



**Townsend Town Council Meeting Agenda
December 3rd, 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 M. Chapman, CM S. Sharif, CM J. Bangura, TM J. Goodyear, TS L. Hatfield, TE B. Miller, PWS R. Boyer & Chief R. Longo (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: J. Bates & OFC Peters (Via Zoom)
 - E. Announcements: None.
- III. General Citizen Comments:
 - A. None.
- IV. Review/Adoption of Agenda:
 - A. *CM Chapman made a motion to adopt the agenda as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*
- V. Approval/ Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from July 2nd, 2025, Town Council Meeting.
 1. *CM Chapman made a motion to adopt the meeting minutes as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*
 - B. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from July 22nd, 2025, Special Town Council Meeting.
 1. *CM Chapman made a motion to adopt the meeting minutes as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*
 - C. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from August 6th, 2025, Town Council Meeting.
 1. *CM Chapman made a motion to adopt the meeting minutes as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*
 - D. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from August 20th, 2025, Special Town Council Meeting.

1. *CM Chapman made a motion to adopt the meeting minutes as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*

E. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from September 3rd, 2025, Town Council Meeting.

1. *CM Chapman made a motion to adopt the meeting minutes as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*

F. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from October 1st, 2025, Town Council Meeting.

1. *CM Chapman made a motion to adopt the meeting minutes as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*

G. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from November 6th, 2025, Town Council Meeting.

1. *CM Chapman made a motion to adopt the meeting minutes as written. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*

VI. Departmental Reports:

A. Mayor S. Lobdell

1. Nothing to Report.

B. New Castle County Councilman David Carter

1. NCC CM Carter shares that the new tax bills have been sent out for the reassessments that took place earlier in the year.
2. NCC CM Carter shares that he would fund a grant for the previously presented gaga ball pit for the Girl Scouts.

C. Town of Townsend Police Chief's Report

1. **ACTION ITEM:** Discussion and review of updates on hiring new members of Police Force.
 - i. Chief Longo states there is no new information regarding the hiring of new Police Force Members.

D. Town Solicitor Lisa Hatfield

1. **ACTION ITEM:** Discussion and Review with potential vote of Council to approve turnover of common areas within Townsend Village I & II from developer.

- i. Guest J. Bates expressed his concern about the turnover of the common areas due to the ongoing issues of the retention ponds and sewers. There is currently an ongoing inspection to see what needs to be done.
 1. TS Hatfield shared that this has been in the plans for some time and it should not be delayed due to the other party's frustration.
 2. CM Bangura stated that TS Hatfield could make a contract with negotiation regarding the pending inspection if they want to proceed with the turnover.
 - a. CM Chapman agrees with this.
- ii. *CM Chapman made a motion to potentially approve the turnover of TVI & II common areas contingent upon a TVII pond inspection with a date of January 1st, 2026. CM Bangura seconded the motion. Voice vote of Council- all yeas.*

E. Town Engineer Brian Miller

1. TE Miller shares that Pennoni is starting to get a feel for how the Town operates and is open to answering any questions or concerns.
 - i. TM Goodyear shares that the Town is considering an update to their GIS mapping and she would like Pennoni to be involved in this.

F. Town Manager Julie Goodyear

1. **ACTION ITEM:** First Reading of "Ordinance 2025-008" as it relates to Chapter 24 updates for the Townsend Municipal Code.
 - i. TM Goodyear provided the first reading of "Ordinance 2025-008".
2. **ACTION ITEM:** Discussion and Review with potential vote of Council to approve HVAC proposal for Town Hall systems along with allocation of fund spending.
 - i. TM Goodyear shares that the Town was alerted that 2/3 of their HVAC units were working. The Town has since collected quotes from various companies for a new system and optional furnace. The town is currently operating on emergency heat. TM Goodyear explains that the cost is not in budget so a vote would need to be made to proceed.
 1. TS Hatfield shares that the amount does not need to be approved at this time, but there would need to be a special council meeting later on to decide.
 - a. All agreed to a virtual special meeting on December 16th.

- ii. *CM Chapman made a motion to approve the pending vote on a new HVAC system contingent to upcoming quotes not exceeding \$30,000. CM Bangura seconded the motion. Voice vote of Council- all yeas.*

G. Public Works Supervisor Rick Boyer

1. No questions asked.

I. Committee Reports:

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

1. **ACTION ITEM:** Discussion and possible vote of approval of resolution 2025-014, a resolution to amend FY25 Budget.

- a. *CM Chapman made a motion to discuss and possibly vote on the approval of resolution 2025-014 to amend the FY25 budget. CM Sharif seconded. Role Call: Mayor Lobdell-yea, CM Chapman-yea, CM Sharif-yea, CM Bangura-yea. Voice vote of Council- all yeas.*

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

1. Nothing to share.

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 open an RFP for Public Works Structures.

- a. *CM Chapman made a motion to open an RFP for construction for a PW structure. CM Sharif seconded the motion. Voice vote of Council- all yeas.*

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

1. Nothing to report.

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

1. CM Chapman dedicated a shout out to the Tree Lighting Ceremony this Friday, December 5th, 2025.
 - a. TM Goodyear made council aware that feedback has been given that people are disappointed that they would have to pay for the hot chocolate as it has always been free in years past.

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

1. **ACTION ITEM:** First Reading of “Ordinance 2025-009” as it relates to Chapter 18 updates for the Townsend Municipal Code.
 - a. TM Goodyear provided the first reading of “Ordinance 2025-009”.
2. **ACTION ITEM:** Discussion and Review of the “Delaware Marijuana Control Act” as it relates to Townsend Code adjustments to either support or restrict cannabis sales within Town limits.
 - a. *CM Chapman made a motion to table this discussion as it relates to Townsend Code adjustments. CM Bangura seconded the motion. Voice vote of Council- all yeas.*

II. Discussion of future agenda items.

- a. Mayor Lobdell reminded Council about the Christmas Light Contest that the Town holds. He will confirm a date with TM Goodyear later.

III. Adjournment.

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

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- i. Meeting adjourned approximately 9:11pm.
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****Revised to edit Action Item VI.D.I - JMG**