Townsend Town Council Meeting Agenda
October 7th, 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 7:02pm.

II. Opening Ceremonies

A. Roll Call: Mayor Lobdell, CM Sharif, CM Bangura, CM Chapman (Via Zoom), CM Wiggins (Via Zoom), TM Goodyear, TS Hatfield, & TE Miller.
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: E. Emsley.
E. Announcements: None.

III. General Citizen Comments:

A. Visitor Emsley expressed concerns regarding traffic speed near the post office, specifically since there are parked vehicles on the street.

1. Council discussed the possibility of deploying the Town's portable radar sign in the area to collect speed data and encourage drivers to reduce their speed. They will address the concern with Chief McCloskey.

IV. Review/Adoption of Agenda:

A. CM Bangura made a motion to adopt the agenda with the removal of item IC1, as it will be discussed at next month's meeting. 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 the September 2nd, 2026, Town Council Meeting.

1. *CM Bangura made a motion to approve the Town Council Minutes from September 2nd, 2026, meeting. CM Sharif seconded the motion. Voice vote of Councill: All yeas.*

VI. **ACTION ITEM:** BOA Swear In- J. Holmes

A. *No Action taken.*

I. Departmental Reports:

A. Mayor S. Lobdell

1. Nothing to share.

B. New Castle County Councilman Dave Carter

1. *Nothing to share.*

C. Town of Townsend Police Chief's Report

1. TM Goodyear shared that there have been multiple acts of vandalism at Town Park Facilities, including turf damage due to dirt bikes. She advised that the PD has been investigating the incidents and would like to reiterate the need for additional lighting and cameras within the park to improve monitoring and deter vandalism.
    i. Council discussed utilizing social media, HOA communication, and other public outreach methods to encourage residents to report suspicious activities.
2. ~~ACTION ITEM: Discussion and Review with potential vote of Council to approve "TPD-Comp Time" Policy.~~

D. Town Solicitor Lisa Hatfield

1. TS Hatfield provided an update on her workload for the month, highlighting the comp plan development and upcoming sewer agreement negotiations.

E. Town Engineer Brian Miller

1. TE Miller provided an update on his work with the Town for the month, highlighting the recently completed field survey work for Wiggins Mill area.

F. Town Manager Julie Goodyear

1. TM Goodyear shared her monthly report with the Council sharing that she has recently begin a grant writing course to further enhance Town's ability to pursue additional funding opportunities. She highlighted that permit and park rental activity has begun to slow down for the season but FOIA request activity has increased. She noted that the requests commonly involve deeds, surveys, permits, and violations for properties.
    i. Council discussed making a link available on the Town website to the NCC Recorder of Deeds, for residents to be able to request copies of their deeds and other related records.

G. Public Works Supervisor Rick Boyer

1. *Nothing additional to share.*

II. <u>Committee Reports:</u>

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

Public Participation Procedures: Speakers shall state their name and place of residence for the record, address remarks to the Council or Commission as a whole, and limit comments to the matter under consideration. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.

1. **ACTION ITEM**: Review and possible discussion on August 2026 Budget vs. Actual Reports.

B. **Human Resources Committee**: Chair: Councilman Sharif, Co-Chair: Mayor S. Lobdell
   1. TM Goodyear shared that the HR Committee recently approved a Volunteer Tim Off benefit for employees with provides them with up to 16 hours of paid volunteer time annually. She reported positive feedback from staff and identified several local organizations where they intent to volunteer throughout the year.
      a. Council members expressed their support for the program.

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 of Park Light Project Estimates from Generation Electric.
      a. CM Chapman presented updated cost estimates for the Town Park Lighting Project. He shared that during project planning it was discovered that conduit infrastructure necessary for the lighting installation did not exist and would need to be installed as part of the project.
         i. Council reviewed and revised project costs and weighed the benefits of completing both the large and small parking lots simultaneously rather than delaying portions of the project. They also discussed the benefit of installing additional conduit infrastructure to support future public safety camera installations.
         ii. *CM Sharif made a motion to approve the full lighting project in the amount of $46,670, consisting of $40,000 in grant funding and $6,670 from Public Safety impact fee funds. CM Chapman seconded the motion. Voice vote of Council: All yeas.*
   2. **ACTION ITEM:** Discussion with Possible Vote of Council to approve Public Works Vehicle Purchase.
      a. TM Goodyear presented multiple proposals for the purchase of a new PW truck equipped for snow operations. The vehicle purchase was budgeted for $70,000

Public Participation Procedures: Speakers shall state their name and place of residence for the record, address remarks to the Council or Commission as a whole, and limit comments to the matter under consideration. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.

and is intended to support the PW Dept's ability to perform in-house snow plowing.

i. Council reviewed the available proposals and discussed vehicle specifications, warranty options, and overall long-term value. Members agreed that additional review from the PWLUD Committee would be beneficial prior to deciding.

ii. *CM Chapman made a motion to approve the purchase of a PW vehicle up to the budgeted amount of $70,000 and allow the PWLUD Committee to make the final approval. CM Sharif seconded the motion. Voice vote of Council: All yeas.*

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

1. CM Wiggins shared updates regarding the new PD building project. He reported that plumbing inspections and been completed and passed, but building plans are still being finalized. He also advised that recent discussions with project partners and the Fire Marshal have raised additional questions regarding sprinkler system requirements for the facility. A PS Committee meeting will be scheduled to establish a clear path forward for the project. CM Wiggins also shared that the new PD vehicles have been delivered and are undergoing final outfitting. Additionally, MCpl Peters has returned to full-duty status.

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

1. CM Wiggins provided a recap of the recent Fall Fest Movie Night. He shared that attendance was strong, pumpkin painting activities were well received, and over 110 pumpkins were distributed to participating children. Although inclement weather impacted the outdoor movie portion of the event, overall feedback from attendees was positive. He also shared that the Town's partnership with the TES Boosters was a contributor to the great success and he also wanted to publicly recognize TM Goodyear and Events Coordinator Abrams for their efforts on the event. Lastly, CM Wiggins shared that the Community Pantry Ribbon Cutting Ceremony was a great event and received positive resident feedback.

Public Participation Procedures: Speakers shall state their name and place of residence for the record, address remarks to the Council or Commission as a whole, and limit comments to the matter under consideration. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.

a. Council discussed future improvements to the pantry area, including the possibility of enclosing a portion of the porch to create a climate-controlled space for donations and to keep the refrigerator safe.

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

1. TM Goodyear reported the committee had explored potential code amendments related to solicitation. Following legal review, it was determined that the proposed language would not be enforceable based on current guidance and no code amendment would be pursued at this time.

III. Discussion of future agenda items.

A. None.

IV. Recess Council Meeting to Convene Executive Session.

A. CM Bangura made a motion to recess Council and Convene an Executive Session. CM Wiggins seconded the motion. Voice vote of Council: All yeas.

1. Council Meeting Recessed at approximately 8:24pm.

I. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(9), & §§10004(b)(2) the Town Council will consider a motion to meet in an executive session for the discussion of personnel matters and site acquisition.

V. **Close Executive Session & Re-convene Council Meeting.**

A. CM Bangura made a motion to close Executive Session and Re-convene regular Council. CM Wiggins seconded the motion. Voice vote of Council: All yeas.

1. Executive Session closed approximately 8:49pm.

VI. 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 approximately 8:50pm.

Public Participation Procedures: Speakers shall state their name and place of residence for the record, address remarks to the Council or Commission as a whole, and limit comments to the matter under consideration. Public comments are heard during the time slotted for General Citizen Comments. Once closed, there will be no additional public comment unless the agenda specifically provides an additional public comment period on an individual topic. Comments permitted pursuant to a specific agenda item shall be limited to the matter under consideration. All public comments are limited to three (3) minutes per speaking per opportunity. Unused time may not be donated to another speaker. Written comments submitted by 3:00 p.m. on the day of the meeting will be distributed to members but will not be read aloud. All participants shall comply with the direction of the presiding officer and conduct themselves in an orderly and respectful manner.