



**Town of Townsend HR Committee Meeting
December 11th, 2025 @ 11:00 am
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

11:00 am HR Committee Meeting

- I.** Call to Order: Approximately 11:04am.
- II.** Opening Ceremonies
 - a.** Roll Call: Mayor S. Lobdell (via Zoom), CM S. Sharif, TM J. Goodyear, TC K. Gallagher
 - b.** Pledge of Allegiance: None.
 - c.** Recognition of Visitors: None.
 - d.** Announcements: None.
- III.** Citizens Comments & Participation.
 - a.** None.
- IV.** Adoption of Agenda.
 - a.** *All agreed to adopt the agenda as written.*
- V.** ACTION ITEM: Discussion and Review of Employee Handbook
 - a.** TM Goodyear shares that the Police Chief has a few differences on agreement with the Town Employee Handbook. He had emailed TM Goodyear his remarks and she has shared them with the committee. TM Goodyear is requesting clarification from the committee on the asks of Police Chief Longo.
 - 1.** TM Goodyear shares the first ask of Chief Longo with is changing the length of a vacation day to 10 hours as that is the amount of time they work a shift. TM Goodyear also clarified that time off is calculated by the hour not by the day.
 - I.** Mayor Lobdell states that with a 10-hour work week, the officer is still getting 3 days off. So, this negates the need for the change in vacation time.
 - a.** *All agree to deny this request.*
 - 2.** TM Goodyear shares the second request which is to keep an exiting employee that is in good standing on payroll to pay them out their owed time.
 - I.** Mayor Lobdell expresses that this would require the town to keep the employee eligible on benefits even though the employee is leaving or already left.



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- II.** CM Sharif states that having everything put on a final paycheck will not change the outcome of the person's taxes, so it makes no sense to do this.

a. All agreed to decline this request.

3. TM Goodyear shares the third request which is in the event of an employee death, unused vacation time be paid out to the employee's family. She expresses that she is not against this request as long as the employee was in good standing.

I. All agree to change the verbiage in the employee handbook to time being paid out in the result of death if employee is in good standing.

4. TM Goodyear shared the fourth request that is asked of Chief which is in resignation the employee be able to use their time off during the two weeks' notice.

I. Mayor Lobdell states that this would have to be a case-by-case type of thing. If someone is leaving due to a sick family member that would be an acceptable rationale vs just not showing up for the last two weeks and being paid.

a. All agree that this is a case by case manner and will be handled accordingly.

5. TM Goodyear shared the final request from Chief that a policy be made that if an employee is sick or in the hospital and they give the ok to share their health that staff may be able to be notified for words of encouragement or well wishes. She shares that in her opinion this is more of a personal matter.

I. All agree to deny this request.

VI. ACTION ITEM: Discussion and Review of Employee job Descriptions

- a.** TM Goodyear shares that she has been working on updating and editing job responsibilities and descriptions to better understand the areas of work that each position has.

1. TM Goodyear shares the edits she has made for the Financial Officer, which mostly redefines expectations and routines. Nothing is changing, only being cleaned up.

I. Mayor Lobdell expressed that he likes all of the edits for each job description

2. TM Goodyear shares the edits to the Administrative Assistant job description. She expressed that she would like to grow the current



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Admin assistant's responsibilities with event outreach. With the allowance of the budget, she would love to hire a PT admin and make the current Admin Assistant's job titled the events coordinator. With the number of events that the Town has, it would be beneficial to have an events coordinator.

I. All agree with TM Goodyear's idea.

3. TM Goodyear shares the edits to the Town Clerk's job description. She stated that this edit was just cleaning up the descriptions and highlighting the need for support with records and communications. Nothing will be changing and the job weight will remain the same.

I. All agree with the job description edits.

4. TM Goodyear shares the edits to the Public Works Supervisor's job description. He is a working supervisor, meaning he is out in the field and in the office. She states it is hard to define his roll with so much responsibility of being a working crew member and a supervisor. She states she may need an executive session to figure out expectations.

I. All agree with the job description edits.

5. TM Goodyear shares the edits made to the Town Manager's job description. She states the job description was cleaned up and redefined the job duties. She was able to separate supervisor roles and daily tasks.

I. All agree with the job description edits.

VII. Ongoing Business Updates

- a. None.

VIII. New Business

- a. None.

IX. Discussion regarding future agenda topics and next meeting date

- a. TM Goodyear requested after the holiday. Possibly in February.

X. Recess Committee Meeting to Convene Executive Session.

- a. *CM Sharif made a motion to recess the public committee meeting to convene an executive session. Mayor Lobdell seconded the motion.*

1. Meeting Recessed at approximately 11:52am.

- XI. Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(9), the Town HR Committee will consider a motion to meet in an executive session for the discussion



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of personnel matters in which the names, competency and abilities of individual employees are discussed.

XII. Close Executive Session & Re-convene Committee Meeting.

- a. *CM Sharif made a motion to re-convene the committee meeting. Mayor Lobdell seconded the motion.*

1. *Meeting re-convened approximately 12:16pm.*

XIII. Adjourn.

- a. *CM Sharif made a motion to adjourn the meeting. Mayor Lobdell seconded the motion.*

1. *Meeting adjourned at approximately 12:18pm.*