

**TOWN OF TOWNSEND**  
**October 6, 2010**  
**Public Hearing @ 7:00 pm**  
**Council Meeting Minutes @ 7:30 pm**  
**@ Townsend Elementary School Cafeteria**  
**126 Main Street**

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**7:00 pm – Public Hearing**

- I. Call to Order: 7:07 pm
  - II. Roll Call: Mayor John Hanlin, Councilwoman Sandy Sturgis, Councilmen John Ness and Steve High, Engineer Tom Wilkes, Secretary Cathy Beaver
  - III. First and Second Reading: Ordinance No. 10-07 – Re-Zoning Property
    - a. Sturgis motioned, Ness seconded to read by title only.
    - b. In the discussion Sturgis wanted it on the record that this is a formality, these two pieces of property are already zoned commercial through our comprehensive plan, the state and New Castle County. This ordinance is to bring the zoning of this property into compliance with the comp plan.
    - c. Vote unanimous.
  - IV. Adjournment: 7:10 pm, Sturgis motioned, Ness seconded, unanimous vote.
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**7:30 pm – Council Meeting**

- I. Call to Order:** 7:30 pm
- II. Opening Ceremonies**
  - a. Roll Call: Mayor John Hanlin, Councilwomen Sandy Sturgis and Karen Jennings, Councilmen John Ness and Steve High, Attorney Fred Townsend, Engineer Tom Wilkes, Finance Officer Azure Wright, Secretary Cathy Beaver.
  - b. Pledge of Allegiance: Pledge was said.
  - c. Recognition of Visitors: 15 guests
- III. Additions/Deletions to Published Agenda:**
  - a. Sturgis added computer upgrade under unfinished business.
  - b. Sturgis deleted the Beaston property.
  - c. Jennings added Andye Daly after council minutes.
  - d. The changes to the agenda were accepted by general consensus.
- IV. Council Minutes** – September council minutes on back table (approved at workshop)
- V. Andye Daly** – Candidate for NCC Representative
  - a. Ms. Daly introduced herself. Can't stay, has to get to the Rotary auction at the Middletown Fire Hall.
  - b. She is running for county council.
  - c. Lives in Middletown.
  - d. Married with three children.
  - e. Teacher at Brickmill Elementary School in Middletown.
  - f. If you have any questions, call anytime.
- VI. Unfinished Business**
  - a. Beaston property – discussion and counter bid – deleted
  - b. Computer upgrade – Councilwoman Sandy Sturgis
    - i. Sturgis asked Hanlin where we stand with upgrading the computers in the office.
    - ii. Hanlin said he is waiting for one more estimate, should have it by the workshop and hopefully we can make a decision.
- VII. New Business**
  - a. Trash Amnesty Program – Mayor John Hanlin
    - i. This program was discussed at the workshop. It will help residents who are in arrears and have extremely high trash bills due to the interest rate per ordinance. Still working with our attorney on it.
    - ii. Azure is looking into other options to pay Town bills, PayPal, credit card, etc. It will be discussed at the workshop.
    - iii. Jennings said that would be great.
  - b. Snow Plowing – Councilwoman Sandy Sturgis
    - i. Sturgis motioned, Ness seconded with unanimous vote for the Town to start advertising for snow plow bids to be turned in to Town Hall by 11/15/10.
- VIII. Reports of the Officers**
  - a. State Police: Lt. LaMarche
    - i. Fair went well. We fingerprinted children and will be back at the Fall Fest to fingerprint more children.
    - ii. Mayor Hanlin had a child on a motorized car pull right in front of him. Motorized cars, etc. cannot be ridden on roads, streets or sidewalks. It is against the law. We can and do confiscate them.

- iii. Have been getting many calls from people hearing gunshots. Hunting season is open. You live in the country and there are a lot of deer out here. If you think they are too close to your house, call the police, otherwise, be prepared to hear gunshot. There are several seasons open now, deer, duck, goose, and squirrel.
  - iv. We issued 46 traffic citations last month, 35 were for speeding, all on Main Street and Wiggins Mill Road.
  - v. We will have extra patrols in Town on 10/30 and 10/31.
  - vi. Lenny McWilliams, a resident of TVII, Wiggins Mill side, said he and several neighbors keep chasing teenagers away who are drinking and partying in the undeveloped section off Feret Road. When he called the police about it, he was told it wasn't a police matter. Lt. L. stated that was wrong, it is a police matter and he will check into it. He encouraged residents to try and get license plate numbers and call the police with a suspicious vehicle complaint. They will come out and investigate it. That is their job.
- b. State Representative: Quinn Johnson:
- i. Commend the Town on the fair, was a lot of fun. The park is getting lots of use, it is great.
  - ii. Talked to Councilwoman Jennings about creating learning stations around the walking trails at the park. I have worked with United Way to do this in the past. Glasgow Park, Silver Lake Park and Smyrna Park on Rt. 1 all have them. Are really great.
  - iii. Christiana Care has received all their final approvals to start building the hospital in Middletown. They have hired architects who will fast track, should start building in the spring. This is really needed in this area.
  - iv. Councilwoman Jennings works for DeLARF. I have a tribute to give her to present to her company for working with people with developmental disabilities. I did not make it to the direct services professionals' day to present it myself. Jennings thanked Quinn and also thanked him for being such an advocate for handicap children.
- c. Townsend Fire Department: Keith Shoemaker
- i. They have started re-building.
  - ii. The ladies fundraiser was a huge success and the helicopter rides were a hit. He was rarely on the ground. Hanlin said he has been in touch with the helicopter owner, and there is a good chance he will be at our fair next year.
  - iii. No activities going on right now. All our previously booked weddings are done. Middletown and Smyrna let us use their banquet halls to do the weddings we had booked before the collapse of the fire hall.
  - iv. Sturgis added the fire company and the Town will be co-hosting the Fall Fun Fest on 10/30/10 at the Town Park, 11:00 – 3:00 pm.

## **IX. Reports**

- a. Fred Townsend III, Attorney: Nothing to report.
- b. Tom Wilkes, Engineer:
- i. Award ADA Handicap Ramp to lowest bidder
    - I. Received 2 bids back out of 7. Low bidder was Austin & Bednash at \$33,254.00.
    - II. Sturgis motioned, Ness seconded with unanimous vote to award Austin & Bednash the bid to build the handicap ramp at the gazebo in the park.
  - ii. The state has been measuring for crosswalks on Main Street. They will put these in, in conjunction with the streetscape.
- c. Tom Wilkes, Interim Town Manager:
- i. 6 new trashcans were installed at the park.
  - ii. We awarded 2 contractors the bids for landscaping in the park. Evans landscaping will do grading to fix wash outs in the back corner of the park and grade around pavilions, catch basins, hydrants, water valves, etc.
  - iii. E.R.V. will aerate, lime and power seed the entire park. They will also do the ball field. They will replace all the dead trees and plant new trees.
  - iv. TVI – they have top coated the entrance and Edgar Road to the park. They have also repaired potholes and manhole rims. This is all that is going to be done for now.
  - v. TVII – still working with the developer, it is moving along, slowly, but moving. He is trying to get money from the bank to do the repairs needed.

## **X. Committee Reports**

- a. Finance Committee: Chair – John Hanlin, II:
- i. Have asked Azure for a 1<sup>st</sup> quarter budget report showing budgeted vs. actual.
  - ii. As of 9/30/10: total assets - \$4,021,994.12, total liabilities & equity - \$3,990,920.90.
- b. Streets Committee: Chair - John Hanlin, II:
- i. Torie Baker, resident in TVII (71 side) stated there was a lot of flooding in the development after the storms last week. The silt paper in the street drains is really torn up and they don't drain. The residents asked if these could be trimmed up and cleaned out.

- ii. Hanlin asked for the addresses where the drains are. He will contact the developer.
  - iii. Ms. Smith said the developer doesn't have a good track record.
  - iv. Hanlin and Tom said they will look into and get fixed.
- c. Storm Water Management Committee: Co-Chairs – Sandy Sturgis and Steve High:
  - i. Sturgis said the drains in Town have been cleaned. During the beginning of the storm she went around and cleaned all of them so Main Street wouldn't flood. Dave will be cleaning them properly next week. Ness asked if this was something we should do quarterly. Sturgis said once the street sweeper is fixed it will help keep junk out of the drains.
  - ii. Jennings thanked Sturgis for going above and beyond.
- d. Zoning Committee: Chair - Sandy Sturgis: done with public hearing.
- e. Health & Public Welfare Committee: Co-Chairs – Sandy Sturgis and Steve High: Done earlier.
- f. Energy & Environment Committee – Chair – Karen Jennings:
  - i. Townsend Wildlife Habitat Project: Jennings asked if anyone was interested in having a backyard habitat to please call her. The Town is required to have so many each year to stay certified.
  - ii. Sturgis added that it isn't any extra work. Just need a feeder, bird bath and place for protection, like a bush.
- g. Veteran Affairs Committee – Co-Chairs – Karen Jennings and Steve High:
  - i. High said they will have a meeting the first week of November to start working on the event to be held in April.
  - ii. Jennings asked Dwain Haines if they could possibly use the fire hall for the event if the hall is done. Dwain said he would ask.
  - iii. Project 19734 Soldier Support
- h. Police Committee: Chair – John Ness:
  - i. Townsend Community Watch:
    - I. Corporal Jim Rose will be fingerprinting children again at the Fall Fest. Ran out of cards at the fair, huge success.
    - II. Met with several residents in TVII (Wiggins Mill side), have talked to the police and they are aware this is part of Town and will start patrolling it more.
    - III. KKAD25 (Keep Kids Alive Drive 25) kicked off at the fair and is a huge success. Have ordered more signs if anyone wants one.
  - ii. Protocol for reporting Criminal activity: will discuss at another time.
  - iii. Townsend property owner emergency contact list:
    - I. We are mailing an emergency contact information sheet to all residents. Need phone numbers for all residents in case of an emergency and for reverse 911. This information will be used only for an emergency.
    - II. Sturgis added that Reverse 911 was started by Councilwoman Jennings to contact residents only in an emergency. That is all it is used for.
- i. Parks & Recreation Committee - Co-Chairs – Sandy Sturgis and Steve High:
  - i. Town Fair:
    - I. The fair was a huge success; we had more foot traffic than we have ever had.
    - II. Half the vendors didn't show up, mostly politicians.
    - III. We were very short on volunteers, would like to thank the Broadbent family, the Baker family, the Beaver's, Lorrain Gorman, Bud Higgins, Roger Foraker, the State Police, the Fire Department for all they did. Also, big thanks to Jammin' Jeff for donating his time.
    - IV. Thanks to everyone that attended.
    - V. Hanlin thanked Sturgis for putting the fair together, is the 5<sup>th</sup> one, each year it grows.
  - ii. Fall Fun Fest – October 30, 2010 – 11:00 am – 3:00 pm
    - I. We are having a fall fun fest with the Fire Company.
    - II. DJ Jammin' Jeff suggested we do this and has once again volunteered his services.
    - III. Have straw donated for a straw maze.
    - IV. Will be pumpkin decorating, scarecrow making, games, crafts, hay rides and a costume contest.
    - V. The pony rides that were at the fair will be here, they charge \$3.00 for a pony ride.
    - VI. Most of our things will be free or cost a minimal amount, \$0.50-\$1.00, depending on what money the Town has had to pay for it.
    - VII. Next meeting is Monday, 10/18/10, 6:30 pm at the Town Hall.

**XI. Announcements:**

- a. Sunday, October 31, 2010 – Trick or Treating hours – 6:00 - 9:00 pm
- b. Curfew Saturday, October 30 and Sunday, October 31 – 10:00 pm per ordinance

**XII. Citizens Comments & Participation**

*a.* Mr. Rocke, a resident in Old Town asked when the Town Manager will be hired.

*b.* Hanlin told him council will be going into executive session after the meeting to hopefully hire someone.

**XIII. Adjournment:** 8:27 pm, Sturgis motioned, Ness seconded with unanimous vote to adjourn for 10 minutes and then go into executive session.

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS WITH THE TIME TO BE DETERMINED