



**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: Approximately 7:02pm
- II. Opening Ceremonies
  - A. Roll Call: Mayor S. Lobdell, CM J. Bangura, CM M. Chapman, CM D. Wiggins, CM S. Sharif, TM J. Goodyear, TS L. Hatfield, Chief R. Longo, PWS R. Boyer, Sgt E. McCloskey.
  - B. Pledge of Allegiance: All participated in the Pledge of Allegiance.
  - C. Moment of Silence: All participated in the Moment of Silence.
  - D. Recognition of Visitors: A. Mason (Via Zoom)
  - E. Announcements: None.
- III. General Citizen Comments
  - A. None.
- IV. Review/Adoption of Agenda
  - A. TM Goodyear asks to have Action Item 3 under the Finance Committee removed.
  - B. *CM Bangura made a motion to adopt the agenda as written with the removal of the action item from finance committee. CM Chapman seconded the motion. Voice vote of Council- all yeas.*
- V. Departmental Reports:
  - A. Mayor S. Lobdell
    1. **ACTION ITEM:** Redistribution of Committee Chairs and Assignments.
      - i. Mayor Lobdell redistributed committee chairs and assignments.
        1. **Finance Committee Chair:** CM Bangura **Co Chair:** Mayor Lobdell
        2. **HR Committee Chair:** CM Sharif **Co Chair:** Mayor Lobdell
        3. **PWLUD Committee Chair:** CM Chapman **Co Chair:** CM Sharif
        4. **Public Safety Committee Chair:** CM Wiggins **Co Chair:** CM Bangura
        5. **Community Engagement Committee Chair:** CM Wiggins with the participation of all of Council.
        6. **Veterans and Social Services Committee:** Will be dissolved into the Community Engagement Committee with the participation of all of Council.
        7. **Code Review Committee Chair:** Mayor Lobdell Co Chair: CM Chapman

B. New Castle County Councilman David Carter

1. Nothing to report.

C. Town of Townsend Police Chief's Report

1. CM Chapman commended Chief Longo about their presence on Halloween night.
2. **ACTION ITEM:** Discussion and review of updates on hiring new member of Police Force.
  - i. Chief Longo states that there is no update on the hiring process.

D. Town Solicitor Lisa Hatfield

1. TS Hatfield shares her monthly review, and she will review the letter from CM Chapman regarding the Code Review Committee and encroachments.

E. Town Engineer

1. TM Goodyear shares an example report from the new Town Engineer, Brian Miller.

F. Town Manager Julie Goodyear

1. TM Goodyear gave a brief review of her monthly town manager report.
2. **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.
  - i. *CM Wiggins made a motion to approve the request for the annexation process of 6073 Summit Bridge Rd to move forward as well as the zoning classification change. CM Chapman seconded the motion. Voice vote of Council- all yeas.*

G. Public Works Supervisor Rick Boyer

1. Mayor Lobdell asks if the Wiggins Mill Rd location is working for the safe keeping of the road salt.
  - i. PWS Boyer states yes. Also to note the salt spreader will be installed on the PW truck on Monday.

VI. Committee Reports:

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

1. **ACTION ITEM:** Review and possible discussion on the September 2025 Budget vs. Actual reports.
2. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2025-013, a resolution to amendment FY25 Budget.

a. *CM Wiggins made a motion to approve Resolution 2025-013 to amend the FY25 Budget. CM Bangura seconded the motion.*

i. *Roll Call: Mayor Lobdell- yea, CM Chapman-yea, CM Bangura-yea, CM Wiggins-yea, CM Sharif- yea.*

~~3. **ACTION ITEM:** Discussion and Review with potential vote on revised Town Investment Policy.~~

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

1. Nothing to share.

C. **Public Works and Land Use Development Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman S. Sharif

1. **ACTION ITEM:** Discussion and Review with potential vote of Council to approve proposal for road repairs on Helen Drive.

a. *CM Chapman made a motion to vote and approve proposals for road repairs on Helen Drive. CM Bangura seconded the motion. Voice vote of Council- all yeas.*

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.

a. *CM Wiggins made a motion to reallocate \$40,000 that was meant to be for a new town sign towards a pole building for the public works department. CM Bangura seconded the motion. Voice vote of Council- all yeas.*

3. **ACTION ITEM:** Discussion and Review of roads program funding.

a. *CM Chapman would like to table to discussion until FO Helms is present with the exact amount of money needing to be placed in roads program funding.*

D. **Public Safety Committee:** Chair: Councilman D. Wiggins, Co-Chair: Councilman J. Bangura

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

a. *CM Wiggins presented the Council with the items wanted in the change order request.*

i. *CM Chapman made a motion to approve the additional PD building items in the amount of \$80,000 from available grant money. CM Sharif seconded the motion. Voice vote of Council- all yeas.*

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

1. CM Wiggins shared that the Tree Lighting Ceremony will be on Friday, December 5<sup>th</sup>, 2025.
2. CM Wiggins shared the current ideas for the 2026 Town Fair.
3. CM Wiggins shared that the committee would like to start a holiday meal fundraiser to provide holiday meals to those needing them this year. A meal can be put together for \$40 at Aldi with a specific list, so they will raise money to create these meals.
4. CM Wiggins shared that the committee is hoping to start a tutoring program at Townhall.

**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.
  - a. Mayor Lobdell read “Ordinance 2025-005”.
    - i. *CM Chapman made a motion to vote and approve “Ordinance 2025-005”. CM Sharif seconded the motion.*
    - ii. *Roll Call: Mayor Lobdell- yea, CM Chapman-yea, CM Bangura-yea, CM Wiggins-yea, CM Sharif- yea.*
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.
  - a. Mayor Lobdell read “Ordinance 2025-006”.
    - i. *CM Wiggins made a motion to vote and approve “Ordinance 2025-006”. CM Chapman seconded the motion.*
    - ii. *Roll Call: Mayor Lobdell- yea, CM Chapman-yea, CM Bangura-yea, CM Wiggins-yea, CM Sharif- yea.*
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.
  - a. Mayor Lobdell read “Ordinance 2025-003”.
    - i. *CM Wiggins made a motion to vote and approve “Ordinance 2025-003”. CM Bangura seconded the motion.*
    - ii. *Roll Call: Mayor Lobdell- yea, CM Chapman-yea, CM Bangura-yea, CM Wiggins-yea, CM Sharif- yea.*

**G. Veterans & Social Services Committee:** Chair: Councilman M. Chapman

1. CM Chapman announced that a list is going to be created for people to sign up to assist those in need with snow shoveling.

**VII.** Discussion of future agenda items.

- a. CM Chapman states there is an amendment for the PD that needs to be signed. The discussion will continue at the next PWLUD meeting.
- b. CM Wiggins would like to discuss the possibility of a bathroom at the Town park.

**VIII.** Recess Council Meeting to Convene Executive Session.

- a. *CM Chapman made a motion to recess to Executive Session. Cm Bangura seconded the motion. Voice vote of Council- all yeas.*
  - i. *Recessed approximately 8:38pm*

**IX. 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.

**X. Close Executive Session & Re-convene Council Meeting.**

- a. *CM Chapman made a motion to close the executive meeting and return to public meeting. CM Bangura seconded the motion.*
  - i. *Closing of executive session at approximately: 10:46pm.*

**XI.** Adjournment.

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- a. *CM Chapman made a motion to adjourn the meeting. CM Wiggins seconded the motion. Voice vote of Council- all yeas.*

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- i. *Meeting adjourned approximately 10:47pm.*
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