



Townsend Town Council Meeting Agenda
February 4th, 2026 @ 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 7:03pm
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, CM M. Chapman, CM S. Sharif, CM D. Wiggins, CM J. Bangura, TM J. Goodyear, TC K. Gallagher, TS L. Hatfield, TE B. Miller, PWS R. Boyer, Chief E. McCloskey.
 - 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: NCC CM D. Carter, B. Taylor, C. Duke, R. Musacchio, C. Lynch, & T. Pierce (Via Zoom).
 - E. Announcements: None.
- III. General Citizen Comments
 - A. None.
- IV. Review/Adoption of Agenda
 - A. *CM Bangura made a motion to approve the agenda as written. CM Chapman seconded motion. Voice Vote of Council- all yeas.*
- V. Approval/ Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from January 7th, 2025, Town Council Meeting.
 1. *CM Chapman made a motion to approve January 7th, 2025, Town Council Meeting Minutes. CM Wiggins seconded the motion. Voice Vote of Council- all yeas.*
- VI. **ACTION ITEM:** Discussion and review with potential vote of Council of Final Plans Submission of Minor subdivision "Walnut Street-East" for approval and recordation.
 - A. CM Wiggins asks how many houses they are looking to have built?
 1. Visitor C. Lynch stated 2 this phase but 13 in total.
 - B. *CM Wiggins made a motion to approve the Walnut St. minor subdivision. CM Chapman seconded the motion. Voice Vote of Council- All yeas.*
- VII. **ACTION ITEM:** Discussion and review with potential vote of Council of Final Plans Submission of Major Subdivision "Townsend Cove" for approval and recordation.
 - A. Visitor C. Duke gave a power point presentation on the final plan's submission of major subdivision for "Townsend Cove". Some key points of the presentation were that the property

is in R-2 zoning, consistent with residential land use, a right turn lane into the development, and will be a total of 46 duplex units.

1. CM Chapman asks how the roads will be finished once the homes are completed.
 - a. Visitor C. Duke shared that the road will be a base and when the homes are finished the road will be finished.

B. CM Wiggins made a motion to approve the Major Subdivision of "Townsend Cove". CM Bangura seconded the motion. Voice Vote of Council- all yeas.

VIII. ACTION ITEM: Discussion and review of Sanitary Sewer Easement Consideration for Townsend Cove.

A. CM Wiggins made a motion to approve the Sanitary Sewer Easement Consideration for Townsend Cove. CM Bangura seconded the motion. Voice Vote of Council- all yeas.

IX. Departmental Reports:

A. Mayor S. Lobdell

1. Nothing to share.

B. New Castle County Councilman David Carter

1. NCC CM Carter thanked Council for their assistance with his project. He also shared that he has a new Legislative Assistant whom he will connect us with. Her name is Kaitlin. He also shared he is beginning to look at the County budget due to funding cuts with the State of Delaware nonprofit fire companies.

C. Town of Townsend Police Chief's Report

1. Chief McCloskey gave a summary of his report. He shared that this month there were fewer calls. He also shares that there is progress with information on the hit and run outside of LIPS. He also thanked the Public Works department and the Townsend Fire Department for their help during the incident.
 - i. TM Goodyear asked Council for suggestions to thank the Fire Department for their help with the Town recently. Possibly something like Coffee and Donuts.
 1. CM Wiggins expressed that he likes this idea and added that the Council may even be able to present them with an award. He states this can be discussed at the next Community Engagement Meeting.
2. ACTION ITEM: Discussion and review with potential vote of Council to approve new Police Salaries for new officers.

- i. Chief McCloskey gave a summary of the discussions had with the Public Safety Committee regarding a pay scale for the PD.
- 3. **ACTION ITEM:** Discussion and review of updates on hiring new members of Police Force.
 - i. Chief McCloskey shared that there have been a few prospects that have applied. He and Officer Peters are working day shift until more PD are hired. He shared that the amount that the salary is posted for right now is not enough to get anyone interested in the job.
 - 1. TM Goodyear suggested a vote to approve a salary increase to \$60,000 for a recruit to help aid Chief in his advertising and recruitment of new officers.
 - a. *CM Wiggins made a motion to provide a salary increase to \$60,000 at police recruitment level. CM Sharif seconded the motion. Voice vote of Council- all yeas.*

D. Town Solicitor Lisa Hatfield

- 1. TS Hatfield provided insight for the next public safety meeting regarding reimbursement for leaving the town within a short period of time of graduating from the academy other than state statute. She stated that it is contractual and may be able to have the recruit reimburse the Town for leaving unless they go to another state. She will investigate existing PD training. She also shared that the deeds for open space were both submitted. Only one has been returned so far but will follow up on the other one. She is also waiting for another sewer agreement and comp plan for her to sign and record.

E. Town Engineer Brian Miller

- 1. TE Miller gave a brief summary of his report. He shared the permit reviews he has completed and that there is no hold ups on the PW building and Walnut St plans.
 - i. TM Goodyear also shared that the roads progress and GIS are connecting with each other.

F. Town Manager Julie Goodyear

- 1. **ACTION ITEM:** Discussion and review of updates on hiring a new temporary Part-time Public Works Crew Member.

- i. CM Bangura asked TM Goodyear to please describe the duties of a Part-time Public Works Crew Member.

1. TM Goodyear shared that the position became open on February 1st and that they are looking for someone that can work 20 hours a week and help with projects around Town. They must be over 18, be able to work machinery, have a drivers license, and pass a background check.

G. Public Works Supervisor Rick Boyer

1. TM Goodyear and Mayor Lobdell commended PWS Boyer and his staff for their efforts on the most recent snow event.
2. PWS Boyer shared a summary of his report. He mentioned his team is still working on getting the park cleared up.
3. Chief McCloskey also commended the Public Works Dept regarding them assisting the Kindergarten Center with some plowing.

X. Committee Reports:

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

1. **ACTION ITEM:** Review and possible discussion on the December 2025 Budget vs. Actual Reports.
2. TM Goodyear states that Public Works Dept is outpacing their budget for the fiscal year. They will continue to have a tight budget until the next fiscal year. She also shares that next Finance meeting in March- all committees are welcome to share their wishes for the FY27 budget.

B. **Human Resources Committee:** Chair: Councilman 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:** Opening of PW Facility RFP proposals received.
 - a. TM Goodyear shared that the RFP is now closed and one bid was received for the PW facility. She opened the sealed proposal during the meeting and shared that it was from Pole Buildings Unlimited and will further review at the next PWLUD Committee Meeting.

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

1. CM Wiggins provided a summary of current meetings. He also read PD salary averages in DE to show that their listed salary is low. He stated the committee wants to make a pay scale. He also commended Public Works, Police Dept, and Town Employees for their hard work.
 - a. CM Bangura also gave a special shoutout to Public Work's G. Hargrove for his hard work.
2. **ACTION ITEM:** Discussion and Review with potential vote of Council to approval of Change Order Requests and spending threshold for Police Building Items.
 - a. TM Goodyear and Chief McCloskey shared that they will be anticipating change orders for plumbing and electric.
 - i. *No vote will be held at this time.*

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

1. CM Wiggins provided a summary of the upcoming Town fair plans and interested vendors. He also shared additional events the Town is working on creating such as a Town yard sale, dump day, coloring contest, 250th birthday celebration for America, and possible a family day in August. He also shared that the next Community Engagement meeting will be held on March 4th at 9am, and he encouraged Council members to join. CM Wiggins also commended Administrative Assistant J. Abrams for her additional work for the Community Engagement Committee.

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

1. **ACTION ITEM:** Second Reading of "Ordinance 2026-001" as it relates to Chapter 18.28 updates for the Townsend Municipal code with potential vote for approval.
 - a. Mayor Lobdell provided a second reading of the title of "Ordinance 2026-001"
 - i. *CM Chapman made a motion to approve "Ordinance 2026-001". CM Sharif seconded the motion.*
 - a) *Roll Call: Mayor Lobdell-yea, CM Chapman-yea, CM Bangura-yea, CM Sharif-yea, CM Wiggins-yea.*
2. **ACTION ITEM:** Second Reading of "Ordinance 2026-002" as it relates to Chapter 16 updates for the Townsend Municipal Code with potential vote for approval.
 - a. Mayor Lobdell provided a second reading of the title of "Ordinance 2026-002"
 - i. *CM Chapman made a motion to approve "Ordinance 2026-002". CM Sharif seconded the motion.*

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

XI. Discussion of future agenda items.

A. None.

XII. Recess Council Meeting to Convene Executive Session.

A. *CM Bangura made a motion to recess to convene Executive Session. CM Chapman seconded the motion. Voice vote of Council- all yeas.*

1. *Recessed at approximately 8:52pm.*

XIII. 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.

XIV. Close Executive Session & Re-convene Council Meeting.

A. *CM Wiggins made a motion to leave the executive session. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*

1. *Executive session adjourned at approximately 10:06pm.*

XV. Adjournment.

A. *CM Wiggins made a motion to adjourn the meeting. CM Sharif seconded the motion. Voice Vote of Council- all yeas.*

1. *Meeting adjourned at approximately 10:07pm*
