



Townsend Reorganization & Council Meeting Minutes
July 1, 2020 @ 7:00 pm
VIA CONFERENCE CALL

7:00 pm Re-Organization Meeting

- A.** Call to Order: The meeting was called to order at 7:00 p.m. by Mayor Thomas McDonald.
- B.** Roll Call: The following Council and Staff were present with conference line available for guests: Mayor T. McDonald, Councilman Miller, Councilman Lobdell, Councilman Dugan, Councilman Franco, Town Manager Mangeri, Financial Officer J. Helms, Town Clerk A. Tantillo, Town Attorney F. Townsend, Town Engineer Edwin Van-Otoo. Present guests were New Castle County Councilman David Carter and Rob Allen from Route 71 Properties.
- C.** Pledge of Allegiance: Skipped for Electronic Meeting
- D.** Introduction of new Council Members: Oath of Office for newly re-elected Council Members:
- a.** Townsend Town Clerk Antonina Tantillo certified that in accordance with the Town of Townsend Ordinance 23, Section 12, there were only two candidates available to take the two open and available seats for Town Council and that they could be Sworn in at this Council meeting.
 - b.** Patrick Miller: Councilman Patrick Miller recited the Council Oath of Office and was sworn in by Town Clerk Antonina Tantillo.
 - c.** Edger Dugan: Councilman Edgar Dugan recited the Council Oath of Office and was sworn in by Town Clerk Antonina Tantillo.
- E.** Nomination and Election of Town Mayor for one (1) year term:
- a.** *CM Lobdell made a motion to nominate Councilman Tom McDonald for the seat of Town Mayor for the 2020-2021 Council term, CM Dugan seconded the motion. (Vote: Dugan- Yea, Franco- Yea, Lobdell- Yea, Miller- Yea)*
 - b.** Oath of Office for Mayor: Mayor T. McDonald recited the Mayor Oath of office and was sworn in by Town Clerk Antonina Tantillo.
 - c.** Mayor T. McDonald announced the reorganization of Council Committee Seats:
 1. Community Relations: Chair: Councilman Lobdell; Co-Chair: Councilman Franco
 2. Finance Committee: Chair: Mayor T. McDonald; Co-Chair: Councilman Dugan
 3. Human Resources: Councilman Miller
 4. Land Use & Development Committee: Chair: Councilman Lobdell; Co-Chair- Councilman Dugan
 5. National Wildlife Federation Liaison: Councilman Franco
 6. Parks & Recreation Committee: Chair: Councilman Lobdell; Co-Chair Councilman Miller
 7. Public Safety Committee: Chair: Councilman Miller; Co-Chair Councilman Franco
 8. Public Works Committee: Chair: Councilman Dugan; Co-Chair: Councilman Lobdell
 9. Veterans Committee: Chair: Councilman Miller; Co-Chair: Councilman Franco
- F.** Adjournment of Reorganization Meeting: Re-organization meeting was adjourned at 7:11 p.m.

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>

7:30 pm Town Council Meeting

I. Call to Order: This meeting was called to order at 7:11 p.m. by Mayor T. McDonald.

II. Opening Ceremonies

a. Roll Call:

The following Council and Staff were present with conference line available for guests: Mayor T. McDonald, Councilman Miller, Councilman Lobdell, Councilman Dugan, Councilman Franco, Town Manager Mangeri, Financial Officer J. Helms, Town Clerk A. Tantillo, Town Attorney F. Townsend, and Town Engineer Edwin Van-Otoo.

b. Pledge of Allegiance: Skipped for Electronic Meeting

c. Recognition of Visitors: Present guests were New Castle County Councilman David Carter and Rob Allen from Route 71 Properties.

d. Announcements: None

III. Additions and Deletions to published Agenda: None

IV. Approval of Minutes

Approval/ Rejection of Council Minutes from the June 17, 2020 Town Council Workshop Meeting: *CM Franco motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Dugan- Yea, Franco- Yea, Lobdell- Yea, Miller- Yea)*

V. Mayor's Report:

a. Councilman Mayor T. McDonald moved his Finance Committee report to the beginning of the meeting and reported on his meeting with the Town's Investment Company. Mayor McDonald reviewed the Towns' investment strategies, risk assessments against the market's future values and assets. Mayor McDonald reported that the Towns portfolio needs to be balanced and protected and is doing better than average.

b. Discussion of the Annual Comprehensive Plan Report.

The opportunity to comment on the Drafted Annual Comprehensive Plan Report was provided and Mayor T. McDonald reported that he will await a response from the Planning Commission.

VI. Reports

a. State Police: Lt. Lloyd from Delaware State Police provided a report for the month of June

1. There were 45 total responses in the Town of Townsend in the month of June, which included two package thefts, two offensive touching incidents, five traffic crashes, and the remaining incidents were routine, non-reportable incidents.
2. Lt. Lloyd reported that Mondays were the key days for incidents in the Town in June.
3. Lt. Lloyd provided a follow-up on the May 16th robbery in the park. He said an arrest warrant has been issued for the suspect and is pending. He reported that the individual is a juvenile and was also arrested for a robbery in the park in 2018.
4. Councilman Miller asked Lt. Lloyd if any of the reported incidents were for noise complaints. Lt. Lloyd reported that there were three loud party noise complaints, which DSP responded to request they turn down the music. DSP was not called back to those residences after initially responding.
5. Councilman Dugan asked if the robbery in the park was related to a 2018 dirt bike robbery and Lt. Lloyd responded that no, the incident was related to a Halloween robbery.
6. TM Mangeri reported that Lt. Lloyd was able to secure a speed trailer in front of Town Hall, which could provide us information on speeding on Main Street. Lt. Lloyd said that he will have updates on this at the August Town Council Meeting and this will give us a good indication of whether or not we actually have a speed problem on Main St.
7. Councilman Miller asked if the speed trailer monitored the speed in both directions and Lt. Lloyd reported that the trailer displays the speed of traffic coming towards it. However, it will record speed in each direction to look for trends.-

b. Town Attorney Fred Townsend III:

TA Townsend reported that the two Councilman who were installed at this Town Council Meeting; Councilman Dugan and Councilman Miller; will serve on Council until their term ends in May of 2022, when their seats will be up for election, per the Town Charter. Due to the COVID-19 pandemic, their terms will be a tad shorter than a typical Council term.

c. Town Engineer Edwin Van-Otoo

1. Lifehouse Church Bond Release number ten was sent out on July 1st and he is awaiting the signatures of the required parties.
2. Discussion of the sidewalk on the opposite side of the street from Lifehouse Church, the builder wants to delete it from the records plan, but Engineer Van-Otoo believes it should go in because we have the escrow for it. He requested the Council opinion before moving forward. Councilman Lobdell and Mayor T. McDonald agreed that the sidewalk should go in.
3. Engineer Van-Otoo reported that the project manager reported that the data completion of Lifehouse Church should be completed by the end of the month.
4. Engineer Van-Otoo reported that the Tennis/ Pickle Ball Court bid will close on 7/10/2020. Questioning and RFI's will be closed on the 8th.
5. Councilman Dugan inquired about the correspondence with Del Dot regarding a light at the intersection of Rt. 71 and Karins Blvd., near Lifehouse Church. Engineer Van-Otoo reported that he is awaiting a response from Del DOT and once he hears back, he will invite the entire team to a meeting with them.

d. Town Manager Anthony S. Mangeri

1. TM Mangeri reported strong positive reactions and response to having staff in the Town Park on Friday and Saturday nights. TM Mangeri also reported that staff has begun returning to the Town Hall office on staggered shifts, but Town Hall is not yet open to the public. He is proud of the team's efforts in to serve the community during the State of Emergency due to the COVID-19 Pandemic.
2. Update and discussion of waiver of bonding requirement for the first two phases for the Woods at Hidden Creek.
 - I. TM Mangeri invited Mr. Rob Allen of Route 71 Properties, to speak to Council, regarding the bonding requirement waiver request for the first two phases for the Woods at Hidden Creek development. On Council's direction, TM Mangeri has spoken to Mr. Allen regarding the bond request submitted to Council and has expressed that Council determined they would prefer and 80% bond with it turning to 40% once infrastructure is in place.
 - II. Discussion was held on the bond requirement between Town Mayor and Council, Town Engineer Van-Otoo, TM Mangeri, TA Townsend, and Mr. Allen for the first two phases of the Woods at Hidden Creek, which includes the development of the first fifty-one lots in the Woods at Hidden Creek.
 - III. The Town Council discussed bonding requirements and various options. Council recommended a total bond for this part of the project at \$350,000.00 with the condition in writing from New Castle County to ensure the sewer is evaluated and under New Castle County authority.
 - IV. *Councilman Lobdell made a motion to accept the bond amount of \$350,000 with the condition of a letter from New Castle County Public Works confirming the construction of a sewer pump station to cover the area, Councilman Dugan seconded the motion (Vote: Dugan- Yea, Franco- Yea, Lobdell- Yea, Miller- Yea)*
 - V. Mr. Allen will report back to Council with a letter from New Castle County Public Works confirming the construction of a sewer pump station to cover the area.

VII. Committee Reports

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

Discussion regarding a conversation the Mayor had with the Towns' Financial Advisor: This discussion was held during the Mayor's report.

- b.** Human Resources: Chair CM Patrick Miller:
 - No report.
- c.** Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell
 - No report.
- d.** Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan
 - 1. Second Reading and vote on Ordinance 2020-004, an Ordinance to amend the Chapter 66, Zoning, of the Townsend Code of Ordinances.
 - I.** CM Lobdell reported that the Town Council Public Hearing for Ordinance 2020-004 occurred prior to the Town Council meeting at 6 p.m. There were no outside parties in attendance outside of Council and Town Staff.
 - II.** The second reading of ordinance 2020-004 was read by TA Townsend.
 - III.** *CM Dugan motioned for the reading to be accepted as the second reading of Ordinance 2020-004, an Ordinance to amend the Chapter 66, Zoning, of the Townsend Code of Ordinances, CM Lobdell seconded the motion.*
 - a. The motion was brought to discussion and TM Mangeri noted that Ordinance 2020-004 has been posted to the Town website, the revision has been posted for Public Comment and reading and this is the second reading of the Ordinance with no comments from the public.*
 - b. (Vote: Dugan- Yea, Franco-Yea, Lobdell- Yea, Miller- Yea). Motion passed to accept the reading.*
 - IV.** *CM Lobdell motioned for the approval of Ordinance 2020-004, an Ordinance to amend the Chapter 66, Zoning, of the Townsend Code of Ordinances, CM Dugan seconded the motion. (Vote: Dugan- Yea, Franco- Yea, Lobdell- Yea, Miller- Yea) Motion passed to enact Ordinance 2020-004 an ordinance to ament the Chapter 66, Zoning, of the Townsend Code of Ordinances.*
- 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
 - 1. No report.
 - 2. TM Miller would like to thank TM Mangeri for providing staff in the Town Park.
- 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. Update on the COVID-19 pandemic and discussion on the Towns' Pavilion Rentals and Park playground status.
 - I.** Councilman Lobdell held a discussion about the Park Rentals and usage.
 - II.** TM Mangeri reported an instance with a football team practicing at the Town Parks' multipurpose field. The Town staff working at the park found out that it is a local football team holding a conditioning training, not a regular practice training. TM Mangeri has spoke to the school district. The District will notify their coaches and players that they cannot practice at Townsend Park. The reason for this concern is due to football and soccer being identified as high-risk sports of exposure and contamination. The DIAA does have an advisory out to not practice even for conditioning and our field was closed.

- III. Councilman Lobdell and TM Mangeri reminded Council that Park Pavilion rentals have been suspended through the end of July 2020, but with the resurgence of COVID-19, a discussion was held to address whether or not to suspend this for a longer period of time.
- IV. Councilman Lobdell also discussed opening portions of the park and the potential impacts of this.
- V. NCC Councilman Carter offered the opportunity for TM Mangeri to connect with Kendal Summers, the New Castle County Park Manager to assist with aligning Town, County, and State Park re-opening efforts. TM Mangeri said he would like to align on this, especially since seeing a significant increase in our area in the last couple of days.
- VI. A decision to continue to suspend Park Pavilion Rentals until the end of August was approved by Town Council.
- VII. Additionally, Council will keep the Town Park and walking paths open, but will keep the Playground equipment, Pavilion, Basketball Court, and Skate Park closed until the end of August.
- VIII. TM Mangeri reported that Little League has started to play in the Park. TA Townsend has reviewed their agreement and they provided a safety plan and are ensuring compliance with state guidelines. Mayor McDonald confirmed they could continue under these guidelines unless the state goes back to more restrictive guidelines.

2. Discussion regarding the Town Fair and Parade

- I. A discussion presented by Councilman Miller about the cancellation of the Townsend Town Fair, due to concerns about health and safety due to COVID-19.
- II. *CM Miller motioned to cancel the 2020 Town Fair and Parade; CM Franco seconded the motion. (Vote: Dugan- Yea, Franco- Yea, Lobdell- Yea, Miller- Yea) Motion passed to Cancel the 2020 Townsend Town Fair & Parade.*

i. National Wildlife Federation Liaison: CM Anthony Franco

No report.

VIII. Citizens Comments & Participation

- a. NCC Councilman Carter discussed the CARES Act with Council. He also reminded Council that as of 7/1/2020, he will have funds available for small grants. Councilman Carter provided updates on new County facilities.
- b. Councilman Lobdell requested to resume a discussion on acquiring the County Park on Commerce Street. Councilman Carter provided updates on where the discussion is and what needs to be

IX. Recess Council Meeting to Convene Executive Session

Motion to recess for Executive Session.

X. Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(4) the Town Council will be meeting in executive session to discuss personnel matters related to staff salary and status.

XI. Close Executive Session & Re-convene Council Meeting

Motion to close executive session and re-convene regular session.

XII. Discussion and possible vote on possible vote on Resolution 2020-006, Personnel Pay

- a. A reading of Resolution 2020-006 was provided by TM Mangeri.
- b. *CM Lobdell motioned to approve Resolution 2020-006; CM Franco seconded the motion. (Vote: Dugan- Yea, Franco- Yea, Lobdell- Yea, Miller- Yea) Motion passed to approve Resolution 2020-006, Personnel Pay.*

XIII. Discussion and possible vote on Resolution 2020-007 Change in Personnel Position Status

- a. A reading of Resolution 2020-007 was provided by TM Mangeri.

- b.** *CM Lobdell motioned to approve Resolution 2020-007, Change in Personnel Position Status; CM Franco seconded the motion. (Vote: Dugan- Yea, Franco- Yea, Lobdell- Yea, Miller- Yea) Motion passed to approve Resolution 2020-007, Change in Personnel Position Status.*
- c.** TM Mangeri will follow up with letters and correspondence, accordingly regarding the two resolutions.

XIV. Adjournment

- a.** Prior to adjourning the meeting, Councilman Franco announced that he has sold his home and will be leaving Council soon.
 - b.** The meeting was adjourned at 8:48 p.m.
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