

**TOWN OF TOWNSEND**

**March 6, 2013**

**Meeting Minutes**

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**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, TM Dawson Green, FO Azure DeShields, ES Cathy Beaver
- b. Pledge of Allegiance: Pledge was said
- c. Recognition of Visitors: Richard and Lorraine Gorman, Sandy Sturgis
- d. Announcements:
  - Elections for Council will be held Saturday, May 4, 2013, 8:00 am – 6:00 pm.
  - If you wish to run for Council, the election packets are ready to pick up at Town Hall and must be turned in by Thursday, April 4, 2013.
  - You must be registered to vote at the Town Hall if you wish to vote in the Townsend election.
  - Register to vote Monday – Friday, 8:00 am – 4:00 pm or Saturday, April 6, 2013, 9:00 am-12:00 pm. You can also register from 6:30 pm – 8:00 pm on Wednesday, March 20, 2013 and Wednesday, April 17, 2013.
  - Town Hall will be closed on March 29, 2013 in observance of Good Friday.

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

- a. CM Haines deleted 8c, storm water.
- b. CM Hatton deleted 8d, zoning.
- c. CW Jennings added letter to IPA under new business.
- d. CM Ness motioned, CM Hatton seconded with unanimous vote to approve agenda with additions/deletions.

**IV. Wendy Scott – Delaware Center for Horticulture – Mayor Joel Esler**

- a. Mayor Esler introduced Wendy Scott from Delaware Center of Horticulture. He added that the Town is working very closely with DCH on this project and he would like to see maximum participation.
- b. Wendy said everyone should be receiving postcards and order forms in the mail. We are focusing on getting lots of trees planted in the Town limits but will honor orders from anyone in the 19734 zip code. This is a tri-state initiative; the ultimate goal is to plant 1 million trees. Delmarva Power is working with us on this project also as trees help you save on electricity.
- c. The Town Hall has order forms and lots of information on this project, there is also a notebook showing pictures of the mature trees. Willey Farms has order forms out for us or you can order online at [www.thedch.org](http://www.thedch.org). Once there, click on “Trees for Townsend”. You can order trees that are 6-12 feet tall for \$15.00 by participating in the project. The trees usually sell for \$75.00. Trees must be ordered by March 30, 2013. Pick up will be on Saturday, May 11, 2013, 9:00 am – 1:00 pm at Heritage (Buffalo) Concrete on Dexter Corner Road (just past the Town Hall).
- d. Wendy added Representative Spiegelman is buying 2 trees for the Town and 2 trees for a local resident in Town.
- e. Remember – deadline to order your trees - Saturday, March 30, 2013.

**V. Council Minutes (copies on back table )**

- January 23 , 2013 Workshop minutes approved at workshop
- February 6, 2013 Council minutes approved at workshop

**VI. Reports of the Officers**

- a. State Police: Lt. Douglas Deveney
  - Lt. Deveney apologized, he doesn't have actual stats for Townsend town limits, he will try to break it down further but when he runs reports for Townsend it is the entire zip code.
  - There were 6 burglaries last month and three of them have been solved.
  - Please keep your suspicious phone calls coming. Had a call yesterday about a person knocking on doors and stopping cars asking for gas money. We were able to get there in time, the guy was wanted and arrested and is being looked at as a suspect in some burglaries.

- There was also a home invasion, guy came home while his house was being burglarized, there was a suspicious vehicle there and rather than call us he entered his residence on his own. If you see a vehicle in the area, call us to come clear your home before you enter it.
- b. Representative Jeff Spiegelman – couldn't attend
- c. Townsend Fire Department: Keith Shoemaker/Bob Biggs
  - Keith introduced a new liaison, Bob Biggs. Jeff took the position of line officer and had to resign the liaison position. Bob and I will alternate meetings.
  - Ladies having another chicken and dumpling dinner on Wednesday, March 20, 4:30-7:00. Come early, they always sell out.

## VII. Reports

- a. Fred Townsend III, Attorney: not here and had nothing to report.
- b. Tom Wilkes, Engineer: nothing to report.
- c. Dawson Green, Town Manager:
  - DelDot in process of getting all funds released and paperwork in for the streetscape, will take them about 3 weeks, should be able to put it out for bid around March 25.
  - CM Hatton added that Representative Johnson and Senator Ennis put up all the money to pay for Phase I of the streetscape. The Town has to pay nothing for this phase.
  - Mayor Esler thanked CM Hatton for pursuing this and making it happen. It is huge that the Town has to pay nothing for this phase.
  - CM Hatton asked to invite Senator Ennis and Representative Johnson to the April 3 Council meeting so we could thank them properly. All agreed.

## VIII. Committee Reports

- a. Finance Committee: Chair – CM Jermaine Hatton
  - Finance Report
    - I. Total assets - \$3,554,147.61
    - II. Total equity - \$3,523,074.39
  - Hope to sign the contract for the new software next week and the numbers will look much better. Working on the annual service fee to try and lower it.
  - Mayor Esler said we also need to look at a number for the new hardware for the system and said he thinks it will be around \$1,500.00.
  - CM Hatton said he will send the specs to Mayor Esler because that is his specialty.
  - CM Hatton stated we are looking at how to do online payments, either using the program from the software company or a program through M&T Bank. Looking at which will be better for us and cheaper.
  - CM Ness said to be clear, this is to buy new accounting software to replace the program we currently use which has holes in it and doesn't work very well.
  - CM Hatton stated that is correct and it is also the software package recommended by Debbie Horn, our auditor. She has strongly recommended doing this for 5 years; it will not be on their list next year.
- b. Streets Committee: Chair – CM Dwain Haines
  - I personally filled the pot holes on Main Street last week.
  - The sinkhole on South Street has been reported.
- c. Storm Water Management Committee: Chair – CM Dwain Haines - deleted
- d. Zoning Committee: Chair – CM Jermaine Hatton - deleted
  - Zoning Changes
- e. Health & Public Welfare Committee: Chair – CM John Ness
  - April is sexual assault awareness month, would like Council to consider letting someone from the state or county come in and talk to interested residents about resources available to them one night in April. He will get more information on this.
  - Provided all with the basic online course for emergency management and highly recommend everyone take it. Also want to have TM Green take some courses. Once all have the entry level courses done we can schedule DEMA to come in and teach the advanced courses.

- f. Veterans Committee: Co-Chairs – Mayor Joel Esler & CM Dwain Haines
  - Coupons have been mailed.
  - After a lot of research finally found the part needed for the light at the war memorial. Waiting for it to come in so light can be fixed.
- g. Energy & Environment Committee: Chair – CW Karen Jennings
  - Ms. Sturgis said with the high cost of electric, there are at least two companies that are offering to supply electric at a lower rate than Delmarva. Delmarva has to buy their electric also.
  - CM Haines said Chesapeake gas is looking into running lines down Main Street if enough people are interested in switching over to natural gas which will also be cheaper for residents. They have talked to the fire company and the school. If there is enough interest, they will also go down the side streets off of Main.
  - CW Jennings stated that is wonderful. Townsend Station is locked into a contract for propane which is very expensive.
- h. Police Committee: Chair – CM John Ness
  - Please call the police if you see anything suspicious.
  - Will have an updated spreadsheet with the Town police activities soon and hope to add it to the website.
- i. Parks & Recreation Committee: Chair – Mayor Joel Esler
  - Electrical Design for Park Approval
    - I. At the workshop we discussed getting a proposal from RVB for an electrical design for the park.
    - II. Tom said RVB submitted a bid for \$15,242.00 for the design and it will not exceed this amount.
    - III. CM Hatton asked how much of the work under task 1 is already done from the park design. He stated conduit was run for the electrical, per the plans done by RVB to build the park. He said he wants to ensure the Town isn't paying twice for the same thing and asked for a copy of the plans of the park showing where the conduit was ran.
    - IV. Tom stated the Town is not paying for the work twice. If the conduit wasn't in the ground task one would be much higher than it is.
    - V. CM Hatton how long task I will take, there is no time line.
    - VI. Tom stated the entire design can be done in 6 weeks, won't take that long. Can provide the schedule if you want.
    - VII. Mayor Esler asked to add this to the workshop agenda and asked Tom to be prepared with all the drawings so it can be discussed in depth.
    - VIII. Tom said 80% of this is already designed; this will bring it all up to date, he will bring the as-builts to the meeting.
    - IX. Mayor Esler asked Sandy to attend the workshop since she has so much history with the park.
  - Easter Egg Hunt – Saturday, March 16, 2013, 11:00 am – 1:00 pm at the park.
  - Rain date is Saturday, March 23, 2013.
  - The Easter egg hunt is a free event for Townsend residents only. You must bring the postcard you receive in the mail to participate.
  - In the discussion Ms. Sturgis explained how the Easter egg hunt has always been done. She stated it helps if the time for each group is listed. It took an hour last year. She added that the Town has an Easter bunny costume and Happy Harry's is trying to send someone to take pictures of the kids with the Easter bunny. They have a fundraiser that day but will try.

**IX. Unfinished Business**

**X. New Business**

- a. Pay election poll workers and buy lunch for election workers – Mayor Joel Esler
  - Election machines cost \$25.00 each (2 machines), have 2 poll workers who get paid \$100.00 each and the Town buys lunch for the election workers.

- CM Hatton motioned, CW Jennings seconded to allocate \$350.00 for elections to include pay for the poll workers, machines and lunch. Vote – unanimous.

b. Letter to IPA

- CW Jennings motioned, CM Ness seconded to send letter to IPA for aide with revising the charter. Vote – unanimous.

**XI. Citizens Comments & Participation - none**

**XII. Adjournment:** 8:32 pm, CM Ness motioned, CW Jennings seconded, vote unanimous.

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