

# TOWN OF TOWNSEND

February 1, 2012

## Minutes

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### 6:30 pm – Public Meeting

#### I. Call to Order: 6:35 pm

#### II. New Town Hall Discussion, Questions and Suggestions

- Mayor High introduced Tom Wilkes, the Town engineer from RVB and Robert (Bob) Grove, an architect from RG Architects.
- Mayor High said before we get started he knows there is great concern about this, a lot of money is going to be spent but wanted to make it clear for information purposes that the Town doesn't own a Town Hall, the building we occupy belongs to the Carter's, it is part of the Carter farm. About 18 months ago we started pushing to build our own Town Hall, a place to call our own to serve the community and to have a place that represents the community for the purpose of having a Town Hall. Again, in case anybody didn't know that, the building we occupy is not ours, we don't own it, and we never have. For all intents and purposes, in this process we attempted to purchase the building and were told no thank you. That's why we are where we are now, going through the process of constructing the building, going through the planning stages, acquisition stage, contract stage and purchasing a Town Hall.
- Tom told the residents there is floor plans and rendition of the outside of the building, feel free to come up and see them whenever you want. The New Town Hall will be built at the park. The process started a while back. We are looking for feedback from the residents and Council and after tonight would like to be able to go back and develop full sets of construction and architectural drawings. The idea would be that we could prepare a package that would be suitable for bidding; it is by no means finished yet. There will be a couple more meetings and more feedback from residents and Council before we put it out for bid, then the Town can decide if they want to build at that time.
- Bob said the plan is quite simple; it is an efficient lay-out. He pointed out that from the main entrance you will walk into a central lobby. There is an office off the lobby and restrooms off the lobby and the primary function of the building is the meeting room off the back which is approximately 700 square feet. There is a kitchenette and support services spaces as well as a small closet for computers, telephones and data. The floor plan is approximately 2200 square feet. The outside of the building we kept traditional in keeping with other Town Halls in Delaware and Maryland.
- Tom asked for questions and input.
- A resident asked where it would be located in the park.
- Tom showed an aerial view of where the building will be. He said it is a pretty good sized pad sight and pretty flat. He added that the electric, water and sanitary are ran underground at the park, will just have to hook it up.
- CW Jennings asked if the Town Hall is being put in this location because it is such a large open space.
- Tom said it is where the building was put in the original drawing of the park plans. It is a large, flat area for a 10,000 square foot building.
- TVII resident Mrs. Gorman asked for a comparison of the meeting room size in the new Town Hall to the room we are in now (meeting room on second floor at Townsend Fire Hall).
- Bob stated it is slightly smaller. This room is about 1000 square feet.
- Mrs. Gorman asked if it will be big enough going forward.
- Bob stated it will easily hold a meeting of this size.
- CW Jennings stated the building is designed so it can easily be added on to as the need arises.
- TS resident Mr. Cullen asked why the office is so small. There will still be desks and copy machines and cabinets to put in. Why is the lobby so large, can it be shortened?
- CW Jennings stated that those were her issues and feedback when she saw the initial plan.
- Tom said this was a comment from a previous meeting that has been discussed and will be changed. This drawing is from the initial concept stage.
- Tom stated these drawings are from the initial concept stage. They didn't want to keep tweaking concept drawings, wanted to first get more feedback from a bigger group. The lobby will be much smaller.
- Bob added that the bathrooms are as small as they can be per the codes.
- TS resident Mr. Guyer asked what the Town will do if two meetings are scheduled for the same time.

- Mayor High said if we plan right there won't ever be 2 meetings scheduled at the same time. With the limited space we have right now, we especially make sure that doesn't happen.
- CW Jennings added that we are violating fire codes if we have more than 16 people at a meeting at the Town Hall now.
- Mr. Cullen asked if the office we are working in now is larger or smaller than this one.
- Bob said about the same.
- Mayor High asked if with the current design of this building, could we enlarge it as needed in the future without causing much disturbance.
- Bob replied this is the second plan we have come up with, the first plan was designed more for that situation. To enlarge this plan you would have to relocate one of the bathrooms. It would then become a corridor leading to the expansion. It would create a second entrance.
- TS resident Mr. Hanlin confirmed with Tom that the original plan was more elongated but both concepts would allow easy expansion in the future off the back or side. That was part of the original scope of the project. The lobby space shown here created several comments that it is too large and we decided to reduce the size.
- Tom said the Town wanted a much bigger building to start with but due to cost and the economy we designed a smaller building with easy additions to the building as needed.
- CW Jennings commented that the office will be more open than the picture depicts.
- Tom added it will have a glass partition.
- Mr. Hanlin stated he hopes Council will move forward and the residents put forward positive feedback for this project because as we move forward and hopefully get out of this bad economy and start building more homes and finishing the developments. Hopefully by doing this we will be ahead of the curve and will have the space for offices for the Town Manager and future employees. It will free up the existing building we are in for facilities. I will push forward and support Council on this project.
- Mayor High said for historical purposes, Mr. Hanlin was a key in the initial process of all of this. He has heard a lot of the same questions being asked tonight in previous meetings. He asked Mr. Hanlin if he could remember anything else.
- Mr. Hanlin asked if this is the final design Council has decided on or is the option with the conference room off to the side still on the table.
- There was discussion amongst Tom, Bob and Mr. Hanlin about this.
- CW Jennings said the first one was way over the budget so we had to cut back.
- CM Ness said the trick is to ensure the building meets our needs now but can easily be expanded. We don't want to limit ourselves, want to cover the existing needs but want to be able to expand as needed without having to tear a bunch down.
- Tom agreed and stated this design certainly allows for that.
- CM Ness verified that the area it is to be built in will allow for an extra wing.
- Tom stated we could put a building 5 times this size out there and not have a problem with space.
- A resident asked why the conference room wasn't made rectangular shaped which would make the circumference the same but would increase the seating capacity by probably 25%.
- CW Jennings said CM Haines just brought that up with her.
- CM Haines said to move the conference room all the way to the left side than if we need to we can add onto the right side.
- The resident verified there is no basement and again said the circumference would be the same and you only have the initial cost and increase it by 25% and 50% if you do both sides.
- Tom said we could do that but we had to keep the cost in mind.
- The resident asked if the cost would be the same because it would be the same circumference area.
- Tom said it would actually add square footage which would increase the cost. It is something we will look into.
- Mr. Hanlin asked what the cost per square foot to build was allowed, he doesn't remember.
- Bob said \$190.00 per square foot.
- Resident Mr. Rocke asked what the difference in square footage is between this drawing and the original one.
- Tom stated this is half the size.
- Mr. Rocke asked if it is half the price.

- Tom said pretty much.
- CW Jennings said Mr. Rocke was at the original meeting. The cost of that one would have been around what.
- Tom said close to \$500,000.00.
- Mayor High asked how much this building plus the additional costs for water, sewer and electrical will cost the residents. He also asked for a time frame for the building to be completed once the OK is given.
- Bob said the budget for the project is \$317,000.00 minus the additional utility cost.
- Tom added that we have utilities run out there and electric will be coming shortly. However, it will cost extra to have all utilities tied into the new building, but the cost will be incremental compared to the cost of the building.
- Mayor High asked Tom to give an approximate guess of the total amount the tie in to the utilities will cost the residents.
- Tom said it should be less than \$5,000.00 total for all the utilities.
- Mayor High asked for a time frame.
- Tom said it can be built this year.
- Mayor High asked how many months.
- Tom said 6 months.
- Bob said it will be 6-9 months including the bidding process, start to finish.
- Mayor High stated we are probably looking at \$350,000.00 rather than \$317,000.00
- CW Jennings said no, 317 plus 5...
- Mayor High said there is always an increase.
- Mr. Hanlin said you always have to consider an increase in materials from 6-7 months ago.
- Bob stated they allowed for 10% increase in the original cost analysis of \$317,000.00.
- Tom added there is \$42,000.00 in contingencies built into the number. The actual construction cost we have a \$255,000.00 and you start tacking on contingencies. We always budget high as you always want to come in under budget.
- Mr. Hanlin stated we budgeted \$350,000.00 for this project in the budget done in July. We allowed for contingencies if needed.
- Mayor High said he wanted to make sure there are buffers and wants to ensure we don't go over the budget if we go down this road.
- Tom and Bob assured Mayor High we won't go over budget.
- Mr. Guyer asked what the \$190,000.00 is for.
- Bob stated that will be the contractor's cost.
- Mr. Guyer verified this drawing is 1,350 square feet; the first one was 2,200 square feet.
- Mr. Cullen asked if we will keep the other building.
- Mayor High said no, it isn't our building.
- Mr. Cullen asked if we will still be paying rent.
- CW Jennings stated we don't pay rent, we are at the mercy of the elderly owners who let us use the building on a handshake deal done a decade ago and we are putting our residents money into this building and it shouldn't be done, not a single penny of our residents money should be going into it. We are in a very vulnerable position staying in the building.
- Mayor High stated it was a temporary solution at the time and on page 20 of our comprehensive plan it states we need to get our own Town Hall. It says this in 8 different places in the comp plan. Although we are occupying the building free of charge, based on a non-written agreement with the Carter family, it provided and bought us time to get into adherence to what is stated in the comp plan. Once we have our own building it opens up federal aid money, grant money and other sources of revenue to be put into the new building. As it sits right now, taxpayer dollars have to pay for whatever we fix there. We just paid over \$8,000.00 for a new heater/air conditioning unit from your tax dollars. When the Town occupied the current building, it had to be completely re-done inside. It used to be a slaughter house, whatever tax dollars go into the building is lost.
- Mr. Cullen verified that when we go into the new building, we will vacate the current building.
- Mayor High said absolutely, we will thank the Carter family and egress out of the building and they will get it back in much better shape than when we first occupied it.

- One of our visiting Boy Scouts asked if there is any talk of expanded parking, along with the addition of the building.
- Mayor High said there is room to expand the parking and it is relatively cheap. If it is needed we will do it.
- Tom added there are 102 parking spaces in the park right now. Parking is sufficient now for a much larger building than this plus any amenities we may have.
- Mr. Hanlin said as part of the history on the existing Town Hall and the land it sits on, when the Carter Farm sells and gets developed, the portion of land the current Town Hall sits on, believe it is 8-13 acres, will be given to the Town for park space. It is also an unwritten agreement but was part of the handshake deal.
- Mayor High again stated it will be at the will of the Carter heirs.
- CM Haines stated he agrees we need a Town Hall, but if we can get this in writing from the Carter's...
- Mayor High said that was part of our initial approach to this project. Mayor Hanlin approached the Carter's about purchasing the land and building we currently use, or lease it, or put something in writing and they said they didn't want to do that, the handshake stands. That is why we are where we are now.
- CM Haines stated if we move forward with this and build in the park, where are we going to put all our equipment. He doesn't want the Konox boxes out there making the park look trashy.
- CW Jennings agreed.
- Mr. Hanlin said once we are in the new building, we aren't being forced out of the existing building. It will be entirely up to the Town to completely vacate the existing building. My understanding from my discussion with the Carters is that building will still be available for us to use. In the interim we would still keep the Konox boxes there for storage.
- CM Haines said Mayor High stated if the Carter children decide to sell it since we have nothing in writing, we will have to put our stuff somewhere else.
- CW Jennings agreed and said it is our responsibility to make sure the Town is protected and go a step further...they could say you are on my property, get off and we would have nowhere to go and put our stuff.
- Mayor High asked Fred if the Carter's would have to by law provide us a time frame to kick us out as things are now.
- Fred said he doesn't believe there are any statute limitations and in a landlord/tenant case, this is an office, not a home and a rather unusual situation. You could not move tomorrow and they wouldn't expect you to. He added there is no reason to assume they will do this, but if they do, there are no holds barred.
- CW Jennings stated if they sold the land tomorrow they could tell us to be off the property the same day.
- Tom stated there is room for additional structures, either separate or contiguous to this building in the park. We prepared for this; it came up in a previous meeting.
- Mayor High said we could put our equipment and stuff under a building like the pavilion. I think it would be rather inexpensive to build.
- Tom said yes, but don't think you want to have your equipment in the open. But we could build a pole barn if needed.
- Mr. Rocke said he agrees that we need extra storage for the equipment but do we really want to store it at the park with all the kids running all over.
- CM Ness agreed and said we need to look into additional storage land.
- Mr. Rocke asked what happened with the piece of property the Town tried to buy coming into the back side of the park.
- Mayor High said the owner wanted far too much money.
- Tom added the piece of property isn't big enough to build anything or store anything on.
- Mayor High said we probably will be looking into additional storage space for the equipment, which is the reason for the meeting tonight.
- Resident Mr. Sturgis asked about the vandalism at the park.
- Mayor High stated the philosophy with the sheer presence of a building at the park that the vandalism will be reduced.
- Mr. Sturgis said he is referring to after hours.
- Mayor High said there will be electricity and lights and with adherence to the curfew, hope it works.

- CW Jennings said Council will have to develop that strategy.
- CM Ness said it is like anything else, if you see incidents of vandalism or see anything suspicious you need to contact the police and let Council know so we can get a handle on it. We need to be vigilant as residents. The weather is mild right now and Saturday night after dark there were a bunch of kids in the park and I drove through and told them they had to leave. Sometimes they leave, sometimes they don't and I tell them they can say whatever they want to me and when I call the police they have to answer to them. It is a constant problem. We have to stay on top of it and we can get additional patrols if needed, but this is an extra cost. We looked into starting our own force but can't afford it; the cost is pretty prohibitive, even for a very small force. We have the Delaware State Police come in and patrol for us and so far it is working fairly well. As the Town grows we may have to increase the budget for more police patrols and ask the residents to take a more active role, call the police every time you see something, the more reports there are helps enable the police to develop patterns and act on it.
- TVII resident Mr. Gorman asked how this is going to be paid for.
- Mayor High said out of our budget.
- CW Jennings said Council allocated this money in the budget last year.
- Mayor High said there is a current balance for Townsend of 3 million dollars. The 350K was budgeted for the New Town Hall in this year's budget.
- Mr. Gorman said you can budget all the money you want, that doesn't mean you have the money.
- Mayor High agreed but said we do have the money.
- CW Jennings stated we want a Town Hall for our residents, yet we are a small Town.
- Resident stated she is very impressed with the way the meeting is being conducted. Everyone is very respectful and there is great interaction.
- Mrs. Gorman asked what the facade of the building will be.
- Bob said it will be brick. We tried to stay within the character of the Town.
- CW Jennings added the Town is listed on the historical registry and we wanted to keep that feeling when you look at the building to not disturb the historical feeling. We didn't want a sterile looking office building, wanted to keep it warm.
- Mayor High said there is one home on Edgar Road that has a brick front so it will at least match that home.
- Tom added that the Town has received two grants for the park in the amount of \$200,000.00.
- Mayor High said the Town Manager, Town Engineer and Council are always looking for ways to save the Town money, looking for grants. There is money out there to defray costs. Everyone will continue to work on this, even after this project is done. We will grab any money we can to put into this project and save money. At the end of the day we all are paying for this.
- Our visiting Scout said there seems to be a lot of consideration towards the growth of the building based on the future population growth based on the recession getting better. What happens if the European economy crashes and as such the American economy continues to decline and the population in Townsend doesn't grow? Wouldn't it be better now, when you have the money to make a slightly larger building rather than planning on doing it once you have an increased population?
- Mayor High said that is a great question but we need to facilitate and do what we can afford now with plans to expand down the road. Sometimes bigger isn't better, it costs more. We need to do this now and replenish our funds and continue to look for grants and we can grow with the Town.
- CW Jennings added that Tom mentioned we are considering our square footage and if we can re-configure and stay within our budget, we will.
- Tom said he may not be as optimistic as Karen about the economy, but it is all the more reason to stay conservative right now.
- Mr. Rocke asked what this meeting has accomplished for Council.
- Mayor High said we have gone through the discussion stage; we looked at the needs, thoughts, questions and recommendations which will trigger more questions from us on whether or not we want to push this down the road further. We want to get there but stay within the budget we have allocated for the building. This has got us to a point where we can better make a decision with the input from tonight. We aren't making a decision tonight, but have additional information now to move forward after we tweak everything that has been brought to our attention.
- Mr. Rocke said using Mayor High's words; it has already been 18 months.

- Mayor High said when we spend your money it takes a long time. We have to make sure we do it the right way and by the book. 18 months seems like a long time, but the scope and magnitude of 10% of our budget is a lot of money. We want to make sure we spend it correctly. Our decision must be a correct, informed and legal decision when we do this so down the road it can't be questioned. The sole purpose of tonight was to get resident input.
- Mr. Rocked asked if Council will be coming back to the residents several more times.
- Mayor High said that is correct.
- Tom added another reason we are here tonight is they don't want to have to keep re-designing this. Would rather have feedback up front in the design stage and make changes now. If we make changes later it costs more. Once Council gives the word, we are ready to go.
- Another visiting Scout asked if the maintenance of the park will be compromised during the construction period, like keeping the park clean, etc.
- Mayor High said no. The park will remain open. The only interruption I anticipate will be right at the construction area and usage of some parking spaces.
- Mr. Cullen said he is still surprised that our current hall was the slaughter house. He asked where the Town Hall was before that.
- CW Jennings said they carried everything in boxes and stored them at people's houses.
- CW Sturgis verified this and stated the church and school used to let us use their facilities for meetings and everything was stored at different Council member's houses. Therefore, a lot of records have been lost.
- TS resident Diane Hanlin asked if we have a target date to break ground and move forward.
- Mayor High asked Tom how long it will take to start once this is approved.
- Tom said the next step after approval is to put bid packets together and put it out to the public. Once the job is awarded this building can be built in three (3) months or less.
- Mayor High said roughly 90 days from the date we approve a motion to move forward.
- Resident Jack Fitzhugh asked who will be doing the maintenance on the new building.
- Mayor High said we will and a warranty period will come with the building.
- Mr. Fitzhugh asked if that means Council will do it or who.
- Mayor High stated Mr. Hargrove, the Town maintenance man currently does it in the building we occupy now and will do it in the New Town Hall.
- Mr. Fitzhugh asked who will then maintain the Town if he will be doing the cleaning.
- Mayor High said we have budgeted part time help if needed and it becomes too much for one person to assist with park maintenance and between the two of them they can take care of all the maintenance.

**III. Adjournment:** 7:45 pm

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**7:20 pm – Public Hearing**

**IV. Call to Order:** 7:20 pm

- V. Roll Call:** Mayor Steve High, Councilwoman Sandy Sturgis, Councilwoman Karen Jennings, Councilman John Ness, Councilman Dwain Haines, Attorney Fred Townsend, Engineer Tom Wilkes, Secretary Cathy Beaver

**VI. Adoption of Ordinance No. 12-01 – Outside Storage on Commercial Property**

- CW Sturgis motioned, CM Ness seconded with unanimous vote to read Ordinance 12-01 by title only.
- There was no discussion.
- CW Sturgis motioned, CM Ness seconded with unanimous vote to adopt Ordinance No. 12-01, outside storage in a commercial district.

**VII. Adjournment:** 7:55 pm (Mayor High dismissed CW Sturgis who left the meeting ill).

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**7:30 pm – Council Meeting**

**I. Call to Order:** 7:56 pm

**II. Opening Ceremonies**

- a. Roll Call: Mayor Steve High, Councilwoman Karen Jennings, Councilman John Ness, Councilman Dwain Haines, Attorney Fred Townsend, Engineer Tom Wilkes, Secretary Cathy Beaver
- b. Pledge of Allegiance:
  - Mayor High asked the Boy Scouts in the audience to come up and lead us in the pledge of allegiance.

- The Boy Scouts marched forward and saluted the flag as they led Council and the visitors in saying the pledge.
- Mayor High and all of Council thanked them as they marched back to their seats.

c. Recognition of Visitors: 23 visitors

### **III. Additions/Deletions to Published Agenda:**

a. Mayor High deleted the Storm water committee report, Police report and Town Manager report.

### **IV. Council Minutes – January council minutes approved at workshop (copies on back table)**

### **V. Unfinished Business: None**

### **VI. New Business: None**

### **VII. Reports of the Officers**

a. State Police: Lt. LaMarche – not here

b. State Representative: Quinn Johnson

- It is great to see the Scouts here, they are our future leaders.
- We are back in session, working on the Governors proposed budget. The budget is flat right now; 24 million dollar increase spent on Medicaid last year and the number of people on it has increased. This could be a problem next year, we hope the economy is better and people are back at work.
- Amazon is starting construction in Middletown anytime soon if they haven't already started it. They are keeping that kind of hush-hush. They have a very aggressive schedule; want to be operational by September or October. They have promised 829 jobs in the first year per their contract with Middletown, however Amazon is predicting they will have 1200 full time jobs and up to 2500 seasonal workers. There are over 2000 parking spaces. They have perfected their distribution system; every truck that leaves the facility is packed to the gills, so it will cut down on truck traffic. They also plan on being open by Christmas.
- Went to an economic status luncheon today. There are positive signs, new jobs being created and people going back to work. There are sectors still losing jobs, the biggest sector being the government. Governments all around the country are shrinking.
- The best state to be right now for work is North Dakota; they have an oil field that they are hiring for.
- Delaware unemployment is at 7.4 now; still have 34,000 people to get back to work.
- Capital One is hiring 500 people, they are buying ING direct.
- The News Journal is going up in price and you will have to pay for online also. We don't have a local news station.
- Call if you have any questions.

c. Townsend Fire Department: Keith Shoemaker/Jeff Dawson

- Keith apologized for missing meeting last month; the fire company also had a meeting.
- The Ladies Auxiliary will be having a quarter auction on 2/10/12.
- Chicken and dumpling dinner is 2/29/12.
- Spring Fling tickets are on sale. CM Haines has them if you want to buy any.
- The stairs are now open for those of you who prefer to use them rather than the elevator.
- Mayor High said the Town still owes the Fire Company \$937.50 in impact fees. It will be included in next year's check.

### **VIII. Reports**

a. Town Attorney Fred Townsend III:

- Has been several years since we adopted the Code of Ordinances. I don't know how many ordinances we have passed since then but think it would be a good idea to start indexing those and scanning them and somehow putting them on the webpage. It is very expensive to re-codify the code as we amend it, think it would be a good idea to budget for it once in a while, but if we could go onto the website and find any amendments we have and any new ordinances, it will better enable us to answer any questions from the residents. It is potentially misleading to refer to the code and not know if there are any amendments to it. The grass ordinance is a great example, not sure if the amendment is on the website, it isn't in our code.
- CW Jennings stated this can be the first order of business for our new IT person.
- Fred said he understands Cathy has all of the revised and new ordinances in a file. They should also be cataloged on the website as un-codified ordinances.

- b. Town Engineer Tom Wilkes: nothing to report
- c. Town Manager Dawson Green: Not at meeting, CM Ness will give report.
  - TVII Repair Update

**IX. Committee Reports**

- a. Finance Committee: Chair – Mayor Steve High
  - Mayor High said we don't have a report but he guarantees there will be a report next month and this month's report will be attached to it
  - Mr. Rocke asked why the finance officer doesn't attend meetings; she used to come and hasn't been to one in about a year. If she were here, she could answer some of these questions.
  - Mayor High said if there is a report there is no need for her to be here.
  - Mr. Rocke again said she used to be at the meetings, someone must have told her she didn't need to attend them.
  - Mayor High said that started last year, but if the report was here, there would be no need for her to be here.
  - Mr. Rocke said there is a need if someone wants to ask her something about the report which obviously you can't answer.
  - Mayor High asked Mr. Rocke if he had a financial question.
  - Mr. Rocke said no, he hasn't seen a report to be able to ask a question.
  - CW Jennings said Mayor High is the chair of the Finance Committee.
  - Mayor High told Mr. Rocke the finance officer will be at the next meeting.
- b. Streets Committee: Chair – CM Dwain Haines
  - Main Street between Cannery Lane and Meadow Vista will be re-paved in the spring.
  - The rest of Main Street is on the dock to be paved with the streetscape, whenever that happens.
- c. Health & Public Welfare Committee: Co-chairs: CM John Ness & CM Dwain Haines: nothing
- d. Storm Water Management: Chair - CW Sandy Sturgis: nothing
- e. Energy & Environment Committee: Chair –CW Karen Jennings
  - Townsend Wildlife Habitat Project - nothing
  - Astronomy Night in the Park –
    - I. It's freezing outside, actually today was 71.
    - II. New moon coming up, watch our facebook page for the dates and times and come out to the park to observe the moon.
- f. Veteran Affairs Committee: Co-Chairs – CW Karen Jennings & CM Dwain Haines
  - Project 19734 Soldier Support
  - CW Jennings asked if we have the bids to install the plaque.
  - Mayor High said we are still waiting for them.
  - CW Jennings said as soon as we get them we will plan a ceremony for the veterans.
  - CM Haines reminded everyone to bring their expired coupons in to be sent to the troops. They can use them up to 6 months after expiration date.
- g. Police Committee: Chair – CM John Ness
  - Street update – TVII West appears to have had some paving done at the entrances.
  - Mr. Green advised some of the manholes in TVII have also been fixed.
  - The top/final coat on the roads won't happen until the developments are in essence completed.
  - Police Committee – There have been one or two incidents recently, no trends.
  - Called Lt. LaMarche about a few things, best thing for residents if you see or hear anything out of the ordinary during the day or at night is to call the police. Also call us (council) so we can call the police to see if there are any trends.
  - Resident Mr. Mack asked CM Ness if he was aware of the break-in on his street (South Street – TVII East).
  - CM Ness said yes, that is one of the incidents I referred to.
  - CW Jennings asked if there were more than one incident and if a trend is going on.
  - CM Ness said no, it was one incident, happened in the afternoon, someone is going up to houses and knocking and ringing door bells, when no one answered they went around back and threw a rock to smash a window and went in through the back door.
  - Mr. Mack stated it was just lucky the lady was home.



- CW Jennings verified she was home and asked if she is OK.
- Mr. Mack said yes, she called the police and 3 or 4 cars came in, was 2 black males in a white pick-up. I had seen the truck driving through the neighborhood earlier in the week, they waved to me and I didn't wave back. They came back, and they will come back again. Mr. Mack said people/neighbors just need to be more aware of what's happening out there.
- CM Haines asked if Mr. Mack knew what kind of truck it was.
- Mr. Mack doesn't know the make, it had an open back.
- Mayor High asked if it was newer or older.
- Mr. Mack thought it was newer.
- Mayor High asked CM Ness if he had any more information on this.
- CM Ness stated it is an ongoing investigation and the police can't tell us anything now. He offered to get some tips for residents and possibly get someone from the State police come in and speak at a meeting about things to be on the lookout for.
- CW Jennings suggested at least telling residents about the white truck and that there is a trend developing so they can be on the lookout. If you see it, contact the Town Manager.
- Mayor High told everyone to continue their best practices to prevent crime. Lock all doors, don't forget garage doors, before you drive away make sure it is closed, don't leave cars running in your driveway.
- A resident asked Karen if she could send a facebook blast to notify residents.
- Karen said that was a great idea and asked Fred if she could say "It has been reported that a suspicious white truck has been seen going through the neighborhood" etc.
- Fred said he believes that would be OK.
- Mr. Hanlin asked if the new Town Truck is marked yet.
- Mayor High said it has Townsend on the side.
- Mr. Mack said he stresses that they have woods behind them also and you don't know who may be back there.

*h.* Parks & Recreation Committee: Co-chairs - CW Sandy Sturgis & Mayor Steve High – nothing.

**X. Announcements:**

- a.* Mayor High said that Waste Industries has changed trash pick-up to Monday's effective Monday, January 13, 2012. They will be sending a postcard to everyone. Recycling will still be on Mondays every other week. Next week on Wednesday, January 15 Waste Industries will send a truck around in case someone missed hearing the new pickup day and will pick the trash up.
- b.* TVII Resident Mrs. Wiggins stated there are a lot on Monday holidays.
- c.* Mayor High stated there are only two Monday holidays that the trash won't be picked up.
- d.* Mrs. Hanlin added that if they don't pick the trash up on Monday they will pick it up on Tuesday.
- e.* Mayor High said if they don't pick it up on a Monday to leave it out and they will be back to get it. He also said for those residents who are diligent about recycling, we have additional recycle bins, call the Town Hall and one can be delivered to you.
- f.* Mrs. Wiggins asked about the notice she received today about enclosed trash containers, they can't be left outside. (She took it up to Mayor High so he could read it).
- g.* Mrs. Gorman said this came from the homeowner's association, not the Town. She added that it has always been in the deed restrictions, you can't leave trash cans outside.
- h.* Mayor High said it is from the developer and advised her to call BC Communities. If she runs into a brick wall, call the Town.

**XI. Citizens Comments & Participation**

- a.* Mr. Hanlin said he hasn't been around because of his schedule. He publicly thanked Quinn for getting the railroad done. It was a project they worked very hard and closely on.
- b.* Mr. Hanlin asked CM Haines where we stand with the streetscape.
- c.* CM Haines replied he understands it is still at DelDot.
- d.* Tom verified it is still at DelDot.
- e.* Mr. Hanlin asked what the holdup is and wanted to know if there is a specific issue.
- f.* Tom said not that he knows of. There are different divisions, at least five (5) that review the plans and give separate comments. He has comments back from one division and according to the lead contact person, he is trying to get the other divisions moving and get their comments back.

- g. CW Jennings addressed the Boy Scouts after verifying they aren't cub scouts. She asked if they have to earn astronomy badges.
- h. The Scouts answered that there is an astronomy badge, but you don't have to earn it, it is by choice.
- i. CW Jennings said there is a Townsend Astronomy night and they need to come out and earn the badge. She asked to talk to them after the meeting and added there is information on the back table.
- j. CM Ness motioned to adjourn and Fred pointed out a resident with his hand up.
- k. Resident John Sturgis asked what the employee hours that employees have to work are.
- l. Mayor High said the office hours are 8:00 am – 4:00 pm.
- m. Mr. Sturgis verified that is the hour's employees are to be at work.
- n. Mayor High said yes.
- o. Mr. Sturgis asked Mayor High if he condones stealing.
- p. Mayor High said no.
- q. Mr. Sturgis then asked why you permit your financial officer to come in late almost every day, which is stealing time from the Town. This has been an on-going problem and we pay her salary. Its 8:05, its 8:20, 8:17, 8:20, 8:35, 8:45, 10:00. I watch her come by every day. For months this has been an ongoing problem.
- r. CW Jennings said she is a salaried employee. Do you know how many times she has stayed late?
- s. A lot of people started talking at once.
- t. Fred stated he nor Council wants to discourage Mr. Sturgis from pointing out your concerns, however, this isn't a quorum for arguing back and forth. If the gentleman wants to express himself, he should be heard but this isn't the right forum for debating the issue.
- u. Mr. Sturgis said he isn't debating anything.
- v. Mr. Sturgis asked why not just buy a time clock to put in the Town hall and have all employees punch in.
- w. CW Jennings said we chose not to do that.
- x. Mayor High said he is writing all the questions down and will get back to him.
- y. Mr. Sturgis said OK, but he has noticed some other things because he has been around. Does the Town Manager ever go out and check on what the maintenance man is doing?
- z. Fred stated again that this is an opportunity to express himself, not necessarily ask questions.
- aa. Mr. Sturgis said he is only inquisitive and relaying his observations. It took the maintenance man eight (8) hours one day to tighten a hose clamp.
- bb. CW Jennings asked if Mr. Sturgis watched him for eight (8) hours.
- cc. Mr. Sturgis said yes. Next question, was the Chevy truck in an accident?
- dd. CW Jennings asked Mr. Sturgis if he witnessed an accident in the Chevy truck.
- ee. Mr. Sturgis said no he didn't witness an accident, he saw a large dent in the truck that wasn't there.
- ff. CW Jennings commented you are looking at the truck.
- gg. Mayor High said OK.
- hh. Mr. Sturgis asked if he (maintenance man) reported the accident.
- ii. Mayor High stated if there was an accident that would be part of the process. He will check into it.
- jj. Mr. Sturgis said the grass next to the Town Hall is a big mud hole, why does he continue to drive through it.
- kk. Mr. Sturgis asked how many cell phones does the Town pay for.
- ll. Mayor High counted and said 5.
- mm. Mr. Sturgis asked who has them.
- nn. Mayor High said maintenance man, Town Manager, myself, CM Ness and our neighborhood watch man, Bud Higgins.
- oo. Mr. Sturgis said "a resident".
- pp. Mayor High said yes for when he is at the park and making rounds for the Town watch.
- qq. Mr. Sturgis asked if the residents could get these numbers to call if they need too.
- rr. Mayor High said the numbers will be posted on the website.
- ss. Mr. Sturgis said he was going down South Street the other day and noticed an elderly woman with a cane getting out of her car and crossing the street to the hall. She was having a hard time walking. Anyone going to the Town Hall has to park way off to the side or across the street because employee cars are parked in front of the office.
- tt. CM Ness said Council will ask the Town Manager to have employees park their cars off to the side so residents can park up front.

- uu.* Mr. Sturgis said OK. He said he was behind a woman at the post office who had come down there to get change. She told the clerk she had to get change to pay her trash bill because the Town Hall had no change.
- vv.* Mayor High said petty cash in Town Hall.
- ww.* CM Ness stated Council will have the Town Manager look into it; we don't want to keep too much money at the Town Hall.
- xx.* Mr. Fitzhugh said he brings cash to pay his bills and she never has any change. You can't take credit cards because you aren't set up for it.
- yy.* Mayor High asked Mr. Sturgis if he had any other questions.
- zz.* Mr. Sturgis said he is done for now.
- aaa.* CW Jennings said "You are Mr. Sturgis"? You are CW Sturgis husband? Did you ask CW Sturgis these questions?
- bbb.* Mr. Sturgis said he wanted to ask Council these questions as a group, not just his wife.
- ccc.* Mr. Fitzhugh asked if the storm drains on the Town streets are ever going to be cleaned.
- ddd.* Mayor High referred the question to CM Haines.
- eee.* CM Haines said he asked TM Green about it and was told the leaves were too wet.
- fff.* Mr. Fitzhugh said it hasn't rained in three (3) months.
- ggg.* CW Jennings asked if there are specific storm drains he is concerned about.
- hhh.* Mr. Fitzhugh said all of them in the Town. They have never been done.
- iii.* Mayor High said Council will look into it and get back to you.
- jjj.* CM Ness asked if that is a DelDot issue.
- kkk.* Mr. Fitzhugh said it is the Town for Town drains.
- lll.* CM Ness said Main Street would be DelDot.
- mmm.* Mr. Fitzhugh said he isn't talking about Main Street; he is talking about all the streets the Town maintains.
- nnn.* CW Jennings stated South Street is also DelDot.
- ooo.* Mr. Fitzhugh said his end of South Street is Town maintained.
- ppp.* CW Jennings said it will be looked into.
- qqq.* Mr. Fitzhugh asked if the maintenance man can be taught to run the sweeper. He runs it without putting the brush down, wasting Town money by even putting him on the machine. Mr. Fitzhugh added the reason he knows what he does every day is he follows him because he has nothing else to do.
- rrr.* CW Jennings said Council is going to investigate all of tonight's concerns.
- sss.* Mr. Roche said he has brought up cleaning the drains at previous meetings, the drains haven't been cleaned in over a year and the standard reply is we will get back to you. The previous employee used to bring the sweeper and get out with a broom and shovel and clean the drains. The maintenance man also should be moving snow away from them as needed, so when it melts it can run down the drains. The Town has the equipment to do this but we aren't using it. Maybe we don't have enough help or just aren't utilizing the equipment as we should.
- ttt.* Mr. Fitzhugh said he called Mr. Green one time because the maintenance man was sweeping all the leaves into Main Street and leaving them. He said he was going to call DelDot. You can't do that, nothing was ever done. The man just isn't right.
- uuu.* Mayor High said we aren't going to bash Mr. Hargrove. He added all of this will be looked into and we will get back to you.

**XII. Adjournment:** CM Ness motioned, CW Jennings seconded with unanimous vote to adjourn at 8:47 pm.

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