

# TOWN OF TOWNSEND

April 4, 2012

## Minutes

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### 7:00 pm – Public Hearing

- I. **Call to Order:** 7:06 pm
  - II. **Roll Call:** Mayor Steve High, CW Sandy Sturgis, CM John Ness, CM Dwain Haines, Attorney Fred Townsend, Engineer Tom Wilkes, Secretary Cathy Beaver
  - III. **Third & Final Reading Ordinance No. 12-02 – Comprehensive Plan Amendment – CW Sandy Sturgis**
    - a. CW Sturgis motioned, CM Ness seconded with unanimous vote to read by title only.
    - b. There was no discussion.
  - IV. **Adoption of Ordinance No. 12-02 – Comprehensive Plan Amendment – CW Sandy Sturgis**
    - a. CW Sturgis motioned, CM Ness seconded with unanimous vote to adopt Ordinance No. 12-02 – Comprehensive Plan Amendment.
    - b. There was no discussion.
  - V. **Introduction and First and Second Reading Ordinance No. 12-03 - Approving Annexation of 5988 Summit Bridge Road – CW Sandy Sturgis**
    - a. CW Sturgis motioned, CM Ness seconded with unanimous vote to read by title only.
    - b. Ed Watts asked if the property next door was annexed in Town and CW Sturgis said yes.
  - VI. **Adjournment:** 7:10 pm
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### 7:30 pm – Council Meeting

- I. **Call to Order:** 7:30 pm
- II. **Opening Ceremonies**
  - a. Roll Call: Mayor Steve High, CW Sandy Sturgis, CW Karen Jennings, CM John Ness, CM Dwain Haines, Attorney Fred Townsend, Engineer Tom Wilkes, TM Dawson Green, FO Azure DeShields, Secretary Cathy Beaver
  - b. Pledge of Allegiance: Pledge was said.
  - c. Recognition of Visitors: 16 visitors
- III. **Additions/Deletions to Published Agenda:**
  - a. CM Ness said several residents emailed him about grass concerns; he will discuss it under health and welfare.
- IV. **Council Minutes – March Council minutes approved (copies on back table)**
  - a. Mayor High stated the minutes are not on our website. We are getting the new IT person to come in and get everything up to date on the website, back to January. If you would like copies of past minutes, stop by the Town Hall and pick them up.
- V. **Unfinished Business:** None.
- VI. **New Business**
  - a. Introduction and Swear in of Board of Election Members – CW Karen Jennings
    - Granville (Bud) Higgins
    - Terry Mobley
    - Edward Watts
    - CW Jennings introduced the three (3) election board members and called them to the front of the room.
    - The Board members read the oath of office and signed the documents.
    - Secretary Cathy Beaver notarized the documents.
  - b. Introduction and Swear in of Election Poll Workers – CW Karen Jennings
    - Torie Baker
    - Dawn McDowell
    - CW Jennings introduced the two (2) poll workers and called them to the front of the room.
    - The poll workers read the oath of office and signed the documents.
    - Secretary Cathy Beaver notarized the documents.
- VII. **Reports of the Officers**
  - a. State Police: Lt. LaMarche: Not here, CM Ness stated he sends his apologies and to please call the police if you see anything suspicious.

- b. State Representative: Quinn Johnson: Not here, had a previous meeting and sends his apologies.
- c. Townsend Fire Department: Keith Shoemaker/Jeff Dawson: Spring Fling tickets are on sale. Nothing else to report. Watch the kiosk for any upcoming events.

### **VIII. Reports**

- a. Town Attorney Fred Townsend III:
  - Ordinance No. 05-06 – Freedom of Information Act revision
  - Fred stated he has a proposed revision to the Freedom of Information Act (FOIA) ordinance. It is a minor revision to the code to make it more user friendly. There is an article about new developments in the paper, would like Council to introduce the revision.
  - Fred will provide Council with the revision at the next workshop for discussion
- b. Town Engineer Tom Wilkes:
  - Working with DelDot on the streetscape.
  - Mayor High thanked Fred and Tom for all of their work.
- c. Town Manager Dawson Green: Nothing to report.

### **IX. Committee Reports**

- a. Finance Committee: Chair – Mayor Steve High
  - Mayor High asked Azure to read the financial report.
  - Azure asked Mayor to read it; she forgot to put a copy in her folder.
  - Mayor High read the totals. Total assets: \$3,190,782.820. Total liabilities & equity: \$3,159,709.58. Mayor High added that copies of this report will be available at the Town Hall.
- b. Streets Committee: Chair – CM Dwain Haines: nothing to report.
- c. Health & Public Welfare Committee: Co-chairs: CM John Ness & CM Dwain Haines
  - CM Ness stated it was brought to his attention that there has been some damage at the Lupo property. Apparently some plywood came off the roof and there is a hole exposed. He asked Mr. Green to get the hole fixed/covered again.
  - A couple residents have emailed about the growing grass in the developments. Council and Mr. Green are being pro-active to ensure the public properties are mowed before the grass gets too long. Mr. Green will be out there telling people to mow their grass.
  - There are some issues with trash and recycling. Trash pickup is every Monday and recycling is every other Monday. He doesn't think everyone understands the dates. We will get them posted on our website and try to get the information out. Also, we ask residents to not leave their trash cans and recycle bins out. After it has been picked up, please put them away, and don't leave them on the street. We will also ask the homeowner's associations to pass this information on. We will also look into any ordinances or anything the Town can do about people leaving their trash cans out.
  - CW Sturgis stated we have an ordinance that says cans must be put away within 24 hours of being emptied.
  - CM Ness then asked residents to please take their trash cans in; we want to keep the streets looking nice.
  - CM Ness said his last issue is parking. Some of the development streets are not wide enough for parking on both sides of the streets. Some residents are not being courteous and in some situations it has changed to being not only discourteous but dangerous and against the law. Where some people are purposely parking make it impossible for emergency vehicles to get through. He urges residents who see someone blocking streets where they are leaving vehicles for an extended period of time or blocking the street on both sides where cars can't get through, please get the plate number and call the police. We will also pass the information onto the homeowner's association and remind residents of this. Residents need to be nice and think of their neighbors.
  - Torie Baker said she put her recycling out in error on Monday and Waste Industries left her a schedule for recycling weeks.
  - CM Ness said they are also really good about coming back out if you forget and call them. We are doing everything we can to get the word out but ask residents to be courteous of your neighbors and keep your property cleaned up.
  - Ed Watts stated we should also contact the Middletown Transcript who weekly throws papers all through Town in the street. Many people never pick them up.

- Mayor High asked Kim from the Transcript if she heard that and she said she has made note of it.
  - Mayor High asked TM Green when the next scheduled mosquito spray in Town will be.
  - TM Green stated they said they will be out between mid-March and November.
  - Mayor High asked TM Green to please get the date out to the residents as soon as he knows it so that those who have allergies can stay inside.
- d. Energy & Environment Committee: Chair –CW Karen Jennings
- Townsend Wildlife Habitat Project
    - I. If you would like to certify your yard, please call me.
  - Astronomy Night in the Park
    - I. April is astronomy month. There will be some event nights in the park, check the Town Facebook for updates, which is where I list the dates of events. We bring out large telescopes and want you to bring the kids. These events are usually held on Saturday nights.
    - II. We will also be holding solar days on Sundays to observe the sun. The dates will be on Facebook.
- e. Veteran Affairs Committee: Co-Chairs – CW Karen Jennings & CM Dwain Haines
- Project 19734 Soldier Support
    - I. Mayor High asked if this was still happening.
    - II. CW Jennings said it is ongoing.
  - Veteran Plaque Foundation and Installation
    - I. CW Jennings stated she is still working on a date to install the plaque.
    - II. CM Haines reminded everyone to bring in their expired coupons so they can be mailed to our veterans overseas.
    - III. CM Haines asked TM Green if the light for the flag at the war memorial had been replaced yet.
    - IV. Mayor High stated he bought a new bulb today.
- f. Police Committee: Chair – CM John Ness
- Townsend Community Watch
    - I. With the nicer weather there are a lot more people out, please be careful driving.
    - II. Remember the park closes at dusk.
    - III. As a reminder, if you see any criminal activity, call the police.
- g. Parks & Recreation Committee: Co-chairs - CW Sandy Sturgis & Mayor Steve High
- Easter Egg Hunt
    - I. Had 75 – 100 participants, the hunt went well and the children had a great time.
  - Tree Planting - Saturday, April 28, 2012 @ 9:00 pm @ Town Park
  - Volunteers are needed to help plant ten (10) plum trees at the Town Park. These trees are being donated by the MOT Rotary Club in conjunction with National Arbor Day.
  - Please call the Town Hall to sign up.
  - Community Yard Sale
    - I. CW Sturgis motioned, CM Ness seconded with unanimous vote to have the Town sponsored community yard sale on Saturday, 5/5/12 from 8:00 am – 2:00 pm.
  - CW Sturgis stated they are getting ready to put the irrigation system in the park. She motioned to add \$3,000.00 to the previous money allotted so we can get strong boxes for the control systems so they cannot be broken into.
  - CM Ness seconded the motion.
  - Mayor High stated we have a motion and second to add \$3,000.00 for security boxes for the controls for the irrigation sprinkler system.
  - CM Ness said the amount, obviously you are getting that from the contractor
  - CW Sturgis said yes, they are like field boxes, they are two thousand and some dollars, I thought I had the paper with me but don't, but wanted to make sure we have enough money.
  - CM Ness asked if it is one box or multiple boxes.
  - CW Sturgis said there are two boxes, one for each system. Remember we are putting half the system on one side of the park and half on the other side, two boxes and this way they can't be broken into.

- CW Jennings asked if this was something that was with the bid.
- CW Sturgis said no.
- CW Jennings said with the procurement policy that amount, \$3,000.00 requires bids.
- CW Sturgis amended her motion to \$2,600.00 to purchase two security boxes for the irrigation sprinkler system.
- CM Ness seconded the motion.
- Mayor High said there is an amended motion for \$2,600.00 for strong boxes/security boxes to protect the controls of the sprinkler system.
- CW Jennings asked if it was the same company, is he selling it.
- CW Sturgis said yes, he is ordering them for us.
- CW Jennings asked if this could be tabled to the workshop.
- CW Sturgis said no we can't, they are getting ready to install the irrigation system.
- Vote: CW Sturgis, CM Ness, CM Haines aye. CW Jennings voted nay.
- Mayor High called for the vote again to verify with the same results.
- Motion carried to purchase two (2) strong boxes.
- CW Sturgis said we are also having an issue at the park with the porta potty being pushed over and then they shake it so stuff goes everywhere.
- CM Ness and CW Jennings asked if the State police have been contacted.
- Mr. Green said no.
- CM Ness stated anytime there is any vandalism we should contact the police, it is after the fact, but they have to record the information and at least they will know something is going on. Is it happening at night or during the day.
- CW Sturgis said it happens on the weekends.
- CM Ness said it is unfortunate but it is a porta potty, if anyone sees anything please contact the police.
- CW Sturgis said she would hate to see us have to pull the porta potty out of the park because of the vandalism. Just want people aware of it.
- Vern McDowell asked why they don't chain the pot down.
- CM Ness said we can look into it.
- Ed Watts said it can also be anchored better into the ground.

**X. Announcements:**

- a. You must be registered to vote at the Town Hall to vote in Town elections, even if you are already registered to vote in State and National elections.
- b. Register to vote Monday – Friday, 8:00 am – 4:00 pm @ Town Hall.
- c. Register to vote Saturday, April 7, 2012, 8:00 am – 4:00 pm @ Town Hall.
- d. Register to vote Wednesday, April 18, 2012, 4:00 pm – 8:00 pm @ Town Hall.
- e. Deadline for registering to vote in the 2012 election is Friday, April 20, 2012 @ 4:00 pm.
- f. Elections will be held Saturday, May 5, 2012 at the Town Hall. Voting will be from 8:00 am – 6:00 pm. There are two (2) seats up for election this year, those held by Mayor Steve High and Councilwoman Sandy Sturgis.
- g. Town Hall will be closed Friday, April 6, 2012 in observance of Good Friday.
- h. CW Jennings added that anyone interested in running for Council should pick up a packet. She asked for the deadline to turn packets in.
- i. CW Sturgis said the deadline was tomorrow at 4:00 pm.
- j. CW Jennings asked if anyone was present that picked up a packet for Council.
- k. Joel Esler stated he did.
- l. CW Jennings asked him to stand up and introduce himself.
- m. Mayor High stated the meet and greet the candidates will be at the May 3, 2012 Council meeting.

**XI. Citizens Comments & Participation**

- a. Torie Baker said she never had much luck getting people to come into the development (TVII East) for the community yard sale. She asked if they could get permission to set tables up at the entrance to the development in the open lots.
- b. CW Sturgis said we probably can, we will look into it. She added she also has signs.
- c. Lorraine Gorman asked if the baseball field in the park has designated teams that use it or is it whoever comes, and asked if it was possible for the MOT Little League to use it.

- d.* CW Sturgis stated the coaches call the Town Hall and reserve dates to use the fields and they also sign a contract.
- e.* Mayor High added that it is on a first come, first serve basis.

**XII. Adjournment:** 8:01 pm, CW Sturgis motioned, CM Ness seconded with unanimous vote to adjourn.

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