



**Public Works & Land Use Development Committee
Meeting**

**November 21st, 2025 @ 2:00 pm
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734**

2:00 pm Public Works & Land Use Development
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. **ACTION ITEM:** Discussion and review of collection of quotes for sidewalk repairs.
- VI. **ACTION ITEM:** Discussion and review of findings of park inspection for Conduit lines.
- VII. **ACTION ITEM:** Discussion and review of collection of quotes for Pole Building Structures.
- VIII. **ACTION ITEM:** Discussion and review of collection of quotes for Concrete pad for PW facility.
- IX. **ACTION ITEM:** Discussion and review of options to install a Restroom at the Large Community Park.
- X. **ACTION ITEM:** Discussion and review of Roads Program Budget and MSA funding analysis.
- XI. **ACTION ITEM:** Discussion and review of Deldot signage updates.
- XII. Ongoing Business Updates.
- XIII. Discussion of future agenda items.
- XIV. Discussion regarding next meeting dates.
- XV. Adjournment.

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.

RFP Tracker

Project: Concrete Slab at Wiggins / Sidewalks

[illegible]

MARSHALL CONSTRUCTION LLC
94 Old Ferry Road
Elkton, MD 21921 US
kyle@marshallconstructionllc.com



Estimate

ADDRESS

Town of Townsend
0 Edgar Rd
Townsend, De 19734

ESTIMATE # 3306
DATE 11/19/2025
EXPIRATION DATE 01/19/2026

TITLE	NAME	DESCRIPTION	HOURS	RATE	AMOUNT
	Storm Drains	Demo and replace storm drain to del dot specs and requirements.	0	2,800.00	0.00
	concrete	Demo and replace each sidewalk block to del dot specs and requirements. Under 25 sidewalk blocks (any removal of roots or foreign objects will be subject to additional cost)	0	625.00	0.00
	concrete	Demo and replace each sidewalk block to del dot specs and requirements. Over 25 sidewalk blocks	0	500.00	0.00
	Curb	Demo and replace curb per Linear Foot to del dot specs and requirements.	0	65.00	0.00
	concrete	Pour 4,000 psi concrete 6" thick with added fiber and wire reinforcement. 6 mil vapor barrier 95'x35' Slab- Smooth trowel finish Apron- broom finish Saw cut joints every 15' (any site work required to pour will be additional cost)	0	27,500.00	0.00

Thank you for your business! You can pay your invoice by using ACH (bank routing and account number) at no charge or with a debit/ credit card with a 3% additional processing fee. We also accept a physical check or cash on the scheduled start date.
-Any additional requests/work added to a project that is not quoted in this contract will be an additional cost.

TOTAL \$0.00

*50% deposit is due before project begins and remaining 50% balance is due immediately at time of completion.

Payment methods we accept: cash or check, ACH, debit or credit cards
[+3% fee]

Accepted By

Accepted Date



Public Works Assessment on Park Conduit

November 2025

According to blueprints found, the Municipal Park has conduit in various areas of the park which are conducive to adding pole lighting. Masten Electrical had been out and determined there should be conduit to all of the tree beds in parking lots as well as areas defined in the blueprints. J&B Electrical advised they would be able to tone to see where the conduit.

Physically, Public Works was unable to locate any conduit. Unsure if buried too deep, or location is off.

Recommendation- Have conduit toned to determine location

RFP Tracker

Project: Pole Building

[illegible]

Pole Buildings Unlimited
Owner: Gary Sensenig
575 N Dupont Hwy.
Dover DE 19901



DE License: 2014601322
MHIC: 115446
MHBR: 8852
Phone: 302-399-4420

Salesperson: Madison Meloni

Quote Date: 11/11/25

Customer Name: Richard Boyer

Customer Address: 141 Main Street, Townsend, DE 19734

Project Address: 141 Main Street, Townsend, DE 19734

Customer Email: rboyer@townsend.delaware.gov

Customer Phone Number: 302-378-8082

Project Outline

Seller to provide building labor and material for the completion of a **30x88x14** residential post-frame building

I. Posts:	3-Ply 2x6 glue-lam, spaced 8' on center Gable posts extend to roof metal 50-year limited warranty
II. Truss Carriers:	#1 Southern yellow pine 2x12 and/or LVL truss carriers attached to each side of posts with 3" nails and 4½" flatlock lag screws
III. Skirt Board:	2x8 treated .14 ground contact with corrosion barrier between base trim and treated lumber <ul style="list-style-type: none">• Skirt board attached to post with 3" galvanized nails
IV. Roof Purlins:	European lumber and/or #2 SPF lumber 2x4s spaced on 2' centers, attached to trusses with 3" nails

V. Side Girts:	European lumber and/or #2 SPF lumber 2x4s spaced on 2' centers, attached to posts with 3" nails
VI. Trusses:	Engineered southern yellow pine, spaced on 4' centers, 4/12 pitch Common Trusses
VII. Hurricane Clips:	Supplied and installed per building code requirements
VIII. Roofing:	29 Ga. Painting grade #1 Galvalume© Steel, 40 yr. Warranty
IX. Siding:	29 Ga. Painting grade #1 Galvalume© Steel, 40 yr. Warranty
X. Ridge vents:	Ridge vent to be supplied and installed for ventilation
XI. Overhang:	1' overhang on eave and gable walls
XII. Footers:	4000 PSI dry pour Quikrete high strength concrete mix backfilled with existing dirt ** If county code requires wet pour footers additional charges may apply
XIII. Insulation:	Bubble insulation under steel roof to prevent condensation
XIV. Windows:	One (1) 3x4 WINCORE window Limited Lifetime Warranty <ul style="list-style-type: none"> • Double Hung • Dual pane Low E glass filled with Argon gas to maximize energy efficiency • Welded vinyl frames and sashes • Sloped sills to prevent water pooling during inclement weather • Coil spring balance system • Full window screen • Grids TBD • White interior/white exterior
XV. Personal Doors:	One (1) 3068 Plastpro 2000 smooth skin fiberglass door(s) <ul style="list-style-type: none"> • 25-year limited warranty in Plastpro PF frames. • Lock set • With half glass • 9-lite

	<ul style="list-style-type: none"> • White interior/white exterior
XVI. Overhead Doors:	<p>One (1) 10' wide x 12' tall and three (3) 10' wide x 8' tall overhead doors</p> <ul style="list-style-type: none"> • 2500 Series Hass raised panel steel overhead doors made with heavy-duty 25 Ga. Steel and environmentally safe vinyl backing • Environmentally friendly Insulated • Solid – no glass • No electric openers
XVII. Gutters:	<p>6" seamless gutters and downspouts, gutters to be installed underneath drip edge with stainless steel hangers spaced 2' on center and stainless-steel screws</p> <ul style="list-style-type: none"> - Downspouts installed with painted stainless-steel screws
XVIII. Wainscoting:	3' wainscoting around perimeter of building
XIX. Excavation:	<p>Excavation is limited to the removal of 6" of topsoil and to no minimum amount or removal. The appropriate amount of topsoil removal is to be determined by the contractor. Excavation is limited to the footprint of the building. If a site is found to be more than 15" out of level, or large rock formations are present, additional charges may apply. Excess dirt (fill or topsoil) will not be removed by PBU. The customer is responsible to dispose of remaining soil. Silt fence and/or final grading, if required, will be performed upon signed change order. Sub-base to be invoiced separately. _____</p>
XX. Concrete:	<p>4000Psi fiber reinforced concrete with saw-cut expansion joints and 6mil vapor barrier</p> <ul style="list-style-type: none"> a. 30x88 concrete floor 4" thick b. 3x88 concrete apron 4" thick
XXI. Drawings:	CAD drawings supplied for the building permit process
XXII. Building Permit:	<p>Permit to be applied for by Pole Buildings Unlimited INC, for Agricultural buildings, Residential buildings, Commercial buildings, and Barndominiums. Barndominium (shells) are the responsibility of the customer.</p> <p>**Building Permit fee to be invoiced separately** _____</p>

XXIII. Debris Removal:	Any leftover debris/material will be disposed of by Pole Buildings Unlimited INC upon completion of project
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**All building details and costs depend on code examination and permit approval. Any required alterations may result in extra expenses for the purchaser. Offer remains valid for 15 days. **

PURCHASE PRICE: \$66,022.00





7288 S DuPont Hwy
Felton, DE 19943
(302) 387-1710 office
(302) 387-1789 fax
Salesperson: Matt Dille



11/12/2025

Buyer: Richard Boyer c/o Townsend Public Works Facility

Mailing Address:

Construction Address: Townsend, DE

Phone: 302-563-8810

Price: \$92,400.00

Proposal: **SCOPE OF WORK**

Seller to provide building labor and material for the completion of a **30x90x14** Residential Post Frame Building

1. **Commercial Footers:** 3500 PSI Concrete backfilled to within 6" of grade
2. **Posts:** 3 ply 2x6 glu-lam, spaced 8' on center
 - Gable posts extend to roof pitch
 - Full length structural post with concrete footer, one each side of **all doors**
 - **Limited Lifetime Warranty**
3. **Skirtboard:** **Foundation grade treated** 2x8
 - Corrosion barrier between base trim and treated 2x8 supplied and installed
4. **Side Girts and Purlins:** **Upgraded Euro** lumber 2x4 spaced on 2' centers
 - **European** Spruce has one of the highest stiffness-to-weight ratios of all the Spruces. Euro Spruce has a pleasing appearance, fine grain, smaller knot sizes, and less warp and twist with other members of the Spruce family
5. **Carriers:** 2x12 (**grade #1 southern pine**) one each side of post and/or engineered carriers as specified in plans
6. **Trusses:** Stamped Engineered, spaced 4' on center, 4/12 pitch
 - All truss lumber is **Machine Stress Rated** (MSR), ensuring consistent design values
 - All webbing lumber is 1650F or better (1,650/Lbs. PSI)
7. **Hurricane Ties:** **Engineered** Simpson hurricane ties, supplied and installed
8. **Roofing/Siding:** Grade #1 Galvalume steel (**Non-prorated Limited Lifetime Warranty *INCLUDING LABOR**)
9. **Wainscoting:** 36" contrasting color steel around perimeter
10. **Insulation:** Bubble insulation under roof steel of building
 - Reflects 97% of radiant energy
 - Non-toxic non-carcinogenic
 - Class A/Class 1 fire rating
11. **Ridge Vent:** Continuous ridge vent, supplied and installed
 - Engineered, breathable, fire-retardant closure strips eliminate any leak path into the ridge area by completely sealing against the panel profile while providing uniform air flow
12. **Overhang:** 1' overhang on **eaves and gables**
 - Painted steel fascia
 - Painted steel drip edge
 - Vented vinyl soffit
13. **Gutters:** 5" seamless aluminum gutters with downspouts
14. **Windows:** Two (2) 3x4 **Wincore** 400 series windows **Limited Lifetime Warranty**
 - **Double hung** with tilt sashes

- Maintenance free vinyl frames and sashes
 - **Argon gas** Insulated dual pane **Low-E** glass
 - Grids between glass
 - **Full screen**
 - **Windows framed with planed 2x6 (same size as glu-lam) (ideal for future fit-out)**
15. Personnel Doors: One (1) 3068 **A.J. Manufacturing** insulated prehung personnel door
- Factory Baked polyester painted hot dipped **galvanized steel** door
 - Factory Baked polyester painted **aluminum** jamb
 - Pressure injected polyurethane foam insulation
 - Grade 2 commercial stainless-steel lockset
16. Overhead Doors: Two (2) 10x10 Hormann 3200 series steel overhead doors
One (1) 20x12 Hormann steel overhead door
- Heavy-duty 25 Ga. Steel
 - Environmentally safe polystyrene thermal insulation with steel backing
17. OHD Motors: **None per buyer request**
18. Concrete: 3500psi fiber reinforced concrete with saw cut expansion joints and 10mil vapor barrier
- One (1) 6"x30x90 building pad
 - One (1) 6"x3x90 apron
19. Excavation/Concrete Prep: Limited to removing 4"-6" of topsoil and labor to replace with fill dirt to footprint of building only.
The fill/concrete sub-base cost is not included and will be invoiced separately. The buyer is responsible for exterior landscaping (Leveling, seeding, soil stabilization, etc.). No swale will be installed around the building. If the site is found to be more than 12" out of level, or large rock formations are present, additional charges may apply. DSPB will not remove additional dirt (fill or topsoil); the buyer is responsible for disposing of the remaining soil. Silt fence and or final grade, if required, will be invoiced separately
20. Final Grade: **None per buyer request**
21. **Drawings:** Stamped architectural drawings (**structural only**) supplied for the building permit process
- Elevations
 - Post layout
 - Cross sections
22. **Permit:** **Permit to be pulled by buyer**
23. Debris Removal: Any leftover debris/materials will be disposed of by DSPB upon completion of the project
- **Buyer is welcome to any leftover materials** (some restrictions apply)

All building specifications and pricing are contingent upon approval for applicable permits and Code Review. Should changes be deemed necessary, the buyer may incur additional Costs. This offer is valid for 15 days.

Options (not included in above pricing):

- | | | | |
|----|--------------|--|-------------------|
| 1. | Final Grade: | Grade remaining dirt, left by excavation, around structure. Supply and install seeded straw matting 4' around perimeter. Additional dirt, if needed, will be invoiced separately | \$2,380.00 |
| 2. | Solar Guard: | Upgraded Solar Guard insulation under roof and side steel | \$4,400.00 |

From: Jennifer Helms <JHelms@townsend.delaware.gov>
Sent: Friday, November 7, 2025 1:38 PM
To: Julie Goodyear
Cc: Matthew Chapman; Syed Sharif
Subject: Re: Request for Attendance and Reports – Public Works Committee Meeting
Attachments: MSA Detail.xlsx; MSA.pdf

Good Afternoon,

The attached spreadsheet details the Town's Municipal Street Aid funds from the end of FY2018 through October 31, 2025. It shows our annual receipt of MSA funds from the State plus interest earned, which started in July 2025, less any expenses that year. This account has been used for multiple purposes over the years besides street repairs. I have attached the Delaware Code stating the eligible uses of MSA funds. Please see Title 30, Section 5165 (page 183).

These funds are required to be in a bank account separate from the Town's other monies. Currently the MSA account is earning 3.37% APR.

Please let me know if you have any questions or would like to see any of the annual MSA reports that are submitted to the State.

Thanks,

Jennifer Helms, Financial Officer

Town of Townsend

P:302.378.8082 | Fax: 302.378.7099

jhelms@townsend.delaware.gov



Town of Townsend

P.O. Box 223 | 141 Main Street

Townsend, Delaware 19734

www.townsend.delaware.gov

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From: Julie Goodyear <jgoodyear@townsend.delaware.gov>

Sent: Friday, November 7, 2025 9:47 AM

To: Jennifer Helms <JHelms@townsend.delaware.gov>

Cc: Matthew Chapman <mchapman@townsend.delaware.gov>; Syed Sharif <ssharif@townsend.delaware.gov>

Subject: Request for Attendance and Reports – Public Works Committee Meeting

Good Morning Jen,

Your attendance is requested at the upcoming Public Works Committee meeting on Friday, November 21st at 2:00 p.m.

You will be an important part of the discussion regarding the Roads Program Funding and MSA funding balance. In preparation for the meeting, please prepare and provide:

- A report summarizing the last seven years of MSA funding awards, and
- A report or budget outlining the expenses that have been charged from the Roads Program funding.
- Bank details on the type of account the funds are held and any interest rates that are associated with the account.

Please have these reports available so they can be included in the meeting packet ahead of time.

Thank you for your assistance and participation in this important discussion.

Best Regards,

Julie M. Goodyear

Town Manager

Phone: 302-378-8082

Fax: 1-302-378-7099

jgoodyear@townsend.delaware.gov



P.O Box 223 | 141 Main Street | Townsend, Delaware 19734 |
www.Townsend.Delaware.Gov

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Town of Townsend
Municipal Street Aid

	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	10/31/2025
MSA Funds Received		34,334.64	57,080.41	57,752.56	57,422.96	59,677.81	59,162.21	59,778.72	28,801.18
MSA Interest Earned								6,506.26	2,312.68
Uses:									
Snow Removal		1,975.00		5,100.00	13,085.00		17,555.00	11,027.50	
Street Lights		6,485.86		79,935.66	3,949.68				
RVE Road Program Expenses								6,176.25	1,675.00
Traffic Mirror			227.31						
Commerce St Cement Restoration			46,090.00						
Fuel for Street Sweeper			88.17						
Street Signs		813.52							
Sinkhole Repairs							18,750.00		
Finley St Repair								34,000.00	
Catch Basin Repairs									3,000.00
Balance as of Year End	\$ 40,107.48	\$ 65,167.74	\$ 75,842.67	\$ 48,559.57	\$ 88,947.85	\$ 148,625.67	\$ 171,482.88	\$ 186,564.11	\$ 213,002.97