



Townsend Town Council Meeting Agenda
March 6th, 2024 @ 7:00 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council Meeting

- I. Call to Order: 7:00 pm.
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, Councilman J. Mertz, Councilman J. Bangura, Councilman M. Chapman, Councilman M. Suhr, Town Manager A. Tantillo, Chief of Police R. Longo, Financial Office J. Helms, Town Solicitor L. Hatfield, Town Engineer E. Van-Otoo, and Town Clerk M. Rivera
 - B. Pledge of Allegiance: All present recited the Pledge of Allegiance.
 - C. Recognition of Visitors:
 1. Mayor Lobdell recognized all visitors present as reflected on the sign in sheet and via zoom: Dwain A. Haines, Peter Haag, Breon Parker, Burce Russell, Davis Mitchell, Jacob Dingfeld, Kristina Kalcheva, Anton Kalcheva, Ryan Bree, Tan Vu, Dhilan Vu, Alexandra Gardner, and Christina Garner.
 - D. Announcements:
 1. None.
- III. General Citizen Comments
 - A. None.
- IV. Review/Adoption of Agenda
 - A. *CM Chapman made a motion to amend the agenda to move swearing of the Board of Elections member above departmental reports and adopt the agenda. CM Bangura seconded the motion. Voice vote of Council: all yea's.*
 1. Council amended the following:
 - a. ACTION ITEM: Possible swearing in of new Board of Elections member(s) above departmental reports.
- V. DelDOT presentation on SR 71 and Main Street Improvement options.
 - A. Mr. Haag presented on behalf of DelDOT regarding improvement options on SR 71 and Main Street to seek the Council's nomination.
 - B. Council raised the concern of timelines for long-term and/or short-term solutions, in addition to improvement costs.
 1. Mr. Haag confirmed upon the determination of the nomination, the State will cover the improvement costs.
 2. Mr. Haag advised timeline is to be determined after the nomination is submitted.
 - C. Mr. Haag advised DelDOT's preference is for:
 1. Signalized intersection with dedicated left-turn lanes
 2. Hybrid roundabout

- D. Mr. Haag advised design details will be determined at a later date.
- E. Mr. Haag advised to report any specific instances of issues regarding the lights to DeIDOT so that they may adjust accordingly. Mr. Haag noted this would allow them to determine if there is a possible malfunction occurring in equipment.

VI. Approval / Rejection of Minutes:

- A. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the September 6th, 2023, Town Council Public Hearing Meeting.
- B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the February 7th, 2024, Town Council Meeting.
- C. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the February 22nd, 2024, Town Council Special Meeting.
- D. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the February 22nd, 2024, Town Council Special Meeting Executive Session Minutes.
- E. Mayor Lobdell provided a title reading of the Minutes for approval.
- F. *CM Suhr made a motion to approve the minutes. CM Chapman seconded the motion. Voice vote of Council: all yea's.*
 - 1. Council approved the Town Council Minutes from the:
 - a. September 6th, 2023, Town Council Public Hearing Meeting.
 - b. February 7th, 2024, Town Council Meeting.
 - c. February 22nd, 2024, Town Council Special Meeting.
 - d. February 22nd, 2024, Town Council Special Meeting Executive Session Minutes.

VII. ACTION ITEM: Possible swearing in of new Board of Elections member(s).

- A. TC Rivera lead the Oath of Office for the new Board of Elections (BOE) member appointed, Bruce Russell.

VIII. Departmental Reports:

- A. Mayor Scott Lobdell
 - 1. None
- B. New Castle County (NCC) Councilman David Carter
 - 1. None, NCC Carter not present.
- C. Town of Townsend Police Chief's Report
 - 1. Chief Longo advised there are higher cases of fraud reported.
 - 2. Chief Longo confirmed if the Townsend Police Department (PD) notice an abandoned vehicle they will verify the registration, tag the vehicle, and if left for more than a week it will be towed.
 - a. TM Tantillo clarified the Town does not have jurisdiction over abandoned vehicles on NCC owned properties, noting NCC has their own process.

b. TM Tantillo noted there are abandoned vehicles mentioned in the TM report.

D. Town Solicitor Lisa Hatfield

1. TS Hatfield confirmed she is in constant communication with the Developer's Attorney.
2. TS Hatfield advised DNREC's (Department of Natural Resources and Environmental Control) assistance with a matter was required and has been taken care of.

E. Town Engineer Edwin Van-Otoo

1. TE Van-Otoo advised he and his team are wrapping up the specifications for the electrical plans for the Town's Municipal Park; noting he has received two preliminary quotes that are under the threshold for public bidding. However, will still require three quotes.
2. TE Van-Otoo noted the irrigation system for the Town Park will have a higher cost. TE Van-Otoo advised the Town may be able to obtain additional funding for this project by re-applying for the ORPT (Outdoor, Recreation, Parks and Trails) grant in May. Additionally, the grant may be used towards costs spent prior to the grant award. TM Tantillo advised she has reached out to Senator Hoffner and State Representative Spiegelman for funding assistance. TM Tantillo confirmed ARPA (American Rescue Plan Act) funds may be applied as a match for the ORPT grant.
3. Council agreed to vote at the next Council meeting to designate ARPA funds for the Town's Park irrigation system.

F. Town Manager Antonina Tantillo

1. TE Van-Otoo confirmed he will follow-up with Delmarva regarding the Street Lights at The Woods at Hidden Creek.
2. TM Tantillo announced students at the University of Delaware have chosen the Town of Townsend for their fiscal feasibility project. TM Tantillo explained the students will evaluate the Town's budgets and audits to assist the Town with any recommended budget changes and suggestions for additional revenue sources. TM Tantillo confirmed the student will be providing the Town with a paper and presentation in May.
3. TM Tantillo confirmed she has applied for a small grant with NCC for the Town Fair event.
4. TM Tantillo explained the project to beautify the Town consists of: ensuring the grass at the Town Park is full, repainting of curbs, mulching on Main Street and at the Town Park, restriping of a parking lots at the Town Park, trees to be replanted on Main Street, and replacement of the small gazebo. TM Tantillo advised work is already underway.
5. Mayor Lobdell noted this is TM Tantillo's last meeting as Town Manager.

6. TM Tantillo advised she is awaiting DeIDOT regarding the Solar Speed Signs to be installed on Commerce Street. TM Tantillo advised she will follow-up with DeIDOT.
7. **ACTION ITEM:** Discussion and possible vote on appointment of one Board of Elections Member.
 - a. TM Tantillo advised there is another BOE seat open, and TC Rivera will present letters of interest once received.
8. **ACTION ITEM:** Discussion and possible vote regarding Minor Subdivision request for Parcel #: 25-002.00-095, 6001 Summit Bridge Road.
 - a. Mayor Lobdell recused himself from discussion and assigned CM Suhr to run the meeting in his absence.
 - b. Mr. Lobdell presented on behalf of the applicant. Key points noted:
 - i. Confirmed wetlands are on site and a wetland delineation will be completed.
 - ii. Detailed plans will be brought forth should the Town approve the minor subdivision.
 - c. *CM Chapman motioned to allow the minor subdivision request to move forward. CM Bangura seconded the motion.*
 - i. *Roll Call Vote of Council: CM Bangura – yea, CM Chapman – yea, and CM Suhr – yea.*
 - a. Council voted to approve the Minor Subdivision request for Parcel #: 25-002.00-095, 6001 Summit Bridge Road to move forward to the next step.
 - d. CM Suhr returned the meeting over to Mayor Lobdell.

IX. Committee Reports

A. Finance Committee: Chair: Mayor Lobdell, Co-Chair: Councilman Bangura

1. Review and possible discussion on the January 2024 Budget vs. Actual Reports.
 - a. TM Tantillo advised interest on the Town’s income fluctuates investment.
 - b. TM advised the Town’s Financial Advisor will provide a presentation on the Town’s Investments status at the April meeting.
2. *****ACTION ITEM:** Discussion and possible vote on Resolution 2024-003 A Resolution for a Second Amendment the FY 2024 Municipal Budget.
 - a. TM Tantillo noted adjustments were needed due to grants received. Additionally, personnel funds cannot be transferred.
 - b. TM Tantillo provided a title reading of Resolution 2024-003 A Resolution for a Second Amendment the FY 2024 Municipal Budget.
 - c. *CM Bangura made a motion to approve. CM Chapman seconded the motion.*
 - i. *Roll Call Vote of Council: CM Lobdell – yea, CM Bangura – yea, CM Chapman – yea, and CM Suhr – yea.*

- a. Council approved Resolution 2024-003 A Resolution for a Second Amendment the FY 2024 Municipal Budget.

B. Human Resources Committee: Chair: Councilman Suhr, Co-Chair: Mayor Lobdell

1. Mayor Lobdell advised the Human Resources Committee is working with TM Tantillo to ensure all is in place following her departure.
2. Mayor Lobdell noted there is a significant amount of interest of candidates for the Town Manager position.
3. CM Suhr advised the plan is to screen candidates and then proceed with the actual interviews during a council meeting. Council offered their assistance. CM Suhr advised Council to provide screening questions to assist with expediting and standardizing the process.
4. TM Tantillo confirmed a special meeting during executive session will be required to hold interviews for the Town Manager position.

C. Public Works and Land Use Development Committee: Chair: Councilman Bangura, Co-Chair: Councilman Chapman

1. CM Chapman advised he is working with TM Tantillo to obtain new equipment for the Town Park.

D. Public Safety Committee: Chair: Councilman Suhr, Co-Chair: Councilman Mertz

1. Chief Longo confirmed there are a few people interested in the Police Department Officer position; however an executive session may be needed for one of the interested candidates.
2. Chief Longo advised the cameras will be fully operational once ATT sends the correct router.

E. Community Engagement Committee: Chair: Councilman Mertz

1. TM Tantillo confirmed the Town is continuing to receive application for the Town Fair and Parade. TM Tantillo advised CM Mertz needs assistance with the Town Fair and Parade. TM Tantillo confirmed the Town is working to secure a DJ and has a grand marshal. TM Tantillo advised the Town has applied for a Homeland security grant for traffic control measures.
2. Update on the 2024 Town Fair and discussion on upcoming events.
 - a. TM Tantillo confirmed Community Wide Yard Sale will occur in May.

F. Code Review Committee: Chair: Mayor Lobdell, Co-Chair: Councilman Mertz

1. Mayor noted discussion on the introduced ordinances are not needed and advised to send TM Tantillo an email for discussion. Additionally, the next steps are for a public hearing and a second reading.

2. *****ACTION ITEM:** First reading, discussion, and possible vote to refer Ordinance 2024-002 An Ordinance to Amend Section 24.0.060 of the Town Code to Add the Definition of Commercial Vehicle to the Planning Commission.
 - a. TM Tantillo noted the changes and advised Planning Commission (PC) needs to review.
 - b. TM Tantillo provided a title reading of the Ordinance.
3. *****ACTION ITEM:** First reading, discussion, and possible vote to refer Ordinance 2024-004 An Ordinance to Amend Board of Adjustment Appeals.
 - a. TM Tantillo provided a title reading and noted the PC needs to review.
4. *****ACTION ITEM:** First reading and possible discussion of Ordinance 2024-005 An Ordinance to Amend the Townsend Municipal Code Regarding Utilities.
 - a. TM Tantillo provided a title reading and noted the changes.
5. *****ACTION ITEM:** First reading and possible discussion of Ordinance 2024-006 An Ordinance to amend the Town Code regarding Animals.
 - a. TM Tantillo provided a title reading and explained the changes.
6. *****ACTION ITEM:** First reading and possible discussion of Ordinance 2024-007 An Ordinance to amend the Town Code regarding abandoned vehicles.
 - a. TM Tantillo provided a title reading and noted changes are clerical.
 - b. TS Hatfield noted this clarified this section not new.
 - c. CM Chapman suggested to add the verbiage “at the Towns discretion.”
 - d. TS Hatfield confirmed the ordinance may move to second reading.

G. Social Services Committee: Chair: Councilman Chapman, Co-Chair: Councilman Suhr

1. TM Tantillo advised she is waiting for a vendor to respond to her regarding the banners. CM Chapman advised to reach out to those who submitted their pictures for the Town’s Veterans Book for approval to be the used for the Hometown Hero’s banners.
2. TS Hatfield noted the lighting installed for the Town Hall flags.
3. Boy Scouts present advised they are seeking service work volunteer hours. TM Tantillo advised the Town will be in contact with Becky and Christina for events.

X. Recess Council Meeting to Convene Executive Session.

A. *CM Chapman made a motion to recess and convene into Executive Session. CM Bangura seconded the motion. Voice vote of Council: all yea’s.*

1. Council recessed and convened into Executive Session at 8:43 pm.

XI. 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, and 29 Del. C. §10004 (B)(9), the Town Council will consider a motion to meet in executive session for a strategy session, to address personnel matters.

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

A. Council re-convened the Council Meeting at 9:19 pm.

XIII. ACTION ITEM: Possible vote of Council.

A. No motion made, nor action taken for this agenda item.

XIV. Discussion of future agenda items.

A. No discussion held for this agenda item.

XV. Adjournment.

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

1. Council adjourned the meeting at 9:19 pm.
