



**Townsend Town Council Meeting Agenda**  
**July 10<sup>th</sup>, 2024 @ 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. Recognition of Visitors:
  - D. 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 June 10<sup>th</sup>, 2024, Town Council Meeting Minutes.
  - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the June 10<sup>th</sup>, 2024, Town Council Meeting Executive Session Minutes.
- VI. Departmental Reports:
  - A. Mayor S. Lobdell
    1. **ACTION ITEM:** Discussion and possible vote on appointment of council member.
      - i. Oath of Office for newly elected Council Member
    2. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Elections Member.
      - i. Possible swearing in of new Board of Elections member.
    3. **ACTION ITEM:** Discussion and possible vote on appointment of Planning Commission Member(s).
      - i. Possible swearing in of new Planning Commission Member(s).
    4. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Adjustment Member.
      - i. Possible swearing in of new Board of Adjustment member.
    5. **ACTION ITEM:** Discussion and possible vote on Rules for Town Meetings
  - B. New Castle County Councilman David Carter
  - C. Town of Townsend Police Chief's Report
  - D. Town Solicitor Lisa Hatfield
  - E. Town Engineer Erik Gruenes
    1. **ACTION ITEM:** Discussion and possible vote regarding Bid(s) received for the Townsend Municipal Park Irrigation System.
  - F. Town Manager Julie Goodyear

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.

**VII. Committee Reports:**

- A. **Finance Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman J. Bangura
  - 1. Review and possible discussion on the May 2024 Budget vs. Actual Reports.
  - 2. **ACTION ITEM:** Discussion and possible vote regarding Resolution 2024-006 A Resolution to Affirm the Adoption of the FY 25 Municipal Budget.
- B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor S. Lobdell
- C. **Public Works and Land Use Development Committee:** Chair: Councilman J. Bangura, Co-Chair: Councilman M. Chapman
  - 1. **ACTION ITEM:** Discussion and possible vote regarding Remington and Vernik Engineers (RVE) proposal to provide Engineering Design and Construction Management Services for the 2024 Road Program.
  - 2. **\*ACTION ITEM:** Discussion and possible vote regarding preliminary plans for the Major Subdivision with re-zoning request for Parcel #: 25-008.00-002, 100 Karins Boulevard.
- D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: TBD
- E. **Community Engagement Committee:** TBD
  - 1. Discussion on upcoming events.
- F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman
  - 1. **ACTION ITEM:** Discussion and first reading of Ordinance 2024-003 An Ordinance to Amend Chapter 12 of the Townsend Municipal Code as Related to Trash and recycling Collection and Chapter 4 of the Townsend Municipal Code as Related to the Fee Schedule.
  - 2. **\*ACTION ITEM:** Discussion and first reading of ordinance 2024-001 An Ordinance to amend Section 18.04.010 of the Town Code to Further Clarify Permitting Requirements.
- G. **Veterans & Social Services Committee:** Chair: Councilman Chapman, Co-Chair: Councilman M. Suhr
  - 1. Discussion of Butterfly Garden plans and budget
  - 2. Discussion of Veterans Raffle plans and budget

**VIII.** Discussion of future agenda items.

**IX.** Recess Council Meeting to Convene Executive Session.

**X. **Convene Executive Session:**** Pursuant to 29 Del. C. §§10004(b)(2) and (4), the Town Council will consider a motion to meet in executive session for a strategy session, which will include legal advice or opinions from an attorney-at-law, with respect to potential litigation, as well as discussions that may have an adverse effect on the bargaining or litigation position of the Town, and 29 Del. C. §10004 (B)(9), the Town Council will consider a motion to meet in executive session for a strategy session, to address personnel matters.

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

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

**XIII.** Adjournment.