

TOWN OF TOWNSEND
November 6, 2013
Public Hearing Minutes
Council Meeting Minutes

Public Hearing: 7:15 pm

- I. **Call to Order:** 7:15 pm
 - a. Roll Call: Mayor Jermaine Hatton, CM John Ness, CM Joel Esler, CW Lorraine Gorman, CM Rudy Sutton, Attorney Fred Townsend, Engineer Owen Hyne, TM Dawson Green, TC Cathy Beaver
 - b. Visitors: Dwain Haines, Larry Rocke, Scott Goss, Keith Shoemaker, Sgt. Carl Bond
 - c. Pledge: Pledge was said.
 - II. **Final reading of Ordinance No. 13-04, Adoption of the 2012 IBC and IRC and IMPC as a standalone ordinance** – CM Rudy Sutton
 - i. CM Sutton motioned, CM Ness seconded with unanimous vote to read Ordinance 13-04 by title only and place before Council for their consideration.
 - ii. CM Sutton then read the synopsis of the ordinance explaining it is to adopt the 2012 International Building Code (IBC) inclusive of appendices E, G, I and J, and the International Residential Code (IRC) inclusive of appendices F and G, and the International Property Maintenance Code (IMPC) as a stand alone ordinance.
 - III. **Adoption of Ordinance No. 13-04 and the IMPC as a standalone ordinance** – CM Rudy Sutton
 - a. CM Sutton motioned, CM Ness seconded with unanimous vote that due to the advertisement of this ordinance, move the motion to approve this ordinance to the Council agenda under unfinished business.
 - IV. **Public Comments:** There was no discussion.
 - V. **Adjournment:** 7:30 pm, CM Ness motioned, CM Esler seconded with unanimous vote.
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7:30 pm – Council Meeting

- I. **Call to Order:** 7:33 pm
- II. **Opening Ceremonies**
 - a. Roll Call: Mayor Jermaine Hatton, CM John Ness, CM Joel Esler, CW Lorraine Gorman, CM Rudy Sutton, Attorney Fred Townsend, Engineer Owen Hyne, TM Dawson Green, TC Cathy Beaver. (FO Azure DeShields arrived 7:50 pm)
 - b. Pledge of Allegiance: Pledge was said.
 - c. Recognition of Visitors: Dwain Haines, Larry Rocke, Scott Unruh, Scott Goss, Sgt. Carl Bond, Keith Shoemaker
 - d. Announcements: Town Hall will be closed Monday, November 11, 2013 in honor of Veteran’s Day. Town Hall will also be closed Wednesday and Thursday, November 27th and 28th for Thanksgiving.
- III. **Additions/Deletions to Published Agenda:**
 - a. CM Sutton added Ordinance 13-04 to unfinished business.
 - b. CM Esler added permission to seek IPA assistance on revising the Town Charter under unfinished business.
 - c. CM Esler deleted 7d, community relations
 - d. CM Sutton deleted 7b, public works
 - e. CM Ness motioned, CW Gorman seconded with unanimous vote to accept the agenda with the above additions and deletions.
- IV. **Council Minutes** (copies on back table)
 - September 18, 2013 Workshop minutes approved at workshop
 - October 2, 2013 Council minutes approved at workshop
- V. **Reports of the Officers**
 - a. State Police: Lt. Douglas Deveney
 - Sgt. Bond stated Lt. Deveney couldn’t make the meeting and asked him to stop in, he is on patrol duty.

- There were 30 calls for October, 14 domestic calls, 1 robbery, 3 thefts, 1 vehicle theft, 2 offensive touching, and 1 reckless endangerment among the 30 calls. The suspect in the robbery has since been arrested and is in jail.
- b. Representative: Jeff Spiegelman
- Scott Unruh was here to report for Rep. Spiegelman.
 - Rep Spiegelman has classes on Wednesday and Thursday nights in November.
 - Hasn't heard from DelDot yet on the turn-arounds for Rt. 1 for emergency vehicles. Will call them next week.
- c. Townsend Fire Department: Keith Shoemaker
- Children's Halloween party went well.
 - Holiday craft show is Saturday, 11/9/13, 8:00 am – 2:00 pm.

VI. Reports

- a. Fred Townsend III, Attorney:
- Understand Council is going to discuss the issue of taking the charter revisions to IPA and would appreciate it if part of that motion would include reference to revisions I will offer tomorrow morning in writing about the charter munitions section; it actually incorporates the County system.
- b. Owen Hyne, Engineer:
- Still waiting for the signature of the chief engineer from DelDot for the streetscape, have been waiting 3 weeks now.
 - TM Green stated he received notice to proceed late this afternoon and will forward it to Owen.
 - Owen stated he will look at it and notify the contractor and move forward with construction.
 - The park electrical design is in the preliminary stages and it will be presented at the workshop.
 - Monitoring the construction in TVI and TVII, currently some paving and storm structure going on in TVII.
 - TM Green added that the developer will be putting barriers at the end of Esch Street (coming into Town) within the next 2 weeks.
- c. Dawson Green, Town Manager:
- With the help of RVB was able to reconcile the outstanding invoices relating to work that has been done to clarify the escrow accounts.
 - Have established the escrows and should be able to move forward with no problems.
 - Spoke with Bob Ehmann (DNREC) about extending the grant for the park, had to submit a letter and he will get back to us.
 - CW Gorman asked if any more permits have been issued and was told no.

VII. Committee Reports

- a. Finance Committee: Chair – Mayor Jermaine Hatton
- Finance Report – total assets \$2,105,059.84, total liabilities \$1,129,130.33
 - Based on the escrow account reconciliation, funds transferred from Metlife to PNC so we can pay the bills with escrow money rather than pay from the operating account.
 - Thanks to the accounting software there won't be any issues pulling escrow money out.
 - CM Esler clarified that the money from Metlife is going into its own escrow account at PNC and was told yes.
 - CW Gorman asked about the audit.
 - Mayor Hatton said Debbie is waiting on several documents from Metlife but hope she will be at the workshop to give her report.
- b. Public Works Committee: Chair – CM Rudy Sutton - deleted
- c. Land Use & Development Committee: Chair – Mayor Jermaine Hatton
- Have received several inquiries from people/companies about acquiring property in Town, but we are limited on available Town property.
 - Would like to contact IPA about updating our comp plan so we can take advantage of some of the growth opportunity in the MOT area.

- CM Esler verified that currently our comp plan only permits us to grow north, not east or west.
 - Mayor Hatton said yes and we want to grow in a controlled manner and be prepared for it with the help of IPA.
 - Mr. Rocke asked if we are talking annexing.
 - Mayor Hatton said not necessarily, talking about future growth, then possible annexation.
 - Mr. Rocke asked how we are legally locked into our boundaries.
 - Mayor Hatton said our boundaries currently go to the backside of TVII, but on our land use development maps for future growth, at this time we can only go north as far as Green Giant Road.
 - Mr. Rocke said he remembers a few years ago that Mr. Branner wanted to come further south. He asked if this can be prevented.
 - Mayor Hatton stated based on our future growth he can't come any further south than Green Giant Road.
 - CM Esler motioned, CM Ness seconded with unanimous vote to permit Mayor Hatton to talk to IPA about the procedures to change our comprehensive plan.
- d. Community Relations – CM Joel Esler - deleted
- e. Public Safety Committee: Chair – CM John Ness
- There were 2 patrols on mischief night and Halloween, no issues.
 - Reducing the number of patrols for winter.
 - Mr. Rocke asked if this is normal and does the crime go down in the winter.
 - CM Ness said it is our procedure to reduce the patrols, it is dark earlier and not as many people are out in the cold. If we need to increase the patrols we can.
 - Mr. Rocke said the holidays are coming and there are always increased problems during that period with people going away.
 - CM Ness said we will ask for more patrols if we need them.
- f. Charter & Ordinance Committee – CM Joel Esler - deleted
- g. Parks & Recreation Committee: Chair – CW Lorraine Gorman
- CW Gorman told TM Green one of the stones on the veterans monument in the park is coming off and needs fixed before winter sets in.
 - CW Gorman also asked TM Green to get 2 new basketball nets.
 - The small gazebo by the children's play area needs some work done in the spring, possibly power wash/paint and fix the floor.
 - Asked if TM Green could also get some estimates to trim some of the trees in the spring.
 - People can go online to certify their properties as a national wildlife habitat and 3 people have done that this year. The interest is still out there and would like to see it grow. Will have information for the website within a week to entice more people to get involved.

VIII. Unfinished Business

- a. Adoption of Ordinance No. 13-04 – CM Sutton
- CM Sutton motioned, CM Ness seconded with unanimous vote to adopt Ordinance 13-04, adopting the 2012 IMC and IRC and the IMPC as a stand-alone ordinance.
- b. Permission to contact IPA for charter revisions – CM Joel Esler
- CM Esler motioned, CM Ness seconded to give CM Esler permission to seek assistance from IPA to further the edits of our Town Charter including the munitions section that Mr. Townsend will email to CM Esler in the morning.
 - Mayor Hatton asked that before we enter into an agreement with IPA that we first get a proposal from them for the amount.
 - CM Esler amended his motion to include we have to have a proposal from IPA before moving forward, CM Ness seconded.
 - Mr. Rocke asked for clarification on what Mr. Townsend has to give to the Town.
 - Mr. Townsend explained that most Towns have adopted the NCC system for munitions sales and this should be incorporated into the charter now. It's a much better system than what is in the Charter now.

- Mayor Hatton added it will streamline the process we can use.
- Vote: unanimous

IX. New Business - none

X. Citizens Comments & Participation

- a.* Mr. Haines asked if a reminder could be mailed or something put on the website about people keeping their pets on leashes and cleaning up after them.
- b.* Mayor Hatton asked TM Green to put a reminder on the website.

XI. Adjournment: 8:05 pm, CM Ness motioned, CW Gorman seconded with unanimous vote.
