



**Townsend Town Council Meeting Agenda**  
**November 5<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:
- II. Opening Ceremonies
  - A. Roll Call:
  - B. Pledge of Allegiance
  - C. Moment of Silence
  - D. Recognition of Visitors:
  - E. Announcements:

III. General Citizen Comments

IV. Review/Adoption of Agenda

V. Departmental Reports:

A. Mayor S. Lobdell

- 1. **ACTION ITEM:** Redistribution of Committee Chairs and Assignments.

B. New Castle County Councilman David Carter

C. Town of Townsend Police Chief's Report

- 1. **ACTION ITEM:** Discussion and review of updates on hiring new member of Police Force.

D. Town Solicitor Lisa Hatfield

E. Town Engineer

F. Town Manager Julie Goodyear

- 1. **ACTION ITEM:** Discussion and Review with potential vote of Council of PC recommendation letter of annexation request- Property Address 6073 Summit Bridge Road along with a zoning classification change.

G. Public Works Supervisor Rick Boyer

I. Committee Reports:

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

- 1. **ACTION ITEM:** Review and possible discussion on the September 2025 Budget vs. Actual reports.

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.

2. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2025-013, a resolution to amendment FY25 Budget.
3. **ACTION ITEM:** Discussion and Review with potential vote on revised Town Investment Policy.

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 Review with potential vote of Council to approve proposal for road repairs on Helen Drive.
2. **ACTION ITEM:** Discussion and Review with potential vote of Council to approve the reallocation of capital expense funds for Town sign to Public Works Facility.
3. **ACTION ITEM:** Discussion and Review of roads program funding.

D. **Public Safety Committee:** Chair: Councilman M. Suhr, Co-Chair: Councilman D. Wiggins

1. **ACTION ITEM:** Discussion and Review with potential vote of Council to approve of Change Order Requests and spending threshold for Police Building Items.

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

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

1. **ACTION ITEM:** Second Reading of "Ordinance 2025-005" as it relates to clerical edits needed for Townsend Municipal Code with potential vote for approval.
2. **ACTION ITEM:** Second Reading of "Ordinance 2025-006" as it relates to Chapter 8 updates for Townsend Municipal Code with potential vote for approval.
3. **ACTION ITEM:** Second Reading of "Ordinance 2025-003" as it relates to Chapter 24 edits of Townsend Municipal Code with potential vote for approval.

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

- II. Discussion of future agenda items.
- III. Recess Council Meeting to Convene Executive Session.
- IV. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(4)(9), the Town Council will consider a motion to meet in an executive session for the discussion of potential litigation which will include legal advice or opinions from an attorney-at-law and personnel matters.
- V. **Close Executive Session & Re-convene Council Meeting.**
- VI. **ACTION ITEM:** Possible vote of Council.

**VII. Adjournment.**

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# TOWNSEND POLICE DEPARTMENT



661 South Street, PO Box 223, Townsend, DE 19734  
Office 302-464-1262 / Dispatch 302-739-4865 / **EMERGENCY 911**

## **NOVEMBER 2025 Town Council Meeting**

The information provided herein is from October 1, 2025 – October 30, 2025

### **1) 28 Total Calls for Service**

- |                           |                             |
|---------------------------|-----------------------------|
| 1 - Civil Matter          | 1 - Criminal Mischief       |
| 1 - Fugitive Arrest       | 1 - Follow up Investigation |
| 1 - Child Abuse / Neglect | 1 - Fraud                   |
| 1 - Barking Dog           | 1 - Medical Assist          |
| 1 - Police Assist         | 1 - Harassment              |
| 2 - Alarms                | 5 - Suspicious Events       |
| 5 - Motor Vehicle Crashes | 6 – Public Assist           |

2) 17 School Traffic Details

3) Participated in 5 Community Outreach Events 2-Townsend, 1-Milford, 1-Rehoboth 1-Wyoming

4) K-9 Odin & MCPL. Peters scheduled to complete Narcotics Training and become CERTIFIED as of November 7, 2025

5) PROCURED \$62,926.27 of FREE Police Supplies.

6) Received a revised second Violent Crime Grant for \$7,570.

Sincerely,

*Robert J. Longo,*

Chief of Police

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# Town of Townsend Engineer's Report

**TO:** Julie Goodyear, Town Manager

**FROM:** Brian Miller, PE

**DATE:** October 31, 2025

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## General Engineering

### TWNSD25001

Date	Description
10/21/2025	Participated in organizational meeting with Town staff via Teams.
10/21/2025	Confirmed agreement for Town Engineer services.

## Permit Reviews

### TWNSD25001

Date	Description
10/29/2025	Returned review for permits 24-00032, 26-00032, and 26-0039.

Scott Lobdell, Mayor  
Joseph Bangura, Councilman  
Matthew Chapman, Councilman  
Dylan Wiggins, Councilman  
Syed Sharif, Councilman



Julie Goodyear, Town Manager  
Jennifer Helms, Financial Officer  
Kelsey Gallagher, Town Clerk  
Erik Gruenes, Town Engineer  
Lisa Hatfield, Town Solicitor

## **Town Manager- Monthly Report**

October 2025 Recap

### **Townhall/TM:**

- Attended CE MTG- 10/1
- Attended WILMAPCO Sidewalk Gap Analysis MTG- 10/2
- TM attended leadership webinar- 10/2
- All Staff attended "First Friday's" Celebration with guest speaker "Coach Mike"- 10/3
- TM attended Engineering Transition Meeting: establishing knowledge transfer timelines.- 10/9
- TM attended Public Safety MTG – 10/9
- TM & FO attended Finance MTG – 10/10
- Staff & members of Council stuffed over 400 goody bags for the TES trunk or Treat event.- 10/10
- TM & Staff attended Q4 Staff Safety MTG: "Situational Awareness"- 10/14
- TM attended Special Council & PC MTG- 10/15
- TM & PS Committee attended the Design MTG for the new Police Building- 10/16
- TM attended Cycling Innovation Grant MTG to provide clarity on grant application. – 10/20
- TM & TH staff reviewed new internal procedures: PIR procedures & Mileage reimbursement procedures. – 10/21
- TM attended the Q4 CMAD meeting. – 10/22
- TM attended PWLUD MTG – 10/22
- TM attended Veterans & S.S. MTG – 10/22
- TH staff attended TES Trunk or Treat Event – 10/24
- TM attended Special Council & PC MTG – 10/27
- TM attended Code Review MTG – 10/30
- TM & PW staff attended PW Staff MTG – 10/31

### **Permits:** 9 permits issued in October

- |                        |             |
|------------------------|-------------|
| • Bathroom (2)         | • Pool (1)  |
| • Paver Patio (2)      | • Roof (10) |
| • Deck (1)             | • She (1)   |
| • New Construction (1) | • Solar (1) |

### **Licensing:**

- 9 Contractor License issued/ renewed in October
  - 159 Active Contractor Licenses
- 32 Business Licenses renewed for 2025
- 15 Rental Licenses renewed for 2025

### **Grants:**

**P.O. Box 223 · 141 Main Street · Townsend, DE 19734**  
**Phone (302) 378-8082 · Fax: (302) 378-7099 · <https://townsend.delaware.gov> ·**  
**[townhall@townsend.delaware.gov](mailto:townhall@townsend.delaware.gov)**

- 2026 Youth Sports Access Grant Program: Baseball Field Lighting
  - STATUS: Application submitted 9/12/2025, Decision by 1/15/26
    - Requesting \$20,000 cash grant for lighting improvements and \$100,000 matching in-kind grant for additional support.
- Game Time Grant: Playground Structures
  - STATUS: Application Submitted 9/12/2025
    - Requesting \$100,000 for new playground equipment for the Smaller park revamp.
- ORPT- 2025 Grant: Park Revitalization
  - STATUS: Application Submitted 9/10/2025
    - Requesting \$25,000 for Smaller park revamp
- 2025 Cycling Infrastructure Innovation Grant
  - STATUS: Application Submitted on 8/18/2025, MTG on 10/20 to discuss application
    - Requesting \$117,044.00 for the walking path/trail connecting TVII to Community Park
- Community Environmental Project Fund (CEPF)
  - STATUS: Application submitted on 8/12/2025, Decision by 12/31/25
    - Requesting \$50,000.00 for the Smaller Park Revamp
- DNREC Surface Water Grant
  - STATUS: **AWARDED \$17,765.00 on 9/22/25**
    - Currently processing paperwork

**Rentals: 0 Park, Pavillion or gazebo Rentals in October**

**Code Enforcement:** 0 Violation(s) Issued

**Property Information Requests:** 15 (Generating \$150.00 in revenue)

- |                 |                 |
|-----------------|-----------------|
| • 25-001.00-166 | • 25-001.00-036 |
| • 25-008.00-062 | • 25-004.00-015 |
| • 25-004.00-006 | • 25-008.00-094 |
| • 25-004.00-038 | • 25-004.00-096 |
| • 25-001.00-104 | • 25-001.00-186 |
| • 25-004.00-097 | • 25-001.00-083 |
| • 25-008.00-101 | • 25-002.00-024 |
|                 | • 25-004.00-077 |

**FOIA Requests: 4 Requests**

- Requests for copies of payables for local fire department.
- Requests for copies of permits for time period (9/1/25 to 9/30/25).
- Requests for PO's for time period (3/14/25 to current)
- Requests for copies of contracts for time period (1/1/22 to 9/30/25)

**Owner Complaints:** 1 Received

- Complaints of the dust and debris from the Grainery in town.
  - Mountaineer was very accommodating on addressing the complaint and has taken a proactive approach to address the concerns directly with the Owners.

Respectfully Submitted,

Julie Goodyear  
Town Manager



## **Public Works Department Report**

**November 2025**

### **October Completed projects**

- Bobcat repaired
  - 2 Connex Boxes removed (Park and PD)
  - Ordered Salt Spreader
  - Winterized Town Hall Irrigation
  - Curb Painting
  - Plow tested – operational and moved to Wiggins
  - Enclosed Trailer moved to Wiggins
  - S&M Selected by PWLUD Committee to repair portions of Helen Dr
  - Generator tested and operational
  - Brook Ramble repaved
  - Town Hall pressure washed
  - Moved PW equipment and inventory to Wiggins
  - Snow Blower tested – Operational and moved to Wiggins
  - Pressure washed Town Hall
  - Streetlight inspection – 2 issues reported to Delmarva
- 
- Town Fall Festival / Movie Night 10/10
  - Attended Monthly DFIT meeting in Dover, DE 10/21
  - Participated in Townsend Elementary's Trunk or Treat 10/24
  - Public Works attended safe driving course 10/28
  - Attended PWLUD Meeting 10/22
  - Attending virtual meeting Alternative Funding Strategies for Sustainable Community Impact 10/21
  - Closed 86 Vialytics tasks

### **Upcoming projects for November**

- PD Connex Box Moved to Wiggins
- Helen Dr pothole repair
- Begin winter prep
- Salt Spreader to be installed
- Salt to be ordered and stored at Wiggins – appr 25 tons
- Winterize Irrigation system at Park
- Continue working with PWLUD Committee on smaller park, park lighting, and PW facility
- Quotes on Concrete Pad and Pole Building
- Christmas decorations go up
- Mowing equipment to get cleaned and winterized





**TOWN OF TOWNSEND**  
**GENERAL FUND INCOME STATEMENT**  
**September 30, 2025**

<b>REVENUES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>OVER/(UNDER)</b>	<b>Target % for Sept 25%</b>
Fire House Impact Fees	15,000.00	4,500.00	(10,500.00)	30%
Franchise Fees	18,000.00	5,567.48	(12,432.52)	31%
Interest Income	153,500.00	39,430.76	(114,069.24)	26%
Miscellaneous Income	60,650.00	1,506.88	(59,143.12)	2%
Property Transfer Taxes	300,000.00	127,903.06	(172,096.94)	43%
Real Estate Property Tax	834,200.00	845,637.95	11,437.95	101%
Violations, Fines & Penalties	2,500.00	340.00	(2,160.00)	14%
Rental Registration Fee	1,700.00	-	(1,700.00)	0%
<b>Total Administrative Revenues</b>	<b>1,385,550.00</b>	<b>1,024,886.13</b>	<b>(360,663.87)</b>	<b>74%</b>
Impact Fees	135,000.00	40,500.00	(94,500.00)	30%
Licenses & Fees	73,600.00	11,450.00	(62,150.00)	16%
Town Permits	103,700.00	53,963.82	(49,736.18)	52%
<b>Total Permits &amp; Licenses Revenues</b>	<b>312,300.00</b>	<b>105,913.82</b>	<b>(206,386.18)</b>	<b>34%</b>
Park rental	2,000.00	625.00	(1,375.00)	31%
<b>Total Park &amp; Recreation Revenues</b>	<b>2,000.00</b>	<b>625.00</b>	<b>(1,375.00)</b>	<b>31%</b>
Municipal Street Aid Grant	59,800.00	28,801.18	(30,998.82)	48%
Grants Revenue	40,000.00	-	(40,000.00)	0%
<b>Total Grant Revenues</b>	<b>99,800.00</b>	<b>28,801.18</b>	<b>(70,998.82)</b>	<b>29%</b>

Town Fair Donation	5,000.00	-	(5,000.00)	0%
Veterans & Social Services Donations	-	134.00	134.00	
Community Events: Town Fair	5,500.00	(50.00)	(5,550.00)	-1%
<b>Total Community Events Revenues</b>	<b>10,500.00</b>	<b>84.00</b>	<b>(10,416.00)</b>	<b>1%</b>

<b>General Fund Revenue Totals</b>	<b>1,810,150.00</b>	<b>1,160,310.13</b>	<b>(649,839.87)</b>	<b>64%</b>
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EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%
Fire House Impact Fees	15,000.00	-	(15,000.00)	0%
Accounting Audit	25,000.00	-	(25,000.00)	0%
Investments Fees	27,000.00	6,619.64	(20,380.36)	25%
Computer/Software Support	60,100.00	53,688.40	(6,411.60)	89%
Copier Maintenance Agreement	1,300.00	321.90	(978.10)	25%
Town Insurance	33,800.00	16,032.39	(17,767.61)	47%
Town Hall Cleaning/Pest Ctrl	1,350.00	600.00	(750.00)	44%
Membership Fees	1,800.00	100.00	(1,700.00)	6%
General Town Hall Expenses	8,000.00	21.98	(7,978.02)	0%
Security System @ 141 Main Street	1,000.00	239.00	(761.00)	24%
Office Supplies	2,000.00	311.64	(1,688.36)	16%
Postage & Delivery	4,000.00	360.81	(3,639.19)	9%
General Legal	35,000.00	2,844.60	(32,155.40)	8%
Subscription Fee	1,100.00	-	(1,100.00)	0%
Training Classes	2,500.00	-	(2,500.00)	0%
Trash Collection Service	256,600.00	21,051.52	(235,548.48)	8%
Utilities - Town Hall: Internet	16,300.00	3,560.61	(12,739.39)	22%
Misc Expense	7,100.00	3,230.98	(3,869.02)	46%
<b>Total Administrative Expenditures</b>	<b>498,950.00</b>	<b>108,983.47</b>	<b>(389,966.53)</b>	<b>22%</b>
Payroll & Benefits	499,900.00	110,124.09	(389,775.91)	22%
<b>Total Payroll Expenditures</b>	<b>499,900.00</b>	<b>110,124.09</b>	<b>(389,775.91)</b>	<b>22%</b>

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%
Street Lights	106,070.00	27,649.50	(78,420.50)	26%
<b>Total Street Lights Expenditures</b>	<b>106,070.00</b>	<b>27,649.50</b>	<b>(78,420.50)</b>	<b>26%</b>
General Engineering	50,400.00	2,107.50	(48,292.50)	4%
Code Enf/Inspections	55,000.00	11,845.00	(43,155.00)	22%
Lot Grading Reviews	11,000.00	-	(11,000.00)	0%
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%
<b>Total Code &amp; Planning Expenditures</b>	<b>117,400.00</b>	<b>13,952.50</b>	<b>(103,447.50)</b>	<b>12%</b>
Town Equipment Fuel	4,000.00	976.62	(3,023.38)	24%
Park Maintenance Expense	36,000.00	20,356.76	(15,643.24)	57%
Vehicle/Equipment Maintenance	4,450.00	837.32	(3,612.68)	19%
Public Works Equipment	500.00	425.28	(74.72)	85%
Public Works Uniforms	1,800.00	-	(1,800.00)	0%
Street, Sidewalk & Curb Maintenance	30,500.00	5,900.00	(24,600.00)	19%
Snow Removal	12,900.00	-	(12,900.00)	0%
<b>Total Public Works Expenditures</b>	<b>90,150.00</b>	<b>28,495.98</b>	<b>(61,654.02)</b>	<b>32%</b>
Community Relations	1,150.00	-	(1,150.00)	0%
Community Events Expense	11,800.00	1,091.10	(10,708.90)	9%
National Wildlife Foundation/Habitats	600.00	-	(600.00)	0%
<b>Total Community Events Expenditures</b>	<b>13,550.00</b>	<b>1,091.10</b>	<b>(12,458.90)</b>	<b>8%</b>
<b>General Fund Operating Expenditure Totals</b>	<b>1,326,020.00</b>	<b>290,296.64</b>	<b>(1,035,723.36)</b>	<b>22%</b>
Capital Expenses	200,000.00	-	(200,000.00)	0%
Public Works Capital Expense	84,000.00	7,499.00	(76,501.00)	9%
<b>Total Capital Expenses</b>	<b>284,000.00</b>	<b>7,499.00</b>	<b>(276,501.00)</b>	<b>3%</b>
<b>General Fund Capital Expenditure Totals</b>	<b>284,000.00</b>	<b>7,499.00</b>	<b>(276,501.00)</b>	<b>3%</b>



**TOWN OF TOWNSEND**  
**POLICE INCOME STATEMENT**  
**September 30, 2025**

<b>REVENUES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>OVER/(UNDER)</b>	<b>Target % for Sept 25%</b>
Impact Fees: Public Safety	30,000.00	9,000.00	(21,000.00)	30%
Fines - Police	12,000.00	2,502.36	(9,497.64)	21%
Grant Revenue	673,300.00	300,000.00	(373,300.00)	45%
Miscellaneous Income	4,800.00	-	(4,800.00)	0%
Transfers In	199,970.00	-	(199,970.00)	0%
<b>General Fund Revenue Totals</b>	<b>920,070.00</b>	<b>311,502.36</b>	<b>(608,567.64)</b>	<b>34%</b>

<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>OVER/(UNDER)</b>	<b>Target % for Sept 25%</b>
Repairs & Maint - Vehicles/Equipment	9,400.00	1,496.61	(7,903.39)	16%
Security System - 661 South St	4,100.00	-	(4,100.00)	0%
Computer/Software Expense	900.00	785.00	(115.00)	87%
PD Equipment/Office Equipment	5,500.00	517.02	(4,982.98)	9%
Training Classes	5,700.00	1,279.00	(4,421.00)	22%
Fuel	10,100.00	1,110.84	(8,989.16)	11%
Insurance	11,200.00	5,411.11	(5,788.89)	48%
Uniforms: PD	3,400.00	488.44	(2,911.56)	14%
General Engineering	1,000.00	-	(1,000.00)	0%
Legal Services	2,000.00	39.50	(1,960.50)	2%
Utilities - PD: Cell Phones	19,000.00	2,920.09	(16,079.91)	15%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%
Miscellaneous Expense	4,900.00	533.03	(4,366.97)	11%
<b>Total Administrative Expenditures</b>	<b>77,200.00</b>	<b>14,580.64</b>	<b>(62,619.36)</b>	<b>19%</b>
Payroll & Benefits	369,700.00	87,707.06	(281,992.94)	24%
<b>Total Payroll Expenditures</b>	<b>369,700.00</b>	<b>87,707.06</b>	<b>(281,992.94)</b>	<b>24%</b>
<b>Police Fund Operating Expenditure Totals</b>	<b>446,900.00</b>	<b>102,287.70</b>	<b>(344,612.30)</b>	<b>23%</b>
Capital Expense - PD	673,300.00	-	(673,300.00)	0%
<b>Police Fund Capital Expenditure Totals</b>	<b>673,300.00</b>	<b>-</b>	<b>(673,300.00)</b>	<b>0%</b>



**TOWN OF TOWNSEND**  
**SPECIAL REVENUE FUND INCOME STATEMENT**  
**September 30, 2025**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%
Grants Revenue	50,900.00	-	(50,900.00)	0%
<b>Special Revenue Fund Revenue Totals</b>	<b>50,900.00</b>	<b>-</b>	<b>(50,900.00)</b>	<b>0%</b>

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%
Capital Expenses - ARPA	50,900.00	450.00	(50,450.00)	1%
<b>Special Revenue Fund Expenditure Totals</b>	<b>50,900.00</b>	<b>450.00</b>	<b>(50,450.00)</b>	<b>1%</b>



**TOWN OF TOWNSEND**  
**POLICE GRANTS INCOME STATEMENT**  
**September 30, 2025**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%
Police Grants Revenue	34,000.00	-	(34,000.00)	0%
<b>Police Grants Fund Revenue Totals</b>	<b>34,000.00</b>	<b>-</b>	<b>(34,000.00)</b>	<b>0%</b>

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Sept 25%
Overtime	19,100.00	-	(19,100.00)	0%
Misc Expense	14,900.00	-	(14,900.00)	0%
<b>Police Grants Fund Expenditure Totals</b>	<b>34,000.00</b>	<b>-</b>	<b>(34,000.00)</b>	<b>0%</b>



Sponsor:  
Mayor S. Lobdell

RESOLUTION  
**2025-013**

**A RESOLUTION AUTHORIZING BUDGET AMENDMENTS TO THE FY2025 MUNICIPAL BUDGET**

**WHEREAS**, the Town Council of the Town of Townsend, Delaware, adopted a balanced Fiscal Year 2025 Municipal Budget to provide for the general operations, maintenance, and capital needs of the Town; and

**WHEREAS**, the Town of Townsend periodically receives grant funds and other external funding sources to support various projects and initiatives that align with the Town's strategic priorities; and

**WHEREAS**, it is necessary from time to time to amend the adopted budget to accurately reflect such new revenues and expenditures, ensuring proper accounting and transparency in the Town's financial management; and

**WHEREAS**, Town Council recognizes that amending the budget to incorporate these funds and adjustments ensures that all resources are properly accounted for and utilized for the benefit of the community; and

**WHEREAS**, the Town Council finds that it is in the best interest of the Town of Townsend and its residents to approve these budget amendments for the purposes described herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Townsend, Delaware, that the FY2025 Municipal Budget is hereby amended as follows:

- **Surface Water Project Funding**
  - Increase the Budget by \$50,000 to include Surface Water Grant funding to match existing ARPA funds previously allocated for the Town's Surface Water Improvement Project.
- **Cyber Grant Funding**
  - Increase the Budget by \$29,100.00 to include Cyber Grant funding for Computer and Software expenses to strengthen municipal technology and cybersecurity.
- **Public Works Capital Equipment Adjustment**
  - Reallocate \$800 from Town Hall Expenses to Capital Expenses for the purchase of a Salt Spreader for the Public Works Department.
- **Smaller Park Revitalization Grant**
  - Increase the Budget by \$2,000 to recognize grant funding received through Councilmember Dave Carter for the Smaller Park Revitalization Project.
- **Police Budget Adjustment**
  - Reallocate \$100 from Police payroll expenses to Police Miscellaneous expenses for the Ground Breaking Ceremony of new Police Building.



**BE IT FURTHER RESOLVED**, that the Town Manager and Finance Officer are hereby authorized and directed to make the necessary accounting adjustments to reflect this transfer.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon its adoption by Town Council.

**IN WITNESS WHEREOF**, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 5<sup>th</sup> day of November 2025.

Passed and Approved this 5<sup>th</sup> day of November 2025.

**TOWN OF TOWNSEND**

\_\_\_\_\_  
Scott Lobdell, Mayor

**ATTEST:**

\_\_\_\_\_  
Julie Goodyear, Town Manager

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Bangura			
CM M. Chapman			
CM Dylan K. Wiggins			
CM S. Sharif			

# Planning Commission of the Town of Townsend

141 Main Street, PO Box 223, Townsend, DE 19734  
Phone (302) 378-8082 Fax (302) 378-7099

October 20<sup>th</sup>, 2025



**Chair**  
**Mr. Troy Geiger**

The Mayor and Council of the Town of Townsend  
140 Main Street, P.O. Box 223  
Townsend DE 19734

RE: Recommendation for Annexation and Zoning Classification – 6073 Summit Bridge Road

**Co- Chair**  
**Mr. James Reyes**

To the Mayor and Town Council,

**Mrs. Elizabeth**  
**Chapman**

At its duly noticed meeting held on October 15<sup>th</sup>, 2025, the Townsend Planning Commission reviewed the application for annexation of the property located at **6073 Summit Bridge Road**, identified as Tax Parcel [NCC Parcel #1401600066].

**Mr. Januarius**  
**Asongu**

Following review and discussion, the Planning Commission voted to **recommend approval of the annexation** of the subject property into the Town of Townsend.

**Ms. Eschalla**  
**Clarke**

In conjunction with this recommendation, the Planning Commission further recommends that upon annexation, the property be **zoned (C) Commercial**, consistent with the Town's Comprehensive Plan and surrounding land uses. The Commission finds that the proposed zoning classification aligns with the intended use of the property, supports economic development goals, and maintains compatibility with adjacent properties.

We respectfully forward this recommendation to Town Council for consideration and action.

Please let us know if you have any questions or concerns.

Best Regards,  
Commissioner Troy Geiger

**A Council – Manager Municipality**  
**Located on the Web at [townsend.delaware.gov](http://townsend.delaware.gov)**