



Sponsor:
Mayor Scott Lobdell

**RESOLUTION
2025-001**

A Resolution to Authorize Personnel Actions- Town Clerk.

WHEREAS, the Town of Townsend Town Charter Section 7.4.1 states that

7.4.1. The Town Clerk shall be appointed by the Town Council. The Town Clerk shall have the power to certify Town documents including, but not limited to, the Town map, ordinances, resolutions, regulations, amendments, contracts, planning documents, rules and by-laws. The Town Clerk shall have charge and custody of the Town Seal. The Town Clerk shall have charge and custody of books, journals, records, papers and other effects of the Town and shall keep the same in a safe and secure place. It shall be the duty of the Town Clerk to ensure proper administration and facilitation of municipal elections. The Clerk shall give notice of Council meetings to its members and the public, record all the proceedings of Council and keep a correct journal of the same in a book or books, to be provided for that purpose and also the papers relative and belonging to The Town of Townsend, all of which are to be carefully preserved and delivered to the Clerk's successor in office.; and

WHEREAS, a vacancy was created for the position of Town Clerk effective January 1st, 2025; and

WHEREAS, Mrs. Kelsey Gallagher has served the Town of Townsend as an administrative assistant since June 2022; and

WHEREAS, Mrs. Kelsey Gallagher holds the qualities and skills needed to effectively perform the duties and responsibilities of the Town Clerk along with being required to complete the required curriculum by the University of Delaware, Institute for Public Administration for Town Clerk within one year; and

WHEREAS, Mrs. Kelsey Gallagher has been recommended and received endorsement from the Town Manager; and

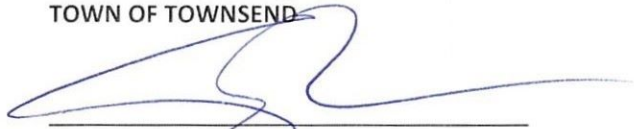
WHEREAS, at the January 8th, 2025 Town Council Meeting, Councilman Wiggins made a motion to promote Administrative Assistant Kelsey Gallagher to Town Clerk and begin negotiations for salary, which was seconded by Councilman Bangura and received a unanimous vote of approval; and

NOW, THEREFORE, BE IT RESOLVED that Mrs. Kelsey Gallagher shall be appointed to the position of Town Clerk in accordance with the terms and conditions set forth in the Town's Employment Handbook policy and procedures.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 5th day of February 2025.

Passed and Approved This 5th day of February 2025.

TOWN OF TOWNSEND



Scott Lobdell, Mayor

Vote of Council	Yea	Na	Abs
Mayor Lobdell	X		
CM D. Wiggins			X
CM J. Bangura	X		
CM M. Chapman	X		
CM M. Suhr	X		

ATTEST:



Julie Goodyear, Town Manager