



**Townsend Town Council Meeting Agenda**  
**April 1<sup>st</sup>, 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 7:00pm.
- II. Opening Ceremonies
  - A. Roll Call: Mayor Lobdell, CM Chapman, CM Sharif, CM Bangura, CM Wiggins, TC Gallagher, FO Helms, PWS Boyer, Chief McCloskey, TS Hatfield, & TE Miller.
  - 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: CPL Peters (Via Zoom), Lt. Ryde, J. Maher, A. Emsley, & NCC CM Carter.
  - 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 March 4<sup>th</sup>, 2026, Town Council Meeting.
    1. *CM Wiggins made a motion to approve the Town Council Meeting Minutes from March 4<sup>th</sup>, 2026, Council Meeting. CM Sharif seconded the motion. Voice vote of Council: All yeas.*
- VI. **ACTION ITEM:** Discussion and review with potential vote of council to approve Bond Reduction request from Wilkinson Properties, LLC as it relates to Major Subdivision "Townsend Crossings".
  - A. Mayor Lobdell gave a brief description of a bond reduction and what the company is requesting.
    1. NCC CM Carter recommended getting a rough estimate for sewer and top coating of roads before approving. He states that he has had great difficulty with builders after reducing bonds.
    2. CM Chapman suggested reducing the bond but not taking away the whole fee.
    3. TE Miller commented that he received something similar from another developer and his findings were that the sanitary sewer would not be included nor Deldot for roads,

and nor artesian for water. He recommends that all developers are treated equally according to Town Code, specifically with 4 other builders coming into town to start building. He proposed a suggestion of a partial release of bonds after a portion of the work is completed.

a. NCC CM Carter expressed that he would not allow the bond to be waived from his experience.

4. CM Bangura suggested that the Town have TE Miller review the request in greater detail.

a. TE Miller stated that he would be able to do this if the bond request is in greater detail for him to review.

5. *CM Chapman made a motion to table the discussion until TE Miller can review a more detailed bond reduction request. CM Bangura seconded the motion. Voice vote of Council: All yeas.*

**VII. ACTION ITEM:** Discussion and review with potential vote of council to approve the 5 Year Comp Plan edits as recommended by Planning Commission.

A. *CM Wiggins made a motion to approve the 5 Year Comp Plan edits as recommended by Planning Commission to submit to PLUS. CM Chapman seconded the motion. Voice vote of Council: All yeas.*

**VIII. ACTION ITEM:** Discussion and review of Encroachment Concerns from Parcel # 25-001.00-207.

A. TS Hatfield provided a brief description and history of the encroachment issue at Parcel # 25-001.00-207.

1. TS Hatfield provided a brief description of items she is currently working on the for Town, including a longstanding encroachment on Barcus Ct. She explained that the encroachment is 20 feet over the property line, multiple notices were given for correction as well as a violation fee. There has been no rectification from the homeowner.

2. Mayor Lobdell agreed that the encroachment needs to be fixed by the homeowner and that the Town is not liable for property lines.

a. The Council agreed with TS Hatfield and clarified that the Town does not conduct property surveys.

**IX. Departmental Reports:**

A. Mayor S. Lobdell

1. **ACTION ITEM:** Swearing in of new Planning Commission member Joseph Maher.

i. *New Planning Commission member Joseph Maher was sworn in by TC Gallagher.*

B. New Castle County Councilman David Carter

1. NCC CM Carter provided an update on the Walnut Street Major Subdivision Approval and asked TC Gallagher to add the action item to the next Council agenda. CM Carter also shared that they successfully passed an ordinance for the proposed data center and briefly discussed county budget and tax updates.

C. Town of Townsend Police Chief's Report

1. Chief McCloskey provided a brief description of his report. He shared there is an ongoing issue with the signage on South Street from a safety perspective with Deldot and may need to get Council involvement.

i. CM Bangura shared that he had witnessed Cpl. Ryde making traffic stops and commended him for a great job.

2. **ACTION ITEM:** Discussion and review of updates on hiring new members of Police Force.

i. Chief McCloskey shared that Lt. Butkus has accepted an offer to join Townsend PD. He is currently retiring from State Police, will have some time off, and then begin working on May 18<sup>th</sup>.

3. **ACTION ITEM:** Corporal Ryde oath of Office.

i. *Corporal Ryde was sworn in by Chief McCloskey.*

D. Town Solicitor Lisa Hatfield

1. TS Hatfield provided a brief description of items she is currently working on.

E. Town Engineer Brian Miller

1. TE Miller provided a brief description of items he is currently working on for the Town.

i. No questions asked.

F. Town Manager Julie Goodyear

1. No questions asked.

G. Public Works Supervisor Rick Boyer

1. PWS Boyer provided a brief description of his report.

i. CM Sharif asked about the hiring of a part-time Public Works member.

1. PWS Boyer shared that they have hired their new PT employee, Colin, he will begin on April 18<sup>th</sup>.

**X. Committee Reports:**

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

1. **ACTION ITEM:** Review and possible discussion on the February 2026 Budget vs. Actual Reports.
  - a. FO Helms shared that the Town is above target in revenue and under spending in expenditure.
2. **ACTION ITEM:** Discussion and review with potential vote of Council of Resolution 2026-003, a resolution amending the FY26 Budget to re-allocate funding for land acquisition.
  - a. *CM Wiggins made a motion to approve Resolution 2026-003 to amend the FY26 budget to re-allocate funding for land acquisition in the amount of \$31,650. CM Chapman seconded the motion.*
    - i. *Roll Call: Mayor Lobdell: yea, CM Chapman: yea, CM Wiggins: yea, CM Sharif: yea, CM Bangura: yea.*

**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:** Discussion and review with potential vote of Council to approve a bid opening for Road repaving of Helen Drive.
  - a. CM Chapman provided a brief description of the work they are looking to have done for road repaving on Helen Drive which would cost \$87k and Merle Ln costing \$19k. There is a total of \$500k in the roads budget.
  - b. *CM Chapman made a motion to open a Request for bid for the repaving of Helen Drive and Merle Lane. CM Sharif seconded the motion. Voice vote of Council: All yeas.*
2. **ACTION ITEM:** Discussion and review with potential vote of Council to approve the "Townsend Green" project.

- a. PWS Boyer presented his idea of “Townsend Green” which would be a well-manicured free open space that could possibly host markets on the weekend or be used for small Town events.
  - i. Mayor Lobdell asked if there are any larger costs for this project.
    - a) PWS Boyer shared that most of the work can be done by Public Works and that most of the purchases would be within the Town Manager’s spending authority.
  - ii. Guest Maher asked about how parking would be with a market.
    - a) PWS Boyer stated that Townhall’s parking lot can be utilized and the parking on Main Street can be used too.
- b. *CM Wiggins made a motion to approve the conception of the “Townsend Green” project. CM Chapman seconded the motion. Voice vote of Council: All yeas.*

**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 approval of Change Order Requests and spending threshold for Police Building Items.
  - a. CM Wiggins provided an overview of how the PD Building project is going. He would like to request an additional \$31k to fulfill the requested change orders.
    - i. Mayor Lobdell reminded the Council that the project as a whole is worth \$750k and the Town has only needed to contribute \$80k, so far.
  - b. *CM Wiggins made a motion to allocate \$31k total to the police budget to fulfill the requested change orders and have a buffer. \$8,350 from the sign budget and the remaining amount from cash. CM Bangura seconded the motion. Voice vote of Council: All yeas.*
- 2. **ACTION ITEM:** Discussion and review with potential vote of Council to approve vehicle acquisitions for Townsend Police Department.
  - a. CM Wiggins provided a presentation on PD vehicle acquisitions stating that the Town has not purchased a vehicle in 5 years. They have found potential vehicles and are requesting the authority to purchase due to the nature of FY26 budget.
    - i. Chief McCloskey shared that the potential dealership is open to a payment plan to hold the vehicles until July so they can be purchased in FY27. However, there is no guarantee that the vehicles will be held until

July. They also offered financing until July and then paying off the vehicles.

a) TS Hatfield recommended checking out Police & Fire Credit Union which may offer better finance rates.

b. *CM Wiggins made a motion to approve the allocation of \$140k for PD vehicles with an additional upfit cost of \$34k. CM Chapman seconded the motion. Voice vote of Council: All yeas.*

3. **ACTION ITEM:** Discussion and review of additional compensation for officer Peters for Military Services.

a. Chief McCloskey stated he is no longer requesting this Action Item. However, he would like permission to provide time off for Officer Peters when he returns from his deployment.

i. All of Council agree with this and asked Chief McCloskey to present this to the HR Committee for approval.

4. **ACTION ITEM:** Discussion and review of Pay Scale for Townsend Police Department.

a. *CM Wiggins made a motion to adopt the new Pay Scale for the Townsend Police Department, effective July 2026. CM Bangura seconded the motion. Voice vote of Council: All yeas.*

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

1. CM Wiggins provided a brief update on the Town Fair. He stated that everything is on track for the fair and he is expecting it to be a great time. He also shouted out TM Goodyear for making sure everything was on track before her extended absence.

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

1. Nothing to discuss.

XI. Discussion of future agenda items.

A. None.

XII. 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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1. *Meeting adjourned approximately 9:12pm.*

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