



Townsend Council Workshop Meeting Minutes
February 17, 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 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 Mayor 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 P. Miller, Councilman J. Mertz, Councilman E. Dugan, Councilman Lobdell, 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:* No visitors present.
 - D. *Announcements:* None
- III. **Additions and Deletions to published Agenda:** TM Mangeri shared that he would like to add a discussion on the next meeting agenda, regarding the costs to repair the Town's Grasshopper.
- IV. **Approval of Minutes**
 - A. Approval/ Rejection of Council Minutes from the February 3, 2021 Town Council Meeting: *CM Miller motioned for the approval of the minutes as presented, CM Mertz seconded the motion. (Vote: Dugan- Yea, Lobdell, Mertz-Yea, Miller-Yea)*
- V. **Mayor's Report:**
 - a. Mayor McDonald shared that he worked with Ms. Gorman to take the Monarch Pledge.
 - b. Mayor McDonald also shared that a Board of Adjustment Public Hearing was held before the Town Council Workshop meeting to hear a variance request from the Townsend Village II HOA, regarding a variance for signs. There is nothing to add for a future agenda.
- VI. **Reports**
 - A. State Police:
 - a. Council requests Lt. Lloyd to provide a February report at the next Town Council Meeting.
 - B. Town Attorney Fred Townsend III:
 - a. CM Mertz requested to hold an Executive Session at the next Town Council meeting, regarding an ongoing legal issue. TM Mangeri shared this can be held pending the receipt of documents necessary to discuss the legal issues during the Executive Session.
 - 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 shared that he requested TE Van-Otoo to create a report on the cost to the Town to assess the costs and feasibility of a waste treatment facility, along with potential

funding sources, and that TE Van- Otoo may have a report for the next Town Council Meeting.

D. Town Manager Anthony S. Mangeri:

- a. The Town is having an audit on the COVID expenses from New Castle County who distributed the CARES Funds. The Town is providing the requested documentation and had also received prior clearance on all funds received through CARES.
- b. TM Mangeri also shared that he received information on the cost to repair the Grasshopper mower, which is at least 12 years old. The hydraulic pump of the Grasshopper failed and needs to be replaced, for a charge of \$2,500. The alternative to this repair is to acquire a new piece of equipment under the capital budget line and TM Mangeri will have an update for Council with options at the next Town Council Meeting. TM Mangeri said there is a price difference in equipment depending on the deck height and he will also check on the offers in the Town's purchase clubs.
- c. The Town also has a snowstorm pending for February 18th, which continues to be tracked. TM Mangeri and TC Tantillo also are reviewing data with CODE RED to review how residents received the alerts, to view its value to determine how to proceed.
- d. CM Mertz shared that he was working to encourage people to sign up for CODE RED and asked if the Town had data on who signed up recently. TM Mangeri shared that that data is not readily available, but information that is available includes items like who hung up the call, answered the call, deferred the call, etc. Data on who signed up and other related items can only be requested once per year. CM Miller asked if multiple contacts for one person via multiple phones or emails counted as one contact, or as three contacts. TM Mangeri shared that this would count as multiple contacts, based on the information provided by Code Red. TM Mangeri also shared that this was utilized to declare a Snow Emergency, to request people move their vehicles to allow for plowing and de-icing.
- e. TM Mangeri notified Council that the TVII HOA has approached the Town to add a sidewalk to the west side of Ginn St. Around the wetlands in that area, there is sidewalk around two out of the three sides, but not along Ginn St. The Town was originally told a sidewalk could not be placed there, due to the environmental sensitivity of the wetlands, pursuing this further, it was noted that the Army Corp of Engineers did allow this disruption, and the Town is looking into the most cost-effective way to add the sidewalk. Additionally, Representative Spiegelman has offered the HOA funding to put this in as a public safety issue to provide people with a sidewalk to walk in instead of the street.

VII. Committee Reports

- A. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan
 - a. No report.
- B. Human Resources: Chair CM Patrick Miller
 - a. CM Miller shared a reminder that Council will be working on the reviews.
- C. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell
 - a. CM Dugan shared that he is working on drafting a letter regarding an issue with a hedge row in TVI.
 - b. CM Lobdell would like to add an agenda item to the March meeting regarding the sidewalk issue along Ginn St.
- D. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan
 - a. CM Lobdell would like to add an update on the 2020 Comprehensive Plan to the next agenda.

- b. CM Lobdell would also like to add an agenda item for the zoning code change recommendations from the Planning Commission.
- E. Veterans Committee: Chair CM Patrick Miller - Co-Chair CM Joshua Mertz
 - a. CM Miller will provide an update on the details of the previously postponed Medal of Honor Ceremony at the VFW Post.
 - b. CM Mertz shared that the VFW on Route 71 is having a cheesesteak sale on Friday, February 19th.
- F. Public Safety: Chair CM Patrick Miller - Co-Chair – CM Joshua Mertz
 - a. CM Miller shared that he would provide an update on the progress of the formation of the Neighborhood Watch Program at the next Council meeting. TM Mangeri shared that the intent of the Neighborhood Watch Program is for it to be its own group, with the support of the Town. CM Miller shared that the group is for the residents. Mayor McDonald shared that Council could assist with getting the group necessary equipment and other resources. CM Mertz asked if Council participation in the group would be a conflict of interest, and CM Miller and TM Mangeri shared that it is not a conflict of interest as this is a group for the Town residents.
- G. Community Relations: Chair CM Scott Lobdell - Co-Chair CM Joshua Mertz
 - a. CM Lobdell will hold a discussion on the status of the Town Park equipment and Pavilion reopening with COVID.
 - b. CM Lobdell shared that he will meet with CM Miller to review plans for Town events, such as the Town Fair and he and CM Mertz will coordinate plans for the events.
- H. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller
 - a. Mayor McDonald asked CM Miller an update on the Little Libraries. CM Miller shared that they will be installed once the COVID numbers decrease. The numbers are still above 10-15% positivity rate and TM Mangeri shared that the Town should hold until the numbers continue to decrease, and the weather improves.
- I. National Wildlife Federation Liaison: CM Joshua Mertz
 - a. CM Mertz shared that he is coordinating with Mrs. Gorman on the National Wildlife items. Additionally, Mayor McDonald has signed the Monarch Pledge. CM Mertz wants to discuss where to add an additional butterfly garden to earn additional points from the National Wildlife Federation.

VIII. Citizens Comments & Participation

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

IX. Adjournment

Mayor and Council adjourned the meeting at 7:27pm.

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.