



**Town Council Town Council Workshop Meeting Minutes**  
**March 23, 2022 @ 6:30 pm**  
**VIA CONFERENCE CALL & TOWN HALL**

**7:30 pm**

- I. Call to Order:** The meeting was called to order at 6:30 p.m. by Mayor Patrick Miller.
- II. Opening Ceremonies:**
  - a. Roll Call:**
    1. The following Council and staff were present with in person and electronic access available for guests: Mayor Patrick Miller, Councilman E. Dugan, Councilwoman E. Clarke, Councilman S. Lobdell, Councilman J. Mertz, Town Manager A. Tantillo, Financial Officer J. Helms, and Town Engineer E. Van-Otoo.
  - b. Pledge of Allegiance:** All present recited the Pledge of Allegiance.
  - c. Recognition of Visitors:** No guests present.
  - d. Announcements:**
    1. Town Manager Tantillo announced that the Townsend Solicitation of Candidates period closed on April 7<sup>th</sup>, 2022, at 4:30 pm. The terms up for office were two seats for a two-year term and one seat for a one-year term. At the close of the solicitation period, two completed candidate packets were received. The two packets completed were from Patrick Miller and Scott Lobdell. Both candidates chose to run for a two-year term. The Board of Elections met on Monday, April 11<sup>th</sup>, 2022, and verified the election packets. Due to there being two candidates for the two-year term with two available seats, Patrick Miller and Scott Lobdell will be sworn into those seats at the June 2022 Town Council meeting. Since there were no candidates for the one-year term, a vacancy will be left in Council in June 2022 and Town Council will appoint someone to the vacant seat.
- III. Adoption of Agenda**
  - a. CW Clarke made a motion to adopt the agenda. CM Dugan seconded the motion. Vote: all yeas, no nays.**
- IV. Approval / Rejection of Minutes**
  - a. Approval/ Rejection of Council Minutes from the April 6<sup>th</sup>, 2022, Town Council Meeting.**
  - b. Approval/ Rejection of Council Minutes from the April 6<sup>th</sup>, 2022, Town Council Executive Session Meeting.**
    1. *CM Mertz made a motion to approve all agendas as written on the agenda to include the Town Council Meeting Minutes from April 6<sup>th</sup>, 2022, Town Council Meeting and the Town Council Executive Session Meeting Minutes from April 6<sup>th</sup>, 2022. CM Lobdell seconded the motion.*
    2. *Vote: Voice vote of Council- all yeas, no nays.*
- V. State Police:**

- a. Delaware State Police will have a report on the March and April 2022 activity at the next Town Council Meeting.

**VI.** Townsend Police Department:

- a. Townsend Police Chief Longo will have a report on April 2022 activities at the next Town Council meeting.

**VII.** Mayor's Report:

- a. No report.

**VIII.** Reports:

**a.** Town Attorney Fred Townsend III

1. An update will be provided at the next Town Council meeting.

**b.** Town Engineer Edwin Van-Otoo

1. An update on Town projects
  - a. TE Van-Otoo will provide an update on Town Engineering activities at the next Town Council meeting.

**c.** Town Manager

1. **ACTION ITEM:** Discussion and possible vote to authorize mulching for the Townsend Municipal Park.
  - a. TM Tantillo presented Council with three quotes to mulch the Town Park. Per the request at the last Town Council meeting, TM Tantillo and FO Helms went back to the contractors to request more defined quotes. The original quotes were from A-1 Kevin's Landscaping, Green Acres, and Baileys. After we went back to them with the additional request, Bailey's rescinded their quote and said they would not like to quote for this project.
  - b. The Town received detailed quotes from A-1 Kevin's Landscaping and Green Acres and received a quote from the Cutting Edge. TM Tantillo went over the details of each quote including the depth of their proposed mulch and the cost.
  - c. Council discussed which quote would be recommended. The Cutting-Edge quote was very low compared to the other two quotes and the quote from Baileys previously received.
  - d. Mayor Miller asked if this would be covered in the Town Budget. FO Helms advised that there are enough funds between the Park Budget and the Miscellaneous expense budget to cover up to the highest quote. TM Tantillo advised that the concerns regarding the mulching arose after the budget was approved last year, but there would be enough funds to cover.
  - e. *CM Mertz made a motion to authorize A-1 Kevin's Landscaping for mulching to include typebar installation for a total cost of \$18,900. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*

- f. CM Mertz shared that the citizens of the Town deserve to have a park that is well taken care of and doing this will allow the Town to do so with a one-time cost to get it up to snuff, with cheaper expenses in the years to follow when less mulch will need to be replaced. CM Mertz emphasized that this is why the cost is so high. Mayor Miller agreed. TM Tantillo added that she added at the last meeting that other items will be purchased to liven up the Park, including mats for beneath the swings to avoid deterioration of the mulch.
  - g. CM Dugan shared that he cannot recall another time where significant funds were spent at the Park and Council and the Town recognized this issue last year and the Town is working to get the Park back up in order. CW Clarke shared that she is happy that Council chose a local vendor.
2. **ACTION ITEM:** Discussion and possible vote to authorize a revision to the quote and scope of work for the Route 71 and Karins Boulevard Pavement Improvements.
- a. TM Tantillo advised that the Town received a Community Reinvestment Grant in the amount of \$70,000 and in the fall of 2021, the Town was present with quotes to conduct the work and Council selected Gessler Construction. The work has begun, and the first phase has been completed and the second phase is about to begin. Route 71 is a DelDOT road and there is some additional paving and grading to be included, which is adding additional costs to the project, bringing the total to \$53,200. The inlet repairs on the quote need to be taken off because they replaced the inlet instead. This adds about \$7,500 in addition to the original quote. DelDOT asked for the road to be paved up to the bike lane. TM Tantillo advised that even with the additional costs, the total project costs are within the amount of the grant, which totals \$70,000. If approved, Gessler can begin and complete the work on Friday. The millings that will be removed from the road will be recycled and moved to the Park to be added beneath the bleachers to prevent weeds from growing. Pending Council authorization, TM Tantillo will post the construction notice to the Town Website, Facebook, and will notify the HOA representatives. The road will not be completely blocked off but there may be some minor traffic delays.
  - b. *CM Mertz made a motion to accept the revised quote provided by Gessler Construction and to change the scope of the work for a new total of \$53,200. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
  - c. CW Clarke shared that she is happy Gessler is a certified WBE.

## IX. Committee Reports

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

1. No report.

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

- a. **ACTION ITEM:** Resolution 2022-009 A Resolution to Authorize the Hiring of Ms. Antonina Tantillo as the Town of Townsend Town Manager, effective February 16<sup>th</sup>, 2022.
  - b. TM Tantillo provided a reading of Resolution 2022-009 A Resolution to Authorize the Hiring of Ms. Antonina Tantillo as the Town of Townsend Town Manager, effective February 16<sup>th</sup>, 2022.
  - c. Mayor Miller shared that Council discussed the contract for Ms. Tantillo and Mayor Miller shared the contract with Ms. Tantillo who agreed to and signed the contract. Mayor Miller has also signed the contract
  - d. *CM Dugan made a motion to approve Resolution 2022-009 A Resolution to Authorize the Hiring of Ms. Antonina Tantillo as the Town of Townsend Town Manager, effective February 16<sup>th</sup>, 2022. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz
1. No report.
- d. **Land Use and Development Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Dugan
1. CM Mertz asked with the interest rates going up, has the Town done anything to address what happened in 2006 with developers leaving and the housing market crashing, will there be a lot of housing developers leaving? CM Lobdell shared that this is not currently a concern but could be down the road if interest rates keep increasing, but there are bonds in place to help cover which will certainly provide some protection. TM Tantillo added that in 2020, a discussion was held to discuss the bonds for the Woods at Hidden Creek and Council upheld the need for a bond, they did not waive it, Council negotiated with them, but did not waive the bonds entirely.
  2. **ACTION ITEM:** Discussion and possible vote of Ordinance 2022-002, An Ordinance to Amend Chapter 24 of the Townsend Municipal Code.
  3. TM Tantillo reminded Council that the ordinance was introduced at the April 6<sup>th</sup>, 2022, Town Council meeting. The Planning Commission held a public hearing on April 19<sup>th</sup> to hear comments on the ordinance revision and there were no visitors or comments. Town Council held a public hearing on April 20<sup>th</sup>, before this Town Council meeting to hear comments on the ordinance revision and there were no visitors or comments.
  4. TM Tantillo provided a reading of Ordinance 2022-002.
  5. *CM Dugan made a motion to approve Ordinance 2022-002, An Ordinance to Amend Chapter 24 of the Townsend Municipal Code. CM Dugan seconded the motion.*
  6. CW Clarke asked for clarification on each of the districts. CM Lobdell advised that the districts allow for different lot requirements and housing requirements. The zoning districts are defined in Chapter 24.
  7. *Vote: Voice vote of Council- all yea's, no nays.*
- e. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Mayor Miller

1. CW Clarke shared that flower will be planted during the Earth Day Event around the Veterans Memorial. TM Tantillo advised that the area has been dug and prepared for planting. CW Clarke shared that she would coordinate with Mayor Miller regarding Memorial Day.

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

1. CM Mertz shared that he would be happy to assist Chief Longo with getting the speed sign together.

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

1. CM Lobdell shared that he would be coordinating to meet with Townsend Elementary regarding the Junior Town Council.
2. CM Mertz advised that it would be good to begin planning for the Town Fair including scheduling the school bands. TM Tantillo shared that she and CW Clarke were just discussing and will coordinate on planning. CW Clarke shared that she will be sending an email to discuss the planning.
3. CW Clarke shared that April 22 the Townsend Earth Day Park Clean up event will be held. Milkweed seed packets will be available as a giveaway for residents to plant their own Butterfly Gardens. Clean up efforts will include planting flowers and trash clean up.
4. CW Clarke shared that a presentation is forthcoming for the possibility of interns from Appoquinimink School District.
5. CW Clarke shared that upcoming events will include Memorial Day and June events.
6. Regarding the Town Fair, CW Clarke shared that the Fair has been tentatively scheduled for September 24<sup>th</sup>. Discussions were held regarding advertising the Town Fair. CW Clarke asked if there was a rain date typically scheduled for the event, Council advised that there typically was not because the event is so large. CM Mertz advised reaching out to the VFW to see if those who participate in the car show would like to participate in the parade.
7. Council discussed scheduling public meetings to plan the Town Fair, CW Clarke will coordinate with TM Tantillo to get dates scheduled.
8. Council discussed other items relating to the Fair such as DJ and save the date's.
9. TM Tantillo shared a reminder that the Townsend Police Department in partnership with the Townsend Fire Department and DEA will be hosting a National Drug Takeback event on Saturday, April 30<sup>th</sup> from 10 am- 2 pm at the Townsend Fire Department. Details have been shared on the Townsend website and Facebook page.

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

1. CM Mertz asked for status of the County Park being turned over. TM Tantillo advised that she will be working the attorneys to coordinate. Regarding the little library to be placed in the Park, TM Tantillo advised that she is awaiting approval from the county.

2. CM Mertz and TM Tantillo will coordinate on the mile markers for the Town Park.

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

1. CW Clarke shared that she is looking forward to the Earth Day Event.

**X. Citizens Comments & Participation**

**a.** No citizens comments.

**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.

**a.** Council did not convene an Executive Session as there were no personnel matters to address.

**II. 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 7:49 pm.