



Townsend Council Meeting Minutes
August 22, 2018

7:00 pm – Council Meeting

- I.** Call to Order: 7:00 pm
- II.** Opening Ceremonies
 - a. Roll Call: CW Lorraine Gorman (acting Mayor), CW Cindy Cook, CM Ed Dugan, TE Ed Van-Otoo, TC Cathy Beaver
 - b. Pledge of Allegiance: Pledge was said.
 - c. Recognition of Visitors: 5
 - d. Announcements: Town Hall closed 9/3/18 for Labor Day
 - CW Gorman thanked all for coming.
- III.** Additions/Deletions to Published Agenda: - no quorum, can't vote.
- IV.** Mayors Report
 - a. CW Gorman said Mayor Sutton couldn't be here tonight but wanted me to share some information.
 - b. We met with Lennar Homes last week; they want to improve Townsend Acres on Rt. 71 which was recorded in the 70's and they want to meet with the planning commission.
 - c. We also met with Rt. 71 Investments, the investors for the Woods at Hidden Creek. There was some confusion on the process that has to be followed. Thanked TE Van-Otoo for clarifying the process for the builder. TA Townsend is going to write the process to follow in the future. We all received plans last week to review prior to meeting with the developer.
 - d. Ms. Albert said we are now developing under the 1990 guidelines for land development; it is not current and causing some of the issues we are running into. She asked if this will be changed in the new procedures.
 - e. TE Van-Otoo stated he has talked to Mayor Sutton about some Town codes that need to be updated prior to building.
 - f. Ms. Albert stated she will send an email also as a reminder.
 - g. Mr. Emsley asked if the developments in Town were built under the 1990 guidelines and Ms. Albert said yes.
 - h. CW Gorman said the State and NCC still has to approve all site plans and they must be recorded. She added everything is being addressed so we can go forward correctly.
 - i. TE Van-Otoo said their focus is on the intersections and how it affects the roads and sewer.
 - j. Mr. McDonald asked if the residents can review development plans and CW Gorman said yes. We are currently going through the review process now.
- V.** Reports
 - a. Town Attorney Fred Townsend III: not here
 - b. Town Engineer Edwin Van-Otoo:
 - I have a letter issued 8/14/18 from NCC Conservation about some issues with the ponds and erosion and the construction entrances in TVII East and West. All the issues must be fixed by the end of the month per the Conservation office and the developer is working on the issues now.
 - Just received the plans to review on the Woods at Hidden Creek.
 - Received 2 new home permits and am reviewing them.
 - Ms Albert asked if TE Van-Otoo was able to meet with Handler to discuss the entrances and roads in the Woods at Hidden Creek.
 - Mr. Van-Otoo said yes, he did. South Street is now going to be an entrance, it won't just be for emergency access.
- VI.** Committee Reports
 - a. Finance: Chair – Mayor Rudy Sutton
 - Discussion/possible vote to incorporate new PNC finance software

- I. Council will not be voting on this. After talking to our finance clerk, we don't feel this is a good system for the Town.
- b. Public Works: Chair – CM Ed Dugan
 - Am sending a letter re a complaint that has come in. It is apparent a stormwater drain in the resident's back yard is backed up. I must make the homeowner understand it is their responsibility to clean the drains in their yard.
 - I. TD Van-Otoo stated it is a recharge unit. The water runs off the roof and goes into the ground rather than into storm drains. Not all lots have it, depends on the location of the property. It is a filter and keeps contaminants out of the water.
- c. Land Use & Development: Chair – CW Lorraine Gorman
 - Nothing to report.
 - Ms. Albert asked the status of the parcel that was to be annexed into Town.
 - CW Gorman said we haven't received any annexation requests.
 - Ms. Albert clarified it is the parcel on Rt. 71 which is to be the entrance to Woods at Hidden Creek.
 - Cathy stated that parcel has been annexed into Town for a while now.
- d. Community Relations: Chair – CW Cindy Cook
 - Award Townsend Scholarship
 - I. The Town scholarship has been awarded to Maurice Williams Jr. His credentials and volunteer experience were excellent.
 - II. We are taking nominations for the Town Volunteer of the Year. The award will be presented at the Town fair. Please send in your recommendations.
- e. Veterans Committee: Co-Chairs – CW Cindy Cook & CM Steve High – nothing to report.
- f. Public Safety: Chair – CM Steve High - not here
- g. Parks & Recreation: Chair – CW Lorraine Gorman

- Website Updates
 - I. In the process of converting to the new website which will go live on 9/4/18. Basically, it is the same but more user friendly. Residents can sign up for emails if anything new is posted. We did this years ago and a glitch in the system stopped it from working.
 - II. We added a resident information icon; it will have all the contact information residents may need.
 - III. Down the road we hope to post more information residents are interested in; need resident feedback on this.
 - IV. Mr. Emsley asked if he signs up for the emails through the website, will he be blasted with emails.
 - V. CW Gorman said he will only receive any new posts, not meetings or anything like that.
- Upcoming Events
 - I. Annual Town Fair and Parade – 9/22/18
 - a. Have filled all the food vendor spots; over 70 vendors registered and more coming in daily.
 - b. We need volunteers; please call if you can help.
 - c. Mayor Sutton will be handling the contests, CM High will handle the traffic control and police co-ordination. Hope the fire company will help with this again this year.
 - d. CW Gorman asked CM Dugan if he would help with the Town table and parking and he said yes.
 - e. Parade is shaping up; Smyrna High School Band will be here again this year.
 - II. Christmas Caroling in the Park – 12/9/18

VII. Citizens Comments & Participation:

- a. Mr. McDonald asked if there has been any progress to fix the hole from the downed tree on his property.
- b. CW Gorman said TE Townsend is handling this; we will have to get back to you.
- c. Mr. McDonald asked if Council has discussed having document control.

- d. CW Gorman said they haven't made any decisions. All of Council has stepped up in the absence of a manager to handle all complaints and issues as they come up. Everything is listed on the complaint log and sent to Council weekly; complaints are being sent as they come in to all of Council.
- e. A resident asked how long the Town has been without a manager and was told since July 31st. The resident asked why the residents weren't informed of this change.
- f. CW Gorman stated Mr. Green resigned and the staff and Council are handling all issues at this time.
- g. CW Cook added that Mr. Green resigning is private; Council can't send out information. The Town is not slacking; all issues he handled are being addresses.
- h. Mr. Emsley said it would be helpful if Council cell phone numbers be added to the Town business cares. If the Town provides a phone, the number should be available to the residents.
- i. Mr. McDonald asked who a resident can contact after hours in an emergency and was told the Mayor, as it has always been.
- j. Mr. Bates said he can set it up for free through google for Council calls to transfer to their personal phone numbers without giving out the number.

VIII. Motion to Recess for Executive Session: no quorum – executive session cancelled.

IX. Motion to Convene Executive Session:

- a. In accordance to 29 Del. C. §10004 (b) (4) the Town Council will be meeting in executive session to discuss personnel matters.

X. Motion to close Executive Session & Re-Convene Council Meeting

XII. Adjournment: 7:35 pm, meeting adjourned.
