



**Townsend Council Meeting Minutes
December 21, 2016**

7:00 pm – Council Meeting

- I.** Call to Order: 7:05 pm
- II.** Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CM John Ness, CM Jermaine Hatton, CW Lorraine Gorman, CW Cindy Cook, TA Fred Townsend, TE June Andres, TC Cathy Beaver
 - b. Pledge of Allegiance: Pledge was said
 - c. Recognition of Visitors: Michael and Regina Albert, Chris Blevins
 - d. Announcements:
 - Town Hall closes at noon on Thursday, December 22 through Monday December 26, 2016 for the Christmas holiday. We will re-open on Tuesday, December 27, 2016.
 - Town Hall closed Tuesday, January 2, 2017 for New Year's.
- III.** Additions/Deletions to Published Agenda:
 - a. CW Cook asked to delete 7d, she has nothing to report.
 - b. CM Ness motioned, CM Hatton seconded with unanimous vote to accept the agenda with the above deletion.
- IV.** Council Minutes
 - a. Approval of September 21, 2016 Workshop minutes
 - b. Approval of October 5, 2016 Council minutes
 - c. Approval of October 19, 2016 Workshop minutes
 - d. Approval of November 16, 2016 Workshop minutes
 - e. Approval of December 7, 2016 Council minutes
 - CM Ness motioned, CW Gorman seconded with unanimous vote to approve all the listed minutes above.
 - CM Hatton said he abstained from voting on the 10/19/16 minutes as he was not at the meeting.
 - CW Gorman said we will no longer have copies of the minutes in the folders; we all get them online, will save time and money. They will still be available for residents if they wish and posted on our website.
- V.** Mayors Report – nothing to report
- VI.** Reports
 - a. Town Attorney Fred Townsend III:
 - Have had several interactions with Council since the last meeting. Nothing going on right now which is good for the Town.
 - Nothing to report on the Suppi litigation.
 - b. Town Engineers Owen Hyne/Aquilino Andres Jr.:
 - TVII West – issues with the asphalt and top soil is being addressed. The asphalt contractor has been there and fixed several things. Walked the site Monday and took pictures of the problem areas and went back before the meeting tonight. Will stay on top of it.
 - Met with Rob Allen Monday about the punch list and he said they are working on it. Will also keep reminding him of the pot hole on Edgar Road.
 - Smith's Liquors broke ground and have started on the project.
 - Mayor Sutton said we are trying to get a stone base laid on Finley Street for the Konox boxes. The contractor needs to know the thickness for the stone base and how wide it is supposed to be. He has been trying to meet with the Town Manager to get this information.
 - TE Andres said he isn't sure on what was decided but will check in the morning. He added he knows it has to be at least 6 inches thick.
 - c. Town Manager Dawson Green:
 - Mayor Sutton said TM Green is not here but all have his report in their folder. It reads as follows:
 - I.** Waste Industries will be collecting trash & recycling as normal on Monday, 12/26/16.
 - II.** The Christmas tree pick-up is scheduled for Monday, 1/2/17. All trees are to be curbside by 7:00 am and separated from the trash and recycling. In addition, trees need to be in sections of 6 feet or less.
 - III.** Debbie Horn is scheduled for a field visit on Tuesday, 1/10/17.
 - IV.** Moving forward, Aquilino Andres (aka June) will be attending all Town related meetings involving RVB. However, Owen will continue to be available when needed during the transition period.

- V. Linda Raab and Herb Inden will be giving a presentation at the upcoming Planning Commission meeting on 1/11/17 to discuss some of the duties, roles and functions of the commissioners and how they relate to Townsend's Comprehensive Plan.
- VI. The Appoquinimink School referendum was passed to build/renovate the new schools; new elementary (White Hall), middle school (Old State Fair View Campus), high school (Old State Fair View Campus) and expand/renovate an existing elementary (Silver Lake) and middle school (Everett Middle).
- VII. Haven't been able to schedule an exact start date for the Finley Street property stone pads. Spoke to contractor briefly today. Will try to coordinate with B&W Contractors ASAP.
- VIII. Mayor Sutton asked June to email the information for the property to TM Green first thing in the morning.
- IX. Ms. Albert asked if TE Hyne will still be sitting on the Board of Adjustment.
- X. Mayor Sutton said he may not be. CW Gorman said June is from the same firm and one of them will be there.

VII. Committee Reports

a. Finance: Chair – CM Jermaine Hatton

- Biggest issue is how the Town will be able to pay for street lights. Talked to Tom Cahill last week and he can't help, have to talk to Delmarva Power after first of year. Will have them run a true lighting plan and what it will cost to run the lights.
- CM Ness asked if we know how much school taxes will go up since the referendum passed.
- CM Hatton said it is on the school website; you can put in the value of your home and get your tax rate.
- CW Cook said she spoke to Rep Jeff about the state funding, MSA and CTF funds and he said he will know nothing about it until probably June, 2017. Since I have been on Council, the state has threatened to take these funds away every year and the work things out.
- CM Hatton said the state deficit keeps growing. There is a meeting with the new Governor scheduled for late January. In February he said he has a meeting with the Delaware congregation in DC.
- CW Cook asked for the expected date for the streets to be turned over to the Town.
- CM Hatton said we don't know yet and we have to report our street mileage by for the MSA funds which is based on street mileage and population. We may gain an extra 2 miles, bringing us from 4 miles to 6 Town miles in streets.

b. Public Works: Chair – Mayor Rudy Sutton

- Wanted to speak with TM Green about Finley Street but he isn't here.
- TVII West – June already spoke about the top soil issues that need to be addressed. Also, need to stress to the developer that the sidewalk at the end of E Founds Street is about 5 inches too high and is a hazard/safety issue. Needs fixed. Asked June to make sure they are aware of this.

c. Land Use & Development: Co-Chairs – CM Jermaine Hatton & CW Lorraine Gorman

- CM Hatton said they met with the developer of TVII on Monday to discuss turning over the development to the Town. Will know more about that after the first of the year. Have to figure out how the Town will pay for everything.
- Mayor Sutton asked CM Hatton how he is leaning as to the best way to offset the additional money the Town will need to pay the bills.
- CM Hatton said it is hard to answer but would be easier for the Town to take it all in and have the homeowners maintain the open areas. HOA's fall apart and it is easier to take care of something if it hasn't been given away. Streets, lights and open spaces – have them maintain part but still need to be fair across the board. Grass cutting will also be an additional expense.
- Mayor Sutton said TVII East and West was recorded and developed as on development. Once it is turned over, will there be separate HOA's.
- CM Hatton said that should be decided before it is turned over to the Town. The record plan would need changed; never should have been recorded as one development, they are two separate developments. We need to talk to Handler and Sapperstein about this as soon as possible.
- Ms. Albert asked if the storm water management is part of the open space.
- CM Hatton said yes. We will need to set up monthly, semi-annual and annual inspections of these to ensure the concrete is holding up in the ponds. It could be very expensive if we don't keep up with it. The Town has never had to do this.
- Ms. Albert asked who owns the ponds in Townsend Station and was told the Town. She asked if TM Green ever went there to check them out and CM Hatton said he doesn't know.
- CW Cook asked about the historical marker.
- CM Hatton said the state sent the marker out to be cleaned. Should be here any time.
- Mr. Albert said in previous meetings Council discussed putting a solar farm on the Finley Street property. Not sure if you still plan on doing that, know there are a lot of wetlands but suggest you look at the county map of Townsend. There is a nice flat lot between the Commerce Street homes and the

railroad tracks. It is landlocked, owner died years ago with no will, not owned by anyone. Would be a good place for a possible wind or solar farm.

- CM Hatton said he will check it out.
- CM Ness said he has previously talked to people but we don't qualify for any grants or funding for a wind farm.

d. Community Relations: Chairs – CW Cindy Cook – deleted from agenda

e. Public Safety: Chair – CM John Ness

- Residents brought several issues up at the last meeting. One was to use marked police cars rather than unmarked cars for patrol. Spoke with Lt. Hudak who said it depends on who is scheduled for patrol and what they drive, they have no control over it.
- Another issue was packages left on porches during the season. Responsibility is on the residents, the police can't check all homes. If you are expecting packages, schedule it to come when you are home or arrange for your neighbor to get it for you.
- CW Gorman introduced Chris Blevins, a Town resident that works for NCC and has offered his services for public safety. NCC has many safety programs, some of which may be beneficial to the Town.
- Mr. Blevins said he loves Townsend and is willing to help in any way he can.
- Mayor Sutton asked Council how they feel about putting fencing and motion sensor lights around the property on Finley Street.
- CW Cook said the fence is a great idea but need to be careful with lights and make sure they don't shine in homes in Townsend Station.
- CW Gorman and CM Ness both thought it would be a good idea.
- When Mayor Sutton asked CM Hatton his opinion, he said the fence would be a good idea as we will have the Town equipment stored there.
- Council all agreed to get pricing for the fencing.

f. Parks & Recreation: Chair – CW Lorraine Gorman

- Had over 100 people attend the Christmas caroling. It grows each year and was a lot of fun.
- Special thanks to past CW Sandy Sturgis who decorates the tree every year, to Immanuel Methodist Church for leading the caroling, to the volunteers and to the residents for coming out. Would also like to thank Keith Shoemaker who played Santa again this year.
- CW Cook also thanked Mr. Gorman who always helps with all the events, he sets up, is the first at the event and the last to leave.

VIII. Citizens Comments & Participation

- a. Mrs. Albert thanked Council for the holiday decorating, she stated it is beautiful. Council all agreed and thanked CW Cook who is instrumental in the decorating.

XII. Adjournment: 8:00 pm, CM Ness motioned, CM Hatton seconded with unanimous vote.
