

TOWN OF TOWNSEND
June 2, 2010
Re-Organizational Meeting @ 7:00 pm
Public Hearing @ 7:20 pm
Council Meeting Minutes @ 7:30 pm
@ Townsend Fire Hall
107 Main Street

7:00 pm – Re-Organizational Meeting

I. Call to Order: 7:10 pm

II. Roll Call: Mayor Dave Raughley, Councilmen John Hanlin and John Ness, Councilwomen Sandy Sturgis and Karen Jennings, Attorney Fred Townsend, Engineer/Interim Town Manager Tom Wilkes, Finance Officer Azure Wright, Secretary Cathy Beaver

1. Raughley thanked the Fire Department for purchasing the two floor air conditioner units to help cool down the room since the roof collapsed.
2. Raughley also introduced Command Sgt Major Rosemary Williams who is here to speak on behalf of retired Colonel Steve High.

III. Introduction of new Council: Raughley introduced Sandy Sturgis, re-elected to Council and Steve High, Councilman elect. He also introduced John Hanlin, Karen Jennings and John Ness as Town Council for the coming year. Sturgis and High were asked to come forward and be sworn in.

IV. Oath of Office for Council Members:

1. Sturgis and High read the oath of office and were sworn in by Beaver.
2. They took their seats at the Council table.
3. Mayor Raughley congratulated Steve High and Sandy Sturgis and stepped down.
4. High introduced Command Sgt Major Rosemary Williams who is the senior enlisted advisor for the entire state Major General Vavala. This is no small feat. She has been one of the senior enlisted officers for over 18 years.
5. CSM Williams spoke highly of newly elected Councilman Steve High, who just recently retired from the Army. General Vavala had a previous engagement and could not attend. Steve is a soldiers soldier. I had the privilege to serve with Col. High for the past 3 years. Have found Steve to be a man of integrity and loyalty. Townsend is extremely lucky to have him. He will always tell you the truth, you never have to worry about that. I stand here proud to be able to say I served my country with a great soldier who represents the true meaning of loyalty, duty, respect, honor, integrity and personal courage. You have gained an excellent person to serve on the Townsend Council.
6. Steve High thanked CSM Williams and said he felt he owed the people of Townsend a few words of wisdom. The art of leadership lies in the conscious and skillful exercise of authority through visualization, decision making and leadership. These characteristics are hallmarks of great leaders. We have great leaders up here who are guiding this Town. High thanked all for allowing him to continue to serve. Thanked his family, wife Teri, daughters Taylor and Payton, son Buddy. Thanked Governor Markell for giving him advice, even when he didn't want it, Chris Coons, Beau Biden, Mayor Raughley, Councilman Ness, Councilwoman Sturgis, Councilman Hanlin, Councilwoman Karen Jennings, Don Loesch, ran and campaigned against each other yet work together and many others.
7. Sturgis thanked the residents for their support and belief in her.
8. Hanlin stated as the senior council member he will move the meeting forward. Asked for nominations for Mayor.

V. Election of Mayor:

1. Jennings nominated Councilman John Hanlin to serve as Mayor for the coming year.
2. Ness seconded.
3. There were no other nominations.
4. Hanlin said he humbly accepts the nomination.
5. Hanlin asked Council if there was any discussion.
6. There was none.
7. Hanlin asked the residents in attendance if there were any questions.
8. Resident Dwain Haines asked why the people of Townsend don't elect the Mayor instead of Council doing it.
9. Hanlin said the charter states this is how it is done. How the Mayor is elected in the future will be a topic of discussion during charter review meetings but won't necessarily be changed.
10. Resident Larry Rocke asked why the Council members didn't poll the residents to see who they wanted for Mayor.
11. Hanlin said he hoped they had. He spoke to several people and his peers on council.
12. Resident Jack Fitzhugh asked Hanlin what his qualifications are.
13. Hanlin said he has been council for 5 years, going into his sixth year. Familial with our charter, codes, and contacts we have to deal with.
14. Jack asked who his contacts are.
15. Hanlin said he works with Quinn Johnson, has been in touch with Bruce Ennis' office several times, worked closely with Bethany Hall-Long when she was our representative, and the past Mayor.

16. Jack asked if Hanlin works on any other committees.
17. Hanlin said he is chairman of the streets committee and co-chair of zoning and the veterans committee.
18. Jack asked why there were no flags put up for Memorial Day.
19. Hanlin said it honestly slipped his mind.
20. Jack said he feels Council should elect someone other than Hanlin for Mayor.
21. Hanlin said he respects his opinion.
22. Ness explained to the residents how the charter works.
23. Hanlin also stated that the charter couldn't be changed until we updated and approved our comprehensive plan, which we have just finished. The 1st and 2nd reading will be the public hearing tonight. Council is looking for residents to be on the charter update committee.
24. Karen said she also needs volunteers for the Veterans Committee.
25. Larry asked how long someone served as Mayor.
26. Hanlin said one year, every year a new Mayor is elected by Council
27. Jennings motioned, Ness seconded to have Hanlin serve as Mayor of Townsend for the year.
28. Vote: Jennings, Ness, High, aye – Sturgis – nay.
29. Motion carried, John Hanlin will serve as Mayor.
30. Hanlin said he gladly accepts the nomination and thanked Council.

VI. Oath of Office for Mayor:

1. Hanlin took the oath of office for Mayor and was sworn in by Beaver.
2. Hanlin said he never envisioned himself as Mayor when he ran for Council. I am honestly and truly humbled and will do my best to represent the people of this Town. I will always listen to your concerns and do my best to be available to you. Hopefully we can continue to make this Town a better place to live. I thank you all for coming out.

VII. Introduction of Entire Council:

1. Mayor Hanlin introduced the 2010 Council.

VIII. Presentation to Mayor David B. Raughley:

1. Hanlin asked Mayor Raughley to come forward. He said it has truly been an honor for him working with Mayor Raughley. He was the one person that took me under his wing when I was a newly elected Council member. Hanlin wished Raughley all the luck in the future. He thanked Raughley for his years serving the Town. Hanlin read Resolution 2010-01, written in honor of Mayor Raughley and presented it to him. Hanlin then presented Mayor Raughley a "Spirit of a Leader" desk statue as a token of Council's appreciation of Raughley's service.
2. Raughley thanked Hanlin and Council. He said his phone and work email will stay the same and will be here to help with anything that may be needed. Has stayed in the background the last couple months so council could see what it would be like without him around. He said he loves this town. Thanked the residents for voting him into office each time he ran and thanked Council for electing him to serve as Mayor the last 6 years. Very proud of this Town, love this Town and very proud to see all that has been accomplished: 1st Town in the State to be certified as a National Wildlife Habitat, the best veterans recognition ceremony this country has seen, town fairs with a new home to hold them, new town park, town watch that is growing, updated comprehensive plan that will hold the Town for the next 20 – 25 years. Thanked Mike Jester and David Anderson, may both rest in peace. Thanked Cathy Beaver for being my right arm, thanked Azure (Wright) DeShields for all she does to keep our finances in shape, Dave Cummings for keeping this Town looking good with his mowing and street sweeping, Fred Townsend for seeing to all our legal needs, Tom Wilkes for all he has done, along with Mrs. Hart who has lived in Townsend for most of her life and works at the Town hall a couple days a week filing and stuff, thanked all the volunteers over the years for all they have done to help the Town. Leave here tonight knowing it takes a balanced Town council to run the Town properly and I believe this is a good, balanced council. Will miss this Town, God Bless this Town and all that reside here.
3. Council, Fred, Tom and the Town employees then each said something to the Mayor to thank him.

IX. Adjournment: 8:01 pm, Sturgis motioned, Jennings seconded with unanimous vote.

7:20 pm – Public Hearing

I. Call to Order: 8:00 pm

II. Roll Call: Mayor John Hanlin, Councilwomen Sandy Sturgis and Karen Jennings, Councilmen John Ness and Steve High, Attorney Fred Townsend, Engineer/Town Manager Tom Wilkes, Finance Officer Azure Wright, Secretary Cathy Beaver and 16 residents

III. First & Second Reading Ordinance No. 10-05 – Adoption of Town of Townsend Revised Comprehensive Plan:

1. Sturgis motioned, Jennings seconded with unanimous vote to read by title only.
2. Hanlin read Ordinance 10-05 by title only.
3. Sturgis motioned, Jennings seconded with unanimous vote to accept at 1st and 2nd reading.

IV. Adjournment: 8:01 pm, Sturgis motioned, Jennings seconded with unanimous vote.

7:30 pm – Council Meeting

I. Call to Order: 8:02 pm

II. Opening Ceremonies

- a. Roll Call: Mayor John Hanlin, Councilwomen Sandy Sturgis and Karen Jennings, Councilmen John Ness and Steve High, Attorney Fred Townsend, Engineer/Town Manager Tom Wilkes, Finance Officer Azure Wright, Secretary Cathy Beaver
- b. Pledge of Allegiance: Pledge was said.
- c. Recognition of Visitors: 16 residents

III. Additions/Deletions to Published Agenda: None

IV. Council Minutes – May council minutes on back table (approved at workshop)

V. Unfinished Business: None

VI. New Business: None

VII. Reports of the Officers

- a. State Police: Lt. Campanella: Sgt. Nefosky gave the monthly reports to Ness, is on patrol and had to leave. There were 22 calls for the month of May as follows: 1 – 911 hang up, 1 – crash, 3 – alarms, 2 – burglaries, 1 – criminal mischief, 2 – disorderly conduct, 2 – domestic, 1 – missing person, 6 – public relations, 3 – suspicious persons/vehicle.
- b. Ness stated there have been some daytime break-ins in the Townsend area. If you see someone suspicious, please call 911.
- c. State Representative: Quinn Johnson: Quinn apologized for being late, had another function to attend. Quinn thanked Mayor Raughley for all he has done for Townsend and said it has been an honor and pleasure working with him. When Quinn first announced he was running for office, Raughley reached out and invited Quinn to lunch. He wanted to ensure I would be here for the Town. He always has the Town residents and what is best for them in mind. Quinn then read a tribute from the House of Representatives for Mayor Raughley and presented it to him.
- d. Townsend Fire Department: Nothing.

VIII. Reports

a. Fred Townsend III, Attorney: Nothing.

b. Tom Wilkes, Engineer:

- i. Deldot has submitted their final comments for the streetscape and am preparing the final draft to submit to Council for approval. Also asked DelDot for a letter guaranteeing funding for the streetscape.
- ii. RVB did another inspection on the Lupo property. We found it to still be structurally sound. We recommend Council put a stringent timetable on the house being repaired, if the owner fails, recommend the building be closed for public safety.
- iii. Rocke asked if there was an actual owner, or does a bank own it.
- iv. Fred replied the bank assigned the property to us. Record owner is deceased but we know they have heirs. We are encouraging the county to do a munitions sale as it will be very expensive for the Town to take the property to sheriff's sale due to the way our charter is written. It will take half the time for the county to do it and save the Town \$4000.00 to \$6,000.00. We won't have to hire an estate attorney to set up an estate if the county will do it also, which will save the Town money.

c. Tom Wilkes, Interim Town Manager:

- i. Fertilizer was applied at the park.
- ii. Swing sets are up at the park.
- iii. Bids are out to build the handicap ramp for the gazebo.
- iv. Looking at what kind of trees to buy for the park, received a \$5,000.00 grant.
- v. Sidewalk in front of park is finished.
- vi. D&D contracting has been notified of their award for the Town Hall repairs.
- vii. Waiting on maintenance agreement from Handler regarding top coating part of TVI to ensure they will still maintain roads until building is done.
- viii. Kershaw looking into placing Caesar Rodney signs at TVII.
- ix. Kershaw needs a directive to install stop signs at the park on Edgar and Helen Drive.
- x. *Sturgis motioned, Jennings seconded with unanimous vote to have Kershaw install stop signs at Edgar Road and Helen Drive.*
- xi. Ness asked if it was a 4 way stop.
- xii. Hanlin said yes.
- xiii. Sturgis said the Town has to purchase the stop sign to install coming out of the park.
- xiv. Resident Isha Smith asked about a traffic light, turn lane or something turning in and out of TVII on Rt. 71. People fly down the road and going north to turn into TVII people run right up on you and someone is going to get hurt.

- xv.** Hanlin said it is a state road and we have no control over it. Something is going to be done, just don't know when.
- xvi.** Raughley suggested having DelDot put up signs reading "Watch for turning traffic".
- xvii.** Ness said he will ask the state police to patrol more in the area.

IX. Committee Reports

- a. Finance Committee: Chair -:
 - i.** Hanlin asked Azure to read report.
 - ii.** Total Assets: \$3,924,346.98
 - iii.** Total liabilities & equity: \$3,893,273.76
- b. Streets Committee: Chair - John Hanlin, II:
 - i.** Hanlin and Tom met with Sapperstein, Kershaw, Anthony Ripanti and Scott Lobdell about the issues in TVII. Phase II and III are built out, not sure when phase IV will start. Phase I and V are in TVII on Wiggins Mill side. MS Development (Sapperstein) is done with the lots they had.
 - ii.** Went to TVII and inspected site. There were 4 primary concerns of residents that were discussed. 1 - open spaces with overgrown grass and weeds which will be mowed and maintained, 2 - mounds of dirt which will be leveled and graded. 3 - Once sub grade of roads are fixed, MS Development will top coat the roads where the building is done. Council will not let this do this until the sub grade is fixed and up to par, will not spend the residents money to maintain roads that aren't done properly. 4 - BC Communities, the homeowner's association at this point are considering having some homeowners sit on the board to help enforce codes and address issues. Right now the board consists of the developer. BC Communities and Sapperstein will discuss this and we will let the residents know. Discussed the Caesar Rodney signs. The sign for the circle on Karins Blvd. is being ordered. Last but not least, the dead trees will be replaced by the developer.
 - iii.** Isha Smith said she never got her trees at all. Tom said she needs to contact BC Communities about that. The Town has no control over the community yet and won't until it is built out. We can facilitate but that's it. Isha said she has contacted them and they don't do what they say they will and aren't holding up on their promises. Tom stated Sapperstein said all the issues will be taken care of and resolved. Hanlin added it was a very productive meeting.
 - iv.** Resident Mrs. Wiggins said there is still a huge problem with children playing in the streets and they won't move for cares, are very disrespectful and sometimes intimidating. They also leave their basketball courts in the street and on the sidewalks.
 - v.** Hanlin suggested talking to the parents of the children.
 - vi.** Resident Mrs. Mack and Mrs. Wiggins said parents get angry when you say anything about their children. They don't care what their kids do.
 - vii.** Mrs. Wiggins said she has even tried to talk to the children to no avail.
 - viii.** Hanlin said that unfortunately, there is nothing the Town can do about the children but the basketball courts shouldn't be left in the streets. Tom will take a ride next week and get addresses for the basketball courts. There will also be another note in the July newsletter.
 - ix.** Mrs. Mack added that the children have built a skateboard ramp in the road and they leave it there. Tom will also look into this. Hanlin asked to have it put on the workshop agenda to discuss what the town could possibly do.
 - x.** Resident Joel Esler wanted the Council to know that the residents of TVII have come together as a community to try and resolve their problems, even started a face book page. He doesn't want Council to think all they do is complain.
- 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:
 - i.** Nothing to report.
 - ii.** Hanlin said there has been an issue with bugs in Town that several people have complained about. Has them himself. Met with Royal Pest today who contracts with the grainary. They are putting a letter together for the residents explaining what the bugs are. They assured me they are harmless.
- f. Energy & Environment Committee - Chair: Karen Jennings: Nothing to report.
 - i.** Townsend Wildlife Habitat Project: Nothing to report.
- g. Veteran Affairs Committee - Co-Chairs: Karen Jennings and John Hanlin: Nothing to report.
 - i.** Project 19734 Soldier Support: Nothing to report.
- h. Police Committee: Chair - John Ness:
 - i.** Townsend Community Watch:
 - I.** If anyone would like to join the community watch, please let me know.
 - II.** If you have problems with kids in your development, call the police.
 - III.** There is an extreme wrestling event coming up outside Town limits. We have no authority over it but Quinn and the State are aware of it and ensuring all permits are pulled. We will have extra police patrols that day.

- IV.** Sturgis stated they had the same event last year and Town residents weren't affected by it.
- i.* Executive Park Task Force: Chair – Nothing to report.
 - j.* Parks & Recreation Committee: Chair – Sandy Sturgis
 - i.** Next park clean-up is Saturday 6/19/10, 10:00 am – noon. Bring a picnic lunch. There will be games after the clean-up. Town will provide water and trash bags.
 - ii.** Sturgis motioned, Ness seconded to meet and review the Town Manager Resumes on Wednesday, 6/9/10 at the Town Hall at 6:30 pm.
 - iii.** Jennings stated she could not attend a meeting then.
 - iv.** It was decided Cathy would make copies of all the resumes for each council member to review and make notes before the meeting. The purpose of the meeting is to decide who will be interviewed for the position. Karen can send her choices in to the office before the meeting.
 - v.** Vote: Ayes – Sturgis, Ness, High, Nay: Jennings, motion carried to have meeting 6/9/10.
- X. Announcements:** None.
- XI. Citizens Comments & Participation:** None.
- XII. Adjournment:** 9:11, Sturgis motioned, Ness seconded with unanimous vote.
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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