



**Townsend Council Meeting Minutes
November 16, 2016**

7:00 pm – Council Meeting

- I.** Call to Order: 7:00 pm
- II.** Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CM John Ness, CW Lorraine Gorman, CW Cindy Cook, TA Fred Townsend, TE Aquilino Andres, TC Cathy Beaver
 - b. Pledge of Allegiance: Pledge was said
 - c. Recognition of Visitors: Michael & Regina Albert, Rob Allen, Dwain Haines
 - d. Announcements:
 - Town Hall closed November 24th and 25th for the Thanksgiving Holiday.
- III.** Additions/Deletions to Published Agenda:
 - a. CW Gorman motioned, CM Ness seconded with unanimous vote to remove 5a from the agenda.
- IV.** Council Minutes
 - a. Approval of July 20, 2016 Workshop minutes
 - b. Approval of August 3, 2016 Council minutes
 - c. Approval of August 24, 2016 Workshop minutes
 - d. Approval of November 2, 2016 Council minutes
 - CW Gorman motioned, CM Ness seconded with unanimous vote to approve all the above minutes as written.
- V.** Mayors Report
 - a. Discussion/possible nomination of additional Planning Commissioners – removed from agenda
- VI.** Reports
 - a. Town Attorney Fred Townsend III: Called to say would be late to meeting, meeting over before he arrived.
 - b. Town Engineer Owen Hyne/Aquilino Andres Jr.:
 - TVI phases I and II – addressed all the punch list items with the developer.
 - TVII – getting ready for new phase
 - Edgar Road pot hole will be fixed soon.
 - Met with developer November 17th on the tree issue in TVI – drafted a resolution to try to make everyone happy.
 - c. Town Manager Dawson Green:
 - Mayor Sutton stated TM Green could not attend due to a death in the family.
 - Discussion on U-turn signs on Main Street (by TES) – copy in all folders
 - CM Ness explained DelDot is putting new “no U-turn” signs up on both sides of the school on Main Street on both sides of the road at the request of the state police.
 - CW Cook asked if we have a problem there and CM Ness said when school is starting and letting out, parents do U-turns in front of buses and others and the police can’t issue tickets unless the U-turn signs have a start and finish point on both sides of the road. It is a DelDot road and will make it safer for all, especially the children.
- VII.** Committee Reports
 - a. Finance: Chair – CM Jermaine Hatton – not here
 - b. Public Works: Chair – Mayor Rudy Sutton
 - Discussion/possible vote - B&W proposal/bid for Finley Street property
 - I.** B&W will install a 20’ drainage pipe, remove trees, install 98 ton of stone and spread it to set the Konox boxes on the Finley Street property for a total of \$3,478.00.
 - II.** CM Ness motioned, CW Gorman seconded with unanimous vote to accept the bid from B&W for \$3,478.00.
 - Discussion/possible vote - RVB – Change of Scope #1 – Finley Street property
 - I.** TE Andres explained the wetland delineation was done, have to now be defined in boundary of limits and do a topiatic survey w/preliminary plan of what can and can’t be done. The total amount of the change of scope is \$11,335.00.
 - II.** Mayor Sutton added this will bring this project to a total of \$14,950.00.
 - III.** CW Gorman asked if the maximum size building the Town can put on the property is going to be 4000 square feet and TE Andres said yes.

- IV. CM Ness motioned, CW Gorman seconded with unanimous vote to increase the scope of work by \$11,335.00, bringing the project total to \$14,950.00.
 - Discussion/possible vote on Landscape trees in TVI
 - I. Mayor Sutton introduced Rob Allen from Handler Corporation.
 - II. Mr. Allen said they have experienced difficulties with planting street trees years after the homes have been finished. We proposed to plant the street trees at the time of CO or in the case of a winter CO, they will be planted in the spring rather than waiting till the streets are done. Would like to warranty the trees from the planting date for one year. Planting the trees at the time of CO will get the street trees planted per the landscaping rules rather than shocking someone years down the road.
 - III. CM Ness asked if the trees will damage the sidewalks once they mature; some of them get quite large.
 - IV. Mr. Allen said most of the roots grow down with the type of trees being planted. According to the landscapers they are planted far enough back from the sidewalk that it shouldn't cause a problem. We are putting the trees in because the Town requires them, which isn't uncommon.
 - V. CW Gorman agreed that planting the trees at CO time is a great idea.
 - VI. Mayor Sutton asked Mr. Allen to put the proposal in writing for Council and the residents. At my meeting with Mr. Allen and Mr. Handler last week, they recommended residents sign off on a letter if they didn't want the trees.
 - VII. Mr. Allen said again that future plantings will be done at CO time. Current homeowners received a letter letting them opt out of receiving trees. 28 residents want the trees and 14 don't at this time. Those trees will be planted in open spaces relatively close to the homes but not on their lots. This will put the trees in the same phase. Sapperstein did the same thing in TVII West; had to plant some trees in open spaces. We have to plant the number of trees required by the architect drawings in each phase. I'm asking permission from Council to plant the trees in open spaces in the phase that the homeowners sign an affidavit opting out of receiving the trees. He added they will start planting the trees with winter CO's after the first of the year so we don't have this problem in the future.
 - VIII. CM Ness motioned, CW Gorman seconded with unanimous vote to have Handler plant trees at CO time.
 - c. Land Use & Development: Co-Chairs – CM Jermaine Hatton & CW Lorraine Gorman – nothing to report
 - d. Community Relations: Chairs – CW Cindy Cook
 - Lifehouse Church has offered to donate and plant a large evergreen tree in our side yard and would like to know if the Town would like a Norway spruce or a White Pine. These trees grow very large and have to be maintained.
 - Council had a long discussion about the type of trees and the location. All agreed it is very generous of Lifehouse Church to offer to do this for the Town, however; there was concern about the sprinkler system and the upkeep of the tree. Council decided not to do this and thanked Lifehouse Church for the offer.
 - e. Public Safety: Chair – CM John Ness
 - Nothing to report.
 - f. Parks & Recreation: Chair – CW Lorraine Gorman
 - Christmas Caroling – Sunday 12/11/16 – 4:30 at the Town Park
 - Immanuel Methodist Church will lead the caroling again this year. Will do the tree lighting after the caroling, Santa will be here and refreshments will be served.
- VIII.** Citizens Comments & Participation
- a. Ms. Albert suggested someone change the current WIKI picture to the new Town Hall. The address needs changed also.
 - b. CW Cook said she will look into this.
- XII.** Adjournment: 7:56 pm, CM Ness motioned, CW Gorman seconded with unanimous vote.
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