



Townsend Town Council Workshop Minutes
September 22, 2021 @ 7:00 pm
Town Hall & CONFERENCE CALL

7:00 pm Town Council Workshop Meeting

- A. Call to Order:
- B. Roll Call: The following Council and staff were present: Mayor P. Miller, Councilman E. Dugan, Councilman S. Lobdell, Councilman J. Mertz, Town Manager A. Mangeri, Deputy Town Manager/ Town Clerk A. Tantillo, and Financial Office J. Helms. Councilwoman E. Clarke was absent from the meeting.
- C. Pledge of Allegiance:
- D. Adoption of Agenda:
 - a. TM Mangeri requested to remove the action item for the bid for Old Town Hall and move the item to the regular Town Council meeting.
 - b. *CM Dugan made a motion to adopt the agenda. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- E. Approval / Rejection of Minutes
 - a. Approval/ Rejection of Council Minutes from the September 1st, 2021, Town Council Meeting.
 - b. Approval/ Rejection of Council Minutes from the September 15th, 2021, Town Council Special Meeting.
 - c. Approval/ Rejection of Council Executive Session Minutes from the September 15th, 2021, Town Council Special Meeting.
 - d. *CM Lobdell made a motion to approve the Council Minutes from the 9/1/21 Town Council Meeting, the 9/15 Town Council Special Meeting, and the 9/15/21 Town Council Executive Session Meeting. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- II. Mayor's Report:
 - a. Discussion on advance planning for the Spring Townsend Fair.
 - 1. Mayor Miller shared that he would like to have a discussion at the next Town Council meeting regarding the advanced planning of the spring Townsend Fair due to the postponement of the 2021 Town Fair. He would like to discuss ensuring this meeting is coordinated with other events in the area, discuss what events should be held, and coordinate between the Parks and Recreation and Community Engagement Committee's.
 - b. Discussion on repair/replacement of defaced sidewalk section on Ginn St.
 - 1. Mayor Miller shared that someone had defaced a section of the new sidewalk on Ginn Street. There were attempts to smooth out the scratched in defacement, but that may not resolve the damages. Mayor Miller would like to discuss repairing or replacing this section at the next Council meeting as there is likely a cost to repair or replace this area.
 - 2. TM Mangeri shared that he has discussed the options to repair with the builder, and there would be a cost associated with this. Additionally, the contractor, Mr. Miller shared that they were walking on the sidewalk and it was not leaving marks, so this was a deliberate act using something sharp on a brand-new improvement to Town.

Town Meetings will be returning to in person format. Residents may choose to attend meetings in person or via electronic means. Townsend Town Hall will be available to the Town Council and those of the public wishing to attend in person. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** 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=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3OT09>

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.

3. TM Mangeri shared that he received a tip on who may have done this, and he is looking into the issue.
- c. Discussion regarding multi-stage approach to the maintenance facility and old Town Hall renovation.
 1. Mayor Miller shared that he would like to hold a discussion on the maintenance facility and renovations to old Town Hall at the next Town Council meeting.
 2. TM Mangeri shared that he is working with the Town Engineer to get a survey of the lots to make recommendations for where a site building could go.

III. Reports

a. State Police

1. The State Police will provide an update at the October 6th meeting on September 2021 data.

b. Town Attorney Fred Townsend III

1. TM Mangeri shared that TA Townsend would likely have information for Council ready for the next meeting, possibly during an Executive Session.
2. TM Mangeri also shared that at the previous Council meeting the land from MS Development has been dedicated to the Town. CM Lobdell asked if this will now impact the snowplowing for the Town. TM Mangeri shared that he is working with TE Van-Otoo on the snowplowing bids for the Town. The bids are renegotiated each year with the contractor. Due to the acquisition of the new land, the map for plowing and plowing responsibility will be revised. CM Mertz asked if all land had been turned over. TM Mangeri shared that there are also still undedicated areas that are remaining with the developer. There are outstanding issues between South St. and Ginn St. that must be resolved by the developer and owner of the property before the land is dedicated to the Town. TM Mangeri is awaiting information from the developer on when the issues will be resolved.

c. Town Engineer Edwin Van-Otoo

1. Mayor Miller shared that TE Van-Otoo will provide an update on Town Projects to include the Route 71 and Karins boulevard repairs, the wastewater feasibility study, sinkhole projects, and other projects in Town.

d. Town Manager

1. Status update on the COVID-19 pandemic.
 - I. TM Mangeri presented an update on the COVID-19 Pandemic.
 - a. TM Mangeri shared that 9/21/21 was a concerning day regarding COVID, as there was a 50% positivity rate in the 19734 zip-code. Of everyone tested on that date, 50% tested positive. This was a total of 11 people. The average positivity rate has been between 25% - 30%. There is a trend on an increase of high numbers at the end of the week. In the previous six-days, there were 43 new cases in the 19734 zip-code. 58.7% of the 19734 zip-code is vaccinated which is below the state percentage of vaccinated. 98%-99% of those hospitalized and who have passed are unvaccinated. The numbers are not mitigating and are rather increasing, and the Town is paying attention to that. TM Mangeri sends his condolences to the families of those who have passed.
2. A status update on the solicitation of applicants to fill the position of Police Chief.
 - I. TM Mangeri shared that Council held interviews for Police Chief candidates and they are moving forward and making progress.

3. TM Mangeri shared that the Town will need to look for grant opportunities to address the ditches on both sides of Cannery Lane. When there is heavy rain, there is flooding in the road. This is partially attributed to pipes and partially attributed to the ditches being infiltrated. The pipes will need to be replaced of proper size and rip-wrap may be necessary for the grass. TM Mangeri is working with TE Van-Otoo for a solution.
4. CM Lobdell asked who put traffic counters on Main Street and asked if it could also be placed at Karins Blvd. and Route 71. TM Mangeri will contact DelDOT.

IV. Committee Reports

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

1. Mayor Miller shared that he will be presenting a change to the budget at the next Town Council meeting.

b. Human Resources Committee: Chair: Mayor Miller

1. TM Mangeri shared that the maintenance supervisor position has been posted and many applications have been received. This position is generally reviewed by the Town Manager who makes a recommendation to Town Council on hiring. TM Mangeri is working through the applications and will do a phone interview and will review with the Human Resources committee to conduct additional interviews as necessary. TM Mangeri shared that Mr. Hargrove continues to work in good standing and that hiring for this position has nothing to do with replacing him or anything else.

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

1. CM Dugan shared that the cost to replace the damaged sidewalk would be around \$800 if using the original contractor, Mr. Miller. This is due to paying for a short load and associated costs.

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

1. A status update on the 2020 Comprehensive Plan PLUS review comments.
 - I. Mayor Miller shared that he is working on finalizing the implementations of the recommendations from the PLUS review and is working on finalizing them with the Planning Commission. TM Mangeri shared that the revised plan will have to go back through the PLUS review and then will go back to Council for final review. TM Mangeri shared that on September 30th, he will be going in front of the PLUS Cabinet Committee to formally request an extension for finalizing the PLUS review. TM Mangeri also shared that the PLUS recommendations are clarifications; not errors; and the PLUS reviewers also recognized that the Planning Commission put a lot of work into creating this well-done plan. TM Mangeri also reminded Council that the plan would need to go to the neighboring Towns and the county as the plan goes to PLUS and they can comment at PLUS. CM Lobdell suggested requesting to be added to the PLUS at the end of October or November.
 - II. Mayor Miller also shared that he would like to create a plan of how to implement the recommendations laid out in the plan.
 - III. TM Mangeri shared that he will provide a status update on the properties requesting to annex into Town.

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

1. Mayor Miller shared that he is in the planning stage of a Veterans Day event for November and will share more details once it is completely planned.

2. TM Mangeri shared that the POW/MIA flag was posted on National POW/MIA Recognition Day on September 17th.
 3. Mayor Miller shared that there is a rack sack walk on October 8th to raise money for a service dog through the VFW.
- f. Public Safety Committee: Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke
1. No report
- g. Community Engagement Committee: Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell
1. A discussion on the Movie Nights in the Park for September and October.
 - I. CM Lobdell shared that the Town will not hold a movie night for September as the elementary school is holding an event for the night the September movie night was being planned.
 - II. The Town will hold a movie night on Friday, October 22nd and the Town is working to find vendor support and as reaching out to GFL to see if they would like to incorporate their pumpkin distribution event into the movie night.
 - III. CM Lobdell shared that he would like to discuss Trick or Treating at the next Town Council meeting.
 - IV. CM Mertz asked if the Town heard back from the Firehouse regarding the fire alarms. TM Mangeri shared that he is still awaiting a call back from the Fire Chief and will send a letter if he does not hear back soon.
- h. Parks & Recreation Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Mertz
1. CM Mertz asked what needed to be done to continue the conversation with New Castle County about the possibility of acquiring the NCC Playground.
 2. Council gave TM Mangeri the direction to move forward with the discussion about the NCC playground with NCC Councilman Carter.
 3. Mayor Miller and CM Mertz had a discussion about installing the Little Libraries soon. They will be installed at Town Hall, the park, and in an open space.
 4. TM Mangeri shared that the punch list for the Town Park has been completed with the exception of mulching, which will be completed in the spring. CM Mertz asked if the trees that were cut down will be replaced. TM Mangeri shared that they may not need to be replaced, but he would look into it.
- i. National Wildlife and Historic Preservation Committee: Chair: Councilwoman Clarke
1. This report was deferred to the next Town Council meeting.

V. Citizens Comments & Participation

- a. No visitors present.

VI. Adjournment.

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- a. *CM Mertz made a motion to adjourn the meeting. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*

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.