



**Townsend Council Meeting Minutes  
February 3, 2021 @ 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=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 J. Mertz, Town Manager A. Mangeri, Town Clerk A. Tantillo, 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, Eschalla Clarke, Juanita James-Butcher, George Furnaris.

D. *Announcements:* None

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

1. TM Mangeri recommended for Council to strike the Executive Session from the agenda, due to progress on the item that was going to be discussed. TM Mangeri and Council will discuss the item at the next regular meeting and TA Townsend agrees. *CM Miller motioned for the approval of striking the Executive Session, CM Lobdell seconded the motion. (Vote: Lobdell- Yea, Mertz- Yea, Miller- Yea)*

IV. **Approval of Minutes**

Approval/ Rejection of Council Workshop Minutes from the January 20, 2021 Town Council Workshop Meeting. *CM Mertz motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Lobdell- Yea, Mertz- Yea, Miller- Yea)*

V. **State Police:**

1. An update on January 2021 activity.
  - a. Lt. Lloyd shared that there were 45 total responses in the Town of Townsend in the month of January. This included one personal injury crash at Route 71 and Main Street, one theft, three property damage vehicle collisions, one overdose, a criminal mischief, five domestic disputes, and 33 non-criminal, non-reportable incidents.
  - b. There were approximately 68 traffic citations issued in and around Townsend.

c. Additionally, on 2/3/2021, there was an Executive Staff Strategy meeting with State Police, where they decided to incorporate additional patrols to Townsend at no cost to the Town. This will increase at a minimum, of approximately 12 trooper hours per week. This is part of the 2021 deployment strategy, given the lack of services that the Town receives from the general model of state policing.

d.Lt. Lloyd also offered his assistance with starting the Town's Neighborhood Watch Program.

e.Lt. Lloyd also shared that CM Mertz had been nominated as the 2021 Honorary Commander to Executive Staff. Confirmation is anticipated. Which will provide the Town a footprint with Troop 9.

f. TM Mangeri asked is the additional Trooper hours would be in Townsend, Lt. Lloyd responded that with the exception of calls, they should be within Town Limits during peak complaint times from 6 pm- 10 pm and should offer normal police patrols and proactive traffic and DUI enforcement.

**VI.** A presentation of collected Fire Service Impact Fees to Townsend Fire Company

1. TM Mangeri shared that there is a Town Ordinance, which permits and created a Fire Service Impact Fee, which is provided annually to the Fire Department for limited use of the Funds based on state law, for additional footprint and materials as needed. FO Helms calculated the amount available, which is \$14,250.00, made available to the Fire Department. The Fire Chief has been notified but was unavailable for the meeting.
2. TM Mangeri and TA Townsend need to have a discussion for ensure the Town is completing their responsibility and compliance under state law for impact fee and the Fire Departments use.

**VII.** A presentation and discussion by Belfint, Lyons, and Shuman, CPA on the Fiscal Year 2020 Town Audit

1. Mr. George Fournaris was available to present the Townsend auditors reports for Fiscal Year 2020. Belfint, Lyons, and Shuman, CPA is the Town's outside auditors and has completed the Town's external audit.
2. Mr. Fournaris reviewed the Letter addressed to those charged with Governance, for the Mayor and Council.
  - a. This report provided a summarization of the audit and some important highlights. This is required to inform everyone on Council. Significant audit matters were covered, which includes management and Council are responsible for the financial statements and the auditors are responsible for the audit. As a result of the audit, there were not any transactions found to be out of compliance with guidance.
  - b. The largest items in the statements are infrastructure assets. Which are estimated to set value based on historical costs, replacement costs, and engineering estimates. There were no difficulties in performing the audit, which would have been reported to Council if there were. Adjustments necessary to the financial statements were provided as an attachment to the report. There were no disagreements with management.

c. Suggestions of the report include:

1. Some attention given to investment policy, which has already been addressed by management.
2. System and Organizational Controls Reports are typically provided by an outside provider, like a payroll provider. This is to be requested by management to the Payroll organization.

d. Additionally, a summary of adjustments was included. The largest has to do with recording infrastructure assets, not previously on the books. This resulted in almost a \$5 million adjustment to financial statements. What was found, was that over the years, the Town has taken ownership and responsibility of streets and infrastructure, without record on the Towns Books. The auditors worked with FO Helms and TE Van-Otoo to include the items. Due to this, total assets are now over \$11 million. This is important to provide an accurate financial picture. It also important for future planning of infrastructure replacement.

e. Other entries are relatively small.

3. Mr. Fournaris reviewed the Town's Financial Statements through June 30<sup>th</sup>, 2020.

a. The auditor's opinion found that the financial statements are fairly stated. The statement of net position found that the total assets with the inclusion of infrastructure assets are almost \$12 million. The statement of activities or income statement is now in the governmental format, which is the proper format. The net income for the year is \$727,000 from all funds.

b. A second set of financial statements are required by the standards as a governmental presentation. These statements are on the governmental basis of accounting, which is a more budgetary basis, a focus on the current year, no long-term assets, or liabilities. The budget to actual comparison showed revenues exceeding the budget by over \$600,000, mostly from transfer taxes, permits and fees, and grants that came in later in the year. This indicates the growth of the Town and the fact that there is a lot of construction. On the expense side, the expenditures exceeded the budget only by \$140,000. See clarification below. Around \$500,000 is to the good of the budget. The statements for the small trash fund will not be presented in the future, as these fees have been discontinued. Notes are also included to describe accounting policies and provide details. Notes regarding reclassification describe how the format changed to adjust for the government format of accounting. The prior period adjustments addressed necessary changes for activity from prior years reported incorrectly, including adding infrastructure assets, recognizing impact fees, and adjustment to streetlights. Notes are also included to address the consolidation of trash and street light funds into the tax fund.

c. CM Mertz had a question regarding depreciation. Mr. Fournaris described that depreciation relates to both taxes and financial reporting. It is a way to recover cost over life of useful asset. It spreads the cost over the life of the asset.

d. TM Mangeri clarified that he and FO Helms worked hard in FY 2020 to reign in contracts and accounts that were not in the best interest of the Town. The Town may have overspent in small areas, but the budget as a whole was not

overspent. Mr. Fournaris clarified that \$104,000 was spent beyond the budget. A large portion of that was capital outlays, which were not budgeted, but came up over the year. Capital needs came up over the years. Additionality, grants were not budgeted, because they were not relevant at the time the budget was released. This is no reflection of management but were events over the year, likely discussed with Council.

4. The third report Mr. Fournaris addressed, was the Report on Internal Controls.
  - a. This is required by government auditing standards. These are suggestions and recommendations to management out of the audit. This is also a clean report with several recommendations discussed with TM Mangeri and FO Helms.
  - b. The recommendations include:
    1. Continue with infrastructure assets reporting and updating.
    2. Detail testing of payroll showed a couple of pay rates without approval. There was nothing improper, but the document approving the rates could not be located or there was not one. This has been discussed and measures have been put into place.
    3. Journal entry and financial close process, measures have been put into place to reduce the numbers of adjustments for the next year.
  - c. The report also includes managements responses to the findings and addressed the findings to the auditor's satisfaction.

#### **VIII. Mayor's Report**

No report.

#### **IX. Reports**

##### **A. Town Attorney Fred Townsend III:**

No report.

##### **B. Town Engineer Edwin Van-Otoo:**

1. An update and discussion on Town projects
  - a. TE Van-Otoo held the Pre-Construction meeting for the Tennis and Pickle Ball Courts on 2/3/2020. This project is to start late March or early April; weather permitting; to be completed by June 1<sup>st</sup>. During the meeting, the Town met with Gessler Construction and there are no plans to exceed June 1<sup>st</sup>.
  - b. Regarding the Woods at Hidden Creek, the site clearing is progressing as scheduled.
  - c. The project closeouts for TVI and TVII are awaiting the stormwater system documents from the developer, to wrap up the projects.
  - d. Regarding Lifehouse Church, the project is completed and TE Van-Otoo and TA Townsend are working on a resolution regarding that easement areas to close out the project.

##### **C. Town Manager Anthony S. Mangeri:**

1. Status update on the COVID-19 pandemic.

- a. The current COVID numbers are decreasing, overtime. The largest issue is now vaccinations. This is the priority of the Governor and DPH. They have retargeted areas for vaccinations. There are currently no vaccination sites in our area, due to the state getting very little vaccines. But there is a plan to get vaccines to pharmacies. The Town will provide updates as possible.
  - b. Regarding conditions in Town, the Town has been posting for individuals to wear masks in the parks and public areas.
  - c. The Town is looking at rentals for the baseball field and the pavilion.
  - d. The Town has received the third round of CARES reimbursement. TM Mangeri has notified FEMA that the Town will likely not need disaster reimbursement for COVID expenses, as they are only for emergency expenses.
  - e. CM Lobdell asked if CARES funds covered everything it was expected to cover. TM Mangeri said that yes, it has assisted with remote work, assisted staff when in the office and has allowed the staff to service residents even more. FO Helms shared that everything has been approved for reimbursement. There are a few more items the Town wants to look at for CARES reimbursement, such as deploying staff in the park, depending on how long COVID continues, to conduct COVID related activities, such as wiping things down, encouraging people to wear masks, etc. the only items remaining include additional laptops needed and whether or not we need additional hardware or subscriptions to aide Council and Staff when working remote.
2. Continued discussion on evaluating police services for the Town.
    - a. The Town has an upcoming meeting, and the Town is looking for systemic options for public safety services. CM Miller, CM Mertz, and the Mayor have all been updated and included on these discussions.
  3. A status update on the rollout of Municode.
    - a. One of the projects the Town has been working on in the last few months is to modify the municipal ordinances in the way they are presented. The ordinances are directives, the actual rules for our Town are in the Town Codebook. The Town worked with Municode to automate the system so people can search the code. It is a better way to track, manage, and control the Codebook and now the Town has the ability to have complete control to update the codes. The codes are updated through 2020. TM Mangeri suggested at the advice of Municode to prepare and present an ordinance to terminate all ordinances and make Municode the current set of ordinances affecting the Town. This becomes a central hub for Town data.
    - b. Mayor McDonald asked if an Ordinance is necessary. TA Townsend shared that an old ordinance required ordinances to be incorporated into the existing Code. TA Townsend believes this obligation has been met by revising the Code using Municode. An ordinance can provide an extra layer of enforcement when adopting the Code. TA Townsend and TM Mangeri will discuss.

- c. TM Mangeri shared that the Municode link to the Townsend Code of Ordinances will be posted on the website. There have been no changes besides standardization for the layout of the Code of Ordinances.
- d. Ta Townsend shared that this is a common program utilized by many municipalities. There is no legal necessity to approve this because the matter in which changes are made to the Code with Municode, is the matter Ordinances should have been handled from when the code has been approved. CM Lobdell shared that Municode will streamline the ease of use of our Code.
- e. Tm Mangeri and FO Helms clarified that there is an annual fee to utilize Municode and TM Mangeri and TC Tantillo will continue to update, as necessary. CM Miller asked if additional manpower is necessary, TM Mangeri said likely not at this time, as Municode will make things easier.
- f. Mayor McDonald directed TM Mangeri to implement the use of Municode.

## **X. Committee Reports**

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

- a. Review and possible discussion on the December 2020 Budget vs. Actual Report.
  - i. Council reviewed the report. Mayor McDonald asked Tm Mangeri and FO Helms to explain the report. TM Mangeri shared that the comment section has been added. FO Helms shared that regarding revenues, the Town is at 73% and as of December, we should be around 50%. This is due to the increase in property taxes and we recognize revenues at billing. Expenses are under at 27%, due to services we no longer have. This includes uniform services, lawn care services, and Town Hall cleaning services. Unrealized gains are \$78,000 more than last year, which has helped offset increases in expenses for payroll, auditing, streetlight, and trash expenses. TM Mangeri shared that there are some issues that are about to arise, such as common areas, sidewalks, etc. are going to be turned over to the Town, resulting in maintenance and upkeep to be required by the Town. Some Municipal Street Aid Funds have been ear marked to deal with these expenses. In the last quarter, there are going to be expenditures for these items. Additionally, CARES Act funds have paid for items not budgeted but necessary. This reflects additional unanticipated expenditures and revenues. TM Mangeri is proud of team and controls put in place for expenditures that may not have been in the best interest of the way the Town conducted business. For example, a part time Parks person has allowed the Town to eliminate approximately \$4,000 of park maintenance expenses. TM Mangeri also discussed expenses related to plowing, salting, and ice as the Town faces weather concerns and potential expenses related to the Town equipment.

### **B. Human Resources: Chair CM Patrick Miller**

No report.

### **C. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell**

- a. CM Lobdell discussed vehicles and equipment and will create a report to Council with TM Mangeri to review potential issues with Town equipment and vehicles.
- D. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan
- a. An update on the 2020 Comprehensive Plan.
    - i. CM Lobdell shared that the Council and Planning Commission are awaiting the map updates. TM Mangeri shared that the Planning Commission is working to update the maps and RVE and TM Mangeri are working on digitizing and updating the maps for the Town. TE Van-Otoo will work with TM Mangeri to update the maps. They will provide a timeline to the Mayor for completing this. PLUS currently has the draft Comprehensive Plan to provide a preliminary review.
  - b. CM Lobdell shared that he has updates for the current zoning Code, which is currently being reviewed by the Planning Commission.
- E. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Mertz
- a. CM Mertz shared that the next veteran's event will likely be around Memorial Day. CM Miller will be attending a VFW meeting and will provide updates with any topics or opportunities for the committee.
- F. Public Safety: Chair CM Patrick Miller - Co-Chair – CM Mertz
- a. An update and discussion regarding the Townsend Neighborhood Watch meeting that was held on 1/27/2021.
    - i. CM Mertz shared information about the Townsend Neighborhood Watch meeting that was held on 1/27/2021. CM Mertz will take on a communications role and CM Miller will be a team leader. Additionally, a meeting will be held the last week of each month.
    - ii. CM Miller shared that TM Mangeri is putting together a handbook for the Neighborhood Watch. CM Miller also shared that a good foundation of people is needed for the group. Communications are a large portion of this and getting volunteers together is necessary. CM Miller will create a timeline to kick this off. CM Miller will coordinate with TM Mangeri. He will also request a meeting with Lt. Lloyd and will discuss during an upcoming meeting with State Police. The development of the Neighborhood Watch will benefit the entire Town and will assist the efforts of State Police.
  - b. TM Mangeri shared that the meeting with State Police will be held on Monday, 2/8/2021 with Mayor McDonald and CM Miller attending.
  - c. Mayor McDonald requested for TM Mangeri, CM Miller, and CM Mertz to create a strategy for increasing neighborhood enrollment in Code Red.
  - d. CM Mertz mentioned that Public Safety worked with TM Mangeri to coordinate Snow Plowing and Snow Emergencies. CM Lobdell and TM Mangeri are currently working on a strategy to possibly stage salting within the Town.
- G. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Mertz

- a. CM Lobdell shared that COVID has caused many events to be put on hold. TM Mangeri requested the Community Relations Committee to meet with TM Mangeri to start thinking about the Town Fair and planning for that event.
- H. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller
  - CM Miller requested to join the conversation about the fair to balance the event with COVID.
- I. National Wildlife Federation Liaison: CM Mertz
  - a. There is currently a wildlife photo contest going on, events are on the website and Facebook.
  - b. CM Mertz shared that he would be interested in partnering with the Community Relations Committee to display wildlife photos in Town Hall once it opens back up.

#### **XI. Citizens Comments & Participation**

1. CM Carter shared that he and TM Mangeri had a walk, through Town to review issues, particularly on South and Commerce Street and the County Park.
2. CM Carter also shared that the County Council has settled on the County Tax reassessment, to be evaluated over the next couple of years. Details of this are confidential until the County is cleared to discuss. The county is under court order to do this and this should not be a financial issue this year.
3. CM Carter shared his appreciation for TM Mangeri sitting in on a County Policing meeting. The County Council is working on an ordinance to add additional officers and is hoping to assign three additional officers to the South of the Canal.
4. CM Carter is also reviewing County Parks and Recreation Services. There are currently not as many services in this area, as in the past. CM Carter would like to consider holding events in the Town Park, for use for recreational and youth services.
5. CM Carter is also requesting around \$100,000 in the NCC Budget for the planning of the trails at Wiggins Mill.
6. CM Carter also attended the Food Bank and Food Distribution Event in Townsend. The area from Townsend to Smyrna is scarce in nonprofit services.
7. CM Carter also discussed the issue of Code Red signups in Townsend and the County. He is also experiencing issues with having residents sign up for Emergency Alert Services. He would like to see if the Town could work with the school districts to encourage families to sign up for the alerts.
8. CM Carter offered wildlife pictures he has, to CM Mertz for display in Town Hall.
9. Ms. Butcher asked how to encourage those without children in schools to sign up for Code Red. CM Carter would like to use Emergency Management Funds from the county to get college students to travel to residents to encourage them to sign up. This would likely be provided to stressed communities and then additional areas. The need for these alert systems were evident during the tornado event from the summer.
10. TM Mangeri suggested to CM Carter that there is a regional focus on Emergency Management. As the County is the regional emergency management source, it would be helpful for them to have a regional focus, to coordinate efforts. CM Carter passed an



ordinance 21-01 which requires the Comprehensive Plan to have three new elements: environmental justice, social justice, and hazard mitigation. CM Carter and TM Mangeri also discussed support from the nuclear power plant to contribute to a coordinated emergency response plan.

11. CM Mertz suggested encouraging new residents to sign up for Emergency Alerts when completing New Resident Forms. TM Mangeri also shared that the Town has an Emergency Plan, which is being updated. Additionally, there is a Continuity of Operations Plan that the County is paying for and working with Towns on.
12. Ms. Clarke expressed her continued interest in volunteering and opportunities to serve the Town.

**XII. Adjournment**

Mayor and Council adjourned the meeting 8:37 pm.