



## Mid-Month Council Meeting Minutes January 21, 2015

**Meeting: 7:00 pm**

**I. Call to Order: 7:00 pm**

**II. Opening Ceremonies**

- a. Roll Call: Mayor Jermaine Hatton, CM John Ness, CW Lorraine Gorman, CM Rudy Sutton (at 7:50 pm), TE Owen Hyne, TM Dawson Green, TC Cathy Beaver
  - NOTE: Everything that was voted on was done after CM Sutton arrived and there was a quorum.
- b. Recognition of Visitors: Lex Heinold, Bill McMichael (News Journal), Doloras Bernal (Transcript)
- c. Pledge of Allegiance: Pledge was said.
- d. Announcements:
  - Town Hall closed Monday, February 16, 2015 for President's Day

**III. Additions/Deletions to Published Agenda**

- a. Mayor Hatton asked to remove the first bullet under 5c; it was discussed at an earlier meeting.
- b. CM Ness motioned, CM Sutton seconded with unanimous vote to approve the agenda with the above deletion.

**IV. Council Minutes**

- a. Approval of December 17, 2014 Mid-month minutes
  - CM Ness motioned, CW Gorman seconded with unanimous vote to approve the minutes as written.
- b. Approval of January 7, 2015 Council minutes
  - CM Ness motioned, CW Gorman seconded with unanimous vote to approve the minutes as written.

**V. Mayor's Report**

- a. Nothing to report.

**VI. Reports**

- a. Fred Townsend III, Town Attorney
  - Mayor Hatton spoke to TA Townsend who had nothing to report.
- b. Owen Hyne, Town Engineer
  - Currently processing the bond release for Gray Street Properties in TVII, section 2A along Esch Street. The Town should receive it shortly.
  - Working with DelDot on the final punch list for the streetscape paving.
  - Submitted an erosion and sediment (E & S) plan to New Castle conservation district for the work going on at 141Main Street. This enables the Town to move forward with stump removal and demolition work.
    - Mayor Hatton clarified that we already received permission from DNREC to do this.
    - TE Hyne said yes but the conservations district needed something in writing on file.
    - TM Green asked if the stamped approved E & S plan will be sent to the Town because the winning contractor will need a copy of it.
    - Mayor Hatton said we would also like to move forward with putting silt fencing around the property and need the approved E & S to do this.

- c. Dawson Green, Town Manager
  - Talked to DelDot to see what will be required at 141 Main to re-pave the existing driveway and any sidewalk work needed along Main Street. Waiting to hear back.
  - Also talked to DelDot in hopes they will look at the intersection of Rt. 71 and Main Street for turn lanes/arrows to prevent accidents and for pedestrian safety. TM Green said he has seen many near misses for an accident while waiting to turn. People are going around cars trying to turn east onto Pine Tree Corner Road and going up on the median and into the turn lane to do it.
  - Mayor Hatton added that a resident sent an email asking us to have DelDot look into this. They were almost hit in the intersection. DelDot runs tests for the amount of vehicles using the roadway to see if it will warrant turn lanes or signals.
  - TE Hyne said there is a large puddle in front of Dollar General on Rt. 71 which has been discussed in previous meetings. DelDot did the paving work and it doesn't look like the entry was done correctly. There is a swale where the water should drain to. Will talk to DelDot about this.
  - CW Gorman asked about the signage for the one way street.
  - TM Green stated the state is still going to install them when they have time.
  - TM Green said he has also contacted Rob Allen about drainage issues in Townsend Village.
  - TM Green stated that today a gentleman who has a client interested in the two properties along with the commercial building on Cannery Lane stopped in. Based on the type of work of his client, there may be some permitted usage issues they would like to talk to us about before purchasing. They will need to store vehicles outside. I will set a meeting up with him, his client and the Town to see if something could be worked out and possibly bring a new business into Town.
  - CW Gorman asked what type of vehicles.
  - TM Green said he didn't say. He said it is along the lines of construction, they are growing and want to move south, currently in Newark, and don't want to go as far south as Smyrna.
  - Mayor Hatton said Waste Industries is across the street. Some of the residents will have a problem with the size of the vehicles.
  - TM Green stated he understands the need for a buffer between the property and Taylor Street.
  - TM Green said the demolition of the garage and lean too is complete at 141 Main Street. The concrete pillars were all cracked and couldn't be salvaged.
  - Mayor Hatton said the contractor stated there were 23 snakes came out when they removed the concrete pillars. The neighbor's fence was not touched, all went well. We now need to get the silt fence up around the property; it will also prevent the neighbor from parking in the driveway.
  - CW Gorman asked what the next step is for moving forward.
  - TE Hyne said the plans have to be finalized.

## **VII. Committee Reports**

- a. Finance: Chair – Mayor Jermaine Hatton
  - Rowland and Johnson, the auditors will be here Friday, 2/16/15 to finish their field work.
  - Followed up with PNC and we will get refunds for the fees we were charged. It was an accounting glitch on their side.
- b. Public Works: Chair - CM Rudy Sutton
  - Progress Report of work @ 141 Main Street – the structure has been demolished and the concrete and debris has all been hauled away.
  - CM Sutton stated he is meeting with Dave Friday morning to walk the property and discuss several issues.
- c. Land Use & Development: Chair – Mayor Jermaine Hatton

- Discussion and possible approval to annex Parcel No. 14.016-01.046, 141 Main Street – deleted from agenda, discussed at an earlier meeting.
- Discussion and possible approval to annex Parcels No.'s: 14.015-00.021 & 14.015-00.204

Mayor Hatton introduced Lex Heinhold from HJH General Contractors, the new owner of these parcels.

Mr. Heinhold asked what zoning they will be annexed into Town under.

TM Green said they will be residential.

Mr. Heinhold said he spoke with the County, Artesian and Chesapeake about the utilities. He asked how long the annexation process will take. He wants to get started on the project now.

TM Green said this annexation process will take up to 45 days, depends on the state.

Mr. Heinhold stated he is going to re-model the existing home. After some discussion he was advised to pull the permits from NCC for the re-model and hopefully the annexation will be done about the same time he is done with the project. Mr. Heinhold stated he is going to build a new home on the second parcel.

TM Green added that he doesn't believe Dave can close out a permit issued by the County.

Mayor Hatton explained Mr. Heinhold purchased three parcels, one parcel is already annexed into Town and is zoned R-AA.

Mr. Heinhold asked about the process to change this zoning, he doesn't believe it is correct and would like it to be residential.

Mayor Hatton agreed and explained the Town approached the previous owner asking permission to have the zoning changed. If Mr. Heinhold wants the zoning changed, we need to start the process now. Mr. Heinhold said he would be happy to sign the letter to start the process. The zoning committee has already made the recommendation to change the zoning.

Mr. Heinhold said there is also an issue with the survey of the properties, the survey doesn't agree with the County map. It's all confusing.

Mr. Heinhold stated he plans on fixing and remodeling the existing house and building new homes on the other two lots. All will be sold.

Mayor Hatton thanked Mr. Heinhold for annexing into Town and added that anything he does along that stretch will help the ascetics of the Town.

- Introduction of Ordinance No. 15-01, Annexation of parcel 14.016-01.046, 141 Main Street

Mayor Hatton introduced the above ordinance. If it is approved, an enclave will be annexed into Town Limits. He recommended a public hearing on Wednesday, February 4, 2015 for the final reading and public comments. Council will also possibly approve the Ordinance following the public hearing at the Council meeting.

- Introduction of Ordinance No. 15-02, Annexation of Parcel No.'s: 14.015-00.021 & 14.015-00.204

Mayor Hatton introduced the above ordinance. If approved, two enclaves will be annexed into Town Limits. He recommended a public hearing on Wednesday, February 4, 2015 for the final reading and public comments. Council will also possibly approve the Ordinance following the public hearing at the Council meeting.

d. Public Safety: Chair – CM John Ness

- Left a message for the Police Chief of Dewey Beach for information about the possible installation of security cameras in the park. They recently did this and because we are a municipality, there are guidelines we have to abide by.

- CodeRed is the replacement system for R911. It will be tested at 10:00 am tomorrow, this is only a test. If someone isn't registered, they can register with a phone or email address. This is a new and improved server based program, it can be done remotely, won't have to physically go to Town Hall to do this.

- Mayor Hatton asked if Townsend will have its own login for the new system.

- CM Ness stated he will have to check.

e. Parks & Recreation: Chair – CW Lorraine Gorman

- Update on electrical improvements

1. The electrical receptacle in the center island by the Christmas tree is the only outstanding issue. We discussed at a previous meeting having the receptacle in the ground for security reasons. We have an estimate for \$795.00 for this receptacle with standard bolts and the special bolt will slightly increase the cost. The bolt takes a special tool to remove the cover. Everyone has a picture of what the receptacle will look like.

2. This is the last item in Phase I.

3. CW Gorman motioned, CM Ness seconded with unanimous vote to have Mid-Atlantic Electrical install the underground receptacle in the island at the park for \$795.00 plus a minimal additional fee for the special bolt.

4. Phase II is parking lot lights and entrance driveway lighting. Once we receive quotes from the contractors Council can decide if we should move ahead with this phase and apply for the matching grant money.

5. Mayor Hatton asked how the lights at the entrance and in the parking lots will work.

6. TE Hyne stated they will be time-clock programmable. They can be programmed for every night of the year if you wish. Can have come on and off at certain times or keep them off unless you want them on.

7. Mayor Hatton and CW Gorman stated we wouldn't want the lights on unless we turned them on.

8. Mayor Hatton asked for a ball park figure on Phase II of the electrical at the park.

9. TE Hyne stated three of the original bids were over \$100,000 and one bid was slightly under that amount. He added that he has talked to all the contractors and asked them all if it would be possible to get the bids under \$100,000. Haven't received any firm numbers yet but expect to get them and believe they will be between \$95,000 - \$100,000.

10. Mayor Hatton said he can't wrap his head around paying \$100,000 to have the potential to turn lights off and on.

11. CM Ness verified this will be 12 lights and asked if the park will be open at night.

12. CW Gorman stated it would only be open for Town events. We aren't ready to move forward with Phase II, but the whole purpose would be to enable us to have more events in the park.

- Easter Egg Hunt

1. CW Gorman motioned, CM Ness seconded with unanimous vote to have the Easter egg hunt on Saturday, March 28, 2015 starting at 12:00 noon with a rainedate of Sunday, March 29, 2015.

2. There will be hotdogs and cupcakes again this year.

3. This event is for residents only.

4. Mayor Hatton asked if there is money in the account for this event and CW Gorman said yes.

- Concert in the Park – Saturday – 7/25/15
  1. The “School of Rock” will put on a concert in our park on 7/25/15 from 6:00 pm – 8:00 pm. They have several bands that will play, the “DE Team” band and an all-girl band called “Lashes”. There are other bands just forming that may also perform.
  2. This is a free concert, won’t cost the Town anything. When we advertise we will tell people to bring their own chairs or blanket and bring their own food or snacks.
- Line Dancing – The MOT Line Dancers have agreed to give line dancing instructions in June, date to be set.
- Movie Night – believe we need to wait on this event until we decide what we are going to do with parking lot lighting. It is an after dark event and want to ensure we can get everyone in the park safely.
- Town Fair – 10<sup>th</sup> Anniversary – Saturday – 9/26/15
  1. It is our 10<sup>th</sup> anniversary, looking for suggestions on anything special Council would like to do.
  2. Mayor Hatton suggested buying some 10<sup>th</sup> anniversary t-shirts.
- The Spring Expo is 3/6/15 at the fire hall from 3:00 – 6:00 pm. We recruited many people from the expo last year that participated in our fair.
- Considering trying a community yard sale again this year. 40 people signed up last year but only 20 showed up. Was a lot of fun.

**VIII. Citizens Comments & Participation:** none

**IX. Motion to Adjourn for Executive Session:** 8:15 pm, CM Ness motioned, CM Sutton seconded with unanimous vote.

**X. Executive Session** – convened at 8:20 pm

a. Discussion of Town personnel matters in which the names, competency and abilities of individual employees are discussed pursuant to 29 Del.C. 10004 (b) (9).

**XI. Motion to close Executive Session & Re-convene Mid-Month Meeting:** 9:03 pm, CM Ness motioned, CW Gorman seconded with unanimous vote.

**XII. Adjournment:** 9:05 pm, CM Ness motioned, CM Sutton seconded with unanimous vote.

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