

Townsend Town Council and Re-Organization Meeting
Agenda
June 3rd, 2026 @ 7:00 pm
VIA CONFERENCE CALL & Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council and Re-Organization Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - A. Roll Call:
 - B. Pledge of Allegiance:
 - C. Moment of Silence:
 - D. Recognition of Visitors:
 - E. Announcements:
- III. General Citizen Comments:
- IV. Review/Adoption of Agenda:
- V. Approval/ Rejection of Minutes:
 - A. **ACTION ITEM:** Approval/Rejection of Town Council Minutes from May 6th, 2026, Town Council Meeting.
- VI. Introduction of Incoming Council Members:
 - A. Nomination of Council Member Candidate(s).
- VII. Oath of office for newly elected council member.
- VIII. Oath of office for newly elected council member.
- IX. Nomination and Election of Town Mayor for (1) year term.
- X. Oath of Office for Mayor.
- XI. **ACTION ITEM:** Discussion and Review with Potential Vote of Council of Town Council Rules 2026-2027.
- XII. Reorganization of Committees by Town Mayor.
- XIII. Adjournment of Reorganization Meeting.

Town Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

-
- I. **Call to Order:**
 - II. **ACTION ITEM:** Resolution 2026-005 to recognize Planning Commissioner Troy Geiger.
 - III. **ACTION ITEM:** Possible vote and discussion on PC recommendation for annexation of 6218 Summit Bridge Road.

- IV. **ACTION ITEM:** Possible vote and discussion on PC recommendation for annexation of 6192 Summit Bridge Road.
- V. **ACTION ITEM:** Possible vote and discussion on PC recommendation for annexation of 6196 Summit Bridge Road.
- VI. **ACTION ITEM:** Discussion and review of “Townsend Crossing” bond reduction request.
- VII. Departmental Reports:
 - A. Mayor S. Lobdell
 - B. New Castle County Councilman Dave Carter
 - C. Town of Townsend Police Chief’s Report
 - 1. **ACTION ITEM:** Chief McCloskey swearing in.
 - 2. **ACTION ITEM:** Lt. Butkus swearing in.
 - D. Town Solicitor Lisa Hatfield
 - E. Town Engineer Brian Miller
 - F. Town Manager Julie Goodyear
 - G. Public Works Supervisor Rick Boyer
- VIII. Committee Reports:
 - A. **Finance Committee:** Chair: Councilman J. Bangura, Co-Chair: Mayor S. Lobdell
 - 1. **ACTION ITEM:** Review and possible discussion on April 2026 Budget vs. Actual Reports.
 - B. **Human Resources Committee:** Chair: Councilman Sharif, Co-Chair: Mayor S. Lobdell
 - C. **Public Works and Land Use Development Committee:** Chair: Councilman M. Chapman, Co-Chair: Councilman S. Sharif
 - D. **Public Safety Committee:** Chair: Councilman D. Wiggins, Co-Chair: Councilman J. Bangura
 - 1. **ACTION ITEM:** Request for additional funds for Police Building Project.
 - E. **Community Engagement Committee:** Chair: Councilman D. Wiggins
 - 1. **ACTION ITEM:** Discussion and Review of Town Fair Outcome & Future Planning.
 - F. **Code Review Committee:** Chair: Mayor S. Lobdell, Co-Chair: Councilman M. Chapman
- IX. Discussion of future agenda items.
- X. Recess Council Meeting to Convene Executive Session.
- I. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(2) and §§10004(b)(9), the Town Council will consider a motion to meet in an executive session for the discussion of land acquisition and personnel matters.

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

A. **ACTION ITEM:** Possible vote of Council.

XII. Adjournment.



Town Council, Town of Townsend Oath of Office

I, Dylan K. Wiggins, do proudly swear (or affirm) to carry out the responsibility of the office of Councilman of the Town of Townsend to the best of my ability, freely acknowledging the powers of this flow from the people I am privileged to represent. I further swear (or affirm), to always place the public interests above any special or personal interests, and to respect the right of future generations to share the rich historic and natural heritage of Delaware. In doing so I will always uphold and defend the Constitutions of my Country and my State, so help me God.

Signature

Date

SWORN TO AND SUBSCRIBED this **3rd** day of **June**,
2026.

Kelsey Gallagher
Town Clerk, Notary



Town Council, Town of Townsend Oath of Office

I, Scott Lobdell, do proudly swear (or affirm) to carry out the responsibility of the office of Councilman of the Town of Townsend to the best of my ability, freely acknowledging the powers of this flow from the people I am privileged to represent. I further swear (or affirm), to always place the public interests above any special or personal interests, and to respect the right of future generations to share the rich historic and natural heritage of Delaware. In doing so I will always uphold and defend the Constitutions of my Country and my State, so help me God.

Signature

Date

SWORN TO AND SUBSCRIBED this **3rd** day of **June**,
2026.

Kelsey Gallagher
Town Clerk, Notary



**Mayor, Town of Townsend
Oath of Office**

I, _____, do proudly swear (or affirm), to serve as Mayor for the Town of Townsend to the best of my ability, freely acknowledging the powers of this flow from the people I am privileged to represent. I further swear (or affirm) to always place the public interests above any special or personal interest, and to respect the right of future generations to share the rich historic and natural heritage of Delaware. In doing so I will always uphold and defend the Constitutions of my Country and my State, so help me God.

Signature

Date

SWORN TO AND SUBSCRIBED this **3rd** day of **June 2026**.

Kelsey Gallagher
Town Clerk, Notary



TOWN OF TOWNSEND
RULES OF PROCEDURE
FOR COUNCIL MEETINGS

LAST REVISED

June 2025



TOWN OF TOWNSEND DELAWARE
RULES OF PROCEDURE FOR THE 2026-2027 COUNCIL YEAR

The Charter of the Town of Townsend 4.2:

The Town Council of the Town of Townsend shall hold one (1) meeting in each month on the first Wednesday of each month. Council shall not be prohibited from rescheduling such meetings from time to time during the year as the need arises. Emergency meetings may be held when necessary for the immediate preservation of public health and safety. Special Town Council meetings may be held when necessary. Notice of all meetings shall be consistent with Title 29, Chapter 100 of the Delaware Code.

I. Order of Business

- 1) Call to Order
- 2) Opening Ceremonies
 - i) Roll Call
 - ii) Recognition of Visitors
 - iii) Pledge of Allegiance
 - iv) Announcements
- 3) General Citizen Comment
- 4) Review/Adoption of the Agenda
- 5) Approval / Rejection of Minutes
- 6) Departmental Reports
- 7) Committee Reports
- 8) Executive Session (IF NEEDED)
- 9) Adjournment

II. Rules of Procedure of Town Council Meetings

The "Body" (Town Council) may adopt any rules it deems necessary to ensure the efficient conduct of its meetings.

- A. For rules not described below, the most recent version of Roberts Rules applies.
- B. For Town Council matters, the Mayor, any Council Member, or the Town Manager can place an item on the Town Council agenda. All agenda items must be submitted to the Mayor and the Town Manager at least 8 calendar days before the meeting. Agenda items can only be removed at the meeting. Items cannot be added within 7 calendar days.
- C. Items may be removed from the agenda pursuant to a vote by Council at the Council Meeting at which the item is to be presented if requested in writing (or email) before the meeting by the person or entity who submitted the agenda item.



- D.** The agenda for regular Council meetings is to be prepared for the members of Council at least seven days in accordance with FOIA; before the date of the meeting, and no change will be made without a majority vote of all members of Town Council present at the Town Council meeting. The agenda and packet items may be delivered via e-mail and be available for pickup by the Council member at Town Hall. All packet items, including presentations, shall be submitted to Council and posted on the Town website at least five (5) days in advance of Council meetings. Exceptions to this policy shall be limited to minutes, supplemental information that is requested by Council in a time frame that does not permit the gathering being completed by the deadline, corrections to previously submitted material and items added or additional information received after the five- day deadline. Supplemental packet item submissions outside of the exemptions outlined must be approved by vote of the Council.
- E.** Special Meetings. The Mayor OR Three members of Council may request a special meeting. All Council members shall be notified of a request for special meeting by the Mayor or three members of Council in writing at least eight (8) days before the meeting is set to begin.
- F.** Emergency Meetings. Per the Charter of the Town of Townsend: Emergency meetings may be held when necessary for the immediate preservation of public health and safety. All Council Members shall be notified by phone call and writing at least one hour before the meeting is to take place. No meeting may occur without a quorum and all Council members have the right to be available. The Mayor (with the consent of the Town Manager) or three (3) Council people (with the consent of the Town Manager) may call an emergency meeting. After all council members have been notified, the Town shall provide notification to the citizens using the Code Red system.
- G.** Meeting Cancellations: Cancellation of any meeting shall be at the discretion of the Mayor (or his/her designee), or, in the case of a meeting that has been called at the request of three or more council members, at the discretion of those council members, as circumstances may require. In any case, as much notice of said cancellation as is practical shall be given through Town Hall and shall be posted on the Town's website.
- H.** Summary minutes shall be kept of all Council meetings, including the language of and votes upon all motions. Audio recordings shall record the business transacted at regular and special Council meetings and shall be stored for future reference according to the approved Record Retention Schedule for the Town of Townsend. A summary shall be prepared of all executive session meetings by the Town Solicitor and kept in a binder under the custody, control, and supervision of the Town Solicitor and/or Town Manager. If the Town Solicitor is not present at an executive session, the Mayor, Town Manager, or a designee of the Mayor, shall prepare a summary of the discussions conducted at such session.



- I. In those matters not covered by this resolution, and where not in conflict with the Laws of Delaware or the Ordinances of the Town of Townsend, Robert's Rules of Order Newly Revised 12th Edition shall be the parliamentary authority.
- J. Resolutions and ordinances must be sponsored and presented by a Council Member. The Council Member need not write the resolution or ordinance.
- K. An item scheduled for the agenda can be rescheduled for a different date by a majority of the members of the Body.
- L. The Mayor must recognize Members wishing to make a motion or enter a debate in the order in which they request recognition.
- M. The Mayor must ask for a motion and a second to the motion on each item on the agenda. Any motion that receives a second shall be discussed by the Body.
- N. Any Member may call for the question at any time. A vote will then be held on the motion. Questions are outlined in Roberts Rules of Order. This is specifically referring to the question (item) on the agenda. Any document adopted and passed that requires signatures will be signed at the meeting, prior to adjournment or within 7 days. If the Mayor is unable or refuses to sign the document(s), any three Members may execute the document on behalf of the Body.
- O. Member packets will be distributed before a scheduled meeting. Packets will be distributed five calendar days before the meeting or at the time the agenda is posted.
- P. All meetings are open and public meetings unless specifically closed under the provisions of the State of Delaware, particularly the Freedom of Information Act (FOIA). A public meeting is defined as a meeting at which public business is discussed, decided or policy formulated. Citizens are allowed to attend and observe but not necessarily participate.
- Q. A public hearing is defined as a meeting which provides citizens the opportunity to express their position on the issue under consideration, both pro and con after due notice. Citizens may observe and comment as provided by the Body's rules, but this is not a forum for a debate with the Body. Rules for hearings are described in Section III.
- R. At a regular meeting of the Council, citizens' comments will be taken at the beginning of the meeting and before any vote of action items. Any citizen, who wants to make comments will have the opportunity to do so in an orderly manner. This opportunity to make a comment is not to be mistaken for a public hearing nor is it an opportunity to debate with the governing body. Responses to public comments by elected officials and/or staff may be permitted by the Mayor, recognizing no decisions or policies may be adopted during public comment time. The Body will not tolerate any interruptions or disruption of meetings. Each citizen may speak once per topic for a period not to exceed three (3) minutes. If a citizen would like to speak for more time, they should submit an



item for the agenda through the Mayor, a council person or the Town Manager no more than two (2) weeks before the meeting where they would like to speak.

- S. Agenda items which have actions may include citizen comments if the Mayor desired. They will be noted with an asterisk (*) on the agenda.
- T. Any citizen desiring an item to be placed on an agenda should submit, in writing, a description of the proposed agenda item, a rationale for placing the item on the agenda, and all background information needed for the Body to make a decision. The Town Manager, or his/her designee, will inquire whether any member of the appropriate Body is willing to sponsor the item for the agenda. Sponsored items will be placed on the agenda for the next meeting of that Body. Non-sponsored items will not be placed on the agenda. Items to be placed on the agenda are due by noon at least fourteen (14) days before regularly scheduled Meeting.
- U. The meeting will have a set time limit of 2.5 hours. If, in the event the meeting is not concluded within that time, the Mayor will ask for a motion to table the rest of the agenda. If the Members so desire, each member may make a motion to extend the meeting by thirty minutes. The maximum time a meeting can be increased is an additional two hours. The meeting limit is exclusive of executive session. If an executive session is scheduled, the time limit only applies to the public portion of the meeting.
- V. V. Per section 4.2 of the Town Charter, the Town Council shall hold one (1) meeting each month on the first Wednesday of each month 2025-2026 council term begin at 7 pm. Council shall not be prohibited from rescheduling such meetings from time to time during the year as the need arises. The Mayor shall seek approval for the time from Council Members no later than 8 days before a meeting.
- W. All resolutions, which do not have legislative effect, do not bind the Town or otherwise do not contain substantial legislative matter shall not need a roll call vote. If, for purposes of honoring or pledging, a roll call vote is desired, a Member may request a roll call vote in a motion. All legislative business (Ordinances) shall have a roll call vote.

III. Rules for Conducting Public Hearings

- A. Hearings shall represent a meeting of the Council and require a quorum. If the quorum is not achieved the hearing must be rescheduled.
- B. All members of the public will be allowed to speak once per topic for a period not to exceed three minutes.
- C. If a comment or question from a member of the Body interrupts a member of the public speaking during a hearing, the time taken by the comment or question and the response will not be counted as part of that citizen's three minutes.



- D. If a member of the Body raises a question about a comment from a member of the public after the person has made his/her comments, the member of the public will be allowed two minutes to respond to each question raised.
- E. Members of the public cannot give their three (3) minutes away to another person to speak on their behalf.
- F. A member of the public, during the time allotted for that person's comments, may request of the Body that the record be held open for written comment. Any member of that Body may then move to hold the record open for written comments for a specified period. If the motion receives a second and passes by majority vote, the record will be held open for the specified time, otherwise the item will not be received into the record.
- G. Participants in public hearings will be expected to conduct themselves with civility. Speakers must be courteous. Applause is not allowed. Outbursts from those attending a public hearing will not be tolerated. When a member of the public has been recognized and is speaking, he/she has the floor. Other members of the public may not speak either to the speaker or members of the Body until they have been given the floor. Spontaneous comments or other outbursts from the public will not be allowed.

IV. Rules for Decorum

- A. Any and all Council Members participating in council and or committee meetings, when conversing in the formal parts of the meeting, shall address each other formally and not by first or simply last names. They shall be addressed as Council Member, Mr., Mrs., Miss., Ms. or acknowledging their Chair or Mayor, Council, or staff status, as appropriate.
- B. Participants in public meetings will be expected to conduct themselves with civility. Speakers must be courteous. Applause is not allowed. Outbursts from those attending a public hearing will not be tolerated. When a member of the public has been recognized and is speaking, he/she has the floor. Other members of the public may not speak either to the speaker or members of the Body until they have been given the floor. Spontaneous comments or other outbursts from the public will not be allowed.
- C. When possible, it is preferred for the Council to wear Townsend branded clothes, or nametag, or a polo, or other business clothes. There shall be no official rules for dress for the Council.



IV. Disturbing Meetings

- A. The Mayor, or designee (in absence of the Mayor) may expel any person, other than a member of the Council, who is disorderly during any regular, special or emergency meetings of the Council.

- B. The Town Council may temporarily expel (for the current meeting) any of its members for disorderly conduct upon an affirmative “majority” vote of those members present.





Sponsor:
Mayor S. Lobdell

RESOLUTION
2026-005

A RESOLUTION TO RECOGNIZE AND HONOR TROY A. GEIGER FOR HIS YEARS OF DEDICATED SERVICE TO THE TOWN OF TOWNSEND PLANNING COMMISSION

WHEREAS, Troy A. Geiger has faithfully served the Town of Townsend as a member of the Planning Commission since 2016; and

WHEREAS, during his tenure, Mr. Geiger demonstrated exceptional commitment to the responsible planning, growth, and development of the Town of Townsend; and

WHEREAS, Mr. Geiger served with distinction as Chair of the Planning Commission, providing leadership, guidance, and thoughtful decision-making on matters critical to the Town's future; and

WHEREAS, his service has contributed significantly to the advancement of sound planning practices, the review of development proposals, and the preservation of the Town's character and quality of life; and

WHEREAS, throughout his service, Mr. Geiger fostered strong working relationships with fellow Commission members, Town staff, elected officials, and the community; and

WHEREAS, the Mayor and Town Council wish to formally recognize and express their sincere appreciation for his years of service and lasting contributions to the Town.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Townsend, Delaware, that:

1. The Town hereby expresses its deepest gratitude to Troy A. Geiger for his dedicated service to the Planning Commission and the community.
2. The Town acknowledges and commends his leadership as Chair and his commitment to the orderly growth and development of Townsend.
3. The Mayor and Council extend their best wishes to Mr. Geiger for continued success and happiness in his future endeavors.

BE IT FURTHER RESOLVED that a copy of this Resolution be presented to Troy A. Geiger as a token of the Town's appreciation.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the Town of Townsend to be affixed this 3rd day of June 2026.

Passed and Approved this 3rd day of June 2026.

TOWN OF TOWNSEND

Scott Lobdell, Mayor

ATTEST:

Julie Goodyear, Town Manager

Vote of Council	Yea	Na	Abs
Mayor Lobdell			
CM J. Bangura			
CM M. Chapman			
CM D. Wiggins			
CM S. Sharif			

William Matarese

5/5/2026

Received
5/5/26
JS

6218 Summit Bridge Road

Townsend Delaware 19734

Dear Mrs. Goodyear,

I am writing to request my property located at 6218 Summit Bridge Road 10ac tax parcel number 14-016.00-042.

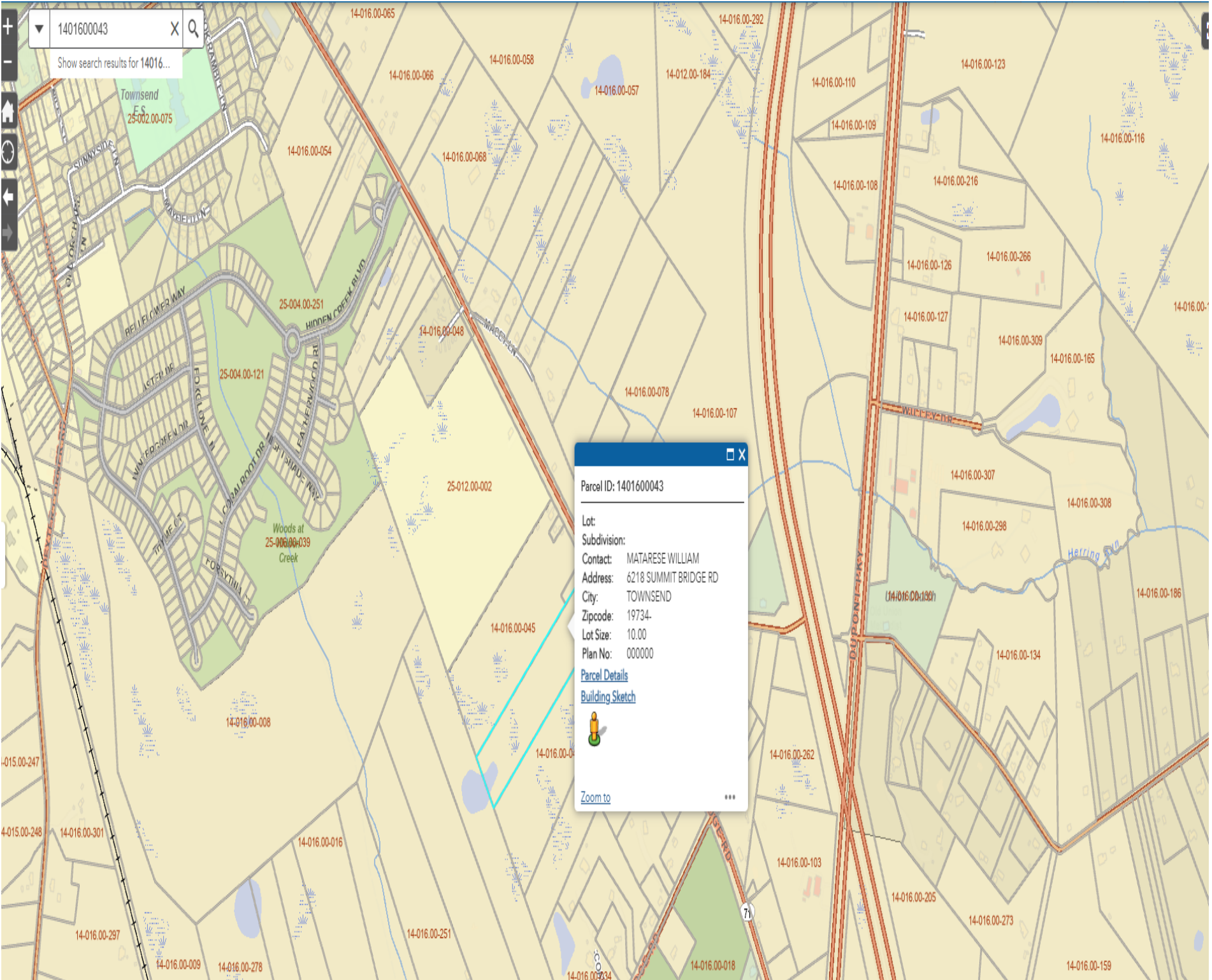
To be annexed into the Town of Townsend Delaware.

Please contact me for any further information needed.

Regards,

William Matarese

A handwritten signature in blue ink, appearing to read "William Matarese", with a long horizontal flourish extending to the right.



1401600043 X Q

Show search results for 14016...

Parcel ID: 1401600043

Lot:
 Subdivision:
 Contact: MATARESE WILLIAM
 Address: 6218 SUMMIT BRIDGE RD
 City: TOWNSEND
 Zipcode: 19734
 Lot Size: 10.00
 Plan No: 000000

[Parcel Details](#)
[Building Sketch](#)



[Zoom to](#) ...

Ironwood Holdings LLC.

5/5/2026

Received
5/5/26
JS

6192 Summit Bridge Road

Townsend Delaware 19734

Dear Mrs. Goodyear,

I am writing to request my properties located at 6192 Summit Bridge Road 15.47ac tax parcel number 14-016.00-045 & 6196 Summit Bridge Road .19ac tax parcel number 14-016.00-046.

To be annexed into the Town of Townsend Delaware.

Please contact me for any further information needed.

Regards,

Ironwood Holdings LLC.



IA LLC

Ironwood Holdings LLC.

5/5/2026

Received
5/5/26
JS

6192 Summit Bridge Road

Townsend Delaware 19734

Dear Mrs. Goodyear,

I am writing to request my properties located at 6192 Summit Bridge Road 15.47ac tax parcel number 14-016.00-045 & 6196 Summit Bridge Road .19ac tax parcel number 14-016.00-046.

To be annexed into the Town of Townsend Delaware.

Please contact me for any further information needed.

Regards,

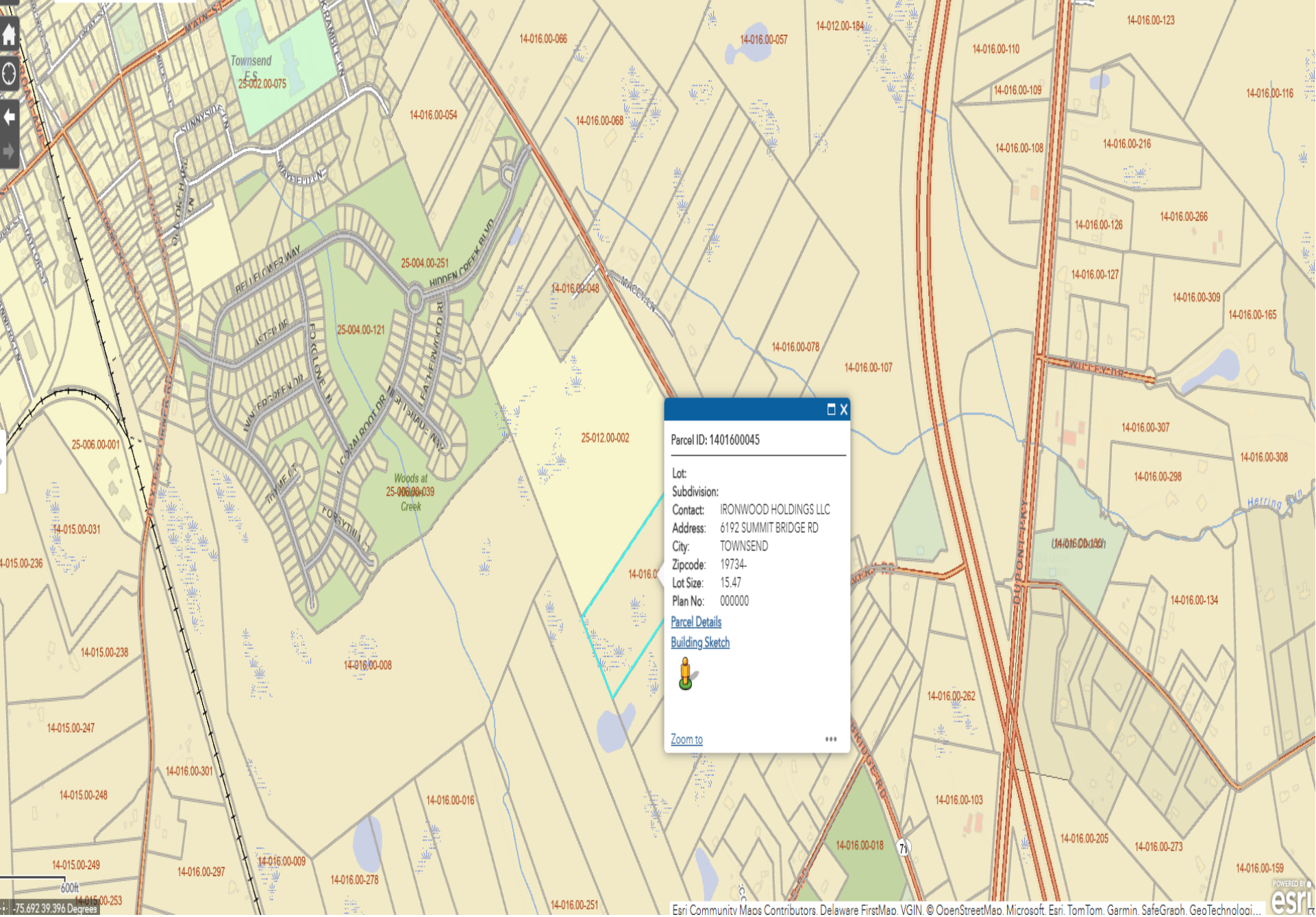


Ironwood Holdings LLC. IH LLC



1401600045 X Q


Show search results for 14016...



Parcel ID: 1401600045

Lot:
Subdivision:
Contact: IRONWOOD HOLDINGS LLC
Address: 6192 SUMMIT BRIDGE RD
City: TOWNSEND
Zipcode: 19734
Lot Size: 15.47
Plan No: 000000

[Parcel Details](#)
[Building Sketch](#)

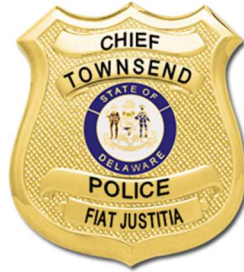


[Zoom to](#) ...



TOWNSEND POLICE DEPARTMENT

661 South Street, P.O. Box 223, Townsend, DE 19734



OATH OF OFFICE

"I, Earl M. McCloskey, do proudly swear to carry out the responsibilities of the office of Chief of Police, Town of Townsend, to the best of my ability, freely acknowledging, that the powers of this office, flow from the people I am privileged to represent.

I further swear, always to place the public interests above any special or personal interests, and to respect the right of future generations to share the rich historic and natural heritage of Delaware.

In doing so, I will always uphold and defend the Laws of the Town of Townsend, and the Laws and Constitutions of my Country and of the **STATE OF DELAWARE**, so help me God."

Scott Lobdell _____
Mayor (Signature) Date

Earl M. McCloskey _____
Chief (Signature) Date

Kelsey Gallagher _____
Notary (Signature) Date



TOWNSEND POLICE DEPARTMENT

141 Main Street, PO Box 223, Townsend, DE 19734



OATH OF OFFICE

"I, Michael M. Butkus, do proudly swear to carry out the responsibilities of the office of Police Officer, Town of Townsend, to the best of my ability, freely acknowledging that the powers of this office flow from the people I am privileged to represent.

I further swear, always to place the public interests above any special or personal interests, and to respect the right of future generations to share the rich historic and natural heritage of Delaware.

In doing so, I will always uphold and defend the Laws and Ordinances of the Town of Townsend, and the Laws and Constitutions of my Country and of the **STATE OF DELAWARE**, so help me God."

Michael M. Butkus _____
Employee (Signature) Date

Scott Lobdell _____
Mayor (Signature) Date

Earl M. McCloskey _____
Police Chief (Signature) Date

Kelsey Gallagher _____
Notary (Signature) Date

Town of Townsend Engineer's Report

TO: Julie Goodyear, Town Manager

FROM: Brian Miller, PE

DATE: May 28, 2026

General Engineering

Date	Description
	Communication with Town regarding grant opportunities.

Permit Reviews

TWNSD25001

Date	Description
5/12/2026	Returned permit review for 26-00090, 26-00091, and 26-00093
5/20/2026	Returned permit reviews for 26-00095, 26-00097, 26-00099, 26-00100, and 26-00101.
5/27/2026	Returned permit review update for 26-00095.
5/27/2026	Returned permit reviews for 26-00098 and 26-00106.

Capital Projects

TWNSD25009 661 South Street

Date	Description
3/31/2026	OSFM submission.
4/9/2026	Received OSFM comments
4/30/2026	Contacted OSFM regarding review comments. Additional coordination and information is required with building design and service.

Development Projects

TWNSD25003 Woods at Hidden Creek

Date	Description
2/19/2026	Facilitated the preconstruction meeting for Phases 7 & 9 via Teams.

TWNSD25004 Townsend Cove (Acres)

Date	Description
4/9/2026	Provided bonding recommendation letter via email.
5/27/2026	Scheduled pre-construction meeting for 6/3.

TWNSD25005 Townsend Crossing

Date	Description
4/2026	Coordination with developer via email regarding bonding requirements.

Scott Lobdell, Mayor
Joseph Bangura, Councilman
Matthew Chapman, Councilman
Dylan Wiggins, Councilman
Syed Sharif, Councilman



Julie Goodyear, Town Manager
Jennifer Helms, Financial Officer
Kelsey Gallagher, Town Clerk
Brian Miller, Town Engineer
Lisa Hatfield, Town Solicitor
Julie Abrams, Administrative Assistant

Town Manager- Monthly Report

May 2026 Recap

Townhall/TM:

- First Friday's Celebration- 5/1
 - Special Guest Speaker- MHA in support of Mental Health Awareness Month
- Bi-Monthly Staff Meeting 5/5
- Tm attended meeting at Police Station to recap progress on Police Build. 5/5
- TM attended Council Meeting- 5/6
- TM attended webinar "Effective Supervisory Practices"- 5/7
- TM and CM Wiggins presented at the Middletown Business- 5/12
 - Presentation provided information on Townsend and how local businesses and entrepreneurs can connect with Townsend.
- Town Hall Staff made adjustments to the Fee Schedule and started enforcing new rates effective 5/12/26
- TM attended Senate Housing & Land use Committee Meeting- 5/13
 - TM presented at public comment the stance on Senate Bill 23 and Substitute Bill No.1
- TM met with Vialytics partners on final steps before rolling out "Citizen Copilot"- 5/14
 - Citizen Copilot will roll out live on 6/9/2026... stay tuned!
- All Town staff departments attended the dedication ceremony of the Gaga Ball Pit at Community Park- 5/14
- TM attended Public Safety MTG- 5/18
- TM attended webinar "Effective Supervisory Practices"- 5/21
- TM & PWS attended PWLUD MTG- 5/21
- TM & FO attended Finance MTG- 5/22
- TM attended Code Review MTG- 5/22
- TM & FO attended presentation from Max Walton "Local Authority: Constitution, Takings and Fees"- 5/26
- TM attended webinar "From Classroom to County: Leading with High-Performance Results"- 5/26
- TM and PW Staff held monthly PW meeting- 5/29/2026
- All Staff and Council attended Town Fair- 5/30

Permits: 25 permits issued in May

- Basement (1)
- Deck (3)
- Fence (7)
- HVAC (1)
- New Construction (4)
- Pool (2)
- Roof (7)

Licensing:

- 12 Contractor License issued/ renewed in May
 - 137 Active Contractor Licenses
- 27 Business Licenses renewed for 2026
- 17 Rental Licenses renewed for 2026

Grants:

- 2026 Glass Recycling Foundation Grant
 - Requesting Funding for glass recycling initiative at Community Park
- Delaware Grocery Initiative
 - Requesting \$2,000 to support our "Blessings Boxes" throughout Town
- Delmarva Sustainable Communities Grant
 - Requesting \$10,000 to support the smaller park improvements to include
 - Inter-abled playground features
 - Recycling hub
 - Educational park features
 - Seating and canopies
- EDA- PWEAAP
 - Requesting Funding to support the PW infrastructure
 - Pending Submission
- ORPT 2026
 - Requesting Funding for Inter-abled playground at larger park
- CRF grant applications for the following projects:
 - Town Tree Replacement- **DENIED**
 - Smaller Park Revamp
 - Pate Gate & Fence
 - Inter-abled Playground
 - PW Facility
 - Townsend Green
 - Park Restrooms
 - Community Center

Rentals: 2 Park, Pavillion or gazebo Rentals in May

- Slims Chance Bulldogs- Have rented the baseball fields for the season. Daily rental from 4:30pm to 8:00pm.
- Pavillion Rental 5/10: Satisfactory post inspection- full security deposit returned

- Pavillion Rental 5/22: Satisfactory post inspection- full Security deposit returned

Code Enforcement: 1 Violation(s) Issued

- Roof Replacement without permit being issued

Property Information Requests: 10 (Generating \$100.00 in revenue)

- 25-004.00-318
- 25-009.00-028
- 25-004.00-007
- 25-004.00-319
- 25-003.00-037
- 25-004.00-321
- 25-008.00-047
- 25-008.00-194
- 25-001.00-086
- 25-004.00-319

FOIA Requests: 6 Requests

- Records of Permits issued for timeframe 4/1/2026 to 4/30/2026
- Records Request for parcel # 25-001.00-032
- Property Survey request for Parcel # 25-009.00-014
- Records request for parcel # 25-008.00-172
- Records request relating to Major Subdivision "Blackbird Crossings"
- Deed Copy request for parcel #25-002.00-081

Owner Complaints: 4 Complaints received

- Rooster noises- resulting in violation for Owner.
- Unattended yard maintenance- resulted in Owner compliance without a violation
- Irrigation Timer error at Park- Power outage effected the timer of irrigation at park. Currently on PW schedule for repairs
- Yard Waste Missed collection- a few complaints of missed yard waste collections. Resulted in feedback to service provider.

Respectfully Submitted,

Julie Goodyear
Town Manager



TOWN OF TOWNSEND
GENERAL FUND INCOME STATEMENT
April 30, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Impact Fees: Community Services (FD)	15,000.00	11,250.00	(3,750.00)	75%
Franchise Fees	18,000.00	18,829.98	829.98	105%
Interest Income	153,500.00	141,436.51	(12,063.49)	92%
Miscellaneous Income	63,150.00	6,168.24	(56,981.76)	10%
Property Transfer Taxes	300,000.00	248,961.07	(51,038.93)	83%
Real Estate Property Tax	834,200.00	849,107.50	14,907.50	102%
Rental Registration Fee	1,700.00	1,210.00	(490.00)	71%
Total Administrative Revenues	1,385,550.00	1,276,963.30	(108,586.70)	92%
Impact Fees	135,000.00	101,250.00	(33,750.00)	75%
Licenses & Fees	73,600.00	53,469.44	(20,130.56)	73%
Town Permits	103,700.00	140,111.40	36,411.40	135%
Total Permits & Licenses Revenues	312,300.00	294,830.84	(17,469.16)	94%
Miscellaneous Income PW	-	1,227.00	1,227.00	
Total Public Works Revenues	-	1,227.00	1,227.00	
Park rental	2,000.00	2,175.00	175.00	109%
Total Park & Recreation Revenues	2,000.00	2,175.00	175.00	109%
Municipal Street Aid Grant	59,800.00	57,602.36	(2,197.64)	96%
Grants Revenue	119,100.00	31,523.62	(87,576.38)	26%

Total Grant Revenues	178,900.00	89,125.98	(89,774.02)	50%
Community Events: Donations	-	480.00	480.00	
Town Fair Donation	5,000.00	1,770.00	(3,230.00)	35%
Community Events: Town Fair	5,500.00	4,900.00	(600.00)	89%
Total Community Events Revenues	10,500.00	7,150.00	(3,350.00)	68%

General Fund Revenue Totals	1,889,250.00	1,671,472.12	(217,777.88)	88%
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EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Fire House Impact Fees	15,000.00	9,750.00	(5,250.00)	65%
Accounting Audit	25,000.00	25,000.00	-	100%
Investments Fees	27,000.00	22,283.10	(4,716.90)	83%
Computer/Software Support	89,200.00	93,724.05	4,524.05	105%
Copier Maintenance Agreement	1,300.00	1,073.00	(227.00)	83%
Town Insurance	33,800.00	34,964.20	1,164.20	103%
Town Hall Cleaning/Pest Ctrl	1,350.00	1,800.00	450.00	133%
Membership Fees	1,800.00	577.00	(1,223.00)	32%
General Town Hall Expenses	7,200.00	888.42	(6,311.58)	12%
Security System @ 141 Main Street	1,000.00	623.00	(377.00)	62%
Office Supplies	2,000.00	1,012.36	(987.64)	51%
Postage & Delivery	4,000.00	1,025.43	(2,974.57)	26%
General Legal	35,000.00	40,613.05	5,613.05	116%
Trash Collection Service	256,600.00	190,309.98	(66,290.02)	74%
Utilities - Town Hall	16,300.00	12,749.21	(3,550.79)	78%
Miscellaneous Expense	10,700.00	6,006.56	(4,693.44)	56%
Total Administrative Expenditures	527,250.00	442,399.36	(84,850.64)	84%
Payroll & Benefits	499,900.00	394,261.01	(105,638.99)	79%
Total Payroll Expenditures	499,900.00	394,261.01	(105,638.99)	79%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Street Lights	106,070.00	92,782.15	(13,287.85)	87%
Total Street Lights Expenditures	106,070.00	92,782.15	(13,287.85)	87%
General Engineering	50,400.00	14,267.50	(36,132.50)	28%
Studies	-	24,369.40	24,369.40	
Code Enf/Inspections	55,000.00	32,643.72	(22,356.28)	59%
Lot Grading Reviews	11,000.00	-	(11,000.00)	0%
Charter/Comp Plan Fees	1,000.00	-	(1,000.00)	0%
Total Code & Planning Expenditures	117,400.00	71,280.62	(46,119.38)	61%
Town Equipment Fuel	4,000.00	2,663.39	(1,336.61)	67%
Park Maintenance Expense	36,000.00	28,257.66	(7,742.34)	78%
Vehicle/Equipment Maintenance	4,450.00	7,325.84	2,875.84	165%
Public Works Equipment	500.00	520.68	20.68	104%
Public Works Uniforms	1,800.00	927.55	(872.45)	52%
Street, Sidewalk & Curb Maintenance	30,500.00	14,012.96	(16,487.04)	46%
Snow Removal	12,900.00	23,107.80	10,207.80	179%
Total Public Works Expenditures	90,150.00	76,815.88	(13,334.12)	85%
Community Relations	1,150.00	500.00	(650.00)	43%
Community Events Expense	11,800.00	6,982.55	(4,817.45)	59%
National Wildlife Foundation/Habitats	600.00	-	(600.00)	0%
Total Community Events Expenditures	13,550.00	7,482.55	(6,067.45)	55%
Gain/Loss on Sale of Asset	-	(2,000.00)	(2,000.00)	
Total Gain/Loss on Sale	-	(2,000.00)	(2,000.00)	
General Fund Operating Expenditure Totals	1,354,320.00	1,083,021.57	(271,298.43)	80%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Capital Expenses	250,000.00	102,811.00	(147,189.00)	41%
Public Works Capital Expense	84,800.00	13,248.00	(71,552.00)	16%
Total Capital Expenses	334,800.00	116,059.00	(218,741.00)	35%
General Fund Capital Expenditure Totals	334,800.00	116,059.00	(218,741.00)	35%



**TOWN OF TOWNSEND
POLICE INCOME STATEMENT
April 30, 2026**

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Impact Fees: Community Services	30,000.00	22,500.00	(7,500.00)	75%
Fines - Police	12,000.00	4,822.36	(7,177.64)	40%
Grant Revenue	673,300.00	300,000.00	(373,300.00)	45%
Miscellaneous Income	4,800.00	2,130.00	(2,670.00)	44%
Transfers In	199,970.00	-	(199,970.00)	0%
Police Fund Revenue Totals	920,070.00	329,452.36	-590,617.64	36%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Repairs & Maint - Vehicles/Equipment	9,400.00	1,026.37	(8,373.63)	11%
Security System - 661 South St	4,100.00	-	(4,100.00)	0%
Computer/Software Expense	900.00	1,607.50	707.50	179%
PD Equipment/Office Equipment	5,500.00	2,097.36	(3,402.64)	38%
Training Classes	5,700.00	2,810.11	(2,889.89)	49%
Fuel	10,100.00	3,949.85	(6,150.15)	39%
Insurance	11,200.00	11,949.29	749.29	107%
Uniforms: PD	3,400.00	5,288.00	1,888.00	156%
General Engineering	1,000.00	-	(1,000.00)	0%
Legal Services	2,000.00	395.00	(1,605.00)	20%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Utilities - PD	19,000.00	13,003.57	(5,996.43)	68%
Miscellaneous Expense	5,000.00	5,112.60	112.60	102%
Total Administrative Expenditures	77,300.00	47,239.65	(30,060.35)	61%
Payroll & Benefits	369,600.00	237,799.15	(131,800.85)	64%
Total Payroll Expenditures	369,600.00	237,799.15	(131,800.85)	64%
Police Fund Operating Expenditure Totals	446,900.00	285,038.80	(161,861.20)	64%
Capital Expense - PD	673,300.00	471,971.82	(201,328.18)	70%
Police Fund Capital Expenditure Totals	673,300.00	471,971.82	(201,328.18)	70%



TOWN OF TOWNSEND
SPECIAL REVENUE FUND INCOME STATEMENT
 April 30, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Grants Revenue	50,900.00	-	(50,900.00)	0%
Special Revenue Fund Revenue Totals	50,900.00	-	(50,900.00)	0%

EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Capital Expenses - ARPA	50,900.00	2,411.80	(48,488.20)	5%
Special Revenue Fund Expenditure Totals	50,900.00	2,411.80	(48,488.20)	5%



TOWN OF TOWNSEND
POLICE GRANTS INCOME STATEMENT
 April 30, 2026

REVENUES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Police Grants Revenue	34,000.00	27,680.40		
Police Grants Fund Revenue Totals	#REF!	#REF!	#REF!	#REF!
EXPENDITURES	BUDGET	ACTUAL	OVER/(UNDER)	Target % for Apr 83%
Overtime	19,100.00	8,733.31	(10,366.69)	46%
Misc Expense	9,400.00	2,796.64	(6,603.36)	30%
Police Grants Fund Expenditure Totals	28,500.00	11,529.95	(16,970.05)	40%
Misc Expense	5,500.00	5,487.70	(12.30)	100%
Police Grants Capital Expenditure Totals	5,500.00	5,487.70	(12.30)	100%