



Townsend Council & Budget Meeting Minutes June 20, 2018

7:00 pm – Council & Budget Meeting

- I. Call to Order: 7:09 pm
- II. Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CW Lorraine Gorman, CW Cindy Cook, CM Steve High, CM Ed Dugan, TA Fred Townsend, TE Ed Van-Otoo, TC Cathy Beaver
 - b. Pledge of Allegiance: said
 - c. Recognition of Visitors: 5
 - d. Announcements:
 - Town Hall closed Wednesday, July 4, 2018 for Independence Day – Stay Safe
- III. Additions/Deletions to Published Agenda:
 - a. CM High said to delete 6c, manager not here and add PNC bank presentation on a deposit system after additions
 - b. CW Gorman motioned, CM Dugan seconded with unanimous vote to approve the agenda with the above addition and deletion.
- IV. PNC presentation: Lori Heckle and Carolyn Garcia
 - a. Lori Heckle introduced herself and said she has been with PNC for 30 years. She added she moved to Delaware from New York in 1987 and is a business banking manager for million dollar plus accounts. Met with Mayor Sutton and FC Loboizzo last month, didn't know until that meeting that Mr. Hatton was no longer Mayor. All the signature cards are changed and everyone is removed from the accounts that should be. We came up with a few solutions and a proposal for protection and transparency for payments made through the Town Hall, this is strictly a proposal for Council to consider. She said the Pinnacle process is awesome and the training is unlimited. Mayor Sutton is now the administrator and he would assign the scope of work for everyone who has access. Before the meeting last month, Mr. Hatton had complete control over the account and was the only one who still had access to it, even though we often encouraged him to add another administrator. It is never good when one person has total control. That has now been fixed and there are several administrators on the account – everything is transparent.
 - b. Carolyn Garcia introduced herself. She works in the back end at PNC in treasury and has also been with the bank for 30 years. After looking at the way the Town brings money in and pays the bills, the proposal we are proposing will help streamline the process. PNC owns their own zip code in Philly (home base) and we give our clients a PO Box number. Payments are picked up 9 times a day, everything is scanned, checks and invoices are presented to the client at the end of every day. Anyone with access can log onto a screen and do everything electronically; it is more efficient to get rid of a paper base process. All checks we receive and process are shredded 14 days after we receive them, per law.
 - c. CM High asked if there is an efficiency quote in man hours.
 - d. Carolyn said this proposal would cost between \$400.00 and \$500.00 dollars a month; you can't pay someone that amount of money to do what Pinnacle will do.
 - e. Lori added this process would free up the employees to do other Town business.
 - f. Mayor Sutton asked what the cutoff is for the number of checks to be processed monthly.
 - g. Carolyn said this quote is based on 430 checks a month, every check over that will cost an additional 75 cents. She added that Council can limit the scope of work a person can do in the system.
 - h. CM High stated many elderly residents pay with cash only. Lori stated cash deposits would still be a manual process, you need to encourage people not to pay in cash.
 - i. Mayor Sutton asked how the lockbox system would be compatible with our current finance system and was told the IT people from Edmunds and PNC would have to work together to make it work.

- j. TA Townsend asked if there is a time period for the contract. He was told no, it costs \$100.00 for the startup fee and \$250.00 to close the box at any time. There are no other fees and the box can be closed any time.

V. Council Minutes

- a. Approval of May 23, 2018 Council minutes
 - CW Gorman motioned, CM High seconded with unanimous vote to approve the minutes as written.

VI. Mayors Report

- a. Discussion/possible vote on street lights for Streetscape, Phase II
 - Phase II of the streetscape is in the last phase of planning. DelDot wants an answer from Council on what we plan on doing about the streetlights. It was brought to our attention at the public hearing that only 10 of the original 28 lights will be installed because of incorporated Town parcels. The 10 lights in this phase will come as far as the Town Hall. Does Council want the streetscape to look consistent and have the lights put in; or as we have discussed over the past year and half, Delmarva has a monopoly on the electric here and we pay rental on the poles also, do we want to hold off on the lights being installed but have the underground wiring run for future lights or solar lights.
 - In the following discussion it was determined that TE Van-Otoo did a study and solar lights will cost between \$5,000-\$8,000 each. Solar lights are still unknowns; not sure how long they last or put out and if the grid wears out, it is pricey to replace it.
 - It was also determined that if the Town puts the rest of the lights in (18 total), they will be different than what we already have and the 10 being installed in this phase as NCC doesn't like the lights we have in our streetscape; the additional 18 lights would likely be cobra lights. Mayor Sutton added the only way the lights will be put up is if all the residents from the Town Hall to Rt. 71 sign an agreement with NCC to pay for the lights. These are all enclaves and not part of incorporated Townsend.
 - After a long discussion, CW Cook asked if this decision could be tabled until the next meeting on July 11th so all of Council could do some research. All agreed, the streetscape light issue will be added to the July 11th agenda for a vote.

VII. Reports

- a. Town Attorney Fred Townsend III:
 - Have a BOA hearing at 11:00 am tomorrow. It will be Mayor Sutton and TE Van-Otoo's first hearing.
 - Have satisfied my first lien for the Town with my new firm.
 - Have been working on a personal issue that will be discussed in executive session after this meeting.
 - Just want to comment that Mayor Sutton stated in a previous meeting that he isn't on Council or serving as Mayor for personal political gain. Just want to advise that once a Mayor, always a Mayor and you will possibly be addressed as "Mayor" after you leave office. This just attests to your character; you are doing this for the Town.
- b. Town Engineer Edwin Van-Otoo:
 - Approved 2 new home permits.
 - BOA meeting tomorrow.
 - Mayor Sutton asked if TE Van-Otoo has any opinion or comment on what Handler is looking for in the BOA hearing.
 - TE Van-Otoo started to discuss his opinions on the hearing and TA Townsend asked that this discussion be saved for the hearing tomorrow; we can characterize generally but we need to hear from the applicant first.
- c. Town Manager Dawson Green: deleted – not here.

VIII. Committee Reports

- a. Finance: Chair – Mayor Rudy Sutton
 - Discussion of FY 2018-2019 budget
 - I.** CW Gorman mentioned Council forgot to add Pitney Bowes postage which is a significant cost to the Town to the budget and the PC will need some money this year for the IPA to work on the comp plan revision.

- II.** Mayor Sutton and Council went through the budget line by line and made the following changes:
- a. Expenses
 - i. Acct 01-6005-000 – Temporary Help was reduced to \$13,000.00
 - ii. Acct 01-6070-000 – DLLG was reduced to \$3,000.00
 - iii. Acct 01-6180-030 – Town Hall cleaning reduced to \$4,475.00
 - iv. Acct 01-6260-030 – Pitney Bowes Postage – increased to \$7,000.00
 - v. Acct 01-6290-020 – IPA Services – increased to \$5,000.00
 - vi. Acct 01-6390-000 – Travel & Entertainment – reduced to \$0
 - vii. With the above additions/deletions, the total expenses are \$919,475.00
 - b. Revenue
 - i. Acct 01-5070-000 – Franchise Fees – add \$1,000.00
 - ii. Acct 01-5100-010 – General Impact Fees – add \$11,000.00
 - iii. With the above additions/deletions, the total revenue is \$919,475.00.
 - iv. The budget is balanced
- Vote to approve FY 2018-2019 budget
 - I.** CW Gorman motioned, CM Dugan seconded with unanimous vote to approve the FY 2018-2019 budget effective July 1, 2018.
- b. Public Works: Chair – CM Ed Dugan
 - There are pot holes and sink holes on Main street that need fixed.
 - Mr. McDonald said to call Artesian water and have them check to see if there is a water leak.
 - Mr. Haines stated the sink holes could also be caused by a sewer leak, should also call NCC Sewer.
 - CM Dugan said the concrete trucks are running up over the bump outs of the streetscape, we need to call them.
 - CM Dugan said he believes Railroad Avenue is one of our biggest issues. The intersection at Railroad and Main is dangerous, have to pull halfway into the road to see if you can turn. Suggest we talk to the state about making it a one-way road running north and Chestnut Street one way running south. This should also slow down traffic.
 - Mayor Sutton stated he will email the DelDot contract to CM Dugan.
 - Mr. McDonald asked if anything can be done with the one lane bridge on Summit Bridge Road and was told DelDot is looking into it.
 - c. Land Use & Development: Chair – CW Lorraine Gorman – nothing to report
 - d. Community Relations: Chair – CW Cindy Cook – nothing to report
 - e. Veterans Committee: Co-Chairs – CW Cindy Cook & CM Steve High
 - CM High announced June is PTSD Awareness month and June 27th is National PTSD day. It isn't just for the military, it transcends to the entire population but the military has more or less harnessed that day. If you know anyone suffering silently, there is some information they can pick up at the Town Hall.
 - Mr. McDonald told Council that Mr. Swanson, lives behind the Town hall, is a Korean war veteran. The Town should recognize him.
 - CM High said we will recognize him and still plan on having a ceremony this year.
 - f. Public Safety: Chair – CM Steve High – nothing to report
 - Mr. McDonald stated there is a major problem on Ginn Street. Approximately 85% of the cars coming out of the development don't stop at the stop sign, going to be an accident there.
 - Mayor Sutton said speeding is a problem all over Town. He asked Council how they feel about possibly installing some electronic signs mounted on poles to show the speed a car is traveling.
 - Mr. Haines said he looked into them while he on Council; they were very expensive then, could be cheaper now. He added there is still a big problem, at Main Street and Rt. 71.
 - Mr. Dugan said there are places in Maryland with the speed signs that take your picture if you are speeding and you are mailed a ticket.
 - CW Cook said she got several cars to leave the park, they were all sitting there smoking pot. The drug activity is picking up again.
 - g. Parks & Recreation: Chair – CW Lorraine Gorman
 - Upcoming Events

- I.** Movies Under the Stars
 - a. 7/13/18, TBA – Premier Physical Therapy co-sponsoring the movie – Jumanji will be the movie shown.
 - b. 8/10/18 - TBA
 - II.** Annual Town Fair and Parade – 9/22/18
 - III.** Christmas Caroling in the Park – 12/9/18
 - IX.** Citizens Comments & Participation:
 - a. Mr. McDonald told Council that on May 15th he complained about the drainage problem at Gray and Ginn Streets. Every time it rains his driveway and the entire intersection floods with muddy water. A week later the manager, Mr. Green told me the trailer was being removed and the drainage would be fixed and the area closed off where the trailer is to fix the problem. To date, nothing has been done and it still floods and fills my driveway with every rain. He asked Council to implement a policy so Council is aware of every complaint and what is going to be done and is done about it. Right now, there is no follow up. The street sweeper comes around all the time from the developer but it doesn't fix the problem.
 - b. Mayor Sutton and TE Van-Otoo both said they will call the developer tomorrow.
 - c. CW Cook apologized the issue hasn't yet been fixed.
 - X.** Motion to Recess for Executive Session: 9:01, CW Gorman motioned, CM High seconded with unanimous vote.
 - XI.** Motion to Convene Executive Session:
 - a. In accordance to 29 Del. C. §10004 (b) (9) the Town Council will be meeting in executive session to discuss personnel matters
 - XII.** Motion to close Executive Session & Re-Convene Council Meeting
 - XII.** Adjournment:
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