



Townsend Town Council Meeting Agenda
March 5th, 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 7:03 pm.
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, CM J. Bangura, CM D. Wiggins, TM J. Goodyear, TS L. Hatfield, Chief R. Longo, TE E. Gruenes, and PWS R. Boyer.
 - 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: NCC CM D. Carter.
 - E. Announcements:
 1. TM Goodyear states there was an emergency in Townhall this week with a leak in the ceiling in the staff kitchen. She received quotes from contractors; however, the cost may be out of her spending authority.
 - a. TS Hatfield suggested making a motion to extend TM Goodyear's spending authority so this can be fixed as soon as possible.
 - i. *CM Wiggins made a motion to increase TM Goodyear's spending authority for this repair by \$5,000. CM Bangura seconded the motion. Voice vote of Council- all yeas.*
- III. General Citizen Comments: None.
- IV. Review/Adoption of Agenda:
 - A. *CM Bangura made a motion to adopt the March 5th council meeting agenda. CM Wiggins seconded the motion. Voice vote of Council- all yeas.*
- V. Approval / Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from February 5th, 2025, Town Council Meeting.
 1. *CM Wiggins made a motion to accept the council minutes from February 5th, 2025. CM Bangura seconded the motion. Voice vote of Council- all yeas.*
- 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.
 1. TM Goodyear stated that TC Gallagher is getting confirmation from both and then they can be sworn in.
 - B. New Castle County Councilman David Carter
 1. CM Carter states assessments have been completed for NCC but the deadline for appeals may be extended.

2. CM Carter confirms the county would like to give the small park on South and Commerce St to the Town.
 - i. TM Goodyear also confirms and states the only thing the town is waiting for is a property survey.
 1. TS Hatfield states there is a homeowner who is over the property line that will need to remove their things, but it should not hold up the transfer process. She also recommended sending a letter to the homeowner.

C. Town of Townsend Police Chief's Report

1. CM Bangura asks for clarification on "public assists" and "suspicious activity".
 - i. Chief answered with public assists are helping the public with simple things such as being locked out of their car, questions about the law, neighbor disputes, Etc. He also stated suspicious activity falls under things like unruly activity at the park, someone reporting pictures of their kids, or anything out of the norm.
2. **ACTION ITEM:** Review and discuss potential Police Department relocation.
 - i. Mayor Lobdell announced that the Police Dept may be able to relocate to a new building or property the Town owns on Wiggins Mill Rd which funding may be used for, Chief Longo Confirmed.
 1. TM Goodyear shared that if PW was moved to the Wiggins Mill Rd. property they would feel out of touch with the Town.
 2. Chief Longo is concerned with the location and size difference of the building on the Wiggins mill property vs. staying and have the addition put on the current PD building.
 - a. CM Wiggins and CM Bangura both agree on keeping the PD where it is to save the history of it.
 - b. CM Wiggins asked PWS Boyer what his opinion is on both locations.
 - i. PWS Boyer responded that he would be happy with either location as having their own space to have their offices and equipment would be ideal.
 - ii. CM Wiggins asked what the feedback is on the PD bid on getting rid of the Connex boxes.
 1. TM Goodyear answered with a lot of the contractors don't have the equipment to get rid of them or move them.
 - iii. CM Bangura suggested extending the bid date or reposting the available bid.
 1. Mayor Lobdell agreed to extend the bid date by 30 days.
 2. Chief Longo is going to look into the grant requirements and see if it can be carried into FY 2026.

D. Town Solicitor Lisa Hatfield

1. TS is working on the deed for the park on Commerce and South St.

2. TS states she is working on the Verizon contract, she is waiting for the rep to call her back.
 3. The Court of Chancery is at a standstill, she states it's a very long process.
- E. Town Engineer Erik Gruenes.
1. None.
- F. Town Manager Julie Goodyear
1. TM Goodyear shares the Town was accepted into the "First State First Shock" program which awards the Town a free defibrillator and all employees volunteered to become CPR certified.
 2. TM Goodyear shares that the Town has just signed their mosquito spraying letter which should start sometime in the spring.
 3. TM Goodyear shares town admin information.
 - i. 2 Permits, 12 Contractors licenses, 42 Business Licenses renewed with 7 pending and have been given late notices, 10 rental licenses with 5 pending.
 4. TM Goodyear shares the Town applied for cyber security grant funding which should be finalized in mid-May.
 5. TM Goodyear shares there were 10 Property information requests and 3 FOIA Requests.
 6. TM Goodyear shares that the Town is moving forward with an inter able playground grant application. Letters of support would be greatly appreciated and due by March 28th.
 7. **ACTION ITEM:** Review and discuss "Townsend Village Bike Path Project" as it relates to implementation and funding.
 - i. TM Goodyear shares prior to her tenure, the Town was awarded a \$30,000 grant last May which has an expiration of May 2025. The funding is only eligible for a feasibility study for a bike path.
 1. TS Hatfield suggested requesting an extension, which is possible by emailing the grantor.
- G. Public Works Supervisor Rick Boyer.
1. PWS Boyer reports that the new gazebo for the park should be here March 12th. It will be placed at the North end of the parking lot by the playground area.

VII. Committee Reports:

- A. **Finance Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman J. Bangura
1. **ACTION ITEM:** Review and possible discussion on the January 2025 Budget vs. Actual Reports.
- B. **Human Resources Committee:** Chair: Councilman Suhr, Co-Chair: Mayor S. Lobdell
1. Nothing new to report.
- C. **Public Works and Land Use Development Committee:** Chair: Councilman J. Bangura, Co-Chair: Councilman M. Chapman
1. Nothing new to report.
- D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: Councilman D. Wiggins

1. Nothing New to report.

E. **Community Engagement Committee:** Chair: Councilman D. Wiggins

1. CM Wiggins listed various details regarding the Town Fair and emphasized searching for volunteers.

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

1. Nothing new to report.

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

1. Nothing new to report.

VIII. Discussion of future agenda items.

- A. None.

IX. Adjournment.

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- A. *CM Wiggins made a motion to adjourn the meeting. Councilman Bangura seconded the motion. Voice Vote of Council- all yeas.*
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1. Adjourned approximately 8:59 pm.
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