



Townsend Town Council Special Meeting
July 20th, 2022 @ 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: Meeting called to order at 7:00 pm by Mayor Lobdell.

II. Opening Ceremonies

a. Roll Call: Mayor S. Lobdell, Councilman E. Dugan, Councilman J.

Mertz, Councilwoman S. Rojas, Town Manager A. Tantillo, Town Solicitor C. Griffiths, Financial Officer J. Helms, and Police Chief Longo.

b. Councilwoman E. Clarke was absent from the meeting.

c. Pledge of Allegiance:

1. All present recited the Pledge of Allegiance.

d. Recognition of Visitors:

1. Max Walton Esq. with Connolly Gallagher, LLP was also present.

e. Announcements:

1. Councilwoman Rojas made an announcement that she will be restating the Town's newsletter on a quarterly basis. CW Rojas shared that this will be shared via pdf on the Town website and Facebook and will have physical copies available in businesses throughout Town and at Town Hall.
2. Councilwoman Rojas also announced that the Community Engagement Committee decided that the 2022 Town Fair and Parade would be canceled in order to prepare for an even bigger and better 2023 Town Fair and Parade. Additionally, the Community Engagement Committee is working on planning a Back to School/ Night Out event in the month of August. More details are forthcoming.

III. Citizens Comments & Participation: No citizens present.

IV. Adoption of Agenda.

a. *CM Mertz made a motion to adopt the agenda as presented. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*

V. Approval / Rejection of Minutes

- a. **ACTION ITEM:** Approval/ Rejection of Council Minutes from the June 1st, 2022, Town Council Public Hearing.
- b. **ACTION ITEM:** Approval/ Rejection of Council Minutes from the June 1st, 2022, Town Council Reorganization and Meeting.
- c. **ACTION ITEM:** Approval/ Rejection of Council Minutes from the June 20th, 2022, Town Council Special Meeting.
- d. **CM Mertz made a motion to approve the** Council Minutes from the June 1st, 2022, Town Council Public Hearing, the Council Minutes from the June 1st, 2022, Town Council Reorganization and Meeting, and the Council Minutes from the June 20th, 2022, Town Council Special Meeting. CM Dugan seconded the motion. Motion Died.

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 www.townsend.delaware.gov or by joining the meeting via computer.

- e. *CM Mertz made a motion to amend his motion. CM Dugan made a motion to approve the Council Minutes from the June 1st, 2022, Town Council Public Hearing. CM Mertz seconded the motion. Vote of Council- CM Dugan- yea, CM Mertz- yea, CW Rojas- abstain. Minutes approved.*
- f. *CW Rojas made a motion to approve the Council Minutes from the June 1st, 2022, Town Council Reorganization and Meeting. CM Dugan seconded the motion. Vote of Council- CM Dugan- yea, CM Mertz- yea, CW Rojas- yea. Minutes approved.*
- g. *CM Mertz made a motion to approve the Council Minutes from June 20th, 2022, Town Council Special Meeting. . CM Dugan seconded the motion. Vote of Council- CM Dugan- yea, CM Mertz- yea, CW Rojas- abstain. Minutes approved.*

VI. FOIA Training Workshop- Max Walton Esq., Connolly Gallagher, LLP.

- a. Max Walton, Esq. a colleague of Town Solicitor C. Griffiths provided a presentation regarding FOIA in the state of Delaware. Topics included open meetings, open records, public bodies, notices, executive sessions, minutes, agendas, public records, non-public records. Please see attached presentation for details of the presentation.
- b. Council discussed FOIA cases in the state of Delaware with Max Walton, Esq and Town Solicitor Griffiths.

VII. Reports:

a. Mayor

- 1. ACTION ITEM: No items to be discussed.
- 2. A report will be provided at the next regular Town Council meeting.

b. State Police

- 1. ACTION ITEM: No items to be discussed.
- 2. A report will be provided at the next regular Town Council meeting.

c. Town of Townsend Police Chief's Report

- 1. ACTION ITEM: No items to be discussed.
- 2. A report will be provided at the next regular Town Council meeting.

d. Town Solicitor N. Christopher Griffiths

- 1. ACTION ITEM: No items to be discussed.
- 2. A report will be provided at the next regular Town Council meeting.

e. Town Engineer Edwin Van-Otoo

- 1. ACTION ITEM: No items to be discussed.
- 2. A report will be provided at the next regular Town Council meeting.

f. Town Manager

- 1. ACTION ITEM: No items to be discussed.
- 2. A report will be provided at the next regular Town Council meeting.

g. New Castle County Councilman David Carter

- 1. ACTION ITEM: No items to be discussed.
- 2. A report will be provided at the next regular Town Council meeting.

VIII. Committee Reports

- a. **Finance Committee:** Chair: Councilman Dugan, Co-Chair: Mayor Lobdell
 1. ACTION ITEM: No items to be discussed.
 2. A report will be provided at the next regular Town Council meeting.
- b. **Human Resources Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Dugan
 1. **ACTION ITEM: Discussion and possible vote on Resolution 2022-018 A Resolution Authorizing Personnel Action**
 - i. **TM Tantillo provided a reading of Resolution 2022-018 A Resolution Authorizing Personnel Action**
 - ii. **CM Dugan made a motion to approve Resolution 2022-018 A Resolution Authorizing Personnel Action. CM Mertz seconded the motion. Vote of Council- CM Dugan- yea, CM Mertz- yea, CW Rojas- yea. Resolution 2022-018 A Resolution Authorizing Personnel Action approved.**
- c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz
 1. ACTION ITEM: No items to be discussed.
 2. A report will be provided at the next regular Town Council meeting.
- d. **Land Use and Development Committee:** Chair: Councilwoman Rojas, Co-Chair: Mayor Lobdell
 1. **ACTION ITEM: Discussion regarding the Town of Middletown Comprehensive Plan.**
 - i. TM Tantillo shared that the Town of Middletown shared their draft Comprehensive Plan with the Town of Townsend for comment in advance of the Town of Middletown PLUS meeting, this plan was shared with Town Council in advance of the meeting. The Town of Townsend Planning Commission also had the opportunity to review the Town of Middletown draft Comprehensive Plan.
 - ii. Town Council and Town staff reviewed a letter from the Town of Townsend Planning Commission regarding the Town of Middletown draft Comprehensive Plan. The letter expressed concerns regarding the Town of Middletown areas of concern in relation to the Town of Townsend areas of concern. Additionally, the letter expressed concern over an area labeled in the Town of Middletown draft Comprehensive Plan as a potential area for annexation, labeled as an industrial area, as it is close to a residential area.
 - iii. Town Council and Town staff reviewed the Town of Townsend Comprehensive plan future annexation map areas and areas of concern, in comparison to the Town of Middletown future annexation areas and areas of concern.
 - iv. Town Council expressed concern over the area labeled as “industrial” and the overlapping future annexation areas.
 - v. TM Tantillo advised that she would send a letter to the Town of Middletown expressing their concerns, in advance of the Town of Middletown PLUS meeting.
 - vi. TM Tantillo also advised that the Town of Townsend Comprehensive Plan future annexation map would need to be revised as the Town has received interest from property owners of parcels not identified on the Town future annexation map as areas of future annexation. Not only do future annexation parcels have to be contiguous with incorporated Town parcels, they also must be identified on the

comprehensive plan future annexation map. TM Tantillo advised that she has been advised that revisions such as this occur from time to time throughout the state. TM Tantillo advised that she would be bringing this to the attention of the Planning Commission and would follow-up with Town Council with any updates.

- e. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilwoman Rojas
 - 1. ACTION ITEM: No items to be discussed.
 - 2. A report will be provided at the next regular Town Council meeting.
- f. **Public Safety Committee:** Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke
 - 1. ACTION ITEM: No items to be discussed.
 - 2. A report will be provided at the next regular Town Council meeting.
- g. **Community Engagement Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilwoman Rojas
 - 1. ACTION ITEM: No items to be discussed.
 - 2. A report will be provided at the next regular Town Council meeting.
- h. **Code Review Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Mertz
 - 1. ACTION ITEM: No items to be discussed.
 - 2. A report will be provided at the next regular Town Council meeting.
- i. **National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Dugan
 - 1. ACTION ITEM: No items to be discussed.
 - 2. A report will be provided at the next regular Town Council meeting.

IX. Adjournment.

- a. CM Mertz made a motion to adjourn. CM Dugan seconded the motion.
- b. *Vote: Voice vote of Council- all yea's, no nays.*
 - 1. *Meeting adjourned at 8:49 pm.*