



## Townsend Council Meeting Minutes January 24, 2018

### 7:00 pm – Council Meeting

- I. Call to Order: 7:00 pm
- II. Opening Ceremonies
  - a. Roll Call: CM Jermaine Hatton (leading meeting), CW Lorraine Gorman, CW Cindy Cook, CM Steve High, TA Fred Townsend, TE June Andres, TM Dawson Green, TC Cathy Beaver
  - b. Pledge of Allegiance: Pledge was said.
  - c. Recognition of Visitors: 5 visitors
  - d. Announcements:
    - Town Hall closed Monday, February 19, 2018 for Presidents Day
- III. Additions/Deletions to Published Agenda:
  - a. CW Cook asked to delete 7d, she has nothing to report.
  - b. CM Hatton deleted 7b as Mayor Sutton not at meeting.
  - c. CM High deleted V – Mayor’s report.
  - d. CW Gorman motioned, CM High seconded with unanimous vote to approve the agenda with the above deletions.
- IV. Council Minutes
  - a. Approval of 1/3/18 Council minutes
    - CW Gorman motioned, CM High seconded with unanimous vote to approve the minutes.
- V. Mayors Report - deleted
- VI. Reports
  - a. Town Attorney Fred Townsend III:
    - Looking forward to meeting with the Planning Commission. It is important they get all the support they can get at these early stages, they are newly formed.
    - TA Townsend told TM Green he was unable to open the attachment of the RFP and TM Green said he will give him a copy.
    - TA Townsend asked where Council stands with the rental ordinance.
    - CW Gorman said they met with some of the landlords in Town the other day. Talked to Dave about some of their concerns and tweaked the ordinance. Will email to TA Townsend to review. Public hearing is set for February 7, 2018.
    - CM Hatton asked if there is any progress with the litigation with the transition in the office.
    - TA Townsend said there have been efforts to communicate on the sidewalk litigation; will report to Council on this. Unfortunately, on either front, there is very little to report. We were forced to abandon the schedule we were on due to the courts. The defendant in that case has continually asked us for a remedy rather than going to court.
  - b. Town Engineers Aquilino Andres Jr.:
    - Continue to process new home permits.
    - CM Hatton asked if there are any updates on the punch list for TVII West.
    - Tony Yarmolyk called to inform me that Mark Sapperstein had called him about the punch list and Tony told him this is standard punch list items that he must fix.
  - c. Town Manager Dawson Green:
    - Establishment of fees for Planning Commission applications – not discussed.
    - The RFP announcement for trash pickup in Town will be published in the Middletown Transcript, Smyrna Sun-Times and Dover Post next week and the week after.
    - CM Hatton stated he knows we are advertising the RFP for trash service and stated there are 4 major players. He asked TM Green if he is emailing them. He also asked the price for running

the ad in the papers and said he doesn't know why we have to advertise, we should just email the haulers.

- TM Green said the ad will cost \$186.00 a week in the 3 papers and he is emailing Waste Management, Waste Industries, Republic Services and Trash Tech.
- CW Cook stated by law we must advertise.
- TA Townsend added we must advertise per our codes. There also may be smaller trash haulers out there that would be interested in putting in a bid.
- TM Green said there is one more fix to the system for the trash/streetlight bills to go out February 1<sup>st</sup>. Hopefully it will be done tomorrow.
- CW Gorman said she is putting a notice on the website to remind residents again that they will be receiving the street light bills in February and in the notice, she will tell residents to direct any questions to Dawson Green, Town Manager. This will give residents a point of contact.
- TM Green said we received an overwhelming response to the PT Administrative Assistant position. CW Gorman and I will start looking through them to see which applicants will be scheduled for interviews.
- CM Hatton asked how many resumes were received.
- TM Green said over 40.
- CM High asked when the cutoff is.
- CW Gorman said it is done.

## VII. Committee Reports

### a. Finance: Chair – CM Jermaine Hatton

- Very exciting news, hot off the press from our finance clerk yesterday. Our overall revenue/expenses are well ahead of the budgeted number. Total revenue is at \$751,911.85 with a budget number of \$ 823,100.00. Total expenses are at \$415,000.00 and we budgeted \$823,100.00 for expenses also. Doing very well this fiscal year and still have 5 months to go. Predict by end of next month we will eclipse our revenue numbers and have done very well with keeping our expenses down.
- CM High asked CM Hatton if he could put a spreadsheet together for Council and residents showing a projection of the numbers versus what was budgeted.
- CM Hatton said he would rather not do that as anything can happen come spring with our developers. If there is an early spring, the builder could blitz our numbers. Very excited with where we are now.
- CM Hatton said he spoke to CM High last week about the speeding on Wiggins Mill Road after receiving a complaint, now known as a dragstrip. I'm afraid driving on Wiggins Mill and going around the curve. They discussed increasing police presence in Town and based on the budget and the increase of speeding through Town, CM High is going to talk to the police about increasing patrols so we have more presence in Town. The budget numbers warrant this.
- CM High made it clear this isn't to only monitor speeding but to have police presence in Town. Going back to 2011 the budget number was at 65K and we sliced it half. We want to bring it back up for community peace of mind.
- CM Hatton said for clarity, we budgeted \$30,000.00 and we are at \$11,600.00 right now.
- CW Cook agrees this is a good idea and she doesn't want to take away the issue on Wiggins Mill but speeding is a consistent problem throughout Town, Main Street, Commerce Street and the developments. Have heard from many residents.
- CM Hatton said he sees a lot of speeding on Wiggins Mill Road around shift change at Amazon.
- CM High said last week he increased police presence by 10 hours per week after Council was informed of some other problems going on in Town.
- Mr. Haines asked how much money the Town makes from speeding tickets.
- CM High said 15-22%.
- CM Hatton said this isn't about making money, we need to balance the scale and have peace of mind to sleep.
- CM Hatton asked TM Green if he ever completed the inventory on the Town equipment that was discussed at one time.

- CM High added not only an inventory but the age, wear, current value of piece, etc. on all equipment.
  - TM Green said all that information is part of the insurance packet and he will get the information to Council.
- b. Public Works: Chair – Mayor Rudy Sutton – deleted.
- c. Land Use & Development: Co-Chairs – CM Jermaine Hatton & CW Lorraine Gorman
- Introduction of Ordinance No. 18-01 – Annexation of parcel number 14-016.00-051, 6078 Summit Bridge Road, Townsend, DE
  - CM Hatton stated this is for the annexation of 6078 Summit Bridge Road into Town limits. This ordinance is only being introduced while we wait for recommendations from the Planning Commission to enable us to have a public hearing on March 7, 2018 at 7:00 pm.
  - CM Hatton added the Planning Commission is holding a public hearing on February 14<sup>th</sup> which could enable us to place advertisements on the 15<sup>th</sup> and stay within FOIA laws
  - CW Gorman asked if there could be a problem doing this like this, the cart before the horse.
  - TA Townsend said it is good to enquire because it is unusual to do it this way; however, we did discuss this in the past and as long as you meet the deadlines you are required to per FOIA, you will be fine. If you don't get a recommendation from the Planning Commission on the 14<sup>th</sup>, this will have to be tabled.
  - CW Cook asked for the timeframe again.
  - CM Hatton stated we can notice the Council public hearing on February 15<sup>th</sup>. for March 7<sup>th</sup>. That is why we are introducing the ordinance now.
  - Introduction of Ordinance No. 18-02 – Zoning Change for parcel 25-004.00-121, 0 South Street, Townsend, DE from R-1A to R-2
  - CM Hatton stated this is the farm behind the old Town Hall. The Planning Commission is holding a public hearing on 2/14/18. Depending on their recommendation to Council, we will hold a public hearing on 3/7/18.
  - CM High asked the difference in zoning R-1A and R-2.
  - CM Hatton said it is lot size; R-2 permits smaller lots which enables more homes to be built.
- d. Community Relations: Chairs – CW Cindy Cook - deleted
- e. Veterans Committee: Co-Chairs – CW Cindy Cook & CM Steve High
- February 18, 2018 – All you can eat breakfast at the VFW on Summit Bridge Road
  - CW Cook added the Hogs for Heroes will be having a game show at the Fire Hall on 1/27/18, doors open at 5:30 pm. This is a fundraiser for Veterans and First Responders.
- f. Public Safety: Chair – CM Steve High
- CW Cook asked if we are still having consistent problems with drug paraphernalia on the streets. She added she hasn't heard anything lately.
  - CM High said it is cold now, it will increase again with better weather but hopefully with the additional police presence it will help ease this issue. This is one of the biggest items on the Governors agenda.
  - CW Gorman asked CM High if the police report back to him on issues in Town.
  - CM High said no, it could be part of a bigger investigation and may hinder it. We will only see results.
  - TM Green said Middletown has a bike patrol from the spring though the fall and asked if it was possible to have one here.
  - CM High said he can certainly ask but doesn't believe the state police have a bike patrol. We can ask Middletown if they want to come to Townsend.
- g. Parks & Recreation: Chair – CW Lorraine Gorman
- Upcoming Events
    - I. Easter Egg Hunt – 3/18/18
      - a. Pastor Hayden and the Methodist Church would like to co-sponsor this event.
    - II. Month of April – Autism Awareness Month – Paint the Town Blue
    - III. 3 Movies Under the Stars – 6/8/18, 7/13/18, 8/10/18
    - IV. Annual Town Fair and Parade – 9/22/18
    - V. Christmas Caroling in the Park – 12/9/18
    - VI. We are open to any suggestions for additional events.

- VII.** Methodist Church is having a chili cook-off on Sunday, CM High will be a judge.
- VIII.** CM Hatton asked CW Cook what the Town is doing for autism month.
- IX.** CW Cook said we are going to do a softball fundraiser with Middletown High School students. All money raised will be donated to the “Best Buddies” program in Delaware. Council should put a softball team together to play. All teams are welcome. Am also going to try to get residents to put blue lights in their windows and looking into purchasing some blue ribbons to hang on the light poles. Will purchase them from the autism website and all proceeds go to the Best Buddies. Will look to see if they have a banner we could purchase. Still researching other ideas and open to any suggestions.

**VIII.** Citizens Comments & Participation - none

**XII.** Adjournment: 7:36 pm, CW Gorman motioned, CM High seconded with unanimous vote.

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