



Town of Townsend Public Safety Committee Meeting
November 19th, 2025 @ 3:00pm
VIA Conference Call & Town Hall
141 Main St. Townsend, DE 19734

3:00pm Community Engagement Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Citizens Comments & Participation.
- IV. Adoption of Agenda.
- V. **ACTION ITEM-** Discussion and Review of Resolution edits for Police Chief Reporting.
- VI. **ACTION ITEM-** Discussion and Review of additional Change Order Requests for Police Building Project.
- VII. **ACTION ITEM-** Discussion and review of Townsend Police Gap Analysis.
- VIII. **ACTION ITEM-** Discussion and review of potential new Townsend Police Policies.
- IX. Ongoing Business Updates.
- X. New Business.
- XI. Discussion regarding next meeting date.
- XII. Adjourn.

Committee 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=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

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.



Sponsor:
Mayor S. Lobdell

RESOLUTION

2025-XXX

A Resolution to Revise and define the reporting requirements of the Police Chief.

WHEREAS, the Town of Townsend created its Financial Policy in 2020; and

WHEREAS, the Town of Townsend should from time to time review and if necessary revise and re-adopt the Town Financial Policy; and

WHEREAS, the Town of Townsend Finance Committee met with the Town of Townsend Financial Officer and the Town Manager to recommend appropriate and necessary changes to the Town Financial Policy; and

WHEREAS, a copy of the Financial Policy will be located at Town Hall at all times; and

NOW, THEREFORE, BE IT RESOLVED

1. As of the effective date of this Resolution, the Chief of Police shall report to Town Council, except for as outlined herein, unless or until a Resolution is passed by the Town Council directing otherwise. The Town Council will be responsible for the annual review of the Chief of Police.
2. The Chief of Police shall, however, meet and discuss with the Town Manager regarding budgetary guidance and financial reporting. The Chief of Police shall have a spending authority as determined by Town Council for police department budgeted items only and shall follow the purchasing policies of the Town. Any spending needs outside of pre-approved budgeted items, will need to be reviewed for approval.
3. The Chief of Police shall communicate to the Town Manager any absence of coverage within the department and shall furnish a schedule of officers to the TM so they will be aware of TPD coverage.
4. The Chief of Police shall ~~determine a schedule and~~ communicate to the Town Manager and Town Council any additional policing requests from Town Council or the Town Manager for additional duty shifts. The Chief of Police shall manage the relationships and coverages with the Delaware State Police and any emergency service personnel.
5. The Chief of Police will report to the Town Council and the Town Manager via text when situations pose an immediate risk to public safety. To the extent operations allow, the Town Manager and the Mayor will be notified via an after-action briefing, while adhering to protecting the integrity of any case. For major disasters the Chief of Police shall dually advise the Mayor and Town Manager when this can be done safely.
6. The Town Manager ~~or Financial Officer~~ shall report any concerns regarding the Police budget to Town Council only after trying to first resolve them with the Chief of Police. The Town Manager shall act as a "check-and-balance" for financial matters to the Police Department and shall bring unresolved concerns directly to the Council or Finance Committee. It shall be an expectation of the Chief to provide a response

to the TM of these inquiries in a reasonable timeframe, generally within 48hrs. In an emergency or extenuating circumstances, the TM shall bring concerns to the Town Council immediately.

- ~~6.~~
7. The Chief of Police is responsible for the management of all law enforcement personnel on a daily basis, to include disciplinary actions, and for the integrity of police case management. The Chief of Police shall handle all interviewing, hiring, and provide all onboarding materials for new and existing law enforcement employees in accordance with Town Policies and Police Officer Standards & Training Commission (POST). The Town Manager shall be included in the interviewing process and provide written feedback to the Chief of Police on candidates. Town Manager feedback shall be weighted appropriately in the hiring of candidates for the Police Department.

- ~~7.8.~~ The Chief of Police shall report monthly to the Town Council regarding police activity as permitted by law.

~~The Chief of Police shall report monthly to the Town Council regarding police activity as permitted by law~~

BE IT FURTHER RESOLVED THAT this policy becomes effective immediately upon approval and a copy of said Financial Policy will be located at Town Hall at all times.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 6th day of August 2025.

Passed and Approved this 3rd day of September 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 M. Suhr			
CM M. Wiggins			

Police Building Budget

Last Updated: 11/10/2025

Funding Amounts:

1st Grant:	\$373,260.00
2nd Grant:	\$300,000.00
Total:	\$673,260.00

Approved Expenses:

Building Contract- Pole Buildings unlimited	\$449,506.00	Signed Contract on 10/20/25
Storage (10 months), waived \$15 set up fee	\$1,425.00	
trip 1 UHAUL- (Fort Mead, MD) 10/18/25	\$405.11	
Trip #2 PENSKI- 10/22	\$404.27	
Trip #3 PENSKI- 10/24	\$1,349.39	
Tolls from Trips	\$5.00	
Change Order- Stone 3ft on front of building	\$13,200.00	PS committee selected this option on 11/5/2025
Change Order 12x8 A-Frame finished Porch (metal liner ceiling, headers wrapped, and white vinyl sleeves on posts, 8/12 pitch)	\$8,458.00	PS committee selected this option on 11/5/2025
Stone Bases (front porch) for two	\$1,440.00	PS committee selected this option on 11/5/2025
Change Order- add additional 16X7 Overhead Door, Electric Opener, and Low-Headroom Track	\$4,260.00	PS committee selected this option on 11/5/2025
Change Order- Ballistic Receptionist Window	\$9,828.24	PS committee selected this option on 11/5/2025
Change Order- Change front door to double door	\$2,302.28	PS committee selected this option on 11/5/2025
Change Order- Change Seven (7) interior doors to Steel and the rest solid core	\$2,904.00	PS committee selected this option on 11/5/2025
Change Order- 9' wide x 10' long ADA Handicap Ramp	\$750.00	PS committee selected this option on 11/5/2025
Change Order- Increase Overhead Door width to 16' (from 12')	\$300.00	PS committee selected this option on 11/5/2025
Total Costs:	\$496,537.29	
Remaining Balance:	\$176,722.71	

Change Order Requests- Not yet approved

Change Order- 4' High ballistic Material in front facing wall (below windows)		Approximate for supply and install. Able to get a price for materials but not for the install. This is a rough estimate on what Pole Buildings believes the labor will be \$35,000.00
Change Order- Floor to ceiling Glass on One (1) wall of Officer work station		11554.66/ waiting on price for half wall of glass
Metal Liner Garage (walls & Ceiling)		checking what the interior walls will be? 4781.00
Change Order- Install Townsend PD Signage on front of building	waiting on estimate	signage may change
Change Order- Swipe Locks		Earl meeting with Advantech
Change Order- Electric upgrades for security		Earl waiting on Electrician meeting
Change Order- Generator	40,000.00	rough estimate from Pole Buildings
Change Order- floor outlets	waiting on estimate	
Change Orders- Hose Bibs	waiting on estimate	
Change Order- Sally Port epoxy	waiting on estimate	

Additional Projects

Security Fence	waiting on price
Parking Lot Expansion	waiting on price
Lighting Features	waiting on price



995A S. Chapel Street
Newark, DE 19713
(302) 454-7446

signarama-newark.com

ESTIMATE

EST-10136

Payment Terms: Cash

Created Date: 11/7/2025

DESCRIPTION: Building signage

Bill To: Townsend Police Department
661 South Street
PO Box 223
Townsend, DE 19734
US

Installed: Townsend Police Department
661 South Street
PO Box 223
Townsend, DE 19734
US

Requested By: Robert Longo
Email: Robert.longo@cj.state.de.us

Salesperson: Andy Nee

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Building signage	1	\$2,398.00	\$2,398.00
1.1	Custom Item Non-Taxed - 10" lettering Notes: 10" tall plastic formed letters in gloss black with flat face. stud mounted style.			
1.2	Custom Item Non-Taxed - Dibond shield Notes: custom cut SHIELD, 3mm thick ACM panel			
1.3	Vinyl - Intermediate Digitally Printed - Digital print of shield Notes: full color digital print shield logo for ACM panel			
1.4	Installation - High-Reach Bucket Truck - Lift installation Notes: installation of one ACM panel shield and one set of plastic formed letters: TOWNSEND POLICE DEPARTMENT			
Subtotal:				\$2,398.00
Taxes:				\$0.00
Grand Total:				\$2,398.00
Deposit Required:				\$1,199.00

Terms And Conditions

Invoices & Cancellation of Orders: Signarama (Vendor) prepares your order according to your specifications. Therefore, prior to its commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is Solely Responsible for Proofreading. Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work. You are solely responsible for the content of the proof once it has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you. Vendor's Liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval. Collection Procedures: Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 7% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. Customer's Acceptance of Work: Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed.

Signature: _____ **Date:** _____

Each Office is Independently Owned and Operated