



Town Council Town Council Meeting
February 2, 2022 @ 7:30 pm
VIA CONFERENCE CALL

Town Meetings have returned to an 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=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

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.

7:30 pm

- I. **Call to Order:** The meeting was called to order at 7:30 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 Patrick Miller, Councilman E. Dugan, Councilwoman E. Clarke, Councilman J. Mertz, Councilman S. Lobdell, Deputy Town Manager/Town Clerk A. Tantillo, Financial Officer J. Helms, Police Chief R. Longo, Town Attorney F. Townsend, and Town Engineer E. Van-Otoo.
 - b. *Pledge of Allegiance:*
 - c. *Recognition of Visitors:* Present guests included Lt. Popp, DSP, Ms. Sheryl Rojas, Ms. Lorraine and Mr. Richard Gorman, Ms. Faye and Mr. Robert Wheeler, and Mr. Mark Pugh.
 - d. *Announcements:* No announcements
- III. Adoption of Agenda
- IV. Approval / Rejection of Minutes
 - a. Approval/ Rejection of Council Minutes from the January 19th, 2022, Town Council Meeting.
 - b. Approval/ Rejection of Council Minutes from the January 19th, 2022, Town Council Executive Session Meeting.
 1. *CM Mertz made a motion to approve both the Town Council Meeting Minutes from the January 19th, 2022, Town Council Minutes and the Town Council Executive Session Meeting Minutes from the January 19th, 2022, Town Council Executive Session Meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- V. State Police:
 - a. An update on January 2022 activity.
 - b. Lt. Popp shared that there were 28 incidents in the month of January, which included five domestic related incidents, and three criminal investigations which included two identity thefts and one school incidents. There were 20 noncriminal related incidents and no significant incidents in January.

- c. There were four collisions in January, two along Summit Bridge Road, one at Pine Tree Road, and one on Main St.
- d. There were also 30 traffic citations and four traffic warnings.
- e. There were 27.5 hours of additional directed patrol resources.
- f. CM Lobdell asked for additional information on the school incident. Lt. Popp shared that the school was advised of a gun incident at the school and a threat of a shooting. The threat was followed up on and it was unfounded, and nothing came to fruition. CM Lobdell shared that he was advised that the suspects name was revealed on a Facebook page, and it appeared to be shared from a police feed. Lt. Popp assured Council that the police department would not have released the minor's name. CM Lobdell shared that the post was eventually taken down from Facebook.
- g. Lt. Popp also shared that additional patrols have been added to the park as requested and Mayor Miller and CM Dugan shared that they have seen officers around Town.

VI. Townsend Police Department:

- a. Chief Longo shared the following report to Town Council. Chief Longo up with DELJIS about VPN appliance that we will need. They are waiting for DTI to give them a date to install. Additionally, he picked up MDT's and all are working. Chief Longo provided an update on equipment purchase savings. The Town has saved an additional \$3,499.35 by obtaining 3 brand new large (desk) printers free from military surplus. The Town also obtained \$5,362.08 of free vehicle equipment from another Department.
- b. The Town's savings to date is approximately \$72,839.55 on all the equipment obtained both through donations or purchases.
- c. Chief Longo reviewed Policy with the Mayor, Public Safety Committee, Town Manager and the Deputy Town Manager.
- d. In anticipation of moving forward with policy, Chief Longo has prepared the application and letter of interest for the Accreditation Standards Committee. This allows the Police Department to receive assistance with step one of the accreditation processes, beginning the review of folders Chief Longo has been establishing and are required for accreditation.
- e. Chief Longo met with Delaware State Surplus regarding other items needed for the Police Station. This is good quality equipment they sell from state agencies below market value.

VII. Mayor's Report:

- a. **ACTION ITEM:** Discussion and possible vote to appoint members to the Board of Elections.
 1. Mayor Miller asked Deputy Town Manager/Town Clerk A. Tantillo to review the Board of Elections requirements. Deputy TM/TC A. Tantillo shared that at the last Town Council meeting, she advised that there were two vacancies for the Board of Elections. Board members are appointed in accordance with Townsend Municipal Code: 2.20.080 Board of Elections and 15 Del. C. § 7551 Boards of Election; appointment, authority. Board members are appointed for an indefinite term, must be a resident, and must not be an elected official or a candidate or a relative of an elected official or a candidate.
 2. Per the request of Council, Deputy TM/TC A. Tantillo posted the solicitation for Board members to the Town's website and Facebook and three residents expressed their interest in serving on the board. Deputy TM/TC A. Tantillo advised that these

three individuals are residents and that each of the residents assured her that they were not an elected official or a candidate or a relative of an elected official or a candidate. The three residents who expressed interest were Ms. Patricia Cobourn, Mr. Gerald Dove, and Ms. Suzann Shorb. Council Members did not have any additional residents express interest. Deputy TM/TC A. Tantillo advised that the language in the Town Code states that there must be three members on the Board of Elections. Since there was still one member on the Board, there were two vacancies that must be filled.

3. *CM Lobdell made a motion to appoint Mr. Dove to the Board of Elections, CM Mertz seconded the motion.*
4. *CW Clarke made a motion to appoint Ms. Cobourn to the Board of Elections, CM Dugan seconded the motion.*
5. *CW Clarke made a motion to appoint Ms. Shorb to the Board of Elections, CM Mertz seconded the motion.*
6. *Mayor Miller asked for a vote on the motion to appoint Mr. Dove to the Board of Elections. Vote: all yeas, no nays*
7. *Mayor Miller asked for a vote on the motion to appoint Ms. Cobourn to the Board of Elections. Vote: all yeas, no nays*
8. The motion to appoint Ms. Shorb to the Board of Elections died as only two vacant seats could be filled.
9. Deputy TM/TC A. Tantillo will proceed with notifying Mr. Dove and Ms. Cobourn of their appointments to the Board of Elections.

VIII. Reports:

a. Town Attorney Fred Townsend III

1. No report.

b. Town Engineer Edwin Van-Otoo

1. An update on Town Engineering Projects.
2. TE Van-Otoo shared that regarding TVI and TVII, he is planning to meet with Mr. Allen to go over the activities that are ongoing. Regarding the open space drainage areas in TVII, there have been delays due to the weather.
3. Regarding the Woods at Hidden Creek, there have been roadway subbases beginning to be installed along with concrete road curbs in the area, weather permitting.
4. Regarding the Townsend Wastewater Treatment feasibility study, TE Van-Otoo submitted a draft report to Town administration, to be distributed to Council, prior to the final draft being submitted to Council at the end of the month. TE Van-Otoo urges Council to advise of any questions they may have.
5. Regarding the Route 71 and Karins Blvd project, TE Van-Otoo is awaiting contracts signatures and the work is expected to begin when the weather breaks, once a limited letter to proceed could be issued.

6. TE Van-Otoo discussed the Ginn St. sidewalk extension damage with Gessler Construction, who will provide information regarding the possibility of repairs as a separate project, when they are in Town for the Route 71 and Karins Blvd. project.
7. Regarding the Townsend solar arrays, TE Van-Otoo reached out to additional contractors for quotes and TE Van-Otoo will share them with the Town as they come in. Mayor Miller asked for the cost savings and ROI for the upgrade of the solar panels. TE Van-Otoo had provided those numbers previously, but since new quotes have been obtained, the ROI should be updated as the quotes are different. This will be forthcoming based on additional quotes. The original ROI was roughly three to four years. Mayor Miller asked to see the costs to upgrade/ replace the panels and the ROI/ cost savings on the panel. TE Van-Otoo shared that this is forthcoming.
8. CM Mertz asked if the changes to the South St. and Ginn St open space need to go through the Planning Commission. TE Van-Otoo advised that they did not go through the Planning Commission and do not need to as they will be reviewed by Council. The plans were reviewed by the Conservation District and TE Van-Otoo and looking at the drainage area at the locations, the plans originally had a flatter slope than what is out there now and the site is overall draining properly and there are only a few areas that need to be addressed, which is why TE Van-Otoo advised the changes could be made, but he does believe since it is changing from the original plan, it should go through Council. TE Van-Otoo advised that it has not yet been voted on as the contractor was initially advising that numerous loads would need to be taken away from the site, causing damage to the roads and TE Van-Otoo did not see a need for that, given that the site was draining. Then they came to a standstill on the dedication, so the issue remains unresolved, and the plan is forthcoming and will go to Council once received.
9. CM Mertz asked about the Wastewater Management Feasibility Study and Surface Water Matching Planning Grant. Deputy TM/TC A. Tantillo advised that there are two projects, the Wastewater Management Feasibility Study project which was authorized in 2021 and the report is forthcoming. The Surface Water Matching Planning Grant was authorized for application in September 2021 and will be discussed later in the meeting to authorize proceeding with the grant and match of the grant costs.

c. Town Manager

1. Status update on the COVID-19 pandemic.
 - a. Deputy Town Manager/Town Clerk A. Tantillo provided the following report on the COVID-19 pandemic. Due to continued high numbers of COVID-19 cases both in our Zip Code and statewide, Town Hall continues to be closed to the public. Business can be conducted online and via telephone. Residents can also drop off any applications and forms to the Town Hall drop box located to the side of Town Hall at the entrance to our parking lot. Staff continues to be available to meet resident's needs. Staffing of Town Hall has been reduced with staff working from home as well as in Town Hall on a staggered basis to manage the risk of spread of this disease. Per guidance from the State and the CDC, all staff and Council visiting Town Hall are to wear face covering and maintain social

distancing regardless of vaccination status. The only exception is staff working alone in their work area.

- b. Unvaccinated Delawareans ages 12 and older are urged to get vaccinated as soon as possible to protect themselves from infection and serious illness. Delawareans ages 5-11 have also been approved to receive the Pfizer vaccine and are encouraged to do so. Vaccination information and sites can be found at: www.de.gov/getmyvaccine .
 - c. Regarding COVID cases in the state and in the 19734-zip code, as of January 31st, the average percent of persons testing positive is 62.6%, compared to the average of 76.8% as of January 4, 2022. While this number has decreased, a high percentage of persons testing positive remains.
 - d. Within the 19734-zip code, there were 153 new cases in the past seven days. While this is a decrease from the beginning of January at 341 new cases in a 7-day period, it is still an increase from November with 27 cases in a seven-day period and December with 49 cases in a seven-day period. There is now a reported average of 50 new cases daily. The death toll in our zip code has increased from December and has now reached 22 lives lost to this Pandemic. Regarding vaccinations: Delaware Public Health is reporting in the 19734- zip code, 76.1% of the total population in the 19734 Zip Code is vaccinated with at least 1 dose.
2. A report on Town Administrative activities.
- a. Deputy Town Manager/Town Clerk A. Tantillo shared that the second Floor Conference room has been completed with furniture set up and our new Building Official, has set up his space and it is going well. In addition to the office furniture, we have purchased computers, printers, and monitors for the two new workstations as well as for the Police Department operations. We have begun receiving these orders and are in the process of assigning the equipment and working with our IT contractor to image the computers and set up the network.
 - b. Deputy Town Manager/Town Clerk A. Tantillo shared that Chief Longo continues to work to establish our newest department. Chief Longo and the Deputy Town Manager have been working to secure quotes for various needs such additional security, phones, and internet and continue to purchase equipment. These additional purchases are necessary to add to both physical and digital security. As Chief Longo shared, he continues to receive items from military surplus. The 2012 Dodge Charger has been purchased from the Town of Cheswold for \$5,500 and is currently receiving necessary repairs. The repairs to the police department are nearing completion, but a few additional items remain. The building has also been inspected by the state who conducted a walkthrough with Chief Longo.
 - c. Regarding House Bill 269, both the House and the Senate have approved the bill to amend the Town Charter to allow for flexibility in meeting time. Once signed by the Governor, we can proceed with amending our Charter

and will no longer be tied to the 7:30 pm meeting time. Additional updates are to follow.

- d. Mr. John Robitaille has begun working for the Town on January 11th as the Town's Building Official. John has taken over building inspection and code enforcement from our engineering firm RVE. John has already begun working on permitting, inspections, and identifying and citing code violations.
- e. Deputy TM/ TC A. Tantillo is continuing to review applications for the Public Works Supervisor position. She will be contacting and scheduling interviews with those who have the minimum qualifications for the position.
- f. Deputy TM/ TC A. Tantillo continues to work in the annexation of two properties. I have been notified that the New Castle County Attorney is preparing the resolution for the County Council vote which is pending. The request to annex parcel 1401600047 located at 6170 Summit Bridge Road, Parcel # 1401600002, located at 113 Money Road, and Parcel # 1401600068, 6091 Summit Bridge Road have requested annexation and are being processed at this time. Annexation of these properties will be pending response from utilities and action by New Castle County.
- g. Additional Annexation and development calls continue to come in and will be referred to the Planning Commission for review and recommendation to Council for consideration.
- h. Deputy TM/ TC A. Tantillo shared that Town Manager Mangeri had previously discussed reimbursements with the County Financial Officer to discuss issues with reimbursements. The Town has submitted additional requests for reimbursements to reimburse expenses such as for police services and expenses related to reimbursement of the Town for actions to establish a municipal police department. The Town is awaiting final reimbursement approvals and will update Council once decisions are made at the County level.
- i. Regarding the American Rescue Plan, FO Helms and Deputy TM Tantillo continue to review the regulations on how the funds can be spent. The final rule has been issued recently. We anticipate much of the grant could be used to support the development of a waste treatment facility for the Town, pending the results of the Wastewater treatment study.
- j. A snow Emergency was declared on Friday, January 28, 2022, and ended Saturday, January 29, 2022, to allow for the safe and efficient snow removal from Town streets. There was approximately 4 inches of snowfall over the duration of the storm. Snowplow operations began as snow accumulations reached 2 inches and continued until the end of snow fall, all plowing was completed by 6 pm and the snow emergency was ended. Post-plowing salting was conducted due to the low temperatures expected over Saturday night and the high winds. Most residents complied with the requirement to move vehicles to the even-addressed side of the road, but unfortunately some residents failed to move their

vehicles, making snow plowing difficult in some areas. Overall, the snowplow contractors did a great job plowing the area. Ms. Rojas asked if for cars not removed for the storm if the Town would address those vehicles. Deputy TM/ TC A. Tantillo advised that the Town is working to establish protocols to address these concerns in the future. Mayor Miller clarified that Mr. Robitaille has begun with the Town as well as Chief Longo, but as his procedures are not yet approved, he has not yet been able to begin patrolling. Ms. Tantillo also advised that the Town does continue to monitor grass violations and cite violations to residents who do not comply.

- k. During the month of January, there were nine Contractors Licenses issued, eight Rental Licenses issued, and ten Business Licenses issued. Additionally, five permits were issued, two permits were closed and issued Certificates of Occupancy, three permits were closed and issued a final approval letter and ten inspections were completed.
 - l. Deputy TM/ TC A. Tantillo shared that there were no complaints during the month of January.
 - m. Deputy TM/ TC A. Tantillo shared that the Comprehensive Plan Revision has been completed by the Town Planning Commission. Per the requirements, the plan has been sent to NCC, Middletown, and Odessa, and as noted in the plan, there have been no comments. The Town administration and Planning Commission has worked with the Town Engineer to complete the required map revisions, in accordance with the PLUS review comments. The final Comprehensive Plan Revision has been submitted to the Office of State Planning Coordination, who has reviewed the final plan. We received an approval letter from the Office of State Planning Coordination, which allows the Town to proceed with the approval of the Comprehensive Plan Revision. The ordinance to approve the plan will have the first reading tonight, later in the meeting. The public hearing for this ordinance has been scheduled and noticed for February 16th, 2022, at 6:30 pm. A second reading and possible vote to approve the ordinance can be considered at the February 16th, 2022, Town Council Workshop meeting. Deputy TM/ TC A. Tantillo reminded Council that the Town has received an extension for the plan until March 30th. The plan must be approved by the Town by Ordinance. Once approved by Council, the ordinance and plan will go to the Governor for approval.
3. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2022-002, a resolution to authorize the agreement of the DNREC Surface Water Matching Planning Grant to Complete the Town of Townsend Stormwater Management Study Grant and Project Match.
- a. Deputy Town Manager/ Town Clerk A. Tantillo advised Council that the Town has been awarded a Surface Water Matching Planning grant from DNREC. The grant is for a 50% match, up to \$50,000. The scope of work for this project is estimated at \$148,252.50.

- b. Total cost of the proposed project to be approved by Council will be \$148,252.50 with the DWIAC funding \$50,000 through a Surface Water Matching Planning Grant, this leaves \$98,252.50 to be matched by the Town. The Town received formal notice of the award and Council must agree to match the award. This grant is for a two-year period.
- c. TE Van-Otoo advised Council that this is a \$50,000 grant for the Town of Townsend (Town) for planning the Townsend Stormwater Management Study which will provide a master stormwater and drainage plan for the Town and include a preliminary hydraulic engineering study and analysis to improve and/or retrofit existing stormwater infrastructure that is no longer adequate.
- d. The Townsend Stormwater Management Study will be divided into three phases:
 - 1. Development of Geographic Information System (GIS) Stormwater Infrastructure Management Mapping Database for the Town of Townsend. And televised inspection of existing stormwater pipe.
 - 2. Cleaning and repair of existing storm sewers.
 - 3. Hydraulic study and analysis of existing stormwater infrastructure.
- e. TE Van-Otoo also advised that the cost of the grant does not include, nor does it cover constructions costs to make any repairs deemed necessary by the findings of the grant.
- f. Deputy Town Manager/ Town Clerk A. Tantillo reminded Council that they provided authorization to apply for this grant in September of 2021 and that now that the Town has been awarded the grant, Council must vote to accept the grant and agree to match the funds and cover the remaining costs of the grant if they so choose.
- g. Deputy Town Manager/ Town Clerk A. Tantillo provided a reading of Resolution 2022-002 a resolution to authorize the agreement of the DNREC Surface Water Matching Planning Grant to Complete the Town of Townsend Stormwater Management Study Grant and Project Match.
- h. *CW Clarke made a motion to approve Resolution 2022-002, as read. CM Dugan seconded the motion.*
 - 1. Ms. Wheeler brought up concerns regarding the sinkhole in front of her home on Brooke Ramble. She is concerned that the sinkhole has gotten larger and can potentially pose a safety concern. She is wondering if the sinkhole will continue to be delayed in repair due to the time to televise the area as covered by the grant.
 - 2. Mayor Miller thanked Mr. and Mrs. Wheeler for their comments and shared that the grant provides the funding to televise the area to view where exactly the root of the problem is in order to best fix the damaged area and not have additional sink holes arise in the future. Mayor Miller asked Deputy TM/ TC Tantillo to have Town Maintenance temporarily repair the area to avoid safety concerns and asked TE Van-Otoo to inspect the area to ensure safety. TE Van-Otoo

advised that it would be best to fill the area with stone, Deputy TM/ TC Tantillo will ensure that is completed. TE Van-Otoo also advised that the televising of the streets is in the first phase to address this issue as it is pressing. This is one of the top priorities of this study.

3. *Voice vote of Council: CW Clarke- yea, CM Dugan- yea, CM Lobdell- yea, CM Mertz- yea.*
4. Resolution 2022-002 002 a resolution to authorize the agreement of the DNREC Surface Water Matching Planning Grant to Complete the Town of Townsend Stormwater Management Study Grant and Project Match is approved as read.
4. **ACTION ITEM:** Discussion and possible vote to authorize the purchase of a VPN for the Townsend Police Department in accordance with DELJIS requirements.
 - a. Deputy Town Manager/ Town Clerk A. Tantillo shared that as required by DELJIS, a secure VPN will need to be purchased from DTI to have a secure state network connection to access all items required by the PD including criminal records and such. Chief Longo shared that DELJIS access is crucial to police operations and access would not be allowed without the secured VPN being installed. DTI is the organization who installs this for DELJIS. The final quote has not come in yet from DTI as they do not typically provide this, but it is expected to cost around \$2,000. Deputy TM/TC A. Tantillo is requesting approval for up to \$2,500 in the event the quote is higher than expected, to allow for this purchase.
 - b. *CM Dugan made a motion to approve the purchase of a VPN for the Townsend Police Department in accordance with DELJIS requirements up to \$2,500. CM Mertz seconded the motion. Vote: all yeas, no nays*
5. **ACTION ITEM:** Discussion and possible vote on two-factor authentication for Town Microsoft accounts and VPN access.
 - a. Deputy Town Manager/ Town Clerk A. Tantillo shared that the Town IT provider has reached out to the Town regarding the necessity of allowing for two- factor authentication. This provides greater security for those on Town email and VPN. Those with access will be required to enter a second code when accessing accounts. Without the code, this cannot be accessed. With heightened phishing emails and security risks increasing throughout the COVID pandemic, the IT department recommends us getting this program. The cost is an additional \$45 per month at a rate of \$3 per user. And a one-time fee for setup and implementation for an estimate of 10-12 hours, up to \$1,500.
 - b. Council asked if this was the same quote that had previously been offered for two-factor authentication that was turned down to wait for additional quotes. Deputy TM/ TC A. Tantillo shared that this was not the same quote. This quote is for only two-factor authentication whereas the previous quote was for a program called SSD-Assurance which did include two-factor authentication but also included numerous additional benefits

in addition to two-factor authentication and was also much more expensive than the quote provided for only two-factor authentication.

- c. *CM Dugan made a motion to authorize \$1,500 and a \$45 monthly fee for two-factor authentication. CM Lobdell seconded the motion. Vote: two-yeas, two-nays. This was a tied vote, allowing the Mayor Miller to break the tie- Mayor Miller voted yea.*
 - d. Authorization to approve the two-factor authentication for Town Microsoft accounts and VPN access was approved.
6. **ACTION ITEM:** Discussion and possible vote to purchase 2018 International Code Council, code books for Townsend Town Hall.
- a. Deputy Town Manager/ Town Clerk A. Tantillo shared that as the Town has now hired an in house Building Official, it is advisable to purchase the code books necessary in accordance with the Town Zoning Code, which are the 2018 ICC books. Mr. Robitaille has a membership with ICC, which would allow us to purchase at a member rate. We are requesting to purchase the soft cover books and the pdf documents. This would allow the books to be held by the Town Clerk and would also allow for staff to access the code remotely. The cost for this item at the member rate is \$1,470.00, Deputy Town Manager/ Town Clerk A. Tantillo is seeking authorization for this amount.
 - b. CM Mertz asked if the ICC code would be soon updating since the books are the 2018 version. Deputy Town Manager/ Town Clerk A. Tantillo advised that the Town just adopted the 2018 version in 2020 and that the code is updated when the Town Unified Development Code is updated, which is not updated every time the ICC is updated.
 - c. Council discussed the cost of these books. Ms. Rojas shared that she believed ICC had the books available online. Deputy Town Manager/ Town Clerk A. Tantillo advised that while some of the books are available online, not all information of the Codes are available in the free online version.
 - d. Vote to purchase the 2018 International Code Council code books for Townsend Town Hall is on hold until the next Town Council meeting.

IX. Committee Reports

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

1. Review and possible discussion on the December 2021 Budget vs. Actual Report.
 - a. No discussion.

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

1. **ACTION ITEM:** Discussion and possible vote to approve Resolution 2022-003, A Resolution to Recognize Town Manager Anthony S. Mangeri.
 - a. Deputy Town Manager/ Town Clerk A. Tantillo provided a reading of Resolution 2022-003 A Resolution to Recognize Town Manager Anthony S. Mangeri.

- b. *CM Lobdell made a motion to approve Resolution 2022-003 A Resolution to Recognize Town Manager Anthony S. Mangeri, as read. CM Dugan seconded the motion. Vote: all yeas, no nays.*
- c. Resolution 2022-003, A Resolution to Recognize Town Manager Anthony S. Mangeri is approved as read.

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

- 1. CM Dugan shared that he will review the sinkhole of concern and share his findings with Town Administration and Staff.

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

- 1. A status update on the 2020 Comprehensive Plan.
- 2. **ACTION ITEM:** Discussion and introduction of Ordinance 2022-001, An Ordinance to Adopt the 2020 Town of Townsend Comprehensive Plan Revision.
 - a. Deputy Town Manager/ Town Clerk A. Tantillo provided the first reading of Ordinance 2022-001, An Ordinance to Adopt the 2020 Town of Townsend Comprehensive Plan Revision.
 - b. Deputy Town Manager/ Town Clerk A. Tantillo advised that the Public Hearing for this ordinance will be held on Wednesday, February 16th, 2022, at 6:30 pm before the Town Council Workshop Meeting on Wednesday, February 16th, 2022, at 7 pm. Residents are encouraged to attend the meeting and voice any comments they may have about the Townsend Comprehensive Plan Revision.

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

- 1. Mayor Miller encouraged residents to visit the VFW website to learn more about the various events they have going on including a Chili cookoff on February 16th.
- 2. Mayor Miller and CW Clarke also shared that they would like to add plants around the veteran's plaque at the park as previously discussed with TM Mangeri.

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

- 1. CW Clarke thanked Town staff for a smooth snow removal process and the updates regarding the snowstorm, it was timely and well-coordinated.
- 2. CW Clarke also thanked Ms. Wheeler for alerting the Town to the public safety issue regarding the sinkhole.
- 3. CM Mertz discussed the continuing concerns regarding the accidents along Route 71 at Main St. and Summit Bridge Rd. and encouraged residents to reach out to their Senators and Representatives. A discussion was had on the continued request for a traffic study and possibility for a light or re-arranged traffic pattern at these intersections to avoid additional accidents. Town staff and Council advised that this has been an ongoing issue. Mayor Miller asked for Chief Longo and Lt. Popp to provide statistics on the number of accidents in the area over the past couple of years.

4. **ACTION ITEM:** Discussion and possible vote on Resolution 2022-004, A resolution to authorize the adoption of the Town of Townsend Police Department Rules and Regulations.
 - a. Deputy Town Manager/ Town Clerk A. Tantillo provided a reading of Resolution 2022-004, A resolution to authorize the adoption of the Town of Townsend Police Department Rules and Regulations.
 - b. *CM Mertz made a motion to adopt Resolution 2022-004, A resolution to authorize the adoption of the Town of Townsend Police Department Rules and Regulations and the policies written. CW Clarke seconded the motion. Vote: CW Clarke- yea, CM Dugan- yea, CM Lobdell-yea, CM Mertz- yea.*
 - c. Resolution 2022-004, A resolution to authorize the adoption of the Town of Townsend Police Department Rules and Regulations is approved as read.

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

1. CM Lobdell shared that he is working to finalize details of the Junior Town Council. He is working with the grade level teacher and the curriculum to introduce students to Town Council and elect representatives from the classrooms in the fall of each year and will encourage those representatives to attend Town meetings and Town events. Additional details are forthcoming.
2. CW Clarke and CM Lobdell shared that they will meet to discuss additional events for the remainder of the year.

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

1. Ms. Rojas asked what the status of the Little Libraries are because she has many books she would like to donate. CM Mertz shared that he would get back to installing as the weather warms up. Deputy Town Manager/ Town Clerk A. Tantillo advised that the Town is awaiting the approval from the County regarding the installation at the County Park. Discussion was held to discuss the possibility of installing additional libraries in the future. Mayor Miller advised that it could be possible to explore the possibility of additional libraries in the future, but the Town has agreed to maintain the first three libraries so far.
2. Councilwoman Clarke asked if it would be possible to put a library at the Butterfly Garden at Town Hall. CM Mertz shared that that was a possibility but there is one at Townsend Elementary School so that would make the libraries close in proximity.

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

1. CW Clarke advised that she would like to continue the discussion of working with the historians who previously presented to Town Council. Deputy Town Manager/ Town Clerk A. Tantillo shared that she would like to meet with CW Clarke and Mayor Miller to discuss this. They would schedule a discussion at a later date.

X. Citizens Comments & Participation

- a.** County Councilman David Carter shared that the Town could reach out to him if there are any delays in responses from the County regarding the park or annexation. Additionally, CM Carter shared that the County is working towards funding affordable housing and will be offering grants for affordable housing. If the Town is interested in discussing any further, they can set up a meeting with his office. Regarding the concerns along Route 71, CM Carter recommends reaching out to the Secretary of Transportation. CM Carter also shared that the County is considering renewing the lease on the Wiggins Mill property which may allow for mountain biking, more information is to come.
- I.** Recess Council Meeting to Convene Executive Session Recess Council Meeting to Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(9) the Town Council will be meeting in executive session strategy session relating to personnel matters.
- II.** *CW Clarke made a motion to Convene Executive Session:* In accordance with 29 Del. C. §10004 (B)(9) the Town Council will be meeting in executive session strategy session relating to personnel matters. *CM Dugan seconded the motion. Voice vote of Council: All I's, no nays.*

 - a.** *Executive session convened at 9:29 pm.*
- III.** Executive Session was closed, and the Council Meeting was re-convened at 10:48 pm.
- IV.** Adjournment.

 - a.** *CM Mertz made a motion to adjourn the meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
 - b.** Adjournment at 10:49 pm.