



**Finance Committee Meeting
June 17th, 2025 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

3:00 pm Finance Committee Meeting

- I. Call to Order:**
- II. Opening Ceremonies**
 - a. Roll Call**
 - b. Pledge of Allegiance**
 - c. Recognition of Visitors**
 - d. Announcements**
- III. Citizens Comments & Participation:**
- IV. Adoption of Agenda:**
- V. Approval/Rejection of minutes:**
 - a. ACTION ITEM:** Approval/rejection of Finance Committee minutes from the May 29th, 2025, meeting.
- VI. Discussion regarding the budget for Fiscal Year 2026.**
- VII. Discussion regarding new business.**
- VIII. Discussion regarding next meeting date.**
- IX. Adjourn**

Committee 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=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

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 OF TOWNSEND FY26 BUDGET

	General Fund	Police	Police Grants	ARPA	Total
Account Description	FY26 Proposed	FY26 Proposed	FY26 Proposed	FY26 Proposed	
Total Administrative Revenues	1,385,400.00	42,000.00	-	-	
Total Permits & Licenses Revenues	312,300.00				
Total Grant Revenues	99,800.00	378,100.00	35,300.00	50,900.00	
Total Park & Recreation Revenues	2,000.00				
Total Community Events Revenues	10,500.00				
Transfer from Fund Balance		199,970.00			
01 General Fund Revenue Total	1,810,000.00	620,070.00	35,300.00	50,900.00	2,516,270.00
	General Fund	Police	Police Grants	ARPA	
General Fund Expenditures:	FY26 Proposed	FY26 Proposed	FY26 Proposed	FY26 Proposed	
Total Administrative Expenditures	496,950.00	77,200.00	35,300.00	50,900.00	
Total Salary Expenditures	499,900.00	369,700.00			
Total Code & Planning Expenditures	117,400.00				
Total Street Lights Expenditures	106,070.00				
Total Public Works Expenditures	46,750.00				
Total Street Expenditures	43,400.00				
Total Community Events Expenditures	13,400.00				
Total Capital Expenditures	286,000.00	373,300.00			
01 General Fund Expend Total	1,609,870.00	820,200.00	35,300.00	50,900.00	2,516,270.00
	200,130.00	(200,130.00)	-	-	-

TOWN OF TOWNSEND

FY26 Draft General Fund Budget

Account Description	FY26 Proposed	
Revenues:		
Impact Fees: Fire House Impact Fees	15,000.00	20 houses per Handler
Franchise Fees	18,000.00	
Interest Income	115,000.00	based on 2,893,879 at 4% - Tony says 4-7%
Interest Income - Money Market	35,000.00	
Interest Income - MSA	3,500.00	
Miscellaneous Income	60,000.00	Funds for TAP program - Hoffner and Spiegelman
Filing Fees	500.00	
Property Transfer Taxes	300,000.00	
Real Estate Property Tax	834,200.00	FY26 rate at .001356 (utility rate at .006275). FY27 rate will increase to .001941 (utility rate at .006589)
Violations, Fines & Penalties	2,500.00	
Rental Registration Fee	1,700.00	
Total Administrative Revenues	1,385,400.00	
Impact Fees: General Impact Fees	70,000.00	20 houses per Handler
Impact Fees: Roadway Impact Fees	55,000.00	20 houses per Handler
Impact Fees: Sidewalk Impact Fee	10,000.00	20 houses per Handler
Licenses & Fees: Certificate of Occupan	5,000.00	
Licenses & Fees: Administrative Fees	12,000.00	
Licenses & Fees: Plan Revision Fee	200.00	
Licenses & Fees: Inspections Fees	600.00	
Licenses & Fees: Contractors Licenses	27,000.00	258 active licenses
Licenses & Fees: Business Licenses	15,000.00	
Licenses & Fees: Review Lines & Grades	13,800.00	
Town Permits: Plumbing	3,000.00	

Town Permits: Sheds Permit	500.00	
Town Permits: HVAC	3,000.00	
Town Permits: Fence Permit	2,000.00	
Town Permits: Deck Permit	1,000.00	
Town Permits: Patio permit	600.00	
Town Permits: Screen porch permit	500.00	
Town Permits: Finished Basement	500.00	
Town Permits: New Home Permit	80,000.00	
Town Permits: Remodel Permit	1,000.00	
Town Permits: Pools & Spas Permit	600.00	
Town Permits: Misc. Permit	6,000.00	
Town Permits: Solar	5,000.00	
Total Permits & Licenses Revenues	312,300.00	
Park rental	2,000.00	
Total Park & Recreation Revenues	2,000.00	
Municipal Street Aid Grant	59,800.00	
Grants Revenue	40,000.00	EECBG
Total Grant Revenues	99,800.00	
Town Fair Donation	5,000.00	
Community Events: Town Fair	5,500.00	
Total Community Events Revenues	10,500.00	
General Fund Revenue Totals	1,810,000.00	

Account Description	FY26 Proposed
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Expenditures:

Impact Fees: Fire House Impact Fees	15,000.00
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Account Description	FY26 Proposed	
Expenditures:		
Accounting Audit	25,000.00	
Investment Fees	27,000.00	
Computer Support	27,500.00	
Software Support	32,600.00	Edmunds, microsoft lic, municode, all traffic solutions, vialytics
Decorations/Flags	1,000.00	
Elections Expense	1,000.00	
Copier Maintenance Agreement	1,300.00	new lease in FY25 - cost will be down in FY26
Town Insurance (General Liab & Property)	33,800.00	increase 15%
Maintenance:Town Hall Cleaning/Pest Ctrl	1,350.00	
Membership Fees	1,800.00	DLLG, MACC
General Town Hall Expenses	8,000.00	
Office Equipment	500.00	
Security System @ 141 Main Street	1,000.00	
Office Supplies	2,000.00	
Code Red	3,100.00	
Postage & Delivery	4,000.00	
Town Merchandise	300.00	
General Legal	35,000.00	
New Hire/Urgent Care	200.00	
Subscription Fee	1,100.00	Amazon. Zoom, Nitro
Training Classes	2,500.00	
Trash Collection Service	256,600.00	\$23.68 per unit for 903 units (903 is current of 883 plus 20 projected)
Employee Appreciation	1,000.00	
Utilities - Town Hall: Internet	1,800.00	
Utilities - Town Hall: Electric	3,900.00	7% increase
Utilities - Town Hall: Heating Fuel	1,000.00	

Account Description	FY26 Proposed	
Expenditures:		
Utilities - Town Hall: Sewer fee	100.00	
Utilities - Town Hall: Telephones	3,400.00	
Utilities - Town Hall:Cell Phones	2,800.00	
Utilities - Town Hall: Water	1,300.00	2.88% increase per Artesian
Total Administrative Expenditures	496,950.00	
Payroll: Salaries & Hourly	379,100.00	potential 5% increase
Payroll: FICA/Medicare - Company match	29,000.00	
Payroll: Delaware Paid Leave	900.00	
Payroll: Group Health Insurance	58,200.00	
Payroll: Dental Insurance	3,500.00	
Payroll: Simple IRA	7,300.00	
Payroll: Companion Life Insurance	5,400.00	
Payroll: Workers Compensation Insurance	4,000.00	
Payroll: Vision	900.00	
Payroll: Salaries & Hourly - Christmas B	7,600.00	2%
Payroll: Unemployment Insurance Tax	1,500.00	
Payroll: Payroll/Check Processing	2,500.00	
Payroll: Mileage Reimbursement		
Total Payroll Expenditures	499,900.00	
Street Lights: 400 Main Street	270.00	
Street Lights: Townsend Village I	22,950.00	
Street Lights: TVII East (Karins Blvd)	46,350.00	
Street Lights: TVII West (W Founds St)	2,880.00	
Street Lights: Old Town	15,030.00	
Street Lights:Townsend Stn(Brook Ramble)	13,590.00	
Street Lights: Hidden Creek	5,000.00	

Account Description	FY26 Proposed	
Expenditures:		
Total Street Lights Expenditures	106,070.00	
General Engineering	50,400.00	estimate - 30 hours at \$140 an hour
Professional Fees: Code Enf/Inspections	55,000.00	\$46k Ron, \$1400 Ray and \$6900 First State - Rounded up to \$55k
Professional Fees: Lot Grading Reviews	11,000.00	estimate - 20 lots at \$550 per lot
Charter/Comp Plan Fees	1,000.00	
Total Code & Planning Expenditures	117,400.00	
Town Equipment Fuel	4,000.00	
		Per PW Committee, \$20k for park beautification; \$2700 porta potty; \$100 topsoil, \$1300 weed killer, \$300 trash bags, \$3k seed, \$4k mulch, \$3k trash receptacles, \$1k misc (mulch, concrete, stone, soil), \$700 electric at park
Park Maintenance Expense	36,000.00	
Vehicle/Equipment Maintenance	4,450.00	
Public Works Equipment	500.00	
Public Works Uniforms	1,800.00	
Total Public Works Expenditures	46,750.00	
Street, Sidewalk & Curb Maintenance	30,500.00	\$100 pothole repair, \$400 40 bags ice melt; \$30k sidewalk repairs (1st of 3 years);
Snow Removal	12,900.00	\$5400 salt; \$7500 plowing - estimating 5 snow events with part-time plowers
Total Street Expenditures	43,400.00	
Community Relations	500.00	
Community Relations: Veterans	500.00	
Community Events Expense	4,000.00	

Account Description	FY26 Proposed
Expenditures:	
Community Events: Town Fair	7,000.00
Community Events: Christmas	800.00
National Wildlife Foundation/Habitats	600.00
Total Community Events Expenditures	13,400.00
Capital Expenses	200,000.00
Capital Expenses - Public Works	86,000.00
Total Capital Expenditures	286,000.00
General Fund Expenditure Totals	1,609,870.00
	200,130.00

Brook Ramble - asphalt replacement (plus engineering costs of \$15k); Town Hall sign; EECBG grant related work; TAP project (20% of cost- funded by senators)
Pole barn, salt spreader, mower

Town of Townsend FY26 Draft Police Budget

Account Description	FY26 Proposed per TM/FO	
Revenues:		
Impact Fees: Public Safety	30,000.00	20 homes per Handler
Fines - Police	12,000.00	
Grant Revenue	373,300.00	CRF funds - Building expansion
Miscellaneous Income	4,800.00	BWC Reimbursement
Transfers In	199,970.00	Cash reserves approved by Council 6/4/25
Police Fund Revenue Totals	620,070.00	

Account Description	FY26 Proposed per TM/FO	
Expenditures:		
Repairs & Maint - Vehicles	8,400.00	oil change (\$3k), minor/major repairs (\$3k), tires (\$2k), cleaning supplies (\$100), winterization (\$300)
Repairs & Maint - Equipment	1,000.00	gun parts/repairs (\$500), misc (\$1k)
PD Bldg Expenses	-	painting (\$800), plumbing (\$900) Advantech annual fee - PD park cameras (\$1788). Advantech hosting access - pd
Security System/Cameras	4,100.00	building cameras (\$1470), security camera mnt (\$300), security system repairs (\$500)
Computer/Software Expense	900.00	
PD Cleaning	1,800.00	
PD Pest Control	1,000.00	increase of \$200 due to building expansion
PD Equipment/Furniture	3,700.00	range supplies - 4 pairs of ear protection (\$200), office furniture (\$3500)
PD Office Equipment	1,800.00	copier lease

Account Description	FY26 Proposed per TM/FO	
Expenditures:		
Postage & Delivery	300.00	tow stickers (\$65), postage (\$115), business cards (\$120)
Prisoner Meals	100.00	
Training Classes	5,700.00	Includes Police Chiefs council seminar (\$2500), taser cartridges (\$200), training ammo (\$2000), targets (\$100). Will we need to pay Clayton PD \$300 annually for use
Office Supplies	1,000.00	printer paper (\$400), thermal paper (\$400), misc supplies (\$200)
Cleaning Supplies	200.00	
DUI Blood Draws	100.00	
Memberships & Subscriptions	400.00	IACP (\$150) and Police Chiefs Council (\$200)
Fuel	10,100.00	Move \$900 to training - Taser training for Earl in July
Insurance - (Gen Liability & Property)	11,200.00	additional 15% for building
Uniforms: PD	3,400.00	
General Engineering	1,000.00	New account added
Professional Fees: Legal Services	2,000.00	
Utilities - PD: Cell Phones	5,100.00	includes 4 cell phones, 2 nighthawks, 4 cameras at park
Utilities - PD: Heating Fuel	2,500.00	
Utilities - PD: Sewer	200.00	
Utilities - PD: Water	400.00	2.88% increase per Artesian
Utilities - PD: Electric	7,500.00	
Utilities - PD: Phone/Internet	3,300.00	
Total Administrative Expenditures	77,200.00	
Payroll: Gross Pay	263,500.00	Includes current salary with a 2.5% increase
Payroll: Overtime	10,000.00	
Payroll: Police Pension	39,600.00	15.20%
Payroll: FICA	20,000.00	7.65%
Payroll: Delaware Paid Leave	700.00	
Payroll: Group Health Insurance	14,300.00	
Payroll: Dental	1,600.00	

Account Description	FY26 Proposed per TM/FO	
Expenditures:		
Payroll: Companion Life Insurance	5,000.00	
Payroll: Workers Compensation Insurance	7,400.00	
Payroll: Vision	400.00	
Payroll: Holiday Bonus/Luncheon	5,300.00	2.00%
Payroll: Unemployment Insurance Tax	900.00	
Payroll: PMA Processing Fee	1,000.00	
Total Salary Expenditures	369,700.00	
Capital Expense - PD	373,300.00	Building expansion
Total Capital Expenditures	373,300.00	
Police Fund Expenditure Totals	820,200.00	
	200,130.00	

TOWN OF TOWNSEND

FY26 Draft Special Revenue Fund Budget

Account Id	Account Description	FY26 Proposed
03-000-5090-030	Grants Revenue	50,900.00
Special Revenue Fund Revenue Totals		50,900.00

Account Id	Account Description	FY26 Proposed
03-000-7005-030	Capital Expenses - ARPA	50,900.00
	stormwater study; park camera video surveillance	
Special Revenue Fund Expenditure Totals		50,900.00

TOWN OF TOWNSEND

FY26 Draft Police Grants Budget

Account Description	FY26 Proposed	
Revenues:		
Balance tranferred from prior year	19,300.00	
Police Grants Revenue	16,000.00	estimate per Bob Longo
Police Grants Fund Revenue Totals	35,300.00	
Expenditures:		
Overtime	20,400.00	
FICA		
Misc Expense	14,900.00	
Police Grants Fund Expenditure Totals	35,300.00	