

Townsend Town Council Meeting Agenda
January 7th, 2026 @ 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. 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 December 3rd, 2025 Town Council Meeting.
 - B. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from December 16th, 2025 Special Town Council Meeting.
- VI. Departmental Reports:
 - A. Mayor S. Lobdell
 - B. New Castle County Councilman David Carter
 - C. Town of Townsend Police Chief's Report
 1. **ACTION ITEM:** Discussion and Possible vote to approve Resolution 2026-001, a resolution to recognize previous Chief of Police Robert Longo.
 2. **** ACTION ITEM:** Discussion and potential vote of Council appointing Interim Chief of Police.
 3. **ACTION ITEM:** Discussion and review of updates on hiring new members of Police Force.
 4. **ACTION ITEM:** Discussion and Review with Potential vote of Council for Budget re-allocation of \$4,520.60 to PD uniforms.
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Brian Miller

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.

1. **ACTION ITEM:** Discussion and Review with potential vote of Council to approve Pennoni proposal for GIS Mapping Services.

F. Town Manager Julie Goodyear

1. **ACTION ITEM:** Second Reading of "Ordinance 2025-008" as it relates to Chapter 24 updates for the Townsend Municipal Code with potential vote for approval.
2. **ACTION ITEM:** Discussion and review with potential vote of Council to open a Bid for Municipal Waste Services throughout Town.

G. Public Works Supervisor Rick Boyer

VII. Committee Reports:

A. **Finance Committee:** Chair: Councilman J. Bangura, Co-Chair: Mayor S. Lobdell

1. **ACTION ITEM:** Review and Discussion of 2025 Investment Activity Presentation from Creative Financial Group.
2. **ACTION ITEM:** Discussion and Review of FY 25 Audit with presentation from Belfint, Lyons & Shuman.
3. **ACTION ITEM:** Review and possible discussion on the November 2025 Budget vs. Actual Reports.

B. **Human Resources Committee:** Chair: Councilman Sharif, Co-Chair: Mayor S. Lobdell

C. **Public Works and Land Use Development Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman S. Sharif

1. **ACTION ITEM:** Discussion and review with potential vote of Council to approve Sidewalk repairs proposal.
2. **ACTION ITEM:** Discussion and review with potential vote of Council to approve the movement of cash funds into the Road Program.

D. **Public Safety Committee:** Chair: Councilman D. Wiggins, Co-Chair: Councilman J. Bangura

1. **ACTION ITEM:** Discussion and Review with potential vote of Council to approval of Change Order Requests and spending threshold for Police Building Items.

E. **Community Engagement Committee:** Chair: Councilman D. Wiggins

1. **ACTION ITEM:** Discussion and review with potential vote of Council on the winners of the 2025 Holiday Lights Contest.

F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman

1. **ACTION ITEM:** Second Reading of “Ordinance 2025-009” as it relates to Chapter 18 updates for the Townsend Municipal Code with potential vote for approval.
2. **ACTION ITEM:** First Reading of “Ordinance 2026-001” as it relates to Chapter 18.28 updates for the Townsend Municipal code.
3. **ACTION ITEM:** First Reading of “Ordinance 2026-002” as it relates to Chapter 16 updates for the Townsend Municipal Code.

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)(4)(9), the Town Council will consider a motion to meet in an executive session for the discussion of potential litigation which will include legal advice or opinions from an attorney-at-law and personnel matters.

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

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

XII. Adjournment.

****Action Item VI.C.2 will potentially voted on after Executive Session has occurred.**



Sponsor:
Mayor S. Lobdell

RESOLUTION

2026-001

**A RESOLUTION ACKNOWLEDGING AND COMMENDING ROBERT LONGO
UPON HIS RETIREMENT AS CHIEF OF POLICE**

WHEREAS, Robert Longo has faithfully served the Town of Townsend as Chief of Police since November 2021; and

WHEREAS, Chief Longo brought to the Town a strong background in public service, including honorable service in the United States Army National Guard, demonstrating dedication, discipline, and commitment to the safety of others; and

WHEREAS, during his tenure with the Town of Townsend, Chief Longo demonstrated professionalism, integrity, and effective leadership while overseeing the operations of the Townsend Police Department and serving the community with distinction; including, but not limited to, assisting with monthly food bank distribution, offering counseling services to local victims of tragedy; and

WHEREAS, Chief Longo also assisted the Police Chiefs Association with chaplain services, providing guidance, support, and compassion to fellow law enforcement professionals during times of need; and

WHEREAS, Chief Longo provided steady leadership through evolving public safety challenges, fostered cooperation among Town departments, and upheld the highest standards of law enforcement service; and

WHEREAS, Chief Longo has now entered retirement, concluding a period of dedicated and honorable service to the Town of Townsend and its residents; and

WHEREAS, the Mayor and Council of the Town of Townsend desire to formally recognize and express their appreciation for Chief Longo's service and contributions to the community;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Townsend that:

1. The Town of Townsend hereby acknowledges and commends Robert Longo for his dedicated service as Chief of Police from November 2021 through his retirement.
2. The Mayor and Council express their gratitude for his military service, leadership, and commitment to both the Townsend community and the broader law enforcement profession.
3. The Mayor and Council extend their best wishes to Chief Longo for continued health, happiness, and fulfillment in his retirement.
4. A copy of this Resolution shall be presented to Robert Longo as a lasting expression of the Town's appreciation.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 7th day of January 2026.

Passed and Approved this 7th day of January 2026.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Julie Goodyear, Town Manager

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Bangura			
CM M. Chapman			
CM D. Wiggins			
CM S. Sharif			



(877) 637-3473

Quote

Quote # QT1987109
Date 10/01/2025
Expires 12/31/2025
Sales Rep Reed, John E
Shipping Method FedEx Ground
Customer Townsend Police Department
Customer # C322346

Bill To

Townsend Police Department
Chief Robert Longo
661 South Street
Townsend DE 19734
United States

Ship To

Townsend Police Department
Chief Robert Longo
661 South Street
Townsend DE 19734
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
POINT BLANK - Accessories	HL6EX3BV0M		HL6EX3BV0M Custom POINT BLANK - Accessories Point Blank EXO Level III Ballistics Package w/ One Hi-Lite Carrier, Dark Navy	2	\$1,341.90	\$2,683.80
POINT BLANK - Accessories	GDAM00BV0J		PETERS MCCLOSKEY GDAM00BV0J Custom POINT BLANK - Accessories Point Blank Guardian GenIII MOLLE Outer Carrier, BEE - Midnight Navy Name Tape - WHA - White Lettering PETERS MCCLOSKEY ID Placard - WHA - White Lettering POLICE 1x3 Loop Patch - WHA - White Lettering	2	\$252.72	\$505.44
POINT BLANK - Accessories	PLT019ECSN		POLICE PLT019ECSN Custom POINT BLANK - Accessories Point Blank OMEGA ICW Plate, 8x10 *** Rifle Plate ***	2	\$515.20	\$1,030.40

DE State Contract GSS25585

Contact: C322346 Townsend Police Department : Chief Robert Longo (302) 464-1262

Subtotal	\$4,219.64
Shipping Cost	\$0.00
Tax Total	\$0.00
Total	\$4,219.64

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1987109



(877) 637-3473

Quote

Quote # QT1988609
Date 10/06/2025
Expires 12/31/2025
Sales Rep Reed, John E
Shipping Method FedEx Ground
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Bill To

Townsend Police Department
Chief Robert Longo
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Townsend DE 19734
United States

Ship To

Townsend Police Department
Chief Robert Longo
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Townsend DE 19734
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
74369ABR-Dark Navy-28-32			STRYKE PANT W/FLEX-TAC TM - Color:DARK NAVY (724) Size: 28 - 32" INSEAM	2	\$75.24	\$150.48
74369ABR-Dark Navy-32-30			STRYKE PANT W/FLEX-TAC TM - Color:DARK NAVY (724) Size: 32 - 30" INSEAM	2	\$75.24	\$150.48

DE State Contract GSS23707A

Contact: C322346 Townsend Police Department : Chief Robert Longo (302) 464-1262

Subtotal \$300.96
Shipping Cost \$0.00
Tax Total \$0.00
Total \$300.96

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

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QT1988609



TOWNSEND POLICE DEPARTMENT

MEMORANDUM



TO: Mayor and Council

FROM: Lt. Earl McCloskey, 9022

DATE: 12-19-25

SUBJECT: Transfer between existing funding lines to cover necessary equipment.
To be heard at the next applicable January, 2026 meeting.

Dear Mayor and Council,

The Police Department is required to replace at least two ballistic vests due to expiration. Attached are two estimates to accommodate current uniform/equipment needs. The total amount is: \$4,520.60.

For your consideration, to the extent either uniform and/or equipment funding lines are not sufficient, please accept this request to transfer funds from other exiting lines; either salary, fuel, miscellaneous (whichever more mathematically appropriate) to cover the cost(s.)

Thank you for your consideration and support,

Lt. Earl McCloskey, on behalf of Chief Robert Longo.

Town of Townsend Engineer's Report

TO: Julie Goodyear, Town Manager

FROM: Brian Miller, PE

DATE: December 29, 2025

Permit Reviews

TWNSD25001

Date	Description
11/26/2025	Returned review for permits 26-00047 and 26-00049
12/8/2025	Returned review for permit 26-00050
12/8/2025	Returned review for permit 26-00052
12/8/2025	Returned updated review for permit 26-00050
12/12/2025	Returned review for permit 26-00055
12/22/2025	Teams call to discuss permit reviews and easement impacts
12/23/2025	Returned updated review for permits 26-00047 and 26-00049

Capital Projects

TWNSD25011 Public Works Building

Date	Description
12/15/2025	Provided proposal for requested services

Development Projects

TWNSD25003 Woods at Hidden Creek

Date	Description
12/29/2025	Provided Phase 7 Bonding Recommendation Letter

TWNSD25007 Walnut Street West

Date	Description
12/23/2025	Provided review letter



November 21, 2025

TWNSD25010P

Attn: Julie Goodyear, Town Manager
141 Main Street Townsend, DE 19734

**RE: Town of Townsend, DE
GIS Consulting Services**

Dear Julie:

As requested, we are submitting this scope of services and cost proposal to create a municipal-wide GIS system to develop asset management efficiency and cost savings to the Town of Townsend. This scope of services focuses on centralizing the fragmented sources of information each municipal department uses and offers accessible and user-friendly geospatial tools and solutions. This is the first phase of the Town's GIS development and will be a baseline for future system development.

Pennoni's GIS & Asset Management team has extensive experience implementing, hosting, configuring, and maintaining GIS sites for our clients, while providing the value of a centralized mapping system for all departments, and a baseline for future digital solutions and integrations with other software systems. Pennoni is also an ESRI Silver Business Partner, giving us access to ESRI Partner resources. Pennoni also has the advantage of a large civil engineering division giving us the ability to understand our client's needs through GIS and adjacent practices.



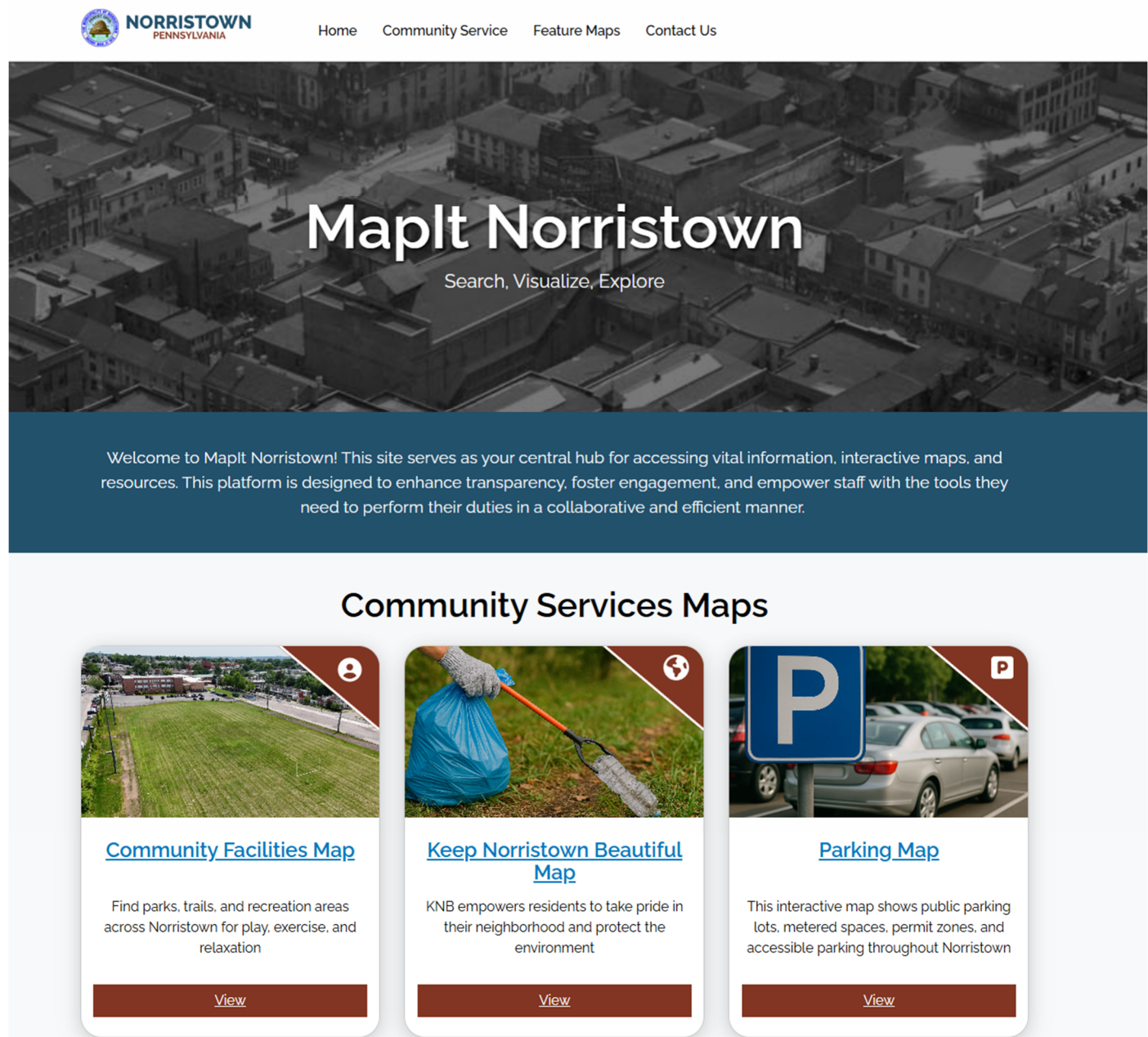
Scope Of Services

Task 1: GIS Site Development

The Pennoni GIS team will develop an ArcGIS Online environment using Esri's Project Deliver Subscription (PDS) model. The PDS is a secure and scalable cloud hosted GIS environment where Pennoni will configure a unique GIS website customizable to your needs. The PDS allows for minimal investment from you, eliminating the need to purchase hardware, software or hire specialized labor. Your customized PDS site will give you and your organization access to custom-built applications, mobile tools, connecting with both Pennoni and other accounts for live data transfer as needed.

Once the host site is procured, the Pennoni GIS team will incorporate data that was shared with Pennoni from Remington & Vernick Engineers, including data related to Annexation, Stormwater, Wetlands and Zoning. Additionally, data available from County, State, and Federal entities will be added to enhance the information presented within the maps. All of the data will be accessed through a map application that will be customized to meet your needs.

Example Site:



To improve user interaction with the new GIS mapping site, Pennoni suggests the implementation of 'widgets' in each application. Widgets are tools added to GIS applications to increase accessibility and functionality for users. The Pennoni team suggests the implementation of the following widgets:

- Location Bookmarks
- Measurement Tool
- Search Tool
- Editor Tool
- Basemap Tool

The table below details each widgets functionality for the purposes of this project. Each tool is described below, but will be entirely customizable, allowing for additional functionality based on future user needs.

Widget	Description
Bookmarks	Spatial bookmarks for quick navigation. These can be configured to selected locations for Municipality use.
Measurement Tool	Allows for the measurement of the area of a polygon, length of a line, or to find point coordinates. All measurement units can be modified within the tool.
Search Tool	Allows users to search layers based on parameters such as property numbers, deed pages, and other information that is accessible. Additional terms to search by can be added over time and modified as needed for user interaction.
Editor Tool	A simple way to edit data in the app such as owners, map numbers, dates, and the easy upload of supplemental documents. This allows users to update records on an as needed basis. The inclusion of this widget allows users to interact with records (inspection reports, field data collection images, etc.) and make edits quickly to the record itself. Access to this tool can be restricted to specific individuals to avoid data loss or invalid entries.
Basemap Tool	Change the basemap to view modified information such as: OpenStreetMap, topographic information, historic aerials, and other options.

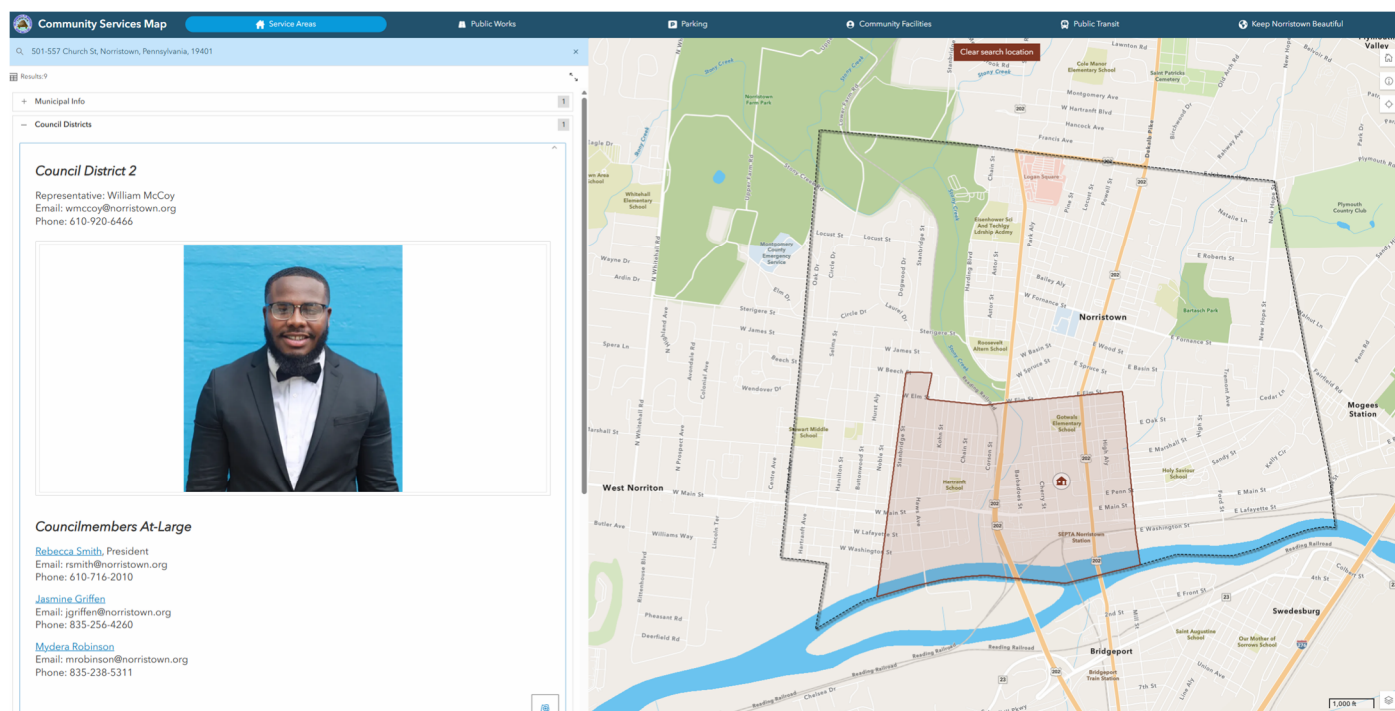
Task 2: Training and Technical Support

An in-person training session will be scheduled for staff that will be using the new GIS site. PDF training materials will also be provided. Once the solution is active, Pennoni will be available to support on an as needed basis and invoiced on a Time & Materials basis.

Future Development: Public Facing Maps

After the site is active and staff are trained, the Town can incorporate public facing maps that will include specific layers of information intended to be shared with the public. The Town will share a "Wish List" with Pennoni, which will be used as the framework for the public apps to be developed. These apps will have a 'live' connection to the same layers Town employees see and updates will be reflected on the public sites if/when edits are made on internal maps. The public will be able to view, zoom in/out, search by address and click on features to see additional information. The information presented and the map layers will be finalized as the maps come online and through communication with Town management.

Example Public Facing App:



Schedule and Budget

The following lump sum costs are for GIS web application development, training, meetings and project management tasks. We anticipate completing this scope of services within 6 months of notice to proceed. Additional services will be billed hourly in accordance with our current Fee Schedule for Municipality Engineering Services.

Breakdown of Lump Sum Pricing

Task	Fee
Task 1: GIS Site Development (Including Application Development)	\$12,340.00
Task 2: Trainings and Meetings	\$3,920.00
Future Development: Public Facing Maps	N/A
Total	\$16,260.00

In addition to the lump sum pricing above, the Town will need to procure additional licenses for GIS system users. The Town will receive one Creator level license as part of the initial PDS configuration, and the additional license costs are as follows.

ESRI Software Subscription Annual Pricing

License Type	Annual Fee
PDS	\$1,400.00
Creator (Admin)	\$700.00
Field (Mobile)	\$400.00
Contributor (Editor)	\$250.00
Viewer (No Edits)	\$125.00

Thank you for the opportunity to provide professional services. If this proposal is acceptable, please sign and return a copy as our Notice-To-Proceed.

If you have any questions, or if you would like to discuss any of the above services, please contact us by phone or email. We are available to meet at your convenience.

Sincerely,

PENNONI ASSOCIATES INC.



Frances (Fran) Curtis
Associate Vice President
Director, GIS & Asset Management



Brian W. Miller, PE, ENV SP, CDT
Senior Engineer

Accepted by:

Julie Goodyear
Town Manager
Town of Townsend

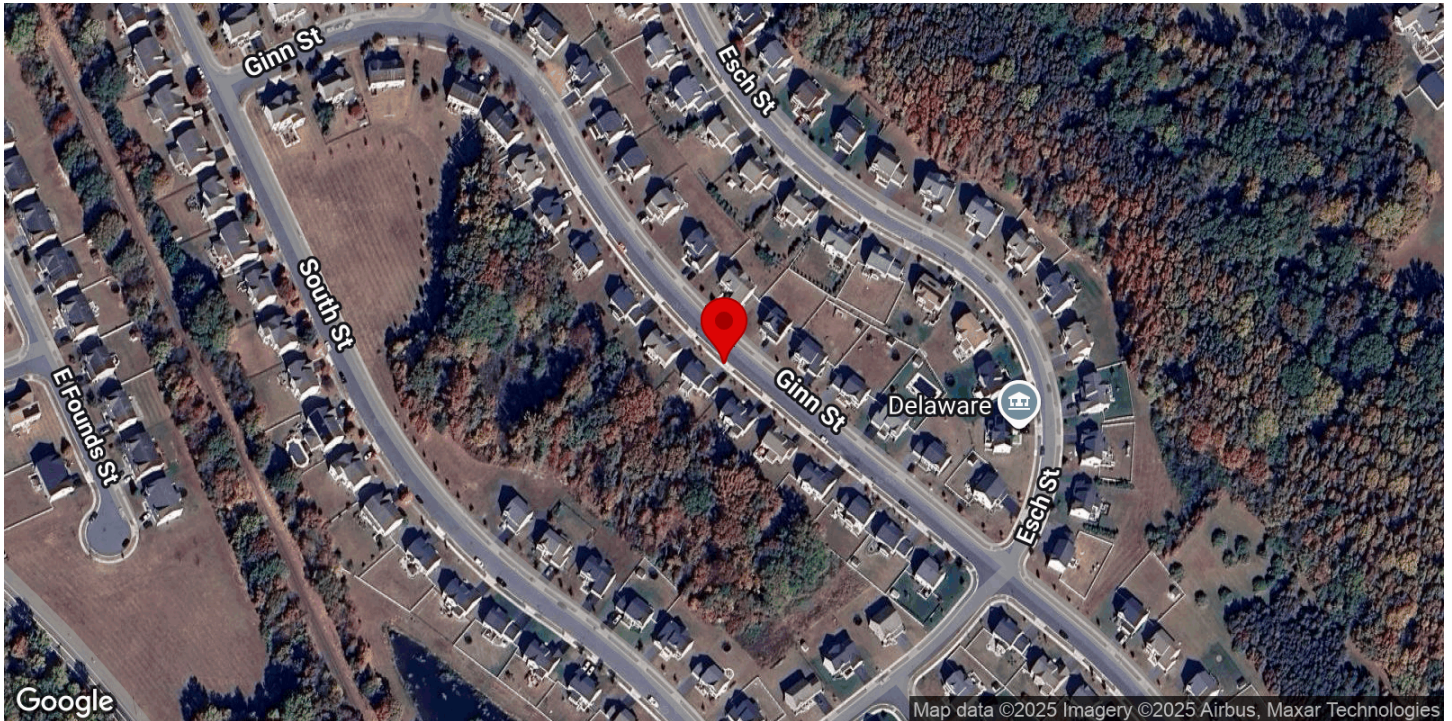
_____ Date

NWK Municipal Field Report

Daily field report for NWK municipal division



Townsend, DE - New Castle County, Townsend Village II SWM inspection, December 19, 2025



Municipality	Townsend, DE - New Castle County
Project Number	TWNSND25001.01
Project # choice	
Project Name	Townsend Village II SWM inspection
Date of Inspection	December 19, 2025
Inspection Performed By	Joshua Burry
Contractor Onsite	No

Comments

SWM Area #2 – Wet Pond

PAI conducted a visual inspection of SWM Area #2 to evaluate overall facility condition, structural components, and maintenance status. The wet pond generally appeared to be in serviceable condition and functioning as intended at the time of inspection.

The facility consists of two (2) HDPE inflow pipes equipped with HDPE wing walls at the spigots. The inflow structures were observed to be intact and properly aligned, with no evidence of cracking, displacement, or structural distress. The outflow structure, including the overflow component with trash rack, appeared to be properly installed and free of debris that would impede flow.

The pond embankments were generally stable; however, localized erosion was observed along the eastern embankment. Areas of soil loss were noted, indicating the potential for continued erosion if left unaddressed. Additionally, excessive vegetative/sapling growth was observed along the embankment near and behind the south inflow pipe, which may hinder access and long-term maintenance if not controlled.

No evidence of sediment blockage at the inflow pipes or outflow structure was observed at the time of inspection. Pond water levels appeared consistent with normal operating conditions, and no signs of overtopping were noted.

Recommendations – SWM Area #2:

- Install riprap stabilization along the eastern embankment to mitigate ongoing erosion and prevent further degradation.
- Clear and remove all non-specified vegetative growth and saplings along the embankment behind the southern inflow pipe to restore proper maintenance access and facility function.

SWM Area #3 – Wet Pond

PAI inspected SWM Area #3 for structural integrity, functionality, and general maintenance condition. The facility appeared generally well maintained and operational at the time of inspection.

SWM Area #3 includes two (2) HDPE inflow pipes with HDPE wing walls at the spigots. Both inflow pipes and associated wing walls were observed to be in good condition, with no visible signs of damage, erosion, or displacement. The outflow structure and overflow trash rack were intact and appeared free of obstructions or excessive debris.

The embankments surrounding the pond appeared stable, with no visible signs of erosion, sloughing, or settlement. Vegetation was generally appropriate and maintained, with no excessive growth noted that would adversely impact inspection or facility performance.

Pond water levels appeared high- but at levels expected due to the recent rainfall, and no evidence of sediment accumulation, blockages, or hydraulic issues was observed during the inspection.

Recommendations – SWM Area #3:

- No corrective actions are recommended at this time. Continue routine maintenance and monitoring in accordance with approved plans and New Castle County requirements.

Conclusion:

Both SWM Area #2 and SWM Area #3 were found to be generally well maintained and functioning as intended. Minor maintenance items were identified at SWM Area #2 related to embankment erosion and vegetative overgrowth. Addressing these items promptly will help ensure long-term stability and compliance with stormwater management requirements.

Site Photos







Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilman
Dylan Wiggins, Councilman
Syed Sharif, Councilman



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

Town Manager- Monthly Report

December 2025 Recap

Townhall/TM:

- TM attended Council Meeting- 12/3
- Staff attended and supported the Annual Tree Lighting Ceremony- 12/5
- TM attended HR Committee MTG- 12/11
- TM attended Code review MTG- 12/16
- TM attended Special Council MTG- 12/16
- TM attended PWLUD MTG- 12/16
- TM attended Public Safety MTG- 12/17
- TM & FO attended Finance MTG- 12/17
- All Staff attended Staff Holiday Party- 12/18

Permits: 9 permits issued in December

- Basement (1)
- Fence (1)
- Mechanical (1)
- New Construction (1)
- Plumbing (2)
- Roof (3)

Licensing:

- 9 Contractor License issued/ renewed in November
 - 156 Active Contractor Licenses
- 32 Business Licenses renewed for 2025
- 15 Rental Licenses renewed for 2025

Grants:

- UCF Grant- Tree Planting at Park
 - STATUS: Application prep started with site visit scheduled for 1/9 & soil testing ordered
 - Requesting funding to remove invasive trees and replace with Delaware approved trees.
- 2026 Youth Sports Access Grant Program: Baseball Field Lighting
 - STATUS: Application submitted 9/12/2025, Decision by 1/15/26
 - Requesting \$20,000 cash grant for lighting improvements and \$100,000 matching in-kind grant for additional support.
- Game Time Grant: Playground Structures
 - STATUS: Application Submitted 9/12/2025
 - Requesting \$100,000 for new playground equipment for the Smaller park revamp.
- ORPT- 2025 Grant: Park Revitalization
 - STATUS: **AWARDED \$25,000.00 ON 12/22/25**
 - Currently processing paperwork

- DNREC Surface Water Grant
 - STATUS: **AWARDED \$17,765.00 on 9/22/25**
 - Currently processing paperwork

Rentals: 0 Park, Pavillion or gazebo Rentals in December

Code Enforcement: 0 Violation(s) Issued

Property Information Requests: 22 (Generating \$220.00 in revenue)

- | | | |
|-----------------|-----------------|-----------------|
| • 25-004.00-018 | • 25-003.00-126 | • 25-003.00-079 |
| • 25-001.00-046 | • 25-001.00-057 | • 25-003.00-144 |
| • 25-001.00-143 | • 25-004.00-021 | • 25-008.00-090 |
| • 25-002.00-095 | • 25-001.00-113 | • 25-001.00-019 |
| • 25-004.00-109 | • 25-004.00-240 | • 25-001.00-019 |
| • 25-008.00-112 | • 25-008.00-219 | • 25-001.00-120 |
| • 25-008.00-128 | • 25-003.00-072 | |
| • 25-004.00-038 | • 25-003.00-013 | |

FOIA Requests: 9 Requests

- Inquiry on files for any storage tanks & hazardous materials
- Records request for parcel # 25-006.00-020 (2)
- Request for all building permits issued from date range (11/1/25 to 11/30/25)
- Records request for parcel # 25-004.00-333
- Records request for parcel # 25-002.00-078
- Request for tax info for property outside of jurisdiction- unable to fulfill request
- Request for Sewer mapping of Town
- Requests for all building permits issued from date range (11/1/25 – 11/30/25)

Owner Complaints: 0 Received

Respectfully Submitted,

Julie Goodyear
Town Manager

2025 Annual Totals:

- Permits
 - 184 permits for 2025
- Licensing
 - 156 Active Contractor Licenses in 2025, compared to 122 in 2024
- Grants
 - AWARDED \$74,329.00 in funding
- Rentals
 - 18 Rentals
- Code Enforcement
 - 14 violations issued / 10 resolved
- Property Information Requests
 - 254 Requests (\$2,540.00 Revenue)
- FOIA
 - 68 requests
- Owner Complaints
 - 11 complaints received- all resolved

The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734
Phone (302) 378-8082 Fax (302) 378-7099

Introduced by: Mayor S. Lobdell

Introduction on: December 3rd, 2025



ORDINANCE 2025-008

An Ordinance to Amend Chapter 24 of the Townsend Municipal Code, relating to Lot Consolidation Procedures

Mayor
Scott Lobdell

WHEREAS, the Town Council of the Town of Townsend has adopted Chapter 24 of the Townsend Municipal Code, entitled *Zoning and Unified Development Code*, which regulates land use and development within the Town; and

Councilman
Joseph Bangura,
PhD

WHEREAS, the Town recognizes that clear, consistent, and transparent development procedures are essential to maintaining the character, safety, and efficiency of land use within the Town; and

Councilman
Matthew
Chapman

WHEREAS, the Town Council finds it necessary and appropriate to establish formal procedures for the consolidation of two or more contiguous lots of record under common ownership to ensure consistency, clarity, and orderly development within the Town; and

Councilman
Dylan K. Wiggins

WHEREAS, the Planning Commission has reviewed and recommended adoption of the proposed Lot Consolidation procedures to be included in Chapter 24 of the Townsend Municipal Code;

Councilman
Syed Sharif

NOW, THEREFORE, be it ordained by the by the Town Council of the Town of Townsend, in session duly met, that Chapter 24 of the Townsend Municipal Code shall be amended as follows:

SECTION 1: Addition of Section 24.04.105- Lot Consolidation Procedures

A new section, Section 24.04.105 entitled *Lot Consolidation Procedures*, is hereby added to Chapter 24 as follows:

24.04.105 Lot Consolidation Procedures

- A. An application for consolidating three or less parcels shall be made on a form supplied by the Town, together with a plan/map, prepared by and attested to by a licenses surveyor or engineer, showing the parcels to be consolidated and showing the entire frontage of the proposed consolidated parcels, and that of the adjoining properties of the proposed consolidation. The application, plan and required fees shall be submitted to the Town for recording prior to forwarding to the Town for review. The required

fees shall be the fees established in the currently effective Town of Townsend Fee Schedule.

- B. The Planning Commission may approve consolidation applications that are found to meet all of the requirements of this chapter.
- a. No lot consolidation may be approved that creates a Town non-compliance of any other Town Ordinance.
- C. The applicant shall submit the approved plan, within 90 days from the approved date, to the office of the Recorder of Deeds, in and for New Castle County for recording. If any approved plan is not filed within that period, the approval of such partition shall expire. The Town, for good cause shown, may extend the time for filing o the plan for a period not to exceed 90 days. Consolidation plans must be recorded with the Recorder of Deeds office prior to the tax year expiring to be honored for next years tax billings. A record of all consolidations and one copy of the approved plan shall be kept by the Town and reflected in the records retained by the Town.
- D. If the Planning Commission disapproves of a consolidation application, a written notice shall be returned to the applicant stating the basis for such disapproval within 60 days of submission review. Reasons for disapproval shall be remedied prior to any resubmission.

SECTION 2: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 4: This Ordinance shall become effective immediately upon passage.

Adopted by at least a majority of the Council members of the Town of Townsend on this XX Day of XXXX 2025.

Introduction 12/3/2025

Final Reading XX/XX/XXXX

Adoption XX/XX/XXXX

Signed By

.....

Mayor

Town of Townsend, Delaware

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Bangura			
CM M. Chapman			
CM D. Wiggins			
CM S. Sharif			

Attest: _____

Town Manager

New Castle County, Delaware
Townsend, Delaware

Amendment of the Contract made between the Town of Townsend, Delaware and Waste Industries of Delaware, LLC dated March 3, 2018:

Section 1. Term

Having determined that the service is acceptable and is in the best interest of both parties, the Contract will be extended until 6/30/26.

Exhibit A. Compensation

The per month per unit rate will be \$21.36. This is an all-inclusive rate. The per month unit rate is based on the services currently being performed. A CPI increase (Garbage and Trash Index) will take place 7/1/23. This increase will be a maximum of 3.5%.

All other terms and conditions remain the same. In witness whereof, Town of Townsend, Delaware and Waste Industries of Delaware, LLC have executed this Contract Amendment as of this day and year first written:

Waste Industries of Delaware, LLC

Town of Townsend, Delaware

By: 

Bryan Kastor- General Manager

Date: 2/20/2023

By: 

Date: 2/10/2023

Casella Complaints

	Example: Monthly totals	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Missed trash	4	3						4	1	3	5		1
Missed Recycling	5	3	1	1	3	2	2	1	2	2	2		1
Misseed Yard Waste	2				1	1	1	2	3				
Damaged Can	3	3	1		1	1	1		4				
New Resident Issues	3					2			1				
Total Complaints:	17	9	2	1	5	6	4	7	11	5	7	0	2
# of residents Served:	983	883	883	884	884	887	889	890	892	893	893	894	894
% of complaints vs. Services	2%	1.02%	0.23%	0.11%	0.57%	0.68%	0.45%	0.79%	1.23%	0.56%	0.78%	0.00%	0.22%

Comments:

Januray: All recycling on Wiggins Mill and Lattomus St were missed.

Casella advertised that the first yard waste pickup of the year would occur on April 7, but the actual first pickup didn't occur until April 14th. We received at least 5 emails and more phone calls regarding the issue.

July: Several residents (Helen Dr and Townsend Station) reported the entire block/neighborhood missed during pickup in the early half of the month.

August: Kaitlyn Dr, Commerce St, South St all reported entire blocks missed during pickup the first week of the month.

October: Residents on Sunnyside Ln reported a large portion of the block was missed during the first pickup of the month.

November: A resident wrote to us with concerns about their property being repeatedly missed, specifically for yard waste. Please note that the Admin has no record of reaching out to Casella on behalf of this resident.



Public Works Department Report

January 2026

December Completed projects

- Snow Event December 14th
 - PW pre-treated the day before
 - Plowing occurred with PW and Austin Bednash
- Helen Drive was repaired - Sealing was completed
- Wiggins Mill – RFP completed and posted
- Town Hall HVAC project- Summit Heating and Cooling was chosen
 - Project to commence within mid-January
- Tree lighting ceremony
- Completed Monthly Road Assessment
- Completed demo on triangular island in Wiggins Mill driveway
- Continued Winter Weather Prep
- Closed 67 Vialytics tasks
- Completed PW Yearly Project Calendar

*12/16 - Attended Monthly DFIT Meeting

*12/16 - Attended Webinar – Leadership Challenges

Upcoming projects for January

- Town decorations come down
- TH HVAC repair to commence
- Wiggins Mill Public Works facility bidders meeting 1/16/2026
- Find conduit at Municipal Park
- 0 Chestnut and Wiggins debris removal
- Continued Winter Weather preparedness
- Yellow curb assessment
- F250 oil change and tire rotation
- Revise Mowing SOP
- Develop Spring Startup – Cleanup and mowing procedure
- Develop treatment plan for all grass areas at park and TH

Consolidated Statement

As of 12/29/2025 Town Of Townsend

Activity Summary

Beginning Balance (1/1/2025)	\$2,865,921.47
Additions/Withdrawals	\$0.00
Net Change	\$203,355.74
Ending Balance (12/29/2025)	\$3,069,277.21
Time-Weighted Return for Date Range	7.10%

Asset Category Allocation



Asset Category	Value (\$)	(%)
Short-Term Bond	799,614.02	26.05
Intermediate Core-Plus Bond	328,468.67	10.70
Cash and Equivalents	280,691.85	9.15
Ultrashort Bond	278,940.89	9.09
Nontraditional Bond	201,915.90	6.58
Bank Loan	190,307.10	6.20
Large-Cap Growth	183,881.30	5.99
Long/Short Equity	160,158.33	5.22
Large-Cap Value	129,871.62	4.23
Securitized Bond - Diversified	99,531.05	3.24
Inflation-Protected Bond	77,763.89	2.53
Remaining	338,132.59	11.02
Total	\$3,069,277.21	100%

Accounts

	Value (\$)	Pct. Assets (%)
Town Of Townsend Corporation NFS - UMA Program (xxxx5032)	3,069,277.21	100.00
Total	\$3,069,277.21	100%

Consolidated Statement

As of 12/29/2025 Town Of Townsend

Holdings by Account

Description	Value (\$)	Pct. Assets (%)	Principal (\$)	Principal Gain/Loss (\$)	Principal Gain/Loss (%)
Town Of Townsend Corporation NFS - UMA Program (xxxx5032)					
Vanguard Short-Term Bond Index Fund Institutional Plus Shares	446,696.17	14.55	230,952.38	215,743.79	93.41
Dodge & Cox Income Fund CI I	328,468.67	10.70	119,700.70	208,767.98	174.41
Vanguard Short-Term Investment-Grade Fund Admiral Shares	292,517.85	9.53	144,157.58	148,360.27	102.92
Advantage Cash Sweep	280,691.85	9.15	276,972.58	3,719.27	1.34
Virtus Seix U.S. Government Securities Ultra-Short Bond Fund CI I	278,940.89	9.09	141,807.26	137,133.63	96.70
Eaton Vance Global Macro Absolute Return I	201,915.90	6.58	87,330.29	114,585.62	131.21
Nyli Floating Rate CI I	190,307.10	6.20	105,864.94	84,442.16	79.76
Neuberger Berman Long Short Fund Institutional CI	160,158.33	5.22	65,672.73	94,485.60	143.87
American Funds AMCAP Fund CI F-3	124,059.31	4.04	21,481.39	102,577.91	477.52
Tcw Securitized Bond Fund CI I	99,531.05	3.24	58,628.75	40,902.30	69.76
State Street SPDR Portfolio TIPS ETF	77,763.89	2.53	73,122.49	4,641.40	6.35
Vanguard Dividend Appreciation Index Fund ETF Shares	72,944.51	2.38	21,216.61	51,727.90	243.81
Oakmark Fund Institutional CI	70,579.37	2.30	15,885.44	54,693.93	344.30
iShares Russell Mid-Cap ETF	66,992.79	2.18	17,480.36	49,512.43	283.25
TCW Emerging Markets Income Fund CI Institutional	61,676.47	2.01	37,472.56	24,203.91	64.59
Harbor Scientific Alpha High-Yield ETF	61,450.14	2.00	39,791.34	21,658.80	54.43
State Street SPDR Portfolio Short-Term Corporate Bond ETF	60,400.00	1.97	59,430.00	970.00	1.63
Vanguard Growth Index Fund ETF Shares	59,821.99	1.95	12,185.87	47,636.11	390.91
Invesco FTSE RAFI U.S. 1000 ETF	59,292.25	1.93	13,715.93	45,576.33	332.29
State Street SPDR S&P Dividend ETF	51,409.40	1.67	19,774.36	31,635.04	159.98
Virtus Sga Emerging Markets Equity Fund CI I	23,659.28	.77	14,681.52	8,977.76	61.15
Total xxxx5032	\$3,069,277.21	100.00%	\$1,577,325.08	\$1,491,952.13	94.59%
Total Portfolio	\$3,069,277.21	100%	\$1,577,325.08	\$1,491,952.13	94.59%

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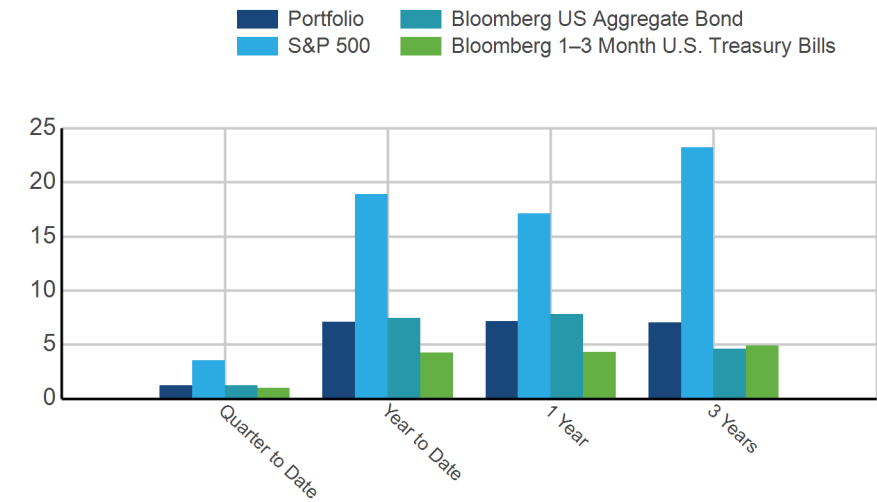
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Performance Summary with Account Detail

As of 12/29/2025 Town Of Townsend

Annualized Portfolio Rates of Return



Rates of Return

Annualized
Returns (%)

Portfolio vs. Benchmarks	Inception Date	QTD (%)	YTD (%)	1 Year (%)	3 Year (%)
Your Portfolio	1/1/2015	1.24	7.10	7.16	7.04
S&P 500	1/1/2015	3.55	18.91	17.14	23.26
Bloomberg US Aggregate Bond	1/1/2015	1.24	7.45	7.79	4.63
Bloomberg 1-3 Month U.S. Treasury Bills	1/1/2015	0.99	4.26	4.30	4.91

Rates of Return by Account	Inception Date	QTD (%)	YTD (%)	1 year (%)	3 year (%)
Town Of Townsend Corporation NFS - UMA Program (xxxx5032)	10/12/2017	1.24	7.10	7.16	7.04

Note: Returns are time-weighted and annualized for any period greater than one year.
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Performance Summary with Account Detail

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Performance Summary with Account Detail

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S&P 500 - The S&P 500 is based on the average performance of the 500 industrial stocks monitored by Standard & Poor's. Dividends are reinvested to reflect the actual performance of the underlying securities.

Bloomberg US Aggregate Bond - The Bloomberg US Aggregate Bond index covers the U.S. investment-grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.

Bloomberg 1–3 Month U.S. Treasury Bills - The Bloomberg 1–3 Month U.S. Treasury Bill Index measures the performance of public obligations of the U.S. Treasury with maturities of one to three months.

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Town of Townsend Audit

June 30, 2025

Presented by:

George G. Fournaris, CPA, CGFM (gfournaris@belfint.com)

Charles Riordan, CPA (criordan@belfint.com)



BLS

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Engagement

- Audit the financial statements of the year ended June 30, 2025.
- Audits were performed under:
 - Generally Accepted Auditing Standards and
 - Government Auditing Standards



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Engagement Results and Deliverables

- Financial audit of the year ended June 30, 2025 financial statements with an unqualified (clean) opinion.
- Independent Auditor's Report under Government Auditing Standards, for the year ended June 30, 2025, with no findings and recommendations.
- Brief overview of the audited financial statements.



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Financial Audit - Required Communications

Significant Audit Matters

- Use of estimates to prepare the statements,
- Significant disclosures in the notes to the statements,
- No significant difficulties encountered in dealing with management in performing our audit,
- We reviewed the material corrected and the uncorrected misstatements discovered in our audit (attached to the Representation and Communications Letters),



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Financial Audit - Required Comm. (cont.)

Significant Audit Matters (cont.)

- We noted that there were no disagreements with management,
- We received all requested management representations,
- No management consultations with other accountants.
- Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America.
- The Auditor's responsibility is to express opinions on these financial statements based on the audit.
- Auditor's Report on the Financial Statements is an Unmodified (Clean) Opinion.



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Audit Under Government Auditing Standards

- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Required by Government Auditing Standards
- Performed under standards issued by the Comptroller General of the United States,
- Considers Internal Control (IC) Over Financial Reporting,
- Tests Compliance with Laws and Regulations.



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Audit Under Government Auditing Standards (cont.)

No Audit Findings in Report

- Our consideration of internal control was for the limited purpose of our audit and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies.
- Given the limitations, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



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Audit Under Government Auditing Standards (cont.)

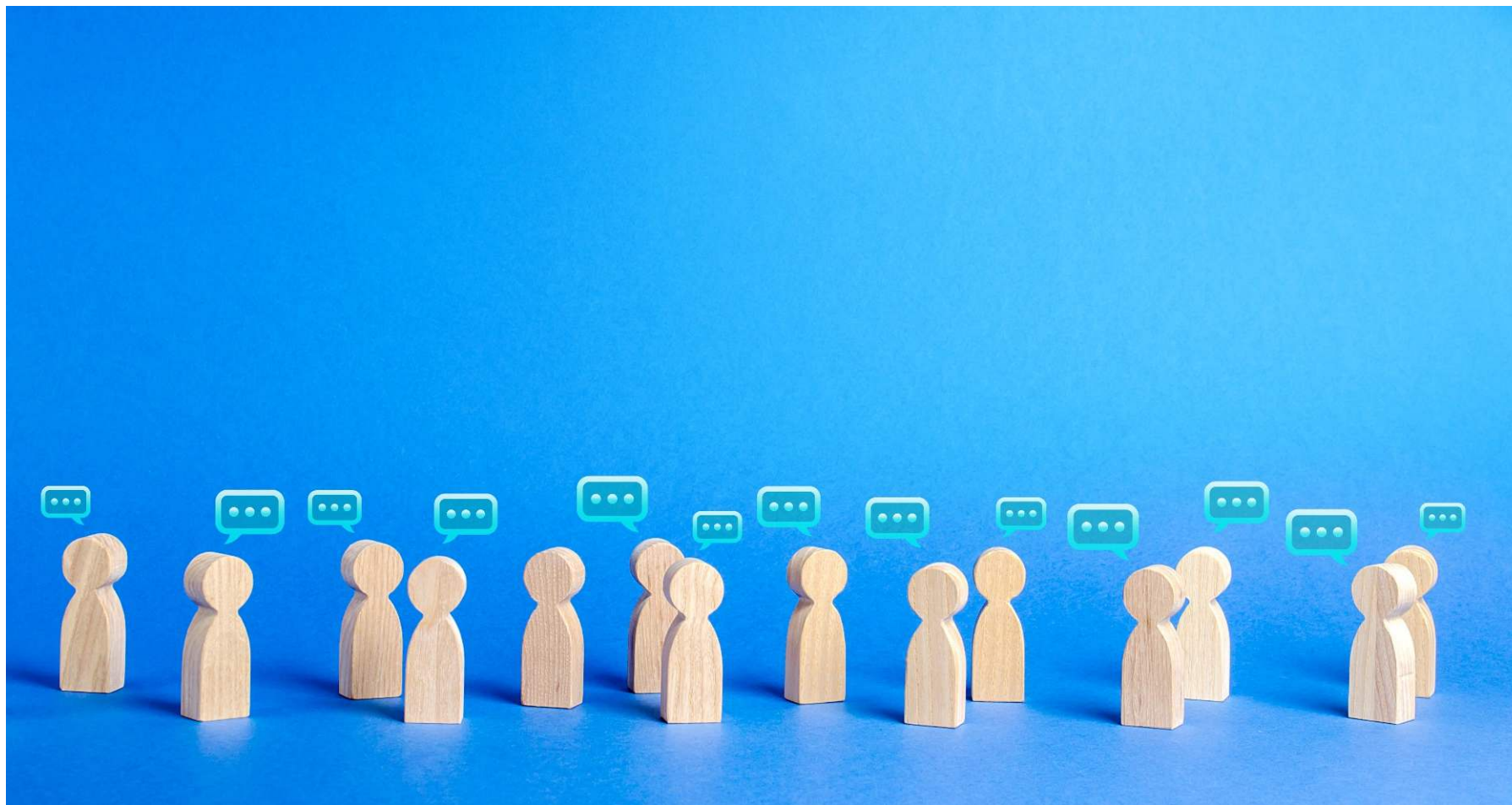
Opportunities for Improvement to Internal Controls

- Investment Management, Recordkeeping, and Policies - Some of the Town's investment allocations as of June 30, 2025, were inconsistent with investment policy target allocations in the Town's investment policy document. These differences were not material; however, we suggest that the Town monitor its allocations to address investment goals.
- System and Organization Controls (SOC) Reports - The third-party service providers the Town uses to process financial transactions did not provide SOC reports to the Town upon request. A SOC report is an independent evaluation of the service organization's internal controls' design and effectiveness. They are important complement to the Town's own internal controls. We suggest that the Town clarify SOC report availability with each of its service providers and consider reevaluating their relationship with services provider that do not provide such reports.



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Questions & Comments



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TOWN OF TOWNSEND, DELAWARE

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2025

TOWN OF TOWNSEND, DELAWARE
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JUNE 30, 2025

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Independent Auditor's Report

To the Mayor and Council
Town of Townsend
Townsend, Delaware

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Townsend, Delaware, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town of Townsend, Delaware's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Townsend, Delaware as of June 30, 2025, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Town of Townsend, Delaware, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

To the Mayor and Council
Town of Townsend
Townsend, Delaware

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Townsend, Delaware's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Townsend, Delaware's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events considered in the aggregate, that raise substantial doubt about the Town of Townsend, Delaware's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

To the Mayor and Council
Town of Townsend
Townsend, Delaware

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Schedule of State of Delaware Pension Liability and related notes, on pages 26 and 27, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in the appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2025, on our consideration of the Town of Townsend, Delaware's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Townsend, Delaware's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Townsend, Delaware's internal control over financial reporting and compliance.

Belfint, Lyons & Shuman, P.A.

December 15, 2025
Wilmington, Delaware

TOWN OF TOWNSEND, DELAWARE
STATEMENT OF NET POSITION
JUNE 30, 2025

	Governmental Activities
ASSETS	
Cash and Cash Equivalents	\$ 1,988,424
Restricted Cash	186,564
Investments	2,677,304
Accounts Receivable, Net	88,624
Prepaid Expenses	45,967
Capital Assets	
Land and Construction in Progress	5,668,250
Depreciable Buildings, Property, Equipment, and Net	22,610,146
TOTAL ASSETS	33,265,279
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflows - Pension	88,401
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	\$ 33,353,680
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 65,417
Unearned Revenue	50,664
Payroll Liabilities and Accrued Vacation	34,333
Escrow Liabilities	159,970
Noncurrent Liabilities	
Pension Liability	17,973
TOTAL LIABILITIES	328,357
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflows - Pension	40,022
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	368,379
NET POSITION	
Net Investment in Capital Assets	28,278,396
Restricted	
Municipal Street Aid	183,406
Police	11,551
Unrestricted	4,511,948
TOTAL NET POSITION	32,985,301
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 33,353,680

The accompanying notes are an integral part of these financial statements.

TOWN OF TOWNSEND, DELAWARE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2025

		Program Revenues			Net (Expense) Revenues and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contribution	Total Governmental Activities
FUNCTIONS/PROGRAMS					
Governmental Activities					
General Government	\$ 1,000,720	\$ 222,389	\$ -	\$ 950,526	\$ 172,195
Public Works	808,131	-	-	59,779	(748,352)
Public Safety	423,931	-	-	34,561	(389,370)
 TOTAL GOVERNMENTAL ACTIVITIES	 \$ 2,232,782	 \$ 222,389	 \$ -	 \$ 1,044,866	 (965,527)
 GENERAL REVENUES					
Property Taxes					643,456
Real Estate Transfer Taxes					361,723
Investment Income, Net of Fees					249,912
Impact Fees					87,000
Loss on Disposal of Fixed Assets					(3,107)
Miscellaneous					36,519
 TOTAL GENERAL REVENUES					 1,375,503
 CHANGE IN NET POSITION					 409,976
 NET POSITION AT BEGINNING OF YEAR					 32,575,325
 NET POSITION AT END OF YEAR					 \$ 32,985,301

The accompanying notes are an integral part of these financial statements.

TOWN OF TOWNSEND, DELAWARE
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2025

	<u>General</u>	<u>ARPA (Major)</u>	<u>Municipal Street Aid (Nonmajor)</u>	<u>Police (Nonmajor)</u>	<u>Total</u>
ASSETS					
Cash and Cash Equivalents	\$ 1,761,126	\$ 50,900	\$ -	\$ 16,429	\$ 1,828,455
Restricted Cash	159,970	-	186,564	-	346,534
Investments	2,677,304	-	-	-	2,677,304
Accounts Receivable, Net	83,674	-	-	4,950	88,624
Prepaid Expenses	45,967	-	-	-	45,967
TOTAL ASSETS	<u>\$ 4,728,041</u>	<u>\$ 50,900</u>	<u>\$ 186,564</u>	<u>\$ 21,379</u>	<u>\$ 4,986,884</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES					
LIABILITIES					
Accounts Payable	\$ 65,085	\$ -	\$ -	\$ 332	\$ 65,417
Deferred Revenue	215	50,450	-	-	50,665
Payroll Liabilities and Accrued Vacation	34,333	-	-	-	34,333
Escrow Liabilities	159,970	-	-	-	159,970
Due To/(From)	(13,104)	450	3,158	9,496	-
TOTAL LIABILITIES	<u>246,499</u>	<u>50,900</u>	<u>3,158</u>	<u>9,828</u>	<u>310,385</u>
DEFERRED INFLOWS	<u>47,637</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>47,637</u>
FUND BALANCES					
Nonspendable					
Prepaid Expenses	45,967	-	-	-	45,967
Restricted					
Municipal Street Aid	-	-	183,406	-	183,406
Police	-	-	-	11,551	11,551
Unassigned	4,387,938	-	-	-	4,387,938
TOTAL FUND BALANCES	<u>4,433,905</u>	<u>-</u>	<u>183,406</u>	<u>11,551</u>	<u>4,628,862</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 4,728,041</u>	<u>\$ 50,900</u>	<u>\$ 186,564</u>	<u>\$ 21,379</u>	<u>\$ 4,986,884</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TOWNSEND, DELAWARE
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE
SHEET TO STATEMENT OF NET POSITION
JUNE 30, 2025

TOTAL FUND BALANCES FOR GOVERNMENTAL FUNDS	\$ 4,628,862
Capital Assets Used in Governmental Activities are not Financial Resources and, Therefore, are not Reported in the Funds	28,278,396
Deferred inflows and outflows related to the Town's pension plans do not represent current resources or uses of resources, and therefore, are not reported in the funds.	
Deferred Outflows of Resources - Pensions	88,401
Deferred Inflows of Resources - Pensions	(40,022)
Some of the Town's taxes and other revenues will be collected after year end, but are not available soon enough to pay current year's expenditures and, therefore, are reported as deferred inflows of resources in the fund statements.	47,637
Long-Term liabilities, are not due and payable in the current period, and therefore, not reported in the funds.	
Net Pension Liability	<u>(17,973)</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 32,985,301</u></u>

The accompanying notes are an integral part of these financial statements.

TOWN OF TOWNSEND, DELAWARE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2025

	General Fund	ARPA (Major)	Municipal Street Aid (Nonmajor)	Police (Nonmajor)	Total
REVENUES					
Property Taxes	\$ 651,112	\$ -	\$ -	\$ -	\$ 651,112
Real Estate Transfer Taxes	361,723	-	-	-	361,723
Fines	17,508	-	-	-	17,508
Franchise Fees	17,130	-	-	-	17,130
Impact Fees	87,000	-	-	-	87,000
Permits and Licenses	187,751	-	-	-	187,751
Grants and Contributions	516,361	434,165	59,779	34,561	1,044,866
Investment Earnings, Net of Fees	215,321	-	6,506	-	221,827
Miscellaneous	36,519	-	-	-	36,519
TOTAL REVENUES	2,090,425	434,165	66,285	34,561	2,625,436
EXPENDITURES					
Current					
General Government	889,184	-	51,105	-	940,289
Public Works	279,742	-	-	-	279,742
Public Safety	372,478	-	-	12,983	385,461
Capital Outlay	453,877	434,165	-	10,027	898,069
TOTAL EXPENDITURES	1,995,281	434,165	51,105	23,010	2,503,561
EXCESS OF REVENUES OVER EXPENDITURES	95,144	-	15,180	11,551	121,875
OTHER FINANCING SOURCES					
Net Appreciation in Fair Value of Investments	28,085	-	-	-	28,085
NET CHANGES IN FUND BALANCES	123,229	-	15,180	11,551	149,960
FUND BALANCES - Beginning of Year	4,310,676	-	168,226	-	4,478,902
FUND BALANCES - End of Year	\$ 4,433,905	\$ -	\$ 183,406	\$ 11,551	\$ 4,628,862

The accompanying notes are an integral part of these financial statements.

TOWN OF TOWNSEND, DELAWARE
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2025

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS **\$ 149,960**

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:

Capital Outlays	898,069
Depreciation Expense	<u>(639,908)</u>
	<u>258,161</u>

Under the modified accrual basis of accounting used in governmental funds, losses on the disposal of fixed assets are not recognized because the losses do not use expendable available financial resources. In the Statement of Activities, however, which is presented on the accrual basis, losses on the disposal of fixed assets are reported regardless of when financial resources are used. (3,107)

Some of the Town's taxes and other revenues will be collected after year end, but are not available soon enough to pay current year's expenditures and, therefore, are reported as deferred inflows of resources in the fund statements. (7,657)

Governmental Funds Report Pension Contributions as Expenditures. However, in the Statement of Activities, pension expenses are reported in the period the benefits are earned. 12,619

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES **\$ 409,976**

The accompanying notes are an integral part of these financial statements.

TOWN OF TOWNSEND, DELAWARE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES -
BUDGET AND ACTUAL GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2025

	Original Budget	Final Budget	Actual	Variance - Favorable/ (Unfavorable)
REVENUES				
General Fund				
Property Taxes	\$ 633,200	\$ 633,200	\$ 651,112	\$ 17,912
Transfer Taxes	250,000	250,000	361,723	111,723
Fines	3,000	3,000	17,508	14,508
Franchise Fees	20,000	20,000	17,130	(2,870)
Impact Fees	157,500	157,500	87,000	(70,500)
Permits and Licenses	214,800	214,800	187,751	(27,049)
Grants and Contributions	694,600	694,600	516,361	(178,239)
Miscellaneous	4,100	11,900	36,519	24,619
Transfers	208,000	208,000	-	(208,000)
Investment Return, Net	55,000	55,000	215,321	160,321
TOTAL REVENUES	2,240,200	2,248,000	2,090,425	(157,575)
EXPENDITURES				
General Fund				
Salaries, Payroll Taxes, and Benefits	895,000	894,900	807,637	87,263
Utilities	50,500	50,500	29,372	21,128
Engineer Consulting Fee	141,900	141,900	74,609	67,291
Professional Fees	92,500	93,000	71,868	21,132
Police Services	1,800	2,800	2,408	392
Advertising	300	300	89	211
Office Supplies	17,800	19,800	17,425	2,375
Bank Fees/Rebates	-	-	215	(215)
Computer Support	49,400	50,400	52,550	(2,150)
Community Events	4,200	11,100	6,564	4,536
Maintenance Expense	72,600	72,600	38,609	33,991
Town Decorations	1,000	3,500	76	3,424
Dues and Membership Fees	6,100	6,100	3,494	2,606
Insurance	38,400	38,400	36,487	1,913
Travel and Entertainment	1,800	1,800	393	1,407
Miscellaneous	32,200	26,200	20,618	5,582
Capital Outlay	471,400	471,400	453,877	17,523
Vehicle Expense	11,000	11,000	7,226	3,774
Street Light	111,100	111,100	105,613	5,487
Trash	241,200	241,200	241,180	20
Fire House Grants	-	-	24,971	(24,971)
TOTAL EXPENDITURES	2,240,200	2,248,000	1,995,281	252,719
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	-	95,144	95,144
OTHER FINANCING SOURCES				
Net Appreciation in Fair Value of Investments	-	-	28,085	-
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ 123,229	\$ 95,144

The accompanying notes are an integral part of these financial statements.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2025

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity - The Town of Townsend, Delaware (Town) is a municipality incorporated in 1885 under the laws of the State of Delaware. It is located in New Castle County, Delaware. The Town operates under a Council-Manager form of government. The Town has no component units in its financial reporting entity.

Government-Wide Statements - The government-wide financial statements include the statement of net position and the statement of activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely, to a significant extent, on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses relate to a given function or segment and amount of related program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a function or segment. Taxes and other revenue items not properly included among program revenues are reported instead as general revenues.

Fund Financial Statements - A separate financial statement is provided for the governmental funds. The individual governmental funds are reported as separate columns in the fund financial statements.

General Fund (Major Governmental Fund) - This fund is used to account for all financial transactions not accounted for in another fund. Revenues are derived principally from property taxes, real estate transfer taxes, and impact fees. This fund accounts for the general administrative services of the Town not recorded elsewhere.

ARPA Fund (Major Governmental Fund) - This fund is used to account for the financial resources provided under the American Rescue Plan Act from United States Department of the Treasury, through the State of Delaware.

Municipal Street Aid Fund (Nonmajor Governmental Fund) - This fund is used to account for the financial resources provided by the State of Delaware's Municipal Street Aid program that are used for street maintenance and repairs.

Police Fund (Nonmajor Governmental Fund) - This fund is used to account for the grants received and expended for the Town's police department.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Measurement Focus, Basis of Accounting, and Financial Statement Presentation - Government-Wide Financial Statements - The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items (non-exchange transactions) are recognized as revenue as soon as all eligibility requirements imposed by the provider have been satisfied.

Governmental Funds Financial Statements - The governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Town considers all revenues reported in the governmental funds to be available if revenues are collected within 60 days after year end. Property taxes and impact fees are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred (upon receipt of goods or services), except for principal and interest on general long-term debt, claims, judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital assets acquisitions are reported as expenditures in governmental funds. Proceeds of long-term debt and acquisitions under capital leases are reported as other financing sources.

Budgetary Information - A formal budget is prepared by the Financial Officer, Finance Committee, and Town Manager and submitted to Town Council for purposes of budgeting revenues and expenditures of the Town. The budget is approved by the Town Council, no later than thirty (30) days after the beginning of each fiscal year. In the event of a lack of compromise within the Town Council regarding the immediate annual budget, the Town Council has the authority to pass enabling legislation to extend the previous year's budget until a compromise or settlement can be reached by the members of the Town Council. The budget for the General Fund is prepared on the modified accrual basis of accounting. Unencumbered appropriations for annually budgeted funds lapse at fiscal year-end.

Encumbrances - Encumbrances for goods or purchased services are documented by purchase orders or contracts. Under the Town Charter, appropriations lapse on June 30, and encumbrances outstanding at that time are to be either canceled or appropriately provided for in the subsequent year's budget.

Property Taxes - Property taxes are levied in July on the assessed value provided by New Castle County. Taxes are due and payable on or before October 31 and become delinquent November 1 with late payment penalties. The Town bills and collects its own property taxes. The Town property tax revenues are recognized when levied. The allowance for uncollectible delinquent taxes is based upon collection trends and experience. As of June 30, 2025, the allowance was \$0.

Investments - Investments are stated at fair value.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Deferred Inflows and Deferred Outflows of Resources - In addition to assets and liabilities, the statement of net assets, and fund statements may report separate sections for deferred inflows and deferred outflows of resources. These separate financial statement elements represent acquisition or use of net position/fund balance that applies to a future period(s) and so will not be recognized as an inflow or outflow of resources (revenue or expense/expenditure) until that time.

Deferred outflows of resources represent a consumption of net assets that applies to future periods and so will not be recognized as an outflow of resources (expenditure) until the future period.

Deferred inflows of resources represent an acquisition of net assets that applies to future periods. The revenue is recognized in the applicable future period(s).

Capital Assets - Capital assets are reported in the government-wide financial statements. The Town has defined capital assets as assets with a minimum cost of \$1,000. Capital assets may be purchased and are recorded at cost or estimated historical cost. Major outlays for capital assets and improvements are capitalized as projects are constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. Donations of real property, such as land dedicated for open space, are recorded at acquisition value which is defined by GASB as what it would cost government to acquire the asset itself, not the asset's market value (or lack thereof). The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized.

Capital assets of the Town are depreciated using the straight-line method over the estimated useful lives of the related assets as follows:

Building and Improvements	5 - 40 Years
Infrastructure	50 Years
Machinery and Equipment	5 - 7 Years
Office Equipment	5 - 7 Years

Interfund Transactions - During the course of normal operations, the Town has numerous transactions between the funds. Interfund transfers are classified as other financing sources and uses in the governmental funds.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Compensated Leave - The Town's Personnel Policy permits employees to accumulate unused vacation time, which is capped at the employee's current annual allowance. Upon termination, the Town pays all accumulated unused vacation time.

Program Revenues - Amounts reported as program revenues include charges to customers for goods, services or privileges provided, and operating grants and contributions. General revenues include all taxes, impact fees, building permits, and licenses.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events - The Town's policy is to evaluate events and transactions subsequent to its year end for potential recognition in the financial statements or disclosure in the notes to the financial statements. All events and transactions have been evaluated through the date the financial statements were available to be issued.

NOTE 2: DEPOSITS AND INVESTMENTS

Cash and Cash Equivalents - The Town's cash and cash equivalents are considered to be cash on hand and demand deposits with original maturities of one year or less.

Deposits - The carrying amount of the cash deposits and cash on hand is \$2,174,989 in the various funds. The bank balances were \$2,179,703, as of June 30, 2025. Of the bank balance, \$250,000 was covered by federal depository insurance and \$250,000 was covered by Security Investor Protection Corporation, and \$1,679,703 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial Credit Risk - Custodial credit risk is the risk that in the event of bank failure, the Town's deposits or investments may not be returned. The Town carries certain deposits that are fully insured, and other deposits that are not collateralized and are uninsured. All of the Town's investments are held by third parties.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 2: DEPOSITS AND INVESTMENTS - CONTINUED

Investments - The investment policy statement, approved by the Mayor and Council, allows investments in mutual funds, stocks, bonds, and exchange traded funds.

The following is a schedule which details the Town's investments:

	<u>Fair Value</u>	<u>Cost</u>	<u>Credit Rating - Moody</u>
Investment Type			
Mutual Funds	\$ 2,190,407	\$ 2,191,441	N/A
Exchange Traded Funds	<u>486,897</u>	<u>333,065</u>	N/A
	<u><u>\$ 2,677,304</u></u>	<u><u>\$ 2,524,506</u></u>	

Credit and Interest Rate Risk - The Town manages its exposure to interest rate risk through active investment management, asset allocation, and conservative management of asset duration.

Concentration of Credit Risk - The Town's investment policy statement states that no more than 5% of the total value of the portfolio may be invested in the commercial paper of a single issuer. In addition, no more than 10% of the overall portfolio may be invested in alternative investments.

NOTE 3: RECEIVABLES

Receivables as of June 30, 2025, for the Town's funds, net of applicable allowances for uncollectible accounts, are as follows:

Receivables	
Trash Collections	\$ 10,507
Street Lights	4,697
Property Tax	71,988
Grants	<u>4,950</u>
Gross Receivables	<u>92,142</u>
Less: Allowance for Uncollectible Accounts	<u>3,518</u>
Net Receivables	<u><u>\$ 88,624</u></u>

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 4: CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2025, was as follows:

	Beginning Balance (Restated)	Increases	Decreases	Ending Balances
Capital Assets Not Being Depreciated				
Land	\$ 4,939,041	\$ 714,407	\$ -	\$ 5,653,448
Construction in Progress	35,458	6,177	(26,833)	14,802
Total Capital Assets Not Being Depreciated	4,974,499	720,584	(26,833)	5,668,250
Capital Assets, Depreciated				
Building Improvements	1,408,451	24,019	-	1,432,470
Infrastructure	22,704,005	-	-	22,704,005
Office Equipment	91,346	2,248	-	93,594
Machinery and Equipment	536,927	21,407	(9,319)	549,015
Municipal Park	1,644,942	156,643	-	1,801,585
Total Capital Assets Being Depreciated	26,385,671	204,317	(9,319)	26,580,669
Less: Accumulated Depreciation	3,336,828	639,908	(6,213)	3,970,523
Total Capital Assets Being Depreciated, Net	23,048,843	(435,591)	(3,106)	22,610,146
Governmental Activities Capital Assets, Net	<u>\$ 28,023,342</u>	<u>\$ 284,993</u>	<u>\$ (29,939)</u>	<u>\$ 28,278,396</u>

Depreciation expense for the year ended June 30, 2025, was charged to the Governmental Activities in the amount of \$639,908.

NOTE 5: DEFERRED REVENUE

In fiscal years 2021 and 2022, the Town of Townsend received a total of \$787,624 under the American Rescue Plan Act from United States Department of the Treasury, through the State of Delaware. As of June 30, 2025, the Town had used \$737,174 of the ARPA funds. The remaining funds have not been spent, and the Town Council has found acceptable uses for the funds. The funds were required to be obligated by December 31, 2024, and the Town has until December 31, 2026, to fully expend the funds.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 6: COMMITMENTS AND CONTINGENCIES

The Town has a solid waste collection management contract with a third party. The Town pays the solid waste collection management contract monthly, based upon units of trash collected and disposed. The total solid waste management fees charged to operations were \$241,180 for the year ended June 30, 2025. The future commitment cannot be determined since it depends on the number of units collected and disposed.

The Town is party to various legal proceedings which normally occur in governmental operations. In the opinion of the administration, these legal proceedings are not likely to have a material adverse effect on the accompanying financial statements and, accordingly, no provision has been recorded.

NOTE 7: MAJOR VENDORS AND SUPPLIERS

For the year ended June 30, 2025, the Town incurred expenditures of \$241,180 to one vendor for solid waste collection service, exceeding 10% of total government-wide expenses.

NOTE 8: FAIR VALUES MEASURED ON A RECURRING BASIS

Generally accepted accounting principles define fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. The accounting standards require that valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs. The accounting standards also establish a fair value hierarchy, which prioritizes the valuation inputs into three broad levels.

The guidance establishes three levels of the fair value hierarchy as follows:

Level 1 - Financial assets and liabilities whose values reflect unadjusted quoted prices that are available in active markets for identical investments as of the reporting date.

Level 2 - Financial assets and liabilities whose values are based upon pricing inputs, including certain broker dealer quotes, that are generally those other than exchange quoted prices in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies.

Level 3 - Financial assets and liabilities whose values are based on pricing inputs that are unobservable for the investment and includes situations where a) there is minimal, if any, market activity for the investment, or b) the inputs used in the determination of fair value require significant management judgment or estimation.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 8: FAIR VALUES MEASURED ON A RECURRING BASIS - CONTINUED

Fair values of assets measured on a recurring basis at June 30, 2025, are as follows:

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Exchange Traded Funds	\$ 486,897	\$ 486,897	\$ -	\$ -
Mutual Funds	<u>2,190,407</u>	<u>2,190,407</u>	<u>-</u>	<u>-</u>
	<u><u>\$ 2,677,304</u></u>	<u><u>\$ 2,677,304</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Fair values for investments are determined by reference to quoted market prices and other relevant information generated by market transactions.

NOTE 9: NET POSITION AND FUND EQUITY

In the Government-wide statements, net position is reported in the following categories:

Invested in Capital Assets, Net of Related Debt - Capital assets, net of accumulated depreciation, outstanding principal balances of debt attributable to the acquisition, construction, and improvement of those assets.

Restricted - Restricted net position results when constraints placed on net position are either externally imposed by creditors, grantors, contributors, and the like, or are imposed by law through constitutional provisions or enabling legislation.

Unrestricted - Remaining net position not considered invested in capital assets, net of related debts or restricted.

Fund balance amounts have been designated as nonspendable, restricted, or unassigned in the General Fund for specific purposes as follows:

Nonspendable - Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact. Nonspendable amounts as of June 30, 2025, are comprised of \$45,967 of prepaid expenses.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 9: NET POSITION AND FUND EQUITY - CONTINUED

Restricted - Amounts with constraints placed on the use of resources that are either a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or b) imposed by law through constitutional provisions. As of June 30, 2025, \$183,406 was restricted by the State's Municipal Street Aid grant.

Unassigned - Amounts that are available for any purpose.

When both restricted and unrestricted (assigned or unassigned) resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as needed.

NOTE 10: RISK AND UNCERTAINTIES

The Town invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the statement of financial position.

NOTE 11: RETIREMENT PLAN

The Town provides a Simplified IRA Plan covering all employees who are reasonably expected to receive at least \$5,000 in compensation during the year. Eligible employees may contribute up to 15% of their compensation or the maximum amount allowable by law. The Town contributes 2% of compensation for eligible employees. The Town contributed \$5,724 for the year ended June 30, 2025.

NOTE 12: DEFINED BENEFIT PENSION PLAN

The Town participates in one defined benefit pension plan, the State of Delaware Public Employees Retirement System County and Municipal Police and Firefighters' Pension Plan ("DPERS Police Plan"). The Town adopted and was accepted into the DPERS Police Plan, effective July 6, 2022.

Plan Description - The DPERS Police Plan is a multi-employer cost-sharing plan administered by the Delaware Public Employees Retirement System (DPERS) and covers all full-time uniformed police officers hired on or after January 1, 2016. The Town's police officers, whose employment started with the Town on or after January 1, 2016, can participate in this plan.

The General Assembly is responsible for setting benefits and contributions and amending plan provisions; administrative rules and regulations are adopted and maintained by the Board of Pension Trustees ("the Board").

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 12: DEFINED BENEFIT PENSION PLAN - CONTINUED

Plan Description - Continued

The management of the Plan is the responsibility of the Board. The Board is comprised of five members appointed by the Governor and confirmed by the State Senate, plus two ex officio members. The daily operation is the responsibility of the Office of Pensions. Although most of the assets of the Plan are commingled with other plans for investment purposes, the DPERS Police Plan's assets may be used only for the payment of benefits to the members of the plan in accordance with the terms of the plan.

As of June 30, 2025, the Town's membership in this plan is comprised of two active employees, none of whom are vested.

Benefits Provided -

Service Benefits - The DPERS Police Plan's service benefits calculation is 2.5% of the final average monthly compensation multiplied by years of credited service up to 20 years, plus 3.5% of final average monthly compensation, multiplied by years of service, in excess of 20 years. For this plan, final average monthly compensation is the monthly average of the highest three consecutive years of compensation (excluding overtime and special pay).

Vesting - Vesting is at five years of credited service.

Retirement - Retirement age is 62 with five years of service; age plus credited service (but not less than 10 years) equals 75 or 20 years of credited service.

Disability Benefits -

Duty - Total Disability - 75% of final average compensation plus 10% of each dependent not to exceed 25% for all dependents.

Duty - Partial Disability - Calculated in the same manner as service benefits, subject to a minimum 50% of final average compensation.

Non-duty - Calculated in the same manner as service benefits. Total disability benefits are subject to a minimum of 50% of final average monthly compensation plus 5% for each dependent, not to exceed 20% for all dependents. Partial disability benefits are subject to a minimum of 30% of the final average monthly compensation.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 12: DEFINED BENEFIT PENSION PLAN - CONTINUED

Survivor Benefits - If the employee is receiving pension benefits at the time of death, the eligible survivor receives 50% of the pension benefit. If the employee is active at the time of death, the eligible survivor receives 75% of the benefit the employee would have received at age 62. If the employee is killed in the line of duty, the eligible survivor receives 75% of the pension benefit.

Burial Benefit - \$7,000 per member.

Contributions - Employer contributions are determined by the Board of Pension Trustees. Employer contributions were 11.24% for the year ended June 30, 2025. The Town's contributions of \$27,802 for the year ended June 30, 2025 were equal to the required contribution for the year. Total eligible full-time wages covered by the DPERS Police Plan for the year totaled \$247,336.

Net Pension Liability, Pension Expense, and Deferred Inflows and Outflows of Resources Related to Pensions - As of June 30, 2025, the Town reported \$17,973 for its proportionate share of the collective net pension liability for its participation in the DPERS Police Plan. The Town's proportionate share of the net pension liability is based on the percentage of actual contributions and measured as the difference between its proportionate share of the total pension liability and its proportionate share of the DPERS Police Plan's fiduciary net position. The Town's proportionate share of the net pension liability is recorded as a liability related to the governmental funds and will only be recorded in the governmental activities in the government-wide statement of net position.

For the year ended June 30, 2025, for the DPERS Police Plan the Town recognized pension expense of \$15,181. As of June 30, 2025, the Town reported deferred inflows and outflows of resources related to pensions of \$40,022 and \$88,401, respectively. The fiscal year 2025 contributions will be offset against the liability in fiscal year 2026.

	Deferred Inflows	Deferred Outflows
Difference Between Actual and Expected Experience	\$ 2,688	\$ 41,027
Difference Between Actual and Expected Investment Returns	-	17,447
Changes of Assumptions	6,255	2,125
Changes in Proportions	31,079	-
FY 25 Contributions	-	27,802
	<u>\$ 40,022</u>	<u>\$ 88,401</u>

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 12: DEFINED BENEFIT PENSION PLAN - CONTINUED

Net Pension Liability, Pension Expense, and Deferred Inflows and Outflows of Resources Related to Pensions - Continued

Amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31	
2024	\$ (2,970)
2025	28,772
2026	(963)
2027	(5,523)
2028	(1,244)
Thereafter	<u>2,505</u>
	<u>\$ 20,577</u>

Actuarial Methods and Assumptions - The following actuarial methods and assumptions were used in the June 30, 2024, actuarial valuation.

Actuarial Methods and Significant Assumptions	
Investment Rate of Return	7.00%
Discount Rate	7.00%
Inflation Rate	2.50%
Projected Salary Increase	2.50% plus merit
Cost of Living Adjustments	0.00%
Mortality	Pub-2010 mortality tables with gender adjustments for employees, healthy annuitants, and disabled retirees as well as an adjusted version on MP-2020 mortality improvement scale on a fully generational basis.

The total pension liabilities are measured based on assumptions pertaining to the interest rates, inflation rates, and employee demographic behavior in future years. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 12: DEFINED BENEFIT PENSION PLAN - CONTINUED

Actuarial Methods and Assumptions - Continued

Mortality assumptions are based on the Pub-2010 mortality tables with gender adjustments for employees, healthy annuitants, and disabled retirees as well as an adjusted version on MP-2020 mortality improvement scale on a fully generational basis.

Projected benefit payments do not include the effects of projected ad hoc cost-of-living adjustments (ad hoc COLAs), as they are not substantively automatic. The primary considerations relevant to making this determination include the historical pattern of granting the changes and the consistency in the amounts of the changes.

Asset Allocation and Long-Term Expected Rate of Return - The long-term expected rate of return on pension plan investments is determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by an asset allocation percentage, which is based on the nature and mix of current and expected plan investments, and by adding expected inflation.

Best estimates of geometric real rates of return for each major asset class included in the Plan's current and expected asset allocation as of June 30, 2024, are summarized in the following table:

<u>Asset Class</u>	<u>Long-Term Expected Rate of Return</u>	<u>Asset Allocation</u>
Domestic Equity	5.7%	33.6%
International Equity	5.7%	13.9%
Fixed Income	2.0%	25.3%
Alternative Investments	7.8%	21.7%
Cash and Equivalents	0.0%	5.5%

Discount Rate - The discount rate used to measure the total pension liability is 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at rates determined by the Board of Pension Trustees, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

TOWN OF TOWNSEND, DELAWARE
NOTES TO FINANCIAL STATEMENTS - CONTINUED
JUNE 30, 2025

NOTE 12: DEFINED BENEFIT PENSION PLAN - CONTINUED

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the DPERS Police Pension Plan, calculated using the discount rate of 7.00%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	1 % Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Net Pension Liability	<u>\$ 86,684</u>	<u>\$ 17,973</u>	<u>\$ (45,135)</u>

The pension plan is managed by the State of Delaware Board of Pension Trustees. The Annual Comprehensive Financial Report of the Delaware Public Employees Retirement System can be obtained from the Office of Pensions at: McArdle Building, Suite 1, 860 Silver Lake Blvd., Dover, DE 19904 or at www.delawarepensions.com.

REQUIRED SUPPLEMENTARY INFORMATION

TOWN OF TOWNSEND
SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
COUNTY AND MUNICIPAL POLICE AND FIREFIGHTERS' PENSION PLAN
REQUIRED SUPPLEMENTARY INFORMATION

PROPORTIONATE SHARE OF NET PENSION LIABILITY

Reporting Date	June 30, 2025	June 30, 2024
Measurement Date	June 30, 2024	June 30, 2023
Town's Proportionate Share of the Net Pension Liability	0.1124%	0.0978%
Town's Proportion of the Net Pension Liability (Asset) - Dollar Value	\$ 17,973	\$ 14,063
Covered Payroll - Plan Year	134,964	76,298
Town's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	13.32%	18.43%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	97.57%	97.58%

In accordance with GASB Statement No. 68, this schedule has been prepared for the first year of the plan. This schedule will accumulate each year until sufficient information to present a 10-year trend is available.

TOWN OF TOWNSEND
SCHEDULE OF TOWN CONTRIBUTIONS
COUNTY AND MUNICIPAL POLICE AND FIREFIGHTERS' PENSION PLAN
REQUIRED SUPPLEMENTARY INFORMATION

	<u>2025</u>	<u>2024</u>	<u>2023</u>
Contractually Required Contribution	\$ 27,802	\$ 17,194	\$ 12,615
Contributions in Relation to the Contractually Required Contribution	<u>27,802</u>	<u>17,194</u>	<u>12,615</u>
Contribution Excess	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
Covered Payroll - Town Year	\$ 247,336	\$ 134,964	\$ 76,298
Contributions as a Percentage of Covered Payroll	11.24%	12.74%	16.53%

In accordance with GASB Statement No. 68, this schedule has been prepared for the first two years of the plan. This schedule will accumulate each year until sufficient information to present a 10-year trend is available.

TOWN OF TOWNSEND, DELAWARE

INDEPENDENT AUDITOR'S REPORT
REQUIRED BY GOVERNMENT AUDITING
STANDARDS

JUNE 30, 2025

TOWN OF TOWNSEND, DELAWARE
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JUNE 30, 2025

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**Independent Auditor's Report on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

1



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***Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements Performed in Accordance
with Government Auditing Standards***

To the Honorable Mayor and Members of Town Council
Town of Townsend, Delaware

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Townsend, Delaware (Town), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated December 15, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, a misstatement on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

To the Honorable Mayor and Members of Town Council
Town of Townsend, Delaware

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Belfint, Lyons & Shuman, P.A.

December 15, 2025
Wilmington, Delaware



TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
November 30, 2025

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target %
				for Nov 42%
Fire House Impact Fees	15,000.00	6,000.00	(9,000.00)	40%
Franchise Fees	18,000.00	11,877.52	(6,122.48)	66%
Interest Income	153,500.00	64,753.84	(88,746.16)	42%
Miscellaneous Income	60,650.00	2,301.93	(58,348.07)	4%
Property Transfer Taxes	300,000.00	152,550.43	(147,449.57)	51%
Real Estate Property Tax	834,200.00	845,465.42	11,265.42	101%
Violations, Fines & Penalties	2,500.00	1,040.00	(1,460.00)	42%
Rental Registration Fee	1,700.00	60.00	(1,640.00)	4%
Total Administrative Revenues	1,385,550.00	1,084,049.14	(301,500.86)	78%
Impact Fees	135,000.00	54,000.00	(81,000.00)	40%
Licenses & Fees	73,600.00	18,550.00	(55,050.00)	25%
Town Permits	103,700.00	75,550.12	(28,149.88)	73%
Total Permits & Licenses Revenues	312,300.00	148,100.12	(164,199.88)	47%
Miscellaneous Income PW	-	227.00	227.00	
Total Public Works Revenues	-	227.00	227.00	
Park rental	2,000.00	425.00	(1,575.00)	21%
Total Park & Recreation Revenues	2,000.00	425.00	(1,575.00)	21%

Municipal Street Aid Grant	59,800.00	28,801.18	(30,998.82)	48%
Grants Revenue	119,100.00	2,000.00	(117,100.00)	2%
Total Grant Revenues	178,900.00	30,801.18	(148,098.82)	17%
Community Events: Donations	-	400.00	400.00	
Town Fair Donation	5,000.00	-	(5,000.00)	0%
Veterans & Social Services Donations	-	134.00	134.00	
Community Events: Town Fair	5,500.00	(50.00)	(5,550.00)	-1%
Total Community Events Revenues	10,500.00	484.00	(10,016.00)	5%
General Fund Revenue Totals	1,889,250.00	1,263,859.44	(625,390.56)	67%

				Target % for Nov
EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	42%
Fire House Impact Fees	15,000.00	-	(15,000.00)	0%
Accounting Audit	25,000.00	23,000.00	(2,000.00)	92%
Investments Fees	27,000.00	11,089.79	(15,910.21)	41%
Computer/Software Support	89,200.00	59,986.18	(29,213.82)	67%
Copier Maintenance Agreement	1,300.00	536.50	(763.50)	41%
Town Insurance	33,800.00	16,032.39	(17,767.61)	47%
Town Hall Cleaning/Pest Ctrl	1,350.00	900.00	(450.00)	67%
Membership Fees	1,800.00	325.00	(1,475.00)	18%
General Town Hall Expenses	7,200.00	405.57	(6,794.43)	6%
Security System @ 141 Main Street	1,000.00	623.00	(377.00)	62%
Office Supplies	2,000.00	744.89	(1,255.11)	37%
Postage & Delivery	4,000.00	786.82	(3,213.18)	20%
General Legal	35,000.00	25,454.05	(9,545.95)	73%
Subscription Fee	1,100.00	-	(1,100.00)	0%
Training Classes	2,500.00	-	(2,500.00)	0%
Trash Collection Service	256,600.00	105,559.26	(151,040.74)	41%
Utilities - Town Hall	16,300.00	5,938.97	(10,361.03)	36%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%
Miscellaneous Expense	7,100.00	3,377.12	(3,722.88)	48%
Total Administrative Expenditures	527,250.00	254,759.54	(272,490.46)	48%
Payroll & Benefits	499,900.00	190,961.10	(308,938.90)	38%
Total Payroll Expenditures	499,900.00	190,961.10	(308,938.90)	38%
Street Lights	106,070.00	46,105.49	(59,964.51)	43%
Total Street Lights Expenditures	106,070.00	46,105.49	(59,964.51)	43%
General Engineering	50,400.00	5,667.50	(44,732.50)	11%
Studies	-	2,694.60	2,694.60	
Code Enf/Inspections	55,000.00	18,998.72	(36,001.28)	35%
Lot Grading Reviews	11,000.00	-	(11,000.00)	0%
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%
Total Code & Planning Expenditures	117,400.00	27,360.82	(90,039.18)	23%
Town Equipment Fuel	4,000.00	1,479.69	(2,520.31)	37%
Park Maintenance Expense	36,000.00	21,131.91	(14,868.09)	59%
Vehicle/Equipment Maintenance	4,450.00	2,118.85	(2,331.15)	48%
Public Works Equipment	500.00	608.67	108.67	122%
Public Works Uniforms	1,800.00	317.02	(1,482.98)	18%
Street, Sidewalk & Curb Maintenance	30,500.00	14,012.96	(16,487.04)	46%
Snow Removal	12,900.00	2,179.80	(10,720.20)	17%
Total Public Works Expenditures	90,150.00	41,848.90	(48,301.10)	46%
Community Relations	1,150.00	500.00	(650.00)	43%
Community Events Expense	11,800.00	1,382.71	(10,417.29)	12%
National Wildlife Foundation/Habitats	600.00	-	(600.00)	0%
Total Community Events Expenditures	13,550.00	1,882.71	(11,667.29)	14%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%
General Fund Operating Expenditure Totals	1,354,320.00	562,918.56	(791,401.44)	42%
Public Works Capital Expense	124,800.00	13,248.00	(111,552.00)	11%
Capital Expenses	210,000.00	-	(210,000.00)	0%
Total Capital Expenses	334,800.00	13,248.00	(321,552.00)	4%
General Fund Capital Expenditure Totals	334,800.00	13,248.00	(321,552.00)	4%



TOWN OF TOWNSEND
POLICE INCOME STATEMENT
November 30, 2025

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target %
				for Nov 42%
Impact Fees: Public Safety	30,000.00	12,000.00	(18,000.00)	40%
Fines - Police	12,000.00	3,327.61	(8,672.39)	28%
Grant Revenue	673,300.00	300,000.00	(373,300.00)	45%
Miscellaneous Income	4,800.00	2,000.00	(2,800.00)	42%
Transfers In	199,970.00	-	(199,970.00)	0%
Police Fund Revenue Totals	920,070.00	317,327.61	(602,742.39)	34%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target %
				for Nov 42%
Repairs & Maint - Vehicles/Equipment	9,400.00	1,829.56	(7,570.44)	19%
Security System - 661 South St	4,100.00	-	(4,100.00)	0%
Computer/Software Expense	900.00	810.00	(90.00)	90%
PD Equipment/Office Equipment	5,500.00	1,375.61	(4,124.39)	25%
Training Classes	5,700.00	1,679.08	(4,020.92)	29%
Fuel	10,100.00	2,660.44	(7,439.56)	26%
Insurance	11,200.00	5,411.11	(5,788.89)	48%
Uniforms: PD	3,400.00	1,326.44	(2,073.56)	39%
General Engineering	1,000.00	-	(1,000.00)	0%
Legal Services	2,000.00	197.50	(1,802.50)	10%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Nov 42%
Utilities - PD	19,000.00	5,892.94	(13,107.06)	31%
Miscellaneous Expense	5,000.00	2,905.55	(2,094.45)	58%
Total Administrative Expenditures	77,300.00	24,088.23	(53,211.77)	31%
Payroll & Benefits	369,600.00	129,589.06	(240,010.94)	35%
Total Payroll Expenditures	369,600.00	129,589.06	(240,010.94)	35%
Police Fund Operating Expenditure Totals	446,900.00	153,677.29	(293,222.71)	34%
Capital Expense - PD	673,300.00	99,529.80	(573,770.20)	15%
Police Fund Capital Expenditure Totals	673,300.00	99,529.80	(573,770.20)	15%



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

				Target % for Nov
REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	42%
Grants Revenue	50,900.00	-	(50,900.00)	0%
Special Revenue Fund Revenue Totals	50,900.00	-	(50,900.00)	0%

				Target % for Nov
EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	42%
Capital Expenses - ARPA	50,900.00	450.00	(50,450.00)	1%
Special Revenue Fund Expenditure Totals	50,900.00	450.00	(50,450.00)	1%



TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
November 30, 2025

				Target % for Nov
REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	42%
Police Grants Revenue	34,000.00	20,416.56	(13,583.44)	60%
Police Grants Fund Revenue Totals	34,000.00	20,416.56	(13,583.44)	60%

				Target % for Nov
EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	42%
Overtime	19,100.00	8,033.31	(11,066.69)	42%
Misc Expense	9,400.00	-	(9,400.00)	0%
Police Grants Operating Expenditure Totals	28,500.00	8,033.31	(20,466.69)	28%

The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734

Phone (302) 378-8082 Fax (302) 378-7099

Introduced by: Mayor S. Lobdell

Introduction on: December 3rd, 2025



**Mayor
Scott Lobdell**

**Councilman
Joseph Bangura,
PhD**

**Councilman
Matthew
Chapman**

**Councilman
Dylan K. Wiggins**

**Councilman
Syed Sharif**

ORDINANCE 2025-009

AN ORDINANCE TO AMEND CHAPTER 18 OF THE TOWNSEND MUNICIPAL CODE, ENTITLED “BUILDING AND BUILDING REPAIRS,” TO ADD PROVISIONS UNDER SECTION 18.08 RELATING TO MOBILE HOMES AND TRAILERS.

WHEREAS, the Town Council of the Town of Townsend finds it necessary to protect the public health, safety, and welfare through the regulation of buildings and structures within the Town limits; and

WHEREAS, Chapter 18 of the Townsend Municipal Code establishes requirements for building and building repairs; and

WHEREAS, the Town Council recognizes the need to provide specific standards and definitions for **mobile homes and trailers** to ensure compliance with applicable building, zoning, and safety codes; and

WHEREAS, the Town Council desires to amend Chapter 18 to add a new subsection within Section 18.08 to address these matters.

NOW, THEREFORE, be it ordained by the by the Town Council of the Town of Townsend, in session duly met, that Chapter 18 of the Townsend Municipal Code shall be amended as follows:

SECTION 1: Addition of Section 18.08.05- Definitions: Mobile Homes

A new section, Section 18.08.05 entitled *Definitions: Mobile Homes*, is hereby added to Chapter 18 as follows:

18.08.05 Definitions: Mobile Homes

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

“Manufactured Home” The term “manufactured home” is a type of prefabricated housing built entirely in a factory and constructed according to federal HUD (U.S. Department of Housing and Urban Development) standards. These homes are transported to their site on a permanent chassis, which remains part of the structure. Manufactured homes are typically considered

personal property, and they often depreciate in value over time. They are not usually placed on permanent foundations and may retain some mobility.

“Modular Home” The term “modular home” is a type of prefabricated home built in sections at a factory and assembled on-site. Unlike manufactured homes, modular homes are constructed to local, state, and federal building codes and are placed on a permanent foundation. They are intended to be permanent residences and are generally classified as real property, with the potential to appreciate in value similarly to traditional site-built homes.

SECTION 2: Amendment to Chapter 18.08.010

Section 18.08.010 “Transporting Mobile homes” of the Townsend Municipal Code is hereby amended as shown with deletions indicated by strikethrough and additions indicated by underline.

18.08.010 Transporting Mobile Homes

~~On and after December 13, 1977 all trailers, Manufactured Homes~~mobile homes, single-wide or double-wide built or designed to be transported on wheels and to be used as dwelling shall be prohibited within the town limits of the town.

~~Manufactured Homes, by definition, are entitled to be in Town limits for the purposes of providing residential housing.~~

SECTION 3: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 5: This Ordinance shall become effective immediately upon passage.

Adopted by at least a majority of the Council members of the Town of Townsend on this XX Day of XXXX 2025.

Introduction 12/3/2025

Final Reading XX/XX/XXXX

Adoption XX/XX/XXXX

Signed By

.....

Mayor

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Bangura			
CM M. Chapman			
CM D. Wiggins			
CM S. Sharif			

Town of Townsend, Delaware

Attest: _____
Town Manager

The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734

Phone (302) 378-8082 Fax (302) 378-7099

Introduced by: Mayor S. Lobdell

Introduction on: January 7th, 2026



ORDINANCE 2026-001

AN ORDINANCE TO AMEND CHAPTER 18 OF THE TOWNSEND MUNICIPAL CODE, ENTITLED “BUILDING AND BUILDING REPAIRS,” TO MAKE ADJUSTMENTS UNDER SECTION 18.28 RELATING TO RENTAL PROPERTY CODE.

Mayor
Scott Lobdell

WHEREAS, The Mayor and Council of the Town of Townsend are authorized under the laws of the State of Delaware and the Town Charter to enact ordinances to protect the public health, safety, and welfare; and

Councilman
Joseph Bangura,
PhD

WHEREAS, Chapter 18.28 of the Townsend Municipal Code regulates rental properties within the Town to ensure safe, habitable housing conditions and to promote neighborhood stability; and

Councilman
Matthew
Chapman

WHEREAS, The Mayor and Council have reviewed Chapter 18.28 and determined that certain updates and clarifications are necessary to improve administration, enforcement, and consistency with current practices and applicable law; and

WHEREAS, The proposed amendments are intended to clarify requirements and modify licensing or inspection standards while maintaining protections for tenants and property owners;

Councilman
Dylan K. Wiggins

NOW, THEREFORE, be it ordained by the by the Town Council of the Town of Townsend, in session duly met, that Chapter 18 of the Townsend Municipal Code shall be amended as follows:

Councilman
Syed Sharif

SECTION 1: AMENDMENT TO CHAPTER 18.28

Section 18.28 “Rental Property” of the Townsend Municipal Code is hereby amended as shown in the attached Exhibit A, with deletions indicated by strikethrough and additions indicated by underline.

SECTION 2: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 4: This Ordinance shall become effective immediately upon passage.

Adopted by at least a majority of the Council members of the Town of Townsend on this XX Day of XXXX 2026.

Introduction 1/7/2026

Final Reading XX/XX/XXXX

Adoption XX/XX/XXXX

Signed By

.....

Mayor

Town of Townsend, Delaware

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Bangura			
CM M. Chapman			
CM D. Wiggins			
CM S. Sharif			

Attest: _____

Town Manager

Exhibit “A”

18.28 Rental Property

[18.28.010 Definitions - Rental Property](#)

[18.28.020 Rental License Required; Exceptions; Application And Fee](#)

[18.28.030 Conditions Of Lease Or Occupancy Agreement; Crime-Free Lease Requirement](#)

[18.28.040 License Fee](#)

[18.28.050 Registration](#)

[18.28.060 Inspections](#)

[18.28.070 Inspection Fees](#)

[18.28.080 Maintenance Of Records](#)

[18.28.090 Administrative Penalties](#)

[18.28.100 Severability And Captions](#)

[18.28.110 Appeals](#)

[18.28.120 Administrative Liability](#)

[18.28.130 Owners Duty To Terminate Lease And Commence Proceedings For Summary Possession; Revocation Of Rental License For Failure To Do So](#)

18.28.010 Definitions - Rental Property

For the purpose of this Ordinance, the following terms and words shall be defined as follows:

"Authorized agent" The person or company that is available on a twenty-four-hours-a- day, seven-days-a-week basis and who has been registered with the Town of Townsend as being authorized to accept service for any landlord of any inquiry, notice, complaint or violation regarding the health, safety and/or condition of a rental unit. fu the event that a landlord is a non-resident individual or foreign artificial entity, then a registered agent may serve as the authorized agent but only so long as that person or company is available in the State of Delaware, or within a fifty (50) mile radius of the incorporated Town of Townsend on a twenty-four-hours-a-day, seven-days-a-week basis to address any inquiry, notice, complaint or violation regarding the health, safety and/or condition of the rental unit.

"Commercial or Industrial Property" Any premises used for commercial or industrial purposes.

"Criminal activity " Any crime classified by applicable law as a:

A. Felony,

B. Class A misdemeanor, or

C. Any of the following offenses: any drug offense defined by 16 Del. C. Ch. 47, and the following misdemeanors in addition to any class A misdemeanor, as defined by 11 Del. C.:

§ 602-menacing
§ 628-vehicular assault
§ 7640-indecent exposure
§ 811-criminal mischief
§ 812-graffiti
§ 820-trespassing
§ 821/2/3-criminal trespassing
§ 1105-crime against a vulnerable adult
§ 1106-unlawfully dealing with a child
§ 1301-disorderly conduct
§ 1313-malicious interference with emergency communications
§ 1315-public intoxication
§ 1321-loitering
§ 1322-criminal nuisance
§ 1323-obstructing of public passage
§ 1341-lewdness
§ 1342-prostitution
§ 1343-patronizing a prostitute
§ 1445-unlawfully dealing with a dangerous weapon
§ 1446-unlawfully dealing with a switchblade knife.

| *"Directly related to the owner"* Any person who is related by blood or marriage (i.e. "~~in~~lawsin-laws") to the following degrees of kinship: husband, wife, father, mother, son, daughter, brother, sister, grandfather, grandmother, grandson, granddaughter, uncle aunt, niece, and nephew.

"Drug-related criminal activity" The illegal manufacture, sale, distribution, use, or possession of any illegal or controlled substance defined by 16 Del. C. Ch. 47 as the same may be amended from time to time and in accordance with any future corresponding provision of law.

"Dwelling Unit" A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

"Landlord" Owner, lessor or sub-lessor of a rental unit or a managing agent for the owner, or any person authorized to exercise any management of a rental unit, including any person who is authorized to receive any rent or any part of the rent, other than as a bona fide purchaser, and who has no obligation to deliver any portion of that rent to another. It also shall mean any person held out by the owner or the landlord as the appropriate person to accept performance or any person with whom the tenant normally deals as a landlord.

"Owner" Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in official records of the state, county or municipality

as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

"Owner-Occupied Rental Unit" A rental unit that is occupied in whole or in part by an individual whose name specifically appears on the deed for the property where the rental unit is located.

"Person" An individual, corporation, partnership, or any other group acting as a unit.

"Premises" A lot, plot or parcel of land, including the buildings or structures thereon.

"Rental property registration form" An application provided by the Town of Townsend that must be completed for each rental unit that is subject to the regulation pursuant to this Chapter.

"Rental unit" That portion of any house, dwelling unit, dwelling place, building or structure, which is rented, or leased as the home or residence of one (1) or more persons to the exclusions of all others.

"Residential rental property" The entire property on or in which any rental unit is located. By definition, every residential rental property must contain at least one rental unit.

"Tenant" A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.020 Rental License Required; Exceptions; Application And Fee

A. *Rental License Required.* No person shall lease, rent, occupy, or otherwise allow a rental unit within the Town of Townsend to be occupied, unless all of the following requirements have first been met:

1. A current rental license for the property is on file with the Town.
2. The owner of the rental unit shall have registered the rental unit with the Town, completing and filing a current registration form with the Town, as provided in this Ordinance.
- ~~3. Rental inspection shall have been completed and passed to the satisfaction of the Town.~~
4. 3. All past due bills, fees, and assessments incurred at the property address (and any other owned address) owed to the town must be paid prior to a rental license being issued ~~inspection being scheduled~~.

5.4. Rental Units must comply with and continue to comply with all ordinances and Codes of the Town of Townsend and the Delaware State Housing Code.

B. *Application.* Application for a rental license shall be on forms provided by the Town and signed by the owner(s) of the subject property. Such forms shall require, among other information:

1. Certification that the owner(s) will provide the tenant(s)/occupant(s) with written notice of the conditions of the occupancy agreement required by TMC 18.28.030.

HISTORY

Adopted by Ord. 17-05 on 4/4/2018

~~18.28.030 Conditions Of Lease Or Occupancy Agreement; Crime-Free Lease Requirement~~

~~A. Any agreement for occupancy of a rental unit shall be subject to the condition, which shall be incorporated into and made a material provision of the occupancy agreement, that the occupancy agreement shall be terminated by the owner for any of the following:~~

- ~~1. Occupancy by more persons than permitted under the Delaware State Housing Code.~~
- ~~2. Two convictions of any occupant and/or user for Town Ordinance violations occurring within any three consecutive month period.~~
- ~~3. Engaging in any use prohibited by the zoning code of the town after written notice of such violation from the Town;~~
- ~~4. Using or permitting the use of the rental unit or common areas thereof for purposes of prostitution, gambling and/or any drug offense in violation of applicable state statute.~~
- ~~5. A violation of the provisions of paragraph B.~~

~~B. Tenants, any members of the tenant's household, any guest, or any other person under the tenant's control, on or within 500 feet of the leased premises, shall not engage in criminal activity or drug-related criminal activity, any act intended to facilitate criminal activity or drug-related criminal activity, or permit the leased premises to be used for or to facilitate any criminal activity or drug-related criminal activity. All residential leases renewed or otherwise entered into after the effective date of this section shall include a written lease addendum, signed by the property owner and tenant, which shall include the following provisions: In addition to all other terms of the lease, property owner and tenant agree as~~

follows:

- ~~1. The tenant, any member of the tenant's household, any guest, or any other person under the tenant's control, on or within 500 feet of the leased premises:
 - ~~a. Shall not engage in criminal activity, including drug-related criminal activity.~~
 - ~~b. Shall not engage in any act intended to facilitate criminal activity or drug-related criminal activity.~~
 - ~~c. Shall not permit the dwelling unit to be used for or to facilitate any criminal activity or drug-related criminal activity.~~~~
- ~~2. Any activity prohibited by this agreement shall constitute a substantial violation of the lease, material noncompliance with the lease, material breach of an obligation imposed upon tenants by a municipal ordinance under 25 Del.C.ss5513(a)(3) and grounds for termination of tenancy and eviction.~~
- ~~3. The landlord shall incorporate into the lease agreement the Town approved crime free lease addendum.~~
- ~~4. A copy of the signed crime free lease addendum, together with a copy of the signed written lease, shall be submitted to the Town upon the request of the town manager.~~
- ~~5. In order to facilitate compliance with this section, copies of a suitable notice form shall be provided to owners by the Town and shall be provided by the owner to the occupant(s) at or prior to the time of entering into such occupancy agreement. Such notice is to be filled out in triplicate, with one copy being filed with the Town by the owner. Such notice shall specify the maximum number of occupants permitted in the rental unit. Failure of the owner to provide the occupants with a copy of such notice, failure of the owner to obtain the number of occupants and/or failure to file a completed copy of such notice with the Town shall constitute a violation of this article. Such information shall be deemed to be confidential information not available for public inspection.~~

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.040 License Fee

The annual fee for a rental license shall be as set forth in the fee schedule (TMC 4.12.020 paragraph I) per calendar year, payable in advance at time of application for new rental applications. Rental license fees for renewing licenses are payable within January of the following year. New applications received after the start of the year will pay a pro-rated fee of the full annual costs based on the date of approval by the first day of each calendar year. Licenses applied

~~for and paid for in December of any year shall be issued for the following calendar year.~~

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.050 Registration

A. Registration Forms. Registration shall be made upon forms furnished by the Town. ~~and shall require all of the following information: The street address of the rental unit(s), and parcel number; The number and classification of rental units within the rental property; The name of property owner, mailing address, business name, business address, Town of Townsend Business License # (if applicable), date of birth, business telephone number, emergency twenty-four-hours-a-day, seven-days-a-week contact phone number, and e-mail address of the responsible authorized agent designated by the owner; The name of authorized individual to make repairs or services for the authorized agent, mailing address, business name, business address, Town of Townsend Business license #, date of birth, business telephone number, mobile telephone number, and e-mail address of the person authorized to make or order repairs or services for the property, if in violation of Town codes or ordinances or State codes, if the person is other than the owner or the authorized agent.~~

~~*B. Accurate And Complete Information.* All information provided on the registration form shall be accurate and complete. No person shall provide inaccurate information for the registration of a rental unit, or fail to provide the information required for such registration. The registration form shall be signed by both the property owner(s) and the designated responsible authorized agent. Where the owner is not a natural person, the owner information shall be that of the president, general manager or other chief executive of the organization. Where more than one person has an ownership interest, the required information shall be provided for each such owner.~~

C.B. *Change In Registration Information Or Transfer Of Property.* Except for a change in the registered authorized agent, the property owner of a rental unit registered with the Town shall re-register within thirty (30) calendar days after any change occurs in the registration information. If the property is transferred to a new owner, the new property owner of a registered rental unit shall re-register the rental unit within thirty (30) calendar days following the transfer of the property. Property owners shall notify the Town of any change in the designation of the registered authorized agent, including a change in name, address, telephone number, mobile telephone number, or e-mail address of the designated registered authorized agent within five (5) business days of the change. If a transfer of ownership occurs and there is a current passed Housing Code Inspection Report on file, and there have been no change of tenants or alteration to the property then the new owner will only be required to fill out a new registration form and pay any fees or assessments that are owed to the

Town, and/or registration fee if required. If owner does not comply with this section, Administrative penalties will be followed in accordance with TMC 18.28.120.

D.C. *Registration Term And Renewals.* Registration of a rental unit shall be effective for one (1) calendar year. The property owner shall re-register each rental unit with the town thirty (30) calendar days ~~within prior to~~ the expiration of the registration of the rental unit. If within the calendar year there are any changes to the building, occupancy use, or ownership the property must be re-registered at that time. If owner does not comply with this section, administrative penalties will be followed in accordance with TMC 18.28.120.

~~**E. Responsible Authorized Agent.** The designated responsible authorized agent shall be responsible for all of the following:~~

- ~~1. Operating the registered rental unit in compliance with all applicable Town ordinances and codes and State codes;~~
- ~~2. Providing access to the rental unit for the purpose of making any and all inspections necessary to ensure compliance with the applicable Town ordinances and codes; and State codes;~~
- ~~3. Maintaining a list of the number of occupants of each rental unit for which he or she is responsible; and~~
- ~~4. Accepting all legal notices or services of process with respect to the rental unit.~~

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.060 Inspections

Rental units shall be inspected and shall comply with the Delaware Landlord Tenant Code. ~~standards and provisions of the ordinances and codes adopted by the Town of Townsend.~~

~~**A.** Except as provided in paragraph C, all rental units are required to be inspected by the Town, at the change of each tenant/lessee.~~

- ~~1. All rental inspections must comply with the Town of Townsend's rental policy code and all other Town ordinances, procedures and rental inspection checklist.~~
- ~~2. If the first inspection is in compliance with the Town's rental policy code and all other Town ordinances, policies and codes, this will be satisfactory for a passed Housing Code Inspection Report.~~
- ~~3. If inspection is not satisfactory, further re-inspections will be charged as re-inspections.~~

~~B. If a complaint is filed with the Town and upon determination of the Town that inspection of the rental unit is needed and the inspection is conducted, and is found to be in violation of the Town's rental property code; property maintenance code or any other Town ordinance(s) or codes, or State codes, therefore making the unit not compliant, there will be an inspection fee assessed, to the owner or authorized agent of the rental unit.~~

~~C. The following rental units shall be exempt from inspections:~~

- ~~1. New rental units that have been issued a certificate of occupancy from the Town for newly constructed building(s) or a new renovated building(s) shall be exempt from the rental inspection for six (6) months from the date of issuance. All rental units must comply with the town of Townsend Rental Property Code and all policy and procedures.~~
- ~~2. Rental inspections are good for six (6) months from date of passed inspection; this is that the rental unit has not been occupied or altered within this time.~~
- ~~3. Nothing in this paragraph shall preclude the inspection of said rental units pursuant to paragraph D.~~

~~D. *Basis For Inspections.* Inspections may be made to obtain and maintain compliance with the standards of this article based upon one of the following:~~

- ~~1. A complaint received by the Town or a State Agency, indicating that there is a violation of the standards or the provisions of any ordinance(s) or code(s) adopted by the Town of Townsend or any state code(s) or state law;~~
- ~~2. An observation by the Town, the DSP, the Town of Townsend Fire Chief, or a State Agency, of a violation of the standards or the provisions of any ordinance(s) or code(s) adopted by the Town of Townsend or any state code(s) or state law;~~
- ~~3. A report or observation of a rental unit that is unoccupied and unsecured or a dwelling that has been damaged in any way, or is considered to be unsafe;~~
- ~~4. The registration, re-registration or certification of a rental unit as required by this article;~~
- ~~5. The need to determine compliance with a notice violation, and/or an order issued by the Town.~~
- ~~6. An emergency observed or reasonably believed to exist;~~
- ~~7. Requirements of law where a rental unit is to be demolished by the Town or where ownership is to be transferred to the Town.~~

~~E. Inspection Procedures.~~

- ~~1. Once the Town has determined that a rental unit is in compliance with all of the ordinances and codes adopted by the Town and state law, a passed housing Code Inspection Report shall be issued. The inspection shall then be valid for the period of time which that tenant is in the premises. A new rental inspection is required at each change of tenants/lessee.~~
- ~~2. If, upon completion of an inspection, the premises are found to be in violation of one or more provisions of applicable town ordinances, codes, and or State codes, the Town shall provide the owner and/or authorized agent with written notice of such violation(s). The Town shall set a reinspection date by which time such violation(s) must be corrected. If at re-inspection such violation(s) have been corrected, the inspection shall be satisfied and a passed Housing Code Inspection Report shall be issued. If such violation(s) have not been corrected within that period, the Town may revoke the rental registration, and or business license, and may take any action necessary to enforce compliance with applicable town ordinances and codes and state codes. Administrative penalties will be followed in accordance with TMG 18.28.120.~~
- ~~3. Where a re-inspection must be made to ensure conformity with this article or before a passed Housing Code Report is issued for those rental units that have been issued violation(s), the Town will charge a separate re-inspection fee for every inspection after, if the violation(s) have not been corrected.~~
- ~~4. If a rental inspection is scheduled and the owner or authorized agent fails to appear, this will count as the first inspection and must be paid in full before scheduling another inspection. Any other inspections that are to be made to pass the rental inspection shall be a separate fee.~~
- ~~5. If there is a complaint filed on property with the Town, and the Town determines there is an inspection of the property needed, and the inspection of the property is conducted, the owner or authorized agent will be billed an inspection fee for this inspection. The owner and or authorized agent will be notified in writing of issues and or violations pertaining to the rental property that have been found. In the event that the complaint is of an emergency nature, as determined by the Town or the Fire Department or a State Agency, it will require immediate compliance with all applicable Town ordinances, codes, and State codes. If the complaint is not of an emergency nature, the Town shall set a re-inspection date by which such violation(s) must be corrected. If a violation is not corrected by the property owner/authorized agent as required by this article, the Town may revoke the rental registration, and~~

~~or business license and may take any action necessary to enforce compliance with the applicable Town ordinances, codes and State codes. Administrative penalties will be followed in accordance with TMC 18.28.120.~~

- ~~6. Where a re-inspection must be made due to a complaint to ensure conformity with this article and all Town codes or state codes for those rental units that have been issued a violation(s), the Town will charge a separate inspection fee for every inspection after if the violation(s) have not been corrected.~~
- ~~7. If an inspection is initiated by a complaint and no violation is found to exist, no inspection fee will be assessed against the owner of the inspected rental unit in compliance.~~

~~F. Transfer Of Ownership Inspections~~

- ~~1. When there is a transfer of ownership of any rental unit(s), including an owner-occupied rental unit, and a current rental registration, and a passed housing Code Inspection Report exists for the unit(s), and there have been no change of tenants or lessee, then the Town shall waive the rental inspection. The new owner shall comply with the requirements of TMC 18.28.050 paragraph C by re-registering the rental unit(s) within thirty (30) calendar days following the transfer of the property. If owner does not comply with this section, Administrative penalties will be followed in accordance with TMC 18.28.120.~~
- ~~2. When there is a transfer of ownership of any rental unit, including an owner-occupied rental unit, and a current passed Housing Code Inspection Report does not exist for the unit, then the Town shall conduct an inspection within twenty (20) calendar days following the notification of the transfer of ownership as required by TMC 18.28.050 paragraph C. The owner/authorized agent is responsible for scheduling this inspection. If a violation(s) of this ordinance or any other Town ordinance, code or State code or law are found, a failed Housing Code Inspection Report will be given and the Town shall set up a re-inspection date that the violations must be corrected by. Administrative penalties will be followed in accordance with TMC 18.28.120.~~
- ~~3. If ownership of any rental unit is transferred contrary to TMC 18.28.050 paragraph C, or if the owner fails to re-register a rental unit as required by TMC 18.28.050 paragraph D, the rental unit registration, and the passed Housing Code Inspection Report shall be deemed to expire within thirty (30) days of the transfer unless appropriate steps are taken to obtain a rental unit registration and required rental inspections. If owner does not comply with this section, Administrative penalties will be followed in accordance with TMC 18.28.120.~~

- ~~4. Within thirty (30) calendar days of the transfer of ownership of a rental unit, the new owner shall notify all residents of said unit(s) which undergoes a transfer of ownership while the individuals are residing in that unit, including an owner occupied rental unit, of the transfer of ownership.~~

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.070 Inspection Fees

- ~~A. Mayor and Council of the Town of Townsend shall establish by resolution an appropriate fee for inspections. If the first inspection is in compliance with the Town's Rental Property Code and all other Town ordinances, codes, and State codes, this will be satisfactory for the issuance of the passed Housing Code Inspection Report.~~
- ~~B. Where a re-inspection must be made to ensure conformity with this rental property code before a passed rental inspection is issued, the Town will charge a separate re-inspection fee for every inspection thereafter when the violation has not been corrected.~~
- ~~C. Where an inspection must be made due to a complaint with the Town, to ensure conformity with this rental property code and all adopted Town ordinances, codes, and State codes for those rental units, the owner/or authorized agent will be billed an inspection fee(s) for the inspection(s).~~
- ~~D. If an inspection is initiated by a complaint and no violation is found to exist, no inspection fee will be assessed against the owner of the inspected rental unit in compliance.~~
- ~~E. If a rental inspection is scheduled and the owner or authorized agent fails to appear, the inspection fee will be assessed and must be paid before rescheduling the inspection. Any other inspections that are to be made to pass the rental inspection shall be a separate fee, and must be paid in full before scheduling another inspection.~~

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.080 Maintenance Of Records

All records, files and documents pertaining to the Rental Registrations ~~and Inspection Program~~ shall be maintained by the Town and made available to the public as required by State Law.

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.090 Administrative Penalties

Notwithstanding any other section of this chapter, any person who is found to have violated any provision of this Chapter or directive of the Town of Townsend shall be assessed administrative penalties in accordance with the Town Fee Schedule.~~the following amounts:~~

~~A. Failure To Properly Register Rental Unit With The Town Of Townsend.~~

- ~~1. First Violation. The total amount of the penalty shall be \$150, for any rental unit not properly registered. Failure to register rental unit(s) within ten (10) days of receiving the \$150 penalty shall result in a \$10-per-day penalty for each unit(s) thereafter not properly registered. The per-unit penalty shall accumulate on a daily basis until such penalty is paid.~~
- ~~2. Any time after a property owner/authorized agent is subject to the "First Violation" provisions stated in paragraph A,1, failure to properly register, or re-register, each rental unit shall be subject to a \$150 penalty. Failure to register, or re-register, rental unit(s) within ten (10) days of receiving the \$150 penalty shall result in a \$10-per-day penalty for each unit thereafter not properly registered. The per-unit penalty shall accumulate on a daily basis until such penalty is paid.~~

~~B. Failure To Timely Update Information Required On The Rental Property Registration Form.~~

- ~~1. First Violation. The total amount of the penalty shall be \$150 regardless of the number of rental units that have not been properly updated. Failure to update registration of rental unit(s) within ten (10) days of receiving the \$150 penalty shall result in a \$10-per-day penalty for each unit(s) thereafter not properly updated. The per-unit penalty shall accumulate on a daily basis until such penalty is paid.~~
- ~~2. Any time after a property owner/authorized agent is subject to the "First Violation" provisions stated in paragraph B, failure to properly update a rental unit(s) shall be subject to a \$150 penalty. Failure to update registration on a rental unit(s) within ten (10) days of receiving the \$150 penalty shall result in a \$10-per-day penalty for each unit thereafter not properly updated. The per-unit penalty shall accumulate on a daily basis until such penalty is paid.~~

~~C. Failure To Obtain A Passed Housing Code Inspection Report.~~

- ~~1. First Violation. The total amount of the penalty shall be \$150 for not obtaining a passed Housing Code Inspection and Request Report, regardless of the number of rental units that have not been properly inspected. Failure to obtain a passed Housing Code Inspection Report of a rental unit(s) within ten (10) days of receiving the \$150 penalty shall~~

~~result in a \$10 per day penalty for each unit(s) thereafter not properly inspected. The per-unit penalty shall accumulate on a daily basis until such penalty is paid.~~

- ~~2. Any time after a property owner/authorized agent is subject to the "First Violation" provisions stated in paragraph C,1, failure to obtain a passed Housing Code Inspection Report of a rental unit(s) within ten (10) days of receiving the \$150 penalty shall result in a \$10 per day penalty for each unit(s) thereafter not properly inspected. The per-unit penalty shall accumulate on a daily basis until such penalty is paid.~~

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.100 Severability And Captions

This article and the various parts, sections, subsections, phrases and clauses thereof are hereby declared to be severable. If any part, section, subsection, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the article shall not be affected thereby. The Captions included at the beginning of each section are for convenience only and shall not be considered a part of this article.

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.110 Appeals

Any person aggrieved by any decision of the Town of Townsend shall have the right to appeal to the Mayor & Town Council by filing a written appeal with the Mayor & Town Council within thirty (30) days following the effective date of the action or decision complained of. The appeal shall set out a copy of the order or decision appealed from and shall include a statement of facts relied upon to avoid the order.

- A. The Mayor & Town Council shall fix a time and a place for hearing the appeal and shall serve written notice upon the person requesting the appeal informing them of the hearing. The findings of the Mayor & Town Council shall be final and conclusive and shall be served upon the person who requested the appeal.

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

18.28.120 Administrative Liability

No official, inspector, agent, employee, Council Member or member of the Town of Townsend shall render ~~themselves~~himself or herself personally liable for any damage that may occur to any person or entity as a result of any act or decision performed in the discharge of his or her duties

and responsibilities pursuant to this article.

HISTORY

Adopted by Ord. [17-05](#) on 4/4/2018

~~18.28.130 Owners Duty To Terminate Lease And Commence Proceedings For Summary Possession; Revocation Of Rental License For Failure To Do So~~

- ~~A. Any violation of the conditions of occupancy established by TMC 18.28.030 paragraph A, or engaging in three or more of the activities prohibited under TMC 18.28.030 paragraph B within a twelve month period, is hereby declared to be a "material breach of an obligation imposed upon tenants" by the code of the Town in accordance with 25 Del.C. § 5513(a)(3) or any future corresponding provision of law. Anything herein to the contrary notwithstanding, any individual who was the victim of criminal activity and who did not engage in criminal activity shall not be in violation of any of the provisions under TMC 18.28.030 paragraph B.~~
- ~~B. Whenever an owner receives written notice from the Town of a breach of any of the conditions set out in TMC 18.28.030 paragraphs A or B, the owner shall, within three business days, initiated and diligently and in good faith pursue all necessary steps and procedures required by 25 Del.C. Part III (Residential landlord/tenant code) to obtain an order of summary possession. The owner shall provide the Town copies of all required letters, notices, and court documents, contemporaneously upon the mailing, filing, or receipt of same by the owner so as to allow the Town to monitor the progress of such efforts by the owner. The owner shall not be required to evict an individual who was the victim of criminal activity and who did not engage in criminal activity.~~
- ~~C. Failure of the owner to initiate and diligently pursue such steps in a timely manner shall constitute a violation of this section and shall also authorize the town to revoke the owners rental license for a period of not less than one month and not more than one year; provided, however, that no rental license shall be revoked for violation hereunder unless the owner shall have been given prior written warning by the town of such intention to revoke, stating the grounds therefore, and the owner shall not have corrected such violation or appealed such decision to the town manager as outlined in TMC 18.28.060 paragraph E.~~
- ~~D. Notice of a breach of the conditions imposed by TMC 18.28.030 paragraphs A or B, and notice of a violation under TMC 18.28.060 paragraph E shall be given to the owner by any of the following:
 - ~~1. Certified mail, return receipt requested addressed to the owners address as provided by the owner on the application for rental license; provided, however that notice shall be deemed complete if the notice is returned marked "refused". If such notice is returned marked "unclaimed", the town shall publish notice one in a newspaper of general circulation in~~~~

the county.

- ~~2. Facsimile transmission (fax) to a fax telephone number provided to the town by the owner or e-mail sent with delivery confirmation to e-mail address on file~~
- ~~3. Personal delivery to the owner or to the owner's agent or by leaving a copy thereof at the owner's usual place of abode in the presence of some person residing there of suitable age and discretion who shall be informed of the contents thereof.~~

~~E. The property owner and tenant shall have 15 days from the date of the notice of mandatory eviction to file a written appeal with the town manager contesting the determination that eviction is required under the Town Code, and the property owner and tenant shall be notified of this right of appeal in the notice of mandatory eviction. Any appeal filed by the property owner or the tenant with the town council shall be heard at any special or regular council meeting to be held within 30 days of the date the appeal was filed. The party filing the appeal shall receive prior written notice of the date the appeal will be heard. In addition to any other lawful grounds upon which an appealing party may challenge an eviction requirement, the town council may find that eviction is not required where the town council finds that the tenant was wholly without knowledge of the unlawful activities outlined in TMC 18.28.030 paragraph B or did everything reasonably possible to prevent or curtail the same unlawful activities.~~

The Mayor and Council of the Town of Townsend

141 Main Street, P.O. Box 223, Townsend, DE 19734
Phone (302) 378-8082 Fax (302) 378-7099

Introduced by: Mayor S. Lobdell

Introduction on: January 7th, 2026



**Mayor
Scott Lobdell**

**Councilman
Joseph Bangura,
PhD**

**Councilman
Matthew
Chapman**

**Councilman
Dylan K. Wiggins**

**Councilman
Syed Sharif**

ORDINANCE 2026-002 **AN ORDINANCE TO AMEND CHAPTER 16 OF THE TOWNSEND** **MUNICIPAL CODE, ENTITLED “TRAFFIC AND VEHICLES,”.**

WHEREAS, the Town Council of the Town of Townsend is authorized under state law to regulate traffic and vehicles within the municipal boundaries of the Town in order to promote the public health, safety, and welfare; and

WHEREAS, Chapter 16 of the Town of Townsend Municipal Code governs traffic control, vehicle operation, parking, and related enforcement matters within the Town; and

WHEREAS, the Town Council has reviewed Chapter 16 and determined that certain provisions require amendment, clarification, and/or updating to reflect current conditions, enforcement practices, and public safety needs; and

WHEREAS, the Town Council finds that the amendments set forth herein are in the best interests of the residents, businesses, and visitors of the Town of Townsend.

NOW, THEREFORE, be it ordained by the by the Town Council of the Town of Townsend, in session duly met, that Chapter 16 of the Townsend Municipal Code shall be amended as follows:

SECTION 1: AMENDMENT TO CHAPTER 16

Section 16 “Traffic and Vehicles” of the Townsend Municipal Code is hereby amended as shown in the attached Exhibit A, with deletions indicated by strikethrough and additions indicated by underline.

SECTION 2: If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3: In the event any existing Ordinances or parts of Ordinances are in conflict herewith, the provisions of this Ordinance shall control.

SECTION 4: This Ordinance shall become effective immediately upon passage.

Adopted by at least a majority of the Council members of the Town of Townsend on this **XX**
Day of XXXX 2026.

Introduction 1/7/2026

Final Reading XX/XX/XXXX

Adoption XX/XX/XXXX

Signed By

.....

Mayor

Town of Townsend, Delaware

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Bangura			
CM M. Chapman			
CM D. Wiggins			
CM S. Sharif			

Attest: _____

Town Manager

Exhibit A

16 TRAFFIC AND VEHICLES

[16.04 Stopping And Parking Regulations](#)

[16.08 Abandoned Vehicles](#)

[16.12 Vehicle Control](#)

Charter References: Authority to regulate traffic, § 201.2.18

State Law References: Motor vehicles and traffic regulations, 21 Del. C. § 101 et seq.

16.04 Stopping And Parking Regulations

[16.04.010 Parking On Certain Streets](#)

[16.04.020 The Parking Of Vehicles Along Main Street From The Railroad Tracks West](#)

[16.04.030 The Parking Of Vehicles Along Wiggins Mill Road From New Castle County Bridge NC-423 To Bridge NC-424](#)

16.04.010 Parking On ~~Certain Streets~~ All Streets

- A. Every vehicle stopped or parked upon ~~Main Street~~ all streets shall be so stopped or parked with the right-hand wheels parallel to and within 12 inches of the right- hand curb or outside edge of the shoulder of said Main Street.
- B. Whoever violates paragraph A shall be fined in accordance with any fine established by the state. ~~fined \$25.00 for each offense.~~
- C. Jurisdiction over this offense shall be with the justice of the peace court.
- D. For the purpose of this chapter the term "vehicle" shall mean every device in, upon or by which any person or property is or may be transported or drawn upon the roadway, excepting devices moved by human power.
- E. A motor vehicle summons for Delaware Title 21:4180a shall ~~A summons in an appropriate form as adopted by the town council may~~ be attached to an unattended vehicle found in violation of this section by any police officer or authorized person for violations of this section.
- F. Any vehicle found in violation of this section which at the time of discovery of the violation is unattended and identity of the operator is not otherwise apparent, the person in whose name the vehicle is registered as owner shall be held prima facie responsible for such violation.

(Ord. No. 25, 11-8-1983)

State Law References: Stopping, standing, parking, 21 Del. C. § 4178 et seq.

16.04.020 The Parking Of Vehicles Along Main Street From The Railroad Tracks West

- A. The parking of vehicles along each side of Main Street from the railroad tracks west to the incorporated Town limits is prohibited under Delaware Title 21:4179. Stopping, standing or parking.
- B. Whoever violates this paragraph shall be fined in accordance with the Town's Fee Schedule, see section 4.2 of Code.~~three hundred (\$300.00) for each offense.~~
- C. Jurisdiction over this offense shall be with the Justice of the Peace Court.
- D. For the purpose of this section, "vehicle" shall mean every device in, upon or by which any person or property is or may be transported or drawn upon the roadway, excepting devices moved by human power.
- E. A summons in an appropriate form as adopted by the Town Council may be attached to an unattended vehicle found in violation of this section by any police officer or authorized person for violations of this section.
- F. Any vehicle found in violation of this section which at the time of discovery of the violation is unattended and identity of the operator is not otherwise apparent, the person in whose name the vehicle is registered as owner shall be held prima facie responsible for such violation.
- G. The Council may provide for a mail-in procedure for voluntary payment of fines pursuant to summons under this section.

HISTORY

Adopted by Ord. 16-06 on 7/20/2016

16.04.030 The Parking Of Vehicles Along Wiggins Mill Road From New Castle County Bridge NC-423 To Bridge NC-424

- A. The parking of vehicles along each side of Wiggins Mill Road, from the single lane bridge (Bridge #NC-423) at the Southern End to the bridge (Bridge #NC-424) at the Northern End (near the incorporated Town limits) is prohibited.
- B. Whoever violates this section shall be ~~finned three hundred (\$300.00) dollars for each offense.~~finned in accordance with the Town's Fee Schedule, see Section 4.2 of Code.
- C. Jurisdiction over this offense shall be with the Justice of the Peace Court.

- D. For the purpose of this section, "vehicle" shall mean every device in, upon or by which any person or property is or may be transported or drawn upon the roadway, excepting devices moved by human power.
- E. A summons in an appropriate form as adopted by the Town Council may be attached to an unattended vehicle found in violation of this section by any police officer or authorized person(s) for violation of this section.
- F. Any vehicle found in violation of this section which at the time of discovery of the violation is unattended and identity of the operator is not otherwise app a rent, the person in whose name the vehicle is registered as the owner shall be held prima facie responsible for such violation.
- G. The Town Council may provide for a mail-in procedure for voluntary payment of fines pursuant to summons under this section.

HISTORY

Adopted by Ord. [17-02](#) on 4/5/2017

16.08 Abandoned Vehicles

[16.08.010 Abandoned Vehicles](#)

[16.08.020 Permitting Abandoned Vehicles On Private Property](#)

[16.08.030 Presumption Of Abandonment](#)

[16.08.040 Failure To Remove](#)

[16.08.050 Penalty](#)

16.08.010 Abandoned Vehicles

It shall be unlawful for any person to allow any motor vehicle, trailer, or parts thereof, to be abandoned upon the streets, alleys, or other public lands, within the town.

[Violation of this section shall be fined in accordance with the Town's Fee Schedule, see Section 4.2 of Code.](#)

(Ord. No. 5, § I, 9-17-1985)

State Law References: Abandoned vehicles, 21 Del. C. § 4401 et seq.

16.08.020 Permitting Abandoned Vehicles On Private Property

It shall be unlawful for any person being the owner of any land within the corporate limits of the town to allow any person to allow to be deposited or to leave abandoned upon their lands any motor vehicle, trailer, or parts thereof.

(Ord. No. 5, § II, 9-17-1985)

State Law References: Abandoned vehicles, 21 Del. C. § 4401 et seq.

16.08.030 Presumption Of Abandonment

For the purpose of TMC 16.08.010 and TMC 16.08.020, any motor vehicle, or trailer or parts thereof which has remained continuously in one location for a period of seven consecutive days shall be considered to be abandoned if the registered owner of said property has been notified by the ~~president~~Mayor of the council that such property is considered to be abandoned.

(Ord. No. 5, § III, 9-17-1985)

State Law References: Definition of abandoned vehicle, 21 Del. C. § 4401

16.08.040 Failure To Remove

Any person who has received notification that they are in violation of either TMC 16.04.010 or TMC 16.08.010, and who refuses or fails to remove or have removed the violation within seven days shall have consented to the removal of said violation by the town in accordance with Del Code, 21 Del. C. 4402 'Enforcement; removal of abandoned vehicles'. ~~The president of the council of the town is authorized to enter upon such property himself, or through such persons, firms, or associations under contract of the town, for the purpose of removing the violation and charging the costs of removal to the owner of the abandoned property, or the owner where the abandoned property was located, or both. The cost shall include labor and materials actually expended to remove the violation. In the event that the town must issue civil execution to collect any debts for said removal, the additional legal costs actually incurred (including actual fees charged by attorneys, auctioneers, constables, etc.) shall be charged against the violator.~~

(Ord. No. 5, § V, 9-17-1985)

State Law References: Removal of abandoned vehicle, 21 Del. C. §§ 4402, 4403.

16.08.050 Penalty

A. Any owner of real property who allows abandoned property to remain upon their real property for a period of seven consecutive days, after being notified by the ~~president~~Mayor of the council, of the town of the complaint, shall be guilty of a violation of this chapter, and upon conviction thereof before any justice of the peace residing in the state, or alderman of the town, be fined not less than ~~\$10.00, or more than~~ \$50.00 for each offense.

B. Each day that a violation is allowed to continue after notice by the ~~president~~Mayor of the council of the town shall constitute a separate offense.

(Ord. No. 5, § IV, 9-17-1985)

16.12 Vehicle Control

16.12.010 Operation Of Off-Road Vehicles

16.12.020 Emergency Use Of Old Orchard Lane

16.12.010 Operation Of Off-Road Vehicles

- A. *Definitions.* The following words, terms, and phrases, when used in this section, shall have the meanings ascribed to them in this paragraph, except where the context clearly indicates a different meaning:

"All-terrain vehicle" means an off-road vehicle which:

1. Operates or travels on three or more low-pressure tires;
2. Has a seat designated to be straddled by the operator of the vehicle; and
3. Has handlebars for steering the vehicle.

"Off-road vehicle" means any wheeled or tracked motorized vehicle designed or adapted for cross-country travel on land, water, ice, snow, marsh, swampland or other natural terrain, including, but not limited to:

1. A snowmobile;
2. An all-terrain vehicle;
3. A mini-bike, dirt bike and trail bike;
4. A miniature vehicle such as a dune or sport buggy;
5. An off-road maintenance machine;
6. An amphibious vehicle; or
7. A go-cart.

- B. No person shall operate an off-road vehicle upon a public street, highway, or any public property used by the public for purposes of vehicular travel or parking.
- C. No person shall operate an off-road vehicle upon any public property, such as town parklands or any property owned by the Appoquinimink School District and held for education purposes.
- D. The prohibitions of this section shall not apply to the operation of off-road vehicles on private property or against persons engaged in the agricultural activities.
- E. Any person who violates any part of this section shall be charged with Delaware Title 21:6801. OHV registration- Required, along with any fine in accordance with the Town's Fee Schedule, see Section 4.2 of Code., ~~for each such offense, be punished by a fine of not less than \$250.00 or more than \$500.00, or imprisoned for a minimum of ten days.~~

16.12.020 Emergency Use Of Old Orchard Lane

- A. *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this paragraph, except where the context clearly indicates a different meaning:

“Emergency” means fire, flooding and snow storms exceeding 12”, gas leaks, downed power lines, broken or damaged sewer lines, Town of Townsend official business or any emergency utility work and medical emergencies where secondary road travel to access Main Street and South Street is not feasible.

“Official emergency response vehicles” means vehicles of a fire department, police vehicles, ambulances, vehicles used by a fire chief, assistant fire chief, fire engineer, or fire police officer of any duly organized fire company in the performance of those duties, the vehicles of the State Forester in performance of the State Foresters duties, the vehicles of the Forest Fire Control Supervisor in the performance of its duties, the vehicles of the Emergency Response Team in the performance of its duties and emergency vehicles of State, Federal, County or Municipal departments or public service corporations as are designated by the Secretary of Homeland Security.

- B. No person shall operate a vehicle on Old Orchard Lane in Townsend, Delaware except as set forth herein.
- C. A person shall not be in violation of paragraph B (the prohibition against operating a vehicle on Old Orchard Lane):
1. While operating an official emergency response vehicle or a privately owned vehicle in the course of performing his or her responsibilities as an official member of a duly organized fire company, police department, ambulance service and offices of the State forestry, forest fire control, or a member of the Emergency Response team of any duly organized fire company in the performance of those duties, the vehicles of the State Forester in performance of the State Forester’s duties, the vehicles of the Forest Fire Control Supervisor in the performance of its duties, the vehicles of the Emergency Response Team in the performance of its duties and emergency vehicles of State, Federal, County or Municipal departments or public service corporations as are designated by the Secretary of Homeland Security.
 2. While on foot or operating a bicycle.
 3. While performing construction, inspection or maintenance services upon Old Orchard Lane which has been duly authorized by the Town of Townsend.
 4. In the event said person uses Old Orchard Lane during an emergency as defined herein.

D. *Fines.*

1. First offense: \$50.00 and five (5) hours community service.
2. Second offense: \$100.00 and ten (10) hours community service.
3. Third and any subsequent offenses: \$200.00.