

Townsend Town Council Meeting Agenda
October 7th, 2026 @ 7:00 pm
VIA CONFERENCE CALL & Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - A. Roll Call:
 - B. Pledge of Allegiance:
 - C. Moment of Silence:
 - D. Recognition of Visitors:
 - E. Announcements:
- III. General Citizen Comments:
- IV. Review/Adoption of Agenda:
- V. Approval/ Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from the September 2nd, 2026, Town Council Meeting.
- VI. **ACTION ITEM:** BOA Swear In- J. Holmes
 - I. Departmental Reports:
 - A. Mayor S. Lobdell
 - B. New Castle County Councilman Dave Carter
 - C. Town of Townsend Police Chief's Report
 1. **ACTION ITEM:** Discussion and Review with potential vote of Council to approve "TPD-Comp Time" Policy.
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Brian Miller
 - F. Town Manager Julie Goodyear
 - G. Public Works Supervisor Rick Boyer
 - II. Committee Reports:
 - A. **Finance Committee:** Chair: Councilman J. Bangura, Co-Chair: Mayor S. Lobdell
 1. **ACTION ITEM:** Review and possible discussion on August 2026 Budget vs. Actual Reports.

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

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

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

- B. **Human Resources Committee:** Chair: Councilman Sharif, Co-Chair: Mayor S. Lobdell
 - C. **Public Works and Land Use Development Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman S. Sharif
 - 1. ACTION ITEM: Discussion and review with potential vote of Council of Park Light Project Estimates from Generation Electric.
 - 2. **ACTION ITEM:** Discussion with Possible Vote of Council to approve Public Works Vehicle Purchase.
 - D. **Public Safety Committee:** Chair: Councilman D. Wiggins, Co-Chair: Councilman J. Bangura
 - E. **Community Engagement Committee:** Chair: Councilman D. Wiggins
 - F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman
 - III. Discussion of future agenda items.
 - IV. Recess Council Meeting to Convene Executive Session.
 - I. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(9), & §§10004(b)(2) the Town Council will consider a motion to meet in an executive session for the discussion of personnel matters and site acquisition.
 - V. **Close Executive Session & Re-convene Council Meeting.**
 - A. **ACTION ITEM:** Possible vote of Council.
 - VI. Adjournment.
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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.

The Mayor and Council of the Town of Townsend

141 Main Street, PO 223, Townsend, DE 19734
Phone (302) 378-8082 F a x (302) 378-7099

Certificate of Appointment



Mayor
Scott Lobdell

Councilman
Joseph Bangura, PhD

Councilman
Matthew Chapman

Councilman
Syed Sharif

Councilman
Dylan K. Wiggins

I, John Holmes, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Delaware, and that I will faithfully execute the duties and responsibilities as a member of the Board of Adjustment for the Town of Townsend in accordance with Section 24.08.020 of the Town of Townsend Code.

John Holmes
Townsend Board of Adjustment

Sworn before me _____, 2026

Julie Goodyear
Town Manager

TOWNSEND POLICE DEPARTMENT



661 South Street, P.O. Box 223, Townsend, DE 19734
Office 302-464-1262 or 302-464-1237 / Emergency and Non-Emergency 911

October 2026 Town Council Meeting Period: August 1, 2026 – August 31st, 2026

- (1) Total Calls For Service - TPD: 243*
- DSP: 9

Civil Matter:	0	Parking Violations:	3
Harassment:	1	Psychiatric Incident:	0
PD Crash (1 H/R)	0	Suspicious Activity:	0
Local Fugitive:	1	Suspicious Veh:	5
Traffic Service:	3	Warrant Attempt:	0
Assault:	1	Welfare Check:	2
Crim Mischief:	1	AOA:	10
Burg Alarm:	0	Domestic Incident:	2
Public Rel/Assist:	4	Traffic Hazzard:	0
Property Check:	21	Missing Juvenile:	0
Burglary (residence):	0	Disabled Veh:	1
OPR:	1	Vehicle Repo:	1
Theft:	2	Death Investigation:	0
Abandoned Veh:	3		
Terroristic Threat:	1	Trespass:	2

- (2) Directed Enforcement / Community Outreach Event(s) / Notable:
- Directed Patrol – Main St: 44 stops with 34 citations and 10 warnings
 - Directed Patrol – Wiggins Mill Rd: 11 stops with 8 citations and 3 warnings
 - Directed Patrol- Townsend Park(Edgar Rd-Helen Dr): 9 stops with 6 tickets and 3 warnings
 - Community Outreach- Assisted Town Hall with the backpack stuffing event
- *Includes approx. 136 vehicle stops resulting in 110 citations along with 26 warnings (along with an additional 52 parking violation warnings)*

ANNUAL CALL STATS

2024 / 2025 / 2026

- (3) 2024 Total Calls – TPD:487**
- (4) 2025 Total Calls – TPD:584**
- (5) 2026 Total Calls – TPD: 1253 (as of 10-2-2026)**

TOWNSEND POLICE DEPARTMENT COMPENSATORY TIME (ACCUMULATED TIME) POLICY

1. Purpose

The purpose of this policy is to establish uniform procedures for the earning, accumulation, use, and payment of compensatory time by eligible employees of the Townsend Police Department in accordance with the Fair Labor Standards Act ("FLSA"), applicable federal and state law, and Town policy.

For purposes of this policy, compensatory time may also be referred to as "Accumulated Time" or "AT."

2. Eligibility

FLSA non-exempt employees who are eligible to receive overtime compensation may, subject to this policy, receive compensatory time in lieu of cash payment for approved overtime worked.

Compensatory time under this policy shall not automatically apply to employees classified as exempt from the overtime requirements of the FLSA. Any compensatory time or additional compensation provided to an exempt employee shall be governed separately by applicable Town policy, employment terms, or other authorization.

3. Authorization of Overtime

Overtime must be authorized in advance by the Police Chief or the Chief's designee, except in emergency circumstances or situations in which obtaining prior authorization is impracticable.

Nothing in this policy authorizes an employee to work overtime without approval. However, all hours that the Town is legally required to treat as compensable work shall be recorded and compensated in accordance with applicable law.

4. Election of Compensatory Time

An eligible employee may request to receive compensatory time in lieu of cash overtime compensation for approved overtime hours.

The Town reserves the right, consistent with applicable law, to compensate overtime through cash payment rather than compensatory time based upon operational, staffing, budgetary, or other legitimate management considerations.

Compensatory time may only be provided pursuant to an agreement or understanding between the Town and the employee established prior to the performance of the overtime work. Each eligible employee shall acknowledge this policy and the compensatory-time arrangement in writing.

5. Accrual Rate

For each hour of overtime for which compensatory time is authorized in lieu of cash overtime compensation, the employee shall receive one and one-half (1.5) hours of compensatory time.

Example: An employee who works four (4) qualifying overtime hours and elects, and is authorized to receive, compensatory time will receive six (6) hours of compensatory time.

An employee shall not receive both full cash overtime compensation and 1.5 hours of compensatory time for the same overtime hours unless specifically authorized under an arrangement permitted by law.

6. Maximum Accumulation

An employee may accumulate a maximum of **eighty (80) hours** of compensatory time.

Once an employee reaches the maximum accumulated balance, additional qualifying overtime shall be compensated through cash overtime payment unless the employee's balance is reduced below the maximum before the additional compensatory time is credited.

The Town-established eighty (80) hour maximum is an internal limit and applies notwithstanding any higher maximum accumulation permitted under the FLSA.

7. Use of Compensatory Time

Employees may request to use accumulated compensatory time at any time after it has been earned.

Requests shall be submitted to the employee's immediate supervisor as far in advance as reasonably practicable.

Requests to use accumulated compensatory time shall be granted within a reasonable period following the request unless the requested absence would unduly disrupt the operations of the Police Department, including its ability to maintain appropriate staffing and provide necessary public-safety services.

Approval or denial of a request shall be based upon legitimate operational and staffing considerations and applicable law.

Employees may only use compensatory time that has already been earned and credited to their accumulated balance.

Employees are not required to exhaust vacation leave before using accumulated compensatory time.

8. Management and Cash-Out of Accumulated Balances

The Town reserves the right, consistent with applicable law, to manage accumulated compensatory-time balances in order to address operational, staffing, and financial considerations.

The Police Chief may manage the scheduling and use of accumulated compensatory time within the Police Department and may recommend that an employee's accumulated balance be reduced through the use of compensatory time, cash payment, or a combination of the two.

Any discretionary cash payment or cash-out of accumulated compensatory time requires the prior approval of the Town Manager. The Police Chief shall not independently authorize a discretionary cash-out of accumulated compensatory time.

Upon approval by the Town Manager, the Finance Officer shall process the authorized payment in accordance with the Town's established payroll procedures and applicable budgetary requirements.

Nothing in this section shall limit or delay any payment of accumulated compensatory time that is required by federal or state law, including payment required upon separation from employment.

Any cash payment of accumulated FLSA compensatory time shall be calculated in accordance with applicable federal law.

9. Payment Upon Separation

Upon separation from Town employment for any reason, including resignation, retirement, termination, or death, an employee shall be compensated for all unused FLSA compensatory time as required by applicable law.

Payment shall be made at the rate required by the FLSA, which is no less than the higher of:

1. The employee's final regular rate of pay; or
2. The employee's average regular rate of pay during the final three (3) years of employment.

A payment required by law upon separation does not require discretionary approval by the Town Manager.

10. Recordkeeping

All overtime worked and compensatory time earned or used shall be accurately reported through the Town's established timekeeping and payroll procedures.

The official compensatory-time balance maintained by the Town shall control.

Employees and supervisors are responsible for ensuring that overtime, compensatory-time accruals, and compensatory-time usage are accurately documented and submitted within the applicable payroll period.

11. Compliance With Law

This policy shall be administered in accordance with the Fair Labor Standards Act, applicable regulations of the United States Department of Labor, Delaware law, and other applicable Town policies.

If any provision of this policy conflicts with applicable law, the requirements of applicable law shall control.

The Town reserves the right to amend, suspend, or discontinue this policy, subject to applicable law and any legally binding agreement.

Employee Acknowledgment

I acknowledge that I have received and reviewed the Townsend Police Department Compensatory Time (Accumulated Time) Policy. I understand that compensatory time may be provided in lieu of cash overtime compensation in accordance with this policy and applicable law.

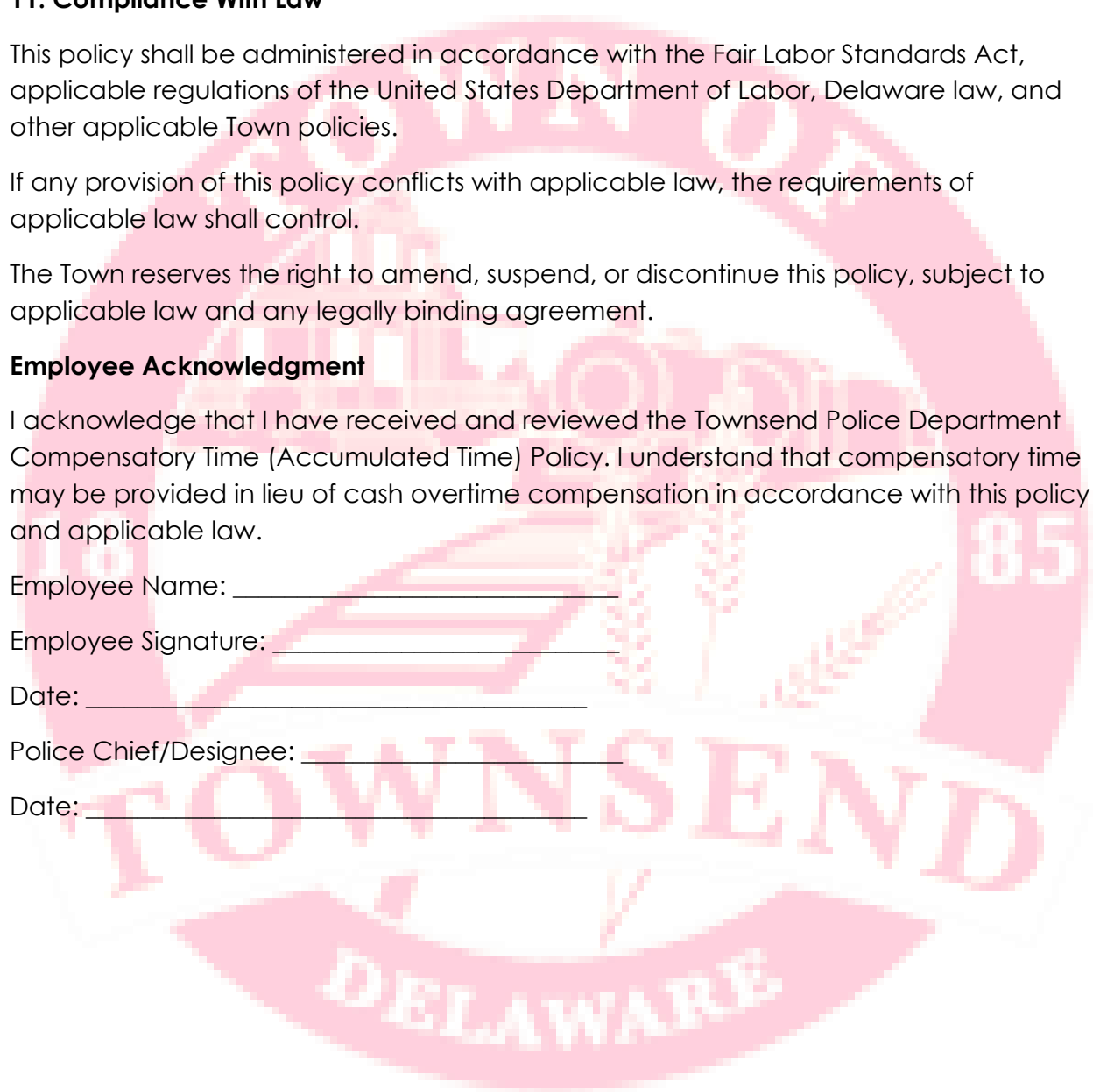
Employee Name: _____

Employee Signature: _____

Date: _____

Police Chief/Designee: _____

Date: _____



Town of Townsend Engineer's Report

TO: Julie Goodyear, Town Manager

FROM: Brian Miller, PE

DATE: October 2, 2026

General Engineering

Date	Description
9/17/2026	Attended Public Safety Committee meeting via Teams.

Permit Reviews

TWNSD25001

Date	Description
9/11/2026	Reviewed permit 27-00016
9/15/2026	Reviewed permits 27-0019 and 27-00020
9/22/2026	Reviewed permit 27-00021

Capital Projects

TWNSD25009 661 South Street

Date	Description
9/11/2026	Submitted OSFM site plan approval via email.

TWNSD26004 Public Works Facility

Date	Description
10/1/2026	Performed field survey services.

TWNSD26005

Date	Description
7/31/2026	Submitted requested proposal for services via email to Town Manager.

TWNSD26006 Comprehensive Plan Map

Date	Description
9/30/2026	Submitted updated Map 4 via email to Town Manager.

Development Projects

TWNSD25003 Woods at Hidden Creek

Date	Description
9/30/2026	Performed storm sewer site inspection. Construction in Phases 7 & 9 is ongoing with roadway construction beginning.

TWNSD25004 Townsend Cove (Acres)

Date	Description
	Construction underway. No Town inspections to date.

TWNSD25005 Townsend Crossing

Date	Description
4/2026	Coordination with developer via email regarding bonding requirements.

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



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Brian Miller, Town Engineer
Lisa Hatfield, Town Solicitor
Julie Abrams, Administrative & Events Coordinator

Town Manager- Monthly Report September 2026 Recap

Townhall/TM:

- TM attended PS Committee MTG- 9/1
- TM attended PC & Council MTG- 9/1
- TM administered bi-monthly staff MTG- 9/2
- TM attended Monthly Council MTG- 9/2
- TM along with Mayor and Town Solicitor attended meeting with PLUS & Cabinet Committee to review next steps in Comp Plan edits.- 9/4
- TM attended Planning Commission MTG- 9/9
- TM attended Code Review MTG- 9/11
- TM attended PWLUD Committee MTG- 9/11
- TM attended Special Council MTG- 9/11
- TM attended Cabinet Committee MTG with State Planning- 9/14
- TM and FO attended MTG with Auditors to start Audit for FY26- 9/15
- TM met with Engineer partners to discuss Future Growth Map Edits- 9/16
- TM attended PC Committee MTG- 9/17
- TM attended HR Committee MTG- 9/17
- TM attending Planning Commission MTG- 9/21
- TM attended webinar "From Ordinance to Ordinance"- 9/23
- TM attended PWLUD Committee MTG- 9/24
- TM attended training on SB23 and HB450 Guidance- 9/25
- TM met with PLUS to get another update on progress to 2026 Comp Plan edits- 9/25
- TM attended PW Staff Meeting- 9/25
- TM attended workshop for DCF Grant Application- 9/28
- TM & all Staff attended the Ribbon Cutting Ceremony for the "Community Pantry"- 9/29
- TM attended the Grant Writing Seminar at Del Tech- 9/29

Permits: 16 permits issued in September

- | | |
|------------------------|----------------|
| • Concrete Pavers (1) | • Plumbing (1) |
| • Driveway (1) | • Roof (1) |
| • Fence (3) | • Shed (2) |
| • HVAC (4) | • Sign (1) |
| • New Construction (2) | |

Licensing:

- 4 Contractor License issued/ renewed in September
 - 133 Active Contractor Licenses
- 30 Business Licenses active for 2026
- 18 Rental Licenses renewed for 2026

Grants:

- DCF- Capital Grant App

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townhall@townsend.delaware.gov

- Project- Townsend Community Center
 - Requesting: \$20,000
- ORPT 2026
 - Requesting Funding for Inter-abled playground at larger park
- CEPF Application: Requesting \$50,000
 - Intended for accessibility improvements for Larger Park

Rentals: 0 Park, Pavillion or Gazebo Rentals in September

- Slims Chance Bulldogs- Have rented the baseball fields for the season(season to end 10/31). Daily rental from 4:30pm to 8:00pm.

Code Enforcement: 1 Violation(s) Issued

- Unpermitted Work- Roof (1)

Property Information Requests: 19 (Generating \$190.00 in revenue)

- | | | |
|-----------------|-----------------|-----------------|
| • 25-003.00-058 | • 25-004.00-309 | • 25-004.00-006 |
| • 25-008.00-015 | • 25-008.00-082 | • 25-008.00-206 |
| • 25-008.00-082 | • 25-008.00-105 | • 25-008.00-010 |
| • 25-001.00-049 | • 25-008.00-041 | • 25-006.00-019 |
| • 25-001.00-265 | • 25-004.00-309 | • 25-008.00-186 |
| • 25-001.00-017 | • 25-004.00-241 | |
| • 25-003.00-007 | • 25-001.00-233 | |

FOIA Requests: 12 Requests

- All Permits issued from date range (8/1/26 to 8/31/26)
- Records request for PO's issued for: TAPCO, Traffic Logix and Trident Products for the last three years
- Deed Copy Request request for resident: 146 Esch Street
- Records Request for Property Address: 505 Hugh Circle
- Records request for parcel # 25-004.00-071
- Records request for violation history for property (1154 E. Founds St.) for the timeframe (2022-2026)
- Records request for parcel #25-006.00-025
- Property Survey request for property: 212 Edgar Road
- Records request for PO's issued for: Brycer the Compliance Engine, ESO Records Management system, Image Trend, IROL, National Time and Signal, Pyramid Time Systems, and Vector Solutions for the last three years.
- Records Request of all PO's issued from the date range 3/1/26 to 7/31/26
- Records request of meeting recordings for Planning Commission and Council Joint meetings held on 9/1/2026
- Records request for parcel #25-003.00-058

Owner Complaints: 1 Complaints received

- Unauthorized/unpermitted work performed at 305 Gray Street (Received 9/8/26)
 - Concerns were reviewed and inspected on (9/8/26 & 9/9/26) no evidence of complaint validity. LVM for Owner of complaint address to discuss, pending a return call.

Respectfully Submitted,

Julie Goodyear
Town Manager

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



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Julie Abrams, Administrative Assistant
Rick Boyer, Public Works Supervisor
Brian Miller, P.E., Town Engineer
Lisa Hatfield, Town Attorney

Public Works Supervisor – Monthly Report October 2026

Public Works September Completed Tasks / Projects:

- Radar sign moved to new location on Caldwell Corner Rd
- Utility Box at park – wooden surround to cover exposed holes
- Weed sprayed town streets
- Monthly light inspection – 11 lights reported to DelMarva
- Monthly road inspection
- Park play sets pressure washed
- PW performed oil changes on PW vehicles
- Carburetor replaced on 1 weed trimmer
- Fence at small park completed
- Sprinkler test performed at Municipal Park
- Park asset assessment for replacing and repairing items for beautification
- Winter prep has begun
- Park walking trails cut back

Upcoming October Tasks / Projects:

- Continue street sign replacement
- W/ Police, coordinate new and updated traffic signs
- Reassess town sidewalks to be repaired
- Snow blower repair
- Fall fest / Movie Night in the Park – 10/2
- TES Trunk-or-Treat – 10/23
- TES Harvest parade – 10/30
- Repaint curbs at fire hydrants
- Removal and install of park picnic benches – 2
- Chainsaw training
- Wheel replacement for eXmark mower
- New PW Plow Truck
- Bagged salt purchase
- New bedding for Gazebo and Exercise areas

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Meetings / Events / Education

- Monthly Safety skills
- Attended monthly DFIT Meeting 9/15/2026
- Attended PWLUD meeting – 9/11/2026
- Held PW Staff Meeting – 9/25/2026

Animal / Wildlife interactions

- Assisted with 5 stray goats on Cannery Ave – Corralled out of road and provided water

Gap Analysis and Resolution of Winter Maintenance

- Identify gaps to be self-sufficient for combatting winter weather
 - Equipment
 - Manpower
 - Training and education
 - *As growth occurs, increased equipment, materials, and manpower will be necessary. Hidden Creek, Townsend Cove, Townsend Crossing
- 2026 / 2027 Season resolution
 - Additional plow truck
 - Equipment training and education regarding materials, treatment timing, chemical vs temperature reaction
 - Additional “on call” staffing for sidewalks and walkways
- Long term resolution
 - ***As growth continues, the town will acquire additional roads to maintain***
 - Additional Salt spreader will be required
 - Additional plow truck(s) will be required
 - Additional staff will be required
 - Additional materials will be required – Salt, fuel, Brine? (possible future treatment method)
 - Additional tools and equipment will be required – snow blowers, shovels, spreaders
 - Training and education



TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
August 31, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Impact Fees: Community Services (FD)	41,250.00	1,500.00	(39,750.00)	4%
Franchise Fees	18,000.00	5,907.94	(12,092.06)	33%
Interest Income	160,900.00	22,310.83	(138,589.17)	14%
Property Transfer Taxes	300,000.00	54,057.61	(245,942.39)	18%
Real Estate Property Tax	1,244,850.00	1,241,549.36	(3,300.64)	100%
Rental Registration Fee	1,000.00	210.00	(790.00)	21%
Miscellaneous Income	5,800.00	2,328.00	(3,472.00)	40%
Total Administrative Revenues	1,771,800.00	1,327,863.74	(443,936.26)	75%
Impact Fees	371,250.00	14,700.00	(356,550.00)	4%
Licenses & Fees	87,550.00	5,220.00	(82,330.00)	6%
Town Permits	378,100.00	19,377.17	(358,722.83)	5%
Total Permits & Licenses Revenues	836,900.00	39,297.17	(797,602.83)	5%
Park rental	2,000.00	615.00	(1,385.00)	31%
Total Park & Recreation Revenues	2,000.00	615.00	(1,385.00)	31%
Grants Revenue	126,585.00	-	(126,585.00)	0%
Municipal Street Aid Grant	59,800.00	28,589.65	(31,210.35)	48%
Total Grant Revenues	186,385.00	28,589.65	(157,795.35)	15%
Community Events: Donations	1,600.00	-	(1,600.00)	0%
Town Fair Donation	1,500.00	-	(1,500.00)	0%

Community Events: Town Fair	5,000.00	-	(5,000.00)	0%
Total Community Events Revenues	8,100.00	-	(8,100.00)	0%

General Fund Revenue Totals	2,805,185.00	1,396,365.56	(1,408,819.44)	50%
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EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Fire House Impact Fees	41,250.00	-	(41,250.00)	0%
Accounting Audit	31,000.00	-	(31,000.00)	0%
Investments Fees	29,700.00	4,677.78	(25,022.22)	16%
Computer/Software Support	55,100.00	21,200.10	(33,899.90)	38%
Copier Maintenance Agreement	1,300.00	321.90	(978.10)	25%
Town Insurance	40,300.00	18,931.82	(21,368.18)	47%
Town Hall Cleaning/Pest Ctrl	3,600.00	600.00	(3,000.00)	17%
Membership Fees	1,100.00	675.40	(424.60)	61%
General Town Hall Expenses	10,000.00	3,002.04	(6,997.96)	30%
Office Equipment	1,000.00	149.00	(851.00)	15%
Security System @ 141 Main Street	1,000.00	-	(1,000.00)	0%
Office Supplies	1,500.00	493.65	(1,006.35)	33%
Postage & Delivery	4,000.00	1,206.73	(2,793.27)	30%
General Legal	63,200.00	2,458.15	(60,741.85)	4%
Trash Collection Service	270,500.00	65,606.72	(204,893.28)	24%
Utilities - Town Hall	17,800.00	1,180.34	(16,619.66)	7%
Miscellaneous Expense	15,900.00	4,481.71	(11,418.29)	28%
Total Administrative Expenditures	588,250.00	124,985.34	(463,264.66)	21%
Payroll & Benefits	606,850.00	85,054.54	(521,795.46)	14%
Total Payroll Expenditures	606,850.00	85,054.54	(521,795.46)	14%
Street Lights	117,800.00	19,446.72	(98,353.28)	17%
Total Street Lights Expenditures	117,800.00	19,446.72	(98,353.28)	17%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
General Engineering	60,000.00	9,815.00	(50,185.00)	16%
Studies	83,750.00	-	(83,750.00)	0%
Code Enf/Inspections	40,000.00	7,180.00	(32,820.00)	18%
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%
Total Code & Planning Expenditures	184,750.00	16,995.00	(167,755.00)	9%
Town Equipment Fuel	4,500.00	879.01	(3,620.99)	20%
Park Maintenance Expense	35,385.00	604.41	(34,780.59)	2%
Vehicle/Equipment Maintenance	11,065.00	33.98	(11,031.02)	0%
Public Works Equipment	9,610.00	961.48	(8,648.52)	10%
Public Works Uniforms	1,750.00	183.06	(1,566.94)	10%
Street, Sidewalk & Curb Maintenance	213,750.00	32.94	(213,717.06)	0%
Snow Removal	20,000.00	-	(20,000.00)	0%
Total Public Works Expenditures	296,060.00	2,694.88	(293,365.12)	1%
Community Relations	1,150.00	926.63	(223.37)	81%
Community Events Expense	14,600.00	590.44	(14,009.56)	4%
Total Community Events Expenditures	15,750.00	1,517.07	(14,232.93)	10%
General Fund Expenditure Totals	1,809,460.00	250,693.55	(1,558,766.45)	14%
Public Works Capital Expense	277,000.00	-	(277,000.00)	0%
Capital Expenses	71,600.00	4,418.00	(67,182.00)	6%
Total Capital Expenses	348,600.00	4,418.00	(344,182.00)	1%
General Fund Capital Expenditure Totals	348,600.00	4,418.00	(344,182.00)	1%



**TOWN OF TOWNSEND
POLICE INCOME STATEMENT**

August 31, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Impact Fees: Community Services	82,500.00	3,000.00	(79,500.00)	4%
Fines - Police	6,600.00	3,951.23	(2,648.77)	60%
Miscellaneous Income	4,800.00	130.00	(4,670.00)	3%
Transfers In	174,775.00	-	(174,775.00)	0%
General Fund Revenue Totals	268,675.00	7,081.23	(261,593.77)	3%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Repairs & Maint - Vehicles/Equipment	7,400.00	1,819.06	(5,580.94)	25%
Security System - 661 South St	8,200.00	550.00	(7,650.00)	7%
Computer/Software Expense	3,000.00	37.50	(2,962.50)	1%
PD Equipment	10,000.00	906.31	(9,093.69)	9%
Weapons Supplies	2,100.00	-	(2,100.00)	0%
Training Classes	8,100.00	21.48	(8,078.52)	0%
Fuel	10,100.00	1,206.23	(8,893.77)	12%
Insurance	13,800.00	6,538.19	(7,261.81)	47%
Uniforms: PD	6,400.00	148.52	(6,251.48)	2%
General Engineering	5,000.00	-	(5,000.00)	0%
Legal Services	2,000.00	-	(2,000.00)	0%
Utilities - PD	21,900.00	2,421.03	(19,478.97)	11%
Miscellaneous Expense	5,600.00	701.19	(4,898.81)	13%
Total Administrative Expenditures	103,600.00	14,349.51	(89,250.49)	14%
Payroll & Benefits	433,600.00	48,995.31	(384,604.69)	11%
Total Payroll Expenditures	433,600.00	48,995.31	(384,604.69)	11%
Police Fund Expenditure Totals	537,200.00	63,344.82	(473,855.18)	12%
Capital Expense - PD	378,600.00	112,863.79	(265,736.21)	30%
Total Capital Expenses	378,600.00	112,863.79	(265,736.21)	30%
Police Fund Capital Expenditure Totals	378,600.00	112,863.79	(265,736.21)	30%



TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
August 31, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Grants Revenue	46,670.00	-	(46,670.00)	0%
Special Revenue Fund Revenue Totals	46,670.00	-	(46,670.00)	0%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Capital Expenses - ARPA	46,670.00	-	(46,670.00)	0%
Special Revenue Fund Expenditure Totals	46,670.00	-	(46,670.00)	0%



TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
 August 31, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Police Grants Revenue	40,350.00	-	(40,350.00)	0%
Police Grants Fund Revenue Totals	40,350.00	-	(40,350.00)	0%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Aug 17%
Overtime	40,350.00	1,840.00	(38,510.00)	5%
Police Grants Fund Expenditure Totals	40,350.00	1,840.00	(38,510.00)	5%
Misc Expense	-	5,090.00	5,090.00	
Police Grants Capital Expenditure Totals	-	5,090.00	5,090.00	

Notes:

As of Aug 31, 2026 we should be at 17% of the Town's budget.

General Fund revenue is at 50%. Tax billing was recorded in August

General Fund operating expenses are at 14%. Aug legal invoice not yet received so amount is unknown and not included in Aug reports.

PD revenues are under target at 3%.

PD operating expenses are slightly under target at 12%.

Capital Expenses Purchased:

PW utility trailer	4,418.00
2 PD vehicles	103,809.00
4 AEDs	5,899.79
PD building expenses (Storage)	275.00
PD building expenses (Pennoni)	2,880.00

ESTIMATE

GENERATION ELECTRICAL
SERVICES
PO Box 225
302.540.0397
Townsend, DE 19734-0225

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http://www.generationelectricalserv
es.com



Bill to
Town of Townsend

Estimate details
Estimate no.: 1253
Estimate date: 04/24/2026

#	Product or service	Description	Qty	Rate	Amount
1.	pole light	install 4 new pole lights and bases . Price includes pole bases (concrete with rebar), 4 15' square poles, and 4 new pole mounted fixtures wired and installed.	1		\$0.00
2.	pole fixtures and wall packs	RAB A22-150X A22 150/120/100W	4	\$310.00	\$1,240.00
3.	pole mounting kit	LIGHTING POLE MOUNTING KIT	4	\$40.00	\$160.00
4.	pole	RAB PS4-11-`15D2 4IN 15FT POLE	4	\$750.00	\$3,000.00
5.	BOLT KIT	BOLT KIT	4	\$130.00	\$520.00
6.	POLE BASES	3' concrete pole base with rebar	4	\$1,950.00	\$7,800.00
7.	Misc materials	Misc	1	\$700.00	\$700.00
8.	Labor	labor	1	\$3,800.00	\$3,800.00
9.	Sales		4	\$300.00	\$1,200.00
Total					\$18,420.00

Accepted date

Accepted by

Accepted by

ESTIMATE

GENERATION ELECTRICAL
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PO Box 225
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Townsend, DE 19734-0225

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es.com



Bill to
Town of Townsend

Estimate details
Estimate no.: 1256
Estimate date: 09/30/2026

#	Product or service	Description	Qty	Rate	Amount
1.	directional boring	directional bore from gazebo electrical panel to the 4 pole locations directional bore from the panel by the perimeter to the 3 pole locations 1" conduit to each location	1	\$12,700.00	\$12,700.00
2.	Sales	addition 1" conduit for each pole location for future		\$1,650.00	\$1,650.00
Total					\$14,350.00

Accepted date

Accepted by

RFP Tracker

Project: PW Plow Truck

[illegible]