



**Townsend Town Council Meeting Agenda**  
**January 8<sup>th</sup>, 2025 @ 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 7:01pm.
- II. Opening Ceremonies
  - A. Roll Call: Mayor S. Lobdell, Councilman J. Bangura, Councilman D. Wiggins, Town Manager J. Goodyear, Public Works Supervisor R. Boyer, Financial Officer J. Helms, Chief of Police R. Longo, Town Engineer E. Gruenes, and Mike Hoffman for Town Solicitor. Councilman M. Chapman and Councilman M. Suhr- Absent.
  - B. Pledge of Allegiance: All present recited the Pledge of Allegiance.
  - C. Moment of Silence: All present participated in a Moment of Silence.
  - D. Recognition of Visitors:
    1. Mayor Lobdell recognized all visitors present as reflected on the sign in sheet and via Zoom: Belfont Lyons Auditors, G. Fournaris and C. Riordan. Administrative Assistant K. Gallagher, C. Duke, R. Musacchio, and B. Taylor.
  - E. Announcements: None.
- III. General Citizen Comments: None.
- IV. Review/Adoption of Agenda:
  - A. *Mayor Lobdell made a motion to move items VII2 and VIF1 to the top of the agenda. CM Bangura seconded the motion. Voice vote of Council: all yeas.*
    1. The council adopted the agenda.
- V. Approval / Rejection of Minutes:
  - A. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from December 4<sup>th</sup>, 2024, Town Council Meeting.
  - B. *CM Wiggins made a motion to approve the December 4<sup>th</sup> minutes. CM Bangura seconded the motion. Voice vote of Council: all yeas.*
    1. The council approved the Town Council Minutes from the December 4<sup>th</sup>, 2024 Town Council Meeting.
- VI. Departmental Reports:
  - A. Mayor S. Lobdell
    1. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Elections Member.
      - i. Possible swearing in of new Board of Elections member.
      - ii. *No Motion Made Nor Action Taken.*
  - B. New Castle County Councilman David Carter
    1. CM D. Carter announces the productivity of Walnut St Construction plans.
    2. CM D. Carter announces that the county has a new executive.
    3. CM D. Carter announces Sewer agreement from NCC.

- C. Town of Townsend Police Chief's Report
  - 1. CM Bangura requests clarification on "Public Assists"
    - i. Chief clarifies that it covers a variety of non-criminal things.
  - 2. The Chief reports that the accreditation went well, and they would like to present it in front of the Council.
    - i. The council welcomed the idea.
- D. Town Solicitor Lisa Hatfield
  - 1. Nothing to Report.
- E. Town Engineer Erik Gruenes
  - 1. TM J. Goodyear shares she will be onsite with Woods at Hidden Creek to discuss street lighting strategies since last meeting it was asked of E. Gruenes to gather more information on why lights cannot be put in during the construction process.
- F. Town Manager Julie Goodyear
  - 1. **ACTION ITEM:** Discussion, Review and possible vote on Major Subdivision Application "Townsend Acres"
    - i. Members of Becker Morgan shared a presentation of the plans for Townsend Acres proposing duplex home designs.
    - ii. Middle of property will have wetlands and open space area.
    - iii. The plan would require tie into county sewer.
    - iv. The council questions walkability.
      - 1. Mr. Musacchio advised there will be paths to walk.
    - v. E. Gruenes states some concerns that he forwarded to TM J. Goodyear.
    - vi. TM J. Goodyear states that the PD has given blessing on coverage for Townsend Acres.
  - 2. *CM Wiggins made a motion to accept the preliminary plans for the development of Townsend Acres. Mayor Lobdell seconded the motion. Voice vote of Council: all yeas.*
    - i. The council accepted the preliminary plans for the development of Townsend Acres.
  - 3. TM J. Goodyear shares that December was a light month due to Holidays and events. She mentions our Tree Lighting was a success.
    - a. She states that PW supervisor position was filled by PW Rick Boyer.
    - b. There was a small increase in the insurance premium for vehicles but nothing major.
    - c. Permitting was slower with 15 permits issued.
    - d. Contractor's licenses are at 235 Contractors licensed to work within the Town.
    - e. Donations are coming in for the Town Fair as well as a grant application was completed but not awarded yet.
    - f. Finished application for Hazardous and invasive tree removal grant for the Town Park. The deadline is the end of January.
    - g. Awarded Trees for Wildlife Seedlings grant reimbursement. Will have to hold an educational event and will get reimbursed for the seedlings purchased.

- h. Receiving awarded contract for EECBG for \$40,000.00 that they can utilize once funds are received.
  - i. FOIA Request count.
4. TM Shares that there is a PW report to discuss.
- a. PWS R. Boyer agreed with the success of the Tree Lighting Event.
  - b. PWS R. Boyer shares he spoke with an arborist regarding trees that could be removed at the Town Park.
  - c. PWS R. Boyer spoke with 2 soccer clubs and will meet with them to discuss the use of the multipurpose fields.
  - d. Mayor S. Lobdell asks PW to prepare a report for the sidewalks that need repaired.
    - i. PWS R. Boyer states this is already in the works and will be available for next council meeting.
  - e. CM Wiggins asks if the estimate on the report for the gazebo is to replace the one that is currently there.
    - i. PWS R. Boyer replied yes.

**VII. Committee Reports:**

- A. **Finance Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman J. Bangura
1. **ACTION ITEM:** Review and possible discussion on the November 2024 Budget vs. Actual Reports.
    - a. FO J. helms says the Nov 2024 budget went well.
    - b. Nothing Further to report.
  2. **ACTION ITEM:** Review and Discussion of Audit Report including Financial Statements.
    - a. Auditors discovered no findings or recommendations within the audit.
    - b. Suggestion given to set up better procedures to follow up with delinquent taxes.
    - c. Assets are in line from last year.
    - d. Town came in \$240,000.00 under budget for 2024 FY.
- B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor S. Lobdell
1. Nothing to report.
- C. **Public Works and Land Use Development Committee:** Chair: Councilman J. Bangura, Co-Chair: Councilman M. Chapman
1. **ACTION ITEM:** Discussion and review of 2025 Road Program plans.
    - a. CM Bangura states everything is going as planned.
- D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: Councilman D. Wiggins
1. TM J. Goodyear announces RFP for PD Station Build has been advertised on Town Website and bid opening January 15<sup>th</sup>. Hoping to award contract by March.
- E. **Community Engagement Committee:** Chair: Councilman D. Wiggins
1. CM Wiggins paid compliments on December's Tree lighting event. He would like to coordinate better next year with the Fire Dept on Santa's arrival.

2. CM Wiggins also states that this year's Town fair will not have a parade due to keeping the focus on the fair. In lieu of a parade we will be offering demonstrations from groups and teams.

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

1. Nothing to report.

G. **Veterans & Social Services Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman M. Suhr

1. Nothing to report.

VIII. Discussion of future agenda items.

1. Nothing to discuss.

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

A. Mayor Lobdell suggested moving item 12 up on the agenda.

1. TM J. Goodyear shares that TC Rivera has departed from the position as of the end of 2024. Admin Asst. K. Gallagher has been filling in and TM J. Goodyear would like to recommend her for the Town Clerk Position.
  - a. Mayor Lobdell says reading of the resolution is not necessary.
  - b. TS shares that the Council can vote on the appointing of K. Gallagher but will have to wait for the next meeting to ratify the resolution, Per FOIA.
  - c. Mayor Lobdell shares that he would like to sign up K. Gallagher for courses to get the proper education needed for the Clerk role.
  - d. CM J. Bangura supports the recommendation.
2. *CM Wiggins made a motion to accept TM J. Goodyear's recommendation for Admin Asst. K. Gallagher to assume the Town Clerk position. CM J. Bangura Seconded the motion. Voice vote of council: All yeas.*
  - a. The council accepted K. Gallagher to assume the Town Clerk Position.

X. Adjournment.

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A. CM J. Bangura motioned to adjourn. CM D. Wiggins seconded the motion. Voice vote of council: All yeas.

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1. Meeting adjourned at approximately 8:51 pm.
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