



Townsend Council Meeting Minutes February 21, 2018

7:00 pm – Council Meeting

- I. Call to Order: 7:00 pm
- II. Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CM Jermaine Hatton, 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: 13 - Mayor Sutton thanked the residents for attending.
 - d. Announcements: none
- III. Additions/Deletions to Published Agenda:
 - a. CM Hatton motioned, CW Gorman seconded with unanimous vote to accept the agenda as written.
- IV. Tony McDonald – MML Investors Services – update on Town accounts
 - a. Tony introduced himself and explained that he handles the Town's long-term money and has for 13 years now.
 - b. It is a conservative portfolio; only 20% can potentially grow. This portfolio is for fixing roads, etc. in the future; it is not a retirement portfolio.
 - c. Last year we changed an account mid-year due to new council members coming on board. Made 4% on the large portfolio last year and 5 ½ % on the small portfolio. It doesn't sound like much but has done very well.
 - d. Only 15% in equities; we are over weighted in short term bonds, no long-term bonds as they don't fare well. If interest rates go up too fast the Town will be OK.
 - e. Tony asked Council to discuss the portfolio and see if they are still comfortable with it; it is basically flat right now. We made a little in January and lost it in February.
 - f. There are 2 accounts. One used to be used for check writing but the Town doesn't do that anymore. Strongly recommend the 2 accounts be combined. Council agreed to look into it.
- V. Council Minutes
 - a. Approval of 2/7/18 Council minutes
 - CM Hatton motioned, CW Gorman seconded with unanimous vote to approve the above minutes.
- VI. Mayors Report
 - a. Opening of Trash Bids
 - Mayor Sutton stated we have the trash bids that were submitted. TM Green put out an RFP requesting bids as our contract will expire June 30th. There are 5 copies of each, one for each Council member to review. (Council all received a copy of each bid).
 - Council will review the bids and possibly vote on awarding the service at the March 7, 2018 meeting.
 - Four bids were turned in and CM Hatton read the amount of each bid for trash and recycling and yard waste as follows:
 - I. Republic Services - \$27.25 and \$8.00
 - II. Waste Management - \$21.36 and \$2.86
 - III. Waste Industries - \$20.00 and \$4.65
 - IV. Trash Tech - \$18.61 and \$8.00
- VII. Reports
 - a. Town Attorney Fred Townsend III: nothing to report
 - b. Town Engineers Aquilino Andres Jr.: nothing to report

c. Town Manager Dawson Green:

- I was asked at the last meeting about the covered signs on Main Street. They are detour construction signs and DelDot has no idea who they belong to or who put them there.
- They started surveying today for Phase II of the streetscape.
- Austin and Bednash wants to set a meeting up in the next couple weeks.
- Mayor Sutton asked if TE Andres is aware of the meeting and was told yes.
- CW Gorman stated CM Hatton spoke about a potential Verizon project last week. Is there any way, with the upcoming Safe Routes to School and Streetscape projects we could advise wireless providers of potential plans so that they do not install their facilities where they would be in conflict with our plans.
- CM Hatton said DelDot has always let the utilities use the right away and it is an issue now because they want our right away too.
- TM Green stated between CM Hatton's house and his neighbor, a contractor cleaned concrete in the catch basin and now it is backing up. He asked residents to please not let your contractors clean anything into the drains.

VIII. Committee Reports

a. Finance: Chair – CM Jermaine Hatton

- Report on trip to National League of Cities
- CM Hatton explained he went to Charlotte, NC to the National League of Cities convention.
- While there he took several classes, the most important one was “strategic planning for Towns”. Sent an email to Council, lots of grant money is available. The NLC is pushing to make sure the money comes to Towns and not the State.
- Spent a lot of time discussing small cell and 5G which could benefit the Town for economic development.
- Discussed renewable energy; looked at how the Town could use some grants to bring it to Town and help offset some of our costs.
- Talked to other Towns our size and learned ways we could grow; want to help our residents with better cell reception; don't have a cell tower in Town or close to Town.
- Constituent services – we continually drop the ball in communicating with our residents; get a complaint and don't put the results out. Put TM Green in contact with a company that can help us with tracking this for \$80.00.
- Interfaced with some folks to get Townsend on the radar for grant money and specifically to get help with our stormwater management. Ours are old and very shallow.
- CW Gorman asked if we are on the list for potential grants or do we need to do something?
- CM Hatton said the federal budget hasn't been approved yet. They are still working on Towns being able to apply for the grants rather than the state doing it. Will discuss this in DC next month.
- CW Cook asked if we could contact our representatives and senators prior to the meeting in DC? She agrees that we keep dropping the ball with our residents. If software is too expensive, what do we do? We are a small Town and communication should be easier with our residents. She asked if the complaint form is on the website and was told yes.
- CM Hatton said the Town needs to do more.
- Mayor Sutton asked if the employees are slacking with the complaint forms coming in now?
- CM Hatton said he doesn't see the forms so he can't answer that question.
- CW Gorman said we are working on it; log on the system now that everyone can see showing the complaints and results and people are also sending complaints through facebook.
- Mayor Sutton stated he hasn't seen any of the complaints but knows we don't respond well.
- CM High said he knows complaints come in but TM Green doesn't always pass them on to Council. He asked if there are a lot of complaints coming in?
- TM Green said no, mostly verbal complaints.
- CM High commented on the stormwater discussion CM Hatton had in NC and asked what it would cost for the Town to upgrade now so we know what grant to look for.
- CM Hatton said it is part of the infrastructure. He said 7-8 years ago RVB did a stormwater assessment for us and asked TA Andres to send it to Council.

- CM High asked how long it would take to fix the stormwater issue if we receive a grant.
 - TA Andres, TM Green and CM Hatton all said it depends on what is needed to be done.
 - CM Hatton said he received information on the Town finances this afternoon and asked CW Gorman to put the report on the website. Town is looking very strong, have 6.4 million in total assets.
 - CW Gorman asked what happened to the payroll report showing budget vs actual.
 - CM Hatton said since we now outsource payroll, it will never catch up.
 - CW Gorman asked CM Hatton about his missing PNC receipts and the late charges on the credit card because of them.
 - CM Hatton stated he is still waiting on a call from the bank about the late fees.
- b. Public Works: Chair – Mayor Rudy Sutton
- Discussion/possible vote on acceptance of streetlights in TV and TVII into Town
 - Mayor Sutton stated this was discussed at the last meeting and explained he spoke with BC Communities, Rob Allen (Handler) and Mark Sapperstein about the Town taking over the streetlights in the developments that haven't been turned over to the Town yet.
 - Rob Allen explained that BC Communities hasn't billed for the 2018 lights yet because of the discussions of the Town taking the lights over. He said the new ordinance states there will be a flat fee of \$13.00 for all property owners. The Town gets their electric at a discount and if the Town doesn't take over the lights, the HOA will have to bill the residents and it will be a higher rate as we pay more for electric.
 - Mayor Sutton explained if the Town accepts the lights, Delmarva will bill the Town directly.
 - CM High asked how the Town would get the money from BC Communities and if residents would have to pay more for the lights through the HOA.
 - Rob stated again that the HOA hasn't yet billed for the lights and a new assessment would have to be done prior to the HOA billing. If the Town takes over the lights, it will only take a phone call to have the bills re-directed to the Town. Seems it would be fairer for the Town to take over all the lights and bill all the residents.
 - Mayor Sutton said basically, the Town would be taking the lights prior to the development being turned over to the Town to be fair across the board to all our residents. Delmarva will bill the Town for the lights rather than BC Communities. TM Green said at the last meeting that it may be a mess trying to phase the lights in.
 - CM Hatton asked TM Green how he feels about this.
 - TM Green said either way the residents are going to pay. Per Delmarva, the Town should receive the first light bills for Phase I and II in Townsend Village in March. Not sure if the lighting agreement would have to be signed by Delmarva, would like to talk to them if Council decides to do this light transfer.
 - After more discussion Mayor asked Council if they needed more time to discuss/research this or if they were ready to vote on the issue.
 - CW Cook verified if Council doesn't approve this tonight that it will affect the March billing and was told yes.
 - CW Gorman motioned, CW Cook seconded for the Town to take over the street lights from the developments with the understanding that only the streetlights are being accepted.
 - CM High said he would like more time to study this issue before Council jumps in and makes a decision we might have to retract. Feel it is prudent we look at this in more detail so we know what we are pushing out. Know it may affect the next billing but need to do this.
 - TM Green said the March bills go out next week.
 - Mayor Sutton said we can still continue with phase billing in March if Council doesn't make a decision tonight.
 - CM Hatton asked Mr. Allen when BC Communities bills would be going out and was told in 2 weeks. CM Hatton asked if Council doesn't add this to the agenda for a vote until the 3/7/18 meeting, will that give BC Communities enough time to do their bills and Mr. Allen said probably.
 - CW Gorman said she knows Tom Cahill is no longer with BC Communities but he previously stated there would be a meeting with the homeowners prior to the bills going out. She asked Mr. Allen if there would still be a meeting.

- Mr. Allen said yes, should have already been done.
 - Mayor Sutton said we have a motion and second but CM High has stated he wants more time. I recommend we table the vote until the 3/7/18 Council meeting.
 - CW Cook asked if there is someone at Delmarva that will respond to our questions quickly and TM Green said yes.
 - CW Cook motioned, CW Gorman seconded with unanimous vote to table the motion until the 3/7/18 Council meeting.
- c. Land Use & Development: Co-Chairs – CM Jermaine Hatton & CW Lorraine Gorman
- CM Hatton said he received an email from the Planning Commission recommending zoning changes on the Carter Farm; we have a public hearing scheduled for March 7th.
 - Ms. Albert said the email included comments the PC all has concerns about the storm water drainage.
 - TA Townsend said he isn't sure the PC has any say on this; their only concern was the re-zoning.
 - Ms. Albert stated Connie Holland from state planning said the PC could express our concerns.
 - TA Townsend stated the PC would need opinions from experts, not lay people. The PC can evaluate and comment but it has nothing to do the zoning and the land must be developed per all the zoning laws.
 - CW Gorman said R-2 zoning is denser; if the engineers decide the property isn't compatible, how could we change it.
 - TA Townsend said Council will decide whether to pass the zoning change; need to base the decision on the design of the development, not the density. They didn't appear to be trying to get every home in the site that this zoning would permit. There is a lot of money invested in this, between re-zoning approval and design approval, still a lot of agencies to look at this before building begins.
- d. Community Relations: Chairs – CW Cindy Cook
- If anyone is interested in running for Council; candidate packets are available 3/5 and due back in the office by 4:00 pm on 4/5. Elections are Saturday, May 5th, polls are open 8:00 am – 6:00 pm. We will have a meet and greet the candidates prior to a meeting for residents to talk to the candidates.
 - I.** Month of April – Autism Awareness Month – Paint the Town Blue
 - II.** Townsend sponsored Autism Awareness Softball Tournament –
 - a. Saturday - 4/21/18 – 8:00 am – 8:00 pm
 - b. Raindate – Saturday – 4/28/18 – 8:00 am – 8:00 pm
 - c. We will partner with students at MHS. Hope the Town will form a team and that all will support autism.
 - III.** Town wide Yard Sale
 - a. Have had residents ask about this; expensive to advertise and only 1 out of the last 4 years was successful.
 - b. CW Gorman suggested we could still have the Town yard sale and use social media to advertise rather than advertise in the paper.
 - c. CW Cook agreed and suggested changing it from late spring to early fall and doing the 3rd or 4th week of the month instead of the beginning of the month.
- e. Veterans Committee: Co-Chairs – CW Cindy Cook & CM Steve High
- CM High said he would feedback from local veterans on things they would like the Town to do other than a bland BBQ.
- f. Public Safety: Chair – CM Steve High
- Nothing to discuss. Several things going on in Middletown in last several days; a murder Sunday night and person caught. Keep your doors locked and call if you see anything.
- g. Parks & Recreation: Chair – CW Lorraine Gorman
- Upcoming Events
 - I.** Easter Egg Hunt – 3/18/18
 - a. Refreshments supplied by Immanuel Methodist Church and hotdogs supplied by the Town.
 - 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. CW Cook stated she walks the park daily and there is always broken glass on the walking trail behind the large gazebo and by the dugouts. She asked if this could be added to the daily maintenance agenda.
- VII. TM Green stated George is supposed to be inspecting everything in the park daily and will talk to him.

IX. Citizens Comments & Participation

- a. Mr. Bailey asked what MSA will be used for now that residents are paying for the streetlights.
- b. Mayor Sutton said it will be used for road maintenance, snow removal, curb and sidewalk repair, etc. Currently it all goes to the streetlights but there is plenty it will be used for within the parameters set by the state.
- c. Mr. Bailey asked if the sidewalk in front of his house could be fixed. He added the Transcript article was not flattering to Council and a grant is paying for the streetscape. Just wondered why the Town is taking money from senior citizens in Old Town; never talked about some people being exempt from the light bill in any of the meetings.
- d. Mayor Sutton said the tentative plan is to use the MSA money to fix the aging area of Old Town.
- e. Mr. Dugan asked if he could get a copy of the rental ordinance. He added he thinks the Town is opening a can of worms; should first enforce residents keeping their yards and homes up to code. Some of the old places in Town are a disgrace, who inspects these places. He said the Town is setting itself up for litigation; let renters call the housing authority if they are having problems; or they can call consumer affairs. Need to worry about making the entire Town look good, not just rental properties.
- f. CW Gorman explained the Town isn't trying to make money off this ordinance. Dave Naples will do any inspections required for \$50.00.
- g. A lengthy discussion about the rental ordinance followed.
- h. Mayor Sutton said ordinances can and do change when issues arise. One subject discussed this evening was changing some zoning to permit a denser building area; this could cause some problems but we are trying to make a difference in Town and this was a place to start. Nothing Council passes at this table is easy, it always affects someone. Rental ordinances are already active in many Towns in the state. We try not to make any mistakes; we understand everyone feels differently about things but our main goal is to improve the future of Townsend.
- i. Mr. Bailey asked if the road at the west side of Townsend Village is going to be a second entrance. He was told yes, this will be Kaitlyn Drive.
- j. Mr. Bailey added that Council needs to be aware that Old Town residents are extremely upset.
- k. Mr. Dugan said there was a huge pot hole in front of his house; he called Senator Ennis and within 2 hours it was patched. He said because of the density of the Town, the roads, particularly Main Street are really getting torn up. You say you are trying to make Town a better place to live and want everything fair and equitable. Council needs to be calling the senators and representatives to have the roads fixed.

XII. Adjournment: 8:31 pm, CM Hatton motioned, CW Cook seconded with unanimous vote.