



Townsend Town Council Special Meeting
June 21st, 2023 @ 7:00 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council Special Meeting

I. Call to Order: 7:00 pm

II. Opening Ceremonies

A. Roll Call: Mayor S. Lobdell,
Councilman M. Chapman,
Councilman M. Suhr,
Councilman J. Mertz,
Councilman J. Bangura,

Town Solicitor L. Hatfield, Town Manager A. Tantillo, Town Clerk M. Rivera, and Police Chief R. Longo.

B. Pledge of Allegiance: All present recited Pledge of Allegiance.

C. Recognition of Visitors:

1. Dwain Haines and Sylvia Cunningham

D. Announcements:

1. None

III. Citizens Comments & Participation

A. Sylvia Cunningham

1. Ms. Cunningham reported her development The Woods at Hidden Creek does not have any streetlights and is concerned for safety. Mayor Lobdell advised that with new developments, these items do take time for the first streetlights to be installed, but that the Town will ensure this is being worked on. TM Tantillo confirmed that as this is a new development, this could take time, but she is advised that the developer is working on this. TM Tantillo will work with the developer to obtain a better estimate of the time when the streetlights will be installed.

2. Ms. Cunningham reported she has to go to the Middletown Post Office to obtain her mail. Additionally, she has spoken with the developer and the Post Office regarding this issue.

3. Ms. Cunningham commented that the permitting process was lengthy. Mayor Lobdell advised the Town is looking to make these processes smoother and thanked her for her time.

4. Mayor Lobdell advised Ms. Cunningham to send an email to TM Tantillo regarding the streetlights and mailing issues.

IV. Adoption of Agenda.

A. *CM Bangura made a motion to adopt the agenda. CM Chapman seconded the motion. Voice vote of Council: all yea's.*

Town Meetings will return to both an in person and a virtual format.

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 <https://townsend.delaware.gov> or by joining the meeting via computer.

1. Council adopted the agenda.

V. Council Orientation and Project Updates

A. TM Tantillo provided an Orientation for the Council which covered the following:

1. Town Council and Staff
2. Town of Townsend Core Values
3. History of the Town of Townsend
4. General Information such as communication, compensation, and Town policies
5. Structure and Powers of the Town of Townsend per the Town Charter
6. Town of Townsend Council and Staff Chain of Command
7. Town Meetings
8. Freedom of Information Act (FOIA)
9. Ongoing and Current Town of Townsend Projects
10. Town Events and Initiatives

B. Mayor Lobdell briefly discussed committees, noting he has sent out correspondence regarding the following committees:

1. Human Resources
2. Finance
3. Land Use and Public Works will be combined.
 - a. CM Chapman expressed interest in this committee.
4. Public Safety
5. Community Engagement
 - a. Mayor Lobdell advised he would like to have a chairman but all of Council will be Co-Chairs.
6. Code Review
7. The Social Services Committee will be a combination of the Veterans Committee, the National Wildlife Committee, and the Historic Preservation Committee.

VI. Recess Council Meeting to Convene Executive Session.

A. *CM Mertz made a motion to recess the Council Meeting to Convene Executive Session for the purposes described in the agenda. CM Chapman seconded the motion. Voice vote of Council: all yea's.*

1. Council recessed and convened into Executive Session at 8:57 pm.

VII. Convene Executive Session: Pursuant to 29 Del. C. §§10004(b)(2) and (4), the Town Council will consider a motion to meet in executive session for a strategy session, which will include legal advice or opinions from an attorney-at-law, with respect to potential litigation, as well as discussions that may have an adverse effect on the bargaining or litigation position of the Town; pursuant to 29 Del. C. §10004 (B)(9), to address personnel matters; and discussion of the content of documents which are not public records under §10002(o)(17).

VIII. Close Executive Session & Re-convene Council Meeting.

A. Council closed Executive Session and Re-convened the Council Meeting at approximately 11:30 pm.

IX. ACTION ITEM: Possible vote of Council.

A. *CM Mertz made a motion to approve as discussed in the Executive Session, a one- half increase- in terms of percentage, one- half of the increase as discussed, effective February 16th, 2022, and the second half of the value as discussed to be accrued in six months if by majority vote, and goals have been met by Town Manager; and agreed upon by Town Council. CM Chapman seconded the motion. Voice vote of Council: all yea's.*

1. Council voted to approve a one- half increase- in terms of percentage, one- half of the increase as discussed, effective February 16th, 2022, and the second half of the value as discussed to be accrued in six months if by majority vote, and goals have been met by Town Manager; *and agreed upon by Town Council.*

X. Adjournment.

A. *CM Bangura made a motion to adjourn the meeting. CM Chapman seconded the motion. Voice vote of Council: all yea's.*

1. Meeting adjourned at approximately 11:33pm.
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