



Townsend Council Meeting Minutes September 2, 2015

7:30 pm – Council Meeting

- I. Call to Order: 7:30 pm
- II. Opening Ceremonies
 - a. Roll Call: Mayor Jermaine Hatton, CW John Ness, CW Lorraine Gorman, CM Rudy Sutton, CW Cindy Cook, TE Owen Hyne, TC Cathy Beaver
 - b. Pledge of Allegiance: Pledge was said.
 - c. Recognition of Visitors: Bill McMichael (News Journal), Mal Martin, Dwain Haines, Jon Bates, Lt. Paskevicius, Bob Biggs, Kirk & Sherrie Williams
 - d. Announcements:
 - Need volunteers for the 10th anniversary fair on 9/26/15
 - Town Hall closed September 7, 2015 for Labor Day
- III. Additions/Deletions to Published Agenda:
 - a. CM Sutton added under 7b – Public Works, discussion/possible approval on 2-5 change orders for 141 Main Street.
 - b. CM Ness motioned, CW Gorman seconded with unanimous vote to approve the agenda with the above addition.
- IV. Council Minutes
 - a. Approved July 22, 2015 Mid-Month minutes on back table
 - b. Approved August 5, 2015 Council minutes on back table
- V. Mayors Report
 - a. Very exciting news, at 4:45 pm today I called the Governor's office and was told Senate Bill 70 was signed on 7/15/15. Senator Ennis was supposed to give us the paper work which never happened. This bill involves the school property the Town wishes to purchase. We can now proceed with acquiring the property for \$1.00 and move forward with our plans for it which is very good for the Town. The Town last year owned only the park and this year owns the park, 141 Main Street and the 4 acres off Finley Street.
 - b. Also, Senate bill 90 was signed into law by the Governor. Townsend will move forward to ban carrying guns into Town meetings and in our municipal buildings. The only people who can carry are the ones with concealed weapon permits and anyone whose job requires them to carry.
- VI. Reports
 - a. State Police: Lt. Tom Paskevicius/Cpl1 Heather Imhof
 - Lt. Paskevicius said he hopes all had a good summer and reminded all that school is back in session.
 - The K-9 unit and fingerprinting is committed to the fair. Still waiting to hear back from equestrian and aviation.
 - Crime in Townsend-good shape, nothing to report. In Smyrna and Dover the kids hit a huge area breaking into cars, rode their bikes, didn't wear gloves and we got them.
 - Mr. Haines said there were a couple accidents at the light at Main Street and Rt. 71; we keep asking for something to be done, people go around the turning cars and run into an oncoming car.
 - Lt. P. stated that intersection needs to be addressed with DelDot.

- Mayor Hatton added that DelDot did testing and are coming back, issue is that the intersection is too narrow for the volume of traffic; we are trying to fix this issue. DelDot keeps giving excuses; all we can do is keep after them, the state owns these streets. We talked to Tom Meyer, traffic studies manager. He said anyone is welcome to call him with issues at 302-659-4090 or email him at tom.meyer@state.de.us.
 - Lt. P. said DelDot usually tries to work with the residents and Towns. They have helped the state police out when we have traffic issues.
- b. Representative Jeff Spiegelman
- Not here, Mayor Hatton spoke with Rep Jeff today and he has nothing to report.
- c. Townsend Fire Department: Bob Biggs
- The air conditioner is working, which is good.
 - The fire department will be at the fair selling our food but won't be in the parade; apparently people didn't like being smoked out.
- d. Town Attorney Fred Townsend III:
- Not here. Mayor Hatton said TA Townsend is working on the de-commission of the zoning committee and starting the planning commission. IPA is working with him to ensure the proper language is used. Hope to have it done by October. Lots of steps involved.
- e. Town Engineer Owen Hyne:
- 141 Main Street – renovations are continuing, the contractors are still working tonight. Awarded the site work at the last meeting and the contracts are signed. Trying to schedule a pre-construction meeting to get them started as soon as we can.
 - TVI and TVII still doing construction.
 - Still working on the ponding on Rt. 71 by Dollar General with DelDot. Waiting on Verizon to move their lines from the old poles to the new poles by Dollar General so the old poles can be taken out.
 - Mayor Hatton added that DelDot had a sub-contractor working on the ponding issue last Tuesday.
 - Mr. Biggs asked how long before the streetscape will be continued.
 - TE Hyne stated we are still trying to get funding.
 - Mayor Hatton stated we are trying to get not only state money but federal money and it could be several years. We aren't the only municipality trying to get funds.
 - Mr. Biggs added that they have been in touch with Chesapeake Gas and the Fire Company will be getting natural gas. Would make sense for them to run the lines while the road was dug up.
 - Mayor Hatton stated the closest connection for the natural gas is coming down Ginn Street out of TVII.
 - Mr. Bates asked about the final paving in TVI, no progress at this point.
 - TE Hyne stated he doesn't have a schedule for the paving yet.
- f. Town Manager Dawson Green:
- Mayor Hatton stated TM Green is absent tonight as he is home enjoying his new baby daughter so I will read the report he sent me.
 - 5 new home permits were issued in August.
 - Trash pickup will be on Tuesday because of the Labor Day Holiday. Waste Industries is closed on Monday.
 - There has been an issue with people speeding on Esch Street which is being addressed with the builder. If anyone can get the plate number of a speeder, please email it to CM Ness who will forward it to the police.
 - They are looking at doing some paving work in TVII West, not sure when. There are only 5-6 lots left to build on in TVII, things are wrapping up there.

- TE Hyne said they are resuming the site work now and we will have to come up with a punch list before the Town takes over the development once done.

VII. Committee Reports

a. Finance: Chair – Jermaine Hatton

- Tax bills went out and trash bills went out yesterday, the first day of the month. Please sign up for ebill for both trash and tax, will save the Town money.
- Financially the Town is looking very good. This is the time frame we bring in the most money due to taxes. Also building is going well and homes are selling.
- Have received the audit letter for FY 2015, they are already asking for information and are starting on it now.
- CW Gorman asked if we will receive an audit letter for FY 2014.
- Mayor Hatton stated we should have it next week.

b. Public Works: Chair – CM Rudy Sutton

- 141 Main Street - Change order #2 - Discussion/possible approval
 - I. This is the installation of the new sanitary sewer lateral and the new water service.
 - II. CM Sutton motioned to accept this change order, CM Ness seconded with unanimous vote.
 - III. Mayor Hatton asked if there were already a sewer lateral there.
 - IV. TE Hyne stated it goes to a sewage tank which is being removed by the site contractor.
 - V. CM Sutton stated there is also the cost of hooking into the sewer which the Town is taking care of.
 - VI. Mayor Hatton added it typically runs around \$9,800.00 to hook into the sewer and we were able to get it for \$5,900.00 with the way they calculated the cost. It was a great savings for us and has already been paid.
- 141 Main Street - Change order #3 – Discussion/possible approval
 - I. This consists of constructing a new dormer with a steel door per the fire marshal requirements and the outside fire escape.
 - II. CM Sutton motioned, CM Ness seconded with unanimous vote to accept change order #3.
 - III. Mayor Hatton explained that based on the occupancy within the new Town Hall at any time, the fire marshal required a second egress from all 3 floors. The 2nd and 3rd floors will be barely used but based on the size of the building and possible future growth of staff, better to do it now, rather safe than sorry.
- 141 Main Street - Change order #4 – Discussion/possible approval
 - I. CM Sutton said this is framing adjustments of windows and replacing 20 square of siding which was water damaged.
 - II. CM Sutton motioned, CM Ness seconded with unanimous vote to accept change order #3.
- 141 Main Street - Change order #5 – Discussion/possible approval
 - I. CM Sutton stated this is a quote to replace all existing siding to ensure a uniform look for the entire building. We can't match the existing siding.
 - II. CM Sutton motioned, CM Ness seconded with unanimous vote to approve change order #5.
 - III. Mr. Haines asked what the savings are with the change orders.
 - IV. CM Sutton stated change order #5 was new tonight, but with change order #3 there is a savings of \$9,560.00, \$20,000 savings on the stairwell and just under \$10,000 savings on the plumbing. When the numbers don't look right, we go back to the table to try and save the Town money.

- V. Mr. Bates asked when the street light bulbs will be changed per the ordinance to LED bulbs.
- VI. Mayor Hatton explained Delmarva will only replace 10 per year or they get replaced as they burn out. We have also found out this isn't cost saving to the Town to change the bulbs.
- c. Land Use & Development: Chair – Jermaine Hatton
 - TA Townsend is working on getting the planning commission up and running.
 - Received word yesterday that the property on Cannery Lane is supposed to go to settlement next week.
 - There is also a sale of Diamond State property in the works. The issue with the property is it is about 7 acres and most is wetlands. When the property sells, the state will take some of the frontage to enable them to widen the road.
 - Still actively working with NCC on our sewer capacity.
 - TA Townsend said we need to use what we have before NCC will even consider giving us more capacity.
- d. Community Relations: Chairs – CW Cindy Cook
 - Lifehouse Church will provide volunteers to man all the games at the Town Fair.
 - CW Cook passed papers to all of Council to circle whom they want for the volunteer of the year and gave the papers to TC Beaver. The plaque will be presented at the fair.
- e. Public Safety: Chair – CM John Ness
 - School is in session, please slow down and watch for children.
 - Reminder to parents dropping children off at bus stops – stay back from the stop signs or the police will have to come in again. Right now parents are pulling right up to the stop sign and blocking the intersection while waiting for the bus to come.
 - Park closes at dusk, if you see cars in park after dusk, please get a license plate if possible and call the police or me.
 - Still need traffic control volunteers for the Town parade.
 - CW Cook asked when we will be getting our code red.
 - CM Ness stated he is waiting for them to send some additional paperwork to be signed and hope to be up and running by end of September. There will be links put on the website and facebook for people to sign up for CodeRed.
- f. Parks & Recreation: Chair – CW Lorraine Gorman
 - NWF Update
 - I. Today we received our 5th year certificate for the Town as a Wildlife Habitat.
 - II. Also have new flyers on pollinator gardening to try to save the Monarch butterflies which are endangered. They are available at the Town Hall.
 - Town Fair – Saturday, September 26, 2015 – 10th Anniversary
 - I. Parade @ 10:00 am, fair 11:00 am – 3:00 pm
 - II. Committee meeting 9/9/15 @ 7:00 pm @ Town Park
 - III. Volunteers still needed, even if you can only give an hour or two.
 - IV. Already have 72 vendors signed up and have 2 weeks to go, calling every day, huge variety of vendors.
 - V. 2 new ride attractions coming this year.
 - VI. Looking for pets to be in the parade and in the pet contest.
 - VII. Fair is non-stop from 11:00-3:00, something for everyone and everyone loves it.
 - VIII. CM Ness added this is the 10th anniversary of the fair and parade, grows every year.

VIII. Citizens Comments & Participation - none

IX. Adjournment: 8:40 pm, CM Ness motioned, CW Gorman seconded with unanimous vote.

