

**Townsend Council Meeting Minutes
February 6, 2019**

7:30 pm - Council Meeting

- I.** Call to Order: 7:30 pm
- II.** Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CW Lorraine Sutton, CM Steve High (7:31 pm), CM Ed Dugan, CM Rob Leight, TE Ed Van-Otoo, TA Fred Townsend, AA Ivonne Romero, TC Cathy Beaver
 - b. Pledge of Allegiance: Pledge was said.
 - c. Recognition of Visitors: 5
 - d. Announcements: Town Hall closed Monday, 2/18/19 for Presidents Day
- III.** Additions/Deletions to Published Agenda:
 - a. CM High asked to delete 6a, 7d and 7e.
 - b. CW Gorman motioned, CM Dugan seconded with unanimous vote to accept the agenda with the above deletions.
- IV.** Council Minutes
 - a. Approval of 12/5/18 Council minutes
 - CM High motioned, CM Dugan seconded with unanimous vote to accept the minutes as written.
- V.** Mayors Report
 - a. Town Hall Roof Repairs
 - The contractor was here on Tuesday and made repairs to the Town Hall roof.
- VI.** Reports
 - a. State Police - deleted
 - b. Representative Jeff Spiegelman
 - On a finance break, will be back in session March 1st.
 - Putting together the budget and bond bill, MSA should remain the same as last year.
 - In March I will have a similar update; we won't have the budget or bond bill completed yet.
 - The legalization of the marijuana bill this year could potentially affect the Town; Townsend may want to create its own laws/ordinances.
 - c. Town Attorney Fred Townsend III:
 - Have continued to try to communicate with the developer in TVII about the punch list; he started out receptive but haven't heard anything in over 10 days.
 - We satisfied a lien; one of Cathy's duties is collections.
 - CW Gorman asked if the lien was satisfied because the home was sold and was told yes.
 - d. Town Engineer Ed Van-Otoo:
 - Woods at Hidden Creek – Construction plans are still being reviewed; should be done within 2 weeks.
 - Jim Curran submitted a construction review for Lifehouse Church; will get it tonight.
 - Phase 3E in TVI is starting.
 - Stormwater grant is on hold for now.
 - Mayor Sutton explained the grant is on hold for stormwater because this year's budget doesn't allow for a matching grant.
 - TE Van-Otoo said he talked to Mr. McDonald who gave him an old engineer firms name. They may have some plans on the stormwater drains in Town and am going to contact them.
- VII.** Committee Reports
 - a. Finance: Chair – Mayor Rudy Sutton
 - Discussion/possible vote on Baileys Lawn and Landscape contract for Town Hall sprinkler system

- I. This is an annual contract. Bailey's has been maintaining the sprinkler system since it was installed. The yearly is \$250.00 and if repairs are needed it would be \$65.00 per hour. This is the third year with our sprinkler system at Town Hall.
- II. CM High asked if any repairs have ever been needed.
- III. Mayor Sutton stated there was one last year; there was a break in the line and no one could figure out why it happened.
- IV. Mr. Haines asked if the \$65.00 per hour includes parts if needed and Mayor Sutton said it doesn't specify but believes parts are separate.
- V. CM High motioned, CM Dugan seconded with a unanimous vote to approve Bailey's contract.
- Excel Business Systems contract renewal
 - I. The six month contract is \$1340.36. Excel supplies our toner and does repairs.
 - II. CW Gorman motioned, CM High seconded with unanimous vote to renew the Excel contract.
- b. Public Works: Chair – CM Ed Dugan
 - Nothing to report.
- c. Land Use & Development: Chair – CW Lorraine Gorman
 - Discussion/possible vote to have Planning Commission review annexation request for Townsend Acres, Rt. 71
 - I. Townsend Acres is a development that was approved over 20 years ago and nothing was ever done with it. Someone has bought the property and hope to build; would like to annex the property into Town. This vote is only to have the Planning Commission review the annexation request.
 - II. CW Gorman motioned, CM High seconded with unanimous vote to have the PC review the annexation request.
 - Review/possible vote to approve Thomas McDonald request to combine his 2 parcels into one parcel
 - I. CW Gorman motioned, CM Dugan seconded to grant Mr. McDonald's request to combine his adjoining parcels into one parcel.
 - II. Discussion – Mr. McDonald explained he called NCC and was told he has to come to the Town with this request.
 - III. Mayor Sutton explained this is a very unusual request, but Cathy spoke to someone at NCC and learned what has to be done. If Council approves this request, Cathy will send a letter to NCC on Town letterhead explaining the request and stating Council approves of this request.
 - IV. TA Townsend made it clear to Mr. McDonald that if he does this, he will never be able to build a home on the second lot.
 - V. Mr. McDonald said that is why he bought the second lot years ago, they didn't want a home built there.
 - VI. CM High asked if this would reduce the taxes or light bills.
 - VII. Mayor Sutton stated it will remove one light bill.
 - VIII. Vote – unanimous.
- d. Veterans Committee: Chair – CM Steve High - deleted
- e. Public Safety: Chair – CM Steve High - deleted
- f. Community Relations: Chair – CM Rob Leight
 - We will hold an Autism Awareness event in April.
- g. Parks & Recreation: Chair – CW Lorraine Gorman
 - Easter Egg Hunt – Sunday, 4/7/19 @ 2:00 pm
 - Raindate – Sunday, 4/14/19 @ 2:00 pm
 - Movies Under the Stars: Friday, June 14, 2019, July 12, 2019 & August 9, 2019
 - Dave Carter gave Council information on solar lights in the park to help prevent vandalism (Wilmington has them). Council will look into this and see if there are any grants to help with it. Rep Carter recommended Council talk to Senator Ennis and Rep Jeff to see if they could help with the cost. Solar lights are very expensive.

VIII. Citizens Comments & Participation:

- a. Rep Carter said he encourages residents to get involved with the NCC Comp plan updates. They will be looking at patterns and options for all of NCC. Just initiated a project for affordable housing in southern NCC; asking Towns to give me a list of abandoned and vacant properties. Working with Habitat for Humanity and hope to apply for the Longwood grant to help with this project.
 - b. Mayor Sutton asked if NCC will reach out to the owners of vacant/abandoned properties.
 - c. Rep Carter stated inters will first look at the properties; there may be some other options that would be a better fit for some of the properties; this is only the first step.
 - d. Tim O'Shields – fire hall liaison – said he loves this Town, the Easter Egg hunt and movies. He said to let them know and they will bring a fire truck to all the events for the kids to climb on. He said the fire hall buying a tanker; it will cost over 800 thousand dollars plus hoses, tools, etc. It has been approved and is currently being built; should take about 9 months. This is why we have fundraisers. Our current tanker is a 1988 and has been revamped 2 times; caught on fire once. The BBQ's will start back up in April; there is a game show event this Saturday, 6:00 – 9:00 pm put on by Hogs for Hero's, a veteran motorcycle club. Chicken and dumpling dinner on 2/20/19. Ladies auxiliary donated \$130,000 to the fire hall this year, they are amazing! Tim stressed again that the fire hall wants to be part of all Town events – please call them.
 - e. Mr. McDonald commented that per our code, the BOA (Board of Adjustment) must have a resident on the board that isn't on Council and asked why we don't.
 - f. TA Townsend stated this is unfortunate; we have a code and charter which state different things for the BOA and the charter overrides the codes. Our code has criteria that is inconsistent with state laws.
 - g. Mr. McDonald asked why do we have 2 people on the BOA that don't live in Townsend?
 - h. TA Townsend said this is an entirely different discussion. He added he wants everyone aware that the charter is the law of the Town and we must abide with it and the state laws in all things. The codes need changed and the so does the charter. The Town is growing, and Council may need to look at this; as of now the charter says who is on the BOA and it also states Council can appoint 5 members of the community. The BOA has a lot of control and a lot of responsibility.
 - i. Mayor Sutton welcomed Ivonne Romero, our Administrative Assistant back to Town Hall.
- IX.** Motion to Recess for Executive Session: 8:23 pm, CW Gorman motioned, CM Dugan seconded with unanimous vote.
- 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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