

TOWN OF TOWNSEND
February 4, 2009 @ Townsend Fire Hall
Council Meeting Minutes @ 7:30 pm

7:30 pm – Council Meeting

I. Call to Order: 7:40 pm

II. Opening Ceremonies

- a. Roll Call: Mayor Dave Raughley, Councilman John Hanlin, Councilwomen Sandy Sturgis, Sherry Drake & Karen Jennings, Attorney Fred Townsend, Engineer Tom Wilkes, Code Office Mike Jester, Financial Officer/Town Clerk Azure Wright, Secretary Cathy Beaver
- b. Pledge of Allegiance: The pledge was said.
- c. Recognition of Visitors: 16 visitors

III. Additions/Deletions to Published Agenda: Agenda accepted as written

IV. Council Minutes – January council meeting minutes approval. (Copies are on back table)

V. Unfinished Business

- a. Remington, Vernick & Beach proposal for storm water assessment project – approval
 - i. Raughley said Council discussed this project at the workshop. RVB gave the Town a proposal to assess the entire storm water system in town and come up with proposals for improvements. Tom added they will map the existing system, assess some of the trouble spots and give proposals on what needs done to fix the system. Raughley said there are interested parties in our storm water system and they may be interested in investing in it. This is the first step. Hanlin motioned, Sturgis seconded with a unanimous vote to approve the proposal presented by RVB for the storm water management study. The cost for this proposal is \$12,608.00.
- b. Streetscape – approval
 - i. Raughley said he believes everyone has heard of this project. The Town received a bid from RVB for this project also. We received funding from the State (\$600,000.00) to do the streetscape with the help of Hanlin and his streets committee. Tom said the price is in three phases with a total of \$99,542.00. This also includes construction management services. Hanlin motioned, Jennings seconded with unanimous vote to approve the proposal from RVB for the total amount for the streetscape project.

VI. New Business

- a. Rowland, Johnson & Company audit contract: approval
 - i. Raughley stated this is our yearly contract from Rowland & Johnson for our yearly audit. They charge a yearly fee and nothing has changed, council has had several weeks to look over the contract. Sturgis motioned, Jennings seconded to accept the contract from Rowland and Johnson. In the following discussion Hanlin said he didn't see an hourly fee in the contract. He asked that Azure look up the hourly amount charged last year and include it in the contract. Vote: ayes unanimous.
- b. Set 2 evening and 1 Saturday voter registration dates:
 - i. Residents must be registered at the Town Hall to vote in Town elections for your town council members. After much discussion, Hanlin motioned, Jennings seconded with unanimous vote to have the additional voter registration dates as follow:
 - I. Saturday, March 14, 2009 – 8:00 am – 6:00 pm
 - II. Thursday, March 14, 2009 – 8:00 am - 8:00 pm
 - III. Wednesday, April 15, 2009 – 8:00 am – 8:00 pm
 - IV. Residents can also register anytime Monday through Friday from 8:00 am – 4:00 pm.
- c. DLLG Council trip to Washington DC – vote (added 2/2/09): Raughley explained that Council went to Washington DC with the DLLG last year. Hanlin motioned, Jennings seconded with a unanimous vote to have the Town again pay for Council to go to DC, with a \$500.00 limit for the trip. This will include train tickets and dinner.
- d. Re-schedule March workshop (if DC trip approved) (added 2/2/09): Because the monthly workshop is scheduled for the same day as Council's trip to Washington DC, Sturgis motioned, Drake seconded with a unanimous vote to change the monthly workshop to Wednesday, March 25, 2009 @ 6:30 pm at the town hall.

VII. Reports of the Officers

- a. State Police – Troop 9: Lt. Logan gave the report for January 2009. There was a total of 22 calls as follow: 1 – 911 hang-up, 4 – alarms, 3 – assist, 1 – crash (Property Damage), 1 – disorderly conduct/fighting, 2 – domestic, 2 – fugitive, 1 – public relations, 3 – suspicious persons/vehicle, 3 – theft, 1 – terroristic threat. Raughley thanked John Ness and Bud for taking the lead with the community watch group. The group will be using the town hall for their meetings until they get too big and then they will use the church. Lt. Logan reminded residents that Summit Bridge will be closed to all traffic from 2/6/09 through 2/16/09.
- b. State Representative: Quinn Johnson: TES Principal Sheppard called me with concerns that there are no directional signs to the early childhood center. People are always trying to get there from the

elementary school. We will be installing signs by the end of the month. Another long standing issue is dart transportation for Townsend residents. I had a resident call me, with the economy dart has more riders and said they quit coming to Townsend as there weren't enough riders to warrant coming here. They are currently working on long range plans and could possibly add another route from 896 through Townsend to Dover. I suggest the Town add this issue to a workshop agenda and find out how many people would be interested in riding the bus. Without enough interest they will not come here. Sturgis asked why they can't send the bus that stops at the church on Rt. 299 in Middletown. He sits there for at least an hour daily waiting for riders. They could come to Townsend once in the morning and once in the evening. Quinn stated the bus is contracted out and with the gas prices, etc. we would have to prove there is enough interest. If enough people commit to using the service it will make a difference. The Town needs to gather the information. Quinn is also working on a small business caucus to help improve the climate in the state and help create jobs. He encouraged residents to call him with any issues.

- c. County Representative: Bill Powers: Not present.
- d. Townsend Fire Department: Nothing to report. Raughley asked that they thank the ladies auxiliary for another great chicken and dumplin' dinner.

VIII. Reports

- a. Fred Townsend III, Attorney: Since the last discussion about the burned property on Commerce Street, Fred has sent a letter to one of the lenders who are taking a serious look at it. They will want to know why we have such a large lien on the property. With it they have no chance of recovering their money.
- b. Tom Wilkes, Engineer: We received a letter from NCC and the Conservation District – we now have the official permits to start building the park.
- c. Mike Jester, Code Officer: Jester stated he had a meeting with the union, as soon as the weather breaks the union will bring in some equipment and really get going. There is a park amenities meeting scheduled for Wednesday, 2/11/09 @ 6:00 pm at the Town hall. There will be a lot more work going on real soon.

IX. Committee Reports

- a. Finance Committee: Chair - Dave Raughley: Azure read the finance report. As of 1/31/09, total assets are \$3,235,035.31 and total liabilities & equity is \$3,203,962.09.
- b. Streets Committee: Chair - John Hanlin, II: We covered the streetscape. The fire company should be happy; the emergency access to Rt. 1 is almost complete.
- c. Water Committee: Chair – Karen Jennings: nothing to report.
- d. Zoning Committee: Chair - John Hanlin, II: nothing to report.
- e. Health & Public Welfare Committee: Chair – Karen Jennings: Jester and I are in the process of finalizing the EOP Plan. I will present the EOP ordinance at the workshop on 2/18/09 to go to public hearing on 3/4/09.
- f. Townsend Wildlife Habitat Committee: Chair – Karen Jennings: We had a meeting in January at TES with Principal Sheppard, Sara Wozniak, John Harrod, Mayor Raughley, Councilman Hanlin and the Jr. Council. We talked about the next step for certifying the school habitat and the Jr. Council had lots of great ideas for feeders, houses, etc. We will also work with the TES library to put in habitat books. The next meeting will be posted soon.
- g. Energy & Environment Committee – Chair: Karen Jennings: nothing to report.
- h. Veteran Affairs Committee - Chair: Karen Jennings, Co-Chair – John Hanlin
 - i. Veterans Ceremony – April 18, 2009 @ Townsend Fire Hall, 11:00 am – 3:00 pm
 - ii. The next meeting is tomorrow, 2/5/09, at the Town hall @ 7:00 pm.
 - iii. Drake asked if the veterans committee would have a donation drive for her sons' troop. Raughley asked if we could discuss it at the veterans meeting tomorrow night and all agreed.
- i. Police Committee: Chair – Dave Raughley:
 - i. Townsend Community Watch: John Ness – Raughley again stated the community watch met last night. John and Bud are taking charge of it. John Ness thanked Council for the use of the town hall. He did a flyer to go into the newsletter, they also have some questions for the Council and the police and he will call in several days with them. Raughley said the town will be having a special mailing on the voter registration hours and the community watch flyer will be mailed with it.
- j. Executive Park Task Force: Chair – Dave Raughley – Things are starting to roll, there will be a meeting at the town hall on Wednesday, 2/11/09 @ 6:00pm.
- k. Parks & Recreation Committee: Chair – Sandy Sturgis, Co-Chair – Sherry Drake
 - i. Easter egg Hunt – April 4, 2009, 1:00 pm – 4:00 pm, location to be announced.
Rain date - 4/5/09 – Sturgis said at the workshop she asked for a \$300.00 budget for this event. This will not be enough money. Sturgis motioned, Hanlin seconded with a unanimous vote to raise the Easter egg budget to \$750.00. In the following discussion it was stated there will be a minimal fee for the food, the rest of it will be free. The location of the festivities will be announced next month.
 - ii. Town Fair – June 20, 2009 – time and location to be announced-Sturgis motioned, Drake seconded to cancel the fair for this year. In the following discussion when asked why, Sturgis stated there is nowhere to really have the fair this year. The park will be under construction,

Rt. 71 where it was held in front of TVII last year will probably be under construction and we can't get any help. Raughley asked if the motion and discussion could be tabled until the workshop, this really took him by surprise. Sturgis tabled her motion to the workshop.

X. Announcements:

- a. Elections for three (3) Council seats on May2, 2009 @ Town Hall – 8:00 am – 6:00 pm
- b. You must be registered to vote at the Town Hall prior to election
- c. Voter registration deadline: April 17, 2009

XI. Citizens Comments & Participation: Raughley read the thank you note from the Immanuel United Methodist Church for the donation the Town made in Florence Pearce's memory. He also said Council approved a donation to the Emily Burge fund in honor of Michelle Smith, the Delaware City Paramedic that was killed in the line of duty.

XII. Adjournment: 8:30 pm, Hanlin motioned, Jennings seconded with unanimous vote.
