



**Townsend Council Workshop Minutes
May 20, 2020 @ 7:00 pm
VIA CONFERENCE CALL**

Per the Governor's request, all scheduled meetings will be held via electronic means. Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

Those wishing to attend may dial 1(301)715-8592. When directed, provide following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

- I. Call to Order: Meeting was called to order at 7:00 pm by Mayor Thomas Mc Donald.
- II. Opening Ceremonies
 - a. Roll Call: The following Council and staff was present with conference line available for guests: Mayor McDonald, CM Dugan, CM Miller, CM Franco, CM Lobdell, TM Mangeri, FO J. Helms, CBO J. Robitaille, Lt. J Lloyd, DSP
 - b. Pledge of Allegiance: Skipped for Electronic Meeting
 - c. Recognition of Visitors: Mayor McDonald recognized those on the call.
 - d. Announcements:
 - e. Mayor McDonald highlighted the electronic nature of the meeting and discussed procedure for the meeting.
- III. Additions and Deletions to published Agenda
 - a. No additions nor deletions
- IV. Approval of Minutes

Approval/ Rejection of Council Minutes from the May 6, 2020: CM Miller motioned/CM Lobdell Seconded motion to approved minutes. *Vote: (CM Dugan-Yea, CM Franco-Yea, CM Lobdell-Yea, CM Miller-Yea) Motion Passed*
- V. Mayor's Report:

Nothing at this time.
- VI. Reports
 - a. State Police: Lt. Lloyd, DSP Troop 9.
 - i. Offered to discuss any on concerns related to incident in the Park.
 - b. Town Attorney Fred Townsend III:
 - i. Nothing at this time.
 - c. Town Engineer Edwin Van-Otoo: Status of projects
 - i. Discussion of Projects for the next meeting.

d. Town Manager Anthony S. Mangeri:

- i. Discussion on the status of restarting the election for Town Council positions. Coordinating with the Board of Elections and Town Attorney to reestablish election.
- ii. Discussion the need for a new laptop and docking station for the new Town Clerk. All available laptops cannot be upgraded and pack the specifications needed. It may be possible to seek reimbursement under the CARES Act funding as this is directly related need based on COVID-19.

CM Miller motioned/CM Dugan Seconded motion to authorize the Town Manager to make the purchase of the laptop. *Vote: (CM Dugan-Yea, CM Franco-Yea, CM Lobdell-Yea, CM Miller-Yea)* Motion Passed

- iii. Review and recommendation regarding received bids for Auditing Services. Mayor McDonald reviewed the process including rating of the bids that were received and the interview process of those that applied. Bids were received from Maillie, LLP of New Castle and Belfint, Lyons and Shuman of Wilmington.

The recommendation of the Bid Review Committee is to award the bid to Belfint, Lyons and Shuman of Wilmington.

- iv. Possible vote for approval of contract for Auditing Services

CM Miller motioned/CM Lobdell seconded motion to award the bid to Belfint, Lyons and Shuman of Wilmington. *Vote: (CM Dugan-Yea, CM Franco-Yea, CM Lobdell-Yea, CM Miller-Yea)* Motion Passed

- v. Discussion and possible vote on Ordinance 2020-003 To Amend the Code of Ordinances of The Town of Townsend Relating to Adoption of the 2018 Editions International Code Council Building and Safety Codes.

CM Dugan motioned/CM Lobdell seconded motion Ordinance 2020-003 To Amend the Code of Ordinances of The Town of Townsend Relating to Adoption of the 2018 Editions International Code Council Building and Safety Codes. *Vote: (CM Dugan-Yea, CM Franco-Yea, CM Lobdell-Yea, CM Miller-Yea)* Motion Passed

VII. Committee Reports

a. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan

- i. Mayor McDonald advised he and Cm Dugan have been meeting with the TM and Fiscal Officer to develop a draft budget. The Mayor will be sending Council a draft of the proposed budget for discussion and vote at the next Council Meeting.

b. Human Resources: Chair CM Patrick Miller

- i. Nothing currently.

c. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell

- i. Nothing currently.

- d.** Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan
 - i. Update from the Planning Commission on the Zoning Ordinance and Comp Plan revision. Reviewed the scheduling previously.
- e.** Veterans Committee: Chair CM Patrick Miller - Co-Chair Anthony Franco
 - i. Nothing currently.
- f.** Public Safety: Chair CM Patrick Miller - Co-Chair - CM Anthony Franco
 - i. Nothing currently.
- g.** Community Relations: Chair CM Scott Lobdell - Co-Chair CM Antony Franco
 - i. Need for a discussion on an update to when we can open the Town Park playground.
- h.** Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller
 - i. There is a need to be sure that the caution tape be maintained to control access to the playground.
- i.** National Wildlife Federation Liaison: CM Anthony Franco
 - i. Nothing currently.

VIII. Citizens Comments & Participation

IX. Adjournment

- a.** Motion to Adjourn CM Dugan, Seconded by CM Miller.
- b.** Meeting Adorned at 7:33 pm