



**Townsend Council Meeting Minutes
September 2, 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 Join the online meeting:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Mayor Thomas McDonald.

II. **Opening Ceremonies**

A. *Roll Call:*

The following Council and Staff were present with electronic access available for guests: Mayor T. McDonald, Councilman P. Miller, Councilman S. Lobdell, Councilman E. Dugan, Councilman J. Mertz, Town Manager A. Mangeri, Town Clerk A. Tantillo, and Financial Officer J. Helms, Town Attorney F. Townsend, Town Engineer E. Van-Otoo, and Lt. Lloyd, DSP.

B. *Pledge of Allegiance:* Skipped for Electronic Meeting

C. *Recognition of Visitors:* Present guests were New Castle County Councilman David Carter.

D. *Announcements:* None

III. **Announcements by New Castle County Councilman Carter:**

- a. Councilman Carter shared that the County Council passed the ordinance to annex the area known as Townsend Acres.
- b. Councilman Carter encouraged the Town to file CARES Act Funding, as the county is trying to get a handle on how to allocate funds.
- c. Councilman Carter thanked Town Clerk Tantillo and Town Manager Mangeri for assistance with residents facing storm damage. Councilman Carter is working with a group of volunteer organizations to assist with storm damage.
- d. Councilman Carter requested that Council urges small business owners and restaurant owners to apply for CARES money for small businesses.

IV. **Additions and Deletions to published Agenda:** None

V. **Approval of Minutes**

A. Approval/ Rejection of Town Council Public Hearing Minutes 8/19/2020: *CM Miller motioned for the approval of the minutes as presented, CM Lobdell seconded the motion. (Vote: Lobdell- Yea, Mertz- Yea, Miller- Yea)*

VI. **Mayor's Report**

VII. **Reports**

A. State Police:

- a. A discussion and report regarding the traffic calming device on Commerce Street.

- i. Lt. Lloyd shared that there were technical difficulties with the speed trailer on Commerce St. The speed trailer will remain there until good data becomes available.
 - b. There were 35 total responses in the Town of Townsend in the month of August, which included one criminal mischief/ shoplifting case, five reports of suspicious people, one property damage crash and the rest were alarms, and the remaining incidents were non-reportable incidents which included alarms/ nuisance items.
 - c. There were 136 traffic tickets given in and around Townsend. Lt. Lloyd noted that many of the tickets were written during Town paid job assignments, which means the assignments are working more efficiently.
 - B. Town Attorney Fred Townsend III:

TA Townsend shared that he has released a lien or two in the recent months for unpaid taxes or utilities.
 - C. Town Engineer Edwin Van-Otoo:
 - a. Discussion and update of ongoing Town projects.
 - i. Town Engineer Van-Otoo discussed with Council the status of the Tennis and Pickle Ball Project. This project will be re-bid, with advertisements on September 3rd, 2020 and September 10th, 2020. The opening of the bids will be October 5th, 2020.
 - ii. The description of the bid changes is forthcoming, with the changes being switching from asphalt concrete from the original bid request of post tension concrete, which is beyond the Towns' budget.
 - iii. As the bid is coming late in the season, Town Engineer Van-Otoo said that the contractor likely will not be able to put down striping and lines as it takes 30 days for the asphalt to cure. He will be sure to add language to the bid that in the event that temperatures are not suitable to add the striping and lines, the contractor will come back in the spring to finish the project.
 - iv. Town Engineer Van-Otoo provided an update on Lifehouse Church, the Certificate of Occupancy has been issued and there are a few outstanding items that the church is aware of and Town Engineer Van-Otoo will see they're complete.
 - v. The Stormwater pond issues have been addressed and Town Engineer Van-Otoo will see they are completed
 - vi. Performance Guaranty Release number 12 is forthcoming to be signed in the typical fashion the guarantees are signed and the project will come to a close.
 - vii. Mr. Van-Otoo said that he spoke to Mr. Allen regarding Handler and most of the phases of TVI and TVII will be closed out in the next few weeks and certain sections of TVI and TVII will be dedicated to the Town shortly and the maintenance will transfer from the HOA's.
 - viii. Mr. Van-Otoo discussed the snow plan with TM Mangeri and Council, with the addition of potential new areas being dedicated to the Town.
 - b. An update on the ponds in Townsend Village II and the safety issues with the sidewalk by the Pond and the grate.
 - i. Mr. Van-Otoo shared that he will reach out to the contractor regarding the clearing at the second pond and will report back to Council.

- c. TA Townsend shared that they are in contact with Mr. Saperstein regarding the rehabilitation corrections to the ponds and the inspection fees related to the ponds and other work such as the uncompleted pavement of Route 71 and Karins Blvd.
 - d. Mr. Van-Otoo will bring up the pavement of Route 71 and Karins when he speaks to Del-DOT about a possible traffic light.
- D. Town Manager Anthony S. Mangeri:
- 1. Letter for adjustment of bonding requirement for the first two phases at Woods at Hidden Creek.
 - a. The Town has completed all of the requirements laid out by Council for the completion of the Woods at Hidden Creek bonding requirement adjustment, it has been shared with various Council members and staff and will be sent. The adjustment of the bonding requirement is moving forward under Council direction for a reduction of the bonding requirement at \$350,000, with the addition of the inspection escrow.
 - b. As a part of this adjustment, the Town has received correspondence from the County to identify the sewer will be reviewed and controlled under the County.
 - 2. The First reading of an Ordinance to annex the area known as Townsend Acres.
 - a. The Town has received notification that County has passed a resolution acknowledging and granting concurrence to annex the area know as Townsend Acres. The preparation and reading of an ordinance to annex this area is on hold in accordance with the state requirements to allow for the Office of Statewide Planning to review this, to comply with the requirement for 20 days for the state to review.
 - b. The zoning will be decided as a part of the ordinance.
 - 3. TM Mangeri and Mr. Van-Otoo shared that they updated KCI Technologies that our zoning ordinance has changed.
 - 4. TM Mangeri shared that the Town has received correspondence that a church in Town would like to acquire a property being identified by the church as abandoned on South Street, through a county program.

VIII. Committee Reports

- A. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan
No 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
 - a. Councilman Lobdell shared that the Comprehensive Plan is coming along in the next few months and the Planning Commission will share their recommendations in the next few months.
 - b. Mayor McDonald shared that the Planning Commission is at the last section of the Comprehensive Plan before completing the maps and then reviewing the plan again for second revisions to ensure nothing is missed or mis-stated.
- E. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Mertz
No report.

F. Public Safety: Chair CM Patrick Miller - Co-Chair – CM Mertz

- a. Discussion about the development of a Neighborhood Watch program.
 - i. CM Mertz shared that he has been working with TM Mangeri to gather a list of names in TVI, TVII, and Townsend Station. CM Mertz is in the process of putting together an information meeting to see what a Neighborhood watch is about. TM Mangeri and CM Mertz are working together to schedule this meeting.
 - ii. TM Mangeri reported that information has been secured from the National Sheriffs Association on USA Watch and Neighborhood Watch programs, along with training materials and a handbook to be revised for the Town.

G. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Mertz

- a. CM Lobdell shared that the Governor has now updated sporting requirements and classifications for practicing and playing sports. TM Mangeri shared that the Governor’s office has divided fall sports into three levels, based on risk. Town Council and TM Mangeri held a discussion on the usage of the Town’s multipurpose fields, given this new information.
- b. Council came to an agreement that:
 - i. Organized sports seeking Town permission for the usage of the multipurpose fields, must submit a plan to the Town, outlining their adherence to state requirements.
 - ii. The skatepark, pavilion, basketball court, and playground will remain closed, based on the Governors recommendations until at least October 15th.

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

Discussion of information regarding parks and recreation was discussed during the Community Relations Committee report.

I. National Wildlife Federation Liaison: CM Mertz

No report

IX. Citizens Comments & Participation

No comments or statements from citizens.

X. Announcement:

TM Mangeri announced to Town Council that Town Clerk Tantillo has successfully completed her probationary period and is officially the Town Clerk for the Town.

XI. Adjournment

Mayor and Council adjourned the meeting at 7:57 pm.