



## Mid-Month Council Meeting Minutes April 22, 2015

Meeting: 7:00 pm

**I. Call to Order:** 7:07 pm

**II. Opening Ceremonies**

- a. Roll Call: Mayor Jermaine Hatton, CM John Ness, CW Lorraine Gorman, CM Rudy Sutton, CM Cindy Cook, TA Fred Townsend, TE Owen Hyne, TM Dawson Green
- b. Recognition of Visitors: Dwain Haines, Garrett McManus (moved in to TV II last week)
- c. Pledge of Allegiance: Pledge was said
- d. Announcements:
  - May 2, 2015 elections cancelled.
  - Mayor Hatton congratulated the 3 sitting Council people who were re-elected without an election.

Happy to have all remain on Council.

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

- a. CM Ness motioned, CW Gorman seconded with unanimous vote to approve agenda as written.

**IV. Council Minutes**

- a. Approval of March 18, 2015 Mid-month minutes
  - CM Ness motioned, CM Sutton seconded with unanimous vote to approve as written.
- b. Approval of April 1, 2015 Council minutes
  - CM Ness motioned, CM Sutton seconded with unanimous vote to approve as written.

**V. Mayor's Report**

a. The Town has been asked to participate in the 2<sup>nd</sup> annual NAACP annual banquet on Saturday, May 16, 2015 at the Townsend banquet hall, starting at 5:00 pm. Tickets must be purchased by April 27, 2015 and are \$50.00 each. They also asked if the Town could issue a proclamation thanking them for the work they have done in the MOT area. When I accepted the invitation to attend, they asked me to give a welcoming address at the event.

b. The Delaware Commission of Veteran Affairs invited Council to attend the Monday, May 25, 2015 Memorial Day Ceremony at the Delaware Veteran's Cemetery at 11:00 am. I will be attending, feel we need to give back to our veteran's. I try to attend all veteran ceremonies I'm invited too.

c. The Veteran's Affairs and AMVETS will conduct a memorial at the War Memorial Plaza at the Delaware Memorial Plaza on Saturday, May 30<sup>th</sup> at 10:30 am.

d. Our charter has been signed by the Governor. We should have it in hand within the next couple days.

e. Spoke to Senator Bethany Hall-Long who is a co-sponsor for the Town acquiring the school property. She thinks it will come out favorably.

f. Sent all an email re legislation of which NRA was completely opposed to, forbidding any weapons in municipalities. Newark and Elsmere have both had situations where people have come to meetings with weapons on their hips and were threatening to others. This bill is backed by DLLG and a municipality can opt out if they wish.

g. On May 14, 2015, myself, CM Sutton and CW Cook will be attending the Governor's Prayer Breakfast in Dover at 6:30 am.

**VI. Reports**

a. Fred Townsend III, Town Attorney

- Nothing to report.

b. Owen Hyne, Town Engineer

- TVII Ginn Street work is moving along.
- Streetscape sidewalks – walked the Town and made more notes of all problems. Will be fixed soon.
- Mayor Hatton asked if there was a timetable, it looks terrible.
- TE Hyne said it was caused by bad material and will be addressed.
- Town Hall plans are substantially complete, ready to go to DelDot. Have different sets of plans, land development plans, site plans, etc. There will be a parking area and new one way driveway from Main Street, new parking stalls adjacent to the building, 2 of them handicap with a handicap ramp to the porch. Larger parking area in the back with entrance and

exit from the lot. Doing a new front walk with new steps, new curb which will even out Ginn Street and a little bit of paving. The solar panel the Town has will be located to the new property in the back. There will be a sediment pond at the back of the lot and run off from the building will be routed here. It will be dry most of the time. There will also be a new sewer lateral going out to Ginn Street. These are all items we have to submit to DelDot.

- There will eventually be shade trees and street trees.
- Building renovation – will have a general contractor in charge of project. During demolition we are removing the enclosed porch; porch is staying, removing the screened wall enclosure. Removing the columns, they are rotten at the bottom. All the plaster is being removed from inside the building.

- First floor – new railings going in along the porch and down the steps. Back of the building will also have new concrete steps and railings. New fiberglass columns will be put in, replacing windows and opening up some of the rooms. New flooring going in. 2 bathrooms on this floor.

- TE Hyne went over all the first floor plans.
- Second floor – a new doorway will be put in at top of steps for control. New bathroom will be put in.

Went over the plans for second floor.

- Third floor – removing the ceilings and floors to insulate and that is it for now.
- Plumbing – new toilets, sinks and fixtures.
- Mechanical – new heating and air conditioning by zones. Zone 1 is the downstairs office area. Every zone will have its own thermostat. Heating will be propane for now, no natural gas in the area. Once natural gas is available you will easily be able to convert. Second floor is a little tricky, not finishing the entire floor and once you do it will have to be modified.

- Security – all locks will be keyed together. Back door will always automatically lock when someone goes out.

- CW Cook asked to have floor plan displays to show at the meetings. TE Hyne said he will try to get this done as soon as possible.

- There was a lengthy discussion about the plans for the new Town Hall.
- CM Ness motioned, CM Sutton seconded with unanimous vote to authorize Owen to put the Town Hall project out to bid.

C. Dawson Green, Town Manager

- We ordered 3 new Townsend flags.
- Was contacted by contractor who was planting landscaping trees in TVII and should be done in a month.

- Waste Industries called, would be a lot of additional cost for them to pick up yard waste.

## **VII. Committee Reports**

a. Finance: Chair – Mayor Jermaine Hatton

- Pre - Budget Discussion – scheduled Thursday, May 14, 2015 for a budget meeting at 7:00 pm. The Town fair will be discussed after the budget meeting.

- Council can send me the numbers for their committees anytime.
- Mr. Green and I have already been going over the budget. The numbers for next year will be better than this year and believe it will be very balanced. Plan on keeping expenditures very low. Revenue will also be better.
- Started interviewing for a financial officer which will be discussed in executive session.
- We are very close to having all the kinks worked out for the 2014 audit. Hope to have our stuff done by early next week. This has been a long, arduous process. As soon as this audit is done, it will be time to start the next one.

b. Public Works: Chair - CM Rudy Sutton

- Award stump removal contract for 141 Main Street
  1. After some more research it seems best to let the site contractor at 141 Main oversee this. Financially the Town will benefit this way. The contractor who is awarded the bid will be responsible for this. We will add this to the bid list.

- Introduction of Ordinance No. 15-05 – Street Lighting
  1. CM Sutton read the synopsis. This ordinance will amend the zoning and unified development code of the Town of Townsend. If approved this ordinance will require all new street lights to have LED lights installed.
  2. Would like to have a public hearing and final approval of this ordinance at the May 20, 2015 Council meeting.

3. In the following discussion it was determined that Delmarva now has LED light fixtures and bulbs available. We are also talking to them about switching all our street lights over to LED as they need changed. This will be much more cost effective.

C. Land Use & Development: Chair – Mayor Jermaine Hatton

- Introduction of Ordinance No. 15-07 – Planning Commission

1. Mayor Hatton introduced this ordinance, if approved it will dissolve the zoning committee and create a planning commission. Would like to have a public hearing and final approval of this ordinance at the May 20, 2015 Council meeting.

a. IPA has advised us to do this. We do have 5 residents that have agreed to be on the planning commission once it is enacted with. They are Cheryl Rojas of TVII West, Rick Anibal for TVI, Dwain Haines of Commerce Street, Troy Geiger of Railroad Avenue and Alan Emsley who owns several properties in Townsend. This gives us 5 members and we must have between 5 and 9. We will always have to have a quorum. We won't turn anyone away that wants to be a part of the commission.

b. IPA will help us get this commission set up and make sure we have a script to follow.

2. Met with NCC about the sewer issue. They aren't answering emails or phone calls. Have been doing some research and found another avenue that we can get sewer from. No one can force the county to give us more sewer, the contract signed in 2009 is pretty iron clad. The county has tried to stop us from annexing any additional land that is within our comp plan, they don't want any more development south of the bridge and trying to get control of the land that we would be able to annex and make it ag preservation. Mayor Hatton stated he will continue emailing and calling and we will have to wait until they respond.

3. All of Council agreed NCC is actively working against Townsend growing at all.

d. Public Safety: Chair – CM John Ness

- Have had complaints about speeders on Wiggins Mill Road and Commerce Street. Will have Lt. P increase patrols there.

- Have increased patrols in the park also and for the summer.

- Mayor Hatton asked me to attend a luncheon at the Chamber of Commerce today which I did and have given all of you the questions that came up.

- Mayor Hatton said he was in the park last Tuesday and the State Police were sitting in the park. Was good to see. He added there is a well written article in the News Journal about the vandalism in the park.

e. Community Relations: Chair – CW Cindy Cook

- Introduction of Ordinance No. 15-06 – Town Soliciting

1. CW Cook stated if approved the Town will not issue any soliciting permits and no soliciting will be permitted in the incorporated limits of Townsend, would like to have a final reading and have Council approve the ordinance at the May 20, 2015 meeting.

2. CW Gorman asked if there were any suggestions for Volunteer of the Year. She added that she has one suggestion.

3. CW Cook stated she also has one and would also like to suggest Mr. Gorman as volunteer of the year. Since Council is remaining the same, there isn't as much rush to get this done; we could discuss it at the next meeting. The reason I suggested doing this in April is I had to vote for the volunteer right after I was elected to Council and didn't know any of the people that were nominated. Felt it would be better to do it prior to any new Council taking their seat so no one felt uncomfortable about it.

4. CW Gorman agreed for the future this would be a good practice.

5. After more discussion, it was established that the Volunteer of the Year Award is presented to people that do volunteer work for the Town, not volunteers for other organizations that live in Town or volunteer in Town. CW Cook stated she had not understood this, she thought volunteers at the school or fire hall, etc. could be nominated. She asked that these rules be written down for future Councils.

6. Mayor Hatton asked CW Cook to write down the criteria for the Volunteer of the Year. She will have it ready for the next meeting for discussion.

7. CW Gorman asked if the newsletter could be put online with a box for people to click so they can read it.

8. CW asked if the Town previously gave away trees and was told the Town didn't give the trees away, it was in conjunction with the Delaware Horticulture Society and was done with grant money.

f. Parks & Recreation: Chair – CW Lorraine Gorman

- Park Maintenance Work

1. Have had some weather issues but mulch will be delivered for the playgrounds next week. Also getting estimates to prune the trees.

2. Talked about hiring a seasonal worker. Put together what I feel we would need. I know TM Green has the final say on if we need someone but would like Council to look this over and we can discuss at a later date.

- National Wildlife Federation update
  1. Slaughter Beach just recently certified as a national wildlife refuge, they are the third in the state.
  2. The Butterfly Hero pledge is doing better than expected; they have 33,000 pledges so the new goal is 50,000 pledges.
  3. Because of the weather, the Easter Egg Hunt wasn't well attended.
- Community Yard Sale in the Park – May 9, 2015 – 9:00 am – 2:00 pm
  1. 20 residents registered, have started advertising.
- Movie Night in the Park – date selection
  1. Friday, June 5<sup>th</sup>, raindate Saturday June 6<sup>th</sup>, we will be showing Big Hero 6. Very excited about this event.
  2. Looking for a couple food vendors. Open to suggestions.
  3. Looking for sponsors, this is a large expense and a free event.
- MOT Line Dancing in the Park – June 18, 2015 – 6:00 pm – 8:00 pm
  1. Going to ask Bob Biggs if he wants to set up the BBQ at the park prior to the line dancing. May be an extra benefit.
- School of Rock Concert – July 25, 2015 - 6:00 pm – 8:00 pm
  1. This is a free event, looking for a food vendor.
- Town Fair – 10<sup>th</sup> Anniversary – Saturday – 9/26/15 – Parade @ 10:00 am, Fair 11:00 am – 3:00 pm
  1. Looking for sponsors, here is a list of the sponsors so far.
  2. Reached out to the prior Mayor's to see if they want to march in the parade. Mayor Raughley will come from PA to march with us and Mayor Esler is going to try. Mayor Hanlin and Mayor High have not been in touch with me yet.
  3. Parade participants – contacted all previous participants.
  4. Vendors, sent mass email to all of the previous vendors and contacted all the vendors from the Spring Expo.
  5. Always need volunteers.

**VIII. Citizens Comments & Participation:** no comments.

**IX. Motion to Adjourn for Executive Session:** CM Ness motioned, CW Gorman seconded with unanimous vote to adjourn for executive session.

**X. Executive Session**

a. Discussion of Town personnel matters in which the names, competency and abilities of individual employees are discussed pursuant to 29 Del. C. 10004 (b) (9).

**XI. Motion to close Executive Session & Re-convene Mid-Month Meeting:**

**XII. Adjournment:** CM Ness motioned, CW Gorman seconded with unanimous vote to adjourn.