

TOWN OF TOWNSEND
November 7, 2012
Council Meeting Minutes

7:30 pm – Council Meeting

I. Call to Order: 7:30 pm

II. Opening Ceremonies

- a. Roll Call: Mayor Joel Esler, CW Karen Jennings, CM John Ness, CM Dwain Haines, CM Jermaine Hatton, Engineer Tom Wilkes, Attorney Fred Townsend, TM Dawson Green, FO Azure DeShields, ES Cathy Beaver
- b. Pledge of Allegiance: Pledge was said.
- c. Recognition of Visitors: Sandy Sturgis, Lorraine and Richard Gorman, Quinn Johnson and Keith Shoemaker
- d. Announcements:
 - Town Hall closed Monday, November 12, 2012 for Veterans Day.
 - Town Hall closed Thursday, November 22, 2012 and Friday, November 23, 2012 for Thanksgiving.

III. Additions/Deletions to Published Agenda:

IV. Council Minutes

- September 19, 2012 Workshop minutes approved at workshop
- October 3, 2012 Council minutes approved at workshop
- Copies on back table

V. Reports of the Officers

- a. Presentation – Mayor Joel Esler
 - Mayor Esler presented Representative Quinn with a plaque and thanked him for everything he has done for the Town the last four years.
 - Quinn thanked everyone and added our new representative is Jeffrey Speigleman, officially as of today.
- b. Townsend Fire Department: Keith Shoemaker/Jeff Dawson
 - The craft show is Saturday, 11/10/12.
 - Breakfast with Santa coming in December, no final date yet.
- c. State Police – Captain Jason Sapp
 - Capt. Sapp introduced himself to Council and the residents. He gave a brief background on himself.

VI. Reports

- a. Fred Townsend III, Attorney:
 - FOIA
 - I.** Town is largely compliant due to previous adoption of FOIA form and fee schedule. However there are three things that need to be addressed
 - a. FOIA request option needs to be on the website and clearly marked.
 - b. A FOIA coordinator needs to be appointed.
 - c. A spreadsheet for tracking all FOIA requests needs to be created.
 - Mayor Esler asked TM Green to ensure it's clear on the website where this form is.
- b. Tom Wilkes, Engineer:
 - Town Hall
 - I.** Bids for the Town Hall were opened two weeks ago, one bid was received.
 - II.** Recommends that Council reject the bid and meet with the architects for a strategy session and invite other contractors to bid.
 - III.** Council agreed to have the meeting at 6:00 pm, prior to next workshop.
 - Streetscape
 - I.** CM Hatton, TM Green, and Mr. Wilkes met with Delmarva Power about the streetlights for the streetscape.
 - II.** Lights will be provided and maintained by Delmarva as they are in the rest of town.
 - III.** Council needs to pick the style light they'd like.

c. Dawson Green, Town Manager:

- There were 3 Beazer and 1 Handler building permits issued in October.
- November 9, 2012 the bids are due for engineering services by 4:00 pm.

VII. Committee Reports

a. Finance Committee: Chair – CM Jermaine Hatton

- Finance Report
 - I.** Total assets - \$3,594,111.18
 - II.** Total equity - \$3,563,037.96
- Vote on Financial Audit
 - I.** RFP put out in August for auditing services received no responses. We do have a request from Debbie Horn for her firm to do the audit. Per our charter we have to have an annual audit and because we didn't receive any bids, CM Hatton recommend we accept Debbie Horn's request rather than put it out to bid again.
 - II.** CM Ness asked about the cost.
 - III.** CM Hatton stated it will be about the same as last year which is in the budget.
 - IV.** CM Hatton motioned, CW Jennings seconded with unanimous vote to hire Rowland & Johnson to do our yearly audit.
 - V.** CM Hatton added the Town is earnestly looking into replacing the finance software which will cut audit time in half in the future. We should have it prior to 2013.

b. Streets Committee: Chair – CM Dwain Haines

- Combining streets and storm water. Our street drains and grates need to be checked periodically, especially prior to a big storm to prevent any problems. They are covered with leaves again and blocking water.
- We require people to clean their sidewalks, South Street sidewalks are covered with leaves, need to send letters to homeowners to clean their sidewalks.
- Mayor Esler said he, TM Green and Mr. Hargrove did check all the drains in Town prior to, during and after Hurricane Sandy.
- CM Ness suggested Mr. Hargrove check the drains weekly or so as part of his normal duty.

c. Storm Water Management Committee: Chair – CM Dwain Haines

d. Zoning Committee: Chair – CM Jermaine Hatton

- A zoning board needs to be created with Mr. Wilkes and two residents - volunteers needed.
- Not enough residents in attendance to accept volunteers.
- CM Hatton motioned, CM Ness seconded with unanimous vote to table this discussion until the December Council meeting.

e. Health & Public Welfare Committee: Chair – CM John Ness

- We were very lucky with Hurricane Sandy.
 - I.** Information was distributed via the following methods:
 - a. Facebook
 - b. Reverse 911
 - c. Email
 - II.** Information will also be posted on the Town website after the new one is approved.
 - III.** Need to schedule some EOP classes for Council and TM Green. Some of the classes can be done online.

f. Veterans Committee: Co-Chairs – Mayor Joel Esler & CM Dwain Haines

- Veterans Plaque Dedication Ceremony
 - I.** Saturday, November 17, 2012 – 2:00 pm – 4:00 pm @ Town Park
 - II.** The Veteran Plaque is installed and the dedication ceremony is 11/17/12. All are invited and will receive post cards in the mail.
 - III.** CM Haines added we received a thank you letter in the mail from the base in the Netherlands thanking us for sending coupons for our military to use.
 - IV.** Mayor Esler asked TM Green to have Mr. Hargrove put the flags up on Main Street for Veterans Day.
 - V.** CM Haines asked about the light at the war memorial by the post office. TM Green stated Mr. Hargrove checked it, the bulb is good, there is something else wrong with it.

VI. CM Haines asked to get it fixed.

g. Energy & Environment Committee: Chair – CW Karen Jennings

- Astronomy Night in the Park

I. Will wait until next month for a report but hope to host one on one classes teaching people to use telescopes.

h. Police Committee: Chair – CM John Ness

CM Ness stated there is a new Lt. liaison with the Town. He thanked Captain Sapp for coming tonight. He will be meeting with Lt. about scheduling patrols in Town. Lt. also sent some officers to TVI to let parents know they can't park up to the stop sign while dropping off and picking up their children.

Mr. Gorman stated it is the same way with parents parking in TVII West.

CM Ness asked that residents please call the police if they see anything suspicious.

CM Hatton stated he called the police about a car parked after dark at the park on Wiggins Mill Road. NCC Police came and actually made an arrest.

i. Parks & Recreation Committee: Chair – Mayor Joel Esler

Sandy Sturgis asked if she can decorate the tree in the circle in honor of Mike Jester and Mayor said yes, he appreciates it.

VIII. Unfinished Business

a. Change date/cancel Workshop on November 21, 2012 – Mayor Joel Esler

CM Ness motioned, CM Hatton seconded with unanimous vote to change the workshop meeting to Tuesday, November 20, 2012 at 6:30 pm. There will be a special meeting about the new Town Hall prior to the meeting starting at 6:00 pm.

IX. New Business

a. Date to hang Christmas decorations – Mayor Joel Esler

b. Mayor Esler asked TM Green if he has talked to Middletown about hanging our Christmas decorations.

c. TM Green stated he will call Middletown.

X. Citizens Comments & Participation

a. Quinn Johnson thanked everyone again for their support through the years. He also stated he will still be around and to call him if need help with any issues.

XI. Adjournment: 8:29 pm, CM Ness motioned, CW Jennings seconded with unanimous vote.
