



Townsend Council Workshop Meeting Minutes
June 23, 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=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

- I. **Call to Order:** The meeting was called to order at 7:00 pm by Mayor Miller.
- II. **Opening Ceremonies**
 - A. *Roll Call:*
 - a. The following Council and Staff were present with electronic access available for guests: Mayor Miller, Councilwoman Clarke, Councilman Dugan, and Councilman Mertz. Also, present were Town Clerk/ acting Town Manager A. Tantillo, Financial Officer J. Helms, and TA Townsend.
 - B. *Pledge of Allegiance:* Skipped for the electronic nature of the meeting.
 - C. *Recognition of Visitors:* Present guests included Ms. Nancy Miller, Ms. Ellen Wolfe, Mr. John Fitzhugh, and Mr. Steve Sideman.
 - D. *Announcements:* None
- III. **Additions and Deletions to published Agenda:**
 - a. TC Tantillo added an item under the Town Manager's report to notify Council of a necessary purchase for the John Deere tractor, this is an informational notification.
- IV. **Approval of Minutes**
 - A. Approval/ Rejection of Council Minutes from the May 26th, 2021, Town Council Special Meeting.
 - a. *CM Dugan motioned for the approval of the minutes as presented, CW Clarke seconded the motion. (Vote: Clarke- Yea, Dugan- Yea, Mertz-Yea)*
 - B. Approval/ Rejection of Council Minutes from the June 2nd, 2021, Town Council Reorganization and Council Meeting
 - a. *CM Dugan motioned for the approval of the minutes as presented, CM Mertz seconded the motion. (Vote: Clarke- Yea, Dugan- Yea, Mertz-Yea)*
- V. **Mayor's Report:**
 - a. **Action Item:** Discussion and possible vote on Council appointment to fill the vacated Town Council seat of former Councilman Dove.
 - i. Mayor Miller shared that for the next meeting, he would like to have the discussion and possible vote to appoint someone to fill the vacated Council seat of former Councilman Dove. Mayor Miller shared that he has someone in mind that he would like to bring to Council for consideration, which is former Councilman Scott Lobdell. Mr. Lobdell is interested in the position.
 - ii. Mayor Miller shared that typically, when appointing someone to Council, Council could appoint someone and hold an interview process. Mayor Miller shared that he would waive this as Council is familiar with former Councilman Lobdell. Mayor Miller also shared that he did not want to make any conclusions that other Councilmembers did or did not have someone else in mind to appoint. Mayor Miller asked Council if there was any interest in appointing someone else.
 - iii. CM Dugan shared that Mr. Lobdell was invaluable to Council with his experience and knowledge of engineering, and land development. Mr. Lobdell was instrumental when

Council and TM Mangeri were working on the NCC Development Plan. CM Dugan shared that Mr. Lobdell is a wealth of knowledge and CM Dugan is happy to hear he is willing to be back on Council and thinks he is a wise choice.

- iv. Councilmembers did not have any other individuals that they would like to appoint to Council.
 - v. *CM Mertz made a motion to appoint former Councilman Scott Lobdell to Townsend Town Council. CM Dugan seconded the motion.*
 - 1. *CM Mertz added to the discussion to note that Mr. Lobdell did run in the election and came in with the least amount of votes. Additionally, since he did run, CM Mertz believes it is appropriate to have Mr. Lobdell serve in the appointed position. He requested all to recognize that Mr. Lobdell did receive votes in the 2021. election.*
 - 2. *Vote: CW Clarke- Yea, CM Dugan- Yea, CM Mertz- Yea*
 - vi. Mayor Miller shared that with the motion, second, and vote, Mr. Lobdell has been appointed to Town Council to fill the vacant seat and will be added to the Council agenda to be sworn in at the next Council meeting.
- b. **Action Item:** Discussion and possible vote to approve the purchase of Uninterruptable Power Supplies units for Town Hall.
- i. Mayor Miller turned the item over to TC Tantillo to explain the item to Council. TC Tantillo shared that Council is aware that Town Hall experienced a power outage a few weeks prior. When this occurred, staff was notified by the Town's IT support team that the current Uninterruptable Power Supply (UPS) Units did not assist as well as they could have in the event of another power outage. The Uninterruptable Power Supply Units allow for any items plugged in and/or Town servers to gradually shut down to alleviate any document or data loss. The current units did not handle the outage well due to their age, so it is advisable that they be replaced.
 - ii. Town staff received a quote to replace them from the IT team, which equates to \$993 for the units plus an estimate of two to four hours of labor to install. The cost of labor is contracted at a rate of \$135.00 per hour. TC Tantillo is requesting the authorization for up to \$2,000 for the cost of both supplies and labor. The estimate of \$2,000 is a higher estimation as we will not have a definite time for how long they will take to install.
 - iii. Mayor Miller shared that the units are something the Town should have, and he was at Town Hall when the power went out and could see the issue not replacing the units could cause. Mayor Miller also mentioned that the Town originally requested three units and with reevaluation by the IT Team, determined only two units were necessary at this time. Additionally, due to the nature of the cost, he is requesting Council authorization for up to \$2,000 for supplies and installation.
 - iv. CW Clarke asked if it would be possible to install solar panels as a solution for this. Mayor Miller shared that that is a very costly installation and would not be able to fix the items in the short term. TC Tantillo also shared that regardless of whether or not we went to solar panels, the UPS units would still be necessary to serve as a backup for the servers.
 - v. CM Mertz asked if this would be covered under the budget and if any CARES or ARPA funds could cover the cost of this.
 - vi. FO Helms shared that there are funds in the budget to cover these items and that she will request reimbursement with CARES Funds to cover these fees but is unsure if the

Town will receive reimbursement or not. Mayor Miller shared that the purchase should be made, and the Town will hopefully receive reimbursement in the future.

vii. *CM Dugan made a motion to approve the purchase of the UPS units up to \$2,000 and CW Clarke seconded the motion. (Vote: CW Clarke- Yea, CM Dugan- Yea, CM Mertz- Yea)*

c. Discussion on Facebook page protocol.

- i. Mayor Miller shared that at the next Town Council meeting, he will share information around Facebook. In the long run, Facebook is a number one means of communication for many. One of the items Mayor Miller keeps sharing with Councilmembers is to engage with residents and the best way to do that is to have as many avenues as possible to engage. One of the ways to engage is through Facebook. Mayor Miller had a meeting with Representative Spiegelman, who shared that many of the Representatives and Senators have their own Facebook accounts for their positions. Representative Spiegelman was kind enough to share the guidelines that Representatives and Senators need to follow for their Facebook pages and Mayor Miller will share the adopted version for Council next month.
- ii. CM Mertz asked what the current policy is, specifically related to when the Town posts on their page and when Council could post on the page. Mayor Miller shared that any complaints and comments are directed to contact Town Hall TC Tantillo shared that the Town of Townsend Facebook page serves to notify residents of events and announcements and serves as an informational piece for residents. There is guidance in the "about me" section on the page that official business is not conducted on the Facebook page. Comments on the page are hidden and the ability to message the page is turned off. Additionally, residents are encouraged to send all complaints and comments to Town Hall to be addressed as they come through.
- iii. Mayor Miller shared that Councilwoman Clarke has started her own Facebook page. Councilwoman Clarke shared that the page is still in the works, and she has begun to share items affecting the Town and relevant items across the state. Additionally, Ms. Clarke has shared volunteer opportunities for the Committees. Ms. Clarke also has a community chat forum on her page and Mayor Miller shared that communication on the page should be routed to Town Hall contact information.
- iv. CM Dugan commended CW Clarke and Mayor Miller for their efforts on Facebook pages. CM Dugan shared that he is considering starting his own page and looks forward to the guidance.
- v. CM Mertz asked CW Clarke to clarify the name of her page and she shared that she will be revising the name of her page as soon as she is able to.

VI. Reports

A. State Police:

- a. Mayor Miller shared that Lt. Lloyd will no longer be our main contact for State Police. The new contacts will be Sergeant Popp and Lieutenant Barnett.

B. Town Attorney Fred Townsend III:

- a. TA Townsend shared that the General Assembly will be taking up a bill to allow municipalities, if they choose to, to elect to hold their meetings electronically on a permanent basis. This will be something for Council to consider as it is discussed in the state. There are some conditions, such as having a central location, but you may not be required to have all Council people present in person. The bill has not yet been passed and TA Townsend will present the status at the next Council meeting.

- C. Town Engineer Edwin Van-Otoo:
 - a. CM Mertz asked for an update on the stormwater ponds near W. and E. Founds and if they can be reviewed for completeness before being turned over.
 - b. Additionally, CM Mertz asked for a status update on the Pickle/ Tennis Ball Court. Mayor Miller shared that the punch list items were being addressed. TC Tantillo shared that in consultation with TE Van-Otoo, most of the punch list items have been addressed and TE Van-Otoo is working to complete the grant requirements and obtain the appropriate signs and documentation. Once all is in order, the Town Council could schedule the dedication.
- D. Town Manager Anthony S. Mangeri:
 - a. Mayor Miller shared that TM Mangeri is currently out on medical leave but is doing well. Mayor Miller shared that TC Tantillo is filling in for TM Mangeri in his absence.
 - b. TC Tantillo notified council of an item that needs to be purchased. The item is within the Town Managers spending limit but is close to the threshold at \$923.38. The purchase is for a new fuel tank for the John Deere mower. There was damage to the fuel tank that could present a safety issue. Mayor Miller shared that this does not require a vote because this is within the Town Manager's limits, but he and TC Tantillo wanted to make Council aware. The vendor to be used is Atlantic Tractor, which is the original vendor for the purchase of the tractor.
 - c. CM Mertz asked if this is for the new mower or the old mower. TC Tantillo confirmed that is for the new mower which unfortunately sustained some damage to the fuel tank. In order to maintain the mower in good standing, the purchase of the new tank is necessary. CM Mertz asked if measures have been taken to prevent this in the future. Mayor Miller shared that this was an issue where the gas tank was punctured and could present a safety issue as the engine is very close to it.

VII. Committee Reports

- A. **Finance:** Chair: Mayor Miller, Co-Chair: Councilman Dugan
 - a. Tony McDonald with Creative Financial Group will be presenting the status of the Town's investment accounts at the July 7, 2021, Town Council meeting.
- B. **Human Resources:** Chair: Mayor Miller
 - a. CM Mertz asked if there were any applicants for the Police Chief position. Mayor Miller confirmed that there have been some applications submitted and that the solicitation period is still open. CW Clarke asked if there is a closing date on the solicitation period. TC Tantillo confirmed that there was not a closing date at the current time, which will be determined and reposted.
- C. **Public Works:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz
 - a. CM Dugan shared that he is working to have the contractor for the sidewalk installation and will provide TC Tantillo with the contact information for the contractor.
 - b. CM Mertz shared that the Town will be having a Walkability event on 7/8/2021, with WILMAPCO to look at the Town's walkability.
- D. **Land Use & Development:** Chair: Councilman Dugan, Co-Chair: Mayor Miller
 - a. Mayor Miller shared that the PLUS review with state agencies for the Towns Comprehensive plan was held on 6/23/2021. Recommendations were made to the Planning Commission from state agencies and as the Planning Commission receives the comments, they will be in touch with the Council.
- E. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: VACANT

- a. CW Clarke shared that she looks forward to working with Mayor Miller to receive information on the Committee.
- F. **Public Safety:** Chair: Councilman Mertz, Co-Chair: Councilman Dugan
 - a. CM Mertz shared that he has been selected as an Honorary Commander for Delaware State Police for Troop 9, which will allow him to participate in events with the Police. The ceremony will be on July 1st.
 - b. CM Mertz shared that he would like to work with CM Dugan to share his study on traffic and speeding and that he would like an update on the status of the speeding sign the Town was awarded.
- G. **Community Engagement:** Chair: Councilwoman Clarke, Co-Chair: VACANT
 - a. CW Clarke shared that she looks forward to working with Mayor Miller to receive information on the Committee.
- H. **Parks & Recreation:** Chair: VACANT, Co-Chair: Councilman Mertz
 - a. CM Mertz shared that he was looking into the possibility of creating an event to recognize the Olympics.
- I. **Historic Preservation and National Wildlife Committee:** Chair: Councilwoman Clarke
 - a. CW Clarke shared that the state and federal governments have passed legislation to recognize Juneteenth, which is a triumph for the community and diversity in the country. CW Clarke shared that there were events across the state to commemorate the holiday.

VIII. Citizens Comments & Participation

- a. Mayor Miller shared that there are rules regarding public comments. Comments should be relevant to the agenda. If citizens have items they would like to discuss, not on the agenda, they are encouraged to contact Council to request items.
- b. Ms. Wolfe shared that she would like to have in person meetings.
- c. Mr. Sideman thanked Council for allowing him to attend the meeting.
- d. Mr. Fitzhugh requested information regarding a flagpole permit. Mayor Miller advised Mr. Fitzhugh to contact Town Hall regarding permitting requirements. TC Tantillo shared the phone number to Town Hall for residents to contact.
- e. Ms. Miller shared that she is excited for the forward movement of the Council.

IX. Adjournment

- a. *CM Mertz made a motion to adjourn the meeting, CW Clarke seconded the motion. Voice Vote by Yea or Nay. All Yea responses, no nay responses.* Mayor and Council adjourned the meeting at 8:00 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.