

**TOWN OF TOWNSEND**  
**March 3, 2010**  
**@ Townsend Elementary School Cafe**  
**Public Hearing @ 7:00 pm**  
**Council Meeting Minutes @ 7:30 pm**

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**7:00 pm – Public Hearing**

- I. **Call to Order:** 7:03 pm
  - II. **Roll Call:** Councilman John Hanlin (acting as interim Mayor), Councilwomen Sandy Sturgis and Karen Jennings, Councilman John Ness, Attorney Fred Townsend, Engineer Tom Wilkes, Finance Officer Azure Wright, Secretary Cathy Beaver. (Mayor Raughley not present). Two guests present.
  - III. **First & Second Hearing – Townsend Village II Name Change Ordinance No. 10 – 02**
    - a. Sturgis motioned, Jennings seconded to read the ordinance by title only and place before council for its consideration and adoption.
    - b. Ness asked Hanlin to give a synopsis of this ordinance for the residents in attendance.
    - c. Hanlin explained there was a problem with emergency personnel responding to TVII. The railroad cuts through TVII and you can't get from the east side to the west side cutting through.
    - d. Ness added changing the name to TVII East and TVII West will have no impact on the residents. This name change is being done strictly for emergencies.
    - e. Vote: unanimous, motion accepted as 1<sup>st</sup> and 2<sup>nd</sup> reading.
  - IV. **First & Second Hearing – Emergency Snow Ordinance No. 10 – 03**
    - a. Sturgis motioned, Ness seconded to read the ordinance by title only and place before council for its consideration and adoption.
    - b. In the following discussion one word was taken out of the ordinance.
    - c. Sturgis stated her motion still stands with the correction and Ness seconded.
    - d. Vote: unanimous, motion accepted as 1<sup>st</sup> and 2<sup>nd</sup> reading.
  - V. **Adjournment:** 7:11 pm, Sturgis motioned, Jennings seconded with unanimous vote.
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**7:30 pm – Council Meeting**

- I. **Call to Order:** 7:30 pm
- II. **Opening Ceremonies**
  - a. Roll Call: Councilman John Hanlin (acting as interim Mayor), Councilwomen Sandy Sturgis and Karen Jennings, Councilman John Ness, Attorney Fred Townsend, Engineer Tom Wilkes, Finance Officer Azure Wright, Secretary Cathy Beaver. (Mayor Raughley not present).
  - b. Pledge of Allegiance: Pledge was said.
  - c. Recognition of Visitors: 14 visitors
- III. **Additions/Deletions to Published Agenda:**
  - a. Accepted by general consensus.
- IV. **Council Minutes** – February council minutes on back table (approved at workshop)
- V. **Unfinished Business**
  - a. Hire RVB to serve as interim Town Manager until Council hires a Town Manager
  - b. Hanlin explained to the residents that Council is contemplating bringing RVB, more specifically Tom, on an interim basis to act as Town Manager. His will be able to facilitate hiring a full time Town Manager and train that person when we hire them. He will work 1 -2 days a week at \$135.00 per hour. His other duties follow:
    - i. Assist with the budget.
    - ii. Review and update the personnel book.
    - iii. Take over human resources.
    - iv. Manage and assign duties to the Town staff.
    - v. Negotiate purchase of any equipment, services, supplies, etc.
    - vi. Update council on all issues and attend all meetings.
    - vii. Receive complaints and correspondence from residents and follow up accordingly.
    - viii. Oversee provisions of the charter and all ordinances of the Town.
    - ix. Make recommendations to Council on matters affecting the health, safety or welfare of the Town and its citizens.
    - x. Write grant applications.
    - xi. Prepare RFP's/review bids/award work.
    - xii. Oversee any contract work.
    - xiii. Oversee the administrative staff and their overall effectiveness.
    - xiv. Lead the budget process on an annual basis.
    - xv. Handle all staff disciplinary issues

- c. Hanlin added that a committee has been formed to research Town Manager positions. It consists of Tom, Hanlin and Sturgis. Their first meeting will be Tuesday, 3/9/10 at 4:00 at the Town hall.
- d. At the last meeting a motion was tabled to hire RVB as the interim Town Manager pending getting numbers/amounts from Tom.
- e. Jennings motioned, Ness seconded to lift the tabling of the motion to hire RVB (Tom) as interim Town Manager at \$135.00 per hour.
- f. In the following discussion Sturgis noted that this is the rate from 2008, not the current rate.
- g. Jennings motioned, Ness seconded to accept RVB's proposal and hire Tom as interim Town manager.
- h. Ness stated that since Jester passed away the Town doesn't have that expense but wanted it on the record that Tom's first and top priority duty as interim manager is to hire someone for the position.
- i. Vote: ayes – Hanlin, Jennings, Ness. Nays – Sturgis. Motion carried.

**VI. New Business**

- a. Resolution to adopt comprehensive plan
  - i. A motion was passed at the previous meeting to accept the comprehensive plan as written. The resolution had to be written after accepting the comp plan.
  - ii. Sturgis motioned, Jennings seconded to adopt the resolution approving the comprehensive plan.
- b. Voter Registration Dates – Councilwoman Sandy Sturgis
  - i. Hanlin told the residents that they must be registered through the Town Hall to vote in any Town election. It's very easy; you only need your driver's license. He emphasized that even if you are registered to vote in state or national elections, it doesn't count for Town elections. You must register at the Town Hall.
  - ii. Saturday, April 3, 2010 – 8:00 am – 4:00 pm
    - I. Sturgis stated that per our charter, Saturday voter registration is supposed to be on the first Saturday of the month prior to elections. April 3<sup>rd</sup> is a holiday (Easter) weekend.
    - II. Sturgis asked Fred if we could change the Saturday legally.
    - III. Fred stated it could be moved back and we would be OK.
    - IV. Sturgis motioned, Jennings seconded with unanimous vote to have the Saturday voter registration on April 27, 2010 at the Town hall, 8:00 am – 4:00 pm.
  - iii. 2 nights – 4:00 pm - 8:00 pm
    - I. Sturgis suggested having the two evening voter registrations on the 2 workshop nights prior to elections since we would already be there. All of Council agreed. The two evening voter registrations will be Wednesday, 3/24 and Wednesday 4/21 at the Town Hall – 4:00 pm – 8:00 pm.
  - iv. Monday through Friday – 8:00 am – 4:00 pm – Anyone can register to vote at the Town hall during normal business hours.

**VII. Reports of the Officers**

- a. State Police: Lt. Campanella
  - i. Lt. Campanella said they were very sorry about our fire house collapsing. They did have troopers there all night the night it happened (per a request from John Ness) to prevent looting, etc.
  - ii. He cautioned residents that when we get snow like we had, be more cautious on the roads. With snow piled on corners you don't see as well and there is always black ice.
  - iii. There were 9 calls for service in February as follow:
    - I. 1- 911 hang up
    - II. 1 – crash
    - III. 1 – disorderly conduct
    - IV. 3 – domestic
    - V. 2 – public relations
    - VI. 1-sexual assault (unfounded complaint)
 There were also 24 arrests in February, 11 of them for speeding.

- b. State Representative: Quinn Johnson:
  - i. Want to commend everyone at the fire hall. Service hasn't been interrupted even with the catastrophe that happened with the roof collapsing. I made a few calls when it happened and we were able to house all the fire trucks at Pine Tree Transfer Station in one of the bays.
  - ii. The crosswalk to Happy Harry's is underway.
  - iii. Legislation is on a temporary break; go back to session on 3/18/10.
  - iv. I'm working on cap to be passed to small businesses.
  - v. Am also working on possibly having car dealerships do inspections on vehicles for licensing rather than wait in long lines at the DMV. It will save time and money for all.
  - vi. Also working on changing the laws for child education on an individual basis, it is the right thing to do and is morally right.
  - vii. Jennings asked if Quinn had any updates on re-habilitive care.
  - viii. Quinn said he had no updates now but it would be discussed when they get back in session. It's called "Kids Caucus".
- c. Townsend Fire Department: No one here.
  - i. Jennings stated she wanted to read a letter we received from the fire hall today commending Councilwoman Sandy Sturgis and Councilman John Hanlin. The letter is signed by President David A. Hall and Chief Montague Martinez. The letter thanks Sturgis and Hanlin for their assistance and quick response during their emergency.
  - ii. Jennings said that when Hanlin went there, Sturgis had already been there offering Town assistance.
  - iii. Kelly Longo stated she is a member of the Ladies Auxiliary at the fire hall. They are going to be doing fundraisers to help defer the cost of re-building the fire house. She asked about renting the park in the spring for a fundraiser.
  - iv. Jennings motioned, Sturgis seconded with unanimous vote to waive all fees for the ladies auxiliary of the fire hall to hold fundraisers in the park.
  - v. Kelly will be in touch with the office when she has dates and more information.

### **VIII. Reports**

- a. Fred Townsend III, Attorney: Nothing to report.
- b. Tom Wilkes, Engineer:
  - i. Town hall repairs have been delayed due to the weather. It should move along again now.
  - ii. Still working on the design for the handicap ramp for the gazebo at the park, and the stone bids.

### **IX. Committee Reports**

- a. Finance Committee: Chair - Dave Raughley:
  - i. Hanlin read the report as acting Mayor.
  - ii. Total assets - \$3,238,174.40 and total liabilities & equity - \$\$3,207,101.18.
- b. Streets Committee: Chair - John Hanlin, II:
  - i. The large pothole at Main and Commerce Streets has been patched.
  - ii. Plowing went great. Azure has submitted the estimate billing for 2/9 and 2/10 for possible re-imbursement from the state.
  - iii. A resident asked if it would be possible to put stop signs on Edgar Road, both directions at the park entrance. This would make it a 3 way stop and much safer for everyone entering and leaving the park. Hanlin said he would look into it. There is a chance the developer will pay for these signs.
  - iv. The resident also asked about the walking trails ending on Edgar Road. He asked if they could turn and go down the side of the multi-purpose field and ball field. Tom will look into this.
- c. Water Committee: Chair - John Ness: Nothing to report.
- d. Zoning Committee: Chair - John Hanlin, II, Co-Chair - Sandy Sturgis: Nothing to report.
- e. Health & Public Welfare Committee: Chair - Sandy Sturgis: Nothing to report.
- f. Energy & Environment Committee - Chair: Karen Jennings:

- i. Townsend Wildlife Habitat Project
      - I. Townsend Environmental Day is Saturday, 4/24/10 from 10:00 am – 12:00 pm. We are working on this with St. Andrews School, Appoquinimink River Association and DNREC.
    - ii. Earth Hour Proclamation
      - I. Jennings read the proclamation for Earth Hour. It is asking residents to participate in a voluntary black out (lights out) on 4/27/10 from 8:30 pm – 9:30 pm.
      - II. Jennings motioned, Sturgis seconded with unanimous vote to adopt the Earth Hour Proclamation and support Earth Hour.
  - g. Veteran Affairs Committee – Co-Chairs: Karen Jennings and John Hanlin
    - i. Project 19734 Soldier Support:
      - I. Jennings thanked Jr. Council for collecting items for the soldier's. She stated they got a lot of stuff. She hopes to mail a care package out next week.
    - ii. Veterans Picnic – April 17, 2010
      - I. Jennings said they had the first meeting to plan the picnic.
      - II. Hanlin said Wednesday; 4/7/10 will be a fundraiser at Friendly's in Middletown. If you eat there anytime between 5:00 pm and 9:00 pm, 10 % of the proceeds will be donated to the veteran committee for the picnic.
      - III. Jennings added this is going to be a donation driven event.
      - IV. The next veteran meeting is 3/4/10, 6:00 pm at the Town Hall.
  - h. Police Committee: Chair – John Ness:
    - i. Townsend Community Watch:
      - I. Ness thanked Lt. Campanella for maintaining the relationship established with the Town.
      - II. He reminded residents to slow down in Town and obey the stop signs.
      - III. The next meeting will be at the end of April. The date will be in the quarterly newsletter.
    - i. Executive Park Task Force: Chair – Dave Raughley:
      - i. Raughley not present. Sturgis said we are getting bids to buy swing sets for the park.
      - ii. Tom added he has talked to Liberty Parks and one other company already. He will have more information at the workshop.
    - j. Parks & Recreation Committee: Chair – Sandy Sturgis
      - i. The Easter Egg Hunt will be on Saturday, 3/27/10 from 10:00 am – 11:30 am at the Town park. This is for town residents only and is free.
      - ii. We have everything we need except the candy.
      - iii. Need volunteers.

**X. Announcements:**

- a. Jennings stated that Autism Delaware is a great resource if your child has been diagnosed with autism and she is available to help anyone who needs it.
- b. The Autism Delaware Walk is coming up soon.

**XI. Citizens Comments & Participation:**

- a. Hanlin and Jennings explained the DLLG dinner/meeting to the children.

**XII. Adjournment:** 8:35 pm, Sturgis motioned, Ness seconded with unanimous vote.

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS WITH THE TIME TO BE DETERMINED