



Townsend Town Council Special Meeting
July 12th, 2023 @ 6:30 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734

6:30 pm Town Council Special Meeting

I. Call to Order: 6:38 pm

II. Opening Ceremonies

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

Solicitor L. Hatfield, Town Manager A. Tantillo, Police Chief R. Longo, Town Clerk M. Rivera,
Town Engineer E. Van-Otoo, and Finance Officer J. Helms.

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

C. Recognition of Visitors: Edgar Dugan, Matt Wilchinski of ATT First Net, Ellen Wolfe, Steve Seidman, James Overton of Advantech, and Ryan Kelly of Advantech.

D. Announcements: None.

III. Citizens Comments & Participation

IV. Adoption of Agenda.

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

1. Council adopted the agenda.

V. **ACTION ITEM:** Resolution 2023-013 A resolution to adopt rules for the 2023-2024 Town Council.

A. CM Mertz presented the latest draft of the 2023 Town of Townsend Rules of Procedure for Council Meetings. CM Mertz advised there were issues that arose in prior Council meetings such as, time management and decorum that present a need for Council to determine that rules should be established moving forward. CM Mertz noted Council has also received comments from TS Hatfield for discussion.

B. CM Mertz provided a brief reading on annotated items of the 2023 Town of Townsend Rules of Procedure for Council Meetings. Council discussed the following items in further detail:

1. I. Order of Business
2. Public Comment
3. Packet Items
4. Emergency Meetings
5. Execution of Documents
6. Meeting Time Limits and Start Time
7. Disturbing Meetings

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=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

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.

C. Council made the following amendments to the 2023 Town of Townsend Rules of Procedure for Council Meetings:

1. II., R. – added the following verbiage at the end of the first sentence, “and before any vote of action items”.
2. II., R. – added the following verbiage to allow for a citizen to comment, “once per topic”. This change is also reflected in III., B..
3. II., D. – struck the seven-day packet submission/posting requirement and replaced with a five-day packet submission/posting requirement. This change is also reflected in the outlined exemptions to the policy of II. D..
4. II., D. – struck approval by both the Mayor and Town Manager for items outside of the outlined exemptions and replaced with, “by vote of the Council”.
5. II., N. – added verbiage “is unable” in the event the Mayor is not available to sign the document(s).
6. II., U. – struck 3.5-hour time limit and replace with a 2.5-hour time limit for meetings exclusive of executive session.
7. II., U. – struck the last line regarding executive session time limit.
8. II., V. – added verbiage to set the first Wednesday meeting start time to 7 p.m. for the 2023-2024 Council term.

D. Mayor Lobdell provided a title reading of Resolution 2023-013 a resolution to adopt rules for the 2023-2024 Town Council. Noting, the rules have been amended as discussed.

E. *CM Suhr made a motion to adopt Resolution 2023-013. CM Chapman seconded the motion.*

1. *Roll Call Vote of Council: CM Mertz – yea, CM Bangura – yea, CM Chapman – yea, and CM Suhr – yea.*
 - a. Council voted unanimously to adopt Resolution 2023-013 a resolution to adopt the amended rules for the 2023-2024 Town Council.

VI. Adjournment.

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

1. Council adjourned the meeting at 7:17 pm.
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