



**Townsend Town Council Meeting Agenda**  
**October 2<sup>nd</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: approximately 7:02 pm.
- II. Opening Ceremonies
  - A. Roll Call: Mayor S. Lobdell, Councilman J. Bangura, Councilman M. Chapman, Councilman M. Suhr, Town Manager J. Goodyear, Chief of Police R. Longo, Officer B. Peters, Town Engineer E. Gruenes, and Town Solicitor L. Hatfield. Councilman D. Wiggins – Absent.
  - B. Pledge of Allegiance: all present recited the Pledge of Allegiance.
  - C. Recognition of Visitors:
    1. Mayor Lobdell recognized all visitors present as reflected on the sign in sheet and via zoom: New Castle County Councilman D. Carter, Dwain Haines, and Edgar Dugan.
  - D. Announcements:
    1. CM Chapman thanked everyone who worked on the Town Park Irrigation and the Public Works Staff for their maintenance of the Town Park.
    2. CM Chapman thanked Rob Allen of the Handler Corporation for volunteering and installing ADA compliant ramps in Townsend Village I (TVI). CM Chapman noted these were not included in the original plans for the development. CM Chapman confirmed this was done at no charge to the Town or the TVI HOA (Homeowner Association).
- III. General Citizen Comments
  - A. None.
- IV. Review/Adoption of Agenda
  - A. No motion made for this agenda item.
- V. Approval / Rejection of Minutes:
  - A. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the September 4<sup>th</sup>, 2024, Town Council Meeting Minutes.
  - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the September 4<sup>th</sup>, 2024, Town Council Meeting Executive Session Minutes.
  - C. **ACTION ITEM:** Approval/ Rejection of Special Town Council Minutes from the September 23<sup>rd</sup>, 2024, Town Council Meeting Minutes.
  - D. **ACTION ITEM:** Approval/ Rejection of Special Town Council Minutes from the September 23<sup>rd</sup>, 2024, Town Council Meeting Executive Session Minutes.
  - E. *CM Chapman motioned to approve the minutes from agenda section V. items A., B., and C. CM Bangura seconded the motion. Voice vote of Council: all yea's.*
    1. Council approved the minutes from the:
      - a. September 4<sup>th</sup>, 2024, Town Council Meeting.
      - b. September 4<sup>th</sup>, 2024, Town Council Meeting Executive Session.
      - c. September 23<sup>rd</sup>, 2024, Town Council Special Meeting Minutes.
  - F. Minutes from September 23<sup>rd</sup>, 2024, Town Council Special Meeting were tabled.

**VI. Departmental Reports:**

**A. Mayor S. Lobdell**

1. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Elections Member.

- a. Possible swearing in of new Board of Elections member.

- i. No motion made, nor action taken for this agenda item.

**B. New Castle County Councilman David Carter**

1. NCC Carter stated 50 tickets were sold for the Townsend Fire Company Fundraiser and advised the Townsend Fire Company is looking to hold another fundraiser in March.
2. NCC Carter advised the sewer agreement needs to be updated. NCC Carter confirmed agreements will be for five years. NCC Carter advised he will connect NCC Engineer with TM Goodyear to begin discussions.
3. NCC Carter confirmed Interfaith Community Housing of DE is planning to move forward with one of the Gray Street properties.

**C. Town of Townsend Police Chief's Report**

1. No additional items to report.

**D. Town Solicitor Lisa Hatfield**

1. TS Hatfield advised she has no updates.

**E. Town Engineer Erik Gruenes**

1. CM Chapman thanked TE Gruenes for his work on the Town Park Irrigation System. TE Gruenes confirmed the Construction Inspector will be performing the final inspection in the coming week.
  - a. TE Gruenes to review the as-built plans for the Town Park Irrigation System that have been received by the Town.
2. TE Gruenes confirmed the annexation layer has been added to the GIS Map. TE Gruenes explained the proposed annexations and the revision to the newest annexation are included on the annexation layer.
3. TE Gruenes confirmed some of the lots listed on his report have been completed at the Woods of Hidden Creek and will be following up with the Developer to update his report for November. TE Gruenes advised he will be visiting the site more frequently to monitor the progress.

**F. Town Manager Julie Goodyear**

1. TM Goodyear briefly recapped the TM Monthly Report.
  - a. TM Goodyear provided a brief explanation on how FOIA requests are handled and what requests were received.
  - b. TM Goodyear explained that TC Rivera has taken on the project of preparing items for Destruction and Preservation per the State mandated Records Retention policy as provided by the Delaware Public Archives.
  - c. CM Chapman advised unlicensed Business Licenses in Town must be addressed.

- d. Mayor Lobdell reported additional potholes need to be addressed by Public Works.
  - e. CM Chapman advised an organization has reached out to donate a tree to the Town and confirmed the previously proposed location was Little Italy Pizza Shop. CM Chapman advised outreach has been made to the owner and confirmed the owner is interested in accepting the tree donation.
2. **ACTION ITEM:** Discussion on Trick or Treating night and procedures
- a. Council confirmed the Town has historically held Trick-or-Treating on October 31<sup>st</sup> from 6-8 pm and advised to refer to the previous year's posting for guidelines. Chief Longo confirmed there will be officers on duty.
3. **ACTION ITEM:** Discussion and possible vote on the bid(s) received for the road paving of Finley Street and Fulton Street.
- a. TE Gruenes confirmed the internal construction estimate was \$34,920 for the Finley Street rehabilitation.
  - b. TM Goodyear confirmed the Town had received bids from Delaware Environmental Services and Grover Asphalt Services. TM Goodyear noted the bid received by Grover includes \$5,500 in concrete repairs. TM Goodyear and TE Gruenes advised the Town does not anticipate spending \$5,500 for the concrete repairs which will lower the estimate provided.
  - c. Council agreed for TM Goodyear to negotiate with Delaware Environmental Services and Grover Asphalt Services to lower their bids.
  - d. *CM Chapman motioned to approved action item VI.F.3. not to exceed \$36,270 funded with the Road Program money. CM Bangura seconded the motion. Voice vote of Council: all yea's.*
    - i. Council approved expenditure of \$36,270 from the Road Program towards the rehabilitation of Finley Street by Delaware Environmental Services or Grover Asphalt Services.

**VII. Committee Reports:**

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

- 1. **ACTION ITEM:** Review and possible discussion on the August 2024 Budget vs. Actual Reports.
  - a. TM Goodyear advised there are no items out of the ordinary.
  - b. TM Goodyear noted RVE's numbers are not accurate as payments have been made for July or August.

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

- 1. No reports.

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

- 1. No reports.
- 2. CM Bangura and Chief Longo thanked the Public Works Staff for their hard work and cooperation.

- D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: Councilman D. Wiggins
  - 1. No reports.
- E. **Community Engagement Committee:** Chair: Councilman D. Wiggins
  - 1. TM Goodyear announced the Town will be participating in Townsend Elementary’s Truck-or-Treat on October 18<sup>th</sup> from 5 – 7 pm. TM Goodyear confirmed Casella will be supplying the pumpkins for this year.
- F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman
  - 1. **ACTION ITEM:** Discussion and first reading regarding enforcement of the dumpster ordinance.
    - a. CM Chapman summarized the history and changes made.
    - b. TM Goodyear provided a reading of Ordinance 2024-003.
    - c. CM Bangura expressed a concern for safety with the allotment of 30 days for a dumpster in the residential district.
  - 2. *CM Chapman motioned to extend temporary dumpster ordinance for 30 days. CM Bangura seconded the motion. Voice vote of Council: all yea’s.*
    - a. Council lifted the dumpster ban for another 30 days.
- G. **Veterans & Social Services Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman M. Suhr
  - 1. CM Chapman advised the Committee will need to go over the Veterans Raffle and announced the next meeting is October 9<sup>th</sup> at 2:30 pm.

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

- A. CM Chapman requested for items discussed during the Public Works & Land Use Development Committee meeting be added to the next Council meeting agenda.

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

- A. No motion made, nor action taken for this agenda item.

**X. Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(9), 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 to address personnel matters.

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

- A. Council did not recess into executive session.

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

- A. No motion made, nor action taken for this agenda item.

**XIII.** Adjournment.

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A. *CM Bangura motioned to adjourn the meeting. CM Chapman seconded the motion. Voice vote of Council: all yea’s.*

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- 1. Council adjourned the meeting at approximately 8:07 pm.
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