

**TOWN OF TOWNSEND**  
**March 4, 2009 @ Townsend Fire Hall**  
**Public hearing @ 6:30 pm**  
**Council Meeting Minutes @ 7:30 pm**

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**6:30 pm – Public Hearings**

- I. **Call to Order:** 7:01 pm
  - II. **Roll Call:** Mayor Dave Raughley, Councilman John Hanlin, Councilwomen Sandy Sturgis, Sherry Drake and Karen Jennings, Code Officer Mike Jester, Financial Officer Azure Wright, Secretary Cathy Beaver
  - III. **First & Second reading, Ordinance No. 09-01 – Approving EOP Plan for Town of Townsend:**
    - a. Sturgis motioned, Jennings seconded with a unanimous vote to read by title only.
    - b. Raughley read the ordinance by title only while several residents read the ordinance in full.
    - c. Hanlin motioned, Sturgis seconded to accept this s the 1<sup>st</sup> and 2<sup>nd</sup> reading of the ordinance.
  - IV. **Adjournment:** 7:06 pm
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**7:30 pm – Council Meeting**

- I. **Call to Order:** 7:30 pm
- II. **Opening Ceremonies**
  - a. Roll Call: Mayor Dave Raughley, Councilman John Hanlin, Councilwomen Sandy Sturgis, Sherry Drake, Karen Jennings, Attorney Fred Townsend, Engineer Tom Wilkes, Code Officer Mike Jester, Financial Officer/Town Clerk Azure Wright, Secretary Cathy Beaver
  - b. Pledge of Allegiance: The pledge was said.
  - c. Recognition of Visitors: 20 present
    - i. A moment of silence was offered for Lou Jara, a teacher at Townsend Elementary School.
- III. **Additions/Deletions to Published Agenda:**
  - a. Sturgis asked if Lt. Daniels could give his report before the presentations.
  - b. Hanlin motioned, Sturgis seconded with a unanimous vote to approve the agenda with the one move.
- IV. **Council Minutes – February council meeting minutes approved at workshop. (Copies are on back table)**
- V. **Presentation: Veteran Certificates:** Councilwoman Karen Jennings
  - a. The two veterans who cannot attend the ceremony on April 18 were supposed to be here tonight. They could not make it so there is no presentation. They will be mailed to both veterans.
- VI. **Presentation: Delaware Bike Summit - Jim Westoff – DelDot**
  - a. Raughley introduced Jim Westoff from DelDot. He is the communications officer for our area. There will be a one day event on Friday, April 24, 2009, called the 2009 Delaware Bike Summit. It will be held from 8:00 am to 4:15 pm at the DelTech Terry Campus on Rt. 13 South in Dover. The state is looking into alternative transportation for the future. There will be speakers from all over the country at this event speaking about how they have brought bicycles into their towns with bike paths, etc., and all Towns, Cities and municipalities are encouraged to be there to see what they need to do to be ready for more bikes in the future. DelDot is going around to all the cities in the state to encourage them to look into this. Jim knows this isn't a good time financially for a lot of towns, but we could look at our infrastructure for the future, put together a bike plan, different things, to be ready for bike transportation in the future.
  - b. Jester stated the town has narrow roads, public sidewalks, no where to put bike paths. He asked if the State would pay to have all this done. Wanted to know what Jim wants from the Town.
  - c. Jim said this is what the summit is for, to learn what other cities around the United States have done.
  - d. Raughley asked if the summit is open to the public.
  - e. Jim said yes it is, there is information on the back table.
- VII. **Unfinished Business**
  - a. None
- VIII. **New Business**
  - a. None
- IX. **Reports of the Officers**
  - a. State Police – Troop 9: Lt. Daniels
    - i. There were 15 calls for service during the month of February. They are as follow: 3 – alarms, 3 – assist, 1 – criminal mischief, 2 – disorderly conduct/fighting, 2 – domestic, 1 – drugs, 3 – suspicious persons/vehicle. There were also 26 citations issued in February.
    - ii. Dwain Haines stated speeders on Commerce Street are still really bad; they go by so fast you can't even tell the color of the vehicle.
    - iii. Logan will let the night watch know about this.
    - iv. Lt. Logan then left for another meeting.

- b. State Representative: Quinn Johnson:
  - i. Governor Markell will be at the Middletown Town hall on 3/12/09 at 7:00 pm as part of his reality check tour. He will give a presentation of the state budget deficit.
  - ii. Raughley thanked Quinn for his commitment to the Town of several thousand dollars in matching funds for the Town streetscape.
- c. County Representative: Bill Powers: Not here.
- d. Townsend Fire Department:
  - i. Ricky Clark said spring fling tickets are for sale, you can contact anyone in the fire department to buy one. You can also buy them online through PayPal.
  - ii. We have started our Jr. Fire Camp program. It's for 14 and 15 year olds. Classes are on Saturday night. They are taught the basics of fighting fires. If you have children that are interested you can talk to myself or my wife Susan. You can also get an application on line. This is a good program, teaches team work.
  - iii. Raughley asked if they could do something similar to this for the Jr. Council. Ricky said they could talk about it.

## **X. Reports**

- a. Fred Townsend III, Attorney:
  - i. No updates. Hope to hear something about the Lupo property before the next meeting.
- b. Tom Wilkes, Engineer:
  - i. Survey crews have been in town working on the streetscape and the storm water management study. Hope to have a survey plan ready for a public hearing before the next meeting.
- c. Mike Jester, Code Officer: Nothing to report.

## **XI. Committee Reports**

- a. Finance Committee: Chair - Dave Raughley:
  - i. Raughley read the financial report as follows: total assets – \$3,233,606.33 and total liabilities & equity - \$3,202,533.11.
  - ii. Raughley stated he thinks the town is in pretty good shape right now. Have been reviewing the budget for next year. We will be cutting back on capital next year.
  - iii. Currently there is a bill before the house that wants to reduce the amount of transfer taxes towns receive from the sale of homes. We receive 1½% now; state wants to reduce it to 1% and they will then receive 2%. Right now our transfer taxes make up 60% of our income. If the state gets this bill through, it will make us short on operating funds. Right now houses aren't selling but with a few cutbacks the town will be fine. We have capital funds set aside for all the projects that are started now. Once everything is done, it will be a nice little town.
- b. Streets Committee: Chair - John Hanlin, II: Nothing to report.
- c. Water Committee: Chair – Karen Jennings: Nothing to report.
- d. Zoning Committee: Chair - John Hanlin, II:
  - i. Hanlin had nothing to report.
  - ii. Raughley said he wants to add a review of the comprehensive plan to the workshop agenda. He received a memo from Ed O'Donnell with his suggestions for the changes. They are quite extensive and large but the state wouldn't agree to anything else. After we review it at the workshop, I hope to have a public hearing before the April council meeting.
- e. Health & Public Welfare Committee: Chair – Karen Jennings: Nothing to report.
- f. Townsend Wildlife Habitat Committee: Chair – Karen Jennings:
  - i. Sara Wozniak said they had a great pizza party with the Jr. Council. The kids are working very hard on native plants and birds. They are drawing maps with bird houses, etc. If anyone has any bird feeders, houses or anything else they would like to donate, we could certainly use them. We're looking at April, possibly on earth day to work on the habitat at the school. It will be a lot of fun.
  - ii. Raughley said Councilwoman Jennings and the town is working very hard to be the 1<sup>st</sup> town in the state to be registered as a wildlife habitat. It is going very well.
  - iii. Jennings said we are already registered with the state but still need some residents to certify their yards.
  - iv. Jennings added that any student that certifies their yard will receive a special certificate from Principal Shepard.
  - v. Raughley stated Council voted at the workshop to donate \$300.00 to the wildlife habitat at the school to buy plants or whatever they need for the habitat.
- g. Energy & Environment Committee – Chair: Karen Jennings: Nothing to report.
- h. Veteran Affairs Committee - Chair: Karen Jennings, Co-Chair – John Hanlin
  - i. Veterans Ceremony – April 18, 2009 @ Townsend Fire Hall, 11:00 am – 3:00 pm
  - ii. Project 19734 Soldier Support
  - iii. Hanlin said the next meeting for the veterans committee is Tuesday, March 10, 2009 at 7:00 pm at the Town hall. Things are going very well. Everyone we have spoke with have been very generous and supportive of this ceremony.

- iv. Hanlin read the minutes from the meeting in January when the committee decided to start the project 19734 soldier support. These packages will benefit all soldiers from Townsend stationed overseas. Donation items will all be non-perishable items. Colonel High will give us a list of what is really needed. We also hope to get letters from TES students to include in the care packages. Magazines, books, any reading material will be good also.
- v. Drake said her son is in 2<sup>nd</sup> Bravo company, 2<sup>nd</sup> regiment in Afghanistan. Some of the donations will be going to him. She has pictures of him and the boys in his troop that she has put together and she will be putting it in the Town Hall. She thanked everyone for the overwhelming support she has received for Bravo Company via email and people stopping by the house.
- vi. Hanlin stressed again that if you know anyone in the 19734 zip code that is stationed overseas to please contact us so we can send them a care package. This is a very strong effort to show support for all our Townsend residents overseas. The items Councilwoman Drake has collected for her son is a separate project than this.
- vii. Jennings thanked Willey Farms for donating the basket in the Town hall for the collections.
- i. Police Committee: Chair – Dave Raughley:
  - i. Townsend Community Watch: John Ness
    - I. The next meeting is scheduled for Monday, April 20, 2009 at the town hall at 7:00 pm.
    - II. Ness has sent letters out with concerns in town.
    - III. Raughley thanked Ness for stepping up and taking the lead on this.
    - IV. Anyone interested in volunteering for the community watch please contact Mr. Ness or the town hall.
- j. Executive Park Task Force: Chair – Dave Raughley
  - i. Jr. Council – Town donation
  - ii. Raughley has received some new information on the park. He will be asking Council for some solid decisions tonight so we can get the park rolling. The operators union had offered to come in and do all the dirt work, infrastructure, etc for free. Here we are almost 1 ½ years into it and nothing has been done except part of one road. We're not getting any co-operation from the union. I made the decision and talked to Jester and we asked for 3 bids to do the park. Unfortunately only one came back. So tonight if council decides to open that bid and award it, so be it. What I'd like to do is ask Council to stray from our previous agreement to advertise bids over \$50,000.00 and ask for a few more bids, anticipating the ones we already asked for will also be turned in, open the bids at the workshop and award the job to one of the contractors for the excavation work. We have a pretty fair idea of what everything will cost; it should be around \$250,000.00 for the excavation work. We have budgeted \$1,000,000.00 for this park and we received a \$100,000.00 grant from the state which we were fortunate to get extended to the end of the year, and all we have to show for it is angry residents and a torn up field. Excavating should be around \$250,000.00, the amenities (contract has been signed) will be \$377,000.00; we have spent \$105,000.00 and need to spend an additional \$116,000.00 for a total of \$961,000.00. This is still under the 1.1 million we have set aside. It will not get us a community center anytime soon or the multi-purpose field and baseball field finished, but will be a great start.
  - iii. After much discussion amongst council about putting it out to bid and taking another 2 months to get a contractor, or inviting more companies to bid and hope they all come through, open the bids at the March 25, 2009 workshop and award the bid to the lowest bidder.
  - iv. Sturgis motioned, Drake seconded with unanimous vote to invite more contractors to submit bids for a total of 7 bids, deadline for bids to be turned in is 4:00 pm on Wednesday, March 25, 2009, bids will be opened at the workshop that evening and the contract will be awarded.
- k. Parks & Recreation Committee: Chair – Sandy Sturgis, Co-Chair – Sherry Drake
  - i. Easter Egg Hunt – April 4, 2009, 1:00 pm – 4:00 pm, Townsend Elementary School  
Rain date - 4/5/09 - Sturgis said the Egg hunt will be by invitation only. Postcards will be mailed to all residents. It is for ages 1 – 10 only. It is still tentative that it will be at the school.
  - ii. Town Fair – June 20, 2009 – Gray Street – Sturgis asked if the fire company could participate in the fair. They apologized, they will be in Harrington that day. Sturgis added that we still need volunteers, crafters, and vendors. The food will be provided by outside vendors.

## **XII. Announcements:**

- a. Town Yard Sale – May 2, 2009
- b. Elections for three (3) Council seats on May2, 2009 @ Town Hall – 8:00 am – 6:00 pm
- c. You must be registered to vote at the Town Hall prior to election
- d. Voter registration deadline: April 17, 2009
- e. You can register to vote at the Town Hall:
  - i. Monday through Friday 8:00 am – 4:00 pm
  - ii. Saturday, March 14, 2009 – 8:00 am through 6:00 pm
  - iii. Thursday, March 26, 2009 – 8:00 am – 8:00 pm

