PWLUD Committee Meeting
October 21st, 2026 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: **https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09**

Residents will be able to view documents posted to the meeting tab on the Town website at **https://townsend.delaware.gov** or by joining the meeting via computer.

3:00 p.m. PWLUD Committee Meeting

I. Call to Order:

II. Opening Ceremonies

- **a.** Roll Call:
- **b.** Pledge of Allegiance:
- **c.** Recognition of Visitors:
- **d.** Announcements:

III. Citizens Comments & Participation

IV. Adoption of Agenda.

V. **ACTION ITEM:** Discussion and Review of Road Repaving Project updates.

VI. **ACTION ITEM:** Discussion and review of Park Lighting Project updates.

VII. **ACTION ITEM:** Discussion and review of Town Sidewalk replacement project and progress to include the sidewalk re-assessment inspection.

VIII. **ACTION ITEM:** Discussion and review of PW Building Progress and next steps.

IX. **ACTION ITEM:** Discussion and review of proposed Park Beautification ideas.

X. **ACTION ITEM**: Discussion and Review of Overgrown Town Vegetation.

XI. **ACTION ITEM**: Discussion and Review of Townsend Safety Manual.

XII. **ACTION ITEM**: Discussion and Review with Possible Vote on New Public Works Vehicle.

XIII. Ongoing Business Updates.

XIV. Recap of directives received at meeting & confirming assignments.

XV. Discussion of future agenda items.

XVI. Discussion regarding next meeting dates.

XVII. Adjournment.

Public Participation Procedures: Speakers shall state their name and place of residence for the record, address remarks to the Council or Commission as a whole, and limit comments to the matter under consideration. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.

Road Repaving Scheduled for October & November 2026

The Town of Townsend will be completing road repaving improvements on several Town streets during **October and November 2026**. Work will be performed by **JC Paving** and will include milling of the existing roadway followed by installation of new pavement.

Repaving & No-Parking Schedule

Street	No Parking Begins	Milling	Paving
Hugh Circle	**7:00 a.m. – Monday, October 12**	Tuesday, October 13	Thursday, October 15
Merle Lane	**7:00 a.m. – Tuesday, October 13**	Wednesday, October 14	Friday, October 16
Helen Drive(Portions)	**7:00 a.m. – Sunday, October 18**	**Tuesday, October 20 & Wednesday, October 21**	**Wednesday, October 22 & Thursday, October 23**
N. Commerce Street	**7:00 a.m. – Sunday, October 25**	Monday, October 26	Tuesday, October 27
Taylor Street	**7:00 a.m. – Sunday, November 1**	Monday, November 2	Tuesday, November 3 & Wednesday, November 4

🚫 **IMPORTANT – NO ROADWAY PARKING**

All vehicles must be removed from the roadway by 7:00 a.m. on the "No Parking Begins" date listed above.

Vehicles remaining on the roadway during the restricted period may be <u>TOWED AT THE OWNER'S EXPENSE.</u>

Residents are encouraged to plan ahead, particularly on streets where the parking restriction begins on a Sunday.

Traffic & Property Access

During milling and paving operations, residents should expect temporary traffic delays and restrictions to roadway access. Traffic through active construction areas will be controlled by flaggers.

The Town and JC Paving will make every effort to minimize disruptions and maintain access to properties whenever possible. Residents should use caution when traveling through work zones, follow the directions of flaggers and construction personnel, and allow additional time when entering or leaving affected streets.

The schedule is subject to change due to weather, field conditions, or other unforeseen circumstances. The Town will communicate significant schedule changes as they become available.

Questions or Concerns?

Residents with questions or concerns regarding the road repaving project, scheduled work, parking restrictions, or property access may contact the Town of Townsend at (302) 378-8082 during normal business hours.

Please share this information with neighbors who may be affected by the scheduled work.

From: Brent Greenfield <info@generationelectricalservices.com>
Sent: Wednesday, October 14, 2026 11:58 AM
To: Julie Goodyear
Subject: Park lights

Caution: External (info@generationelectricalservices.com)

Sensitive Content Details

Safe Spam Phish More... FAQ Protection by INKY

This message originated from outside the organization

Julie, just wanted to say thanks for the opportunity to help out and provide a service. I will be getting the boring company going first. I will let you when they hope to get started as soon as I get that information. Once the boring is done we will begin to set the bases. I have ordered the fixtures and poles and I am just waiting on a lead time on delivery.

No deposit is necessary at this time but I will be sending a partial invoice once the boring is completed.
Regards,

Brent Greenfield
President
Generation Electrical Services LLC
302 540-0397
info@generationelectricalservices.com

Sidewalk Repairs Assessment

Conducted By: Public Works

Location	# of Blocks Affected	Concern	Date Inspected	Inspected By	Photo taken? Y / N	Photo Link:	Severity Concern (1-5)	Comments
141 Main Street	3	tripping hazard- lifted block	10/14/2026	Julie G.	Y	View Photo	5	In route to Handicapped ramp- public accesses everyday
Townsend Station								
101 Green Meadow	6	1 cracked, 5 tripping	10/8/2026	Colin	Y		5	
105 Green Meadow	3	cracked	10/8/2026	Colin	Y		3	
107 Green Meadow	2	1 tripp, 1 crack	10/8/2026	Colin	Y		4	See photo- maybe the driveway (owner responsible)
109 Green Meadow	4	tripping	10/8/2026	Colin	N		4	See photo- maybe the driveway (owner responsible)
111 Green Meadow	1	cracked	10/8/2026	Colin	Y		2	
113 Green Meadow	1	tripping	10/8/2026	Colin	Y		4	
115 Green Meadow	1	tripping	10/8/2026	Colin	Y		4	
117 Green Meadow	2	cracked	10/8/2026	Colin	Y		2	
120 Green Meadow	2	1 craacked, 1 tripping	10/8/2026	Colin	Y		3	
118 Green Meadow	1	cracked	10/8/2026	Colin	Y		4	
116 Green Meadow	1	tripping	10/8/2026	Colin	Y		3	
104 Green Meadow	2	broken	10/8/2026	Colin	Y		3	deteriorating- may be homeowner responsible
102 Green Meadow	1	cracked	10/8/2026	Colin	Y		3	
1 Brook Ramble	2	1 cracked, 1 tripping	10/8/2026	Colin	Y		3	
4 Brook ramble	1	tripping	10/8/2026	Colin	Y		5	
9 Brook ramble	2	cracked	10/8/2026	Colin	Y		4	driveway
10 Brook Ramble TECC	9	tripping	10/8/2026	Colin	Y		5	
11 Brook ramble	2	tripping	10/8/2026	Colin	Y		3	
13 Brook Ramble	3	tripping	10/8/2026	Colin	Y		4	
15 Brook Ramble	2	1 cracked, 1 tripping	10/8/2026	Colin	Y		3	
17Brook ramble	2	tripping	10/8/2026	Colin	Y		4	with deterioration
18 Brook Ramble	4	cracked	10/8/2026	Colin	Y		5	with deterioration
305 Sunnyside	2	deteriorating	10/8/2026	Colin	Y		5	
306 Sunnyside	2	Cracked & tripping	10/8/2026	Colin	Y		4*	see photos- may be homeowner responsible
308 Sunnyside	1	tripping	10/8/2026	Colin	Y		3	
309 Sunnyside	2	tripping	10/8/2026	Colin	Y		3	
310 Sunnyside	1	cracked	10/8/2026	Colin	Y		3	
311Sunnyside	2	cracked	10/8/2026	Colin	Y		3	
314 Sunnyside	1	tripping	10/8/2026	Colin	Y		4	
316 Sunnyside	2	tripping	10/8/2026	Colin	Y		4	
318 Sunnyside	5	3 tripping, 2 cracked	10/8/2026	Colin	Y		4	2 cracked may be driveway
320 Sunnyside	1	tripping	10/8/2026	Colin	Y		3	near walking path to school
324 Sunnyside	2	cracked	10/8/2026	Colin	Y		3	
325 Sunnyside	1	tripping	10/8/2026	Colin	Y		4	
327 Sunnyside	1	tripping	10/8/2026	Colin	Y		3	
328 Sunnyside	5	3 cracked, 2 tripping	10/8/2026	Colin	Y		5	varies
331 Sunnyside	2	cracked	10/8/2026	Colin	Y		3	
332 Sunnyside	2	tripping	10/8/2026	Colin	Y		3	
337 Sunnyside	6	tripping	10/8/2026	Colin	Y		5	
339 Sunnyside	4	cracked	10/8/2026	Colin	Y		3	2 in driveway- may be homeowner
346 Sunnyside	6	tripping	10/8/2026	Colin	Y		5	
348 sunnyside	1	tripping	10/8/2026	Colin	Y		3	
350 Sunnyside	1	cracked	10/8/2026	Colin	Y		4	
352 Sunnyside	2	tripping	10/8/2026	Colin	Y		3	
355 Sunnyside	1	cracked	10/8/2026	Colin	Y		3	
359 Sunnyside	3	broken	10/8/2026	Colin	Y		5	driveway- may be homeowner
362 Sunnyside	1	tripping	10/8/2026	Colin	Y		3	
365 Sunnyside	2	1 cracked, 1 tripping	10/8/2026	Colin	Y		3	
400 Mayfield	6	5 tripping, 1 crack	10/8/2026	Colin	Y		4-Feb	2 crack, 4 tripping
401 Mayfield	5	3 cracked, 2 tripping	10/8/2026	Colin	Y		5	tripping5, crack2
403 Mayfield	2	tripping	10/8/2026	Colin	Y		3	
404 Mayfield	2	tripping	10/8/2026	Colin	Y		4	Homeowner Joe
406 Mayfield	6	cracked	10/8/2026	Colin	Y		5	mentioned it's leading to the sewer. It seems to be an issue every year with possible sinking.
409 Mayfield	6	5 cracked, 1 tripping	10/8/2026	Colin	Y		3	estetic

Example

Severity Ratings

1 Excellent- no action required

2 Good- monitor for further deterioration

3 Fair- schedule for repairs as budget allows

4 Poor- repair recommended within the near term

5 Critical- preiority repair or replacement

410 Mayfield	1	cracked	10/8/2026	Colin	Y	4	
411 Mayfield	4	1 tripping, 3 cracked	10/8/2026	Colin	Y	4	driveway- see photo
412 Mayfield	2	1 cracked, 1 tripping	10/8/2026	Colin	Y	4	tripping4, cracked 3
414 Mayfield	2	tripping	10/8/2026	Colin	Y	3	
200 Belmont	1	tripping	10/8/2026	Colin	Y	5	corner post at fence- next to little free library
203 Belmont	5	tripping	10/8/2026	Colin	Y	4	
205 Belmont	3	2 tripping, 1 cracked	10/8/2026	Colin	Y	3	
207 Belmont	4	cracked	10/8/2026	Colin	Y	3	all in driveway- see photo
208 Belmont	2	cracked	10/8/2026	Colin	Y	3	
209 Belmont	3	tripping	10/8/2026	Colin	Y	3	
210 Belmont	4	1 cracked, 3 tripping	10/8/2026	Colin	Y	3	see photo- may be driveway
Townsend Village							
Caldwell Corner Road	7	1 cracked 6 tripping	9/15/2026	Colin	Y	5	
103 Edgar	3	1 tripping, 2 cracked	9/15/2026	Colin	Y	5*	due to the tripping hazard- 2 for crack
105 Edgar	1	tripping	9/15/2026	Colin	Y	5	
109 Edgar	2	tripping	9/15/2026	Colin	Y	5	
117 Edgar	2	1 tripping, 1 cracked	9/15/2026	Colin	Y	2-Apr	tripping-4, crack 2
120 Edgar	2	tripping	9/15/2026	Colin	Y	4	
121 Edgar	1	tripping	9/15/2026	Colin	Y	5	see photo
122 Edgar	1	tripping	9/15/2026	Colin	Y	4	
123 Edgar	1	tripping	9/15/2026	Colin	Y	4	
125 Edgar	1	crack	9/15/2026	Colin	Y	3	
128 Edgar	1	cracked	9/15/2026	Colin	Y	2	
133 Edgar	1	tripping	9/15/2026	Colin	Y	4	larger block than usual
136 Edgar	1	cracked	9/15/2026	Colin	Y	2	see photo- is this the driveway or ours?
138 Edgar	1	cracked	9/15/2026	Colin	Y	2	see photo- is this the driveway or ours?
144 Edgar	1	cracked	9/15/2026	Colin	Y	2	see photo- is this the driveway or ours?
145 Edgar	1	tripping	9/15/2026	Colin	Y	5	
147 Edgar	5	1 tripping, 4 cracked	9/15/2026	Colin	Y	5	tripping sever, cracks are 3
149 Edgar	1	tripping	9/15/2026	Colin	Y	5	
605 Marilyn	1	cracked	9/15/2026	Colin	Y	3	
600 Marilyn	2	1 cracked, 1 tripping	9/15/2026	Colin	Y	4-Feb	tripping-4, cracked 2
506 Hugh	1	tripping	9/15/2026	Colin	Y	4	
510 hugh	1	tripping	9/15/2026	Colin	Y	4	
508 Hugh	2	tripping	9/15/2026	Colin	Y	4	
520 Hugh	1	tripping	9/15/2026	Colin	Y	3	
523 Hugh	2	tripping	9/15/2026	Colin	Y	3	
534 Hugh	1	cracked	9/15/2026	Colin	Y	3	
535 Hugh	1	tripping	9/15/2026	Colin	Y	3	
533 Hugh	1	tripping	9/15/2026	Colin	Y	4	
740 Tracy	1	tripping	9/15/2026	Colin	Y	5	one corner very raised
742 Tracy	1	tripping	9/15/2026	Colin	Y	4	
743 Tracy	1	tripping	9/15/2026	Colin	Y	4	near fire hydrant
744 Tracy	1	tripping	9/15/2026	Colin	Y	3	
746 Tracy	2	1 tripping, 1 Cracked	9/15/2026	Colin	Y	3	
750 Tracy	2	1 tripping, 1 cracked	9/15/2026	Colin	Y	3	
751 Tracy	1	tripping	9/15/2026	Colin	Y	3	
704 Tracy	1	tripping	9/15/2026	Colin	Y	3	
706 Tracy	1	tripping	9/15/2026	Colin	Y	3	
718 Tracy	2	1 cracked, 1 tripping	10/15/2026	Colin	Y	3	
724 Tracy	1	tripping	10/15/2026	Colin	Y	3	
730 Tracy	1	tripping	9/15/2026	Colin	Y	5	
301 Helen	2	tripping	10/15/2026	Colin	Y	5	was supposed to be on original list
307 Helen	1	tripping	10/15/2026	Colin	Y	4	
Townsend Village II-East							
429 South	1	tripping	10/13/2026	Rick	Y	4	
425 South	2	tripping	10/13/2026	Rick	Y	4	
423 South	2	tripping hazard	10/13/2026	Rick	Y	5	
423 South	3	tripping hazard	10/13/2026	Rick	Y	5	
419 South	3	tripping hazard	10/13/2026	Rick	Y	4	
417 South	2	tripping	10/13/2026	Rick	Y	4	
415 South	3	tripping	10/13/2026	Rick	Y	5	
417 South- Common Area section	2	tripping	10/13/2026	Rick	Y	4	
415 South - Common Area Section	2	tripping	10/13/2026	Rick	Y	4	
601 Hanson	2	tripping	10/13/2026	Rick	Y	4	
South & Hanson ADA Ramp	multiple	deteriorated	10/13/2026	Rick	Y	4*	see photo

800 Margist	2	tripping	10/13/2026	Rick	Y	4	south street corner
406 South	2 to 3	tripping	10/13/2026	Rick	Y	5+	
404 South	1 to 2	tripping	10/13/2026	Rick	Y	4	
407 South	1 to 2	tripping	10/13/2026	Rick	Y	5	
405 South	1 to 2	tripping	10/13/2026	Rick	Y	4	
Karins Circle- Electrical Box	2 to 4	tripping	10/13/2026	Rick	Y	4	
Karins & South	up to 6	tripping	10/13/2026	Rick	Y	5	due to trees
Esch & karins East	1 to 2	tripping	10/13/2026	Rick	Y	4	
Esch & Jarins- West	1 to 3	tripping	10/13/2026	Rick	Y	4	
900 Buker Court	1	tripping	10/13/2026	Colin	Y	4	
903 Buker	4	2 tripping 2 cracked	10/13/2026	Colin	Y	5	
107 Esch	6	3 tripping 3 cracked	10/13/2026	Colin	Y	3	
113 Esch	3	TRIPPING	10/13/2026	Colin	Y	4	
119 Esch	6	cracked & Deteriorated	10/13/2026	Colin	Y	5	
121 Esch	1	cracked	10/13/2026	Colin	Y	3	
127 Esch	1	cracked	10/13/2026	Colin	Y	3	
129 Esch	1	cracked	10/13/2026	Colin	Y	3	
131 Esch	1	tripping	10/13/2026	Colin	Y	3	
133 Esch	1	crack	10/13/2026	Colin	Y	3	
139 Esch	1	tripping	10/13/2026	Colin	Y	3	
141 Esch	7	deteriorating	10/13/2026	Colin	Y	2	see photo
140 Esch	1	tripping	10/13/2026	Colin	Y	3	
138 Esch	2	tripping	10/13/2026	Colin	Y	3	
136 Esch	1	crack	10/13/2026	Colin	Y	2	
128 Esch	1	crack	10/13/2026	Colin	Y	2	
126 Esch	1	tripping	10/13/2026	Colin	Y	4	
118 Esch	3	2 tripping/ 1 crack	10/13/2026	Colin	Y	3	see photo
114 Esch	1	tripping	10/13/2026	Colin	Y	3	
108 Esch	2	tripping	10/13/2026	Colin	Y	4	
100 Esch	3	tripping	10/14/2026	Colin	Y	4	
102 Esch	4	cracked	10/14/2026	Colin	Y	2	caused by trees
104 Esch	3	tripping	10/14/2026	Colin	Y	3	caused by trees
527 Ginn	1	tripping	10/14/2026	Colin	Y	3	
528 Ginn	1	tripping	10/14/2026	Colin	Y	4	
529 Ginn	2	tripping	10/14/2026	Colin	Y	3	
531 Ginn	3	tripping	10/14/2026	Colin	Y	3	
533 Ginn	3	tripping	10/14/2026	Colin	Y	3	
536 Ginn	2	tripping & deterioration	10/14/2026	Colin	Y	4	see photo
545 Ginn	2	tripping	10/14/2026	Colin	Y	4	
551 Ginn	1	tripping	10/14/2026	Colin	Y	3	
559 Ginn	2	cracked	10/14/2026	Colin	Y	3	**potential homeowner caused
540 Ginn	1	cracked	10/14/2026	Colin	Y	4	
542 Ginn	1	tripping	10/14/2026	Colin	Y	3	
552 Ginn	1	tripping	10/14/2026	Colin	Y	3	
581 Ginn	1	cracked	10/14/2026	Colin	Y	3	
Karins Circle	1 to 2	tripping	10/13/2026	Rick	Y	4	decorative fence
203 Karins	2 to 3	tripping	10/13/2026	Rick	Y	3	
207 Karins	3	tripping & cracked	10/13/2026	Rick	Y	3	
213 Karins	3	tripping	10/13/2026	Rick	Y	4	
213 Karins	2	tripping	10/13/2026	Rick	Y	4	
215 Karins	2	tripping	10/13/2026	Rick	Y	4	see photo
219 Karins	4	tripping	10/13/2026	Rick	Y	5	
Ginn & Karins (tree hydrant)	1	tripping	10/13/2026	Rick	Y	4	
537 Ginn	4	tripping	10/13/2026	Rick	Y	5	
220 Karins	1	cracked	10/13/2026	Rick	Y	2	
218 Karins	2 to 3	tripping	10/13/2026	Rick	Y	4	
214 Karins	2 to 3	tripping	10/13/2026	Rick	Y	4	
212 Karins	1 to 2	tripping	10/13/2026	Rick	Y	4	
208 Karins	1 to 2	tripping	10/13/2026	Rick	Y	4	electrical box
208 Karins	1 to 2	tripping	10/13/2026	Rick	Y	5	driveway tree

Townsend Village II-West

1144 E. Founds	4	tripping hazard	10/13/2026	Rick	Y	4	see photo
1041 E. Founds	1 to 2	tripping hazard	10/13/2026	Rick	Y	4	
W. & E. Founds ADA ramp	4 to 5	deteriorated	10/13/2026	Rick	Y	4	
1038 E. Founds	5	tree moved blocks & tripping	10/13/2026	Rick	Y	4	see photo
1032 E. Founds	2	tripping hazard	10/13/2026	Rick	Y	4	
1134 E. Founds	curb	deteriorated	10/13/2026	Rick	Y	3	

Old Town

Cherry Street	3	3 cracked	10/14/2026	Colin	Y	2	1 block sloped due to driveway
Cherry Street	2	tripping hazard	10/14/2026	Colin	Y	3*	
Taylor Street	2	cracked	10/14/2026	Colin	Y	5	Owner contractor casused issued- current permit open for repairs
Commerce Street- side of post office	3	deteriorated/ tripping	10/14/2026	Colin	Y	3	see photo
611 Commerce	1	cracked	10/14/2026	Colin	Y	2	minor crack
614 Commerce	2	tripping hazard	10/14/2026	Colin	Y	3	
617 Commerce	1	cracked	10/14/2026	Colin	Y	3	see photo
618 Commerce	7	tripping hazard	10/14/2026	Colin	Y	2	sinking from curb- see photo
622 Commerce	2	1 tripping, 1 deteriorating	10/14/2026	Colin	Y	2	see photo- surface deterioration
623 Commerce	5	cracking & 1 tripping	10/14/2026	Colin	Y	3	
626 Commerce- by pole	1	tripping hazard	10/14/2026	Colin	Y	3	pole in block- sloped see photo
630 Commerce	1	crack & tripping	10/14/2026	Colin	Y	3	
631 Commerce	2	tripping hazard	10/14/2026	Colin	Y	5	see photo
632 Commerce	5	2 cracked/ 3 tripping	10/14/2026	Colin	Y	3	
636 Commerce	2	<2 blocks	10/14/2026	Colin	Y	3*	see photo
638 Commerce	2	tripping hazard	10/14/2026	Colin	Y	4	
641 Commerce	3	tripping hazard	10/14/2026	Colin	Y	3	
644 Commerce	1	tripping hazard	10/14/2026	Colin	Y	3	
650 Commerce	3	2 tripping & 1 cracked	10/14/2026	Colin	Y	3	
651 Commerce	1	tripping hazard	10/14/2026	Colin	Y	3	
654 Commerce	2	cracked	10/14/2026	Colin	Y	2	
664 commerce	4	3 cracked 1 tripping	10/14/2026	Colin	Y	4	
Commerce Street- small park	1	aspahlt block	10/14/2026	Colin	Y	4*	
Commerce Street- small park	1	tripping hazard	10/14/2026	Colin	Y	5	
Gray Street	3	tripping hazard	10/14/2026	Colin	Y	4	
308 Gray	1	cracked	10/14/2026	Colin	Y	3	around pole
317 Gray	1	cracked	10/14/2026	Colin	Y	4	severely
573 Walnut	2	cracked	10/14/2026	Colin	Y	3	
571 Walnut	6	2 tripping, 4 cracked	10/14/2026	Colin	Y	4	cracked may be driveway- maybe owner responsible
564 Walnut	2	1 cracked, 1 tripping	10/14/2026	Colin	Y	5	around pole
562 Walnut	1	cracked	10/14/2026	Colin	Y	3	
586 Ginn	14	cracked	10/14/2026	Colin	Y	5	rough
Ginn- side lot	6	cracked	10/14/2026	Colin	Y	5	
Ginn-Townhall	9	5 tripping, 4 cracked	10/14/2026	Colin	Y	3	
South St.- church	4	tripping hazard	10/14/2026	Colin	Y	4	
583 South	1	tripping hazard	10/14/2026	Colin	Y	3	see photo
301 Main	3	2 cracked, 1 tripping	10/14/2026	Colin	Y	5	
301 Main	4	1 cracked, 3 tripping	10/14/2026	Colin	Y	5	brick inlay- starting
303 Main	2	1 cracked, 1 tripping	10/14/2026	Colin	Y	4	
305 Main	2	tripping	10/14/2026	Colin	Y	4	
307 Main	2	tripping	10/14/2026	Colin	Y	4	around pole
311 Main	5	tripping	10/14/2026	Colin	Y	4	
323 Main	2	1 cracked, 1 tripping	10/14/2026	Colin	Y	3	
588 Railroad	11	deteriorating	10/14/2026	Colin	Y	4	see photo- may be business issue
586 Railroad	1	tripping	10/14/2026	Colin	Y	4	
582 Railroad	4	tripping	10/14/2026	Colin	Y	5	
576 Railroad	2	tripping	10/14/2026	Colin	Y	3	driveway
572 Railroad	2	tripping	10/14/2026	Colin	Y	3	
South & Main corner	1	cracked	10/14/2026	Rick	Y	2	
301 Main	3 to 4	tripping	10/14/2026	Rick	Y	4	
307 Main	1	cracked	10/14/2026	Rick	Y	2	and seperating
311 Main	2	tripping	10/14/2026	Rick	Y	4	
311 Main	1	cracked	10/14/2026	Rick	Y	2	lamppost
main & Chestnut- DOT box	1	tripping	10/14/2026	Rick	Y	4	
505 Main	5	tripping	10/14/2026	Rick	Y	5	
505 Main	1	tripping	10/14/2026	Rick	Y	3	broken hole- see photo
505-511 Main	30	sinking curb	10/14/2026	Rick	Y	3	sinnking by curb
511 Main	12	sinking curb	10/14/2026	Rick	Y	3	
511-515 Main	25	sunken sidwalk	10/14/2026	Rick	Y	3	see photo
Main & Cannery	2	deteriorating and cracked	10/14/2026	Rick	Y	3	
Cannery to Fulton	71 blocks*	sinking curb	10/14/2026	Rick	Y	3	getting linear feet
412 Main	1	cracking	10/14/2026	Rick	Y	2	
Mountaire @ tracks	2ish	tripping	10/14/2026	Rick	Y	4	see photo
Main & Commerce	2 large blocks	cracking	10/14/2026	Rick	Y	2	
Main & Commerce- JJ's	2	tripping	10/14/2026	Rick	Y	4	

Bellas & Jj's	6	cracked	10/14/2026	Rick	Y	3	see photo
308 Main	1	tripping	10/14/2026	Rick	Y	4	
306 Main	1	cracked	10/14/2026	Rick	Y	3	
304 Main	bricks	sunken	10/14/2026	Rick	Y	5	sunken brick at driveway
304 Main-pole	1	cracked	10/14/2026	Rick	Y	2	
304 Main- Pole	1	cracked	10/14/2026	Rick	Y	2	
300 Main	1 to 2	tripping	10/14/2026	Rick	Y	4	
309 Main	1 large	tripping	10/14/2026	Rick	Y	4	
116 Main			10/14/2026	Rick	Y		catch basin- see photo
Main- across Ginn	1 to 2	cracked	10/14/2026	Rick	Y	4	deteriorating & Sinking
112 Main	bricks sinking	tripping	10/14/2026	Rick	Y	4	
110 Main	1	crushed	10/14/2026	Rick	Y	4	sidewalk and brick
104 Main	1	missing concrete	10/14/2026	Rick	Y	3	see photo
Dollar General	1	tripping	10/14/2026	Rick	Y	4	
Firehouse	2 large blocks	cracked and tripping	10/14/2026	Rick	Y	4	may be firehouse problem
Firehouse- middle	3 large	cracked	10/14/2026	Rick	Y	3	
Townhall- entrance			10/14/2026	Rick	Y	2	gap in bricks
PD	30+	cracked	10/14/2026	Rick	Y	5	need linear footage
South& Commerce ADA ramp	ramp	cracked	10/14/2026	Rick	Y	4	
South &Commerce	1	tripping	10/14/2026	Rick	Y	4	
SouthSt.	curb		10/14/2026	Rick	Y		measure for distance
South St.- Park	2	tripping	10/14/2026	Rick	Y	4	
South St.- little libraryr	2	tripping	10/14/2026	Rick	Y	4	
644 South	3	cracked & Sinking	10/14/2026	Rick	Y	3	
644 South- Storm drain	2	tripping	10/14/2026	Rick	Y	4	
644 South	2	sinking & triping	10/14/2026	Rick	Y	5	
644 South- Church	1	hole	10/14/2026	Rick	Y	4	see photo
632 South	1	cracked	10/14/2026	Rick	Y	3	
630 South	3	tripping	10/14/2026	Rick	Y	4	
628 South	2 to 4	tripping and cracked	10/14/2026	Rick	Y	4	
624 South	5	tripping and cracked	10/14/2026	Rick	y	4	
620 South	5 to 6	sunken- cracked- tripping	10/14/2026	Rick	Y	4	
616 South	1 to 2	cracked tripping	10/14/2026	Rick	Y	4	pole
610 South	1 to 2	tripping	10/14/2026	Rick	Y	4	
608 South	1 to 2	tripping	10/14/2026	Rick	Y	4	
300 Main	1 to 2	tripping	10/14/2026	Rick	Y	4	
210 Main	7	see photo	10/14/2026	Rick	Y	4	wonky- see photo
605 South	2 to 3	tripping &Cracked	10/14/2026	Rick	Y	5	
607 South	2 to 3	tripping & Cracked	10/14/2026	Rick	Y	4	
609 South	2	tripping	10/14/2026	Rick	Y	4	
613 South	1	tripping	10/14/2026	Rick	Y	4	
615 South	3	tripping &cracked	10/14/2026	Rick	Y	4	
635 South	2	see description	10/14/2026	Rick	Y	4	curb/sidealk- may be sinkhole issue
635 South	3	cracking and tripping	10/14/2026	Rick	Y	4	includes ADA ramp
641 South	1	cracking	10/14/2026	Rick	Y	3	
653 south	2	sunk-cracked	10/14/2026	Rick	Y	4	
manhole by PD	2 & curb	cracked & tripping	10/14/2026	Rick	Y	4	
lattomus & commerce	1	tripping	10/14/2026	Rick	Y	4	
617 Commerce	2	tripping	10/14/2026	Rick	Y	3	odd sidewalk- see photos
311 Lattomus	2	sunken	10/14/2026	Rick	Y	4	
311 Lattomus	3	curb & Sidewalk cracked	10/14/2026	Rick	Y	4	
616 South	1 to 2	sunken	10/14/2026	Rick	Y	3	
pumphouse-lattomus		gap around water shut off	10/14/2026	Rick	Y	2	

From: Brian Miller <BMiller@Pennoni.com>
Sent: Thursday, October 8, 2026 12:55 PM
To: Julie Goodyear
Cc: Matthew Chapman; Syed Sharif
Subject: RE: Public Works Building Project – Update for October 21st PWLUD Meeting

External (bmiller@pennoni.com)

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This message originated from outside the organization

Quick update - Field survey was completed. We are current analyzing the collected data information to prepare the existing conditions and boundary plan as a base plan for the site design effort. Once survey is complete with the base map file we will move to site evaluation and concept design.

Brian Miller, PE, ENV SP, CDT

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From: Julie Goodyear <jgoodyear@townsend.delaware.gov>
Sent: Thursday, October 8, 2026 11:26 AM
To: Brian Miller <BMiller@Pennoni.com>
Cc: Matthew Chapman <mchapman@townsend.delaware.gov>; Syed Sharif <ssharif@townsend.delaware.gov>
Subject: Public Works Building Project – Update for October 21st PWLUD Meeting

Good Morning Brian,

I am reaching out to request an update on the Public Works Building Project for the upcoming PWLUD Committee Meeting, scheduled for **Wednesday, October 21st, at 3:00 PM**.

Ideally, I would appreciate either a brief written report summarizing the project's current status, recent progress, outstanding items, and anticipated next steps, or your attendance at the meeting to provide an update directly to the Committee.

If you prefer to provide a written report, I would appreciate receiving it no later than Monday, October 19th, so I can include it in the Committee's discussion packets.

Alternatively, you are more than welcome to attend the meeting, either virtually or in person, to provide your updates and answer any questions the Committee may have.

Please let me know which option works best for you. As always, I appreciate your continued support and assistance with our Town projects.

Best Regards,

Julie M. Goodyear
Town Manager
Phone: 302-378-8082
Fax: 1-302-378-7099
jgoodyear@townsend.delaware.gov

"Ah coffee. The sweet balm by which we shall accomplish today's tasks." - Holly Black

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

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Townsend Municipal Park
Beautification & Improvement Considerations

At the previous PWLUD Committee meeting, the Town Manager and Public Works Supervisor were asked to develop a list of potential park beautification and improvement items for Committee consideration. The following list identifies both current maintenance needs and potential future enhancements for the Municipal Park.

Cost Note: *The ranges below are preliminary planning estimates only and are intended to help compare the relative size of potential projects. Actual costs will depend on scope, quantities, materials, site conditions, procurement, and contractor pricing.*

Improvement	Proposed Work / Consideration	Potential Cost*	Priority
Swing Chain Covers	Replace deteriorating/melting protective covering or affected swing chains; inspect associated hardware.	< $300.00	High
Walking Paths	Crack seal, repair and reseal existing paved walking paths.	$4,000–$9,000	High
Pickleball Courts	Professional treatment/cleaning or resurfacing and restriping depending on condition.	$2,500–$10,000+	High
Bike Rack Pads	Install concrete pads beneath existing bike racks that are sinking into the ground.	$1,500–$4,000	High
Bleacher Pads	Install concrete pads beneath existing bleachers to provide stable, maintainable surfaces.	$3,000–$8,000	High
Skate Park Enhancements	Add new rails, ramps, ledges or other skate features; repair existing features as needed.	$5,000–$30,000+	Medium
Dumpster Enclosure	Construct durable enclosure around park dumpsters with appropriate access gates.	$3,000–$8,000	Medium

Picnic Tables	Replace/add picnic tables, including accessible options where appropriate.	$3,000 each	Medium
Trash Receptacles	Replace/standardize receptacles and add covered containers where needed.	$500–$1,500 each	Medium
Recycling Stations	Add recycling receptacles/stations as part of the Town's park recycling efforts.	$1,000–$5,000	Medium
Landscaping	Mulch beds, native plants, shrubs and other low-maintenance improvements.	$2,500–$10,000	Medium
Park Signage	Replace/update park rules, directional, identification and amenity signage.	$5,000	Medium
Fencing/Gates	Installation of park entrance gate	$20,000+	Medium
Parking Areas	Sealcoating (Last completed 2024)	$5,000–$15,000	Medium
Drinking Fountain/Bottle Station	Install outdoor drinking fountain/bottle filling station if utilities allow.	$2,000–$5,000	Medium
Entrance Beautification	Landscaping, signage and other improvements at prominent park entrances.	$5,000–$15,000	Medium
Park Restrooms	Installation of "Smart Restroom"	>$250,000+	Future

*All costs are conceptual planning ranges only and should not be considered contractor estimates or proposed appropriations.

Prepared by: Julie Goodyear, Town Manager


Sep 28, 2026 at 11:27:14 AM


Sep 28, 2026 at 11:27:19 AM


Sep 28, 2026 at 11:28:18 AM


Sep 28, 2026 at 11:27:27 AM

TOWN OF TOWNSEND

SAFETY MANUAL

Developed February 2025

PMA Data Classification: Confidential

TABLE OF CONTENTS

1. INTRODUCTION 1

   A. Purpose of the Safety Manual 1
   B. Background 1

2. SAFETY GOALS & RESPONSIBILITIES 2

   A. Safety Policy Declaration 2
   B. Town Manager's Office Safety Responsibilities 3
   C. Management Safety Responsibilities 4
   D. Employee Safety Responsibilities 5

3. GENERAL RULES 6

4. ADMINISTRATIVE OFFICE SAFETY 8

5. HOUSEKEEPING 10

6. FIRE PREVENTION 12

   A. Fire Extinguishers 13

7. MATERIAL HANDLING 14

   A. Four-Step Lifting Process 14
   B. Hand Trucks 14

8. PROTECTIVE CLOTHING & EQUIPMENT 16

   A. Face & Eye Protection 16
   B. Hearing Protection 17
   C. Foot Protection 18
   D. Finger, Palm, & Hand Protection 18
   E. Other Protective Equipment 18

9. HAND TOOLS 19

10. POWER TOOLS 20

   A. Electrical Equipment 20
   B. Handheld Angle Grinders 20
   C. Compressed Air 21
   D. Tree Trimming & Chainsaws 21
   E. Lawnmowers 22

11. LADDERS 23

12. CONSTRUCTION SAFETY 24

   A. Working in Public Rights-of-Way 24

B. Traffic Warnings 24

13. MOTOR VEHICLE & HEAVY EQUIPMENT 26

A. General Preventative Maintenance Checklist for Vehicles 26

14. VEHICLE ACCIDENT PROCEDURE 27

15. FIRST AID 28

16. SAFETY MANUAL RECEIPT AND ACKNOWLEDGEMENT 29

1. INTRODUCTION

A. PURPOSE OF THE SAFETY MANUAL

The manual is intended to develop behaviors, skills, and habits that help assist the employee in meeting the responsibilities associated with safe work practices. This safety manual has been specifically tailored to the job duties and responsibilities within the Town. This manual will be utilized by your supervisor for our continuing concern of employee safety training, in addition to any other safety training necessary.

All employees are required to read this document. In addition, updates and amendments will be provided to you as the policies and procedures described in this document change.

It is the responsibility of the employee to read this manual and use it as a resource. It will assist you in understanding your job, your rights, and your obligations. Following the safety information may save you from a painful, disabling injury or even death.

B. BACKGROUND

This manual is issued to inform Town of Townsend employees about the policies that are the basis for the safety program, and to establish uniform safety procedures for tasks that are performed within the various Town departments. It is divided into sections, each concerned with a particular task, equipment, operation, or hazard for ease of reading. As new sections or amendments are published, they will be distributed to you for addition to the manual.

Department Managers and Supervisors have been directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. The safety standards set forth in this manual must be followed by all employees for the department and division to be successful and to protect the safety of the general public. This means acceptance and active support of approved safety rules and procedures. It is important that employees be constantly on the alert for potential hazards that are not referred to in any written procedures but may result in injury or property damage. Where potential hazards are thought to exist, employees must use all known precautionary measures.

Safety is a way of life. Most people endorse it, many talk of it frequently, but all of us fail in varying degrees to live up to the commitment we adopt. Failures in accident prevention occur when we overlook safety to concentrate on a mechanical skill or problem; or when we fail to recognize a hazard; or when we just get in too big of a hurry to get the job done and take unnecessary risks. Complacency is one of the top killers in the workplace. For example, established workers on the same job for 10 or more years, is likely to justify overlooking safe work practices because: “this is the way we always have done the job” eventually to suffer an agonizing injury.

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Experienced professionals in any occupation recognize that you cannot afford to ignore safety. Accidents are too costly. They cost employees physical pain, possible disability and potential loss of income or future earning potential. Worker's compensation, no matter how liberal, will never equal the cost of injuries to employees. It is certainly a small consolation to the spouse and children of an employee who suffers a severely crippling or fatal injury. Accidents cost lost productivity, worker's compensation, medical treatment, repair of damaged equipment and hidden costs.

Accident prevention is self-insurance. The lesson that is important to heed is that the so-called "near-misses" are warning signals. If an unsafe act is performed enough times, or an unsafe condition is allowed to exist long enough, it will eventually result in an accident. Just how long it will take may vary, but an accident is bound to occur sooner or later. Accidents don't just happen. They are caused. But human failure can be controlled. By exercising self-control, every employee has an opportunity to demonstrate job skill. Through passing on this knowledge to others, an employee demonstrates teamwork. By demanding safe performance and enforcing approved safety procedures, supervisors demonstrate concern for their employees' welfare. Accident prevention can be the most important employment benefit any of us have.

2. SAFETY GOALS & RESPONSIBILITIES

A. SAFETY POLICY DECLARATION

1. Safety will take precedence over expediency, shortcuts, and cost.

    a. Supervisors will provide all reasonable safeguards to ensure safe working conditions.

    b. Employees will take all reasonable efforts to fulfill safe working conditions.

    c. No job is so important, and no order is so urgent that time cannot be taken to perform the work safely.

2. The goal of "NO INJURY" is realistic!

3. Special effort will be made to train all employees to perform work safely.

    a. Employees are required to take the initiative to use the safety equipment provided.

    b. The Town will promote safe working practices among all employees and maintain equipment in safe operating condition.

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4. Each new employee will be provided with instructions regarding safe work practices for each job.

5. No employee is to knowingly return to work if their physical condition limits their ability to fully complete their job duties. Any limitations shall be reported to the Town Manager's Office immediately.

6. It is the policy of the Town of Townsend that every employee is entitled to a safe place in which to work. To this end, every reasonable effort will be made in the interest of accident prevention, to avoid accidents, suffering, loss of time and possible impairment of earning power for its employees, and by the acts of the employees themselves.

B. TOWN MANAGER'S OFFICE SAFETY RESPONSIBILITIES

The Town Manager's Office shall make every reasonable effort to provide a place of employment that is free from recognized safety hazards that could result in injuries or accidents. Since it is impossible for the Town Manager's Office to personally observe all employee activities, the Town Manager's Office requires that all Management staff, and department heads, in their Departments are trained and are aware of their safety responsibilities. Other safety responsibilities for the Town Manager's Office include:

1. Provide leadership and direction concerning safety activities.

2. Participate actively in the continuous evaluation of the safety program.

3. Set goals concerning safety performance.

4. Review losses for potential trends on a regular basis.

5. Enforce all safety rules.

6. Participate in facility and worksite inspections.

7. Participate and support all accident investigation activities.

8. Review accident reports and recommend corrective actions.

9. Ensure that all employees have access to a copy of the Town of Townsend Safety Manual.

10. Participate in near miss, incident or accident investigations involving employees.

11. Post-accident responsibilities to assure employees are tested according to policy.

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C. MANAGEMENT SAFETY RESPONSIBILITIES

Safety is as much a part of management's responsibility as is getting the job done efficiently. Additionally, managers are responsible for establishing safety procedures in their respective areas that are in compliance with best practices (e.g., OSHA standards). Among the important safety responsibilities of each Department/Division manager are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable Town, State, and Federal agencies. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on Town sites and facilities.

2. Correct all confirmed hazards or unsafe working conditions. Operating under known hazardous conditions will not be tolerated.

3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery, complex equipment, hazardous chemicals or waste without proper instruction and/or training.

4. Always set a good example in safety, such as using proper personal protective equipment (safety glasses, hard hat, etc.).

5. Consistently enforce the requirements of the Town of Townsend Policies and any associated practices and procedures.

6. Ensure tools, equipment, and machinery being used in the workplace are in proper working condition and maintained regularly.

7. Ensure that proper personal protective equipment is available and used by employees when necessary or required.

8. Do not allow the use of broken, defective, or otherwise unsafe tools or equipment.

9. Obtain proper first aid for injured employees.

10. Conduct inspections/job hazard analysis and/or standard operating procedures of all worksites and facilities on a regular basis to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

11. Report accidents and injuries immediately, but acceptable within one (1) business day and work with the Town Manager's Office to transition employees back into the workplace after their injury.

12. Call 9-1-1 if immediate medical attention is needed.

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D. EMPLOYEE SAFETY RESPONSIBILITIES

All employees play a key role in the safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees must:

1. Take responsibility for your tasks. Know your job, follow instructions, and think before you act.

2. Use your personal protective equipment (eye protection, hard hats, gloves, etc.) as the job or hazard assessment requires.

3. Work according to good safety practices as posted, instructed, and/or discussed.

4. Refrain from any unsafe act that might endanger yourself or your fellow workers.

5. Stop or correct fellow workers if it appears they are acting unsafe or endangering themselves or others.

6. Use all safety devices provided for your protection.

7. Immediately report any unsafe situation, accident, or incident to your supervisor as soon as they occur.

8. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.

9. Abide by all policies, procedures and, rules implemented by the Town of Townsend.

10. Do not operate equipment, tools, or vehicles that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repairs must not be used and must be reported to your supervisor.

11. Ensure tools, equipment, and machinery being used in the workplace are in proper working condition.

12. Obtain proper first aid for fellow employees who are injured in the workplace.

13. Call 9-1-1 if immediate medical attention is needed.

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3. GENERAL RULES

Safety means efficient performance. Safety must, therefore, be a part of the planning for every job; equal in importance to all other operational considerations. Observing the safety procedures contained in this manual will make Town operations safer, as every employee must be alert to the possibility of improvement. Unsafe conditions and unsafe procedures must be identified before they can be corrected. Employee suggestions for improvements to work conditions and work procedures are welcome, in fact, they are invited. Procedural changes may not be made, however, until suggestions have been evaluated and revisions to the current procedures have been approved.

The following general safety procedures are established:

1. Report all injuries, regardless of how minor, to your supervisor, and / or Town Manager, immediately. This must be done regardless of if the injury resulted in medical treatment or time lost from work. Prompt reporting of accidents is a requirement under Town policy, Federal Law and failure to report in a timely manner could jeopardize your rights and benefits.

2. The Town does not expect you to take any unnecessary chances or to work under hazardous conditions. Learn the right way to do your job; which is the safe way. If you are not sure you thoroughly understand the job, ask your supervisor for further clarification or instructions.

3. Avoid fooling around and pranks on the job that could cause potential safety hazards or serious injury.

4. Consumption of drugs or alcohol on the job is prohibited. Any employee reporting to work under the influence during working hours will be subject to disciplinary action.

5. Work at a speed consistent with safety. Remember – “near misses” are danger signals.

6. Keep yourself in physical condition to perform your required tasks.

7. Always inspect tools, vehicles, and equipment before use. Report defects to supervisors and other potential users. Do not use tools and equipment that are deemed defective. Tag tools that need repair so that fellow employees are aware of the defect.

8. Work clear of suspended loads; if a load is moved above where you are working, stand aside until it has passed by.

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9. Obey warning signs. They are posted to point out hazards.

10. Operate only the machinery or equipment you have been authorized and trained to operate safely by making sure qualifications are up to date.

11. Unless medically necessary, remove jewelry such as rings, identification bracelets, etc., in work involving climbing, materials handling or operation of mechanical equipment.

12. Never reach over moving parts of machinery or equipment.

13. Never operate machinery or equipment with guards removed.

14. Report to work in appropriate clothing suitable for the type of work you perform. This includes footwear. Do not wear shorts, shirts without sleeves, clothing with holes, rips, or tears near machinery or equipment with moving parts.

15. Wear personal protective equipment as required. The use of protective equipment will be enforced for **ALL, including field supervisors.**

16. Common sense, health, and sanitation rules must be observed for the welfare and consideration of other employees.

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4. ADMINISTRATIVE OFFICE SAFETY

Office work is more dangerous than is commonly supposed and many accidents occur during normal office routines.

1. Every employee must be responsible to see that their own desk and work area are free and clear of any potential hazards. Good housekeeping is the key to a safe office environment.

2. Be extra cautious when you come up to a door that can be pushed toward you. Take it easy when pushing one open and slow down when coming to a blind corner.

3. Be cautious when walking between desks, they can result in bruises and falls. Watch out for electrical cords and keep them out of aisles.

4. All file, desk, and table drawers must be kept closed when not in use. As soon as you have used them, close them. Never open more than one file drawer at a time.

5. Overloading the top drawer of unsecured file cabinets can cause injury and damage. If unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device.

6. Tilting chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down.

7. Never use chairs, desks or other office furniture as a makeshift ladder. Use a step ladder. Don't overreach it could cause you to lose your balance.

8. Keep the blade of a paper cutter closed when not in use and locked.

9. Pencils/pens are safest when carried point down in pockets.

10. Scissors, paper cutters, glass, and razor blades can cause painful injuries. Report such injuries at once and use first aid to protect yourself from infection.

11. Paper cuts can hurt. Use a sponge or other wetting device for envelopes. Use rubber finger guards when working with stacks of paper.

12. Keep paper clips, thumbtacks, and pins in a place where they can't stick you inadvertently, like a small box. Use only single edge razor blades and keep blades covered. Even a small scratch can get infected.

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13. If a machine gives you a shock or starts smoking, unplug it and report it to your supervisor and / or Town Manager.

14. All walkways, exits and entrances shall always be kept clear with free access.

15. All emergency exits must always be posted and visible and free from obstruction.

16. Building evacuation signs should be posted conspicuously in multiple locations.

17. All fire extinguishers must be accessible, charged, not expired and all employees should be trained on how to use it.

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5. HOUSEKEEPING

Many injuries and much property damage stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.

When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work with the storage area, accidents can be prevented. With some planning before starting a job, tripping hazards can be avoided and many sprains, fractures, and bruises that result from falls can be avoided.

Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools, and equipment all have a place for orderly storage and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following safety procedures are established:

1. Keep work areas and storage facilities clean, neat and orderly.

2. All aisles, stairways, passageways, exits and access ways to buildings must always be kept free from obstructions. All spills must be removed from traffic areas at once. Clean up spills immediately to avoid slipping hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed or roped off.

3. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high. Keep aisles clear and with adequate space to work in them. Chain or secure standing items as needed.

4. When stored materials are suspended from racks or hooks, secure them from falling and route walkways a safe distance away from the potential hazard.

5. Do not let food, soft drink bottles, soiled clothes, etc., accumulate in workplaces.

6. Tools, equipment and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions must be reported to your supervisor.

7. Return tools and equipment to their proper place when not in use.

8. Lay out extension cords, air hoses, ladders, pipes, tools, etc., in such a way as to eliminate tripping hazards or obstructions to traffic. Control panel circuit breaker or fuse boxes should always be kept closed and at least three (3) feet clear of obstructions and debris. Never block or obscure fire extinguishers and electrical boxes. When circuit breakers or fuses blow continually, it is an indication of an overload or short. If it blows, report the condition to your supervisor. Do not attempt to bypass or repair the circuit yourself.

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9. Sharp or pointed articles should be stored to prevent contact with sharp edges or points.

10. All packaging materials should be properly disposed of to prevent fire.

11. Oily and greasy rags must be stored in appropriate containers as designated by your supervisor.

12. Adequate lighting in obscure areas must be maintained for the protection of both employees and the public. Exposed fluorescent lights that hang low need to have protective coverings or the lights need to have safety tube coverings. Spent fluorescent bulbs must be placed in sealed cardboard boxes or fiber drums for future proper disposal.

13. Employees should not handle food, tobacco, etc., with gasoline or fuel, chemicals or waste on their hands.

14. When chemicals are not being utilized, they should be returned to the designated areas. The compatibility of all chemicals and/or waste must be checked. Proper segregation is crucial to safety. Verify compatibility and segregate all chemicals/wastes accordingly. Contact Delaware Solid Waste Authority (DSWA) if you need assistance.

15. All containers of hazardous chemicals, entering or leaving the workplace, are to be labeled to show the identity of the hazardous chemical, appropriate hazard warnings (e.g. flammable, corrosive), and the name and address of the manufacturer, distributor or importer. The label may also include picture symbols that help to identify the hazard and show the proper personal safety equipment needed when working with the chemical. All containers (either in use or waste containers) must be labeled properly.

16. Secondary containment must be utilized for waste containers larger than 5 gallons. Spill kits should be on hand to clean up any potential spill/hazard and personnel should be properly trained on the use of spill kits.

PMA Data Classification: Confidential

6. FIRE PREVENTION

One of the most damaging disasters that can happen in the work location is fire. In the variety of activities performed in municipal operations, there are shops and job sites in which potential fire hazards exist. Fire can be prevented by orderly planning, sensible arrangement of fire producing activities in relation to combustible materials, good housekeeping, and observance of practical control of smoking habits when flammable substances are present.

The following safety procedures are established:

1. Fire extinguishers must be prominently displayed, labeled for usage, inspected monthly, and always kept clear for easy access.

2. Know the location of fire extinguishers and how to use them. After the use of an extinguisher, report such use immediately to your supervisor so a replacement may be obtained or the extinguisher recharged. Report all incidents to the Town Manager's Office.

3. The use of gasoline or other fuel is prohibited for cleaning parts, floors, or any part of buildings.

4. Gasoline utilized in small quantities in shops for fueling engines being repaired, tested, adjusted, etc. must be handled and dispensed from approved safety cans. A container must be labeled as to contents, with HMIS or NFPA labels adhered to the sides of the container.

5. The fueling of any type of motorized equipment, while the engine is running, is prohibited. Stay in contact with a metal part of the vehicle or touch the metal part of a vehicle away from the fuel filler to discharge any static electricity build-up. When transferring flammable liquids, bonding wire between containers and ground wire must be in place to guard against the build-up of a static electrical charge. When filling portable containers, the container must be on the ground, not in a truck bed or other elevated surface.

6. Never overfill a fuel tank but rather under-fill it to allow room for expansion of the fuel. If there is a spill, report it immediately.

7. **"NO SMOKING"** must be followed and enforced in all areas where hazardous substances are stored or used and any other area where posted.

8. Exits must not be locked (chained or otherwise) from the inside.

9. Electrical extension cords are approved for temporary use only and they should never be a smaller gauge than the appliance cord connected to it.

PMA Data Classification: Confidential

A. FIRE EXTINGUISHERS

Fire Extinguishers, when used properly, can be a very effective way of preventing a small fire from turning into a disaster. It is extremely important that the right extinguisher is used in the right situation and that the extinguisher is used properly. Only those that feel comfortable using fire extinguishers should operate them. If an employee does not feel comfortable using an extinguisher, they should evacuate the location immediately.

Fires are commonly classified as A, B, C, and, D, which is not as common. The D fire is a metal fire, such as magnesium, where a special extinguishing agent is needed. When faced with the need of having to use an extinguisher, the one that you use will have one of the above-mentioned classification letters.

The multi-purpose ABC dry chemical extinguisher is the most common type and best for around the house. At work, be sure that you are familiar with the locations and types of extinguishers available and the classes for which they are designed.

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PMA Data Classification: Confidential

7. MATERIAL HANDLING

Many injuries occur in the process of handling materials. The types of injuries that have been experienced are strains and sprains, crushing, hernia and rupture, fractures, lacerations, bruises, and contusions.

Accidents of this nature can be avoided by taking a little time to plan ahead, using mechanical equipment wherever possible. Think about the proper way to do the task and use the proper tool or technique to perform it. Use of material handling equipment is **ALWAYS** the best practice when lifting and moving materials even if it is inconvenient to get it or set it up.

A. FOUR-STEP LIFTING PROCESS

The single and most important preventative safety measure employees should be aware of is the **FOUR STEP LIFTING PROCESS**. This technique will save you pain and suffering that may extend into your retirement years. Therefore, it is essential that you carefully read and implement this lifting process.

1. Get ready – size up the load, get help if needed. Remove protruding nails, splinters, sharps, oil, moisture, etc. Wear gloves and safety shoes. Be sure the path is clear of obstacles.

2. Pick it up – get a firm footing and good balance, have your feet shoulder-width apart. If the load is below waist level, bend your knees to get into position. Keep your back as straight as possible, grip load firmly, lift the object to carrying position, keeping it close to the body. Let leg and arm muscles do the work.

3. Carry it carefully – be sure your vision is clear. When changing directions, be careful not to twist your body. Turn your body by changing the position of your feet. Use caution in tight places so as not to smash fingers or hands.

4. Put it down – if the receiving surface is about waist high, use the edge to take part of the load, then push it forward. If you lower the load to the floor, bend your knees, keep your back as straight as possible and the load close to your body.

B. HAND TRUCKS

1. Four-wheel hand trucks with swivel axles and tongues are to be pulled; all other hand trucks are to be pushed.

2. Watch where you are going and slow down around corners when pushing or pulling a hand truck.

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3. Allow clearance for your hands when moving through doorways or past other objects. Use hand truck handles.

4. Secure help in getting hand trucks up or down inclines to prevent them from getting away from you. Always park hand trucks at a spot where people will not stumble over them; leave handles in a vertical position.

5. When using hand trucks, be sure to watch the floor ahead to avoid bumps, cracks, uneven surfaces, etc.

6. Pile loads evenly. An unbalanced load may shift, causing the hand truck to overturn.

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8. PROTECTIVE CLOTHING & EQUIPMENT

The variety of work operations performed by municipal employees involves many hazards. In all tasks, however, there are counterparts in private industry where much research has been done to develop measures to protect employees from accidental injury. Most commonly, this is done by providing guards for various types of machinery. All machine guards must be kept in place while machinery is in operation. Tampering with machine guards is prohibited and any removal requires the prior approval of a supervisor. All guards are to be properly replaced after the repair work that necessitated their removal has been completed.

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard on the worker. This is done by wearing approved personal protective equipment such as hard hats, safety goggles, traffic vests, face shields, gloves, aprons, toe guards, etc. Supervisors are responsible for assessing the hazards and determining what personal protective equipment is required, making sure that the equipment is available and maintained, and that it is used.

A. FACE & EYE PROTECTION

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc., propelled into eyes with considerable force by power tools, compressed air, and machinery, or splashes of corrosive dust and liquid chemicals.

There are many types of safety glasses, goggles, shields, etc. made of glass or plastic to protect workers from these hazards. The loss of one or both eyes can have extremely serious consequences to an employee. This is one of the most important protective features of any safety program. Face and eye protection shall be provided for any task where there is any probability that an injury may occur without such protection. Employees assigned to perform tasks that require eye protection must wear the protector provided. Safety glasses, goggles, and other eye protective equipment offer vital protection. If sufficient care is not exercised to maintain them properly, dirty or scratched lenses may provide another hazard from reduced visibility.

The following safety procedures are established:

1. Safety goggles, glasses, and/or face shields must be worn when:

    a. Grinding, cutting, milling or drilling with powered tools.

    b. Using impact wrenches and compressed air tools.

    c. Chipping, scraping or scaling paint, rust, carbon or other materials.

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d. Using punches, chisels, or other impact tools.

e. Cutting or breaking glass.

f. Using paint remover.

g. Using power activated tools.

h. Cleaning dust or dirt from vehicles, machinery, using compressed air.

i. Air cleaning operations.

j. Tree trimming, brush slipping, or stump removal.

k. Using brush cutters.

l. Steam cleaning, washing vehicle parts with soaps or solvents.

m. Pouring, transferring or bulking chemical liquids.

n. Using wash racks or pressure washers.

2. A full plastic face shield must be used in addition to safety glasses or goggles whenever using any type of grinder (i.e. bench or portable).

3. A full plastic face shield must be used in addition to proper fitting safety goggles when handling acids, caustics, other harmful dusts, liquids, or gasses.

Eye protection may be required on other jobs not listed if designated at the time by your supervisor. Beyond this, you are always encouraged to wear eye protection. **Remember—you have but one pair of eyes and they cannot be replaced. Protect them.**

B. HEARING PROTECTION

In the variety of activities conducted by municipal work crews, there are some machines or equipment that may produce sound levels in the frequencies which cause hearing loss. When employees are subjected to excessive sound levels, attempts should be made to use engineering controls. If the sound level cannot be reduced within a tolerable range, then personal protective equipment **must be provided** and used by employees. Ear protection may consist of earmuffs or earplugs. Cotton or waste will not be used as earplugs. Stereo or music headsets are not suitable for hearing protection.

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C. FOOT PROTECTION

Each employee must adhere to the foot protection standards of the department supervisor.

D. FINGER, PALM, & HAND PROTECTION

Rings should be removed or not worn to work if there is the slightest chance of getting the ring caught in any hook, tool, or piece of machinery. Rings can cause serious injury or loss of fingers and must be cut off fingers if bent in such a manner as to shut off circulation.

E. OTHER PROTECTIVE EQUIPMENT

1. High visibility safety vests or viable Class-3 tee-shirts must be worn by all employees in and around any area where there is a danger from street traffic.

2. Safety seat belts must be properly fastened whenever a motor vehicle is in motion.

3. At a minimum, a First Aid Kit must be issued to each piece of equipment and/or vehicle. A Fire Extinguisher and three Reflective Triangles should also be placed in each vehicle, if possible. It is the responsibility of all department supervisors and employees to ensure equipment and vehicles maintain necessary First Aid Kits and other safety equipment useful for specific Town projects.

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9. HAND TOOLS

Injuries to fingers and hands are a common occurrence. Specific safety procedural training should be provided periodically to ensure best practices are in use. The following safety rules are:

1. Use the correct tool for the job.

2. If applicable, sharpen the cutting edges of the tool and carry the tool with the sharp edge down.

3. Sand the wooden handles of shovel, rake, mall, etc., thus preventing splinters and burns.

4. Check the handle on each tool for tightness.

5. Check the head of each tool, such as hammers, chisels, punches, and wedges. Be sure no one is in the area before using such a tool.

6. Wear impact-resistant goggles when using chisels, punches, and wedges. Be sure no one is in the area before using such a tool.

7. Avoid using metal measuring tapes, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.

8. Always return tools to their proper place; practice good housekeeping.

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10. POWER TOOLS

Power tools substantially increase the number and types of hazards to an employee. Hazards range from the electrical shock of a short circuit to being struck by chips, shavings, or other debris during operation. Specific safety procedural training should be provided periodically to ensure best practices are in use. Below are the steps that should be taken when operating the various power tools:

A. ELECTRICAL EQUIPMENT

1. All electrical tools used in Town operations must be grounded by connecting a three-wire cord with polarized, three-prong (or two-prong if applicable) plug, to a properly grounded three-hole receptacle (unless the power tool has U.L. approved dual insulation and two wired cord).

2. Each electrical tool or machine must be visually inspected each time it is used for damage to cords and ground connections. The most common defects occur at the points where the cord is attached to the tool or where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.

3. Never operate power tools without the provided guards.

4. Ground Fault Circuit Interrupters (GFCI) are required whenever using any electrically powered tools outdoors or where there are many conductors or metals. This applies to any tool powered from fixed electrical sources, temporary electrical sources and generators. GFCIs must be inspected and tested before each use.

B. HANDHELD ANGLE GRINDERS

1. Wheel must fit easily onto the spindle. Too loose or too tight is dangerous.

2. Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are most subject to breakage.

3. Never store a grinding wheel on damp or cement surfaces, do not put oily rags on the wheel.

4. Use the cutting surface of a grinding wheel uniformly.

5. Do not abuse the wheel by applying excess pressure.

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6. The operator's eyes must always be protected with safety glasses or goggles AND face shield when the machine is in use.

7. Do not stand in the plane of the grinding wheel, stand slightly outside the plane so that if the wheel does shatter, less risk of injury to the operator.

C. COMPRESSED AIR

The use of compressed air for housekeeping purposes is prohibited. Brushes should be used for cleaning machinery. Only air nozzles with diffusers are allowed in shop areas. Tanks must be drained of moisture each day. Screw style hose clamps are not acceptable on hose lines. Use only hoses with proper fittings. Never point compressed air at any person.

D. TREE TRIMMING & CHAINSAWS

1. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.

2. Except in cases of emergency, tree work should be avoided when trees are wet, during high winds, or extremely low temperatures.

3. Supervisors are responsible for: instruction to their employees, inspection of their employees and tools, enforcement of all safety rules, and wearing suitable clothing as determined by the supervisor.

4. Ropes of a suitable strength should be used for the lowering of large limbs.

5. Ropes must be used for raising and lowering of tools.

6. Safety or climbing ropes should not be used for the lowering of limbs.

7. Ladders should not be used unless they can be set on a firm foundation.

8. Climbers should always call a warning before dropping limbs.

9. Never leave hangers or tools in a tree over the lunch period or overnight.

10. Special precautions should be taken when it is necessary to work around live wires.

11. All wires broken during tree work should be reported to the proper utility company and guarded until servicemen arrive.

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12. In case of contact with live wires, do not touch the victim. The victim must be separated from wires through use of nonconductive materials, or the power must be disconnected.

13. For removal operations: pull ropes are used to guide the fall of large trees. Once notching has started, the street must not be left unattended.

14. Walk with the chain saw stopped and the guide bar pointing to the rear.

15. Never replace the chain in guide rail groove while the motor is running.

16. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer and easier cutting.

17. Hard hats, goggles and proper personal protective equipment, including chaps, are mandatory and steel toe shoes must be worn.

E. LAWNMOWERS

1. Power mowers should not be left unattended with the motor running.

2. Prior to starting the mower, inspect for loose engine parts or blades. Area to be mowed must be inspected for foreign objects. Wire, stones, etc., should be removed before mowing.

3. Bystanders should be warned by the operator of the danger of flying objects. Extreme caution must be taken when there are children in the immediate area.

4. The operator must keep hands and feet away from the undercarriage of the mower.

5. After mowing is complete, disconnect spark plug wire from the spark plug; remove dirt, grass, etc., from the top of the mower; place mower in a dry location under cover.

PMA Data Classification: Confidential

11. LADDERS

Electric shocks; free falls; and slips resulting in sprains, strains, bruises, and abrasions are frequent ladder-related injuries. Specific safety procedural training should be provided periodically to ensure best practices are in use. The following safety procedures will prevent ladder accidents:

1. Metal ladders must not be used in the vicinity of electrical circuits. If available, use fiberglass ladders when working on overhead lighting or electrical fixtures, above dropped ceiling grids, or any other situation that might involve electricity.

2. Periodically inspect ladders. Hold the rods beneath the steps with pliers and tighten the nut at the end with a wrench to maintain strength and steadiness.

3. Nonskid feet must be used on all straight and extension ladders.

4. Ladders form a triangle when placed against a wall/surface. When properly placed, the bottom side of the triangle should be about one fourth as long as the vertical side (e.g., if a wall is eight feet high, the feet should be two feet from the wall).

5. When using a straight ladder, it should be long enough to extend at least three rungs above the level to which the user is climbing. Step ladders must not be used as straight ladders; they are not designed for this purpose.

6. If the bottom of a ladder is placed on an unsecured surface, secure the ladder in position by the use of hooks, ropes, spikes, cleats or other anti-slip devices or by stationing an employee at the base of the ladder to hold it in position during use.

7. Never stand on the top step of a ladder to work.

8. Only one person can be on a ladder at a time unless it is designed to be used on both.

9. Never carry articles in hand while climbing. Use a hand line to raise and lower tools and materials, or suspend them suitably in a tool belt.

10. Always face a ladder when using; have free use of hands; use three points of contact.

11. Clean muddy or slippery shoes before climbing. Keep rungs clean and free of grease/oil.

12. If it is necessary to place a ladder near a door or heavily trafficked area, set up warning signals or take other precautions to prevent contact that might upset the ladder.

13. If part of a ladder is visibly bent or broken, remove from service and inform a supervisor.

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12. CONSTRUCTION SAFETY

A. WORKING IN PUBLIC RIGHTS-OF-WAY

Maintenance activities may interfere with normal right-of-way. The feature of simultaneous flashing of all turn signal lights augmented by the mars light should be used as a warning device. For minor construction or maintenance operations requiring 15 minutes or less, the work vehicle itself with high visibility color or reflective markings mounted on the vehicle and warning lights described above will usually be adequate. When maintenance or construction activities exceed 15 minutes in duration, adequate signs and barricades must be set up. Refer to Section 6 of the most recent Delaware Manual of Uniform Traffic Control Devices (MUTCD) for specifications.

Supervisors will confirm the following safety procedures are established:

1. All mobile equipment used for maintenance and repair work in Town streets must be equipped with proper warning signals.

2. When a portion of a street has been closed for maintenance and repair work and construction equipment must be intermittently operated in lanes left open to traffic, a trained flagger must be provided to control traffic.

3. Any obstruction of a public right-of-way by Town work crews for maintenance and repair work refer to the MUTCD.

4. Every attempt should be made to work in front of your vehicle to buffer traffic from the rear.

B. TRAFFIC WARNINGS

Refer to Section 6 of the most recent Delaware MUTCD for specifications for the following:

1. Protection of employees working on the roadway:

    a. Trained flaggers must be used when the amount or speed of traffic warrants.

    b. All employees working in the right-of-way must wear safety vests.

2. Members of the flag crew should:

    a. Stand near enough to the employees being protected so there is no doubt as to the flag crew's purpose.

    b. Stay not less than 100 feet from the employees unless conditions make this impossible.

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c. Stand on the shoulder, to the right of approaching traffic.

3. To stop traffic:

    a. Hold sign stationary, extended into the traffic lane, until the car has stopped.

    b. Speak to the driver if necessary and give the signal to proceed with the free hand.

4. To slow traffic:

    a. Hold sign stationary, extended into the traffic lane, until the vehicle has slowed sufficiently.

    b. Lower sign and give a signal to proceed with the free hand.

5. Flagging traffic at night:

    a. Use illumination, right red lantern or fuses.

    b. To stop traffic, wave the light back and forth until the vehicle has stopped.

    c. Give the signal to proceed with your free hand or by speaking to the driver.

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13. MOTOR VEHICLE & HEAVY EQUIPMENT

Town vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. They have what advertising employees call “high exposure”. In our relationship with other motorists and pedestrians, while operating Town vehicles, we control an important influence for good or poor public relations with the Town. Be courteous, considerate driving habits we build good public relations, and by applying the principles of defensive driving we avoid accidents. Specific safety procedural training should be provided periodically to ensure best practices are in use.

Employees shall be responsible for periodic safety checks on vehicles or mobile equipment they are assigned to operate.

A. GENERAL PREVENTATIVE MAINTENANCE CHECKLIST FOR VEHICLES

Walk-Around Inspection:

1. Check tire air pressure and condition.
2. Check engine fluid levels (oil, coolant, transmission, and windshield washer fluid), check for leaks.
3. Check mirrors, glass and windshield wipers.
4. Check seat belts.
5. Check lights and back up alarm, if equipped.
6. Check for any body damage (report damage to a supervisor).
7. Report any noted items to Supervisor for repairs.

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14. VEHICLE ACCIDENT PROCEDURE

In the event of an accident involving Town-owned vehicles, consider the following:

BEST PRACTICES:

1. Stop immediately and call 911 for assistance. Administer first aid, if necessary, in the event of personal injuries to another party until first responders arrive on the scene.

2. Report **ALL** accidents to your supervisor and / or Town Manager as soon as possible. Gather all necessary information to assist the police in completing the accident report. Report carefully the position of the respective vehicles, the location, the distance traveled by each vehicle after the accident and any unusual conditions of the roadway, and the vicinity of the respective vehicles involved. These are all important in placing responsibility for the accident.

3. Ensure all vehicle documentation is readily available, accessible, and current.

DO NOT:

1. Discuss collision with anyone besides a supervisor, police, or first responders.

2. Make admission as to your negligence or fault for **ANY** accident, and under no circumstances assume any liability or authorize any repairs on the other party's vehicle. Such acts violate the provisions of our insurance policy. Refer all claimants to the Town Manager's Office; if you are liable, their claim will be promptly taken care of.

3. Take part in any altercation or argument with the other party.

4. Sign any statement or discuss the accident with an adjuster of any other insurance company, or any attorney or representative of the injured or damaged party.

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16. FIRST AID

While the emphasis is placed on the prevention of accidents and injuries which often result, accidents do occur. Prompt, knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives.

The following first aid rules are established:

1. First aid cabinets or kits must bemaintained in all Town buildings, and kits in Town vehicles.

2. First aid supplies should be checked on a periodic basis. The supplies must be those specified by the Town Purchasing Director, and minimum amounts must be maintained.

3. Cuts, scratches, etc., should be given prompt medical attention. Always be sure that open wounds are thoroughly cleansed with soap and water to prevent infection. Direct pressure is the best way to stop most bleeding injuries.

4. There are many cases in which an injured employee, when needing professional medical attention, can be transported to the hospital by Town car or private ambulance. There may be serious cases, however, in which it is important that the injured employee be seen by Paramedics. If there is any doubt in the mind of the supervisor, it should be resolved by calling for Paramedic service; the following examples would require Paramedic service:

    a. Employee unconscious or apparently in shock.

    b. Any apparent open or angulated fracture.

    c. Any uncontrolled bleeding or large blood loss.

    d. Severe abdominal cramps and/or vomiting.

    e. Other symptoms of internal injury.

5. To obtain Paramedic service, radio the office or call the Emergency number, 9-1-1.

6. All injuries, no matter how minor, are to be reported to the Town Manager's Office. Injury report forms are available in the supervisor's office, Town Manager's Office and on Employee Self Service (ESS).

7. First Aid, AED, and CPR training and certifications will be provided as needed by the Town.

8. For Police, refer to Police first aid guidelines and/or firearms instructions for emergency and/or firearm injuries.

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18. TOWN OF TOWNSEND SAFETY MANUAL
RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received and read the Town of Townsend Safety Manual.

Print Employee Name: _____

Employee Signature: _____

Date: _____

PMA Data Classification: Confidential

RFP Tracker

Project: PW Plow Truck

Proposal #	Contractor/Business	Contact Details	Date of Initial Contact	Follow up Date	Follow up Date	Follow up Date	Date Received Proposal	Price	RFP Due Date	Specs	Notes	location
1	Fred Beans A	Evan Mcgeever 267-406-9311 emcgeever@fredbeans.com	7/23/2026	7/29/2026	7/30/2026		7/27/2026	$61,421.00	7/31/2026	2026 F-350 4X4 8' bed 5 year/ 50,000 limited warranty 8ft straight plow option	Straight plow - V not available. 7.3L w/ A/T Tires. $49,936 w/o plow	Doylestown, DE
2	L.B. Smith	Seth Spain sspain@lbsmith.org	7/23/2026				7/27/2026	$58,480.00	7/31/2026	2026 F-350 4X4 8' bed Boss v-plow	W/ Boss V Plow. 6.8L	Lemonye, PA
4	Preston Ford	Jami Jenkins 410-443-2029 jjenkins@prestonmotor.com	7/23/2026				7/27/2026	$73,332.00	7/31/2026	inclujdes $4,000 rebate	W/ Western V Plow	Hurlock, MD
5	Koch	Justin Shaika jshaika@koch33ford.com 484-375-5262	9/9/2026				9/11/2026	$56,540.00		2026 F-350 8' bed 6.8L v plow	Western V Plow	Easton, PA
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11												
12												
13												

Prepared by: Evan McGeever
07/27/2026

Fred Beans Ford of Doylestown | 876 North Easton Road Doylestown Pennsylvania | 18902

2026 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 650

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F3B	Base Vehicle Price (F3B)	$50,070.00
Packages		
610A	Order Code 610A *Includes:* *- Radio: AM/FM Stereo w/MP3 Player* *Includes 4 speakers.* *- Ford Connectivity Package (1-Year Included)* *Includes unlimited Wi-Fi hotspot. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.* *- SYNC 4 w/8" Center Display* *Includes wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.*	N/C
Emissions		
425	50-State Emissions System	STD
Powertrain		
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas *Includes:* *- Electronic-Locking w/3.73 Axle Ratio*	$1,500.00
44G	Transmission: TorqShift 10-Speed Automatic *Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.*	N/C
X3E	Electronic-Locking w/3.73 Axle Ratio	Included
NONGV3	GVWR: 11,400 Lb Payload Package	Included
Wheels & Tires		
TDX	Tires: LT275/70Rx18E BSW A/T (4) *Spare may not be the same as road tire.* *Includes:* *- GVWR: 11,400 Lb Payload Package*	Included
64S	Wheels: 18" Ebony Black Painted Aluminum	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 650

As Configured Vehicle (cont'd)

Code	Description	MSRP
Seats & Seat Trim		
1	Cloth 40/20/40 Split Bench Seat *Includes center armrest, cupholder, storage and driver's side manual lumbar.*	Included
Other Options		
142WB	142" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player *Includes 4 speakers.* *Includes:* *- Ford Connectivity Package (1-Year Included)* *Includes unlimited WI-FI hotspot. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.* *- SYNC 4 w/8" Center Display* *Includes wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual.*	Included
17S	STX Appearance Package *Includes STX fender vent badge.* *Includes:* *- Body-Color Front Bumper* *- Body-Color Rear Bumper* *- Cloth 40/20/40 Split Bench Seat* *Includes center armrest, cupholder, storage and driver's side manual lumbar.* *- Color-Coordinated Full Carpet w/Floor Mats* *- LED Fog Lamps* *Includes LED reflector lamps.* *- Painted Grille* *- Wheels: 18" Ebony Black Painted Aluminum* *- Tires: LT275/70Rx18E BSW A/T (4)* *Spare may not be the same as road tire.* *- GVWR: 11,400 Lb Payload Package*	$3,115.00
473	Snow Plow Prep Package Requires 250 Amp Alternator (67E) or 410 Amp Dual Alternator (67B) when ordered with Upfitter Switches (66S) and 120V/400W Outlet (43C). *Includes computer selected springs for snowplow application. Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: May result in deterioration of ride quality when vehicle is not equipped with snowplow. Note 3: Dual battery (86M) recommended with 6.8L or 7.3L gasoline engines; see body builders layout book for details. Note 4: Tailgate removal kit with protective caps can be provided free of charge by your authorized dealer. Failure to install the protective caps results in damage to the electrical system not covered by the vehicle warranty. See owner's manual for details.*	$350.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 650

As Configured Vehicle (cont'd)

Code	Description	MSRP
86M	Dual AGM 68 AH Battery	$210.00
67B	410 Amp Dual Alternators *Includes 250 Amp + 160 Amp.*	$215.00
52B	Trailer Brake Controller *Includes smart trailer tow connector.*	$300.00
18B	Platform Running Boards	$320.00
592	LED Roof Clearance Lights	$150.00
76S	Remote Start System	$250.00
66S	Upfitter Switches (6) *Located in overhead console.*	$250.00
91S	Amber 360-Deg Dual Beacon LED Warning Strobes (DISC) No longer available for factory ordering as of December 1, 2025. Ford Accessory.	$660.00

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. *Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.*	N/C

Exterior Color

Z1_01	Oxford White	N/C

Interior Color

1S_06	Medium Dark Slate w/Cloth 40/20/40 Split Bench Seat	N/C

Upfit Options

PLOW	8FT WESTERN STRAIGHT BLADE	$10,225.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 650

As Configured Vehicle (cont'd)

Code	Description	MSRP
SUBTOTAL		$67,615.00
Destination Charge		$2,795.00
TOTAL		$70,410.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2026 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 650

Pricing Summary - Single Vehicle

	MSRP
Vehicle Pricing	
Base Vehicle Price	$50,070.00
Options	$7,320.00
Colors	$0.00
Upfitting	$10,225.00
Fleet Discount	$0.00
Fuel Charge	$0.00
Destination Charge	$2,795.00
Subtotal	$70,410.00

Pre-Tax Adjustments

Code	Description	MSRP
FBGD	FRED BEANS GOVERNMENT DISCOUNT	-$8,989.00
Total		$61,421.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Without Plow

Prepared by: Evan McGeever
07/30/2026

Fred Beans Ford of Doylestown | 876 North Easton Road Doylestown Pennsylvania | 18902

2026 F-350 4x4 SD Regular Cab 8' box 142" WB SRW XL (F3B)

Price Level: 650

Pricing Summary - Single Vehicle

	MSRP
Vehicle Pricing	
Base Vehicle Price	$50,070.00
Options	$2,410.00
Colors	$0.00
Upfitting	$0.00
Fleet Discount	$0.00
Fuel Charge	$0.00
Destination Charge	$2,795.00
Subtotal	$55,275.00

Pre-Tax Adjustments

Code	Description	MSRP
FBGD	FRED BEANS GOVERNMENT DISCOUNT	-$5,339.00
Total		$49,936.00

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing

may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

FD **KTP-000344** 99 | 16E 463 | 7B LABL | X ADJ | COV | X PRCS | B10 | RAMP | BUMP | 1FTRF3BA8TEC46993 | SUPER | MAIL | 035655 51/809 | 1FTRF3BA8 **TEC46993** NB GEP

VEHICLE DESCRIPTION

SUPER DUTY

TE **C46993**

2026 F350 SRW 4X4 REG CAB
XL 142" WB STYLESIDE
6.8L DEVCT NA PFI V8 ENGINE
10-SPEED AUTO TORQSHIFT-G

EXTERIOR
OXFORD WHITE
INTERIOR
MEDIUM DARK SLATE VINYL

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR
- DOOR HANDLES - BLACK
- HEADLAMPS - AUTOLAMP (ON/OFF)
- PICKUP BOX TIE DOWN HOOKS
- POWER TAILGATE LOCK
- TOW HOOKS
- TRAILER SWAY CONTROL
- TRAILER TOW MIRRORS
- WIPERS- INTERMITTENT

INTERIOR
- 1TOUCH DWN DR/PASS WINDOW
- 4.2" CLUSTER DISPLAY
- AIR COND, MANUAL FRONT
- CLOTH SUN VISORS
- DRIVER SEAT-MANUAL LUMBAR
- OUTSIDE TEMP DISPLAY
- PARTICULATE AIR FILTER
- POWER LOCKS AND WINDOWS
- STEERING:TILT/TELESCOPE, CRUISE & AUDIO CONTROLS

FUNCTIONAL
- 4-WHEEL ANTILOCK BRAKE SYS
- 5G MODEM
- FORD APP
- HILL START ASSIST
- MANUAL LOCKING HUBS
- MONO BEAM COIL SPRING FRT SUSPENSION W/STAB BAR
- REAR VIEW CAMERA
- REMOTE KEYLESS ENTRY
- SYNC®4 W/8" SCREEN

SAFETY/SECURITY
- ADVANCETRAC™ WITH RSC®
- AIRBAGS - SAFETY CANOPY®
- BELT-MINDER CHIME
- DRIVER/PASSENGER AIR BAGS
- SECURE PKG 1 YR INCLUDED
- SECURILOCK® ANTI-THEFT SYS
- SOS POST-CRASH ALERT SYS™
- TIRE PRESSURE MONIT SYS

WARRANTY
- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 5YR/100,000 DIESEL ENGINE

INCLUDED ON THIS VEHICLE	(MSRP)
OPTIONAL EQUIPMENT/OTHER	
PREFERRED EQUIPMENT PKG.610A	
10-SPEED AUTO TORQSHIFT-G	NO CHARGE
LT275/70R18E BSW ALL TERRAIN	295.00
4.30 ELECTRONIC-LOCKING AXLE	430.00
FRONT LICENSE PLATE BRACKET	NO CHARGE
PLATFORM RUNNING BOARDS	320.00
11400# GVWR PACKAGE	
50 STATE EMISSIONS	NO CHARGE
PRO POWER ONBOARD - 400W	225.00
SNOW PLOW PREP PACKAGE	350.00
TRAILER BRAKE CONTROLLER	300.00
ROOF CLEARANCE LIGHTS	150.00
JACK	
UPFITTER SWITCHES	250.00
410 AMP DUAL ALTERNATOR	215.00
TOUGH BED SPRAY IN BEDLINER	625.00
DUAL BATTERY	210.00
CONN PKG: 1 YR INCL W/FORD APP	
XL CHROME PACKAGE	425.00
FOG LAMPS	

PRICE INFORMATION	(MSRP)
BASE PRICE	$49,770.00
TOTAL OPTIONS/OTHER	3,765.00
TOTAL VEHICLE & OPTIONS/OTHER	53,535.00
DESTINATION & DELIVERY	2,195.00

RAMP ONE: CA5R
RAMP TWO:
RAIL
ITEM#: 16-X730 O/T 2

TOTAL MSRP $55,730.00

Scan The QR Code to get more details about this vehicle

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B160 A 7BX X 625 000344 05 20 26

California Air Resources Board — Gasoline Vehicle

Environmental Performance

These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see www.arb.ca.gov/ep_label.

Protect the environment. Choose vehicles with **higher ratings**:

Greenhouse Gas Rating (tailpipe only)

A+ — D — D

Cleaner

Smog Rating (tailpipe only)

A+ — D

Cleaner

Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.

CALIFORNIA AIR RESOURCES BOARD

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WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

Date: VEHICLE BUYER'S ORDER To be delivered on or about: _____

Buyer Name and Address	Co-Buyer Name and Address	Seller/Dealer Name and Address

County: Email: Phone: Cell:	County: Email: Phone: Cell:	Salesperson: Deal No.:

Agreement to Purchase. Buyer and Co-Buyer (if any) agree to buy the vehicle described below ("Vehicle") from Seller/Dealer for the amount and on the terms in this Vehicle Buyer's Order ("Agreement"). "Buyer", "your" and "you" refer to the above Buyer and Co-Buyer, separately and together. "Seller", "Dealer," "we," "us," and "our" refer to the above Seller/Dealer.

VEHICLE DESCRIPTION

Year	Make	Model	Mileage	Vehicle Identification Number

New/Used	Prior Use (Exec, Demo, describe if used)	Color	Body	Stock Number

Insurance Information. You have arranged the following insurance on the Vehicle: Insurance Company _____

Policy Number _____ Effective Date: _____ Exp Date: _____

TRADE IN VEHICLE 1

YR.	MAKE	MODEL	BODY STYLE
COLOR	TRIM	MILEAGE	
VIN		TRADE IN ALLOWANCE $	
TITLE NO.	PLATE NO.	EXP. DATE	
OWNER		LOAN #	
LIENHOLDER		PHONE	
ADDRESS		SPOKE WITH	
PAYOFF AMOUNT $	GOOD UNTIL	VERIFIED BY	

TRADE IN VEHICLE 2

YR.	MAKE	MODEL	BODY STYLE
COLOR	TRIM	MILEAGE	
VIN		TRADE IN ALLOWANCE $	
TITLE NO.	PLATE NO.	EXP. DATE	
OWNER		LOAN #	
LIENHOLDER		PHONE	
ADDRESS		SPOKE WITH	
PAYOFF AMOUNT $	GOOD UNTIL	VERIFIED BY	

Non-Refundable Cash Deposit.
Unless this Agreement or the law requires us to return it, if you cancel this Buyer's Order or refuse to take delivery of the Vehicle, we will keep the Cash Deposit of $ _____ as a reasonable estimate of our damages. We will be entitled to the other remedies and damages provided in this Buyer's Order if you breach it in other ways.

Buyer's Initials X _____ Co-Buyer's Initials X _____

Used Car Buyers Guide. The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

Warranty Information

☐ **Vehicle Manufacturer Warranty.** The Vehicle is subject to an express warranty made by the Manufacturer. It is a standard written manufacturer's warranty and made by the Manufacturer and not by the Seller/Dealer. By signing this Agreement, each Buyer acknowledges receiving a copy of it.

☐ **Seller/Dealer Warranty.** The Vehicle is subject to an express written warranty made by the Seller/Dealer. By signing this Agreement, each Buyer acknowledges receiving a copy of it. The Seller/Dealer is responsible to fulfill any separate written warranty made by Seller/Dealer on its own behalf. If the Manufacturer or another supplier provides a warranty, they are responsible for satisfying its terms, NOT the Seller/Dealer.

☐ **AS-IS NO WARRANTY.** An "AS-IS" sale means **THIS MOTOR VEHICLE IS SOLD AS IS WITHOUT ANY WARRANTY EITHER EXPRESSED OR IMPLIED. THE PURCHASER WILL BEAR THE ENTIRE EXPENSE OF REPAIRING OR CORRECTING ANY DEFECTS THAT PRESENTLY EXIST OR THAT MAY OCCUR IN THE VEHICLE.** In addition, Seller/Dealer expressly disclaims any implied warranties of merchantability and fitness for a particular purpose. Any liability of the Seller/Dealer with respect to defects or malfunctions of this Vehicle including, without limitation, those which pertain to performance or safety, whether by way of "strict liability," based upon the Seller/Dealer's negligence, or otherwise, is expressly excluded and Buyer assumes any risks. This provision does not affect any warranties covering the Vehicle that the Vehicle manufacturer may provide above. It also does not affect any warranties you purchase covering the Vehicle that are provided by third parties noted below.

Vehicle Inspection - Notice of Conditions. Seller inspected the Vehicle as required by law not more than 30 days after it came into inventory. If it was driven 500 or more miles while in inventory, we inspected it again as the law requires, not more than 30 days before the date of this Agreement. Based on the inspection(s), Seller believes the Vehicle has the following condition(s) as of the date of inspection:

- ☐ Vehicle unable to pass state inspection
- ☐ Frame bent, cracked or twisted
- ☐ Engine block or head cracked
- ☐ Vehicle flood damaged
- ☐ Transmission damaged, defective or so deteriorated as to requirereplacement
- ☐ Differential damaged, defective or so deteriorated as to require replacement
- ☐ None

The existence of any conditions checked above (or other conditions) may affect the Vehicle's value and performance. **Buyer acknowledges the above conditions and chooses to purchase the Vehicle with them.**

Buyer's Initials X _____ Co-Buyer's Initials X _____

THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO CONTENT OR FITNESS FOR PURPOSE OF THIS FORM. CONSULT YOUR OWN LEGAL COUNSEL.

2026 Ford Super Duty F-350® XL TRUCK 2V DEVCT NA PFI V8 Gas Engine

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MSRP[1]	$54,845
Dealer Upfit	$7,145
Doc Fee	$490
Price	$62,480
SSE Down Payment Assistance Details	-$1,000
Retail Customer Cash Details	-$3,000
Final Price**	**$58,480**
2026 Military Recognition Exclusive Cash Reward Details	-$500
2026 First Responder Recognition Exclusive Cash Reward Details	-$500
2026 Hispanic Chamber of Commerce Exclusive Cash Reward Details	-$1,000
2026 Farm Bureau Recognition Exclusive Cash Reward Details	-$500

PRESTON Automotive Group
PRESTONMOTOR.COM

Cash Agreement

Jami Jenkins
Preston AutoPlex
4313 Preston Rd
Hurlock, MD 21643

Buyer	Co-buyer	Vehicle
Rick Boyer 19734 C: (302) 563-8810 H: (302) 563-8810 W: (302) 563-8810 rboyer@townsend.delaware.gov		2026 Ford F-350, Body Type: Truck VIN: 1FT8X3BA3TEC52158 Mileage: 51 Color: White

Cash Details	
Retail Price:	$58,265
Sales Price:	$56,443
Savings:	$1,822
WESTERN V PLOW WITH STROBES:	$10,935
Total Accessories:	$10,935
Government Fees:	$723
Proc/Doc Fees:	$799
Total Taxes:	$4,432
Total Sales Price:	$73,332
Rebate:	$4,000
Cash Price:	$69,332

X _____
Customer Signature

_____
Date
Jul 24, 2026 04:16 PM

X _____
Manager Signature

_____
Date

With Approved Credit