



Town Council Meeting Minutes
August 4, 2021 @ 7:00 pm
VIA CONFERENCE CALL

Due to Public Health Concerns related to the Pandemic, 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 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=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

7:00 pm

- I. **Call to Order:** The meeting was called to order at 7:04 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, Town Manager A. Mangeri, Town Clerk/ Acting Town Manger A. Tantillo, Town Attorney F. Townsend, Town Engineer E. Van-Otoo, and Lt. Wes Barnett, DSP.
 - b. *Pledge of Allegiance:* Skipped for the electronic nature of the meeting
 - c. *Recognition of Visitors:* Present guests included James Curran, Ray Petkevis, and New Castle County Councilman David Carter.
 - d. *Announcements:* N/A
- III. **Adoption of Agenda:**
 - a. *CM Dugan made a motion to adopt the agenda. CW Clarke seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- IV. **Approval / Rejection of Minutes from the July 21, 2021, Town Council Workshop Meeting.**
 - a. *CM Lobdell made a motion to approve the Council Minutes from the July 21, 2021, Town Council Workshop Meeting. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- V. **State Police:**
 - a. An update on July 2021 activity.
 1. Lt. Barnett attended the meeting to present for Lt. Popp.
 2. Lt. Barnett shared that for June 2021, for the Townsend Initiative, there were 45 hot spot hours which led to 19 traffic stops and three written warnings along with 15 total traffic charges. There was also one crime prevention check. There were no local fugitives or local drug arrests.
 3. For July 2021, Lt. Barnett shared that there were 72 hot spot hours, during peak hours. There were 22 traffic stops, 5 written warnings, along with a total of 28

traffic stops. There were also no criminal incidents, arrests, drug offenses, or local fugitives.

4. CW Clarke asked for the report in an email to review for trends. Lt. Barnett would forward the request to Lt. Popp

VI. Mayor's Report:

- a. **ACTION ITEM:** Discussion and possible vote on the purchase of sound and electronic equipment to support in person and virtual meetings.

1. Mayor Miller shared that this discussion was prompted by the ending of the Governor's Executive Order which required the Town to have virtual meetings to include the public. The Governor has since signed Senate Bill 94, which allows the state to expand virtual meetings to allow for the options of attending in person and virtually. As a part of the bill, municipalities have the option to continue with virtual meetings. The Town is looking to purchase equipment to continue virtual meetings. TC Tantillo shared that she found an AI-double sided camera that tracks who is speaking in the room, with various settings to view speakers and attendees. Additionally, there are eight noise blocking microphones and a speaker in the unit. Mayor Miller shared that the purchase of this would be allow the Town to explore the possibility of resuming in person meetings and ensuring the equipment would work for in person and virtual meetings. As COVID-19 continues, Mayor Miller is unsure as to when the Town will get back to in person meetings, but would like to be prepared, once we are able to resume. TC Tantillo shared that the cost for this camera is around \$750 plus possible hardware costs. Mayor Miller shared that there would not be a need for vote at this time but would like Council's input.
2. CM Lobdell shared that the purchase of the camera would be a great idea, especially as the COVID numbers are not getting any better. If the Town were to move to in person meetings, providing the opportunity for residents to attend virtually would also be helpful.
3. CM Dugan shared that this would be a good idea can could help with apathy concerns and getting more people involved.
4. TM Mangeri shared that if Council would like to go into this direction, he is able to purchase the camera, within his spending authority.
5. The Town will also look at the purchase of a television later, to allow those in person to view those attending remotely.
6. CM Mertz shared that he agrees with Council that it would be a good purchase and could allow attendees who are unable to attend in person to participate.

- b. **ACTION ITEM:** Discussion and possible vote the hire a landscaping company to address the landscaping needs in the Town Park.

1. Mayor Miller shared that there are concerns with overgrown areas in the park. The Park should get up to speed in order to be able to be better maintained. TM Mangeri shared that the Town has reached out to about six landscaping companies, but due to staffing concerns and being booked, only two landscaping companies have gotten back to the Town with quotes. Both of the quotes have had very different scopes. In order to better compare the costs, TM Mangeri, FO Helms, and TC Tantillo, along with the Parks Committee have created a

spreadsheet of work to be done and have sent the spreadsheet back to the contractors to better scope the quotes. The Town is awaiting the new quotes.

2. In the interim, the Town has begun removing dead trees, has sprayed the park for weeds, and has found some additional areas of concern, such as re-seeding the multi-purpose field.
3. TM Mangeri shared that he has had the opportunity to speak to a Councilman from Middletown who has said that if the Town would like, they could send a letter to the Middletown Town Council and the Town Manager of Middletown to ask if they could assist the Town with the Park. The Town would pay the mutual aid costs to Middletown for the cost of equipment and personnel accordingly. Middletown would have the option to say yes or no based on their availability. TM Mangeri could make the request by reaching out to the Town Manager/ Council.
4. TM Mangeri shared that the quotes the Town has received from landscaping companies has been around \$12,000- \$14,000, so mutual aid may be somewhat cheaper, although the costs are unknown at this time. TM Mangeri asked for Council support to reach out to Middletown for a mutual aid quote.
5. CM Mertz shared that he supports mutual aid. Additionally, he sees this as an opportunity for volunteers from the community to clean the park. CM Mertz also asked about the sustainability of seeding with concerns of lack of rain or a water system. TM Mangeri shared that there is a well system at the park, but no irrigation sprinkler system to drain it out. There is, however, the ability to run water over in a container and there is an option to use hearty seed that does not require a lot of rain/ water. Regarding a community event, that would be a great opportunity multiple times per year, but this project is more landscaping and using tools to get the park back in shape.
6. TM Mangeri pointed out that on Monday morning, he reviewed the park with the Town maintenance person and determined that the level of graffiti is increasing in the park as well as the amount of littering and trash in the park. Additionally, the Town has already noticed defacing of the Pickleball Court by riding bikes and leaving tread marks. This is frustrating as the Park is the center gem of the community and the Town is looking for opportunities for additional community events in the Park.
7. Mayor Miller shared that he would wait to seed the park until later in the year and agrees that a community event to care for the Park could help with the concerns seen in the Park regarding defacing and trash in the Park. Mayor Miller would like to discuss this in the future to plan a community cleanup in the Park. TM Mangeri will also reach out to CW Clarke to explore opportunities.
8. TE Van-Otoo shared that for the grass germination associated with the Tennis/ Pickleball Court, there has been a retainage from the contractor for the possible re-seeding of the area. TE Van-Otoo advised to keep this in mind when receiving quotes.
9. CW Clarke asked TM Mangeri if Middletown would consider ongoing maintenance of the Town Park, when discussing a possible agreement. TM Mangeri shared that the Town is looking to hire additional staff and is unsure of the capabilities of Middletown for shared services.

10. TM Mangeri shared that the Park had been maintained well, staff was lost, and rehiring was difficult due to COVID, TM Mangeri had been out for a period of time, and the weather has contributed to the rapid growth in the Park.

VII. Reports:

a. Town Attorney Fred Townsend III

1. TA Townsend shared that the deed of open space and streets along with ancillary documents have been prepared for the turning over of these areas from MS Development to the Town of Townsend, and Council will ultimately decide on the dedication, at a later Council meeting. In the meantime, those materials could be sent to the developer of TVII, with the caveat that Council will still need to review and approve the turnover and the developer could put himself in a position where he could execute the documents and return to the Town promptly, if the Council so decides.
2. TM Mangeri asked if he could send the documents with a transmittal to execute pending Council's final approval. TA Townsend confirmed. TM Mangeri shared that he has spoken to the developer who has asked for the invoices to be re-sent so they could be paid and has shared that he is happy to sign the documents.

b. Town Engineer Edwin Van-Otoo

1. TE Van-Otoo shared status updates on various Town projects.
2. TE Van-Otoo shared that regarding the Tennis/ Pickleball Court, the project is mostly completed minus the final seeding as previously discussed. The Town can proceed with the payment minus the retainage and can also proceed with the grant reimbursement. TE Van-Otoo has been in touch with Ms. Helms who is in the process of completing the above.
3. Regarding the closeout of the TVII phases of 2a, 2b, 3c, 4d, and 4e, there have been ongoing discussions with the developer, especially regarding an open space area where there are drainage concerns. The Town is verifying the approved record plans with the developer and coming up with an acceptable solution for the drainage area.
4. Regarding TVI, TE Van-Otoo set up a walk-through meeting on 8/10/21 of TVI affected by pavement, as Handler wants to complete the pavement in the area. During the meeting they will point out any repairs/ repaving that is needed.
5. TE Van-Otoo shared that regarding the Ginn St. sidewalk extension, the contractor reached out to TE Van-Otoo to say he would like to begin at the beginning of September 2021 and TE Van-Otoo would like to schedule a pre-construction meeting before he starts.
6. Regarding the sinkholes throughout the Town, TE Van-Otoo is in the process for getting quotes for repair. TE Van-Otoo also advised TM Mangeri that it is advisable to televise the areas before repair to ensure all of the necessary work will be completed. TE Van-Otoo also advised that there are grants the Town could pursue for televising other stormwater areas in the future.
7. CM Mertz asked what the difference is between sinkholes and potholes. TE Van-Otoo explained that sinkhole has more to do with loss of subbase, whereas a

pothole could be asphalt that is breaking up. Sinkholes could cause ongoing erosion causing the need for pipes to be fixed, there are more underlying issues with sinkholes.

8. TM Mangeri shared that there is a pothole on Brook Ramble Lane that will be patched by Town personnel. Additionally, sinkholes are related to water causing erosion. This leads to the need to discover whose responsibility the area is, how did it occur; are any pipes broken that are causing the erosion; and how do you fix it. TM Mangeri is going to propose televising the storm drains on both sides of Brook Ramble, as the street is older, to understand where any issues may be. The Town would like to televise the area to see if there are issues with the pipe. Once the issue is determined, the pipe could possibly need to be replaced or alternatives could be explored, such as lining the pipes.
9. TE Van-Otoo shared that it is advisable that Town explores the wastewater matching planning grant, especially as the Comprehensive Plan discusses stormwater system, called MS4; the Town currently has a waiver for this, as the population was previously evaluated at less than 1,000. The Town has grown significantly since then. TE Van-Otoo contacted DNREC about this and they advised that the waiver still stands, but it is advisable that the Town should prepare for regulating impervious water in the Town stormwater system, into the Delaware system. This issue could be forthcoming, as the Town grows. It would be in the best interest for the Town to begin preparing.

c. Town Manager

1. Status update on the COVID-19 pandemic.
 - a. TM Mangeri shared that he sent an email out to Council to share information regarding the substantial rise of COVID-19 in the 19734-zip code. There have been around 19 new cases in the past seven days, as compared to the month of June. There is an upswing of cases.
 - b. This is an extremely persistent and strong virus and can have a large impact. This continues to be an issue. In the past seven days, there was one day with over five new cases, multiple days with four new cases, and this is unusual for the zip code. The area has a vaccination rate at around 59%, but there is a sharp rise in the number of new cases. This spike in cases, is during the summer, when kids are not in school or congregating in large numbers.
 - c. The state fair and firefly are still running and have the potential to be super spreader events, which could affect this area. Additionally, New Castle County has been declared an area of significant rise. This does call for recommendations of mask wearing in enclosed environments. Anyone entering Town Hall must wear a mask. This needs a very strong watch and may impact the things that can and cannot be done in Town.
 - d. Mayor Miller advised that the Governor will be having a press conference to address these concerns. Additionally, Mayor Miller shared that he is hesitant, but knows Council needs to consider public safety and asks the Council to make a decision on where they stand with the Town Fair. The Delta variant previously accounted for 1% of hospitalizations and now

accounts for 94% of hospitalizations; the spread is rapid. This will be brought up for consideration at the Workshop meeting to make a decision.

- e. TM Mangeri shared that in July, the average of new cases per day was .7. Now, the average of new cases per day is now at 2.7 per day, which is a dramatic jump. Additionally, the zip code went from 9% positivity rate to 27%- 30% positivity rate of those getting tested. All data is pointing to the area being on an uptick and waiting two weeks to make a decision about the fair will likely provide additional statistics to solidify that we are on an uptick and that there is a problem. The concern is that there is also consideration to notify vendors of a possible cancellation and waiting two weeks could also postpone that for vendors. TM Mangeri asked Council if they would prefer to make the decision at this Council meeting?
- f. Also, other events in surrounding areas were canceled which could lead to an influx of visitors from other areas. We should also be concerned about the numbers of zip codes above and below us. TM Mangeri urged the unvaccinated to consider getting vaccinated.
- g. CM Lobdell shared that he agrees that the Town should look at the bigger picture, especially with drawing more people in, and concerns with higher numbers in other areas.
- h. CW Clarke shared that looking at the event from a public health perspective, she is in favor of cancelling the event, especially since there are concerns with the Delta variant in the unvaccinated and vaccinated individuals. She is optimistic that 2022 will do better with COVID and the fair could be held then.
- i. CM Mertz shared that he understands the health impacts and needs to take the virus seriously. As for the Town Fair, he believes waiting for more information at the Workshop meeting will be better. Additionally, Towns/ other areas are rallying around modifying what is normally done, for example, having a reverse parade throughout Town, modifying what is done to continue celebrating the Town. Mayor Miller shared that continuing with alternative Town events could be a good idea, such as a drive-in movie.
- j. CM Dugan shared that he is also in favor of considering cancellation of the Town Fair.
- k. CW Clarke asked for a total of vendors and participants. TM Mangeri shared that there are registered vendors along with the Fire Department, Police Department, and possibly the helicopter and canine units. Making the decision regarding the Town Fair will allow these vendors to make other arrangements.
- l. TM Mangeri shared that besides the Delta variant, there are other variants that may be coming that are also infectious and of high concern.
- m. TC Tantillo shared that there were around 20 vendors registered and Mayor Miller shared with CW Clarke that there are typically 70-80 vendors

registered, so the Town is not even close to the typical registration numbers.

- n. Mayor Miller shared that this will be on the next Workshop meeting, along with an update on COVID numbers in the area.

2. A report on Town Administrative activities

- a. Acting TM/ TC Tantillo shared that the Town has been advised that they have been awarded a Community Reinvestment Fund grant, for the resurfacing of Rt. 71 and Karins Blvd. The Town is awaiting an award letter. TM Mangeri shared that the state has awarded the grant of about \$70,000, the paperwork will let the Town know how to secure the funds. TM Mangeri has spoken with TE Van-Otoo on how to repair the area. This is also why the Town is working to have the dedications completed, so that the Town could fix the issue in the area.
- b. Acting TM/ TC Tantillo shared that the Town Engineer is working with the contractor to schedule the work for the installation of the sidewalk along Ginn St., as soon as possible, due to the weather concerns of rain and excessive heat, there have been delays in concrete pouring.
- c. The Town of Townsend Tennis/ Pickleball Court was opened at the ribbon cutting ceremony on Wednesday, July 21st, 2021, with Council, County Councilman Matt Meyer and DNREC present. The Town thanks both DNREC and New Castle County for their contributions to create this court. The Pickleball/ Tennis Court is open to all during park hours; dusk to dawn.
- d. The WILMAPCO Walkable Communities Workshop was held on Monday, July 12th, 2021 from 4 pm- 7 pm, at the Town Park Pavilion. The main focus was to discuss how to mature a walkable neighborhood and community access strategy. Our hope is to provide opportunity for walkability, in a safe manner that provides opportunity for fitness and fosters a strong sense of community. The WILMAPCO team will be attending the September Town Council meeting to present their report for the Town of Townsend.
- e. The PLUS review meeting for the 2020 Townsend Draft Comprehensive Plan was held on Wednesday June 23, 2021. The Town has received the comments and recommendations from the PLUS Review meeting and those comments have been forwarded to Council and the Planning Commission. The Planning Commission will review the comments and determine how to implement, if necessary.
- f. The Town has received the first installment of the American Rescue Plan Funds. The Town continues to secure information on how the funds can be used. Ms. Helms continues to work with partnering organizations, the Town auditors, the County, the State, the Town Manager, and the Town Clerk to review the regulations on how the funds can be spent.
- g. In the month of July, there were 19 contractors licenses issued. Also in July, there were 19 permits issued, one additional permit application received, and the Town is awaiting additional items from homeowners.

Two permits were closed and issued Certificates of Occupancy. Eight permits closed and issued a final approval letter. There were also 13 inspections completed.

- h. During the month of July, there were eight complaints received by the Town. One complaint was regarding overgrown grass and weeds on two properties, one was determined to be unfounded, the other was notified and they came into compliance. One complaint was related to trees hanging over property from the open space and the Town working to resolve the issue. Two complaints were regarding the potholes on Brook Ramble Lane, as discussed earlier, the Town Engineer is looking into the issue to televise the area and make necessary repairs. Two residents submitted complaints regarding the replenishment of the mulch in the park. We advised the residents that the Town is looking into replacing this and this is being discussed tonight. Town complaints were regarding concerns that were private property matters and they wanted to notify the Town of the issues. They were directed to contact DSP. CW Clarke asked about an additional complaint that was forwarded to her, and TM Mangeri and TC Tantillo will look into the matter. Mayor Miller commended CW Clarke for directing complaints and concerns to Town Hall to be addressed.
 - i. TM Mangeri shared that he wanted to advise Council of his status. He shared that Acting TM/ TC Tantillo has done a great job in his absence and is still serving as Acting TM as TM Mangeri migrates back into the office. TM Mangeri has been cleared to work and continues with completing appointments. TM Mangeri is migrating back and is working with Acting TM/ TC Tantillo on shared responsibilities. TM Mangeri reminded Council that a resolution is on the agenda for later in the evening.
 - j. TM Mangeri shared that he the Town is working with a variety of developers asking about annexation, two are on the agenda, and the Town continues to grow. Developers express how they are happy to hear that the Town is pursuing a police department, as they seek annexation.
3. **ACTION ITEM:** Discussion and possible vote to authorize chimney repairs to Town Hall.
- a. TM Mangeri shared that bid have been requested for the repair of the chimney at Town Hall, which is needed as water has been penetrating the brick and entering the fireplace. TM Mangeri recommends the bid costing around \$6,417 as this is the most efficient and cost-effective bid. Council was presented all bids acquired. TM Mangeri sought clarification on the bid but feels comfortable with how the contractor will repair the chimney. TM Mangeri shared that this is above his spending limit but below a formal bid for public works and if approved, he can work with the contractor to have the work completed as soon as possible. TM Mangeri asked for authorization to repair the chimney.
 - b. *CM Mertz made a motion to approve the chimney repairs at the cost of approximately \$6,500. CW Clarke seconded the motion.*

1. TM Mangeri shared that for the record this is an emergent situation. CM Mertz asked if this could be covered under insurance, TM Mangeri shared that this is due to normal wear and tear and would not be covered.
2. *Vote: Voice vote of Council- all yea's, no nays.*
4. A status update on the solicitation of applicants to fill the position of Police Chief.
 - a. TM Mangeri shared that the solicitation period closed on July 23, 2021 and around eight applications were received. TM Mangeri is reviewing the applications and tiering them based on experience, credentialing, etc. The objective is to work with Mayor Miller to narrow down applicants for interview. Many of the applicants are not Delaware certified, but there are several who are certified, there are viable candidates. At this stage, applicants' names are being withheld as many are active in their careers, which is not unusual.
 - b. Those that are selected will be reviewed by Council.
 - c. CW Clarke asked if the interview panel would be diverse and Mayor Miller and TM Mangeri clarified that the candidates will initially be reviewed by Mayor Miller, TM Mangeri, and TC Tantillo and then interviewed by the entirety of Council.

VIII. Committee Reports

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

1. Review and possible discussion on the June 2021 Budget vs. Actual Report.
 - a. CW Clarke asked how she could go about proposing to add a line item to the budget. Mayor Miller shared that she could reach out to a Finance Committee member who will review with TM Mangeri and FO Helms to see how it could be worked into the budget and if it is already in the budget, and then it could be considered from there.

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

1. **ACTION ITEM:** Discussion and possible vote on Resolution 2021-011 A Resolution to update the title of Ms. Antonina Tantillo
 - a. TM Mangeri provided a reading of Resolution 2021-011 A Resolution to update the title of Ms. Antonina Tantillo
 - b. *CM Dugan made a motion to approve Resolution 2021-011 A Resolution to update the title of Ms. Antonina Tantillo. CM Mertz seconded the motion. CM Mertz shared that this is a very well-deserved promotion.*
 1. *Vote: CW Clarke- yea, CM Dugan- yea, CM Lobdell-yea, CM Mertz-yea.*

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

1. CM Dugan shared that he has been in contact with the contractor, and they will be able to schedule the pre-construction meeting in the coming months. Additionally, they should be able to begin the work at the end of the month or early September 2021.
2. CM Dugan also shared that the previous agenda item for a possible golf cart purchase has been resolved and could be held for the time being. CM Dugan

shared that he spoke with TM Mangeri and has coordinated a new sprayer for the maintenance personnel to spray the weeds more efficiently in Town.

3. CM Dugan asked TE Van-Otoo, regarding sinkholes, if unsuitable fill could cause sinkholes. TE Van-Otoo shared that it could be a part of the estimation, but he does not believe that was the case in Townsend Station and televising the areas will confirm if that was the case.

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

1. A status update on the 2020 Comprehensive Plan PLUS review comments.
 - a. CM Lobdell shared that the comments were straight forward, and the Planning Commission should be able to address them, many of the comments were asking for additional explanation on items.
 - b. Additionally, the final extension period is coming up.
2. **ACTION ITEM:** A discussion and possible vote to pursue the annexation of Parcel # 1401600047, 6170 Summit Bridge Road, Townsend, DE, as recommended by the Planning Commission.
 - a. TM Mangeri shared that there have been various requests for annexation and two have been sent to the Planning Commission for review and endorsement, both of which are being presented today. The Planning Commission reviewed the areas in accordance with the Comprehensive Plan and growth strategy. The next step if Council endorsed the Planning Commission's endorsement, would be for the Town to reach out to the utilities and request the services for these areas.
 - b. CM Lobdell asked if this is the official annexation and what the vote would be for. TM Mangeri shared that Council would vote to accept the Planning Commission's endorsement and pursue utilities. TA Townsend confirmed that this is voting to *pursue* the annexation. The annexation would be approved by an ordinance authorizing the amending of the zoning map and to designate a zoning designation. Additionally, the Planning Commission would need a public meeting to make recommendations on the ordinances and then Council would hold a public hearing for the ordinances to annex and Council would then hold discussions and vote on the ordinances. TA Townsend also shared that the Office of Statewide Planning Commission would also be included in this process.
 - c. TE Van-Otoo asked if these parcels should be included in the wastewater treatment study. TM Mangeri confirmed.
 - d. Mayor Miller clarified that the votes would be the begin the process to pursue annexation.
 - e. *CM Dugan made a motion to pursue the annexation of Parcel # 1401600047, 6170 Summit Bridge Road, Townsend, DE, as recommended by the Planning Commission. CM Lobdell seconded the motion. Vote: Voice vote of Council- 3 yea's, 1 abstention by Councilman Mertz, and no nays.*

3. **ACTION ITEM:** A discussion and possible vote to pursue the annexation of Parcel # 1401600002, 113 Money Road, Townsend, DE, as recommended by the Planning Commission.
 - a. *CM Dugan made a motion to pursue the annexation of Parcel # 1401600047, 6170 Summit Bridge Road, Townsend, DE, as recommended by the Planning Commission. CM Lobdell seconded the motion. Vote: Voice vote of Council- 3 yea's, 1 abstention by Councilman Mertz, and no nays.*
4. **ACTION ITEM:** Discussion, review, and possible vote to determine if the conceptual plan submitted by the developers of Townsend Acres are acceptable.
 - a. CM Lobdell clarified that this is the preliminary plan to be reviewed. TM Mangeri shared that this process is for Council to review and endorse the plan and to send the Planning Commission and Town Engineer for review. Additionally, it is the responsibility of the Town Manager to review the documents for completion of application. TM Mangeri believes the application is complete and ready to be forwarded to the Planning Commission and Town Engineer for review. From the Council perspective, this is the conceptual plan as the preliminary plan must be reviewed by the Planning Commission and Town Engineer. TE Van-Otoo shared that this is the preliminary plan, and he needs the Council's blessing to move forward with a review.
 - b. TM Mangeri shared that he and TC Tantillo have completed the administrative review of the plan submittal against the Town Code, and it is completed and ready for the Planning Commission, Town Engineer and Fire Chief. This is still subject to the Land Use and Development Committee, Planning Commission, and Town Engineer review and comments. Once comments are received, they will go back to Council.
 - c. Mayor Miller confirmed that this vote will begin the formal process for the developer.
 - d. *CM Lobdell made a motion to approve the preliminary plan as submitted by Townsend Acres and proceed with the review. CM Dugan seconded the motion.*
 1. CM Mertz asked why there was only one entrance on the plan application. TA Townsend shared that the applicant submitted a request for variance and one of the requests was to allow one entrance into the development. The requirement to require multiple entrances has been waived for this applicant. Therefore, the applicant applied for a variance prior to getting to this stage. CM Lobdell also shared that another variance that was granted was related to the setback requirements, and asked Council to pay attention to the grading between houses. Council should pay attention to the application in accordance with all of the variances.
 2. TE Van-Otoo shared that during the variance request, it was brought to the Boards attention the possibility of inlets and drainage structures to deal with any drainage concerns. These items were

looked at carefully. There are no expectations for changes to drainage. Jim Curran from Townsend Acres shared that the change in grade was along the lot lines. TA Townsend shared that the BOA was persuaded by various considerations including, the request for relief from the setbacks was to the aggregate only, but not to the minimum setbacks, which allows for more density but does not allow for any homes to be any near to one another than 20 feet, which would have been the minimum without the aggregate anyway. Additionally, the other consideration was that much of the development would be single load, which would cause the density to be less than something similar and much of the area is wet and unsuitable for development, so while one side of homes may be closer to a neighbor, it wont be any closer than 20 feet and there should be less disruption of the soils in the area than you would expect if the streets were double loaded.

3. CM Mertz asked about how wide the streets would be. CM Lobdell shared that the width of the streets would not be required to be wider as they are front loaded on one side, so for the majority of the development, you will only have streets on one side, so you will not have parking on both sides, taking up road space.

4. *Voice vote of Council- all yea' sand no nays.*

5. Discussion regarding a possible traffic study along Route 71 and Main St.

a. CM Lobdell reached out to DeIDOT to discuss possibly reconfiguring the lanes along Route 71 and Main Street, as there has been a long history with accidents and such. This is a DeIDOT Road so CM Lobdell has reached out to them. DeIDOT had already completed a traffic study of the area and has passed along the study to CM Lobdell. One of the suggestions of CM Lobdell was not included in the study but will be looked into. Once more information is discussed, CM Lobdell will report back to Council.

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

1. CW Clarke shared that she is looking into Veterans Day events. Additionally, there are various vents that recognize veterans on a month-to-month basis and encourages Council to share any events they are aware of. CW Clarke shared that she attended a Veterans event in Wilmington. Mayor Miller shared that he is involved with the VFW and will share details of their events as they arise.
2. CW Clarke shared that the VFW has a back-to-school drive that they are doing and encourages participation. Mayor Miller shared that there will also be a school supply drive at the Middletown Farmers Market.

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

1. A discussion and presentation of a paper on speeding and traffic safety in the Town of Townsend.
 - a. CM Mertz shared that he is working to incorporate the comments that he received on the paper and will present the paper at a future meeting.

2. CM Mertz shared details of the WILMAPCO Walkability event and shared that there were great ideas that he is looking forward to hearing more about. Mayor Miller shared that he was also pleased with the event.
3. TM Mangeri shared that the report is forthcoming and will be discussed with the various committees as appropriate.

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

1. CW Clarke shared that there was a brief discussion of community announcements and a newsletter in the past and would like to discuss this again. Mayor Miller shared that he would coordinate with CW Clarke to continue the conversation about community announcements.

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

1. A status update on the Town of Townsend Tennis and Pickleball Court.
 - a. CM Lobdell shared that the ribbon cutting went well. Additionally, as CM Mertz previously mentioned a possible Pickleball event, CM Lobdell said the conversation should be continued. TM Mangeri shared that there is video courtesy of the county on the ribbon cutting on both Facebook and YouTube.
 - b. TE Van-Otoo added that the signage from the grantees of the Pickleball Court along with signs for the rules of the court should be added. TM Mangeri shared that he will be working on getting the signs.
2. CM Mertz asked County Councilman Carter to hold a discussion on the County Park on South St, during the citizens comments/ participation.

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

1. Mayor Miller thanked Councilwoman Clarke for coordinating the cleanup of the Town Butterfly Garden. CW Clarke thanked past Councilwoman Lorraine Gorman and Town staff for assisting the coordination of the cleanup. Additionally, CW Clarke shared that the Lifehouse Church volunteers were extremely helpful and efficient in cleaning up the garden and she is appreciative of the help they all contributed, it was quite impressive.
2. TM Mangeri shared that now that the garden is cleaned up, he would like to obtain a new bench for the garden to allow people to sit. Additionally, he strongly suggests putting the little library in this area to allow people to sit and have a place to read. Mayor Miller shared that the boxes are ready to go and would also like to consider adding a third library to an open space, once it is turned over.
3. TM Mangeri shared that he would like to continue the discussions of pursuing the Junior Council. Additionally, he would still like to consider awarding the volunteer of the year.
4. CW Clarke likes the idea of purchasing a new bench and adding the library near the garden. She would also like to consider mulching the area. CW Clarke would also like additional information about the drainage area behind Town Hall and the appropriate methods for maintaining it. TE Van-Otoo is looking into the original site plans and proper maintenance. TM Mangeri shared that he will look into the

site plans and if they are unable to be found, the Town may need to invest in re-creating the original plans.

5. CW Clarke shared that regarding Historic Preservation, she has two historians interested in attending a Town Council meeting to hear about history from Council. She would like to consider this discussion for a meeting in September 2021.
6. CM Mertz asked CW Clarke if they could consider gathering information on how to register butterfly gardens for individual gardens.

IX. Citizens Comments & Participation

- a. County Councilman Carter shared that regarding the County Park, in the past, there were discussions about turning over the County Park to the Town. There were discussions of completing a punch list of items to be completed before the acceptance of the turnover. CM Carter would need to hear feedback from Council that they are willing to accept the park and the cost to maintain it.
- b. CM Dugan asked about the trees being trimmed in the County Park. CM Carter shared that the county is about three years behind in tree trimming due to last years tornado and budget constraints. CM Carter will investigate the possibility of the trimming.
- c. CM Carter shared that County Council will be back to in person and remote meetings on August 31st, 2021
- d. CM Carter is also working with the area nonprofit organizations and will be holding a Nonprofit Forum on August 26th, 2021. A topic of discussion will be how to get the nonprofits to expand their services.
- e. CM Carter would also like to consider ongoing conversations about housing affordability and various methods to assist. TM Mangeri will continue the discussion with CM Carter. They will also review and discuss guidance on ARPA funds.
- f. CM Mertz shared examples of how other Towns are planning to use ARPA funds.

X. Adjournment.

- a. Mayor Miller held a voice vote by asking all in favor to adjourn the meeting by signifying I- All Council members voted yea. No nay votes.
- b. Adjournment at 9:54 pm.