



**Townsend Council Workshop Minutes  
November 6, 2019 @ 7:00 pm  
Townsend Town Hall, 141 Main Street**

- I. Call to Order: 7:00 pm
- II. Opening Ceremonies
  - a. Roll Call – P. Miller, A. Franco, T. McDonald, S. Lobdell, E. Dugan
  - b. Pledge of Allegiance: Done
  - c. Recognition of Visitors: Charlene, CM D. Carter, J. Rojas, F. Townsend and E. VanOtoo
  - d. Announcements: No announcements.
- III. Additions/Deletions to Published Agenda
  - a. Discussion by TM A. Mangeri about Computers
- IV. Approval of past meeting minutes
  - a. Minutes for 10/23/2019 Workshop -Approved by vote: P. Miller Aye, S. Lobdell-Aye, E. Dugan- Aye, A. Franco-Aye. Minutes Approved.
- V. Mayors Report:
  - a. Town Halls to Discuss Tax Proposal -Mayor T. McDonald scheduling special meetings
  - b. Question of our use of Facebook -Mayor T. McDonald discusses the utilization of Facebook.  
A. Franco comments about residents' complaints being real time. A. Franco recommends to turn off comments on FB.
- VI. Reports
  - a. State Police:
    - Lt. Lloyd police report Between 10am and 8pm is the Towns highest crime, on Friday, then Sunday in order. 27 town responses in October.
  - b. Town Attorney Fred Townsend III:
    - Need proper pathway to implement tax procedures by Ordinance with examination timeline between 1, 2 readings and actual vote to implement.
    - Collection strategy on trash, streetlights and grass cutting fees owed to the town  
TM A. Mangeri will be meeting with F. Townsend offline for discussion.
    - Question of B&B in our residential district as a business.  
F. Townsend states that ordinances should be reviewed.
    - Status of MS development – where can we go from here -F. Townsend will discuss in Executive Session tonight
    - Amending ordinance 17-04 streetlight fee from monthly to quarterly 01/01/2020  
F. Townsend will create an ordinance for next meeting and this point will move to next agenda.  
TM A. Mangeri presents form sent to residents about quarterly change
  - c. Town Engineer Edwin Van-Otoo:
    - Will give updates on all projects within the town  
Edwin VanOtoo states that Lifehouse church is working on foundation and will cut through Median.  
Old Wiggins Mill Road is wrapping up and almost complete.  
Heritage Concrete contract review is still on hold  
TV 1 waiver system concerning trees is being reviewed
  - d. Town Manager Anthony S. Mangeri:
    - Need executive session on how to close out MS development
    - Agreement with DelDOT on the repair of curb and sidewalk on Commerce St.,
    - Roof is completed under contract agreed upon
    - Report on Street light issue and final punch list on Streetscape project
    - Update on mirror project for Railroad Ave.

- Dangerous buildings and abandoned buildings.  
Discussion of sending violation letters about demolition on abandoned properties  
A. Mangeri will be looking into cost of procedure with estates.
- 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. CM D. Carter comments about annexation of Townsend.
- Examination of use of Code Red and email communication system. – flyers will be available
- Status of Pickleball grant and stormwater grants  
TM A. Mangeri states grants will be answered in March.  
TM A. Mangeri discusses the Towns computer systems and structures being out of date.  
P. Miller makes Motion for A. Mangeri to purchase updated equipment /  
Software, S. Lobdell Seconds. P. Miller -Yea, A. Franco-No, E. Dugan-Yea, S. Lobdell -Yea.  
Motion Passed.

**VII. Committee Reports**

- a. Finance: Chair Mayor Thomas McDonald – Co-Chair CM Anthony Franco
- b. Public Works: Chair CM Edgar Dugan – Co-Chair CM Scott Lobdell
  - Completion of Commerce Street
- c. Land Use & Development: Chair CM Scott Lobdell Co-Chair CM Edgar Dugan  
S. Lobdell discusses code of townhouses
  - 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
- f. Community Relations: Chair CM Patrick Miller Co-Chair CM Antony Franco
  - Need to restart Town newsletter
  - Little Free Library
- g. Parks & Recreation: Chair CM Anthony Franco Co-Chair CM Patrick Miller
  - Town Fair Financial Report

**VIII. Citizens Comments & Participation:**

2019 Tanker is here at Fire House and will sell 88 Truck. Firehouse Craft show  
CM D. Carter discusses Code Purple during the cold season.  
NCC will be live streamed beginning December 1, 2019.

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

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

**XI.** In accordance to 29 Del. C. §10004 (b) (4) the Town Council will be meeting in executive session to discuss matters pertain to MS Development, 29 Del. C. §10004 (b) (2) Acquisition of Land within the Town.

**XII.** Motion to close Executive Session & Re-Convene Council Meeting:

**XIII.** Adjournment:

Some additional 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.