

Town of Townsend Code Review Committee Meeting October 24th, 2022 @ 7:30 am VIA Conference Call & Town Hall 141 Main St, Townsend, DE 19734

7:30 am Code Review Committee Meeting

I. Call to Order: noted 7:30 am

II. Opening Ceremonies

a. Roll Call: Councilman J.
 Mertz, Mayor S. Lobdell, and
 Town Manager A. Tantillo.

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

c. Recognition of Visitors: None.

d. Announcements: None noted.

III. Citizens Comments & Participation

a. None

IV. Adoption of Agenda.

a. Not noted – Agenda adopted.

V. Discussion regarding possible Town of Townsend Charter revisions.

- **a.** Discussed Mayoral eligibility requirement to serve at least one term on Council. Also discussed the possibility of when no Council members meet this requirement, then a Mayor would be elected among the present Council.
- **b.** Proposed the following changes to Section 4:
 - i. 4.1.3 use the Town website instead of newspaper.
 - ii. 4.3.1 Quorum where Mayor is considered in quorum count.
 - iii. 4.6.3 Take out shall from 1st and 3rd sentence.
 - iv. Add removal from office section including reasons from 4.6.7. Additionally, include verbiage majority vote to including person in question.
- c. Proposed the following changes to Section 5:
 - i. 5.8 add verbiage until the end of the term filled.
 - ii. 5.8.2 add verbiage if within 90 days of election a newly sworn in Council member resigns, the Candidate at election with the next highest number of votes shall be elected to fill the term.
 - **iii.** 5.2.2 check feasibility of aligning with federal election.

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=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3OT09

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.

^{***}Recording issues with meeting, therefore, minutes are brief.



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- iv. 5.3 include background check requirement.
- v. 5.5 proof of legal ownership.
- **d.** Discussed to research Middletown's compensation regarding Section 7 and proposed the following changes:
 - i. 7.3.1 add reasoning language for Town Manager removal.
 - ii. 7.3.4.1 add resolution only for department head with an exception for promoting from within.
 - iii. 7.3.4.4 and 7.4 verbiage for he or she, him or her.
 - iv. 7.5 and 7.7 services for Town Attorney and Town Engineer must be solicited from RFP unless waived by Council adding verbiage until Council deems necessary to solicit for new services or provided.
 - v. 7.6.2.6 add verbiage to be passed no later than 30 days.
 - vi. 7.8.3 Police Chief shall report directly to Town Manager and shall be responsible to Town Council for proper administration of police force in preserving law and order.
- e. Proposed the following changes to Section 8:
 - i. 8.2 remove verbiage omitted and add verbiage approved.
 - ii. 8.4.3 add disability or other reason.
 - iii. 8.5.1 to Town verses Town Financial Office.
 - iv. 8.5.3 remove verbiage 10 years.
- f. Discussed the possibility of adding language for fair market value to Section 9.
- **VI.** Discussion regarding possible Town of Townsend Ordinance drafts for Town Code updates.
 - a. Discussed ordinance to address absent Council members.
 - **b.** Discussed ordinance regarding Council compensation.
- VII. Adjourn
 - **a.** Meeting adjourned at, noted 8:30am, recording ended 9:43 am.