

TOWN OF TOWNSEND
July 3, 2013
Council Meeting Minutes

7:30 pm – Council Meeting

I. Call to Order: 7:30 pm

II. Opening Ceremonies

- a. Roll Call: Mayor Jermaine Hatton, CM John Ness, CM Joel Esler, CW Lorraine Gorman, CM Rudy Sutton, Engineer Owen Hyne, Attorney Fred Townsend, TM Dawson Green, FO Azure DeShields, TC Cathy Beaver
- b. Pledge of Allegiance: Pledge was said
- c. Recognition of Visitors: 8 visitors
- d. Announcements:
 - Town Hall will be closed July 4, 2013 for Independence Day.

III. Additions/Deletions to Published Agenda:

- a. Lt. Deveney and Representative Spiegelman not present
- b. CM Esler stated he has nothing to report under charter committee.
- c. CM Ness motioned, CM Esler seconded with unanimous vote to delete 5a, 5b and 7f reports from the agenda.

IV. Council Minutes (copies on back table)

- May 22, 2013 Workshop minutes approved at workshop
- June 5, 2013 Council minutes approved at workshop

V. Reports of the Officers

- a. State Police: Lt. Douglas Deveney – not here
- b. Representative: Jeff Spiegelman – not here
- c. Townsend Fire Department: Bob Biggs
 - Working on AC for entire building, hired an engineer to come in to tell us exactly what is needed to entire building, next will get bids to have it fixed. Should be fixed by next year's meetings, it will take longer than 3 months.
 - Mr. Biggs asked if the Town wants the Fire Department involved with the fair and was told yes, would like the trucks in the parade and if possible a truck all day at the fair for the children to see and take pictures and anything else they can provide.
 - Mayor Hatton asked if they could also do a demonstration and Bob said he will ask. Bob was asked to coordinate everything with CW Lorraine Gorman or TC Cathy Beaver.

VI. Reports

- a. Fred Townsend III, Attorney:
 - The only activity I have had is putting liens on properties. My assistant has semi-retired so please be patient as we train her replacement.
 - Congratulated CW Gorman and CM Sutton for being elected to Council.
- b. Owen Hyne, Engineer:
 - Re-submitted streetscape plans to DelDot, hope to have the OK next week from them and can put it back out to bid.
 - Mayor Hatton asked for an explanation for the new residents in attendance.
 - Engineer Hyne explained the streetscape is a facelift for a block on Main Street between Chestnut and South Street. We will install new curbs, sidewalks, crosswalks, trash cans, benches, street lights; we are really going to dress it up. Depending on how the bids come in will determine how much we can do.

- I have gone through the as-built of the park and we can talk about electrical work in the park later.
- c. Dawson Green, Town Manager:
 - Two permits for new home construction were issued last month, one for Handler, one for JS Construction.
 - Glad to see residents doing due diligence and coming in to get permits but going forward, if you have any financial obligation to the Town, permits will not be issued.
 - Ask all to be patient, am working with the developers on mowing the open spaces and fixing the pot holes.
 - If you have problems with mosquitos, call me so I can call DNREC. They won't spray the whole Town but if you are having problems with them, call me and I'll call them and they will come do a field study of your yard and take care of it.
 - Ms. Womak, a resident in TVII West stated she believes there are problems with mosquitos coming off the lakes (Wiggins Mill and the one in the development) and asked if it could be treated.
 - TM Green stated he will call DNREC.

VII. Committee Reports

- a. Finance Committee: Chair – Mayor Jermaine Hatton
 - New software is 80% ready to go. Finished tests on direct deposit this week.
 - Cleaning some data up in the system. Some of the parcels don't get trash bills as they are lots only.
 - Trash bills should be processed next week, mid-week at the latest.
 - Excited, will be able to accept payments online.
 - New contract with Waste Industries started Monday. Monthly trash bills will now be \$25.00. Trash and recycling will be picked up every Monday.
 - Mr. Smith asked if there will be a fee associated with paying your bill online.
 - Mayor Hatton said yes, the fee goes directly to the third party vendor who is providing the service for us. When you pay online it will tell you what the fee is. Hope the online payment service will be available next week. You can also still mail your payment or bring it to the Town Hall.
- b. Public Works Committee: Chair – CM Rudy Sutton
 - On Main Street there is a dropped storm drain, sits 3-4 inches below the service. Tm Green has emailed DelDot for service, no response on it yet.
- c. Land Use & Development Committee: Chair – Mayor Jermaine Hatton
 - Working and moving forward with getting the land use and zoning codes in line. Before we can do this we need to solicit a volunteer for the committee, CW Gorman can no longer serve on the committee since she is on Council. If anyone here wishes to volunteer, call me, TM Green or TC Cathy Beaver.
 - The committee will probably have 2 meetings before asking Council for approval on the zoning changes. It is a two-step process.
- d. Community Relations – CM Joel Esler
 - Email Sign up – several things, thanked TM Green for following up on the sign-up sheet on the web site.
 - Starting today you can go on the website and sign up for emails. Once you do this, any update to the web site will also be emailed to your inbox.
 - Now have a twitter account, everything added to our web site will automatically post to Twitter and Facebook and anyone who signs up on our webpage will also receive emails.
 - Have a sample of the polo shirt ordered.
 - Received pricing for the t-shirts, the 4 styles Council selected and will be working with the vendor on the price.

- We have two major clothing projects going on, a polo shirt with a new design for council and staff, and t-shirts with four different designs that will be for sale to the public. It is to be hoped that we sell these at different areas in Town rather than just at the fair. All are high quality shirts. Trying to get a bulk discount on these.
 - We received 2 thank you notes for the coupons we send to our military overseas. One is from the main command for the commissaries and PX on our installations in Europe. The other note is from Dusseldorf Commissary in Germany.
 - If you have any coupons, please bring them to the Town Hall, our military can use coupons that are expired up to 6 months.
 - Mayor Hatton stated he attended the Miss Delaware pageant Saturday night on behalf of the Town. Hopefully Miss Delaware will be in our Town parade and at the Town fair.
 - Mayor Hatton added that he and CW Gorman attended an American Legion war memorial dedication in Odessa for four (4) fallen local soldiers. It was a very touching ceremony for these soldiers. There were other officials from around the state in attendance.
 - CM Ness thanked CM Esler for the sync between the website, Facebook and Twitter. Will be really nice for the residents.
- e. Public Safety Committee: Chair – CM John Ness
- “Smart 911 for NCC” information – As reported in the Transcript, NCC has become part of smart 911 which is an enhanced 911 service you sign up for. You can give additional information to the center and if a 911 call is made from your phone the information comes up and enables them to give additional information to the responders of the call. Great program if you have elderly that live with you, young children or have health issues and it is free.
- f. Charter & Ordinance Committee – CM Joel Esler - deleted
- g. Parks & Recreation Committee: Chair – CW Lorraine Gorman
- Annual Town Parade & Fair – Saturday, September 28, 2013
 - Vendors, parade participants and volunteers needed!
 - Have things for young children to do, want to incorporate some activities for older children and adults this year.
 - Also trying to enhance the parade and fair this year, make it bigger and liven things up.
 - If know anyone that has an old vehicle or anything they want to show off in the parade, please have them call the Town Hall.
 - Desperately need volunteers, please call Town Hall.
 - Spoke with Boy Scouts who will be in parade and set up a booth at fair. May also do some demonstrations. They are in need of a scout master in Townsend. If know anyone that may be interested please call them. The need is there. We hope to partner with them on other events in the future.
 - We are advertising the fair on several websites, they have generated some interest.
 - Working with TM Green to ensure the park is in tip top shape. Working on getting an electric design for the park to enable us to utilize the park more.

VIII. Unfinished Business - none

IX. New Business - none

X. Citizens Comments & Participation - none

XI. Adjournment: 8:05 pm, CM Esler motioned, CM Ness seconded with unanimous vote.