



## Townsend Re-organization/Council Meeting Minutes June 6, 2018

### 7:30 pm – Re-Organization Meeting

- A. Call to Order: 7:30 pm
- B. Roll Call: Mayor Rudy Sutton, CM Jermaine Hatton, CW Lorraine Gorman, CW Cindy Cook, CM Steve High, TA Fred Townsend, TE Ed Van-Otoo, TM Dawson Green, TC Cathy Beaver
- C. Pledge of Allegiance: Pledge was said
- D. Introduction of new Council Members:
  - a. Mayor Sutton introduced Council incumbents Cindy Cook and Edgar “Ed” Dugan and asked them to come forward and take their oath of office.
- E. Oath of Office for newly elected Council Members:
  - a. Cindy Cook
  - b. Edgar (Ed) Dugan
  - c. CW Cook and CM Dugan read and signed their oath of office to serve a two (2) year term on Council.
- F. Introduction of entire Council: Rudy Sutton, Lorraine Gorman, Cindy Cook, Steve High, Ed Dugan
- G. Presentation to CM Jermaine Hatton:
  - a. Mayor Sutton read the proclamation written to honor Jermaine Hatton’s six years of service to the Town serving as a Councilman in 2012, 2016 and 2017 and Mayor in 2013, 2014 and 2015. Mayor Sutton also presented CM Hatton with a statue thanking him and his bronze name plate.
  - b. Mr. Hatton then left the meeting and the building.
- H. Nomination and Election of Town Mayor for one (1) year term:
  - a. CW Gorman stated as the senior councilmember, she would like to nominate Rudy Sutton to serve as Mayor again for the following year. She added it has been an honor and pleasure serving with Mayor Sutton the last two (2) years; believe we are moving in the right direction and he is a leader I want to follow.
  - b. CW Cook seconded the motion and agreed with all of the above.
  - c. There was no further discussion - vote unanimous. Rudy Sutton will serve as Mayor for the next year.
  - d. Mayor Sutton thanked Council and all clapped.
- I. Oath of Office for Mayor:
  - a. Rudy Sutton read and signed the oath of office for Mayor.
  - b. After taking his seat, Mayor Sutton introduced the new Council as follows: Mayor Rudy Sutton, CW Lorraine Gorman, CW Cindy Cook, CM Steve High and CM Ed Dugan.
- J. Adjournment: 7:40 pm, CW Gorman motioned, CW Cook seconded with unanimous vote.

### 7:45 pm - Council Meeting

- I. Call to Order: 7:48 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, TM Dawson Green, TC Cathy Beaver
  - b. Pledge of Allegiance: The pledge was said.
  - c. Recognition of Visitors: 16
  - d. Announcements: none
- III. Additions/Deletions to Published Agenda:
  - a. CM High asked to change the name under 7a to Master Corporal William Walker and to delete 8e.
  - b. CW Cook asked to delete V, he is not here and delete 8f as have nothing to report.
  - c. CW Gorman motioned, CM Dugan seconded with unanimous vote to accept the agenda with the above changes.
- IV. Wilmapco presentation – Heather Dunigan
  - a. Heather thanked Council for having her tonight. She is working on a bicycle friendly Delaware state wide project and Townsend is the first Town to have a public hearing in New Castle County. This was approved by the state in April and puts the responsibility on the Towns and local governments. We want to help by educating all and meet the needs of long range riders and Town riders. We are in the information gathering stage, trying to identify/map existing bike trails and find other good trails for people to ride with the long-range plan of connecting the state with bike paths. The county roads around Townsend may be a challenge but we are up to the challenge. DelDot is working with us and trying to make dedicated roads/transportation connections in the country surrounding the Town. She added that Delaware has one of the most aggressive bike laws. A new law was recently passed called “Safe Biking Delaware”. The state has directed us to map this project and prioritize the projects. It is important we talk to all Towns and make sure the smaller Towns benefit as much as the urban areas. This is all funded by

state and grant money. DelDot has a pot of money dedicated to bike paths. We have to make our presentation next spring. She asked everyone with any suggestions/questions to email her at [hdunigan@wilmaco.org](mailto:hdunigan@wilmaco.org).

- b. In the following discussion all agreed it would be nice to connect the state with bike paths however, there are many very narrow roads with no shoulders and deep ditches surrounding Townsend. Very dangerous for riders and walkers.
- c. Corporal Walker verified with Heather that bike trails will only be added where there is room.
- d. Mr. Romero commented that it is good to go green and do this, however we are a small Town and need to share the space with the farmers, that would be a higher priority for me.

V. Joseph Ushinskil – Natural Harbor Farm (CW Cook) – deleted, not here.

#### VI. Mayors Report

- a. Discussion/possible vote to have Town trucks left at Town Hall daily
  - Mayor Sutton stated we discussed this at the last meeting and asked for a vote.
  - CM High motioned, CW Gorman seconded to leave the Town trucks at the Town Hall after work hours and weekends and holidays.
  - In the following discussion, CW Gorman stated there will be exceptions, example: Friday is our first movie under the stars and George will need the truck to keep fuel in the lights and help where needed.
  - Council all agreed that the Mayor would be notified of special circumstances when a truck would be used after hours or on the weekend.
  - Vote – unanimous.
- b. Discussion/possible vote on Waste Industries contract
  - TA Townsend stated Council all have a copy of the new trash contract. Talked to Pat Luce at 6:00 pm last night and Waste Industries agreed to all our requests and added them to the contract. He advised Council to accept this contract and authorize Mayor Sutton to sign the agreement.
  - CW Gorman asked that this contract go back out for bid in 2021 prior to the expiration date.
  - TA Townsend said the initial term is 3 years; if choose not to renew the contract Council must give Waste Industries 90 days' notice.
  - After more discussion, it was verified this is a 3 year contract with 2 additional years if Council wishes to retain Waste Industries. The rate will stay the same the first 3 years and increase the last 2 years
  - CW Gorman motioned, CW Cook seconded with unanimous vote to have Mayor Sutton sign the Waste Industries contract with no further changes.
- c. Discussion/possible vote to change July 4<sup>th</sup> meeting date
  - Mayor Sutton stated July 4<sup>th</sup> falls on the first Wednesday of the month. After discussion, Council agreed to have the Council meeting on July 11<sup>th</sup> and the workshop on July 18<sup>th</sup>.
  - CW Gorman motioned, CM Dugan seconded with unanimous vote to change the Council meeting from July 4<sup>th</sup> to July 11<sup>th</sup>.

#### VII. Reports

- a. State Police: Master Corporal William Walker:
  - At the last meeting I discussed the state police patrolling Townsend daily. That has now been cut back, each shift has to come up with a proactive plan for the Town and this has already been started.
  - There was a motorcycle fatality on Wiggins Mill Road last week. Troop 9 is dedicating time to bike safety on back roads as they tend to drive like idiots in warm weather.
  - CM Dugan asked if the patrolmen could make sure they patrol the park after dark. The park closes at dusk, I yell at teenagers all the time to get out of the park after dark.
  - Cpl. Walker stated they always patrol the park when in Town.
  - Ms. Willey said there is a new drug dealer that sits at Railroad Avenue and Gray Street nightly selling drugs. Cpl. Walker said to call 911 every time she sees him to report a suspicious vehicle and try to get a description of the vehicle.
  - Mr. Fitzhugh complained about all the trucks and cars with loud pipes.
  - Cpl. Walker said the law says a vehicle must have a muffler and there are loud pipe laws too. He added he stops loud cars all the time and they have 3 days to fix them and go to the DMV. He said they are also aware of the gray mustang in Town and all are watching for it.
- b. Representative Jeff Spiegelman: deleted
- c. Town Attorney Fred Townsend III:
  - Since the last meeting have worked on the Waste Industries contract and some personnel issues.
- d. Town Engineer Ed Van-Otoo:
  - Prepared a memo on the streetlights and sent an email to Council late this afternoon. Would like council to review it and get back to me.
  - Have done a lot of research on different solar options and would like to have a company do a presentation on solar lighting in the future.
  - CW Gorman asked if anything was being done on the landscaping in TVII West.

- TM Green said Mark is not being responsive to anything.
  - CW Gorman asked what will be done next; we have no escrow and nothing to fall back on.
  - Mayor Sutton asked TA Townsend for advice on how to move forward to complete this issue.
  - TA Townsend said he has several things to discuss with TM Green, will add this to the list.
  - Mr. Romero said residents are having problems with the HOA in TVI. He asked how many homes are to be built in the development and were more homes added to the original plan. Would like guidance to enable us to deal with the HOA.
  - TM Green said there are 242 buildable lots and around 197 homes done. The plat can't be changed after the fact.
  - After doing the math, Mr. Romero said they are about 90% built out, need 3 more homes done to form our own HOA.
- e. Town Manager Dawson Green:
- No response from Sapperstein on the punch list.
  - Handler has 10 lights ordered to install in TVII East where they are building.
  - BC Communities billed HOA light fees for the 1<sup>st</sup> quarter; residents shouldn't ever see a light bill again from the HOA.

### VIII. Re-organization of Committees and Committee Reports

- a. Mayor Sutton said we have an open committee but all committees are on the table for discussion.
- b. CM High said the new guy should have to take over any open committees like I did.
- c. CW Gorman stated it wouldn't be fair to stick finances on him.
- d. CM High asked if CW Gorman doesn't think he is capable.
- e. CW Cook said not to put words in her mouth.
- f. Mayor Sutton said he spoke with CM Dugan who is willing to help where ever needed. He added he would be taking over the Finance Committee and CM Dugan is taking over Public Works.
- g. CM High asked CM Dugan if he wants to be chair of finance.
- h. CM Dugan said he would be comfortable with the committee but agrees with Mayor Sutton; all of Council can look at the finances, believes Mayor should be chair.
- i. The rest of the committees will continue to have the same chairs, see below.
- j. CW Gorman motioned, CM Dugan seconded with unanimous vote to accept the re-org of the committees.
- k. Finance: Chair - Mayor Rudy Sutton
  - Schedule Budget meeting – Mayor Sutton stated Council needs to have a meeting to hash out for budget for FY 2019 which will go into effect 7/1/18.
  - CW Cook asked if Mr. Hatton had turned over all the information for the finances and budget notes to date.
  - Mayor Sutton said no. He added PNC has to have the minutes from the re-organization meeting showing CM Hatton is no longer on Council. Also met with Lori Hinkle from PNC and she gave some advice on changing the administrator information on our accounts to help get the ball rolling. Everything should be changed over by the end of the week.
  - Mr. Emsley asked how many people must sign a check and was told 2.
  - CM High asked the status of the audit, have we received anything, need to see if it is being done.
  - TM Green said paperwork is normally sent to the Mayor, he hasn't seen anything.
- l. Public Works: Chair – CM Ed Dugan
  - Streetscape discussion
    - I. CM Dugan said he learned a lot attending the streetscape workshop prior to the meeting. The project is being subsidized with federal government money so DelDot won't repave Main Street until the streetscape. We have potholes that need fixed and I will address it with DelDot.
- m. Land Use & Development: Chair - CW Lorraine Gorman
  - Appoint new Planning Commissioner
    - I. Three people are interested in this position. The planning commissioners asked for a bio on each candidate and will make a recommendation to Council. Hope to appoint a new member at our next meeting.
- n. Veterans Committee: Co-Chairs – CM Steve High & CW Cindy Cook – nothing to report
- o. Public Safety: Chair – CM Steve High - deleted
- p. Community Relations: Chair – CW Cindy Cook - deleted
- q. Parks & Recreation: Chair – CW Lorraine Gorman
  - 3 Movies under the Stars
    - I. 6/8/18 – Paddington II – Sponsored by Mountaire Farms
      - a. CW Gorman stated this was advertised in the Transcript, there will be one code red announcement tomorrow and CM High verified the State Police will be there. Iron Source is providing the lighting for the event.

**II.** 7/13/18 – TBA – Premier Physical Therapy co-sponsoring movie

**III.** 8/10/18 - TBA

- Annual Town Parade & Fair – 9/22/18
  - I.** We still need bands. MHS and AHS never come or respond to emails and calls.
  - II.** Met with NCC last week and walked the park with them. They are looking at options they can add to our park rather than try to build a new park down here. They will also reach out to their Community Reach program about holding concerts in our park.
- Christmas Caroling in the Park – 12/9/18
- Ivonne and I went to a website class. The website will be redone this year; adding more information and more links. It will also have record retention. Am meeting with the archives in July.
- CW Cook asked if Ivonne will be taking over the website and was told yes. It should be maintained in the office.
- Have completed our renewal for the National Wildlife Federation. There are free magazines in the lobby; the butterfly garden has been refreshed with new mulch and labels. The Brownie troop painted stepping stones and put them in the garden. This has nothing to do with the park; CW Jennings started it years ago and I have to keep it up yearly for the Town to be recertified. We were the first Town in the state to be certified – it shows we care about the environment. We have a list of all homes in Townsend that have been certified as a wildlife habitat and there is information on the website.
- CM High asked if donations cover the costs for this and was told no, it falls under the general budget. Spend less than \$200.00 a year on it.
- CM High said it needs to be included in the upcoming budget so the money can be accounted; it can't just be taken from anywhere.
- CW Gorman said that will be up to Council.
- CW Cook stated CW Gorman keeps very thorough records and CW Gorman stated anyone can see my books anytime.
- Tim O'Shields from the fire company said they will be at the Town fair selling BBQ. He said they will also bring firetrucks and set up a recruiting table. Got about 20 volunteers from the last fair and most of them are still there. We are also doing the BBQ the last Saturday of every month. Our open house is coming up soon. We will be purchasing a new tanker soon, the last one we purchased was in 1988. Spring fling is this Saturday in Harrington. Tim said his phone number is 302-354-4695 and if the Town needs anything to please give him a call.

**IX.** Citizens Comments & Participation:

- a. County Representative Bill Powers introduced himself and stated he is running for re-election this year. Our zip code, 19734 is a huge area and some of the southern area is in the Smyrna School District. You can call me anytime at Power's Farm or call Ruby Dillmore, my assistant who can always reach me, if you have any issues. The county budget has failed 3 times; Mr. Meyer was asking for a 15% tax increase and we don't want it. There are 12 districts that generate 22 million in taxes and fees. The only county park in this district is across from the old Town Hall. We need paramedics in Townsend, calls have gone up dramatically and they are all upstate. We need to shift some of them south of the bridge to us. We need 2 full time paramedics assigned to us. Kent County paramedics respond to many of Townsend calls because there are no NCC paramedics here. There are no NCC benefits to or in Townsend.
- b. Mr. Emsley said he bought his 1<sup>st</sup> property in Town 13 years ago. Love this cute Town. Have tried unsuccessfully for 13 years to get rid of all the rusted old cars in people's yards and on the streets. Part of the rental ordinance requires no junk cars on the property; why is Council not concerned about junk cars on all the other Town properties. You won't find any on any of my rental properties. He added that he pulled up the Delaware Code and went to Troop 9 last week and gave them the expired tag numbers and location of several vehicles in Town. The trooper said they are illegal and the police will tag and tow them. The officer that was here tonight was going by to tag the two vans in Townsend Station when he left. Have no problem with the rental ordinance stating no junk cars permitted on rental properties, but makes no sense when nothing is done with all the expired tag/junk cars throughout Town.
- c. CW Cook stated Council is concerned and have tried to get things done throughout Town.
- d. CW Gorman agreed it was a great point and more does need to be done to clean up the Town.

**X.** Motion to Recess for Executive Session: 9:51 pm, CW Gorman motioned, CM Dugan 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: