

Re-Organization and Workshop Minutes
June 15, 2016

7:00 pm – Re-Organizational Meeting

- I.** Call to Order: 7:02 pm
- II.** Roll Call: CM Jermaine Hatton, CM John Ness, CW Lorraine Gorman, CM Rudy Sutton, CW Cindy Cook, TM Dawson Green, TE Hyne, TC Cathy Beaver
- III.** Pledge of Allegiance: The pledge was said and there was a moment of silence for Clarence Schwatka, past fire chief of the Townsend Fire Company.
- IV.** Nomination and Election of Town Mayor for one (1) year term:
 - CM Ness motioned, CW Gorman seconded to elect Rudy Sutton to serve as Mayor for a one (1) year term.
 - CM Ness, CW Gorman, CM Sutton and CW Cook voted aye, CM Hatton did not vote. Motion carried, CM Sutton elected to serve as Mayor for one (1) year.
- V.** Oath of Office for Town Mayor: Mayor Sutton read and signed the oath of office to serve as Mayor.
- VI.** Adjournment: 7:06 pm, CM Ness motioned, CM Hatton seconded with unanimous vote.

7:15 pm - Meeting

- I.** Call to Order: 7:15 pm
- II.** Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CM John Ness, CW Lorraine Gorman, CM Jermaine Hatton, CW Cindy Cook, TM Dawson Green, TE Owen Hyne, TC Cathy Beaver
 - b. Recognition of Visitors: 9 visitors
 - c. Pledge of Allegiance: The pledge was said.
 - d. Announcements:
 - Town Hall closed Monday, July 4, 2016 for Independence Day
- III.** Additions/Deletions to Published Agenda
 - a. CM Ness motioned, CW Gorman seconded with unanimous vote to approve the agenda as written.
- IV.** Mayor's Report
 - a. Introduction of Ordinance No. 16-05 – Town Fee Schedule
 - Mayor Sutton read the ordinance by title and read the synopsis.
 - This ordinance will consolidate all the Town fees. Would like Council to approve having a public hearing on 7/6/16 at 7:15 pm and possibly approve the ordinance in the council meeting on 7/6/16 which starts at 7:30 pm.
 - b. Introduction of Ordinance No. 16-06 – Parking Restrictions on Main Street, West of Railroad Track
 - Mayor Sutton read the ordinance by title and read the synopsis.
 - This ordinance will prohibit parking on Main Street west of the railroad tracks to the Town limits of Townsend. Would like Council to approve having a public hearing on 7/6/16 at 7:15 pm and possibly approve the ordinance in the council meeting on 7/6/16 which starts at 7:30 pm.
 - CM Ness motioned, CW Gorman seconded with unanimous vote to have a public hearing on 7/6/16 at 7:15 pm to read Ordinance No. 16-05 and 16-06 and to Council consider adopting both ordinances in the Council meeting that starts at 7:30 pm on 7/6/16.
 - Mayor Sutton thanked TM Green for all the hard work on getting all the fees consolidated in the ordinance.
 - c. Waterline connection for proposed irrigation system at 141 Main Street
 - Bailey's Lawn and landscape said we need a connection to supply the irrigation system.
 - Plumber, Inc, who has done all the work at the Town Hall, gave an estimate of \$630.00 to run this connection.
 - CM Ness motioned, CW Gorman seconded to accept the bid from Plumbers, Inc for \$630.00 – vote unanimous.
 - In the following discussion, CM Hatton asked TE Hyne if we asked for two bibs in the original proposal for Town Hall, one in the back, which he believes is capped. It was in a change order and we shouldn't have to pay for it 2 times. If there is a hose bib, they can tap in right next to it to make the connection. CM Hatton said he doesn't believe it was ever put in but has been paid for.
 - TE Hyne said he will have to look into it; there is probably some reconfiguration work to be done.
 - Mayor Sutton said if the bib wasn't put in, it is on the contractor, not the plumber. A hose bib will have nothing to do with the connection; the connection needs to be run inside the building but we still need our hose bib.
 - TE Hyne said to clarify – if the back hose bib wasn't put in, would Council consider having it done as the connection in the basement. He added he will also see if the hose bib was installed and make sure it is done.

- Mayor Sutton stated we are talking about 2 separate issues. We need our hose bib in the back, which has been paid for and we need a connection in the basement.
- Ms. Sturgis clarified that an irrigation system is being installed at Town Hall.
- Mayor Sutton said yes, sod is being put in and we want to have a nice lawn at the Town Hall.
- Ms. Sturgis asked why Council wouldn't put irrigation in at the park where children play; we had grant money to do that. She added there is a well on both sides of the park for an irrigation system.
- Mayor Sutton said he can only speak for this Council and we want to see the Town Hall project through, beginning to end, it belongs to the Towns residents and we want it to be nice. Putting irrigation in the park has not come up since I have been on Council. That would be a completely different and sizable project. It may be something to talk about in the future, but it isn't currently in our plans.
- CW Cook said she thought there would be water in the park but since coming on Council, the amount of money Artesian wants to charge us is astronomical.
- CW Gorman stated this Council does care about the park and we have put a lot of money into it to improve it. People love the park, it is always packed.
- CW Cook asked TE Hyne when we will get grass at Town Hall, can't irrigate dirt.
- TE Hyne said the irrigation system has to be run first and sod will go down right after that is done.

V. Reports

- a. Fred Townsend III, Town Attorney – not here
 - CM Hatton gave a short report from TA Townsend.
 - He said Grassbusters answered the litigation and we are waiting for Noel to get back to us on mediation.
 - TA Townsend is also researching an issue with a local business in Town, can't reach the business owner on the phone.
 - TM Green stated TA Townsend has a letter drafted to mail to Dollar General.
 - CW Cook stated Dollar General is the first thing people see coming into Town and many complain about the trash everywhere and how dirty it always is. It is not maintained, the appearance is terrible.
- b. Owen Hyne, Town Engineer
 - TVI, Phase 3b – had a pre-construction meeting, waiting for the developer to post escrow and they will be able to continue on Edgar Road.
 - At our last Council meeting there was concern that residents weren't notified of paving to be done. I stressed at this meeting with the developer that all residents must be notified prior to paving.
 - Site work is being wrapped up on Wiggins Mill Frontage Road.
 - The bulk of the work is done in TVII West.
 - Phase 4d, TVII East, South Street – finishing that road and are going to give bond to finish the site work and building will start in that section.
 - 141 Main Street – Suppi Construction, the site work contractor is currently in liquidated damages, 21 days past their current contract which means liquidated damages in the amount of \$13,500.00 as of today. It goes up an additional \$1,000 a day. They were sent another letter stating this. There has been a major problem with Suppi setting schedules to do work and not meeting the schedule. Currently he is putting together a schedule to do concrete flat work, sidewalks and aprons. Supposed to do this work Saturday on Ginn Street. We will have a meeting on site this Friday at 3:00 pm to review the schedule. We want to see the project done.
 - TE Hyne was notified there will be a huge funeral on Saturday; Main Street will be closed part of the time.
 - CW Cook said there is an increase of construction traffic on Edgar Road again; they aren't using the construction entrance. TM Green said he will call tomorrow.
 - CM Hatton asked that the residents on Wiggins Mill be notified when the trees will be put in.
 - TE Hyne said some of the residents have lived there for almost 10 years now and have their own landscaping. We are talking to the developer about sending letters out to see if they even want the trees per the recorded plans. If they don't we are looking into the developer having to compensate the resident in other ways, possibly monetarily.
 - Mayor Sutton asked when the top coat will go down in TVII West. TE Hyne said he will check the schedule.
 - TM Green said he was notified that when the top coat went in on the frontage road, there was some damage done. TE Hyne said it hasn't been approved yet and will have to be fixed.
 - TM Green said in section 4d, the homes won't come all the way to Gray Street but asked if the developer is putting the curbing all the way to Gray Street. Chesapeake Utilities can't put their line in until the curbing is done.
 - TE Hyne said he will talk to them and have them do it.
 - Mayor Sutton asked TE Hyne to talk to the developer in TVII East about the cracks in the top coat that was put down last year.
 - TE Hyne said we haven't accepted the roads into Town yet and will ensure these are fixed. The developer would like to dedicate all the roads at one time.
- c. Dawson Green, Town Manager

- Spoke with Mayor Sutton today about the bent flagpole. When the pole was taken out of the package, the package wasn't broken at all. It happened when it was shipped. I can either see if the contractor can do something with it or order another pole.

- Mayor Sutton said to see if Austin & Bednash can make an adjustment to the pole. If not, we need to get a new pole ordered right away.

- TM Green said the discoloration happened with shipping also. They will not take the pole back.

- CW Cook asked why there is no recourse.

- TM Green said when it was shipped it sat for 2 weeks before being installed. Part of the Town's responsibility was to inspect the poles when we received them but there was nothing wrong with any of the packaging so you wouldn't think anything was wrong with the contents. I was there when the poles were unloaded but didn't inspect them. Once the driver pulled away, the manufacturer was no longer responsible. Once the poles were unpacked we discovered the discoloration also.

- After a long discussion, Mayor Sutton asked TM Green to remove the pole and see if it can be fixed and cleaned. He also asked for the company information the poles were ordered from so he can contact them.

- Mr. Fitzhugh asked if the Town is going to clean the storm drains. There is standing water and it is a state law that you can't have standing water, it breeds mosquitos. Both drains on South Street have standing water.

- Mayor Sutton asked TM Green to have George clean the drains.

- Ms. Willey suggested we get a larger Town flag; it is far too small next to the other two flags.

- TM Green said he is working with Debbie Horn and have almost all the information she needs. The audit should be very close to being done.

VI. Committee Reports

a. Finance: Chair – CM Jermaine Hatton

- Audit – spoke to Debbie, waiting for 1 more update from Edmunds which should be done tomorrow. It will bring the 2014 fiscal year in line with the numbers for 2015. It was off by \$25,000 from a check that was posted in FY 2015 and should have posted in FY 2014. The audit should be done next week.

- Debbie offered to interview the financial clerk to assure their financial background to make sure it will suffice for our needs.

- Starting July 1st, employee health insurance is increasing 5-10% across the board, depending on the plan. The state of Delaware benefits go up every year. This is always our biggest increase in the budget.

- CW Cook asked if we have ever got bids for health insurance from other companies.

- CM Hatton said we got bids last year and it was cheaper to stay with the state, even with their increases. Our problem is we are so small.

- CW Cook asked about the quality of our insurance.

- CM Hatton said it is good insurance, the only thing we don't have is vision. TM Green talked to Simon Eye last year about giving Town employees a discount program. We can explore looking for an eye care plan for our employees. With 3 full time employees versus thousands, it will be higher fees for us. Also have to remember that once we give up the state plan, we cannot go back to it.

- Sent email that next FY budget we have allotted for a financial clerk and an administrative assistant.

- CW Gorman asked when the auditor will be onsite to give her audit report.

- CM Hatton said she will hopefully attend the July workshop.

b. Public Works: Chair - Mayor Rudy Sutton

- Discuss solar panel project

- a) Asked TM Green if we have received any numbers back on the solar panels.

- b) TM Green said he hasn't heard back from anyone.

- c) CW Gorman asked if TM Green did an RFP or advertised for bids for the solar and TM Green said no, he called companies.

- d) Mayor Sutton said we should give it a little more time; contractors are busy right now and will send numbers in. Advertisement is expensive.

- e) CM Hatton agreed, this is a small project for contractors.

- f) Ms. Willey said Townsend is known as the heroin capital of Delaware per the police and we have a problem with drug usage in the park. There is also trash all over the park that the maintenance people need to pick up daily before the kids go to the park.

- g) Mayor Sutton said trash has been a problem in the park from the beginning. We will continue to ask people to use the trash receptacles throughout the park rather than throw it on the ground. He said he will also talk to the maintenance men and ask them to keep an eye out for heroin bags and pick them up when they see them in the park.

- h) CW Cook said we all need to pick up trash as we see it, it will take everyone to fix the problem, not just our maintenance men.

- i) Mr. Fitzhugh asked when the Town is going to sweep Main Street.

- j) TM Green said he has a call into DelDot.

c. Land Use & Development: Chair – CM Jermaine Hatton

- Discuss/possibly vote to approve change of scope from RVB for Wetlands Delineation at 200 Finley
 - a) Based on the report from the Army Corp of Engineers we need more information on what we are permitted to do on the property. Feel we need to discuss this as the increase for RVB is for \$9,500.00. Don't see any justification for spending this money until we know what we can or can't do on the property.
 - b) TE Hyne explained this change of scope will cover a topographic survey of the entire property and we would definitely know what is permitted or not on the property.
 - c) CM Hatton said the Corp gave TM Green directions to investigate if the property is 85% wetlands. Feel we should do that first. Council agreed with this.
 - d) CW Cook asked about the marker being put up on the Finley Street property.
 - e) CM Hatton stated the marker is done; it isn't safe to put it up yet.
 - f) Mayor Sutton asked TM Green for a date for the demolition of the old school on the property.
 - g) TM Green said there was a meeting last week; we first need to remove the debris from the property. There is no deadline but I have to call DNREC when it is done.

d. Public Safety: Chair – CM John Ness

- Will check with Lt. Hudak on the police actions with the drug activity in Town.
- The Schwatka funeral is on Saturday and Main Street will be closed between 1:00 pm – 3:00 pm.
- Will put a Code Red announcement out to our residents concerning this.
- There will be police coverage for our Friday night movie in the park.
- Thanked CM Hatton for his service as Mayor; he has put a lot of hours in. Hope all of us can support our

new Mayor; Mayor Sutton.

e. Community Relations: Chair – CW Cindy Cook

- Mission Church was at the park Saturday cleaning whatever needed attention. They weren't asked to do this, just love the Town and showed up.
- Missions Delaware has contacted me about doing volunteer work in the Town again this year. They are a group of teens from out of state and want to help our Town any way they can.
- Talked to TA Townsend who told me it is the Town's responsibility to clean and fill the water bags on the trees along the streetscape area even though it is in litigation.
- CM Hatton said Hometown Press has offered to go out and get sponsorship for our newsletters and I will pass this information to CW Cook as soon as I receive it. It is free advertisement.

f. Parks & Recreation: Chair – CW Lorraine Gorman

- Park Maintenance
 - a) We are cleaning, fixing and painting the BBQ grills in the park.
- NWF Update
 - a) 162 Mayors across the country have signed the Monarch Pledge to date.
- Upcoming Events
 - a) "Paddington" – Movie under the Stars – June 17, 2016 @ 8:30 in the Townsend Municipal Park
 - b) Several vendors will be in attendance – Come join the Fun!
 - c) The rain date for the movie is Saturday, June 18th.
 - d) The next movie is "Bolt" on July 15th.
 - e) Mr. Fitzhugh asked if the Town is going to purchase security cameras for the park.
 - f) CM Ness said we have looked into it and the cost is prohibitive.

VII. Citizens Comments & Participation:

- a. Mayor Sutton said he was nervous earlier; better now. He thanked CM Hatton for all his work in the Town as Mayor and said he knows he will continue to work just as hard for the Town as a Councilman. He then thanked all of Council for appointing him as Mayor and added he can't do it without them; we are a team.
- b. Ms. Albert asked if ice cream trucks have to pay for a business license to sell ice cream in Town.
- c. CM Hatton said no, we don't know when they come to Town or who they are.

VIII. Motion to Adjourn for Executive Session: 8:46 pm - CM Hatton motioned, CM Ness seconded with unanimous vote.

IX. Executive Session: Personnel Matters

- 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).

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

XI. Adjournment: