



**Townsend Council Workshop Meeting Minutes
October 21, 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:*

a. The following Council and Staff were present with electronic access available for guests:
Mayor T. McDonald, Councilman S. Lobdell, Councilman E. Dugan, Councilman J. Mertz,
Town Manager A. Mangeri, Town Clerk A. Tantillo, and Financial Officer J. Helms.

b. Councilman P. Miller was absent.

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

C. *Recognition of Visitors:* No visitors present

D. *Announcements:* None

III. **Additions and Deletions to published Agenda:**

a. TM Mangeri deleted item number one under his report "An update on the letter for adjustment of bonding requirement for the first two phases at Woods at Hidden Creek" and item number two "An update on a possible Ordinance to annex the area known as Townsend Acres", and also requested they not be placed on the next Council Agenda.

IV. **Approval of Minutes**

A. Approval/ Rejection of Town Council Meeting Minutes 10/7/2020: CM Mertz requested for a spelling revision to be made to the 10/7/2020 TC Meeting Minutes

B. *CM Lobdell motioned for the approval of the minutes as presented, CM Dugan seconded the motion.*
(Vote: Dugan- Yea, Lobdell- Yea, Mertz-Yea)

V. **Mayor's Report**

No report

VI. **Reports**

A. State Police:

Council requests Lt. Lloyd to provide an update on Town activities at the next Council Meeting.

B. Town Attorney Fred Townsend III:

CM Mertz requested an update on the discussions with MS Development, regarding trees in the area, in the open spaces. Council requested to add this to the next Town Council Agenda as an Executive Session item.

C. Town Engineer Edwin Van-Otoo:

- a. Council requested that Engineer Van-Otoo hold a discussion on the Townsend Pickle Ball/ Tennis Court Bid references and responses.

D. Town Manager Anthony S. Mangeri:

- a. TM Mangeri shared that there was a single-vehicle motor vehicle crash on Route 71, outside of Town limits. There is an increased need to get DelDOT to do a traffic study on Route 71 particularly at the Karins Boulevard entrance, due to increased traffic. TM Mangeri has reached out to the necessary legislative offices and Town Engineer Van-Otoo has reached out to DelDOT.

- b. Discussion and possible vote on Resolution No. 2020- 012 Adopting the New Castle County Multi-Jurisdictional All-Hazard Mitigation Plan 2020 Update as Approved By FEMA.

TM Mangeri shared that the New Castle County Multi-Jurisdictional All-Hazard Mitigation Plan has been published and the Town has the option to adopt the plan in order to be in compliance with FEMA requirements, without writing our own plan. TM Mangeri will send Council a briefing on the plan and a resolution to adopt the plan prior to the next Town Council meeting.

- c. TM Mangeri discussed COVID-19 updates and concerns about a possible second wave and the risks and dangers associated with these concerns. Townhall remains closed to the public at this time, with staff working in the office on a rotating basis.
- d. TM Mangeri shared that he would like to purchase air purifiers for Town Hall, in order to be prepared for reopening Town Hall to the public on an appointment basis or a complete reopening. TM Mangeri said that he shared the cost breakdown of the air purifiers and supplies with Council prior to the meeting and said that since it is COVID related, the Town would likely be able to receive reimbursement for these costs through CARES funding. TM Mangeri asked Council for endorsement of these purchases, as they are just below his spending limit. Council endorsed the purchase of the air purifiers for increased safety.
- e. Mayor McDonald and CM Lobdell requested that in addition to purchasing the air purifiers, TM Mangeri should also purchase a buzzer lock on the front entrance to Town Hall. TM Mangeri will contact the Towns security company to determine the options and cost of installing something like this.

VII. 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

CM Mertz requested an update from Town Engineer Van-Otoo on the TVI and TVII checklists for dedication.

E. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Joshua Mertz

No report.

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

- a. CM Mertz requested a report on Halloween 2020 at the next Council meeting.
- b. CM Mertz requested a discussion and update on the safety of South Street at the next Council meeting.
- c. CM Mertz requested a discussion on the enforcement of the Towns' leash ordinance and enforcement of the ordinance. TM Mangeri and Mayor McDonald shared that stray dogs and related issues should be reported to Town Hall and Animal Control. CM Mertz will discuss with TM Mangeri.
- d. CM Lobdell requested an update on the Towns' Facebook page and restricting comments on the Facebook page. Town Clerk Tantillo shared that the Facebook page has had additional security settings added to restrict comments, to allow for the Facebook to serve as an informational page.
- e. CM Mertz and TM Mangeri discussed the offer from GFL to provide pumpkins to the children in Town. TM Mangeri and TC Tantillo are working with GFL to solidify the plans and once the plans are finalized, the details will be distributed.

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

Discussion of Halloween 2020 Guidance from Councilman Mertz.

CM Mertz shared that the Towns Halloween guidance has been published to the website and Facebook.

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

No report.

I. National Wildlife Federation Liaison: CM Joshua Mertz

No report.

VIII. Citizens Comments & Participation

No comments or questions made by citizens, no citizens in attendance.

IX. Adjournment

Mayor and Council adjourned the meeting at 7:21 pm.

Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some 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.