



## Townsend Council Meeting Minutes May 3, 2017

### 7:30 pm – Council Meeting

- I. Call to Order: 7:30 pm
- II. Opening Ceremonies
  - a. Roll Call: Mayor Rudy Sutton, CM John Ness, CM Jermaine Hatton, CW Lorraine Gorman, CW Cindy Cook, TE June Andres, TA Fred Townsend, TM Dawson Green, TC Cathy Beaver
  - b. Pledge of Allegiance: Pledge was said.
  - c. Recognition of Visitors: 22
  - d. Announcements:
    - Town elections are May 6, 2017. Polls are open at the Town Hall, 141 Main Street from 8:00 am – 6:00 pm.
    - There are 3 Council seats up for election and 5 candidates running for the seats.
    - Hope to see you all there, Let Your Voice Be Heard – VOTE!
    - Town Hall closed May 29, 2017 for Memorial Day
- III. Additions/Deletions to Published Agenda:
  - a. CM Hatton deleted 7a and 7b, not in attendance.
  - b. CM Hatton motioned, CW Gorman seconded with unanimous vote to accept the agenda with the above deletions.
- IV. Installation of Election Poll Workers
  - a. Dawn McDowell
  - b. Sandy Sturgis
  - c. Both poll workers read and signed the oath of office.
- V. Council Minutes
- VI. Mayors Report
  - a. Thank you to Emily Moffitt – 8<sup>th</sup> grader at EMM from Townsend
    - Mayor Sutton asked Emily to explain what she has done and how it came about.
    - Emily said a friend couldn't afford a dress for the formal so she put it on MOT facebook that she was looking for dresses. She expected to get maybe 10 dresses. There were so many donations that she was able to dress 250 girls for the formal; it also included all the accessories.
  - b. Allyson Willis – update on Townsend historical project
    - Interviewed Mrs. Hart and 2 others.
    - Laura Pugh wrote an article for the transcript.
    - Putting the notes together now.
    - CM Hatton said he will get the name of the woman at the Delaware archives and send it to Allyson.
- VII. Reports
  - a. State Police: Lt. Anthony Hudak – not here
  - b. Representative Jeff Spiegelman – not here
  - c. Town Attorney Fred Townsend III
    - TA Townsend said CM Hatton should remember that Richard Forsten wrote a letter years ago on behalf of Atlantic Broadband. They don't own property in Townsend. New Castle County removed them from their tax base and we should remove them also.
    - TM Green stated they probably called you because he has been trying to reach them. The taxes haven't been paid for years.
    - TA Townsend said he will get something in writing and give Council a legal opinion. He clarified these are property taxes and that they do pay franchise fees.
    - TM Green stated Verizon pays property taxes and asked who truly owns the property; the two companies share it.
    - TA Townsend will research this.

- d. Town Engineer Aquilino Andres Jr.
  - TVI punch list is complete. Drove around to verify prior to the meeting. The asphalt resurfacing on Edgar Road was completed last week.
  - Approved 4 new home permits last week and got 6 new ones to review tonight. Builder submitting a lot of permits.
  - Mr. Mueller asked if anyone inspected the regrading in the common area on Tracy Circle. He added it always floods after a rain and the water is there 3-4 days. Want to make sure the grate is open so it can drain.
  - TM Green said he hasn't inspected it; Rob said there is still some work to be done and will ask him about this.
  - TE Andres said it looked good to him but he will check again.
- e. Town Manager Dawson Green
  - The staff met with Homeland Security last week; will be developing/modifying the Town Emergency Operation Plan (EOP).
  - Met with the plant manager at the grainary; rather than trucking corn they hope to put it on a train this year. This will hopefully cut down on the dust and if it is dusty, it will be at the other end of Commerce Street.
  - Handler will be fixing the street sign that came down.
  - Will be sending the MSA paperwork for the streets in by the end of the week.
  - Met with a Chesapeake Gas representative this week. He hasn't received any replies from any residents on Gray Street or South Street. Sent letters to all the residents in a one block area for feedback and information only.
  - Talked to Mark Sapperstein today; he hired Karins Engineering to finish everything up in TVII West; he wants to turn it over to the Town.
  - CW Gorman said there are white stakes and "s" painted in the road on Wiggins Mill. She asked if that is where signs will be installed.
  - Mr. Haines said the state does that for new signs.
  - CW Gorman asked if a second sign with the speed limit could be put on the same post.
  - TM Green said the state doesn't permit it; he has tried several times to have this done.
  - Lisa Blunt Rochester verified the signs to be installed on Wiggins Mill Road are for no parking.
  - Mayor Sutton asked if Mark is paying for the mowing being done.
  - TM Green said the Town will send a bill and he will have so much time to pay or we will take it from his escrow.
  - Mayor Sutton asked if all the punch list work is done.
  - TM Green said no, they are still working on it.
  - TM Green said he spoke to Tom Cahill. They added fees for the streetlights in the HOA fees in case the streetlight bills are passed onto the HOA's. Tom said if that doesn't happen it will go toward mowing fees.
  - Mayor Sutton said TVII East needs speed limit signs installed.
  - TM Green said the development is still owned by the developers, Handler and Sapperstein.
  - TM Green said Allen submitted all the paperwork to be recorded; Council has to approve it.

### VIII. Committee Reports

- a. Finance: Chair – CM Jermaine Hatton
  - The audit is done; Debbie is coming to the mid-month meeting to give the results.
  - Delmarva said they can't turn off any lights in Town; could possibly reconfigure the layout but also has to meet state standards. Asked them for the price of LED lights and if they could speed up the process of installing them.
  - Council has to make a decision on how the Town will pay for the streetlights moving forward. There will be a public hearing on May 17, 2017 at the fire hall to discuss this. Council will then make a decision at the May 24, 2017 workshop meeting.
  - Mr. Emsley said the state has a program for lights.
  - CM Hatton said the problem is Delmarva doesn't have an LED bulb compatible for a development; what they have is too bright.
- b. Public Works: Chair – Mayor Rudy Sutton

- Town Hall Landscape Maintenance
  - I. Mayor Sutton said he asked TM Green to get more quotes.
  - II. TM Green said he is still trying to get quotes; one company wants me to give authorization rather than give an estimate; Cloudburst can't give an estimate until June and I have tried contacting 4 other companies. 2 phones were never answered.
  - III. Mayor Sutton stated he will give TM Green several names to contact.
  - IV. Mr. Emsley asked if the company that installed the system gave us manuals.
  - V. TM Green said they didn't give him anything; he will check.
- Discussion/possible vote to accept streets in Townsend Village I, Phase I and II
  - I. Mayor Sutton verified TM Green has received everything we need to vote on accepting the roads.
  - II. TM Green said yes, Rob Allen supplied everything requested and TE Andres said all is good.
  - III. CM Hatton asked for a letter from Rob Allen stating everything has been done.
  - IV. CM Hatton motioned, CM Ness seconded with unanimous vote to accept 1.55 miles of roadway in TVI, Phase a and b.
  - V. Mayor Sutton said he talked to a junk car dealer about working with the Town on the junk cars stored on private property. They said they would work with us and hopefully the residents will clean up their yards before we have to enforce fines.
- c. Land Use & Development: Co-Chairs – CM Jermaine Hatton & CW Lorraine Gorman
  - Public Hearing May 17, 2017 at the Fire Hall at 7:00 pm to discuss the Town Lights and DelDot will be there to discuss “Safe Routes to School”
  - CM Hatton said there will be some repairs in front of the Early Childhood Center and TES with Phase 2 of the streetscape.
  - CM Ness said he sent an email for the Code Red announcement for the public hearing to discuss the streetlight issue. He added some rules need to be put in place like permitting a person to only talk for 2 minutes and all must state their name and address for the minutes.
  - Mayor Sutton asked for the announcements to be done on Saturday and Tuesday prior to the public hearing.
- d. Community Relations: Chairs – CW Cindy Cook
  - Community Yard Sale – June 3, 2017 – 8:00 am – 2:00 pm
    - I. This is advertised state wide. Had a really good crown last year. It will be in 3 papers and there will be impressions on Middletown's website.
    - II. Mayor Sutton and I will be attending the 57<sup>th</sup> Governor's Prayer Breakfast tomorrow.
    - III. CW Cook reminded everyone to come and vote tomorrow.
- e. Public Safety: Chair – CM John Ness
  - CM Ness thanked the poll workers for helping with the election.
  - He also said it is good to see young people, Ms. Moffitt and Ms. Willis, get involved and do things for the community.
  - Lt. Hudak couldn't attend; has a memorial service in Dover tonight being held in honor of officers whom have lost their lives in the line of duty.
  - Only have a couple more meetings as a Councilman. Thanked the residents; was elected on May 2, 2009; has been 8 years. I took my position very seriously but now have additional family obligations and it is time to step down. Want to thank all the residents and Council members, past and present. Will still attend meetings and will turn over all the information on the police. Thanked present Council again and said they all care about the Town and residents. He encouraged residents to volunteer at the Town events and come to the meetings.
  - CW Cook said she attended the community café held by the police and they spoke very highly of CM Ness and said he will be missed. His will be big shoes to fill.
  - CW Gorman agreed and added the police said CM Ness has a passion for protecting the residents.
  - CM Ness asked the residents to please let him know if they see or hear anything while he is still here and they can also report to any Council member or the Town Manager. He added that speeding has always been an issue, please get the license numbers and call the police every time you see someone speeding.

- Mayor asked if the Town still had the speed trailer.
  - TM Green said it is at the old Town Hall.
  - Mayor Sutton said Captain Hall asked us to take it to Troop 9, if it is a minor issue; they will fix it for us. TM Green will have George take it to Troop 9.
  - Mayor Sutton thanked CM Ness for all he has done over the years.
- f. Parks & Recreation: Chair – CW Lorraine Gorman
- Movie Night Under the Stars – Friday, June 9, 2017 – “Sing”
    - I. This movie is being held on the last day of school.
    - II. Candy Connections will be there selling refreshments.
    - III. Am trying to expand movie night; we may have karaoke or a group sing prior to the movie.
    - IV. The second movie is scheduled for Friday, July 14<sup>th</sup>.
  - Discussion on Port-a-pot at park
    - I. Have looked at other vendors to supply the porta pot in the park and for the fair.
    - II. We currently don’t have a contract and our supplier is in Milton. Arrow Sanitation is a local company and their prices are comparable. Feel it would be wise to switch; we need extra cleaning sometimes. The current contractor can’t come for an extra cleaning or an issue for at least 4 hours. With Arrow we can schedule extra cleanings for \$25.00 when we have multiple reservations or for our events.
    - III. CW Gorman motioned, CM Ness seconded with unanimous vote to sign a year contract with Arrow Sanitation for the porta pot in the park.
  - Town Fair – Saturday, September 23, 2017 – parade @ 10:00 am, fair 11:00 – 3:00 pm
    - I. Have 25 vendors and 5 food vendors already registered. Looking for more vendors and parade participants.
    - II. Mayor Sutton asked if it is necessary to pay for the water meter in the park; is it something we need there.
    - III. CW Gorman said the price was reduced in half but understood we needed it for an emergency. Also don’t know if it will make a difference with insurance.
    - IV. Mayor Sutton said nothing in the park is combustible and we have a fire hydrant on the corner of the park. He doesn’t believe it will affect our insurance.
    - V. Mr. Albert asked if removing the meter would affect the water flow to the hydrant.
    - VI. TM Green said he doesn’t know.
    - VII. Mayor Sutton asked TM Green to look into this and it will be on the next meeting agenda.
- IX.** Citizens Comments & Participation - none
- X.** Adjournment – 8:36 pm, CM Hatton motioned, CM Ness seconded with unanimous vote.
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