



## Townsend Council Meeting Minutes May 4, 2016

### 7:30 pm – Council Meeting

- I. Call to Order: 7:33 pm
- II. Opening Ceremonies
  - a. Roll Call: Mayor Jermaine Hatton, CM John Ness, CW Lorraine Gorman, CM Rudy Sutton, CW Cindy Cook, TA Fred Townsend, TE Owen Hyne, TM Dawson Green, TC Cathy Beaver
  - b. Pledge of Allegiance: Pledge was said and there was a moment of silence for the Navy Seal who lost his life this week.
  - c. Recognition of Visitors: 5 visitors
  - d. Announcements: Town Hall closed Monday, May 30, 2016 for Memorial Day
    - CW Gorman said a resident very disappointed that the flags aren't hung in the park on the veteran holidays. The Town Hall is closed most of those days but she asked Council if George could come in on the holidays to hang the flags.
    - Mayor Hatton asked TM Green to have George come in on holidays to hang the flags. If he can't do it, one of Council will have to step up and hang the flags.
- III. Additions/Deletions to Published Agenda:
  - a. Mayor Hatton asked to delete 5b, Rep Jeff is sick.
  - b. CM Ness motioned, CM Sutton seconded with unanimous vote to accept the agenda with the above deletion.
- IV. Mayors Report
  - a. Senate Bill 130 passed the senate and in house now. It is the creation of DelDot programs for downtown projects.
  - b. No movement on the handicap bill or sex offender bill and a hold on the union project bill.
  - c. Most police unions in the state were unaware of the sex offender bill.
  - d. The DLLG is taking action on all of these bills
  - e. Suggest we write a proclamation for the fire company to thank them for permitting the Town to hold meetings there for many years. All of Council agreed to this. The proclamation will presented at the 6/1/16 meeting.
  - f. Would also like to do something special for the Carters and possibly present it to them at the fair.
- V. Reports
  - a. State Police: Lt. Anthony Hudak/Cpl1 Heather Imhof
    - There was a home invasion homicide on Dogtown Road; still an active investigation and we know the people involved. Have been 2 robberies, one at the Valero; 1 fatal crash involving a bicyclist, 5 drug complaints which is a big issue on our plate – many heroin problems. Undercover agents actively involved in the area. Their first time here they arrested a person with 500 bags and the second time they stopped a car with over 1000 bags.
    - There have been 12 crashes in the last 90 days, 3 on Main Street, 3 at the Rt. 71/Pine Tree intersection, 3 at Karins Blvd and Rt. 71.
    - CM Sutton asked if accidents in the area are reported to DelDot.
    - Lt. Hudak said DelDot doesn't have access to their complaints but from what he understands, they are supposed to do a traffic study after every accident.
  - b. Townsend Fire Department: Richard Greene – not here
    - Mayor Hatton said the BBQ's have started back up on the 4<sup>th</sup> Saturday each month.
    - Spring Fling is June 18, 2016.
  - c. Town Attorney Fred Townsend III:
    - Advise Council to talk to TFC for future use of the fire hall in case we need a bigger room for a meeting.
    - Trying to identify who is accountable for the Taylor Street home.
    - Still waiting on court decision for Grassbuster dismissal motion, has been a month.
  - d. Town Engineer Owen Hyne:
    - Town hall site work – have a schedule for rest of site work, curb and sidewalk should start Monday.
    - Friday, April 29<sup>th</sup> was the end of Suppi's contract, sent a notice to the contractor notifying him of liquidated damages being assessed. TE Hyne said the building contractor responded well with his end of contract letter, hopefully Suppi will too. Suppi wants credit for bad weather days, am checking those days.
    - TM Green pointed out that many days they were supposed to be here were beautiful days and they weren't here working. He asked if fines are still running for Cannery Lane and was told yes.

- Mayor Hatton asked TA Townsend to talk with TM Green for the amount owed the Town now and attach a lien to the property. He doesn't want the property sold and the Town not get its money.
  - After a lengthy discussion TA Townsend said he will do whatever is needed to protect the Town.
  - TE Hyne stated all base paving repairs are done in TVI and the top coat is being put on. Once the work is done the developer will ask for dedication of the development.
  - Mayor Hatton stated the earliest Council could vote on this request is at the workshop which is after the deadline for MSA funding for the coming fiscal year. In order for the Town to take over the development, the developer will have to provide funding until next year for plowing, etc.
  - CM Ness asked who will be responsible for the open areas once the development is turned over to the Town.
  - There was a long discussion about this and TM Green and TE Hyne will research to see.
  - TE Hyne said Phase 4d in TVII is about ready to start with building. Rob Allen is working on the bonds now.
- e. Town Manager Dawson Green:
- There have been 35 new home building permits issued to date this fiscal year.
  - Have a meeting on 5/16/16 with DelDot for Mountaire issues.
  - Dollar General is waiting from approval from their maintenance division to enlarge the fenced area.
  - Lex Heinhold wants to build 2 more homes on Cannery Lane and Main Street.
  - CW Gorman asked if the CEO of Verizon has been called about our phones yet. It is very embarrassing that our residents can't reach anyone at the Town Hall.
  - TM Green said he calls Verizon every day.
  - CW Gorman asked where we stand with park maintenance and was told the contractor still has to do the playground mulch and a little more weeding. He will be back next week to do this and then regular maintenance will start.
  - CM Ness asked if TM Green is working on the review of the fines and fees and was told yes, it is a long and tedious process. First TM Green has to find where all the fees are listed in ordinances before moving forward.

## VI. Committee Reports

- a. Finance: Chair – Mayor Jermaine Hatton
- Budget meeting on May 24, 2016 @ 6:30 pm
  - Reps from Rowland and Johnson will be here to finish the audit on May 9, 2016.
  - Need all spending and receipts turned in from Council by 6/15/16 for this FY.
  - TM Green has sent pieces of the budget to all Council. Please get them back to me ASAP so I can put all the information in a master budget and will get it out to Council by 5-13-16. That will give you all time to study the new budget prior to the meeting on 5/24/16 and that meeting should go quickly and smoothly.
- b. Public Works: Chair – CM Rudy Sutton
- Solar Panel calculations for 141 Main Street
    - I. There was a discussion about adding additional solar panels at the Town Hall, 141 Main Street. TE Hyne said he has done some preliminary groundwork to bring the Town from 2 kW to 6 kW. He stated Delmarva is offering a rebate and we would also get an environmental credit once the new units are installed. The approximate price to do this would be \$20,000.00. TE Hyne gave Council a proposal to oversee this job and it will be discussed at the next meeting.
  - Discuss/possibly approve Landscape Upgrade at Town Hall
    - I. CM Sutton said Suppi was supposed to seed the grounds around Town Hall and it was put on hold so Council could discuss possibly putting sod in. With sod we would need an irrigation system. Suppi gave us some numbers for this. The landscape package was \$7,000; with sod it will be \$10,000 and an additional \$20,000 for an irrigation system. Total for the job would be \$37,000.
    - II. Baileys Landscaping also gave us a bid. Sod will be \$5,000.00 and the irrigation system will be \$22,000.
    - III. CW Gorman asked why we would hire Baileys to do a job that Suppi was supposed to do per his contract.
    - IV. CM Sutton stated we can't get Suppi here to do the work and if one contractor, rather than multiple contractors, does all the landscaping it will be done right and be much smoother.
    - V. After a long discussion, it was clarified that Suppi would be happy to not have to do the landscaping and will back the number out of the contract.
    - VI. CM Sutton motioned, CM Ness seconded with unanimous vote to have Bailey's Landscaping put sod and an irrigation system in at 141 Main Street.

- VII.** CM Sutton motioned, CM Ness seconded with unanimous vote to accept change order #3 from Suppi Construction removing all the landscaping numbers from the contract.
  - VIII.** CW Gorman stated the Town has committed to putting a butterfly garden in at 141 Main. She knows it will be better to do it after the landscaping is done and asked where it will go. There was a discussion about different options.
  - IX.** CW Gorman asked if the flagpoles will have lighting and was told no, the flags will be taken down every day.
  - X.** Mayor Hatton stated we need a mail drop box and asked TM Green to get one ordered and installed.
  - XI.** TM Green said he met with Delmarva about putting in additional lights on Ginn Street. He added that natural gas should be run in the next 8-10 weeks.
  - XII.** CW Cook asked if the sign out front will be lit.
  - XIII.** CM Sutton said yes, just have to turn breaker on but think would be good idea if the sign company installs a timer in the basement for the lights. The cost is \$225.00 for a timer.
  - XIV.** After a short discussion, CM Sutton motioned, CM Ness seconded with unanimous vote to have Creative Edge install a light timer for the sign.
  - XV.** CW Cook asked what we are doing with the sign at the old Town Hall; she thinks it is beautiful and asked if we could possibly put it in the back of Town Hall.
  - XVI.** CM Sutton stated he never thought about it.
- c. Land Use & Development: Chair – Mayor Jermaine Hatton
- Discuss/appoint Planning Commission members (5)
    - I.** Based on the ballots submitted, Council selected 5 people to serve on the committee. The members will be Regina Albert, Rick Anibal, Alan Emsley, Troy Geiger and Sheryl Rojas.
    - II.** CM Ness motioned, CM Sutton seconded with unanimous vote to nominate the above members to the Planning Commission.
  - Discuss/Award proposal on Wetlands Delineation at 200 Finley Street
    - I.** Mayor Hatton stated RVB bid \$3,615.00 to do a wetland delineation for 200 Finley Street.
    - II.** After discussion about this process, CM Ness motioned, CM Sutton seconded with unanimous vote to award RVB the contract.
  - Discuss/possibly approve waiver request from Townsend Properties for Phase 3C in TV
    - I.** TE Hyne explained this is a normal request that Council has granted in the past.
    - II.** CM Ness motioned, CM Sutton seconded with unanimous vote to waive/defer the bonding for Phase 3C in TVI.
    - III.** Mayor Hatton stated he talked to Pao from DelDot today. A local company has submitted a second set of plans for improvements at Rt. 71 and Main Street. Pao asked how the Town feels and was told we aren't aware of it.
- d. Community Relations: Chairs – CW Cindy Cook
- After speaking with residents about a Town wide yard sale, they would like to have it on Saturday, June 4, 2016, rain or shine. Council agreed to this date.
  - CW Cook thanked everyone who helped with the ribbon cutting ceremony. She added she is sending thank you letters to all.
- e. Public Safety: Chair – CM John Ness
- CM Ness asked if we could do a time capsule for this Town Hall.
  - Mayor Hatton said CM Ness can organize it.
  - CM Ness asked TM Green to give him the dates when he gets them that the grainary ramps up so he can notify the police. Am meeting with Lt. Hudak on 5/16/16.
  - Congratulations to Michelle Wall who was named national Mother of the year. She is a teacher and lives in Middletown.
  - MOT Matters - "A Residents Call to Action"
    - I.** There is a meeting on Tuesday, 5/10/16 in Middletown; open to all MOT residents to discuss concerns in the area.
- f. Parks & Recreation: Chair – CW Lorraine Gorman
- Upcoming Events
    - I.** Movie nights in the Park will be June 17<sup>th</sup>, July 15<sup>th</sup> and August 19<sup>th</sup>. Trying to get "Bolt" for the June 17<sup>th</sup> movie. Iron Source is donating the lighting for the movies again this year. Looking for potential sponsors.
    - II.** The tree give-away was a huge success. We gave 100 trees to residents and it goes toward our National Wildlife certification.
  - NWF update

- I.** Picked up the plants for the butterfly garden at Townsend Elementary School (TES) today. We are supposed to put the garden in Friday but may be delayed until Monday due to weather. We will get the one at Town Hall done once the landscaping is done.
- II.** Council all approved the magazine rack for the front lobby and CW Gorman will order it.
- III.** MOT Little League never returned any of my calls or emails to help fix the ball field. Not sure we should worry about it; it is a lot for George to do.
- IV.** Mayor Hatton said the initial concept of the park was for residents to have a place to use; seems MOT has taken over the field; we need to explore other options.
- V.** CW Cook stated many Townsend kids are involved in the MOT sports leagues, but feel we need to charge a fee to help maintain the fields. She added they can afford to pay a rental fee, they have collected money for years in hopes of buying land. They pay Middletown light fees to use the fields.

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

**VIII.** Adjournment: 9:22 pm, CW Gorman motioned, CM Ness seconded with unanimous vote.

---