

**Townsend Council Meeting Minutes
January 2, 2019**

7:30 pm - Council Meeting

- I.** Call to Order: 7:30 pm
- II.** Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CW Lorraine Gorman, CM Steve High, CM Ed Dugan, CM Rob Leight, AA Ivonne Romero
 - b. Pledge of Allegiance: Pledge was said.
 - c. Recognition of Visitors: 6
 - d. Announcements: none
- III.** Additions/Deletions to Published Agenda:
 - a. CM High asked to delete 7 c, d and e.
 - b. CW Gorman asked to delete 7c, the vote to waive the performance bond.
 - c. CW Gorman motioned, CM High seconded with unanimous vote to approve the agenda with the above deletions.
- IV.** Council Minutes
 - a. Approval of 12/5/18 Council minutes
 - Minutes will be moved to the next meeting agenda.
- V.** Mayors Report
 - a. Discussion/possible vote to be liaison between TFC and Senator Ennis
 - Not sure if Council has seen the request and information for these funds from our fire chief, Rickie Clark. The Town would not be spending any money, we must be the liaison between the fire company and Senator Ennis to enable the fire company to get the funds.
 - CW Gorman motioned, CM Dugan seconded with unanimous vote for the Town to be the liaison between the fire company and Senator Ennis.
 - b. Discussion/possible vote for waiver of sign ordinance
 - Mayor Sutton asked to move this to the next agenda. We are still collecting literature.
 - c. Discussion/possible vote for roof repairs contract
 - Council is aware of different leaks at Town Hall.
 - Received calls from 5 contractors but only 2 bid on the work. I met with both contractors and showed them where we were having problems, especially over the kitchen area.
 - The 2 contractors to bid were: Kirkin Roofing and R Short Roofing.
 - Mayor Sutton said after looking at the two bids, because the roof/ceiling in the kitchen area has always leaked, personally believe it needs completely torn away and repaired, not just patched.
 - Mr. Haines asked why we can't go back to the general contractor that did the Town Hall to have this fixed. He had his roof done 2 years ago and it has a 50 year warranty.
 - Mayor Sutton said when the building was renovated, very little of the roof was worked on. In hindsight, we should have had the hall completely re-roofed, but we didn't. We can do the less expensive repair, but not sure it will fix the problem.
 - CM High verified Mayor Sutton talked to both contractors. He asked if R. Short were to bid exactly as Kirkin did, what would they charge for the work.
 - Mayor Sutton said we could ask them. Really believe we need to fix the flat roof over the kitchen.
 - After much discussion, CM High stated we may want to have the entire roof replaced rather than piece meal it now, and we would have a warranty.
 - Mayor Sutton said we are going to do that but this leak needs to be fixed now, before they cause more damage. Spend a minimum now to stop the leaks and put an RFP out in the future to have the entire roof done. Meanwhile we have a bid for \$2,575.00 from R. Short Roofing

and one for \$4,890.00 from Kirkin Roofing. Based on what we have discussed, would like a motion to hire R. Short Roofing.

- CW Gorman motioned, CM Dugan seconded.
- Mr. Haines asked if anyone did a background check on the companies.
- Mayor Sutton stated he did, both companies have been in business about 2 years and Kirkin Roofing is said to be one of the top roofers in the state now. Both have their own websites, I know what contractors and people say about both since I'm in the construction world also.
- CM High asked how soon the work would be done once the contract is awarded. If we are going on the premise this needs fixed right away because of the leak, needs done immediately.
- Mayor Sutton said both contractors are aware it needs done ASAP and Ivonne can contact them tomorrow.
- Mr. McDonald asked if job has to be paid for prior to the work being done.
- Mayor Sutton said both only need a percent down and we can add our own terms. This job shouldn't take more than 2 days.
- CM High asked if we could add to the motion that if R. Short can't do the job immediately, it will make the contract null and void and Council can revisit the issue.
- Mayor Sutton stated we will amend the motion to award R. Short the job to be done this month. Council all agreed and vote was unanimous.

VI. Reports

- a. Town Attorney Fred Townsend III: - not here
- b. Town Engineer Ed Van-Otoo: - not here

VII. Committee Reports

- a. Finance: Chair – Mayor Rudy Sutton
 - Discussion/possible vote for fees schedule revision.
 - I. CW Gorman said our engineer as recommended several revisions to our fee schedule as the escrow accounts run out of money to quickly for his reviews. Basically, it will only be the escrow fees that will be changing in the schedule and some of it has been simplified and made more realistic. All the changes will be incorporated into a resolution to be read at the next meeting.
 - Impact fees for Fire Company
 - The Town will be presenting the fire company with a check for \$21,750.00 at the banquet next week for the fire house impact fees collected from new home permits approved last in 2018.
- b. Public Works: Chair – CM Ed Dugan
 - Waiting to talk to a guy from DelDot about roads
 - Want to pursue a few things in executive session.
 - CM Leight had a resident ask him about the potholes on Railroad Avenue and asked who is in charge of that.
 - CM Dugan said Railroad Avenue is a state road and that is what I wanted to discuss in executive session. He has pictures.
 - CW Gorman said that isn't something we would discuss in executive session.
- c. Land Use & Development: Chair – CW Lorraine Gorman – deleted from agenda
 - Discussion/possible vote to waive initial 120% performance bond for Phase 3E in Townsend Village – waiting on more information from engineer who is not at meeting. These potholes are 6-8 inches deep and she said she called DelDot 2 weeks ago and was told an inspector would be out to look at it. These pot holes are a safety hazard and the road is eroding as water stands there all the time.
 - Mr. Haines said to call the yard on Rt. 71 about the issue. It all needs dug out and fixed.
- d. Veterans Committee: Chair – CM Steve High – deleted from agenda
- e. Public Safety: Chair – CM Steve High – deleted from agenda
- f. Community Relations: Chair – CM Rob Leight- Presentation of awards for Lighting Contest
 - In the 2nd annual light contest the winners are:
 - I. 3rd place – Mertz family
 - II. 2nd place – Sisofo family
 - III. 1st place – Malone family

- IV. The families were presented their perspective baskets.
 - V. CW Gorman said the entire Town looked amazing this year and thanked residents for decorating.
 - VI. CM High said it is a lot of work, takes a lot of money and time but shows what this Town is about.
 - VII. CM Dugan thanked all for decorating. He has always decorated and has really cut back as the years go by.
- g. Parks & Recreation: Chair – CW Lorraine Gorman
- If anyone has any suggestions for activities to use the park, please call.
- VIII.** Citizens Comments & Participation:
- a. Mr. McDonald said it was previously discussed using the Code Red system to announce Council meetings.
 - b. Mayor Sutton said for a public hearing it may be good but not for a regular meeting. People don't like to get the calls.
 - c. Mr. McDonald discussed the code that states one of the board members must be a resident. Why can't a resident be added to the board? Only one member on the board is a resident, the Mayor. Residents need to make these discussions.
 - d. Mayor Sutton stated it was brought up about 4 years ago and Council decided not to do this but I believe it would be a good idea. We can look into it and we need to talk to Fred. Council is all in support of this.
 - e. Dave Carter said he is working on more county services in Townsend and is also still working on solar lights in the park. Keeping an eye on grants that would benefit Townsend.
 - f. Mr. McDonald said it came out in a PC meeting that the state level maps showing wetlands is wrong. Is anyone on Council looking into the mapping in Town to make sure it is right.
 - g. Mr. Carter said the county protects all wetlands. There are also federal laws. Policies have changed.
 - h. There was a long discussion about mapping.
- IX.** Motion to Recess for Executive Session: CW Gorman motioned, CM Dugan seconded to go into executive session (Cathy was not at the meeting, I do not know what time the meeting adjourned for executive session).
- X.** 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.
- XI.** Motion to close Executive Session & Re-Convene Council Meeting
- XII.** Adjournment:
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