



**Townsend Council Meeting Minutes
June 3, 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>

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- I. Call to Order: The Meeting was called to order at 7:02 pm by Mayor Thomas McDonald.
 - II. Opening Ceremonies
 - a. Roll Call: The following Council and Staff were present with conference line available for guests: Mayor McDonald- Present, Councilman Miller, Councilman Lobdell, Councilman Dugan, Town Manager Mangeri, Financial Officer J. Helms, and Town Clerk A. Tantillo.
 1. Councilman Franco- Absent
 - b. Pledge of Allegiance: Skipped for electronic meeting.
 - c. Recognition of Visitors: Mayor McDonald recognized Council, Staff, and others on the call.
 - d. Announcements: No announcements presented at this meeting. Normal order of business was suspended to allow Lt. Lloyd, DSP to provide his report and return to duty.
 1. 36 responses within the Town from May 1- May 31:
 - a. This includes fraudulent use of computer systems, a robbery, a fugitive arrest, and 31 non-criminal responses.
 2. There were 97 tickets issued in and around Town.
 3. Extra patrols requested by Town Manager Mangeri were provided over the weekend of 5/30/20-5/31/20 and resulted in no additional outcomes within the Town.
 - III. Additions and Deletions to published Agenda: None
 - IV. Approval of Minutes

Approval/ Rejection of Council Minutes from the May 20, 2020: CM Dugan motioned for the approval of the minutes as presented, CM Lobdell seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Miller- Yea)
 - V. Mayor's Report:

Mayor is working on the Comprehensive Plan Annual Report and will forward to Planning Commission and Land Use Committee for review.
 - VI. Reports
 - a. State Police: See above.
 - b. Town Attorney Fred Townsend III

No report from TA Townsend III.
 - c. Town Engineer Edwin Van-Otoo

1. Lifehouse Church: Mr. Van-Otoo is preparing for the bond release for construction work. He will review the release and will need signatures from the Church, TM Mangeri, and Mayor McDonald.
2. The Tennis and Pickle Ball Court design has been completed and has been reviewed by RVE. The timeline for the advertisement of bids, is as follows:
 - a. June 11th and 18th- advertisement
 - b. July 10th- Opening of bids to be complete on DE Bid.

There will be no pre-bid meeting based on the current COVID-19 environment, but an opportunity for meeting sessions will be provided to bidders who have any questions.
3. Discussion on status at Woods at Hidden Creek: Mr. Van-Otoo is working with the developer, Route 71 development.
4. TVI Meeting: There have been drainage issues on Helen Drive. This is in part due to the impending completion of contouring and seeding of the rear yards in accordance with stormwater management designs. On Wednesday, 6/3/2020, Mr. Van-Otoo, TM Mangeri, and Handler representatives had a meeting at the site to discuss these issues. Germination needs to be completed at the site and another site visit will occur in mid- to late June.
5. Just before visiting Helen Drive, Mr. Allen, Handler Homes, and TM Mangeri were notified of a traffic accident at the intersection of Rt. 71 and Karen's Blvd. There were multiple vehicles involved. Mr. Van-Otoo said that this continues to build the case for a traffic signal at this intersection. TM Mangeri explained that the Rt. 71 is a State road and he would like to ask Councils permission for Mr. Van-Otoo to request a meeting with DelDOT's regional engineer to conduct a traffic study. With the opening of Lifehouse Church, there will likely be more traffic. Councilmembers agreed that it would be a good idea for DelDOT to reassess the traffic.

d. Town Manager Anthony S. Mangeri

1. Discussion on the status of restarting the election for Town Council positions:

The Municipal election has been rescheduled to July 18th, 2020. Candidate packages are due to Townhall by 4:00 pm on June 18th, 2020. The Board of Elections met on 5/29/2020 and are coordinating the election. Should there be more than 2 candidates for the 2 available seats, an election will be held on 7/18/2020. If there are only 2 candidates, they will fill the vacant seats and no election will be held.
2. Discussion and possible vote on proposal of MuniCode to revise Code of Ordinances:

Based on previous discussions MuniCode was contacted to, to revise our Code of Ordinances. TM Mangeri was able to negotiate with Municode to have the Municode service at \$1,200 per year, along with \$1,360 for code setup, and \$500 for database setup, for a total of \$3,100. TM Mangeri requested permission for an allowance of \$3,500 to contract Municode to revise the Code of Ordinances. The only additional cost is \$4,200 for a full, independent legal review at some point down the road, and a legal review is highly recommended. CM Miller had a question about if this cost fit into the current budget. TM Mangeri said that yes, it was scheduled, and FO Helms confirmed that it was budgeted and okay to be done before the end of the fiscal year in June 2020. *CM Lobdell motioned to approve the MuniCode contract for \$3,500, CM Miller seconded the motion. Vote: (CM Dugan- Yea, CM Lobdell-Yea, CM Miller- Yea). This motion passed to proceed with the Municode contract.*
3. Financial Policies: A new formal financial policy to include a restatement of Town Policies and fiscal control in Town is being drafted for future protocols. It references the Code of

Ordinances and Charter for scope, but there are not substantial policy changes. This has been forwarded to Mayor McDonald and CM Dugan as the Finance Committee.

4. Delaware League of Local Governments (DLLG): TM Mangeri let Council know that we received a letter to renew our DLLG membership at \$1,500. TM Mangeri said that this is a renewal of our ongoing support of the League. The DLLG represents all Delaware towns to the State. CM Dugan said that we do need to be a part of this organization and it helps connect us to other Towns and politicians. He believes the Town should pay the membership fee. Mayor McDonald asked if we needed to vote on this each year? CM Miller asked where renewals/ subscriptions were in the proposed budget. FO Helms responded it is on its own line, on line 167. There was no Council opposition and TM Mangeri will see that the membership fee is paid.
5. TM Mangeri reported that there is a continued desire for Townsend Acres to annex an area of land. TM Mangeri has reached out to the parties and he is awaiting a response from the county. TM Mangeri said he will reach back out to the county.
6. TM Mangeri made Council aware of the Woods at Hidden Creek waiver request for the bonding process for the 1st two phases. This will need to come to Council for discussion and possible vote. The Letter has been passed to CM's Dugan and Lobdell. CM Lobdell, with CRM Dugan and Mayor Miller said that this could be put on next months agenda.
7. Zoning Ordinances: TM Mangeri will be scheduling a Public Hearing for the proposed review of Chapter 66 of the Code of Ordinances. The Planning Commission will also be holding a Public Hearing and will be having a Planning Commission Meeting afterwards.

VII. Committee Reports

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

1. Discussion and vote on proposed budget

The Finance Committee consisting of Mayor McDonald and Councilman Dugan work with F.O. Helms and T.M. Mangeri to create the budget. Council Members had questions and FO Helms responded:

- a. CM Lobdell asked for clarification on the income of trash collection and Street Light, FO Helms said that July/ August fees are separate fees and beginning in September and continuing for the rest of the year, these fees will be included in the property tax.
- b. CM Lobdell asked for clarification of line items for Grants Revenue, FO Helms said that these were funds for the construction of the Pickle Ball Court.
- c. CM Lobdell asked Why has the Group Health Insurance expenses gone from \$12,000 to \$80,000? FO Helms said that they worked to make a budget with adequate funds for benefits if employees chose to use them. This is an allocation of funds, but they may not be used.
- d. CM Miller asked for clarification on the Revenue section, Permit Fees for nonresidents, and asked what this was for? FO Helms said that nothing is there for this year.
- e. CM Miller also asked about the Commercial Building Fees. FO Helms said that nothing was budgeted this year, but Lifehouse paid fees in FY20.
- f. FO Helms also said that calculations were based off of what has been spent so far and projected expenditures through the end of June 2020.

CM Dugan made a motion to accept the budget as proposed, this was seconded by CM Lobdell. CM Miller asked to continue the discussion and asked if the budget reflected the tax increase? FO Helms said yes, the tax rate increase from .0026 to .0080 was included, along with the movement of the trash and utility fees into the property tax bills. Vote: (CM Dugan-Yea, CM Lobdell- Yea, CM Miller- Yea). FY 2021 Budget was passed and accepted as proposed.

b. Human Resources: Chair CM Patrick Miller

No report.

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

CM Dugan and CM Lobdell will sent a letter to DeIDOT to request a traffic study as a 3 way traffic light is needed. CM Lobdell said that there may be less resistance from DeIDOT now, and that they had previously wanted to wait for the completion of Lifehouse Church to conduct the study, to see the impact of the church on traffic.

d. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan

Update from the Planning Commission on the Zoning Ordinance and Comp Plan revision.

e. Veterans Committee: Chair CM Patrick Miller - Co-Chair Anthony Franco

No report.

f. Public Safety: Chair CM Patrick Miller - Co-Chair - CM Anthony Franco

CM Miller addressed the need to discuss how to maintain the park. There are various issues in the park that may need to be addressed, one option could be to put a gate in the park, but this may be difficult, because someone would need to be present to open and close the gate each day.

g. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Antony Franco

No report,

h. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller

1. Need for a discussion on an update to when we can open the Town Park playground equipment and other areas: CM Lobdell reported that the Governor recommend the park equipment stays closed until mid-June. Therefore, we do not have a choice to open ours at this time, or else others will visit our park as other parks are closed, causing an influx of visitors. CM Miller agrees with this plan of action and says that the Town should continue to follow state policy and coordinate with local parks.
2. It was also reported that there have been a few situations in the park, including a small bush set on fire and that there is a rise in vandalism at the park each summer.
3. CM Dugan commented that vandals were in the park, causing a fire which was extinguished by the Townsend Fire Company. He also agrees with CM Miller that we may need to investigate how to control the park, with a gate at night, motion detectors, or surveillance. TM Mangeri said a study was conducted to determine how much cameras would cost to install in the park and the results last year were around \$10,000. CM Miller and TM Mangeri will continue to look into solutions for these issues.

i. National Wildlife Federation Liaison: CM Anthony Franco

No report.

VIII. Citizens Comments & Participation

- a. Mr. Mertz asked for an update on the discussion of hiring a police officer. Mayor McDonald commented that we are unable to afford this, and it is not in the budget. Mayor McDonald stated

that starting a Town police force could cost a quarter of a million dollars, so it may not be feasible for the time being. TM Mangeri mentioned he would like to continue the neighborhood watch discussion, which was previously explored, and then COVID stopped that discussion. Mr. Mertz commented he is interested in this and TVII is interested in exploring this option, so he will reach out to TM Mangeri to continue this discussion.

- b. Mr. Mertz also requested an update on the legal discussions with Mr. Saperstein. TA Townsend reported that these discussions are ongoing, and progress is being made. He will report on this when appropriate.
- c. Mr. Mertz asked if he and his family would be allowed to volunteer to clean out the Wiggins Mill pond. TM Mangeri and Mr. Van- Otoo said they would report back to him as the pond could be deep and they want to ensure the design of the pond is upheld.
- d. CM Miller had a question for TA Townsend about the sidewalk along Main Street breaking apart. TA Townsend said he believes legal discussions about this have concluded.

IX. Adjournment

The meeting was adjourned at 8:07 pm.