



**Townsend Council Workshop Meeting Minutes  
November 18, 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](http://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=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3OT09>

I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Councilman Dugan.

II. **Opening Ceremonies**

A. *Roll Call:*

- a. Mayor T. McDonald was unable to attend the meeting. The meeting was chaired by Councilman E. Dugan.
- b. The following Council and Staff were present with electronic access available for guests: Councilman E. Dugan, Councilman P. Miller, Councilman S. Lobdell, Councilman J. Mertz, Town Manager A. Mangeri, Town Clerk A. Tantillo, and Financial Officer J. Helms.

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

C. *Recognition of Visitors:* Present visitors included Mrs. Sheryl Rojas and Ms. Eschalla Clarke.

D. *Announcements:* None

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

IV. **Approval of Minutes**

A. Approval/ Rejection of Town Council Meeting Minutes 11/4/2020: *CM Lobdell motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz-Yea, Miller-Yea)*

B. Approval/ Rejection of the 11/4/2020 Town Council Executive Session Meeting Minutes: *CM Lobdell motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Mertz-Yea, Miller-Yea)*

V. **Mayor's Report**

CM Dugan shared that Mayor T. McDonald would like to open a discussion on the creation of a Townsend Police Department and that TM Mangeri should start an investigation of steps needed to begin this.

VI. **Reports**

A. State Police:

Council requests Lt. Lloyd to provide a status report on Delaware State Police activities at the next Council Meeting.

B. Town Attorney Fred Townsend III:

- a. Council will have the opportunity to discuss necessary items with TA Townsend at the next Town Council meeting.

C. Town Engineer Edwin Van-Otoo:

- a. Council requested that Town Engineer Van-Otoo hold a discussion on the Town projects at the next Town Council Meeting.
- b. TM Mangeri requested that Council let him know of any topics they would like TA Townsend or TE Van-Otoo to address, for the next Town Council meeting.

D. Town Manager Anthony S. Mangeri:

- a. Discussion and possible first reading on Ordinance 2020-006 to annex the area known as Townsend Acres.
  - i. TM Mangeri made Council aware of the intent to review and approve Ordinance 2020-006 to approve annexation and assignment of zoning classification of tax parcel 14-01601-043, which is 0 Summit Bridge Road: the area known to Council as Townsend Acres.
  - ii. Town Council has an adopted resolution from the County, approving the annexation, as well as agreements on utility and other required plans in place. Additionally, this has been reviewed by the State Office of Planning Coordination, the Town is ready to recommend this annexation. This has already been reviewed by Council, as well as by the Planning Commission. This review from the Planning Commission was sent to the previous Council by letter and will be re-shared to this Council, to be re-issued for Council. This review is the first reading of this ordinance.
  - iii. At the next Town Council meeting, in December, there will be a Public Hearing at 6:30 pm, the same night of the Council Meeting, to discuss the annexation and the assignment of zoning classification. After the hearing, at the regular meeting, if Council so chooses, they will bring up, discuss, and possibly vote on the annexation.
- b. Discussion and possible vote to update Town Servers and related IT Support.
  - i. TM Mangeri shared that he brought up this item at the last meeting that there are some software and hardware upgrades necessary at Town Hall, particularly because we have moved to remote work. TM Mangeri shared that these upgrades are eligible for CARES Act Reimbursement. Additionally, until the end of November, the server cost is eligible for a discount, so we would like to take advantage of this, purchase the servers, and upgrade through SSD. The Town also has a bid from SSD, and would like to move forward with this. Once we pay for the servers and submit for CARES Act Reimbursement, the funds should be available to the Town and the Town has already asked the County CARES coordinator if this is an eligible expense and they agree that it is, given that we are working remotely and one of the problems with the servers is the vulnerability and lag, due to so many people logging in remotely at one time..
  - ii. TM Mangeri requested Council's permission to update the servers and to seek CARES ACT funds for reimbursement.
  - iii. Council held a discussion to consider these updates. TM Mangeri shared that we have previously updated the software to work with SSD upgrades, but that this will be to update the systems themselves, including the hardware and the software. The contract for this is to SSD and the amount will be estimated at \$9,815.00.
  - iv. *CM Lobdell made a motion to approve the contract to SSD for server upgrades, not to exceed \$10,000. CM Mertz seconded the motion (Vote: Dugan-yea, Lobdell- yea, Mertz- yea, Miller- yea)*

- v. CM Dugan thanked TM Mangeri for finding funds in the CARES Act to have our equipment updated. TM Mangeri shared that these costs were unanticipated and therefore met the CARES Act requirement because it was not in the budget, it is a need, and it assists with concerns regarding security, by providing an added level of security.
  - vi. TM Mangeri thanked Council for allowing technology upgrades at Town Hall within the past year, has allowed Town Hall to go remote, and stay available and ready for the public, and has made a big difference.
- c. Update on the COVID-19 pandemic.
- i. The COVID-19 pandemic in DE has very quickly jumped, with 153 active hospitalizations in the state, with 29 critical cases. There are just below 30,000 active cases in DE, with 16,000 cases in New Castle County, and 742 deaths statewide. The reason why TM Mangeri points this out is because the state numbers for positivity amongst people who are tested, not positivity of the tests themselves, is about 14% of those tested.
  - ii. In the Townsend zip code, there are 308 positives, roughly 136 of those are currently active and we have as of 11/17/2020, a 15 day average of close to 10.5% of people tested who are positive and 15% as of 11/17/2020, who were tested and tested positive. It was as high on 11/08/2020 as 21% of those tested, tested positive.
  - iii. The Playground at the Town Park are closed and continue to be closed, along with Town Park equipment. TM Mangeri wanted to point out that the state playgrounds are also closed, with the parks open and directions to limit time in the park.
  - iv. Additionally, the zip code is averaging about 4 new cases per day, with the Towns above and below us averaging higher than that. This is something the Town is paying very strong attention to. the Town has started to make modifications at Town Hall, for the safety of personnel at Town Hall and to safely operate and when it is time and safe to do so, Town Hall will open back up to the public, but in working with staff, the Town Financial Officer, and Town Clerk Tantillo, we have not seen any situation where we were unable to provide services to the residents on a timely and efficient basis. TM Mangeri shared that he is very proud of what the team has been able to do.
  - v. CM Lobdell asked TM Mangeri to clarify how the state is evaluating the numbers, both the percentage of people testing positive and the percentage of tests that are positive.
  - vi. TM Mangeri also shared that the Governor had a public press briefing on 11/17/2020. The Governor did not have a briefing call with the Towns this week. During the public briefing, he has issued revisions to his orders and is coordinating with the states surrounding us, to coordinate, due to their high numbers as well. New Jersey and Pennsylvania are also requiring you to wear a mask inside if you are not with those in your immediate family. Governor Carneys orders also called for restaurant populations to be 30% of the fire occupancy rate and bars need to close at 10 pm in DE, PA, NJ, and MD. The Governor also said this is a dramatic jump in cases and they are concerned about the sharp rise.
  - vii. CM Mertz asked TM Mangeri if the state will be enforcing his orders, or if it is a recommendation. TM Mangeri shared that the executive order is a directive that can technically be enforced by state police or municipal police authorities. TM Mangeri said that he cannot answer whether or not or how these orders will be

enforced. In most jurisdictions, this can be considered disorderly conduct or disregard of the Governors orders and can be treated as such, but TM Mangeri has not heard about how or if this will be enforced and does not want to imply that it will be treated this way, as everyone is trying to educate on these points.

## **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**

CM Lobdell requested a discussion of the entrance at TVII, and the bonding requirement statuses, during the next Council meeting. TM Mangeri will ask TA Townsend to address the issue.

### **D. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan**

- a. CM Lobdell shared that the Town Council will be having the Public Hearing at 6:30 pm on 12/2/2020, for the annexation of Townsend Acres.
- b. CM Lobdell also shared that Mrs. Rojas sent him a copy of the Comprehensive Plan Updates, which he did receive. CM Lobdell will review and get his comments back to the Planning Commission.

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

- a. CM Miller shared that the Town was made aware of an organization named; Delaware Veterans Support Association; out of Middletown, which is collecting items for Soldiers in deployed areas. This is similar to last years collection for Stockings for Soldiers. Unfortunately, the Town did not find out about this until close to the closing of the collection, as they will be closing the collection on December 2<sup>nd</sup>, 2020. CM Miller shared that TM Mangeri researched the group, which has been around for about a year. They also have a Facebook page, which they update on a regular basis. TM Miller will contact the VFW's to determine their relationship with the Delaware Veterans Support Association.
- b. TM Miller said that regarding the collection boxes, he would want to place boxes at the Sandwich Shop and The Crab Guys Downtown to collect items for Soldiers. He asked for assistance from CM Mertz and Ms. Clarke.
- c. TM Miller also shared that he had a conversation with Ms. Clarke, who was on the meeting, after she had contacted Mayor McDonald to see if she could do volunteer work, primarily with the Veterans Committee. Mayor McDonald made a great recommendation of Ms. Clarke to CM Miller, who has a long resume of volunteerism.
- d. Ms. Clarke introduced herself and shared that she is looking forward to serving the Town in any way possible. Ms. Clarke shared that she has committed about 20 years to Public Service and an additional seven years to the veteran's community within Delaware, and an additional five years to helping Children in Foster Care. Ms. Clarke has lived in the area for about 13 years and is looking forward to volunteering for the Town of Townsend.
- e. CM Miller and CM Mertz shared that Ms. Gorman found a book of past Town Veterans events held and that they would like to continue holding Town events related to Veterans Affairs, once the pandemic allows.

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

CM Mertz requested that he and TM Mangeri touch base on the Town Watch to expand the email list and try to schedule the first Town Watch Meeting in December or January.

- G. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Joshua Mertz
  - a. CM Lobdell would like to add an item on the Town Council Agenda, to reaffirm that the Town will not be having Town Christmas events that require gatherings.
  - b. CM Mertz discussed the possibility of having a Town Christmas decoration contest, as that would not involve contact. CM Lobdell shared that he would like to promote this event and add this to the agenda for the 12/2/2020 Town Council meeting.
  - c. CM Mertz volunteered to begin writing a quarterly newsletter for the Town and would like to collect interviews or business spotlights for the new year if Council agrees. CM Lobdell shared that this would be a great idea and noted that CM Miller began this last year with Ms. Rojas. Council agreed that it would be a good idea to bring this back.
- 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 7:32 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.