



**Townsend Town Council Reorganization and Meeting
Agenda
June 4th, 2025 @ 7:00 pm
VIA CONFERENCE CALL & Town Hall
141 Main St, Townsend, DE 19734**

7:00 pm Re-Organization Meeting

- I. Call to Order: Approximately 7:01pm.
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, CM J. Bangura, CM M. Chapman, CM D. Wiggins, TM J. Goodyear, TC K. Gallagher, TS L. Hatfield, Chief R. Longo, FO J. Helms, PWS R. Boyer, and TE E. Gruenes (Via Zoom).
 - B. Pledge of Allegiance: All participated in the Pledge of Allegiance.
 - C. Moment of Silence: All participated in a moment of silence.
 - D. Recognition of Visitors: Girl Scout Troop 186 with parents, A. Emsley, J. Reyes, and D. Haines.
 - E. Announcements:
 1. CM Bangura announces that JJ's Coffee shop will be serving ice cream on Friday, June 6th, 2025, from 6-9pm.
 - a. TM Goodyear tells CM Bangura to send her a flyer, and the Town can post it for him.
- III. General Citizen Comments:
 - A. Guest Emsley states there is still ongoing speeding by the post office coming into town.
 1. Chief Longo replies that there are additional radar speed signs going up and his team will continue to monitor.
- IV. Review/Adoption of Agenda:
 - A. *CM Chapman made a motion to approve the agenda as written. CM Bangura seconds the motion. Voice vote of Council- all yeas.*
- V. Approval / Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from May 7th, 2025, Town Council Meeting.
 1. *CM Bangura made a motion to approve the May 7th, 2025, meeting minutes. CM Chapman seconds the motion. Voice vote of Council- all yeas.*
- VI. Introduction of Incoming Council Members:
 - A. Nomination of Council Member Candidate(s).

1. Mayor Lobdell provided a brief summary of the 2025 Election process noting that 2 (two) of the 3 (three) council seats have been filled. CM Suhr will remain in office until a new appointment has been made, per the Charter.
- VII.** Oath of office for newly elected council member.
- A. TM Goodyear led the Council Oath of office for CM J. Bangura.
- VIII.** Oath of office for newly elected council member.
- A. TM Goodyear led the Council Oath of office for CM M. Chapman.
- IX.** Oath of office for newly elected council member.
- A. No action discussion held, nor oath taken for this agenda item.
- X.** Nomination and Election of Town Mayor for (1) year term.
- A. CM Bangura nominated Scott Lobdell for Mayor.
- B. CM Chapman nominated himself for Mayor.
- C. TS Hatfield advised the Council that CM Wiggins will have to decide a nomination for a voice vote and make a motion or else the vote would be tabled to the next Council Meeting and Mayor Lobdell would be interim Mayor in the meantime.
1. CM Wiggins asked for brief reasoning from both nominated candidates and a small recess to help him decide.
 - a. Both nominees gave brief summaries of their aspirations of being Mayor.
 - D. *CM Wiggins made a motion to nominate Scott Lobdell as Mayor. CM Bangura seconded the motion.*
 1. *Roll Call Vote of Council: CM Wiggins- Yea, CM Bangura- Yea, CM Chapman – Yea, Mayor Lobdell- Yea.*
 2. The council unanimously voted Mr. Scott Lobdell as the Town Mayor for one year.
- XI.** Oath of Office for Mayor.
- A. TM Goodyear led the Mayoral Oath of office for Mr. Scott Lobdell.
- XII.** Reorganization of Committees by Town Mayor.
- A. Mayor Lobdell kept all committees the same until the 3rd council seat is appointed.
- XIII.** **ACTION ITEM:** Approval/Rejection of revised “Rules of Procedure For Council Meetings”.
- A. *CM Wiggins approved the revised “Rules of Procedure for Council Meetings”. CM Bangura seconded the motion. Voice Vote of Council- All yeas.*
- XIV.** Adjournment of Reorganization Meeting.
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- A. *CM Wiggins motioned to adjourn the Reorganization Meeting. CM Chapman seconded the motion. Voice Vote of Council- All yeas.*
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1. Meeting Adjourned approximately 7:27pm.
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Town Council Meeting

- I. Call to Order: approximately 7:27pm.
- II. Opening Ceremonies
 - F. Roll Call: Already performed.
 - G. Pledge of Allegiance: Already performed.
 - H. Moment of Silence: Already performed.
 - I. Recognition of Visitors: Already performed.
 - J. Announcements: Already performed.
- III. General Citizen Comments: Already performed.
- IV. Review/Adoption of Agenda
 - a. *CM Chapman made a motion to adopt the agenda as written. CM Bangura seconded the motion. Voice Vote of Council- all yeas.*
- V. **ACTION ITEM:** Presentation and request from Girl Scout Troop 186 as it relates to a Gaga Ball installation at Town Park.
 - a. Girl Scout Troop 186 shares a brief presentation regarding the building and donation of a Gaga Ball pit to the Town of Townsend which would be stationed at The Townsend Park.
 - i. Mayor Lobdell commended the Girl Scouts for their presentation.
 - ii. TM Goodyear asks if the Girl Scouts would need assistance from the Public Works Department regarding installation or maintenance.
 - 1. The troop leader stated that yes, this could be considered.
 - a. CM Chapman recommends PWS Boyer meeting up with the troop to find a good and maintainable spot for the proposed project.
 - iii. TM Goodyear asks how big the proposed gaga ball pit will be.

1. The troop leader stated she is not sure on the exact size but it is quite large. She states they would like to purchase a kit for the gaga ball pit, so the installation is easier.
- iv. Mayor Lobdell states that the troop is welcome to communicate with TM Goodyear and PWS Boyer to help this project come to fruition.
- v. TM Goodyear asks what the cost would be for the gaga ball pit.
 1. The troop leader stated the actual kit is about \$4,000 and the flooring underneath is about \$2,000. They will be fundraising the funds, most of the funds will come from their cookie sales.
 - a. TM Goodyear asks the troop leader to reach out and the Town can help them advertise for their fundraising.

VI. Departmental Reports:

A. Mayor S. Lobdell

1. None.

B. New Castle County Councilman David Carter

1. NCC CM Carter congratulates the town on the council and staff continuity.
2. CM Carter announced the county will be voting on a budget soon for about 3.2 million tax stabilization for the fire departments of the county. He also announced that there is a 27.4-million-dollar structural deficit which would need to cause a 19.57% tax increase.
3. CM Carter asks TM Goodyear about the plan approvals and permitting for the houses on Gray St. that will be built with AARPA money before it goes away. He also requests a meeting to speak with TM Goodyear along with Interfaith Housing and Landmark homes.
 - i. TM Goodyear responds that she can get a checklist together for him on what needs to be done.

C. Town of Townsend Police Chief's Report

1. Mayor Lobdell asked about cameras at the park and if they were helping.
 - i. Chief Longo stated yes, it has helped the PD with their cases and monitoring of the park after hours.
2. CM Chapman asked about the park after dark if a gate would help.

i. Chief Longo stated yes, a gate would help.

1. TM Goodyear comments that it would have flaws that would need to be worked around like people getting locked in and possibly driving on the grass.

D. Town Solicitor Lisa Hatfield

1. TS Hatfield announced the smaller park deeds have been signed over to the Town. She also announced that there were a few FOIA requests that she has been helping the Town with. Also, chancery court dates have been settled.

E. Town Engineer Erik Gruenes

1. TE Gruenes announced that a new scope was sent out and approved by TM Goodyear. The bid will be opening June 16th, 2025.

F. Town Manager Julie Goodyear

1. TM Goodyear announced that the Town has revamped their permit application which started on May 26th, 2025. The new permit application reflects all permit types and is more streamlined to help with the submission process. She also announced that the Town has collected all updated COIs from contracted businesses with the Town.

G. Public Works Supervisor Rick Boyer

1. PWS Boyer announced that the new flags and banners had been put up throughout town. He asked if we could keep the flags up longer for all the patriotic holidays.
 - i. CM Chapman said he does not see a problem with it.

VII. Committee Reports:

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

1. **ACTION ITEM:** Review and possible discussion on the April 2025 Budget vs. Actual Reports.
2. **ACTION ITEM:** First reading of Ordinance “2025-001: An Ordinance to Amend the Townsend Municipal Code & Charter Regarding Tax Rates”.
 - a. Mayor Lobdell shares that the new tax rate decision will be either all in one year or split into two years. For most residents, it will cause resident’s taxes to go up an average of \$30 per month.

- i. TM Goodyear shared the results of the survey that was posted. 9 people chose option 1 (one year) and 88 people chose option 2 (two years).
- b. FO Helms expressed her concern regarding raising taxes but she also does not want to see the town in a deficit either.
 - i. CM Wiggins asks about taking money from reserves to help with the deficit.
 - a. FO Helms says she would rather not pull from reserves since the town used some last year to acquire property.
 - ii. CM Wiggins expresses that he agrees with the FO and that \$30 a month is a lot to some people. He would favor breaking up the tax increase into 2 years.
 - a. The other CM argues that they would prefer the 1-year option.
 - i. Guest Emsley argues why would the town send out a survey asking what the people want if the Council is going to do the opposite. He stated a lot of people cannot afford a \$30 per month increase hit.
- c. *CM Chapman makes a motion on the two-year tax rate increase method presented. CM Bangura seconded the motion.*
 - i. *Voice Vote of Council:*
 - a. *CM Wiggins- Yea.*
 - b. *CM Chapman- Yea.*
 - c. *Mayor Lobdell- Yea.*
 - d. *CM Bangura- Yea.*
 - i. Motion passed: 4-0*

B. Human Resources Committee: Chair: Councilman Suhr, Co-Chair: Mayor S. Lobdell

- 1. None.

C. Public Works and Land Use Development Committee: Chair: Councilman J. Bangura, Co-Chair: Councilman M. Chapman

- 1. None.

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

1. **ACTION ITEM:** Discussion and review of Committee's recommendation on PD Expansion Proposals received and possible vote to award project.

- a. CM Wiggins shared that PD RFP's will need professional engineering services and they will need to be scored once all information is collected. The RFI deadline is June 30th. He also shared that a project manager is needed there is going to be a meeting on July 11th at 2pm, to discuss.
 - i. TM Goodyear shares that she is going to request engineering services and get a cost. She will also confirm if the cost can be covered under grant funding. It would be a la carte due to contract expiration with RVE on 6/30. The engineer can also serve as the project manager.

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

1. **ACTION ITEM:** Discussion and Review of Town Fair Final details and announcements.
 - a. CM Wiggins would like to look into the budget regarding putting permanent bathrooms at the park. This would save money on the costs of porta-potties and would help with pavilion rentals.
 - i. TC Gallagher shares that Smyrna just got new facilities at their municipal park, and she believes it was grant funded.
 - b. CM Wiggins also requested we place flags at the park for flag day.
 - i. One of our guests suggested reaching out to the rotary club for this service.
 - c. TM Goodyear shares the final town fair map with vendor stations.

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

1. **ACTION ITEM:** First Reading of Ordinance 2025-001 "Ordinance to Amend Town Charter"
 - a. None.

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

1. CM Chapman shares that the committee will have the dunk tank booth at the Town Fair and to come help raise funds. He also welcomes any veteran that would like to volunteer to be in the dunk tank.

VIII. Discussion of future agenda items.

- a. None.

IX. Adjournment.

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- a. CM Chapman made a motion to adjourn the meeting. CM Wiggins seconded the motion.

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- i. Meeting adjourned approximately 9:02pm.
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