetings

The "Body" (Town Council) may adopt any rules it deems necessary to ensure the efficient conduct of its meetings.

- A. For rules not described below, the most recent version of Roberts Rules applies.
- B. For Town Council matters, the Mayor, any Council Member, or the Town Manager can place an item on the Town Council agenda. All agenda items must be submitted to the Mayor and the Town Manager at least 8 calendar days before the meeting. Agenda items can only be removed at the meeting. Items cannot be added within 7 calendar days.
- C. Items may be removed from the agenda pursuant to a vote by Council at the Council Meeting at which the item is to be presented if requested in writing (or email) before the meeting by the person or entity who submitted the agenda item.



- D.** The agenda for regular Council meetings is to be prepared for the members of Council at least seven days in accordance with FOIA; before the date of the meeting, and no change will be made without a majority vote of all members of Town Council present at the Town Council meeting. The agenda and packet items may be delivered via e-mail and be available for pickup by the Council member at Town Hall. All packet items, including presentations, shall be submitted to Council and posted on the Town website at least five (5) days in advance of Council meetings. Exceptions to this policy shall be limited to minutes, supplemental information that is requested by Council in a time frame that does not permit the gathering being completed by the deadline, corrections to previously submitted material and items added or additional information received after the five- day deadline. Supplemental packet item submissions outside of the exemptions outlined must be approved by vote of the Council.
- E.** Special Meetings. The Mayor OR Three members of Council may request a special meeting. All Council members shall be notified of a request for special meeting by the Mayor or three members of Council in writing at least eight (8) days before the meeting is set to begin.
- F.** Emergency Meetings. Per the Charter of the Town of Townsend: Emergency meetings may be held when necessary for the immediate preservation of public health and safety. All Council Members shall be notified by phone call and writing at least one hour before the meeting is to take place. No meeting may occur without a quorum and all Council members have the right to be available. The Mayor (with the consent of the Town Manager) or three (3) Council people (with the consent of the Town Manager) may call an emergency meeting. After all council members have been notified, the Town shall provide notification to the citizens using the Code Red system.
- G.** Meeting Cancellations: Cancellation of any meeting shall be at the discretion of the Mayor (or his/her designee), or, in the case of a meeting that has been called at the request of three or more council members, at the discretion of those council members, as circumstances may require. In any case, as much notice of said cancellation as is practical shall be given through Town Hall and shall be posted on the Town's website.
- H.** Summary minutes shall be kept of all Council meetings, including the language of and votes upon all motions. Audio recordings shall record the business transacted at regular and special Council meetings and shall be stored for future reference according to the approved Record Retention Schedule for the Town of Townsend. A summary shall be prepared of all executive session meetings by the Town Solicitor and kept in a binder under the custody, control, and supervision of the Town Solicitor and/or Town Manager. If the Town Solicitor is not present at an executive session, the Mayor, Town Manager, or a designee of the Mayor, shall prepare a summary of the discussions conducted at such session.



- I. In those matters not covered by this resolution, and where not in conflict with the Laws of Delaware or the Ordinances of the Town of Townsend, Robert's Rules of Order Newly Revised 12th Edition shall be the parliamentary authority.
- J. Resolutions and ordinances must be sponsored and presented by a Council Member. The Council Member need not write the resolution or ordinance.
- K. An item scheduled for the agenda can be rescheduled for a different date by a majority of the members of the Body.
- L. The Mayor must recognize Members wishing to make a motion or enter a debate in the order in which they request recognition.
- M. The Mayor must ask for a motion and a second to the motion on each item on the agenda. Any motion that receives a second shall be discussed by the Body.
- N. Any Member may call for the question at any time. A vote will then be held on the motion. Questions are outlined in Roberts Rules of Order. This is specifically referring to the question (item) on the agenda. Any document adopted and passed that requires signatures will be signed at the meeting, prior to adjournment or within 7 days. If the Mayor is unable or refuses to sign the document(s), any three Members may execute the document on behalf of the Body.
- O. Member packets will be distributed before a scheduled meeting. Packets will be distributed five calendar days before the meeting or at the time the agenda is posted.
- P. All meetings are open and public meetings unless specifically closed under the provisions of the State of Delaware, particularly the Freedom of Information Act (FOIA). A public meeting is defined as a meeting at which public business is discussed, decided or policy formulated. Citizens are allowed to attend and observe but not necessarily participate.
- Q. A public hearing is defined as a meeting which provides citizens the opportunity to express their position on the issue under consideration, both pro and con after due notice. Citizens may observe and comment as provided by the Body's rules, but this is not a forum for a debate with the Body. Rules for hearings are described in Section III.
- R. At a regular meeting of the Council, citizens' comments will be taken at the beginning of the meeting and before any vote of action items. Any citizen, who wants to make comments will have the opportunity to do so in an orderly manner. This opportunity to make a comment is not to be mistaken for a public hearing nor is it an opportunity to debate with the governing body. Responses to public comments by elected officials and/or staff may be permitted by the Mayor, recognizing no decisions or policies may be adopted during public comment time. The Body will not tolerate any interruptions or disruption of meetings. Each citizen may speak once per topic for a period not to exceed three (3) minutes. If a citizen would like to speak for more time, they should submit an



item for the agenda through the Mayor, a council person or the Town Manager no more than two (2) weeks before the meeting where they would like to speak.

- S. Agenda items which have actions may include citizen comments if the Mayor desired. They will be noted with an asterisk (*) on the agenda.
- T. Any citizen desiring an item to be placed on an agenda should submit, in writing, a description of the proposed agenda item, a rationale for placing the item on the agenda, and all background information needed for the Body to make a decision. The Town Manager, or his/her designee, will inquire whether any member of the appropriate Body is willing to sponsor the item for the agenda. Sponsored items will be placed on the agenda for the next meeting of that Body. Non-sponsored items will not be placed on the agenda. Items to be placed on the agenda are due by noon at least fourteen (14) days before regularly scheduled Meeting.
- U. The meeting will have a set time limit of 2.5 hours. If, in the event the meeting is not concluded within that time, the Mayor will ask for a motion to table the rest of the agenda. If the Members so desire, each member may make a motion to extend the meeting by thirty minutes. The maximum time a meeting can be increased is an additional two hours. The meeting limit is exclusive of executive session. If an executive session is scheduled, the time limit only applies to the public portion of the meeting.
- V. V. Per section 4.2 of the Town Charter, the Town Council shall hold one (1) meeting each month on the first Wednesday of each month 2025-2026 council term begin at 7 pm. Council shall not be prohibited from rescheduling such meetings from time to time during the year as the need arises. The Mayor shall seek approval for the time from Council Members no later than 8 days before a meeting.
- W. All resolutions, which do not have legislative effect, do not bind the Town or otherwise do not contain substantial legislative matter shall not need a roll call vote. If, for purposes of honoring or pledging, a roll call vote is desired, a Member may request a roll call vote in a motion. All legislative business (Ordinances) shall have a roll call vote.

III. Rules for Conducting Public Hearings

- A. Hearings shall represent a meeting of the Council and require a quorum. If the quorum is not achieved the hearing must be rescheduled.
- B. All members of the public will be allowed to speak once per topic for a period not to exceed three minutes.
- C. If a comment or question from a member of the Body interrupts a member of the public speaking during a hearing, the time taken by the comment or question and the response will not be counted as part of that citizen's three minutes.



- D. If a member of the Body raises a question about a comment from a member of the public after the person has made his/her comments, the member of the public will be allowed two minutes to respond to each question raised.
- E. Members of the public cannot give their three (3) minutes away to another person to speak on their behalf.
- F. A member of the public, during the time allotted for that person's comments, may request of the Body that the record be held open for written comment. Any member of that Body may then move to hold the record open for written comments for a specified period. If the motion receives a second and passes by majority vote, the record will be held open for the specified time, otherwise the item will not be received into the record.
- G. Participants in public hearings will be expected to conduct themselves with civility. Speakers must be courteous. Applause is not allowed. Outbursts from those attending a public hearing will not be tolerated. When a member of the public has been recognized and is speaking, he/she has the floor. Other members of the public may not speak either to the speaker or members of the Body until they have been given the floor. Spontaneous comments or other outbursts from the public will not be allowed.

IV. Rules for Decorum

- A. Any and all Council Members participating in council and or committee meetings, when conversing in the formal parts of the meeting, shall address each other formally and not by first or simply last names. They shall be addressed as Council Member, Mr., Mrs., Miss., Ms. or acknowledging their Chair or Mayor, Council, or staff status, as appropriate.
- B. Participants in public meetings will be expected to conduct themselves with civility. Speakers must be courteous. Applause is not allowed. Outbursts from those attending a public hearing will not be tolerated. When a member of the public has been recognized and is speaking, he/she has the floor. Other members of the public may not speak either to the speaker or members of the Body until they have been given the floor. Spontaneous comments or other outbursts from the public will not be allowed.
- C. When possible, it is preferred for the Council to wear Townsend branded clothes, or nametag, or a polo, or other business clothes. There shall be no official rules for dress for the Council.



IV. Disturbing Meetings

- A. The Mayor, or designee (in absence of the Mayor) may expel any person, other than a member of the Council, who is disorderly during any regular, special or emergency meetings of the Council.

- B. The Town Council may temporarily expel (for the current meeting) any of its members for disorderly conduct upon an affirmative “majority” vote of those members present.



TOWNSEND POLICE DEPARTMENT



661 South Street, PO Box 223, Townsend, DE 19734
Office 302-464-1262 / Dispatch 302-739-4865 / **EMERGENCY 911**

JUNE 2025 Town Council Meeting

The information provided herein is from May 1, 2025 – May 30, 2025

1) 61 Total Calls for Service

- 1 - Found Child
- 1 - Found Property
- 1 - Shoplifting
- 1 - Harassment
- 1 - Court Violation
- 1 - Fugitive Arrest
- 1 - Abandon Vehicle
- 1 - Vehicle Not Stopping (Pursuit)
- 2 - Domestic
- 2 - Vehicle Repossessions
- 2 - Theft's
- 2 - Disorderly Person
- 3 - Follow Up Investigations
- 3 - Investigations
- 3 - Drug Arrest's (All in Park)
- 3 - Noise Complaints
- 3 - Suspicious Activity
- 4 - Criminal Mischief
- 4 - AOA
- 5 - Motor Vehicle Crashes
- 5 - Missing Person (Same Individual)
- 7 - Public Assists
- 9 - Burglar Alarms

2) Conducted 19 School Traffic Patrols

3) Station Vulnerability Assessment Conducted By State (First of 2 Phases)

4) All Staff Qualified with Agency Issued Weapons

5) Attended State Chief's Training Conference

6) Attended Law Enforcement Memorial Even in Dover

7) Attended Law Enforcement Memorial Bike Ride Event

8) Received Grant Funded Police Equipment

Sincerely,

Robert J. Longo, Chief of Police



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

TOWN OF TOWNSEND - MONTHLY ENGINEERING REPORT | JUNE 2025

TO: Julie Goodyear, Town Manager
FROM: Erik Gruenes, PE
RE: Town of Townsend | Monthly Engineering Report
DATE: May 30, 2025

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

Should you have any questions please contact me at (302) 287-7460.

CAPITAL PROJECTS

1. Surface Water Matching Planning Grant Program

- a) Drafting of proposal to submit to Townsend
- b) Met with GIS Team.
- c) The program will focus on the stormwater sewer scoping in Townsend Village I & II, and repairing of the drainage network along South Street.

2. 2025 Road Program

- a) Work on plans and bid documents has begun, with aim to put project out to bid by mid-to late June.
- b) Townsend has approved proposal
- c) Submitted 2025 Road Program Proposal to Townsend, will begin work once approved

3. 2024 - 2025 Townsend General Engineering (DNTET109),

Interfaith Housing

- a) Reviewed subdivision application for development at Walnut Street. Submitted a comment review letter with my notes/concerns.
- b) Developers will have to alter plans to avoid construction within the Riparian Buffer Zone.

Townsend Acres

- a) Review latest submission with additional comments for the Storm Water Management report
- b) Working with JS Homes to ensure Application Submission meets all standards & requirements.
- c) RVE will continue to review development plans as they are submitted.

Sinkhole

- a) Public Works are looking into feasibility of repairing the sinkhole.
- b) Public Works investigated the inlet near the sinkhole & took photographs. The inlet box wall above the pipe has crumbled, resulting in the sinkhole forming.

2026 Sewer Agreement

- a) Meeting with NCC Representatives in Spring 2025 to begin discussing details of an outline/draft agreement.

PLANNING PROJECTS

1. Townsend Village I (DNTEP013)

- a) Open Space Program is currently being handled by the Developers legal department.
- b) 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.

2. The Woods at Hidden Creek (DNTEP082)

- a) RVE reviewed and approved plan permits RVE will continue to review permit plans for development when they are delivered.
- b) Phase 5 sitework is underway.

Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilman
Marcus Suhr, Councilman
Dylan Wiggins, Councilman



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Erik Gruenes, Town Engineer
Lisa Hatfield, Town Solicitor

Town Manager- Monthly Report

May 2025 Recap

Townhall/TM:

- Revamped new Permit Applications- Effective 5/26/2025
 - Streamlined applications into one form.
 - Demolition Permits will remain separate
- Collected all Vendor COI's for Town Hall contracts
 - Will be an annual task for records
- TM attended PC Working Session- 5/2
- TM and FO attended a meeting with "Solar on Earth" to review opportunities to reduce utility costs by partnering for solar energy.
 - Received proposal for partnership and sent off to Town Solicitor for review
- All Staff attended Staff Meeting- 5/7
- TM attended Council MTG- 5/7
- TM attended meeting with IT Company "Wagamon Technologies" for the quarterly report.
 - Report available at request
- TM attended CE MTG- 5/9
 - Final meeting prior to Town Fair establishing responsibilities on day of event. Also distributed Town Logoed shirts.
- TM and FO attended "Board of Adjustment Webinar" for education on proper composition of the BOA, jurisdiction of the board, adequate board procedures for conducting hearings, rendering decisions, use and area variance standards and an overview of appellate review standards.
- TM attended Code Review MTG- 5/12
- TM attended Finance MTG- 5/12
- TM attended PC Special MTG- 5/12
- TM attended PC MTG- 5/21
- TM attended PS MTG- 5/23
- TM attended Finance MTG- 5/29
- TM attended Public Hearing- 5/29

Permits: 19 permits issued in May

- Basement (2)
- Concrete Patio (2)
- Deck (2)
- Fence (5)
- Roof (2)
- Solar Panels (1)
- Shed (1)
- New Construction (1)
- HVAC (2)
- Home Renovation (1)

P.O. Box 223 • 141 Main Street • Townsend, DE 19734
Phone (302) 378-8082 • Fax: (302) 378-7099 • <https://townsend.delaware.gov> •
townhall@townsend.delaware.gov

Licensing:

- 13 Contractor License issued/ renewed in May for Townsend registered Contractors.
 - 185 Active Contractor Licenses
- 31 Business Licenses renewed for 2025
 - 4 pending business license for 2025- late notices issued
- 11 Rental Licenses renewed for 2025
 - 4 pending rental license for 2025- late notices issued

Grants: No updates on grant applications to report

Rentals: 3 Park, Pavillion or gazebo Rentals in May

- Rental on 5/17: Full Refund Processed, no damage
- Rental on 5/18: Full Refund Processed, no damage
- Rental on 5/21: Requested Rain Date- PENDING

Upcoming Rentals:

- 6/1/25 Pavillion Rental
- 6/7/25 Pavillion Rental
- 6/8/25 Pavillion Rental
- 6/10/25 Pavillion Rental
- 6/19/25 Basketball Court Rental
- 6/22/25 Pavillion Rental

Code Enforcement: 2 Violations Issued

- Unpermitted Work- Driveway Extension & Roof Replacement

Property Information Requests: 10 (Generating \$100.00 in revenue)

- 25-002.00-067
- 25-008.00-180
- 25-004.00-006
- 25-001.00-032
- 25-001.00-233
- 25-003.00-103
- 25-008.00-180
- 25-001.00-031
- 25-003.00-016
- 25-001.00-021

FOIA Requests: 9 Received

- Request for all permits issued from 5/1 – 5/31
- Request for Parcel Information (4)
- Request for Fire Department Information
- Request for New Building Permits from 5/1/24 – 5/1/25
- Request for Traffic Study Conducted for "Townsend Crossing Major Sub-Division"
- Request for Sidewalk construction permits for location: 115 Pine tree Lane

Owner Complaints: 0 received

Respectfully Submitted,

Julie Goodyear, Town Manager



Public Works Department Report

June 2025

May Completed projects

- Hometown Hero Banners – Put up with assistance from Middletown Public Works and loaned equipment from Appo School District
- New mulch at all play areas in the Municipal Park
- 0 Chestnut added to mowing routine
- Flat roof at Town Hall along with new decking completed – Guardian Roofing
- New deck / fire escape support pillars installed – Guardian Roofing
- Made cement repairs at Skate Park
- Collecting proposals to repair Tennis / Pickleball court entrance footers.
See attached
- Completed Evening light Street Light Inspection – 2 issues reported to DelMarva that were repaired
- Closed 74 Vialytics tasks

Saved 1 house finch and 1 box turtle

Upcoming projects for June

- Discuss Hometown Hero Banners being left up through mid-July
Displayed in town during Fair and through 4th of July
Equipment / assistance issues since Town is not equipped to complete
- Town Fair Prep
 - Park Cleaned
 - Landscaped
 - Vendor Spots
 - Parking
 - Prepare Cleanup
- American Flags go up on Main St
- Pressure Washing at Park, Memorial at Post Office, and Town Hall
- Cracked curb at 544 Ginn causing erosion / wash-out hole behind curbed drain – Collect proposals
See Attached





May 28, 2025 at 8:46:27 AM



May 28, 2025 at 8:46:14 AM



May 28, 2025 at 8:46:19 AM



**TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
April 30, 2025**

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|--|-------------------|---------------------|---------------------|---------------------------------------|
| Fire House Impact Fees | 15,000.00 | 8,250.00 | (6,750.00) | 55% |
| Franchise Fees | 20,000.00 | 13,350.36 | (6,649.64) | 67% |
| Interest Income | 55,000.00 | 109,489.50 | 54,489.50 | 199% |
| Miscellaneous Income | 2,000.00 | 4,947.46 | 2,947.46 | 247% |
| Property Transfer Taxes | 250,000.00 | 297,088.29 | 47,088.29 | 119% |
| Real Estate Property Tax | 633,200.00 | 676,119.80 | 42,919.80 | 107% |
| Violations, Fines & Penalties | 2,500.00 | 2,317.50 | (182.50) | 93% |
| Rental Registration Fee | 1,700.00 | 2,068.86 | 368.86 | 122% |
| Total Administrative Revenues | 979,400.00 | 1,113,631.77 | 134,231.77 | 114% |
| Rental Income | - | 12,600.00 | 12,600.00 | |
| Total Rental Income Revenue | - | 12,600.00 | 12,600.00 | |
| Impact Fees | 135,000.00 | 74,250.00 | (60,750.00) | 55% |
| Licenses & Fees | 71,900.00 | 65,129.44 | (6,770.56) | 91% |
| Town Permits | 142,900.00 | 104,650.04 | (38,249.96) | 73% |
| Total Permits & Licenses Revenues | 349,800.00 | 244,029.48 | (105,770.52) | 70% |
| Park rental | 1,500.00 | 1,975.00 | 475.00 | 132% |
| Total Park & Recreation Revenues | 1,500.00 | 1,975.00 | 475.00 | 132% |

| | | | | |
|--|---------------------|---------------------|---------------------|------------|
| Grants Revenue | 314,500.00 | 106,259.60 | (208,240.40) | 34% |
| Municipal Street Aid Grant | 59,200.00 | 59,778.72 | 578.72 | 101% |
| Total Grant Revenues | 373,700.00 | 166,038.32 | (207,661.68) | 44% |
| Town Fair Donation | 6,800.00 | 570.20 | (6,229.80) | 8% |
| Veterans & Social Services Donations | - | 45.00 | 45.00 | |
| Community Events: Town Fair | 2,000.00 | 4,500.00 | 2,500.00 | 225% |
| Total Community Events Revenues | 8,800.00 | 5,115.20 | (3,684.80) | 58% |
| General Fund Revenue Totals | 1,713,200.00 | 1,543,389.77 | (169,810.23) | 90% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for |
|-----------------------------------|-----------|-----------|--------------|--------------|
| | | | | April 83% |
| Fire House Impact Fees | 15,000.00 | 12,000.00 | (3,000.00) | 80% |
| Advertising | 300.00 | 30.12 | (269.88) | 10% |
| Accounting Audit | 30,000.00 | 25,000.00 | (5,000.00) | 83% |
| Computer/Software Support | 49,500.00 | 49,258.15 | (241.85) | 100% |
| Elections Expense | 1,000.00 | - | (1,000.00) | 0% |
| Copier Maintenance Agreement | 3,500.00 | 1,404.59 | (2,095.41) | 40% |
| Town Insurance | 26,000.00 | 29,359.56 | 3,359.56 | 113% |
| Town Hall Cleaning/Pest Ctrl | 2,400.00 | 1,950.00 | (450.00) | 81% |
| Membership Fees | 3,300.00 | 1,800.00 | (1,500.00) | 55% |
| General Town Hall Expenses | 10,000.00 | 3,263.61 | (6,736.39) | 33% |
| Security System @ 141 Main Street | 1,500.00 | 1,116.27 | (383.73) | 74% |
| Office Supplies/Equipment | 4,800.00 | 1,596.34 | (3,203.66) | 33% |
| Code Red | 3,000.00 | 2,890.85 | (109.15) | 96% |
| Postage & Delivery | 4,600.00 | 1,824.41 | (2,775.59) | 40% |
| General Legal | 60,000.00 | 27,244.00 | (32,756.00) | 45% |
| Board of Adjustment | 5,000.00 | - | (5,000.00) | 0% |
| Subscription Fee | 2,400.00 | 376.40 | (2,023.60) | 16% |
| Training Classes | 2,500.00 | 822.69 | (1,677.31) | 33% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|---|-------------------|-------------------|---------------------|------------------------------|
| Trash Collection Service | 241,200.00 | 200,703.36 | (40,496.64) | 83% |
| Utilities - Town Hall | 15,000.00 | 11,085.22 | (3,914.78) | 74% |
| Misc Expense | 4,700.00 | 1,675.00 | (3,025.00) | 36% |
| Total Administrative Expenditures | 485,700.00 | 373,400.57 | (112,299.43) | 77% |
| Payroll & Benefits | 552,300.00 | 404,648.67 | (147,651.33) | 73% |
| Total Payroll Expenditures | 552,300.00 | 404,648.67 | (147,651.33) | 73% |
| Street Lights | 111,100.00 | 87,414.47 | (23,685.53) | 79% |
| Total Street Lights Expenditures | 111,100.00 | 87,414.47 | (23,685.53) | 79% |
| General Engineering | 60,000.00 | 17,580.00 | (42,420.00) | 29% |
| Studies | - | 8,800.00 | 8,800.00 | |
| Road Program | - | 10,991.25 | 10,991.25 | |
| Code Enf/Inspections | 65,100.00 | 38,120.00 | (26,980.00) | 59% |
| Lot Grading Reviews | 13,800.00 | - | (13,800.00) | 0% |
| Charter/Comp Plan Fees | 1,000.00 | - | (1,000.00) | 0% |
| Total Code & Planning Expenditures | 139,900.00 | 75,491.25 | (64,408.75) | 54% |
| Town Equipment Fuel | 3,000.00 | 2,244.17 | (755.83) | 75% |
| Park Maintenance Expense | 35,000.00 | 26,853.69 | (8,146.31) | 77% |
| Vehicle/Equipment Maintenance | 3,700.00 | 2,130.09 | (1,569.91) | 58% |
| Public Works Equipment | 4,300.00 | 2,599.37 | (1,700.63) | 60% |
| Public Works Uniforms | 1,200.00 | 873.41 | (326.59) | 73% |
| Town Landscaping & Beautification | 2,500.00 | - | (2,500.00) | 0% |
| Street, Sidewalk & Curb Maintenance | 59,200.00 | 35,727.98 | (23,472.02) | 60% |
| Snow Removal | 20,000.00 | 11,302.25 | (8,697.75) | 57% |
| Total Public Works Expenditures | 128,900.00 | 81,730.96 | (47,169.04) | 63% |
| Community Relations | 1,300.00 | - | (1,300.00) | 0% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|--|---------------------|--------------------|---------------------|------------------------------|
| Community Events Expense | 10,500.00 | 3,851.26 | (6,648.74) | 37% |
| National Wildlife Foundation/Habitats | 600.00 | - | (600.00) | 0% |
| Total Community Events Expenditures | 12,400.00 | 3,851.26 | (8,548.74) | 31% |
| Realized Gains/Losses | - | (85,899.03) | (85,899.03) | |
| Total Realized Gain on Investments | - | (85,899.03) | (85,899.03) | |
| General Fund Operating Expenditure Totals | 1,430,300.00 | 940,638.15 | (489,661.85) | 66% |
| Capital Expenses | 93,900.00 | 8,254.00 | (85,646.00) | 9% |
| Total Capital Expenditures | 93,900.00 | 8,254.00 | (85,646.00) | 9% |
| General Fund Capital Expenditure Totals | 93,900.00 | 8,254.00 | (85,646.00) | 9% |



**TOWN OF TOWNSEND
POLICE INCOME STATEMENT
April 30, 2025**

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|-----------------------------------|-------------------|-------------------|---------------------|---------------------------------------|
| Impact Fees: Public Safety | 22,500.00 | 16,499.99 | (6,000.01) | 73% |
| Fines - Police | 3,000.00 | 15,165.96 | 12,165.96 | 506% |
| Grant Revenue | 373,300.00 | 373,260.00 | (40.00) | 100% |
| Miscellaneous Income | 4,200.00 | 4,783.18 | 583.18 | 114% |
| Transfers In | 208,000.00 | - | (208,000.00) | 0% |
| Police Fund Revenue Totals | 611,000.00 | 409,709.13 | (201,290.87) | 67% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|--------------------------------------|---------------|---------------|---------------------|---------------------------------------|
| Community Relations | 1,000.00 | - | (1,000.00) | 0% |
| Repairs & Maint - Vehicles/Equipment | 8,400.00 | 8,132.05 | (267.95) | 97% |
| PD Bldg Expenses | 800.00 | 1,044.02 | 244.02 | 131% |
| Computer/Software Expense | 900.00 | 1,247.86 | 347.86 | 139% |
| PD Cleaning | 1,200.00 | 1,000.00 | (200.00) | 83% |
| PD Pest Control | 800.00 | 640.00 | (160.00) | 80% |
| PD Equipment/Office Equipment | 2,800.00 | 2,119.70 | (680.30) | 76% |
| Postage & Delivery | 500.00 | 97.33 | (402.67) | 19% |

| | | | | |
|---|-------------------|-------------------|---------------------|------------|
| Prisoner Meals | 100.00 | - | (100.00) | 0% |
| Training Classes | 4,800.00 | 3,921.65 | (878.35) | 82% |
| Office Supplies/Cleaning Supplies | 900.00 | 671.51 | (228.49) | 75% |
| DUI Blood Draws | 100.00 | - | (100.00) | 0% |
| Memberships & Subscriptions | 400.00 | 200.00 | (200.00) | 50% |
| Fuel | 11,000.00 | 5,907.22 | (5,092.78) | 54% |
| Insurance | 8,000.00 | 9,371.94 | 1,371.94 | 117% |
| Uniforms: PD | 3,900.00 | 1,719.03 | (2,180.97) | 44% |
| Legal Services | 2,500.00 | 3,041.50 | 541.50 | 122% |
| Utilities - PD | 15,500.00 | 12,664.60 | (2,835.40) | 82% |
| Total Administrative Expenditures | 63,600.00 | 51,778.41 | (11,821.59) | 81% |
| Payroll & Benefits | 358,900.00 | 270,051.63 | (88,848.37) | 75% |
| Total Payroll Expenditures | 358,900.00 | 270,051.63 | (88,848.37) | 75% |
| Police Fund Operating Expenditure Totals | 422,500.00 | 321,830.04 | (100,669.96) | 76% |
| Capital Expense - PD | 377,500.00 | - | (377,500.00) | 0% |
| Total Capital Expenditures | 377,500.00 | - | (377,500.00) | 0% |
| Police Fund Capital Expenditure Totals | 377,500.00 | - | (377,500.00) | 0% |



TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
 April 30, 2025

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|--|-------------------|---------------|---------------------|---------------------------------------|
| Grants Revenue | 501,200.00 | - | (501,200.00) | 0% |
| Special Revenue Fund Revenue Totals | 501,200.00 | - | (501,200.00) | 0% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|--|-------------------|-----------------|---------------------|---------------------------------------|
| Capital Expenses - ARPA | 501,200.00 | 1,978.00 | (499,222.00) | 0% |
| Special Revenue Fund Expenditure Totals | 501,200.00 | 1,978.00 | (499,222.00) | 0% |

Note: All expense that can be capitalized has been moved to the balance sheet. Only have \$50,900 left to spend in ARPA which is obligated.



**TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
April 30, 2025**

| REVENUES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|--|------------------|------------------|---------------------|---------------------------------------|
| Police Grants Revenue | 21,100.00 | 29,611.31 | 8,511.31 | 140% |
| Police Grants Fund Revenue Totals | 21,100.00 | 29,611.31 | 8,511.31 | 140% |

| EXPENDITURES | BUDGET | ACTUAL | OVER/(UNDER) | Target % for April 83% |
|--|------------------|-----------------|---------------------|---------------------------------------|
| Overtime | 12,700.00 | 5,466.72 | -7,233.28 | 43% |
| FICA | 0.00 | 65.34 | 65.34 | |
| Misc Expense | 500.00 | 4,239.71 | 3,739.71 | 848% |
| Police Grants Fund Expenditure Totals | 13,200.00 | 9,771.77 | -3,428.23 | 74% |

| | | | | |
|--|-----------------|------------------|-----------------|-------------|
| Misc Expense | 7,900.00 | 10,027.34 | 2,127.34 | 127% |
| Police Grants Fund Capital Expenditure Totals | 7,900.00 | 10,027.34 | 2,127.34 | 127% |

Tax Adjustment Impact Plan- Survey of Owners

This survey is designed to gather community input on how to implement a tax adjustment for the upcoming fiscal year. The adjustment will take into account the new Assessed Values issued by New Castle County. Due to rising operational costs and infrastructure needs, a tax adjustment may be required to maintain the quality of services and fiscal health of our town. Residents are being asked to consider two options:

- **Option #1:** Implement the full tax rate adjustment in a single year, starting next fiscal year.
- **Option #2:** Phase the tax rate adjustment over two years to lessen the immediate financial impact.

Your feedback will help guide the final decision on how best to proceed in a way that balances community needs and financial responsibility. Thank you for your participation.

* Required

1. Which option above are you most aligned with? *

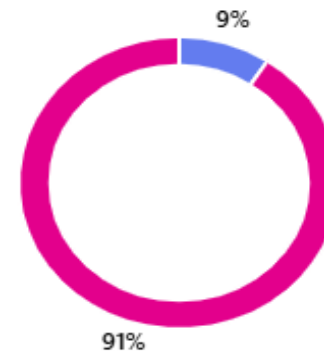
Option 1

Option 2

1. Which option above are you most aligned with?

[More details](#)

- Option 1 9
- Option 2 88



Bounce Houses

Delchester Tree Service

Face Painter

Beer & Wine Bar

Vendor Parking

Vendor Spots

Townsend Park Tennis Court

Food Vendors

Photo Booth

Melen Dr

Townsend

Vendor Check In

Townsend Municipal Park
Recently viewed

Limited Parking

Dunk Tank

Vendor Spots

Edgar Rd

Edgar Rd

Edgar Rd

Park Vendor Schematic



Entrance to walking Path

| | | | | | | | |
|-----|-----|-----|-----|-----|-----|--------|----|
| #31 | #52 | #69 | #72 | #57 | #47 | #5 (2) | #5 |
|-----|-----|-----|-----|-----|-----|--------|----|

| | | | | | | | |
|-----|---------|----|-----|-----|-----|-----|---------|
| #58 | #58 (2) | #1 | #65 | #63 | #41 | #30 | #30 (2) |
|-----|---------|----|-----|-----|-----|-----|---------|

| |
|-----|
| #35 |
| #46 |
| #67 |
| #77 |
| # H |
| # J |
| # D |
| #61 |
| #39 |
| #27 |

| | |
|------|---------|
| #21 | #19 |
| # W | #55 |
| # E | #38 |
| #34 | #60 |
| # G | # V |
| # C | #50 |
| # 87 | #50 (2) |
| # A | #8 |
| #20 | #8 (2) |
| #122 | #8 (3) |

| | |
|---------|---------|
| #6 | # U |
| #43 | #22 |
| #43 (2) | #54 |
| #25 | #64 |
| #66 | #64 (2) |
| #18 | #59 |
| #73 | #71 |
| #80 | #75 |
| #78 | #36 |
| #117 | #10 |

| |
|-----|
| #24 |
| #37 |
| #4 |
| #51 |
| # T |
| #49 |
| #29 |
| #16 |

Entrance to
Parking Spaces



| | | | | | | | | | |
|------|-----|-----|------|-----|-----|-----|-----|-----|------|
| #119 | # M | # O | #121 | # P | # N | # I | # F | # B | # 40 |
|------|-----|-----|------|-----|-----|-----|-----|-----|------|

Entrance to Walking
Path to Pavillion



Park Vendor Schematic

| | | | | |
|-----|-----|-----|-----|-----|
| #44 | #79 | #26 | #17 | # S |
|-----|-----|-----|-----|-----|

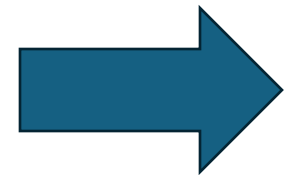
| |
|-----|
| # Q |
|-----|

| | | | | | | | |
|-----|------|---------|-----|-----|---------|------|------|
| # R | #123 | #116 | #23 | #70 | #70 (2) | #104 | #121 |
| # X | #74 | #74 (2) | #84 | #85 | # Y | #3 | #56 |

| |
|----------|
| #11 |
| #89 |
| # Z |
| # AA |
| # AA (2) |
| # AA (3) |



Entrance to Baseball Field



Entrance to
Skate park