



**Town Council Workshop Meeting Minutes**  
**July 21, 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 the following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhtZ0xjME1HV0Z0cHRxSHZ3QT09>

**7:00 pm**

- I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Mayor Patrick Miller.
- II. **Opening Ceremonies**
  - a. *Roll Call:*
    1. The following Council and staff were present with electronic access available for guests: Mayor P. Miller, Councilwoman E. Clarke, Councilman E. Dugan, Councilman J. Mertz, CM S. Lobdell, Town Manager A. Mangeri, Town Clerk/ Acting Town Manger A. Tantillo, and Financial Officer J. Helms.
  - b. *Pledge of Allegiance:* Skipped for the electronic nature of the meeting
  - c. *Recognition of Visitors:* No visitors were present.
  - d. *Announcements:* N/A
- III. **Adoption of Agenda**
  - a. *CM Lobdell made a motion to adopt the agenda as presented. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays. Agenda adopted.*
- IV. **Approval / Rejection of Minutes**
  - a. **Approval/ Rejection of Council Minutes from the July 7th, 2021, Town Council Meeting.**
    1. *CM Dugan made a motion to approve the Council Minutes from the July 7th, 2021, Town Council Meeting. CM Mertz seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
  - b. **Approval/ Rejection of Council Executive Session Minutes from the July 7th, 2021, Town Council Meeting.**
    1. *CM Dugan made a motion to approve the Council Executive Session Minutes from the July 7th, 2021, Town Council Meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- V. **Mayor's Report:**
  - a. Discussion on acquiring a landscaping company to address the landscaping needs in the Town Park.

1. Mayor Miller shared that a couple of areas at the Town Park are overgrown, and that the Town is looking to hire a landscaping company to complete the work. While this may be costly, it is something the Town needs to do. The Town has not had the manpower to do it, as it cannot be completed by just one person.
- b. Mayor Miller would like to add the purchase of sound and camera equipment in order to hold in person and remote meetings. Senate Bill 94 was passed which allows for in person and remote meetings.
- c. Action Item: Discussion and possible vote on Resolution 2021-010 A Resolution to Approve Employee Salary Adjustments for Full-Time Employees of the Town of Townsend.
  1. Acting TM/ TC Tantillo provided a reading of Resolution 2021-010 A Resolution to Approve Employee Salary Adjustments for Full-Time Employees of the Town of Townsend.
  2. CM Mertz asked for clarification on items on the agenda prior to citizens comments and participation. TM Mangeri shared that resolutions and agenda are posted online as part of the meeting and residents are welcome to attend all meetings.
  3. CM Dugan shared that staff is very deserving of the salary adjustments.
  4. *CM Lobdell made a motion to approve Resolution 2021-010 A Resolution to Approve Employee Salary Adjustments for Full-Time Employees of the Town of Townsend as read, CM Mertz seconded the motion. Vote: CW Clarke- yea, CM Dugan-yea, CM Lobdell- yea, CM Mertz- yea.*

## **VI. Reports**

### **a. State Police:**

1. Council requests Lt. Popp to provide a July report at the next Town Council Meeting.

### **b. Town Attorney Fred Townsend III**

### **c. Town Engineer Edwin Van-Otoo**

### **d. Town Manager**

1. Acting TM/ TC Tantillo shared that she would like to add a discussion and possible vote on the quotes to repair the chimney, pending the submittal of quotes for repair, to the Town.
2. Acting TM/ TC Tantillo also shared that the Planning Commission has submitted two letters recommending annexation, which can be added to the next agenda. These are Parcel # 1401600047, 6170 Summit Bridge Road, Townsend, DE and Parcel # 1401600002, 113 Money Road, Townsend, DE.
3. Also, Acting TM/ TC Tantillo shared that the subdivision plans for Townsend Acres have been received and the first step in the process is having Council provide a preliminary review of the proposed map. Following this, the application will go back to the Town Manager for review.
4. TM Mangeri shared that a resolution to change the title for Ms. Tantillo will be presented at the next Town meeting. This will change her title from Town Clerk to Deputy Town Manager/ Town Clerk.

5. TM Mangeri also shared that there will be a report on administrative activities at the next Town Council meeting along with a status update on the solicitation of candidates for Police Chief, as the solicitation period ends on 7/23/21. There will also be updates on sinkhole issues in Town, specifically on Brook Ramble Lane, which the Town is obtaining quotes to make repairs and make sure there are no additional issues related to sinkholes in the area.
6. CM Mertz asked TM Mangeri if he had any insight into the Delta variant. TM Mangeri shared that there is a rise in cases, averaging between 1-2 new cases per day. The concern with the Delta variant is children under 12 and children under 16 that are not vaccinated, as they are just getting vaccinated. Additionally, this variant moves very quickly. Those who are unvaccinated are likely to get the virus, specifically likely to get the Delta variant. The Delta Variant appears to be far more persistent than previous strains of the virus. TM Mangeri also shared that Council should be aware that while the Governor lifted the state of emergency, they have transitioned to a public health emergency. Based on the guidance, masks will still be worn in Town Hall, as we do not know who is vaccinated or not. TM Mangeri also shared that he is concerned for the youth as they are generally asymptomatic. Additionally, they are trying to decide about whether or not boosters are needed, for the original vaccine.

## VII. Committee Reports

### a. **Finance Committee:** Chair: Mayor Miller, Co-Chair: Councilman Dugan

1. No report

### b. **Human Resources Committee:** Chair: Mayor Miller

1. Mayor Miller will work with TM Mangeri on the resolution for the title of Ms. Tantillo.

### c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz

1. CM Dugan shared that he would like to have a discussion for the possible purchase of a golf cart to be used for maintenance work.

### d. **Land Use and Development Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Dugan

1. CM Lobdell shared that he would like to have an update regarding the PLUS Review at the next Town Council meeting. Acting TM/ TC Tantillo shared that she has connected with Ms. Arndt from the Office of State Planning Coordination and the comments should be received in the coming days, once received, they will be sent to the Planning Commission.
2. Discussion regarding a possible traffic study along Route 71 and Main St.
  - a. CM Lobdell shared that he is beginning a conversation with DeIDOT to propose changes along Route 71 and Main St., to combine the right merge lane and the through lane and to create a left-hand turn lane with a light.
  - b. CM Lobdell would like to continue this discussion at the next Town Council meeting.
3. CM Mertz requested an update on WILMAPCO at the next Town Council meeting.

### e. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Mayor Miller

1. CW Clarke shared that she is continuing to monitor HB 12.
2. CW Clarke also shared that she is looking into doing something for Veterans Day. Additionally, she is also looking into possible opportunities for beautification around the monuments and flags around Town.

**f. Public Safety Committee: Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke**

1. CM Mertz shared that he would like a status update on the establishment of the police force at the next Town Council meeting. He would like to possibly add an agenda item to the next Council meeting to allow for public comment. TM Mangeri shared that this item has been on the agenda for quite some time now to allow for citizens comments and that the resolution to authorize the reestablishment of the police force has been approved. Additionally, once a Police Chief once hired will determine the direction of the police force. TM Mangeri asked CM Mertz if he would prefer to have a Town Hall meeting to discuss. CM Mertz shared that he was not sure if that would be well attended. Mayor Miller and CM Mertz agreed to add this on the agenda to provide a status update and Mayor Miller shared that each meeting is open to allow public comment. CW Clarke shared that having this discussion as a separate meeting may be helpful to share details with residents. The decision has been made, but it may be helpful to discuss with residents. TM Mangeri also shared that he or the Town has not heard complaints from residents about not having the opportunity to speak on this topic. Additionally, this topic has been discussed at multiple meetings, has been on many agendas, etc. Mayor Miller shared that he is happy to hold a discussion on this and to meet with residents, but the decision has been made and the resolution was passed to approve this. Mayor Miller also shared that he is happy to discuss holding a separate meeting with CM Mertz and CW Clarke to address this. CM Lobdell shared that the Town needs to be careful not to unnecessarily drag the process out to address Facebook concerns. CM Lobdell shared that the Tax meetings were held in the past to similarly address tax concerns, and those meetings were not well attended.
2. CM Mertz also shared that he would like to have a discussion on speeding and traffic safety in the Town of Townsend at the next Town Council meeting.

**g. Community Engagement Committee: Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell**

1. CW Clarke shared that she continues to reach out to vendors to solicit participation in the fair and/ or parade. Additionally, she and CM Mertz have reached out to DSP and the Fire Chief has confirmed traffic control and may also provide a fire truck.
2. CM Mertz shared that there will not be enough time to coordinate an Olympic event in the Park, this could be held in future years.
3. Regarding Movie Nights in the Park, CW Clarke asked Council if they would want to consider this event, especially with the concerns related to the Delta variant. TM Mangeri shared that he was looking into the details and costs associated with the Movie in the Park events and would like to look into hosting September and October Movies in the Park. CM Mertz suggested possibly looking into the fall

dates and possibly looking into a drive-in movie night. CW Clarke will work with CM Mertz and TM Mangeri to look into these events.

4. CM Lobdell shared that he is interested in discussing the Junior Town Council, possibly restarting, especially with schools going back. Mayor Miller suggested also reaching out to high schoolers to be involved.
5. CM Mertz shared that there is a competing event on September 25<sup>th</sup> which may present difficulty with requesting Honor Society Volunteers from the local high schools.
6. Mayor Miller shared that he would meet with Council to discuss the Town Fair coordination.

**h. Parks and Recreation Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Mertz

1. CM Lobdell shared that he would like to provide an update on the Pickleball Court at the next Town Council meeting.
2. CM Mertz shared that he would be interested in hosting an event at the Fair about Pickleball.
3. CM Mertz also shared that he would like to possibly coordinate a Town Cleanup Day hosted by the Parks and Recreation Committee and the Community Engagement Committee. TM Mangeri shared that he would be happy to discuss and would like to look into insurance needs for this.

**i. National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke

1. CW Clarke shared that she has been contacted by volunteers, one from the Middletown Historical Society and another from Delaware State University to look into the history of the Town. They could possibly assist with highlighting the Town's role in the underground railroad and additional history. Additionally, they could assist with obtaining information to create a museum for the Town.

**VIII. Citizens Comments & Participation**

- a.** No citizens or visitors present.

**IX. Adjournment.**

- a.** CM Mertz made a motion to adjourn the Council meeting. CW Clarke seconded the motion. Voice vote by asking all in favor by signifying I- All Council members voted yea. No nay votes.
- b.** Meeting adjourned at 8:05 p.m.