



Townsend Council Meeting Minutes
July 10, 2019 @ 7:30 pm
Townsend Town Hall, 141 Main Street

7:30 pm - Council Meeting

- I.** Call to Order:
- II.** Opening Ceremonies
 - a. Roll Call: T.McDonald, E.Dugan, A.Franco, S.Lobdell
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III.** Additions/Deletions to Published Agenda:
- IV.** Mayors Report:
- V.** Reports
 - a. State Police: Lt. Anthony Hudak:
 - b. Representative Jeff Spiegelman:
 - c. Town Attorney Fred Townsend III:
 - d. Town Engineer Ed Van-Otoo:
- VI.** Committee Reports
 - a. Town Manager:
 - Discussion/ possible vote for Town Manager to explore audit versus financial review, Open discussion between, TM, J.Helms, Council, F.Townsend, about term of audit, financial review and all parameters. Motion for TM authorized to explore options, costs of and to proceed by A.Franco, seconded by E.Dugan. A. Franco yea, E.Dugan yea, S. Lobdell yea. Motion passed 08:00
 - Discussion/possible vote for the pass through of the funds and purchase of Gator for the Townsend Fire Company. Explanation of state vendor and procurement process and subsequent bid, to not go out for bid. Motion for TM to follow through the process for funding of gator for the Townsend Fire Company by A.Franco, seconded by S.Lobdell. Votes: A. Franco yea, E. Dugan yea, S. Lobdell yea. Motion passed
 - Beautification of the heart of town using banners – hardware \$700, flags TBD, looking for any people to help bring about
 - Revision of pavilion rental policy – reasons, liability, limiting number of people. Open discussion of security deposit increase, possibility of needing credit card ability. Current process, calendar, changes in process, codes, passwords
 - Cell phones are now available and have had issues and cost.
 - Meeting with Delaware state police went well, and decision on where to move radar sign – Edgar road,
 - I.** Discussion of where troopers have been used and where to use
 - Discussion of administrative fee \$2.50 and expenses of doing billing accounts. 16 to 20 hrs just on delinquent a month, billing being 10 to 20 hours a week. May need another part time employee. It has never been collected. Discussion of actual trash billing, electric fee, reactivation fees, delinquent accounts, tracking of active and inactive accounts. Idea of moving to property tax bill. Need to clean up our account software system, possible by flat tax levy into property tax
 - Need a collection strategy
 - Motion to fee schedule for admin fee by A. Franco, no second of motion, dies, discussion from audience about admin fee. Point from audience was that the admin fee was brought up and expected arguments were expected at that time.
 - Motion to table discussion of admin fee to another meetings by A.Franco, seconded by E.Dugan. Votes: A. Franco yea, E.Dugan yea, S. Lobdell yea. Motion passed
 - Motion to explore moving trash, lights to property tax bill by A.Franco, seconded by E.Dugan. Votes: A. Franco yea, E.Dugan yea, S. Lobdell yea. Motion passed
 - Maintenance and cleaning of the building by Cleanasurus to deep clean building once a month for \$140.
 - Major leak problem upstairs on vents, gables, and flashing – two bids received R.Short at \$8600 and Rock roofing for \$23,400. Both agree that all need replacement except the flat roof. Motion to approve low bid by S. Lobdell, seconded by A. Franco. Votes: A. Franco yea, E.Dugan yea, S. Lobdell yea.
 - Received plus review from state and have handed to Planning Commission. May need aggressive planning for comprehensive plan

- RVE have increased their cost to us and after TM informed them that upon that increase, we would be required to go to bid for services. Dave Naples has left RVE and has formed his own company. Issue of separating engineering and code enforcement, go out to bid for either or both or continue current contract with RVE at current costs. Aware of issues involved. Motion to table discussion by S. Lobdell, seconded by A.Franco. Votes: A. Franco yea, E.Dugan yea, S. Lobdell yea. Motion passed
- b. Finance: Chair Mayor Thomas McDonald – Co-Chair CM Anthony Franco
 - Budget – discussion of line items, audit, copier, vehicles, grasshopper, current usage and life of equipment to maintain open areas, tried to get balanced budget. Motion to approve budget by A. Franco, seconded by E. Dugan. Votes: A. Franco yea, E. Dugan yea, S. Lobdell yea. Motion passed
 - P/L report will be on web
- c. Public Works: Chair CM Edgar Dugan – Co-Chair CM Scott Lobdell - nothing at this time
- d. Land Use & Development: Chair CM Scott Lobdell Co-Chair CM Edgar Dugan
 - S. Lobdell working on setting up meeting with Planning Commission
- e. Veterans Committee: Chair CM Patrick Miller – Co-Chair Anthony Franco – nothing at this time
- f. Public Safety: Chair CM Patrick Miller Co-Chair CM Anthony Franco - nothing at this time
- g. Community Relations: Chair CM Patrick Miller Co-Chair CM Antony Franco
 - The downtown initiative will be implemented under this chair
- h. Parks & Recreation: Chair CM Anthony Franco Co-Chair CM Patrick Miller
 - July 12 - children’s dragon movie, Boy Scouts will provide refreshments. A Trooper will be onhand. Rain date will be July 13.bring bug spray. Bugs are relentless.
 - Town parade and fair will be September 28th
 - Volunteers needed
 - Christmas caroling in park will be December 8th

VII. Citizens Comments & Participation:

- a. The radar unit has helped slow down traffic in one direction but not the other.
- b. Can the town start a 5 or 10 year strategy
- c. Councilman Carter states he is willing to help talk to main street people about lights
 - Update about library, paramedic station

VIII. Meeting adjourned
