



SPONSOR: Rep. Spiegelman & Sen. Hoffner

HOUSE OF REPRESENTATIVES  
152nd GENERAL ASSEMBLY

HOUSE BILL NO. 139

AN ACT TO AMEND THE CHARTER OF THE TOWN OF TOWNSEND.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE (Two-thirds of all members elected to each house thereof concurring therein):

1 Section 1. Amend the Charter of the Town of Townsend by making deletions as shown by strike through and  
2 insertions as shown by underlines as follows:

3 **PREAMBLE**

4 **Article I Incorporation**

5 **1.1 Incorporation**

6 **1.2 Boundaries**

7 **1.3 Annexation of Territory**

8 **Article II Powers of the Town**

9 **2.1 Powers of the Town**

10 **Article III Composition of Government**

11 **3.1 Composition of Government**

12 **Article IV Powers of the Council**

13 **4.1 Ordinances**

14 **4.2 Meetings**

15 **4.3 Quorum**

16 **4.4 File of Ordinances**

17 **4.5 Emergency Ordinances**

18 **4.6 Powers of the Mayor**

19 **4.7 Mayor and Council Disqualification and Removal from Office**

20 **Article V Nominations and Elections**

21 **5.1 Elections**

22 **5.2 Term of Office**

23	<b><u>5.3 Qualifications for Office</u></b>
24	<b><u>5.4 Notice of Candidacy</u></b>
25	<b><u>5.5 Voter Qualifications</u></b>
26	<b><u>5.6 Absentee Voting</u></b>
27	<b><u>5.7 Voter Registration</u></b>
28	<b><u>5.8 Candidate Background Checks</u></b>
29	<b><u>5.9 Vacancies in Office</u></b>
30	<b><u>5.10 Succession of Authority</u></b>
31	<b><u>Article VI (Reserved)</u></b>
32	<b><u>Article VII Personnel</u></b>
33	<b><u>7.1 Town Employees</u></b>
34	<b><u>7.2 Compensation of Town Employees and Council</u></b>
35	<b><u>7.3 Town Manager</u></b>
36	<b><u>7.4 Town Clerk</u></b>
37	<b><u>7.5 Town Attorney</u></b>
38	<b><u>7.6 Town Financial Officer</u></b>
39	<b><u>7.7 Town Engineer</u></b>
40	<b><u>7.8 Police Force</u></b>
41	<b><u>Article VIII Financial Powers and Procedures</u></b>
42	<b><u>8.1 Fiscal Year</u></b>
43	<b><u>8.2 Budget</u></b>
44	<b><u>8.3 Assessment of Taxes</u></b>
45	<b><u>8.4 Power to Raise Revenue</u></b>
46	<b><u>8.5 Remedies for Collection of Taxes, Assessments and Other Charges</u></b>
47	<b><u>8.6 Special Assessments</u></b>
48	<b><u>8.7 Borrowing Powers</u></b>
49	<b><u>8.8 Annual Audit</u></b>
50	<b><u>Article IX General Provisions</u></b>
51	<b><u>9.1 Eminent Domain</u></b>
52	<b><u>9.2 Indemnification</u></b>

53 **9.3 Limitation on Liability**

54 **9.4 Compendium**

55 **9.5 Separability**

56 **Article X Transitional Provisions**

57 **10.1 Former Government in Force**

58 **10.2 Continuance in Office**

59 **Townsend**

60 **ARTICLE I INCORPORATION**

61 1.1. Incorporation.

62 1.1.1. The inhabitants of the Town of Townsend, within the corporate limits as hereinafter defined in this Charter  
63 or as extended as hereinafter provided, are hereby constituted and declared to be a body politic incorporated in law and  
64 equity, by the corporate name of "The Town of Townsend," and by that name shall have perpetual succession, and shall  
65 have all of the powers incident to or may attach to a municipal corporation as they, through their duly elected officers and  
66 agents, may deem proper, not in conflict with provisions of this Charter of government, nor with the Constitution and Laws  
67 of the State of Delaware, nor of the United States; and as such shall be able and capable to sue and be sued, plead and be  
68 impleaded, answer and be answered, defend and be defended, in all courts.

69 1.2. Boundaries.

70 1.2.1. The limits and boundaries of The Town of Townsend in New Castle County, Delaware, shall be as  
71 previously fixed and established or hereafter altered according to law and shall be marked and defined according to maps  
72 and plots now of record or hereafter recorded in the Office of the Recorder of Deeds in and for New Castle County pursuant  
73 to lawful annexation proceedings. Such maps and plots, when so made and approved by Town Council, and when recorded  
74 in the Office of the Recorder of Deeds of the State of Delaware, in and for New Castle County, shall be deemed to be the  
75 true and correct maps and plots of the ~~town~~ Town and of all the streets, boundaries, lanes and alleys thereof, and the same,  
76 or the record thereof, or a duly certified copy of said record, shall be evidence in all courts of Law and Equity in the State of  
77 Delaware.

78 1.3. Annexation of Territory.

79 1.3.1. Procedure to extend boundaries.

80 The Town may, from time to time, extend its boundaries in accordance with Title 22, Chapter 1, Section 101  
81 (22 Del.C. §101) through the following annexation processes:

82           1.3.1.1. In the case where annexation is petitioned by all owners of all property considered for annexation, no  
83 election shall be required. For an annexation petition not requiring an election, such petition shall be processed in  
84 accordance with procedures established for amendments to the zoning map, specified by State law and by ordinance. All  
85 annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall  
86 be subject to public hearing before Town Council. Public notice shall be completed in accordance with the Code provisions  
87 of the Town of Townsend relating to amendment of the zoning map.

88           1.3.1.2. In the case where annexation is not petitioned by all owners of all property considered for annexation,  
89 such annexation shall be subject to an election, as follows:

90           1.3.1.2.1. In order to extend the boundaries of the Town of Townsend, Council shall adopt a resolution proposing  
91 the inclusion of all property considered for annexation within the limits of The Town of Townsend and calling for a special  
92 election to be held not less than thirty (30) nor more than sixty (60) days after the adoption of the resolution, in accordance  
93 with Title 22, Chapter 1, Section 101, Delaware Code. The resolution shall contain a description of all property considered  
94 for annexation, the date of the election, and the place or places of said election. The resolution shall be published in at least  
95 two (2) issues of a newspaper of general circulation within the Town of Townsend at least two (2) weeks prior to the day of  
96 said election.

97           1.3.1.2.2. The annexation election shall be held by the Town's election officers. Each owner of the property  
98 considered for annexation shall be entitled to one (1) vote. Owners of real estate in common shall be entitled to one (1) vote  
99 each. Life tenants shall be entitled to one (1) vote each but the holders of the remainder interest or similar interest subject to  
100 the life estate shall not be entitled to vote. Corporations, firms or associations shall be entitled to one (1) vote, the same as  
101 private persons.

102           More than one (1) annexation election may be held on the same day; however, the elections shall be separate.

103           1.3.1.2.3. The Council of the Town of Townsend shall provide the ballots and shall bear the cost of holding such  
104 annexation elections. The ballots shall briefly indicate the property proposed for annexation and shall provide two (2) boxes  
105 on the ballot beside which shall appear the words "FOR inclusion within The Town of Townsend," and "AGAINST  
106 inclusion within The Town of Townsend." Each voter shall indicate their preference by making a mark within the box  
107 beside the words expressing their preference.

108           1.3.1.2.4. For the annexation election, the polls shall open at 11:00 a.m. to and remain open until each eligible  
109 voter has cast their vote or until 8:00 p.m., whichever occurs first. When the polls are closed the election officers shall  
110 publicly count the votes and forthwith certify to the clerk of the council the number of votes cast for and against inclusion

111 within the ~~town~~ Town limits. At the next regular or special meeting of the council the mayor and council shall receive the  
112 results of the election and make the same a part of the minutes of said meeting.

113 1.3.1.2.5. If a majority of the votes cast in an annexation election are in favor of the inclusion of that property, the  
114 council may thereupon adopt a resolution annexing said property and including same within the limits of the Town of  
115 Townsend. Upon the adoption of a resolution of annexation a copy thereof certified by the clerk of council and a plot of the  
116 area annexed shall be forthwith filed for record with the Recorder of Deeds of New Castle County, and the area so annexed  
117 shall for all purposes thenceforth be part of the Town of Townsend.

118 1.3.1.2.6. If a majority of the votes cast in an annexation election shall be against the inclusion of that property  
119 within the limits of the Town of Townsend, the proposed annexation of said property shall be declared to have failed.  
120 Nothing in this Charter shall prohibit the Council from resubmitting a proposal for annexation to the eligible voters for said  
121 property, or any portion thereof, under the authority of this section and in accordance with the provisions thereof.

## 122 **ARTICLE II POWERS OF THE TOWN**

### 123 2.1. Powers of the Town

124 2.1.1. General. The Town of Townsend shall have all powers possible for a ~~town~~ Town to have under the  
125 Constitution and Laws of the State of Delaware as fully and completely as though they were specifically enumerated in this  
126 Charter. The ~~town~~ Town shall have the powers to make, adopt, and establish all such ordinances, resolutions, regulations,  
127 rules and by-laws not contrary to the laws of the State of Delaware and the United States as the Town Council may deem  
128 necessary to carry into effect any of the provisions of this Charter or any other law of the State relating generally to  
129 municipal corporations or which they may deem proper and necessary for the good government of the ~~town~~ Town, the  
130 protection and preservation of person and property, and the public health and welfare of the ~~town~~ Town and its inhabitants.  
131 The ~~town~~ Town may exercise any of its powers or perform any of its functions and may participate in the financing thereof,  
132 jointly or in cooperation, by contract or otherwise with any one or more states or civil divisions or agencies thereof,  
133 including the government of New Castle County, other municipalities, the State of Delaware, the United States, or any  
134 agency thereof. Any tax of any kind, to be imposed, levied, assessed, or collected pursuant to authority granted by this  
135 Charter shall comply with the provisions of § 2001 of Title 22 of the Delaware Code.

136 2.1.2. Enumeration of Powers. Not by way of limitation upon the scope of the powers vested in the Town Council  
137 to exercise all powers delegated by this Charter to the ~~town~~ Town (except as may expressly appear herein to the contrary),  
138 but rather by way of enumeration and for purposes of clarity, the Town Council is vested by this Charter with the following  
139 powers, that is to say the Town Council:

140 2.1.2.1. may have and use a corporate seal, which may be altered, changed, or renewed at any time.

141 2.1.2.2. may hold and acquire by gift, negotiation and purchase, devise, lease, or condemnation property both real  
142 (improved or unimproved) and personal, or mixed, within or without the boundaries of the ~~town~~ Town, in fee simple or  
143 lesser estate or interest, necessary or desirable for any municipal or public purpose, including but not limited to providing  
144 sites for construction, improving, extending, altering or demolishing:

145 2.1.2.2.1. public buildings;

146 2.1.2.2.2. parks;

147 2.1.2.2.3. streets, squares, lanes, alleys;

148 2.1.2.2.4. sewer systems, including but not limited to sewage lines, conduits, sewage disposal or treatment plants,  
149 and all appurtenances thereto;

150 2.1.2.2.5. water systems, including but not limited to water plants, well lines, conduits and all appurtenances  
151 thereto;

152 2.1.2.2.6. recreational facilities, including but not limited to gymnasiums, athletic fields, bicycle paths, tennis,  
153 basketball, or paddle courts and all appurtenances thereto;

154 2.1.2.2.7. adequate municipal services for persons and other legal entities residing either within or beyond the  
155 corporate limits of the ~~town~~ Town, to their mutual benefit and advantage, upon such terms, charges, and conditions as the  
156 Town Council may determine and approve;

157 2.1.2.2.8. slum clearance and redevelopment, urban renewal, revitalization or rehabilitation of blighted areas or  
158 removal of dangerous buildings;

159 2.1.2.2.9. protection services for the citizens of the ~~town~~ Town to include, but not limited to, police, fire, rescue,  
160 and paramedic support.

161 2.1.2.3. may sell, grant, alienate, lease, mortgage, manage, hold and control such property as the interests of the  
162 ~~town~~ Town may acquire except as prohibited by the Constitution or Laws of the State of Delaware or as restricted by this  
163 Charter;

164 2.1.2.4. may pay for the acquisition, construction, improvement, repair, extension, alteration or demolition of any  
165 ~~town~~ Town property (real, personal or mixed) from the general fund of the ~~town~~ Town, from the proceeds of any bond issue  
166 which may be authorized and sold for any of the purposes for which lands and premises are authorized by this Charter to be  
167 acquired, and/or from the proceeds of any grant or loan made to the ~~town~~ Town by any governmental entity of the United  
168 States and/or the State of Delaware and/or New Castle County where the proceeds of the grant or loan are for the purposes  
169 for which lands and premises are authorized by this Charter to be acquired:

170 2.1.2.5. may acquire, build, erect, and maintain buildings and facilities necessary or required for housing and  
171 equipping the offices of the ~~town~~ Town;

172 2.1.2.6. may purchase, take and hold real and personal property when sold for any delinquent tax, assessment,  
173 water rent, electric bill, gas bill, license fee, tapping fee, trash collection fee, charge growing out of abatement of nuisances,  
174 or other charge due to the ~~town~~ Town and sell the same;

175 2.1.2.7. may;

176 2.1.2.7.1. ascertain, locate, lay out, establish, open, change, alter, widen, abandon, regulate the use and enjoyment  
177 of, prevent or remove any obstruction of, level, grade, flag, dress, macadamize, pave, improve, dredge, erect, remove, repair  
178 and replace any new or present street, drain, gutter, aqueduct or pipeline or portion thereof, or any new or present curb, or  
179 gutter or portion thereof, in the ~~town~~ Town and the strand in or contiguous to the ~~town~~ Town;

180 2.1.2.7.2. specify the grade thereof, the materials to be used in the doing thereof and the manner in which the same  
181 shall be done;

182 2.1.2.7.3. enter into contracts or agreements with the State of Delaware for the permanent maintenance, repair and  
183 upkeep of any street, highway, road, alley, sidewalk or other public thoroughfare within the ~~town~~ Town;

184 2.1.2.8. may provide, construct, extend, maintain, manage and control bulkheads, embankments, rip rap, piers or  
185 fills for the preservation of any waterway, stand or high land within the corporate limits of the ~~town~~ Town and contiguous  
186 thereto to the end that the same may be preserved and properly protected that the general public might enjoy the use  
187 thereof;

188 2.1.2.9. may regulate and control the planting, growing, treatment and preserving of ornamental shade trees in the  
189 streets, avenues, highways, parks and lands of the ~~town~~ Town and may authorize or prohibit the removal or destruction of  
190 said trees;

191 2.1.2.10. may fully control the drainage of all surface water within the ~~town~~ Town, and to that end, may provide,  
192 construct, extend, maintain, manage and control a surface water drainage system for the health, sanitation, and convenience  
193 of the inhabitants of the ~~town~~ Town;

194 2.1.2.11. may provide an adequate supply of potable water for the ~~town~~ Town and its inhabitants and, to this end,  
195 may: acquire, lease, erect, construct, maintain, operate, extend, enlarge, renew, replace, control and dispose of wells,  
196 reservoirs, pumps, machines, water treatment facilities, stations, tanks, standpipes, water mains, fire hydrants, and all other  
197 equipment, property, or rights used in or about the collection, storage, purification, conveyance or distribution or sale of  
198 water; regulate and prescribe for what public or private purposes the water furnished by the ~~town~~ Town may be used, the  
199 manner of its use, the amounts to be paid by the users thereof, the means whereby such amounts shall be collected and the

200 fines or penalties, or both, for any willful or negligent injury, or damage to or interference with the water system or the  
201 equipment of the ~~town~~ Town; furnish or refuse water from the ~~town~~ Town system to places and properties outside the ~~town~~  
202 Town corporate limits; and contract for and purchase water and distribute the same to users within or without the ~~town~~  
203 Town with the same full powers as though such water had been initially reduced to usefulness by the ~~town~~ Town itself;

204 2.1.2.12. may: provide, construct, extend, maintain, manage and control a sewer system and/or a sewage treatment  
205 and disposal plant and facilities for the health, sanitation and convenience of the inhabitants of the ~~town~~ Town; regulate and  
206 prescribe for what private or public uses or purposes the system may be used, the manner of its use, the amounts which  
207 shall be collected and the fines or penalties or both, for any willful or negligent injury or damage to, or interference with the  
208 said system, plant or facilities; furnish or refuse to furnish sewer disposal service from the ~~town~~ Town system to places and  
209 properties outside the ~~town~~ Town limits; compel any and all properties in the ~~town~~ Town to be connected to the sewer  
210 system of the ~~town~~ Town.

211 2.1.2.13. may provide for the control of the lighting of streets, highways, roads, alley, waterways, parks, strands,  
212 crosswalks, wharfs, docks, public buildings or other public places in the ~~town~~ Town;

213 2.1.2.14. may regulate, control or prevent the use or storage of all combustible or dangerous materials and the use  
214 of candles, lamps and other lights in stores, shops and other places; and may regulate, suppress, remove or secure any  
215 fireplaces, stove chimney, oven broiler or other apparatus which may pose a danger of causing fires;

216 2.1.2.15. may provide for the organization of a fire department and the control and government thereof; establish  
217 fire limits and do all things necessary for the prevention or extinguishment of fires; and contribute or donate funds to any  
218 volunteer fire company or companies incorporated under the Laws of the State of Delaware, or any volunteer fire  
219 association or associations maintaining and operating fire association or associations maintaining and operating firefighting  
220 equipment and service to the ~~town~~ Town, provided that any such contribution or donation may be made subject to such  
221 conditions as to the use thereof as the Town Council may deem advisable;

222 2.1.2.16. may provide for the organization of ambulance, rescue or paramedic services and the control and  
223 government thereof, may establish territories within the ~~town~~ Town for such services; and may at the discretion of the  
224 Town Council, contribute or donate funds to any such service formed or incorporated under the Laws of the State of  
225 Delaware, or to any volunteer service maintaining and operating ambulance, rescue or paramedic equipment or services for  
226 the inhabitants of the ~~town~~ Town, provided that any such contribution or donation may be made subject to such conditions  
227 to the use thereof as the Town Council may deem advisable;

228 2.1.2.17. may prohibit drunkenness, use or distribution of controlled substance, gaming and fraudulent devices and  
229 riots, disturbances and disorderly assemblies;



230 2.1.2.18. may adopt and enforce such ordinances regulating traffic on all streets, highways, roads, alleys, and  
231 public ways within the ~~town~~ Town as are consistent with the motor vehicle laws of the State of Delaware

232 2.1.2.19. may regulate or prohibit the use of streets, highways, roads, alleys, parks, rights-of-way, other public  
233 places and ~~town~~ Town -owned lands for commercial use, or activities not otherwise protected from such regulation or  
234 prohibition by the Constitution or Laws of either the United States or the State of Delaware;

235 2.1.2.20. may regulate or prohibit the discharge of guns, air guns, spring guns, pistols, slingshots, bean shooters,  
236 and any other device for discharging missiles that may cause bodily injury or injuries or harm to person or property; and  
237 may regulate the use of bonfires, fireworks, bombs and detonating works of all kinds within the ~~town~~ Town;

238 2.1.2.21. may provide for and preserve the health, peace, safety, cleanliness, beauty, good order and public welfare  
239 of the ~~town~~ Town;

240 2.1.2.22. may prohibit, restrain, license or regulate all public sports, exhibitions, shows, parades, productions,  
241 circuses or other public performances, amusements and games;

242 2.1.2.23. may direct the excavation, draining, filling, cleaning, curbing or fencing of privately owned lots, tracts,  
243 pieces or parcels of land in the ~~town~~ Town which are deemed dangerous or unwholesome, or necessary to carry out any  
244 improvements authorized by this Charter and may assess the cost thereof against the owner thereof;

245 2.1.2.24. may define, prevent, abate or remove nuisances, obstructions or any other conditions detrimental to the  
246 public safety, health or welfare; and may cause the cost of such abatement or removal to be paid by the person or other  
247 legal entity causing or permitting same to exist;

248 2.1.2.25. may adopt ordinances providing for condemnations of any building or structure in the ~~town~~ Town which  
249 is determined, on the basis of standards set forth in such ordinances to be a fire hazard or otherwise unsafe, and may cause  
250 the same to be torn down or removed;

251 2.1.2.26. may adopt ordinances to establish and regulate animal pounds and restrain, prohibit and impound any  
252 domestic or wild animal, beast, bird or fowl running at large within the corporate limits of the ~~town~~ Town; authorize the  
253 destruction of the same; and may regulate the keeping of dogs within the ~~town~~ Town, and provide for registration and fees  
254 thereof;

255 2.1.2.27. may provide for the punishment of a violation of any ordinance of the ~~town~~ Town by appropriate fine,  
256 penalty, or forfeiture;

257 2.1.2.28. may regulate and control the construction, alteration, or removal of dwellings or other structures and  
258 provide for granting permits for same;

259 2.1.2.29. may regulate and control construction activities by private individuals or companies at such times and  
260 seasons of the year and at such hour of the day as the Town Council may determine necessary and appropriate for the  
261 public health, welfare and convenience;

262 2.1.2.30. may establish setback lines for buildings and other structures to be erected; zone or district the ~~town~~  
263 Town and make provision for particular zones or districts with regard to construction or building materials; prohibit any  
264 construction except that for which a building permit has been issued as prescribed by the Town Council; and exercise all  
265 powers and authorities pursuant to 22 Del.C., Chapter 3, or any future corresponding provisions of law;

266 2.1.2.31. may regulate the conduct of any business, profession or occupation within the corporate limits of the  
267 ~~town~~ Town;

268 2.1.2.32. may license, tax, and collect fees annually for any and all municipal purposes of such various amounts as  
269 the Town Council, from time to time, shall fix from any individual, firm, association or corporation carrying on, or  
270 practicing any business, profession or occupation within the limits of the ~~town~~ Town;

271 2.1.2.33. may grant licenses, issue permits, and regulate any activity within the corporate limits of the ~~town~~ Town,  
272 whether previously dedicated to or owned by the State of Delaware;

273 2.1.2.34. may impose upon new development or construction or upon first-time occupancy of new construction  
274 such "impact fees" as are reasonably calculated to recover the cost of installing, enlarging, improving or expanding public  
275 or municipal improvements which have a rational nexus to such new construction;

276 2.1.2.35. may appropriate money to pay the debts and liabilities of the ~~town~~ Town or any portion thereof, from any  
277 funds available therefore; and may, in case of emergency, temporarily transfer money from one fiscal account to another  
278 fiscal account of the ~~town~~ Town;

279 2.1.2.36. may raise revenue for the ~~town~~ Town by the levying and collection of taxes on real property, taxes on the  
280 transfer or sale of real property, taxes on business activities, special assessments, licensing fees and other charges for  
281 services;

282 2.1.2.37. may investigate the conduct of any officer, employee or representative of the ~~town~~ Town, in the conduct  
283 of official duties, and for such purpose may compel the attendance of witnesses and the production of books, records, or  
284 other evidence by subpoena, and may administer oaths or affirmations;

285 2.1.2.38. may establish a pension plan or a health and welfare plan or both, for the employees of the ~~town~~ Town  
286 under such terms and conditions as the Town Council may deem appropriate, with the funding accomplished through an  
287 insurance company licensed by and authorized to do business in the State of Delaware, approved by the Town Council.

288 **ARTICLE III COMPOSITION OF GOVERNMENT**

289 3.1. Composition of Government.

290 3.1.1. The government of the ~~town~~ Town and the exercise of all powers conferred by this Charter, except as  
291 otherwise provided therein, shall be vested in and exercised by the five (5) member Town Council composed of a Mayor  
292 and four (4) other members, each of whom shall be elected by popular vote as hereinafter provided. Each Town  
293 Councilperson shall serve a term, which shall be for a period of two (2) years.

294 **ARTICLE IV POWERS OF THE COUNCIL**

295 4.1. Ordinances

296 4.1.1. The Town Council is hereby vested with the authority to enact, adopt, amend and repeal ordinances and  
297 adopt resolutions relating to any subject within the powers or functions of a ~~town~~ Town, or relating to the government of a  
298 ~~town~~ Town, its peace and order, its sanitation, beauty, health, safety, convenience and comfort of its population, and the  
299 protection and preservation of property, and to fix, impose, and enforce payment of fines and penalties for the violation of  
300 such ordinances or resolutions, and no provision of this Section as to ordinances or resolutions on any particular subject  
301 shall be held to be restrictive whether specifically enumerated or not.

302 4.1.2. The Town Council shall not have the power to exempt any individual from the application of any ordinance,  
303 regulation, resolution, or rule of the ~~town~~ Town, except as set out in this Charter or as provided by the United States  
304 Constitution or the laws of the State of Delaware.

305 4.1.3. Every ordinance shall be introduced in writing. No ordinance, except emergency ordinances, shall be passed  
306 at the meeting at which it is introduced. Upon introduction of an ordinance, a fair summary of said ordinance shall be  
307 published at least once on the Town Website ~~in a newspaper or newspapers having general circulation in the municipality.~~  
308 Voting on any ordinance shall be by voice vote and the vote of each member of Council on any ordinance shall be entered  
309 on the record. No ordinance shall be enacted, adopted, amended or repealed unless it shall have the affirmative vote of a  
310 majority of the Town Council, including the Mayor - 3 affirmative votes.

311 4.2. Meetings.

312 4.2.1. The Town Council of The Town of Townsend shall hold one (1) meeting in each month. Council shall not  
313 be prohibited from rescheduling such meetings from time to time during the year as the need arises. Emergency meetings  
314 may be held when necessary for the immediate preservation of public health and safety. Other Town Council meetings may  
315 be held when necessary. Notice of all meetings shall be consistent with Title 29, Chapter 100 of the Delaware Code. [83 Del.](#)  
316 [Laws, c. 273](#)

317 4.2.2 The Town Council of the Town of Townsend after being sworn in at the Town Council reorganization  
318 meeting in June of each year, shall determine rules for Town meetings.

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4.3. Quorum.  
4.3.1. A majority of the members elected to the Town Council ~~excluding~~ including the Mayor, shall constitute a quorum at any regular or special meeting; but a lesser number may convene from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by Ordinance.  
4.4. File of Ordinances.  
4.4.1. It shall be the duty of the Town Council at a reasonable time or times, to compile the ordinances, codes, orders and rules of the Town Council. The Town Council shall have access to ordinances, codes, rules, and regulations of the Town of Townsend, ~~a copy printed for each official of the town Town~~, two for use at the Town Hall, and such compilation shall be published on the ~~town~~ Town website for public information. Upon the enactment of new ordinances, codes, rules and regulations, or upon the enactment of amendments to the same, the Town Clerk shall enroll the same in the journal of the Town Council and shall make copies of the same for inclusion in the aforementioned books and website.  
4.5. Emergency Ordinances.  
4.5.1. To meet a public emergency affecting life, health, property or the public peace, the Town Council may adopt one or more emergency ordinances, but such ordinances may not levy taxes, grant, renew or extend a franchise, regulate the rate charged by any public utility for its service, or authorize the borrowing of money except as provided in Section 8.7 of this Charter. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms. An emergency ordinance may be adopted with or without amendment or rejected at the meeting at which it was introduced, but the majority vote of all Town Council members, including the Mayor, shall be required for adoption. After its adoption, the ordinance shall be published and printed as prescribed for other adopted ordinances. It shall become effective upon adoption or at such later time as it may specify. Every emergency ordinance shall automatically stand repealed as of the 120th day following the date on which it was adopted, but this shall not prevent re-enactment of the ordinance in the manner specified in this Section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this Section for the adoption of emergency ordinances.  
4.6. Powers of the Mayor.  
4.6.1. The Mayor shall preside at all meetings of the Town Council and shall serve as the head of the ~~town~~ Town government for all ceremonial purposes; shall execute, on behalf of the Town, and only when authorized by Town Council majority vote, including the Mayor, all agreements, contracts, bonds, deeds, leases, and other legal documents; shall issue

348 and sign all licenses for every exhibition with the Town of Townsend for which a license thereof is, or may be required; and  
349 shall perform such other duties as may be prescribed by any ordinance or resolution adopted by the Town Council.

350 4.6.2. The Mayor, or the Mayor's designee, may be authorized by Town Council majority vote, including the  
351 Mayor, to conduct negotiations with any one or more companies or any one or more states or civil divisions or agencies  
352 thereof, including the government of New Castle County, other municipalities, the State of Delaware, the United States, or  
353 any agency thereof, on behalf of the Town.

354 4.6.3. ~~The Mayor shall have no vote on any matter except in case of a tie. For purposes of establishing a quorum,~~  
355 ~~the Mayor shall not be counted.~~ The Mayor ~~may~~ shall at any time appoint another officer or Council member to preside if  
356 he or she desires to make a motion, move the adoption of a resolution, record either, or debate any question from the floor,  
357 and may thereafter immediately resume his or her duties as presiding officer.

358 4.6.4. The Mayor shall appoint all such standing and other committees as the Town Council shall require, subject  
359 to confirmation by the Town Council. The Mayor shall be empowered to delegate specific duties and responsibilities and to  
360 administer oaths and affirmations.

361 4.6.5. The Mayor, in concurrence with another Council member, shall be authorized to act on behalf of the ~~town~~  
362 Town, without prior Council approval, only in the event of some sudden emergency requiring immediate action in order to  
363 protect the public health, safety, and welfare of the ~~town~~ Town, its residents and property owners.

364 4.6.6. Violations of Article 4.6 ~~the above~~ shall be deemed "malfeasance" and are grounds for removal from office.

365 4.6.7. ~~In the event that the Mayor becomes disqualified from holding office by reason of resignation, death,~~  
366 ~~removal from the town, conviction of a felony, malfeasance in office, or otherwise, the Town Council, by majority vote at~~  
367 ~~the next regular meeting, will appoint a Mayor Pro Tempore from among its members to succeed to the office of the Mayor~~  
368 ~~for the balance of the unexpired term. The succession of the Mayor Pro Tempore to the office of the Mayor shall create a~~  
369 ~~vacancy in the Council. The procedures for filling this vacancy are found in this Charter in Sec. 5.8.~~

#### 370 4.7 Mayor and Council Disqualification and Removal from Office

##### 371 4.7.1 Disqualification from Office

372 4.7.1.1 In the event that the Mayor becomes disqualified from holding office by reason of resignation, death,  
373 change of residency, conviction of a felony, misdemeanor related to their service on Council, malfeasance in office, or  
374 otherwise, the Mayor in question shall leave on their own recognizance.

375 4.7.1.2 In the event that a Councilperson becomes disqualified from holding office by reason of resignation, death,  
376 removal from the Town, conviction of a felony, misdemeanor related to service on Council, malfeasance in office, or

377 otherwise, the Councilperson in question shall leave on their own recognizance. This shall create a vacancy on Council.  
378 The procedures for filling this vacancy are found in this Charter in Sec. 5.8.

379 4.7.2 Removal from Office

380 4.7.2.1 In the event that the Mayor in question does not leave on their own recognizance, the Town Council at the  
381 next Town Council meeting may hold a vote to remove the Mayor and the Mayor may be removed by the affirmative vote  
382 of the majority of Councilmembers.

383 Additionally, the Town Council, by majority vote, at the next regular meeting, will appoint a Mayor Pro Tempore  
384 from among its members to succeed to the office of the Mayor for the balance of the unexpired term. The succession of the  
385 Mayor Pro Tempore to the office of the Mayor shall create a vacancy in the Council. The procedures for filling this  
386 vacancy are found in this charter in Sec. 5.8.

387 4.7.2.2 In the event that a Councilperson in question does not leave on their own recognizance, a vote shall be had  
388 at the next Town Council Meeting and said Councilperson may be removed by the affirmative vote of the majority of  
389 Councilmembers.

390 ARTICLE V NOMINATIONS AND ELECTIONS

391 5.1. Term of Office.

392 5.1.1. The Mayor shall be elected from within the Council by a majority of the members of each newly elected  
393 Council immediately following each annual municipal election, and shall serve in the capacity of Mayor for one year until  
394 the next said election.

395 5.1.2. The term of office for each member of the Town Council shall be two years. The Mayor shall be elected  
396 from within the Council by a majority of the members of each newly elected Council immediately following each annual  
397 municipal election, and shall serve in the capacity of Mayor for one year until the next said election.

398 Two (2) Councilpersons shall be elected on even years to fill the vacancies created by the expiration of the terms  
399 of Office of the two (2) then-outgoing Councilpersons. Three (3) Councilpersons shall be elected on odd years to fill the  
400 vacancies created by the expiration of the terms of Office of the three (3) then-outgoing Councilpersons.

401 5.2. Elections.

402 5.2.1. Annual municipal elections shall be held on the first Saturday in May at such time and place, within the  
403 town, as determined by the majority vote of the Town Council. The Council shall, by ordinance, set the hours during which  
404 the polls shall be open, which shall be no less than six hours at each polling place. The Town Clerk shall be responsible for  
405 the proper administration and facilitation of municipal elections. In the event of a tie vote for any office, the Town Clerk

406 shall determine the winning candidate by lot. The Town Council shall have the power to declare no election in the event  
407 that only one candidate is available for each elected position within the town.

408 5.1 Elections

409 5.1.1. Annual municipal elections shall be held on the first Saturday in May at such time and place, within the  
410 Town, as determined by the majority vote of the Board of Elections. The Town Council shall, by ordinance, set the hours  
411 during which the polls shall be open, which shall be no less than six (6) hours at each polling place. The Town Clerk shall  
412 be responsible for the proper administration and facilitation of municipal elections. In the event of a tie vote for any office,  
413 the Town Clerk shall determine the winning candidate by lot. The Town Council Board of Elections shall have the power to  
414 declare no election in the event that only one (1) candidate is available for each elected position within the Town.

415 5.2 Term of Office

416 5.2.1. The Mayor shall be elected from within the Council by a majority of the members of each newly elected  
417 Council immediately following each annual municipal election, and shall serve in the capacity of Mayor for one (1) year  
418 until the next said election.

419 5.2.2. The term of office for each member of the Town Council shall be two (2) years. The Mayor shall be elected  
420 from within the Council by a majority of the members of each newly elected Council immediately following each annual  
421 municipal election, and shall serve in the capacity of Mayor for one (1) year until the next said election.

422 5.2.3 Two (2) Councilpersons shall be elected on even years to fill the vacancies created by the expiration of the  
423 terms of Office of the two (2) then-outgoing Councilpersons. Three (3) Councilpersons shall be elected on odd years to fill  
424 the vacancies created by the expiration of the terms of Office of the three (3) then-outgoing Councilpersons.

425 5.3. Qualifications for Office.

426 5.3.1. No person shall be eligible to hold office as Mayor or Councilperson except a person who at the time of  
427 filing as a candidate is a citizen of the United States, has attained the age of eighteen years, and has maintained legal  
428 residency within the Town boundaries for a minimum of twelve (12) consecutive months immediately preceding the filing  
429 of candidacy.

430 5.3.2 Qualifications for Mayor. In order to be elected for Mayor by fellow Councilpersons, a  
431 Councilperson must have served for a minimum of twelve (12) consecutive months as a Councilperson and  
432 shall meet all qualifications for office as described in section 5.3.1. In the event that there is not a Councilperson  
433 who has served for twelve (12) consecutive months, then the Mayor shall be elected from the present  
434 Councilpersons.

435 5.4. Notice of Candidacy.

436 5.4.1. In order to be listed on the ballot for election of Mayor or Town Council, each candidate shall file with the  
437 Town Clerk at least thirty days (30) prior to the date set for the election, a written notice of intention to seek such office  
438 which includes a petition bearing the signatures of ten registered voters within the Town of Townsend. If the ~~Town Council~~  
439 Board of Elections determines that the candidate does not meet the qualifications of office, it shall reject the notice of  
440 intention to seek office and his or her name shall not appear on the ballot. ~~In making the determination, only those members~~  
441 ~~of the Town Council who are not running for re-election shall be entitled to vote on the question.~~

442 5.5. Voter Qualifications.

443 5.5.1. Every person who shall have reached the age of eighteen years, who is a citizen of the United States, and  
444 who resides within the ~~town~~ Town limits and/or who can prove ownership ~~is a legal owner~~ of property within the corporate  
445 limits of The Town of Townsend shall be entitled to vote at the annual municipal election, special elections and referenda,  
446 except as otherwise provided in this Charter and in accordance with Title 15, Chapter 75, §7554 of the Delaware Code.

447 5.6. Absentee Voting.

448 5.6.1. The Town Council of The Town of Townsend, may by ordinance, establish a procedure for absentee voting  
449 consistent with the provisions of Title 15, Chapter 55 of the Delaware Code.

450 5.7. Voter Registration.

451 5.7.1 The Town Council shall by ordinance provide for the registration of voters and may prescribe registration  
452 and voting places. Such ordinances shall not alter the qualifications of voters as defined in this Charter nor unduly impair  
453 the right to vote in any election.

454 5.8 Candidate Background Checks

455 All candidates who successfully file a candidate packet with the Town of Townsend must successfully pass a  
456 background check as provided by the Town of Townsend. The successful background check must be received by the Town  
457 of Townsend by the Town Council Re-Organization meeting. In the event that a winning candidate fails to successfully  
458 pass a background check, they shall create a vacancy in office.

459 ~~5.8.~~ 5.9. Vacancies in Office.

460 ~~5.8.1.~~ 5.9.1. If any vacancy in the office of any council member other than the Mayor shall occur by reason of  
461 resignation, death, removal from the ~~town~~ Town, conviction of a felony, malfeasance in office, or otherwise, said vacancy  
462 shall be filled for the remainder of the unexpired term at the next annual municipal election until the remainder of that term.  
463 If the next annual municipal election will occur more than ninety (90) days after the occurrence of the vacancy, the Town  
464 Council, by majority vote including the Mayor, at the next regular meeting, shall appoint a qualified person to fill such



465 vacancy until the next annual municipal election. If the vacancy occurs within 90 days of the end of the current term of  
466 office, such vacancy shall not be filled. If any vacancy shall occur in the office of the Mayor, the procedures for filling said  
467 vacancy are found in Sec. 4.6.7 in this Charter.

468 5.9.2 If within 90 days of the swearing in, a newly sworn in Councilperson resigns or is disqualified; the candidate  
469 from the election with the next highest number of votes shall be appointed to fill the remainder of the term.

470 5.9.3 In the event that there are not enough candidates for the number of Town Council seats available, leaving a  
471 vacancy by the time of the Town Council Re-organization meeting in June of each year, the Town Council members whose  
472 term is up, creating the vacancy, shall remain in office until such a time when an appointment can be made. Appointments  
473 should not be delayed and must be done in an expeditious and time-sensitive manner.

474 ~~5.9.~~ 5.10. Succession of Authority.

475 ~~5.9.1.~~ 5.10.1. In the event that the Mayor is absent or incapable of assuming responsibilities, such responsibility  
476 shall be carried out by the following Town officials in the following order: 1) Each of the remaining Council members in  
477 order of seniority in years of Council service, 2) Town Manager, 3) Town Clerk.

478 ARTICLE VI [RESERVED]

479 ARTICLE VII PERSONNEL

480 7.1. Town Employees.

481 7.1.1. The Town Council may provide for the appointment or hiring of such other officers, employees and agents  
482 of the ~~town~~ Town, which it may deem proper and necessary, for the proper conduct and management of the ~~town~~ Town.  
483 Unless governed by the terms of a written contract, a written personnel policy, a written personnel classification or merit  
484 system, or a written grievance or disciplinary procedure duly adopted by the Town Council, ~~any such officers, employees~~  
485 ~~and agents of the town~~ Town may be removed at any time, with or without cause, by the Town Council at the pleasure of  
486 ~~the Town Council.~~

487 7.2 Compensation of Town Employees and Council.

488 7.2.1. The Town Council shall, by ordinance, budget or resolution, fix the amount of any salaries or compensation  
489 for the employees, officers and agents of the ~~town~~ Town. No officer, employee or agent of the ~~town~~ Town shall in any form  
490 have, take, or receive from the ~~town~~ Town any compensation, in addition to the salary or compensation fixed by the Town  
491 Council, except for reimbursement for actual and necessary expenses incurred by them in the performance of their duties, if  
492 such reimbursement be authorized and approved by motion, resolution or ~~order of Council~~ as authorized and approved by  
493 the Town Manager.

494 7.2.2. The Town Manager shall cause to be kept a full and complete record of all officers appointed, employees  
495 and agents hired by the ~~town~~ Town, containing the names of such officers, employees and agents, the dates of their  
496 employment, any salary or compensation to be by them received, the date of the termination of their services, and any other  
497 relevant personnel employment information.

498 7.2.3. The Town Council may receive compensation for services to the Town as may be prescribed by ordinance,  
499 effective at the beginning of the fiscal year, following the date of the ordinance.

500 7.3. Town Manager

501 7.3.1. Appointment; Qualifications; Compensation.

502 7.3.1.1. The Town Council shall appoint a Town Manager for an indefinite term and fix his or her compensation  
503 subject to confirmation and approval of a majority of all members of Council, including the Mayor. The Town Manager  
504 should be appointed on the basis of executive and administrative qualifications. In the performance of his or her duties and  
505 the exercise of ~~his or her~~ their powers, the Town Manager shall not be influenced by any matters whatsoever of a political  
506 or factional nature. The Town Manager is preferred to ~~need not~~ be a resident of the Town of Townsend or the State of  
507 Delaware at the time of ~~his or her~~ their appointment, but may reside outside the Town while in office only with the approval  
508 of the Town Council.

509 7.3.2. Removal.

510 7.3.2.1. The Town Manager may be removed by the affirmative vote of four ~~(4) members~~ all members of the  
511 Town Council, including the Mayor. Before such removal shall become effective, the Council including the Mayor, shall,  
512 by majority vote, adopt a preliminary resolution stating the reasons for removal and may suspend the Town Manger from  
513 duty without pay and for a period that Council and the Mayor deem ~~deems~~ appropriate.

514 7.3.2.2. Within five (5) days after a copy of the resolution is delivered to the Town Manager, ~~he or she~~ the Town  
515 Manager may file with the Council a written request for a public hearing. This hearing shall be held at a council meeting  
516 not earlier than fifteen (15) days nor later than thirty (30) days after the request is filed. The Town Manager may file with  
517 the Council a written reply not later than five (5) days before the hearing.

518 7.3.2.3. The Town Council may adopt a final resolution of removal, which may be made effective immediately, by  
519 the affirmative vote of ~~four (4) members~~ all members of Town Council including the Mayor, at any time after five (5) days  
520 from the date when a copy of the preliminary resolution was delivered to the Town Manager, if ~~he or she~~ the Town  
521 Manager has not requested a public hearing, or at any time after the public hearing if one has been requested.

522 7.3.2.4. The Town Manager, if suspended without pay, shall receive compensation for the period of suspension if  
523 ~~he or she~~ the Town Manager is not ultimately removed, unless otherwise modified by Contract.

524 7.3.3. Absence of the Town Manager.

525 7.3.3.1. In case of the temporary absence or disability of the Town Manager, the Town Manager with the advice  
526 and consent of a majority of the Council, including the Mayor, shall designate ~~some qualified person, who may be an~~  
527 ~~elected or appointed official~~ the Town Clerk of the Town of Townsend, or some qualified person who may be elected or  
528 appointed, to perform the duties of such office during such absence or disability, and serve as Acting Town Manager.

529 7.3.3.2. During such temporary absence or disability, the Council may revoke such designation by majority vote,  
530 including the Mayor, at any time and appoint another qualified person to serve until the Town Manager shall return or until  
531 such disability shall cease. In the case of the permanent absence of a Town Manager, the Council shall by majority vote,  
532 including the Mayor, designate a qualified person to serve until a new Town Manager is hired.

533 7.3.4. Powers and Duties of the Town Manager.

534 The Town Manager shall be the chief administrative officer of the Town of Townsend. ~~He or she~~ The Town  
535 Manager shall be responsible to the Town Council for the proper administration of the affairs of the Town placed in ~~his or~~  
536 ~~her~~ their charge by or under this Charter. The Town Manager shall have the following powers and duties:

537 7.3.4.1. Personnel. The Town Manager shall have the power to make such appointments and to hire employees at  
538 such compensations as the Town Council, by Resolution, when hiring department heads, and shall determine, subject to  
539 such rules and regulations as may be adopted by the Council. The Town Manager shall have the power to make  
540 appointments and hire employees who are not department heads without Resolution. All employees shall be hired for an  
541 indefinite term and may be removed by the Town Manager at any time unless otherwise provided by Resolution of the  
542 Town Council. The Town Manager shall be the sole judge of the competence or incompetence of any such person so  
543 appointed or hired by ~~him or her~~ the Town Manager. However, the Town Council shall sit as a Board of Appeal for the  
544 protection of Town employees at those times when a majority of the Council, including the Mayor, are agreed that a review  
545 of the action of the Town Manager would be in the best interests of the Town of Townsend. An aggrieved employee of the  
546 Town shall have the right to petition for a hearing before such Board of Appeal; provided that the petition is received by the  
547 Town Council within ten (10) days of receipt of written notice of termination or suspension. The decision of a majority of  
548 the Town Council, including the Mayor, shall be final and conclusive.

549 7.3.4.2. The Town Manager shall direct and supervise the administration of all departments, offices and agencies  
550 of the Town, except as otherwise provided by this Charter, or by ordinance, resolution or other law.

551 7.3.4.3. The Town Manager shall attend all Council Meetings and shall have the right to take part in the  
552 discussion, but shall not vote.

553 7.3.4.4. The Town Manager shall see that all laws, ordinances, provisions of this Charter and acts of the Town  
554 Council, subject to enforcement by ~~him~~ them or by officers subject to ~~his~~ their direction and supervision, are faithfully  
555 executed.

556 7.3.4.5. The Town Manager shall prepare and submit such reports or special assignments as may be required by  
557 the Town Council. ~~He or she~~ The Town Manager shall perform such other duties as may be prescribed by this Charter or  
558 required of ~~him or her~~ them by Ordinance or Resolution of the Town Council.

559 7.3.4.6. The Town Manager shall have charge and supervision of the streets, gutters, curbs, sidewalks, parks and  
560 other administrative affairs of the Town and all work relating thereto.

561 7.3.4.7. The Town Manager shall execute on behalf of the Town, when authorized by the Town Council, all  
562 agreements, contracts, bonds, deeds, leases, and other documents necessary to be executed.

563 7.4. Town Clerk.

564 7.4.1. The Town Clerk shall be appointed by the Town Council. The Town Clerk shall have the power to certify  
565 ~~town~~ Town documents including, but not limited to, the ~~town~~ Town map, ordinances, resolutions, regulations, amendments,  
566 contracts, planning documents, rules and by-laws. The Town Clerk shall have charge and custody of the Town Seal. The  
567 Town Clerk shall have charge and custody of books, journals, records, papers and other effects of the ~~town~~ Town and shall  
568 keep the same in a safe and secure place. It shall be the duty of the Town Clerk to ensure proper administration and  
569 facilitation of municipal elections. The Clerk shall give notice of Council meetings to its members and the public, record all  
570 the proceedings of Council and keep a correct journal of the same in a book or books, to be provided for that purpose and  
571 also the papers relative and belonging to The Town of Townsend, all of which are to be carefully preserved and delivered to  
572 the Clerk's successor in office.

573 7.5. Town Attorney.

574 7.5.1. The Town Attorney shall be appointed by the Town Council. The Town Attorney shall be an officer of the  
575 ~~town~~ Town and shall be a member of the Bar of the State of Delaware. It shall be the duty of the Town Attorney to give  
576 legal advice to the Town Council, other officers of the ~~town~~ Town and to all ~~town~~ Town departments, including the police  
577 department, ~~town~~ Town offices and agencies. ~~He~~ The Town Attorney shall represent the ~~town~~ Town in all legal proceeding  
578 and shall perform such other legal services as may be required of said Attorney by the Town Council, this Charter, by law  
579 or by ordinance. The Town Council may procure such additional legal services as it may deem to be required.

580 7.6. Town Financial Officer.

581           7.6.1. The Town Financial Officer shall be appointed by the Town Council. The financial powers of the ~~town~~  
582 Town, except as otherwise provided by this Charter, shall be exercised by the Financial Officer under the direct supervision  
583 of the Council.

584           7.6.2. Under the supervision of the Council, the Financial Officer shall have the authority and shall be required to:

585           7.6.2.1. Supervise and be responsible for the disbursement of all ~~town~~ Town monies and have control over all  
586 expenditures to assure that budget appropriations are not exceeded.

587           7.6.2.2. Maintain a general accounting system for the ~~town~~ Town in such form as the Council may require, not  
588 contrary to State Law.

589           7.6.2.3. Shall keep a full and complete record of all transactions in the Town.

590           7.6.2.4. Submit at the end of each fiscal year, or at such other times as the Council may require, a complete  
591 financial report to the Council.

592           7.6.2.5. Collect all taxes, special assessments, fees and other revenues of the ~~town~~ Town, and all other revenues  
593 (including utility revenues) for whose collection the ~~town~~ Town is responsible and receive any funds receivable by the ~~town~~  
594 Town. The Financial Officer shall have the power to delegate the ability to collect the aforementioned revenue sources  
595 upon a simple majority approval of the Town Council, including the Mayor.

596           7.6.2.6. Assist the Town Council in making an annual budget no later than thirty (30) days after the beginning of  
597 each fiscal year.

598           7.7. Town Engineer.

599           7.7.1. The Town Engineer shall be appointed by the Town Council. ~~He or she~~ The Town Engineer shall be an  
600 officer of the ~~town~~ Town and be professionally licensed within the State of Delaware. The duties of the Town Engineer  
601 shall include, but not be limited to, representing the ~~town~~ Town on all engineering matters, reviewing all plans and building  
602 permit applications for construction that occurs within the ~~town~~ Town limits, serving as the design engineer for all capital  
603 projects, and providing all construction inspection services for the ~~town~~ Town. The Town Council may procure any  
604 additional engineering services as they see fit.

605           7.8. Police Force.

606           ~~7.8.1. The Town Council may appoint a police force consisting of such person or persons as the Town Council~~  
607 ~~deems wise and advisable. The Town Council shall, from time to time, adopt rules and regulations as may be necessary for~~  
608 ~~the organization, government and control of the police force. The members of the force shall be subject to the direction and~~  
609 ~~supervision of a police officer of the Town who shall have the title of Chief of Police. The Town Council also may choose~~

610 to subcontract all or a portion of the staffing of the police force for the Town of Townsend to another police force in its  
611 jurisdiction.

612 ~~7.8.2. The police force shall preserve peace and order and shall compel obedience within the town limits to the~~  
613 ~~ordinances of the town and the laws of the State; and they shall have such other duties, as the Town Council shall from time~~  
614 ~~to time prescribe. Each member of the police force shall be vested with all powers and authority of a constable of New~~  
615 ~~Castle County within the town limits, and in the case of the pursuit of an offender, his or her power and authority shall~~  
616 ~~extend to all parts of the State of Delaware. The Chief of Police or another designated officer will be present at all Town~~  
617 ~~Council meetings, to provide a report of the Town's criminal activities or lack thereof, and to keep the peace.~~

618 ~~7.8.3. The Chief of Police shall report directly to the Town Council unless, upon majority vote, the Town Council~~  
619 ~~shall assign him or her to report to the Town Manager.~~

620 7.8.1 Appointment, Removal. The Town Council may, in its sole discretion, appoint a Chief of Police and such  
621 subordinate police officers as it deems reasonable and appropriate for the good of the Town. When appointed by the Town  
622 Council, the Chief of Police may serve a term as determined by Town Council. Subordinate members of the police force  
623 shall be selected by the Chief of Police and be appointed by the Town Council for an indefinite term. The Chief of Police  
624 may be removed from office at any time in accordance with the provisions of 11 Del. Laws, c. 93 ("Police Chief Due  
625 Process") and any subordinate police officer may be terminated at any time in accordance with 11 Del. Laws, c. 92 ("Law  
626 Enforcement Officers Bill of Rights"), as those statutes may from time-to-time hereafter be amended, or in accordance with  
627 any future corresponding provision of law.

628 7.8.2 Certification. No person shall serve as the Chief of Police or as a police officer of the Town unless that  
629 person shall have complied with the provisions of 11 Del. Laws, c. 84 ("Delaware Police Training Program") as it may  
630 from time-to-time hereafter be amended or any future corresponding provisions of law.

631 7.8.3 Power and Duties. Each member of the police force shall have all the police powers and authority of a State  
632 Peace Officer and shall be conservators of the peace throughout the Town of Townsend. The police force shall preserve  
633 peace and order and shall compel obedience within the Town limits to the ordinances of the Town and the laws of the State  
634 of Delaware. It shall be the duty of the police force to suppress riotous, disorderly or turbulent assemblages of persons in all  
635 public ways and places of the Town, and upon view of the above or upon view of any violation of any ordinance of the  
636 Town relating to the peace and good order thereof, the police force shall have the right and power to arrest without warrant.  
637 The police force shall have such other duties as the Town Council shall, from time to time prescribe. In the case of a pursuit  
638 of an offender, the power and authority of the police force shall extend outside the territorial limitations of the Town of  
639 Townsend to any part of the State of Delaware. Operational control of the daily routine of the Police Department shall be

640 the responsibility of the Chief of Police. The authority of the Chief of Police shall be subordinate and answerable to the  
641 Town Council, unless, by resolution, Town Council shall assign the Chief of Police to report to the Town Manager.

642 **ARTICLE VIII FINANCIAL POWERS AND PROCEDURES**

643 8.1. Fiscal Year.

644 8.1.1. The fiscal year of The Town of Townsend shall begin on the first day of July of each year and shall end on  
645 the last day of June of the following year. Such fiscal year shall also constitute the budget and accounting year, except as  
646 otherwise provided for herein.

647 8.2. Budget.

648 8.2.1. A formal budget shall be prepared and submitted to Town Council for purposes of listing revenues and  
649 expenditures of the ~~town~~ Town. It shall be submitted by the Town Council, assisted by the financial officer no later than  
650 thirty (30) days after the beginning of each fiscal year. In the event of a lack of compromise within the Town Council  
651 regarding the immediate annual budget, the Town Council shall have the authority to pass enabling legislation to extend the  
652 previous year's budget until a compromise or settlement can be reached by the members of the Town Council.

653 8.3. Assessment of Taxes.

654 8.3.1. The Town Council shall use the assessment by the New Castle County Board of Assessment for all property  
655 within the corporate limits of the ~~town~~ Town in lieu of making its own independent valuation and assessment of such  
656 property. The assessed values established by New Castle County shall be conclusive for purposes of levying ~~town~~ Town  
657 taxes, and Town Council shall have no authority to hear appeals regarding the same.

658 8.4. Power to Raise Revenue.

659 8.4.1. The Town Council shall have the power to levy and collect taxes on real property and of ownership within  
660 the limits of the ~~town~~ Town, except that which is not assessable and taxable by virtue of any law of the State of Delaware,  
661 which shall not be more than the sum determined by applying The Town of Townsend's tax rate to the New Castle County  
662 Assessments appearing on the Assessor's duplicate, as hereinbefore provided, in any one year clear of all delinquencies and  
663 expenses of collection, without a referendum vote as hereinafter provided. The Council shall have the right to grant or  
664 refuse, and to charge fees for licenses, on any businesses of any description within the limits of the ~~town~~ Town, and to  
665 control their use of any property within the ~~town~~ Town. The Council shall also have the power to levy and collect franchise  
666 fees.

667 8.4.2. The Town Council shall have the power to levy and collect taxes on the transfer of ownership of any real  
668 property within the limits of the ~~town~~ Town, except that which is not taxable by virtue of any law of the State of Delaware.

669 8.4.3. The Town Council shall have the power by ordinances to allow discounts for early payment of taxes and for  
670 property owners aged 65 or older and to impose reasonable penalties and forfeitures for tax delinquencies. Nothing in this  
671 Charter shall be interpreted as giving the Councilpersons the power to exempt from taxation any property, except property  
672 owned by the ~~town~~ Town, County of New Castle, State of Delaware, or the United States.

673 8.4.4 The Town Council shall have the power to fix the rates for general utility services operated by the ~~town~~  
674 Town and to collect and utilized revenues from such utility services for the benefit the ~~town~~ Town.

675 8.5. Remedies for Collection of Taxes, Assessments and Other Charges.

676 8.5.1. A list containing the names of the taxables and, opposite the name of each, the amount of his real and  
677 personal property assessment, and the total amount of the tax, shall be prepared as soon as practicable after the beginning of  
678 the tax year. All taxes shall be paid to the Town Financial Officer, subject to such discounts and penalties and rules as the  
679 Town Council may direct.

680 8.5.2. It shall be the duty of the Financial Officer to proceed forthwith to collect all taxes in the calendar year in  
681 which assessed, as well as all delinquent taxes. In the collection of said taxes, the Financial Officer shall have all the  
682 powers conferred upon or vested in the Department of Finance for New Castle County, including but not limited to those  
683 set forth in Chapter 87, Title 9 of the Delaware Code, particularly subchapter II relating to the Monition method of sale.

684 8.5.3. The provisions of Chapter 29, Title 25 of the Delaware Code with references to liens of taxes and other  
685 charges shall be deemed and held to apply to all taxes and other charges laid and imposed under the provisions of this  
686 Charter and the Code of Ordinances, except that any such lien imposed shall continue for ten (10) years from the date such  
687 lien commences.

688 8.6. Special Assessments.

689 8.6.1. The Town Council is empowered to levy a special assessment against any or all real property situated within  
690 the corporate limits of the ~~town~~ Town, when determined by the Council to provide a necessary public work improvement or  
691 municipal service. Such assessments shall be duly collected, the proceeds of which shall be applied for the payments of the  
692 cost of such work, improvement, or service, provided, however, that if such assessment shall apply to all properties within  
693 the ~~town~~ Town, it shall be approved by majority vote of the ~~town~~ Town's voters in a special election. If such assessment  
694 shall apply to only a portion of property situated within the corporate limits of the Town, the assessment shall be approved  
695 by a majority of the Town voters in the affected area in a special election.

696 8.7. Borrowing Powers.

697 8.7.1. Short-Term Borrowing, Voter Approval Not Required.



698 Whenever the needs of the ~~town~~ Town shall require more money than is, at the time, in the ~~town~~ Town treasury  
699 from current receipts, the Council shall be authorized and empowered to anticipate current revenue by borrowing such  
700 amounts as are needed. Provided, however, the amount of such indebtedness shall not at any time exceed one (1%) percent  
701 of the assessed valuation of the assessable and taxable real property within the limits of the ~~town~~ Town, or shall not exceed  
702 Two Hundred Thousand Dollars (\$200,000.00), whichever is greater. To exercise the power aforesaid the Council shall  
703 adopt a resolution to that effect, which resolution shall be by roll call and require the affirmative vote of at least three (3) of  
704 the members of the Council. The indebtedness created under this provision shall be evidenced by notes of the ~~town~~ Town,  
705 and the full faith and credit of the ~~town~~ Town shall be deemed to be pledged thereby. Such short-term debt shall not be  
706 considered as part of the bonded debt of the ~~town~~ Town when limitations under indebtedness, as set forth elsewhere in this  
707 Charter, are computed.

708 8.7.2. Long-Term Borrowing, Voter Approval Required.

709 In addition to other borrowing powers granted to the Town under this Charter or by State law, the Town Council  
710 shall have authority to borrow money for any proper municipal purpose through the issuance of bonds or other security or  
711 securities as the Town Council shall elect, for the payment of principal thereof and interest due thereon.

712 8.7.3. Proper Municipal Purpose.

713 By way of illustration and not in limitation, "any proper municipal purpose" includes, but is not limited to:  
714 refunding any or all outstanding bonds or other indebtedness of the Town at the maturity thereof or in accordance with any  
715 callable feature or provision contained therein; erecting, extending, enlarging, maintaining or repairing any plant, building,  
716 machinery or equipment for the manufacture, supplying or distribution of water, sewerage or drainage system, or any of  
717 them, and the condemning or purchasing of any land, easements, and rights-of-way which may be required therefore;  
718 constructing, paving, laying out, a widening, extending, repairing and maintaining of curbing and gutters, including storm  
719 sewers along the same and the condemning or purchasing of lands, easements or rights-of-way which may be required  
720 therefore; constructing, laying out, widening, extending, repairing and maintaining piers, bulkheads, cross walks,  
721 embankments, and the condemning or purchasing of any lands, easements, or rights-of-way which may be required  
722 therefore; defraying the costs to the Town of any other municipal improvement provided for or authorized or implied by the  
723 provisions of this Charter; and paying all expenses deemed necessary by the Town Council for the issuance of said bonds or  
724 other evidence of indebtedness, including bond discount and legal expenses of bond council.

725 8.7.4. Exempt from Taxation.

726 All bonds or other kinds or forms of evidence or evidences of indebtedness issued by the Town pursuant to the  
727 provisions of this Section, and the interest thereon, shall be exempt from all State, County, or Municipal taxes.

728 8.7.5. Limit of Aggregate Long-Term Indebtedness.

729 In no event shall the indebtedness of the Town of Townsend, authorized by this Section, at any one time exceed, in  
730 the aggregate, five percent (5%) of the appraised value of all real property within the corporate limits of the Town and  
731 subject to assessment for the purpose of levying annual taxes as provided in this Charter.

732 8.8. Annual Audit.

733 8.8.1. The financial books and accounts of the ~~town~~ Town shall be audited annually. The Town Council shall have  
734 the authority to hire, as an agent of the Town, an auditing firm to perform said audit, due annually by the end of the current  
735 calendar year.

736 **ARTICLE IX GENERAL PROVISIONS**

737 9.1. Eminent Domain.

738 9.1.1. The Town Council may, by eminent domain condemnation proceedings, take private property or may  
739 exercise the right to use private property within the corporate limits of the ~~town~~ Town for any of the purposes authorized by  
740 this Charter. The proceedings for such condemnation shall be as prescribed in 10 Del.C. Chapter 61 or any future  
741 corresponding provision of law. The right of condemnation shall not extend to property owned by the United States, the  
742 State of Delaware, the County of New Castle or any agency thereof.

743 9.2. Indemnification.

744 9.2.1. The ~~town~~ Town shall indemnify, from the general funds of the ~~town~~ Town 's treasury, to the extent not  
745 otherwise covered by appropriate insurance, any person who is a party to, or is threatened to be made a party to, any  
746 threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative (other  
747 than an action by or in the right of The Town of Townsend itself) by reason of the fact that he or she is or was a member of  
748 the Town Council, Mayor or other duly elected or appointed ~~town~~ Town official or employee of The Town of Townsend, or  
749 arising out of actions taken by each or any of them in connection with the performance of their official duties, against  
750 expenses (including attorney's fees), judgments, fines and amounts paid in settlement, actually and reasonably incurred by  
751 him or her in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she  
752 reasonable believed to be in or not opposed to the best interest of the ~~town~~ Town, and, with respect to any criminal action  
753 or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or  
754 proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself,  
755 create a presumption that the person did not act in good faith and in a manner which he or she reasonable believed to be in  
756 or not opposed to the best interest of The Town of Townsend and with respect to any criminal action or proceeding had  
757 reasonable cause to believe that his or her conduct was unlawful; provided, however, that in the event of a monetary

758 settlement, the Town Council shall first approve the amount and terms of the settlement before the right to indemnification  
759 shall vest.

760 ~~9.2.2. Indemnification as provided in this section shall be made by the town Town only as authorized in the~~  
761 ~~specific case upon a determination that indemnification of the members of the Town Council, Mayor, and/or employees is~~  
762 ~~proper in the circumstances because he or she met the applicable standards of the conduct set forth above. Such~~  
763 ~~determination shall be made: By a majority vote of a quorum of the Town Council consisting of Council members who are~~  
764 ~~not parties to such action, suit or proceeding, or if such quorum is not obtained, by independent legal council in a written~~  
765 ~~opinion.~~

766 9.3. Limitation on Liability.

767 9.3.1. No claim or cause of action shall arise, and no judgment, damages, penalties, cost or other money  
768 entitlement shall be awarded or assessed against The Town of Townsend, or any board, commission or agency of the ~~town~~  
769 Town, or any ~~town~~ Town public officer, employee or member of such ~~town~~ Town instrumentalities, whether elected or  
770 appointed, and whether now or previously serving as such, in any civil suit, or before any administrative tribunal on any  
771 and all tort claims seeking recovery of damages, unless made pursuant to Subchapter II, entitled 'County and Municipal  
772 Tort Claims', consisting of Section 4010-4013, Title 10 of the Delaware Code or its successor.

773 9.4. Compendium.

774 9.4.1. It shall be the duty of the Town Clerk to compile and reproduce the minutes of official meetings as well as  
775 ordinances, regulations, orders, rules or other decisions adopted by ~~town~~ Town governmental bodies. The Town shall have  
776 a reasonable number of copies printed for the use of the officials of the Town and for public information. Copies of such  
777 documents shall be made available to private person at a reasonable cost. At least two copies of the Charter, which shall  
778 have incorporated within it all amendments enacted by the General Assembly, shall be kept at the ~~town~~ Town office. Such  
779 copies may be typed, written, photographic processed or a combination of both. The Town Clerk shall make such further  
780 copies of the Charter, from time to time, as may be necessary. Copies of the Town Charter shall be available for the perusal  
781 of the ~~town~~ Town citizens.

782 9.5. Separability.

783 9.5.1. If any section, sub-section, paragraph, sentence, clause or other provision of this Charter shall be held to be  
784 unconstitutional or invalid by any court of competent jurisdiction, such holding shall not be deemed to invalidate the  
785 remaining sections, sub-sections, paragraphs, sentences, clauses or other provisions of this Charter.

786 **ARTICLE X TRANSITIONAL PROVISIONS**

787 10.1. Former Government in Force.

788 10.1.1. All ordinances, resolutions, orders, rules, contracts or regulations in force in The Town of Townsend at the  
789 time when this Charter takes effect, regardless of the authority under which originally enacted, shall continue in full force  
790 and effect until the Council otherwise provides by ordinance, except to the extent that any such ordinance, resolution, order,  
791 rule or regulation may be in contravention of this Charter.

792 10.2. Continuance in Office.

793 10.2.1. All employees of The Town of Townsend at the time this Charter goes into effect shall continue in such  
794 employment and shall draw the same rate of compensation as during the month preceding the adoption of this Charter until  
795 removed or until the compensation is changed.

796 10.2.2. The Mayor and Council holding office on the effective date of this Charter shall continue as the Mayor and  
797 Council until their successors are elected and qualify pursuant to the first general election provided hereunder.

#### SYNOPSIS

This Act amends the Charter of the Town of Townsend in the following ways:

1. It requires the Town Council to determine rules for Town Meetings after being sworn in at the Town Council reorganization meeting in June of each year.
2. It removes the requirement that a copy of ordinances, codes, rules and regulations be printed for each official of the Town.
3. It allows the Mayor to vote on Town matters, whereas before, the Mayor could only vote in the event of a tie.
4. It clarifies the procedures for disqualification and removal from office for the Mayor and Council members, as well as election procedures and term of office.
5. For a councilperson to be elected mayor, they must have sat as a councilperson for at least twelve consecutive months, although if no such members of the council qualify, the Mayor will be elected from the sitting members.
6. All candidates must successfully pass a background check as provided by the Town.
7. If within 90 days of the swearing in, a newly sworn in Councilperson is disqualified, the candidate with the next highest number of votes shall be appointed to fill the remainder of the term.
8. The Town Manager will now have the ability to authorize and approve reimbursements.
9. It revises the section of the Charter regarding the Police Force.

This Act also makes technical changes to the Charter as deemed appropriate.