



**Townsend Council Workshop  
October 23, 2019 @ 7:00 pm  
Townsend Town Hall, 141 Main Street**

**7:00 pm - Council Workshop**

- I.** Call to Order: 7:00 pm
- II.** Opening Ceremonies
  - a. Roll Call: present : P. Miller, A. Franco, T. McDonald, E. Dugan, S. Lobdell
  - b. Pledge of Allegiance:
  - c. Recognition of Visitors: Keith (MOT News), Dwayne, Sheryl Rojas
  - d. Announcements:
- III.** Additions/Deletions to Published Agenda
  - a. Add as IV approval of minutes for 10/2/2019 and moving topics down – motion to approve – A. Franco second – S. Lobdell votes: Patrick Miller aye, A. Franco aye, E. Dugan aye, Scott Lobdell aye. Motion passed
- IV.** Approval of past meeting minutes
  - a. Minutes for 10/2/2019 – motion to approve – A. Franco, second - E. Dugan votes: P. Miller aye, A. Franco aye, E. Dugan aye, Scott Lobdell aye. Motion passed
- V.** Mayors Report:
  - a. Observation of Halloween – discussion of observing Halloween on 10/31 for the hours of 6 to 8 p.m. to coincide with surrounding towns
  - b. Town Halls to Discuss Tax Proposal – will give update on figures and response under the Mayor’s report in November – open discussion of how, when, how much, prior notification to residents
  - c. Question of our use of Facebooks as outgoing communication medium and not as path of communication between.
- VI.** Reports
  - a. State Police:
    - A. Mangeri will provide police report
  - b. Town Attorney Fred Townsend III: will give update and advise
    - Need proper pathway to implement tax procedures by Ordinance with examination of timeline between 1<sup>st</sup>, 2<sup>nd</sup> readings and actual vote to implement
    - Collection strategy on trash, streetlights and grass cutting fees (liens) owed to the town
    - Question of B&B in our residential district as a business.
    - Status of MS development – where can we go from here
    - Amending ordinance 17-04 street light fee from monthly to quarterly effective the first of January 2020
  - c. Town Engineer Ed Van-Otoo:
    - Will give updates on all projects within the town
  - d. Town Manager Anthony S. Mangeri:
    - Need executive session on how to close out MS development
    - Resolution of Town Clerk – reduced to 3 candidates, phone interviews, interviews by A. Mangeri, Mayor McDonald, and CM Miller
    - Reading of resolution to hire Ms. Jessica Wright as Town Clerk, – motion to approve – A. Franco, second - E. Dugan votes: P. Miller aye, A. Franco aye, E. Dugan aye, Scott Lobdell aye, T. McDonald. Motion passed
    - Agreement with DelDOT on the repair of curb and sidewalk on Commerce St., contract with their contractor for repairs at a cost of \$46k. discussion on project which were

reviewed by CM Dugan and CM Lobdell. Municipal Street Aid account will be used to pay for. – motion to approve – A. Franco, second - S. Lobdell votes: P. Miller aye, A. Franco aye, E. Dugan aye, Scott Lobdell aye. Motion passed

- Roof is completed under contract agreed upon
- Will report out on Street light issue and final punch list on Streetscape project
- Update on mirror project for Railroad ave.
- Dangerous buildings and abandoned buildings.
- Lower New Castle County Master Planning Group meetings attended by T.M. A. Mangeri and Mayor T. McDonald – discussion about events, concerns and services provided and not provided. And lack of flexibility by Master Planning direction.
- Examination of use of Code Red and email communication system. – flyers will be available
- Pickleball grant and stormwater grants

#### **VII. Committee Reports**

- a. Finance: Chair Mayor Thomas McDonald – Co-Chair CM Anthony Franco
  - no items to report on
- b. Public Works: Chair CM Edgar Dugan – Co-Chair CM Scott Lobdell
  - Completion of Commerce St. project
- c. Land Use & Development: Chair CM Scott Lobdell Co-Chair CM Edgar Dugan
  - Planning Update – map updates, ordinance edits etc.
  - Need for Planning Commission Members - posted on web site and
- d. Veterans Committee: Chair CM Patrick Miller – Co-Chair Anthony Franco
  - Status of Stocking for Soldiers
- e. Public Safety: Chair CM Patrick Miller Co-Chair CM Anthony Franco
  - None at this time
- f. Community Relations: Chair CM Patrick Miller Co-Chair CM Antony Franco
  - Need to restart Town news letter
- g. Parks & Recreation: Chair CM Anthony Franco Co-Chair CM Patrick Miller
  - Town Fair Financial Report

#### **VIII. Citizens Comments & Participation:**

- a. Sheryl Rojas brings up the ideas of Little Free Library. Where can they be put, mechanics thereof, raised question of whose liability – open discussion held between Council, T.M., and Floor. Where to place by setbacks, school property, park, and butterfly park. Volunteers needed to build, stock, and maintain: CM Miller, Ms. Rojas.
- b. Sheryl Rojas will volunteer to help with Town newsletter

#### **Items IX, X, XI, XII CANCELED AS LACK OF NEED DUE TO BEING HANDLED UNDER TOWN MANAGER'S REPORT**

**IX.** Motion to Recess for Executive Session:

**X.** Motion to Convene Executive Session:

**XI.** 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:

**XIII.** Adjournment:

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Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some business may be conducted by Council if required. The agenda items as listed may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.