



Townsend Council Workshop Meeting Minutes
July 22, 2020 @ 7:00 pm
VIA CONFERENCE CALL

Per the Governor's request, all scheduled meetings will be held via electronic means. 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.

Those wishing to attend may dial 1(301)715-8592. When directed, provide following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online Join the online meeting:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

- I. **Call to Order:** The meeting was called to order at 7:00 p.m. by Mayor Thomas McDonald.
- II. **Opening Ceremonies**
 - A. *Roll Call:*

The following Council and Staff were present with electronic access available for guests: Mayor T. McDonald, Councilman P. Miller, Councilman S. Lobdell, Councilman E. Dugan, Town Manager A. Mangeri, Town Clerk A. Tantillo, and Financial Officer J. Helms.
 - B. *Pledge of Allegiance:* Skipped for Electronic Meeting
 - C. *Recognition of Visitors:* Present guests were *Louis Krause and Kathleen Shaw.*
 - D. *Announcements:* None
- III. **Additions and Deletions to published Agenda:** None
- IV. **Approval of Minutes**
 - A. Approval/ Rejection of Town Council Public Hearing Minutes 7/1/2020: *CM Lobdell motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Miller- Yea)*
 - B. Approval/ Rejection of Town Council Reorganization & Town Council Meeting Minutes 7/1/2020: *CM Lobdell motioned for the approval of the minutes as presented, CM Miller seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Miller- Yea)*
- V. **Mayor's Report**
 - A. Acceptance of resignation for Councilman Anthony Franco: Mayor McDonald advised that Councilman Franco has resigned his position on Council as he has moved out of state. His resignation has been accepted. Mayor McDonald provided a reading of Councilman Franco's resignation letter.

Mayor McDonald requested Council to submit names of potential individuals to fill the vacant Council seat, at the next Town Council meeting.
 - B. Resolution 2020-009 A Resolution thanking Councilman Franco for service to the Town.
 - a. A reading of Resolution 2020-009 was read by TM Mangeri.
 - b. A vote to pass (McDonald- Yea, Dugan- Yea, Lobdell, Yea, Miller, Yea)
 - C. Appointment of Louis Krause to the Planning Commission, beginning with the meeting on July 29th, 2020.
- VI. **Reports**
 - A. State Police:

Lt. Lloyd to provide a report at the next Council Meeting
 - B. Town Attorney Fred Townsend III:

No questions from Council to the Town Attorney
 - C. Town Engineer Edwin Van-Otoo:

Town Engineer to discuss ongoing Town projects.

D. Town Manager Anthony S. Mangeri:

1. Letter for waiver of bonding requirement for the first 2 phases at Woods at Hidden Creek.
 - a. TM Mangeri provided an update on the letter to be provided by New Castle County and Mr. Allen. TM Mangeri advised MR. Allen on the requirements for the letter and the data needed for the letter.
 - b. A discussion to change the name of the letter from a waiver to an adjustment of the bonding requirement.
2. Discussion and possible vote on Resolution 2020-008 to Affirm the adoption of the 2021 Municipal Budget
 - a. A reading of Resolution 2020-008, to Affirm the Adoption of the 2021 Municipal Budget, was provided by TM Mangeri.
 - b. CM Dugan made a motion to consider the reading to be the complete reading of resolution 2020-008 and made a motion to accept the resolution. CM Lobdell seconded the motion. (Vote: Dugan- Yea, Lobdell- Yea, Miller- Yea, McDonald- Yea).
3. Discussion and possible first reading of Ordinance to Annex the area known as Townsend Acres into the Town of Townsend.
 - a. TM Mangeri has been advised of the intent of New Castle County Public Works to approve Townsend Acres. The Town is awaiting correspondence from New Castle County.
 - b. Council and TM Mangeri discussed the the annexation process.
4. Discussion and possible vote to repair Town's vehicle.
 - a. The front and rear brakes of the Town vehicle need to be repaired. The cost is anticipated to be just under just under \$1,100. The work will be completed at Jamie's, which the Town always uses. The actual total is around \$1,060 and TM Mangeri needs Council approval for anything over \$1,000.
 - b. Councilman Lobdell made a motion to authorize the repairs not to exceed \$1,100, CM Dugan seconded the motion. (Dugan-Yea, Lobdell-Yea, Miller-Yea, McDonald-Yea).
 - c. TM Mangeri updated Council that he authorized the server maintenance subscription for another year in the amount of \$580. He decided to do this to delay the \$11,000 upgrade for another year, to allow Council another year to decide what to do.

VII. Committee Reports

A. Finance: Chair Mayor Thomas McDonald - Co-Chair CM Edgar Dugan

No report.

B. Human Resources: Chair CM Patrick Miller

- a. Discussion on possible Resolution on Inclusion and Diversity.
 1. CM Miller wants Council to review the resolution that was sent to them and take note that the resolution is not starting anything new but is an affirmation to abide by the resolution.
 2. The resolution will be voted on at the next Council meeting.

C. Public Works: Chair CM Edgar Dugan - Co-Chair CM Scott Lobdell

No report

D. Land Use & Development: Chair CM Scott Lobdell - Co-Chair CM Edgar Dugan

- a. The Townsend Acres discussion may be held at the next meeting.
- b. Mayor McDonald advised Council that he sent them the annexation corridors for Town for the next 30 years.

E. Veterans Committee: Chair CM Patrick Miller - Co-Chair Vacant

- a. No report.
- b. Mayor McDonald advised the Committee he is available to help the committee due to the vacancy

F. Public Safety: Chair CM Patrick Miller - Co-Chair – Vacant

- a. No report.
- b. Mayor McDonald advised the Committee he is available to help the committee due to the vacancy

G. Community Relations: Chair CM Scott Lobdell - Co-Chair Vacant

CM Lobdell requested a continuation of the ongoing discussion of Park usage at the next Town Council meeting.

H. Parks & Recreation: Chair CM Scott Lobdell - Co-Chair CM Patrick Miller

- a. TM Mangeri provided updates on Park usage. Middletown and other municipalities have not opened their parks, but county playgrounds have been opened. Since phase 3 has been paused, there was an understanding that playgrounds should hold off from opening. TM Mangeri has reached out to the Governors office to clarify this.
- b. TM Mangeri advised that a resident called to express that parents should be able to make the decision if their kids should use the park and that they want the park to open. TM Mangeri expressed to the resident that it is against Public Health and state recommendations to open.
- c. TM Mangeri updated that Middletown Parks remain closed and that the CDC and Public Health officials recommend playgrounds remain closed. TM Mangeri updated that the swings have been removed from the playground so that people are aware that the park is still closed.
- d. A discussion was held between the Mayor and Council to determine if the tables at the Pavilion and the skate park equipment could be moved out of the park and requested TM Mangeri arrange the removal.

I. National Wildlife Federation Liaison: Vacant

No report.

VIII. Citizens Comments & Participation

No comments or questions made by citizens in attendance.

IX. Adjournment

Mayor and Council adjourned the meeting at 7:30 pm.

Please note that this is a Council Workshop. The main function is to set the agenda and prepare for the next Town Council meeting. Some business may be conducted by Council if required. The agenda items as listed may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive sessions.