



Town of Townsend HR Committee Meeting

June 18th, 2026 @ 1:00 pm

VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

1:00 pm HR Committee Meeting

- I. Call to Order: Approximately 1:04pm.
- II. Opening Ceremonies
 - a. Roll Call: Mayor Lobdell, CM Sharif, & TM Goodyear.
 - b. Pledge of Allegiance: None.
 - c. Recognition of Visitors: None.
 - d. Announcements: TM Goodyear announced that it was requested from Chief McCloskey, but the item was tabled due to his inability to be at the meeting.
- III. Citizens Comments & Participation.
 - a. None.
- IV. Adoption of Agenda.
 - a. *All agreed to adopt the agenda as written.*
- V. Approval/Rejection of Minutes:
 - a. ACTION ITEM: Approval/Rejection of HR Committee Meeting Minutes from December 11th, 2025, meeting.
 1. *All agreed to approve the HR Committee Meeting minutes from December 11th, 2025, meeting.*
- VI. **ACTION ITEM:** Discussion and Review of Employee Handbook
 - a. TM Goodyear shared that there is currently an employee that was deployed and she would like to ensure that there is a stipulation regarding their pay while they are deployed. She also shared that the Employee Handbook states that there is a 7 day debrief upon completion of deployment to return back to work. She would like to extend the 7 days to 30 days of job protection due to the nature of deployment.
 1. *All agreed with this.*
 - b. TM Goodyear requested to review the time off policy as she feels there is a lot of time given to staff and a lot of carry over of PTO.
 1. Mayor Lobdell suggested limiting the carrying over of time off to a certain amount and then any remaining time off they would get paid out for at the end of the year.
 - I. TM Goodyear agreed with this suggestion and stated that she can draft something for the committee to review. She also



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shared that there would be a lot of time to pay out and that a previous employee had over 700 hours of sick leave.

a. CM Sharif suggested the payout could be half of the pay rate. It makes it a "use it or lose it" situation.

i. *All agreed.*

VII. Ongoing Business Updates:

a. None.

VIII. New Business:

a. None.

IX. Discussion regarding future agenda topics and next meeting date:

a. *All agreed to plan the next meeting on a future date.*

X. Recess Committee Meeting to Convene Executive Session.

a. *All agreed to recess the committee meeting to convene an executive session.*

1. *Committee meeting recessed at approximately 1:41pm.*

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

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

a. *All agreed to close Executive Session and re-convene the Committee Meeting.*

1. *Executive session closed at approximately 2:12pm.*

XIII. Adjourn.

a. *All agreed to adjourn the meeting.*

1. *Meeting adjourned at approximately 2:12pm.*