

**TOWN OF TOWNSEND**  
**May 4, 2011**  
**Public Hearing @ 7:00 pm**  
**Council Meeting Minutes @ 7:30 pm**  
**@ Townsend Fire Hall**  
**107 Main Street**

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**7:00 pm – Public Hearing**

- I. **Call to Order:** 7:10 pm
- II. **Roll Call:** Mayor John Hanlin, Councilwomen Sandy Sturgis and Karen Jennings, Councilmen John Ness and Steve High, Attorney Fred Townsend, Secretary Cathy Beaver
- III. **Third and Final Reading Ordinance No. 11-03, Light Pollution Ordinance:** Councilwoman Karen Jennings
  - a. Jennings motioned, High seconded to read by title only.
  - b. High asked Jennings if she incorporated any of the changes into the ordinance that were agreed on during the last meeting.
  - c. Jennings stated she did do this.
  - d. Fred asked the Mayor if he could modify the ordinance to add to the code book, he won't change the ordinance, just modify it.
  - e. Hanlin said yes.
  - f. Ness asked that Jennings provide as much information as possible to the residents now that the ordinance has passed.
  - g. Jennings said she definitely will. This ordinance will be part of an energy and environment initiative with the national wildlife federation. Materials will be provided to our residents pertaining to energy reduction.
  - h. High asked if a grandfather clause would be written into the ordinance stating all the current residents don't need to run out and purchase devices to be in compliance.
  - i. Jennings stated no, it isn't part of the ordinance.
  - j. High asked Fred if something needs to be added to the ordinance.
  - k. Ness stated it is in the ordinance under general requirements, item b.
  - l. All agreed this was sufficient.
  - m. Vote – ayes – Jennings, High and Ness, abstain – Sturgis. Motion carried.
  - n. Jennings motioned, ness seconded to adopt ordinance 11-03.
  - o. There was no discussion.
  - p. Vote: ayes – Jennings, High and Ness, abstain – Sturgis. Motion carried.
- IV. **Public Discussion about Town of Townsend Smoke Free Zones:** Councilwoman Karen Jennings
  - a. Jennings said this is not an ordinance; the purpose of this public hearing is to get feedback from residents about smoke free zones, creating smoke free zones, specifically in the park. The raised playground area should be smoke free, possibly the skate park, ball fields, wherever the children congregate.
  - b. Jennings said she envisions placing educational signage around the area using language like other parks in the state.
  - c. Torie Baker said she is all for smoke free areas where children are, her concern is any hidden agendas and also takes offense to rules that say smoking isn't acceptable for adults, has a problem with signs or policies that overstep people's rights.
  - d. Bud Higgins said he isn't an advocate for smoking but agrees with Torie, he asked what would happen to someone smoking that accidentally walked into a no-smoking zone, would they be fined. He said it almost sounds like big brother, like people aren't mature enough to make their own decisions.
  - e. Jennings realized Torie was referring to the original document for no smoking and said this document was completely scrapped. She is starting from scratch.
  - f. Jennings asked how Torie felt about the schools being smoke free anywhere on the property.
  - g. Torie said she thinks it is normal where children are, but we are talking about creating zones.
  - h. Dwain Haines said he has noticed many parents sit and relax and smoke while watching their children play.
  - i. Sturgis added that regardless of the rules, you will always have someone who smokes in an area where it is prohibited. She has found most smokers are respectful and will step back when in a group of people. She said she agrees with making the playground areas smoke free but it won't do any good at the skate park, it's the kids that smoke there.
  - j. Ness added he feels the Town would do better promoting smoke free days in conjunction with the lung cancer association. If we build a new Town hall in the park, we may have employees who take a smoke break.
  - k. Lorraine Gorman asked if we have to designate smoke free zones, wouldn't it be acceptable to put signage up around the playground areas that say "Please don't smoke in this area, our children are at risk" or something like that to make people more aware and educate them.
  - l. Hanlin agreed this was a good idea, start with baby steps, awareness, education, signage and go from there.
  - m. Larry Rocke said to put a sign up at the entrance that says "No smoking where children are playing". Give the people some credit; most of them will abide by the signs. Some will smoke no matter where they are. He added that he walks daily in the park with a gentleman that smokes as he walks.
  - n. Jennings said she has received emails from residents, some are for smoke free, and others are against it.

V. **Adjournment:** 7:37 pm, Ness motioned, Sturgis seconded with unanimous vote.

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**7:30 pm – Council Meeting**

I. **Call to Order:** 7:55 pm

II. **Opening Ceremonies**

- a. Roll Call: Mayor John Hanlin, Councilwomen Sandy Sturgis and Karen Jennings, Councilmen John Ness and Steve High, Attorney Fred Townsend, Engineer Tom Wilkes, Town Manager Dawson Green, Secretary Cathy Beaver.
- b. Pledge of Allegiance: The pledge was said.
- c. Recognition of Visitors: 13 residents

III. **Additions/Deletions to Published Agenda:** accepted by general consensus.

IV. **Council Minutes** – April council minutes (on back table, approved at workshop)

V. **Presentation – Volunteer of the Year** - Mayor John Hanlin and Council

- a. Hanlin said we have someone very special here tonight, can't speak highly enough of her.
- b. Hanlin asked Torie Baker to come forward as he said she has been a huge asset to the Town with her volunteer efforts. She also does a huge amount of volunteering at the schools.
- c. Sturgis said she has always appreciated everything Torie and her family has done for all of her events, they make up  $\frac{3}{4}$  of her volunteers.
- d. Jennings added that Torie and her family have volunteered for every function Sturgis has held, clean or dirty, they are always there.
- e. Ness thanked Torie and said she is a resident that has always given 100% to the Town.
- f. High said he knew Torie was a serious volunteer when they were throwing hay bales around. Even before he was on council he saw her helping at all events.
- g. High read the inscription on the crystalline trophy the Town presented to Torie as the "Volunteer of the Year".
- h. Hanlin showed the plaque that will hang in the Town hall and Torie's name will be the first one on it. He said this will be an ongoing thing with the Town.
- i. Torie thanked Council. She said when they first moved to Town they had a major loss in the family which she was really struggling with. Her husband told her to stay busy, get out and do things and volunteer and your heart will heal. She called Cathy at the Town Hall who put her in touch with Sandy, who put her to work and has kept her busy since.

VI. **Unfinished Business**

- a. IDS garbage/recycling contract vote – Mayor John Hanlin
  - Hanlin said council met with Mike Netta from IDS at the workshop several weeks ago who brought us up to speed on the revised garbage/recycling contract.
  - Recycling will be mandatory state wide in September and we are trying to get a jump on it.
  - High motioned, Sturgis seconded to bring the motion back to the table to accept the contract from IDS off the table.
  - High asked if any residents had any questions.
  - Lorraine Gorman asked how often everything would be picked up and how much is it going to cost.
  - Hanlin stated the rates for the residents aren't available yet.
  - Sturgis said the contract is basically going to stay the same for the next several years with a slight increase in August. Trash will be picked up weekly and recyclables will be picked up bi-weekly. If Council needs to change that in the future, we can.
  - Hanlin said Council wants to start this by July 1, 2011. The first few months will be free, after that your bill will increase \$4.00 per month.
  - Sturgis said there are recycle cans at the Town Hall for residents who don't have one. IDS has agreed to pick them up and distribute them to our residents at no charge.
  - Jeff Dawson asked if recycling is mandatory just for Town residents.
  - Hanlin stated it is a state wide law.
  - High stated that based on the figures on the contract, it will be cheaper than what residents pay now.
  - Hanlin said the administrative fees haven't been added. These figures are what IDS will be charging the Town.
  - High asked what the Town would be charging the residents. As a resident, he wants to know what he will be paying for his trash.
  - Hanlin stated our Financial Officer isn't at the meeting and he doesn't have the exact figures in front of him, but IDS isn't charging us for the first 2 months of recycling. In September the bills will increase by \$4.00 per month, \$12.00 per quarter, bringing the quarterly bill to \$65.25.
  - After a lengthy discussion, Hanlin called for a vote to accept the contract from IDS.
  - Vote: ayes – Sturgis, Jennings, Ness, nay – High. Motion carried.

## VII. New Business

- a. Introduction of Candidates for Town Council Election May 7, 2011 – Mayor John Hanlin – Hanlin said elections are Saturday, May 7, 2011. Typically we introduce each candidate and let each of them speak for a minute.
- b. **Dwain Haines** – I just hope I get votes, have lived in Town 8 years and lived in the area all my life.
- c. High asked Dwain to explain his philosophy, goals and objectives as a councilman.
- d. Dwain stated he sits in the back at the meetings and he doesn't like what he sees.
- e. High asked Dwain for an example.
- f. Dwain said the arguments amongst council, the way things are run, they go on and on, feels council should say what they have to say and move on. He stated he also feels the people should be able to vote for Mayor, council should listen to what the people have to say.
- g. High said, so your objective is to get the people to vote for Mayor and said to Dwain again he just wants to hear his objectives; he wants to know who he is voting for.
- h. Dwain stated he wants to serve the people.
- i. **John Ness** – Would like to continue serving the people. Have worked with the police in Town and started the town watch, have helped with clean up's at the park and town events, would appreciate your votes but either way, please come out and vote.
- j. High said he had to be fair and asked Ness to explain his philosophy, goals and objectives.
- k. Ness stated he would like to remain involved and continue working with the police as the Town grows, representing the residents.
- l. Jennings stated she thinks Ness has been doing a fantastic job. If something is going, Ness is all over it, has great consistency.
- m. **Karen Jennings** – Regardless of what happens this weekend, this has been one of the most amazing experiences of my life, it has been a gift seeing my goals achieved like the national wildlife certification and working with the residents, any opportunity to continue with these initiatives is a gift. This is community service, it isn't a power position, it is thankless sometimes, we are all volunteers, and we don't get paid and get blamed for everything that goes wrong. Bringing my boys up and showing them how to give back to the community is amazing. The people here are amazing.
- n. Hanlin said he thought High would have the same question and High stated he thought she wrapped it all up in her dialogue.
- o. **John Hanlin** – I'm going to drop a bomb here. Hanlin then read the following letter addressed to the Residents and Board of Elections.
  - It is with great sadness that for personal reasons for which I care not to disclose, I am here by providing written notification to you on this day 5/4/2011 of my intent to have my name officially removed from the ballot for the Town of Townsend Municipal Election, to be held on 5/7/11. The New Castle County board of elections has been notified of my decision, and they have asked that the Townsend Town Clerk contact Barbara Lippincott at 302-577-5067 to inform her that Saturday's election may not be held if there was a vote by council at tonight's business meeting to cancel the election. Yours truly, John D. Hanlin II.
- p. Hanlin said this was a decision that did not come lightly, there have been long discussions with his family and his great wife sitting in front of him has supported him for the last six (6) years in this huge volunteer effort on his part and his family's part. To take some words from the guy that was sitting up here last year, never in his life thought he would get involved in politics and the volunteer level of it especially. It has been a huge experience, have met some great people, one of them is Quinn Johnson, we have supported each other the last few years. I hope Mr. Haines does due diligence up here and do the Town right. I'm not going anywhere, am still a resident and plan on staying on the committee as a resident for the streetscape and continue to help the residents in TVI and II with their street issues. Not going away for good, my kids are here, this was a tough decision.
- q. Hanlin asked Council for a motion to cancel the election on Saturday.
- r. High asked for the floor before doing the motion. High said these words weren't from a great president or philosopher, but a great entertainer that died a year ago. High told Hanlin that what he has done for the Town as a Councilman and Mayor for the last 6 years reminds him of the song by Michael Jackson, "A Man in the Mirror". He feels Hanlin was always looking in the mirror and saying "How can I make myself better to make my Town better"? High wanted to tell everyone that he appreciates all Hanlin has done, not that he is going anywhere, and all you will continue to do and probably be a thorn in the side of the new council up here, being an advocate for all the things you believe in. High said he wanted to publicly tell Hanlin thank you for setting an example.
- s. Jennings said when she first came to council that Hanlin has always treated her with respect. She wants everyone to know about Hanlin's loyalty to the Town. No one person cares more than another about the Town, no matter what is said. Hanlin's loyalty to this Town can't be questioned, what he has given of himself and what his family has had to endure, personal attacks to himself and his family. He has continually worked to create a better Town for the residents to live and that can never be questioned. It's difficult for some of us at times, especially for those of us that don't have a lot of free time. We have been very, very lucky to have Mayor Hanlin, he was a great Mayor, has a great love for

- our Town, we have been very fortunate to have someone caring for us as he has. Jennings thanked Hanlin from the bottom of her heart.
- t. Hanlin thanked everyone. He said he was never in this for the power or any recognition; he just wanted to do what was right for the residents and make a difference. He said he worked very hard most recently for the TVII residents on their issues as he has for everyone. He added that his big mouth won't be going anywhere.
  - u. Sturgis motioned, Ness seconded to cancel the election on Saturday, May 7, 2011.
  - v. In the discussion, Ness asked if there was any precedence for this situation.
  - w. Fred stated the charter actually provides for this type of circumstance. We can have the election and the expense and aggravation of it, or we can cancel it and notify the board of elections. When the time is appropriate, the Town board of elections will certify the results of the new council.
  - x. Torie said, just for clarity, there are 3 seats and 3 candidates so we don't need an election.
  - y. Fred stated that is correct.
  - z. Isha Smith asked what would happen with the Mayor seat.
  - aa. Hanlin explained that the 3 candidates will fill the three seats. At the June council re-organization meeting the 3 council elect will be sworn in for a 2 year term, then the 5 council members will nominate and elect someone on the council to serve as Mayor for a one year term.
  - bb. High stated he believes he read somewhere in the charter that the non-running council members must review the petitions for candidacy.
  - cc. Sturgis said she believes what High is referring to is if a Council member steps down before their term is up, then Council would review applications of residents who file to fill the vacant seat until it is open again.
  - dd. High asked for clarity, Hanlin is stepping down, so is it automatic that the 3 candidates left will be appointed to office with no questions asked.
  - ee. Fred said a better way to look at it is that the Mayor is not stepping down, he chooses not to run again for office, therefore, you are left with 3 candidates and 3 open seats and the charter says it is appropriate to cancel the election. It is also appropriate for the board of elections to declare the 3 candidates for the 3 seats as elected officials. There isn't any other process where the candidates are screened by other council to determine who becomes a member of council. There are minimum requirements for candidates that have already been met.
  - ff. High asked who reviewed those requirements.
  - gg. Fred stated he doesn't know who reviews them.
  - hh. High said he knows he is already on council, and no slight meant to Fred, but wants to make sure we go through a process that is due diligence and we are doing it the correct way so once people are appointed to council there are no questions asked on how they got there.
  - ii. Sturgis said the state election board reviews the packets candidates turn in.
  - jj. Hanlin said he believes High is referring to a section in the charter that stated council members who aren't running for office in the current year should review the applications of all candidates who are running for office.
  - kk. Sturgis stated again that the state election board reviews these.
  - ll. High said if that is true and we follow all state standards, then we don't need a municipal codes or a charter, we become unnecessary. He asked Quinn Johnson if he could explain this.
  - mm. Quinn Johnson said if a member resigns during his term, then Council would review and interview and appoint a candidate to fill the seat for the rest of the term for that seat until it is due for election. If the seat is up for election and only one person applies for the seat, that candidate is automatically assigned the seat, there is no election. Quinn said he believes High is referring to the section that current council reviews candidates for a seat vacated mid-term.
  - nn. Fred added that he believes there are several questions here. There is a motion to cancel the election as there are 3 candidates for 3 positions. Your question refers to someone resigning before their 2 year term is complete. The town council does not have to gather to approve candidates running for a council seat but they may if they wish.
  - oo. High said it boils down to you can if you want but you don't have to.
  - pp. Fred said yes, council does not have to screen candidates.
  - qq. Ness asked if it has to be advertised if council votes not to have an election.
  - rr. Hanlin stated the Town Clerk and the election board will announce it.
  - ss. Jennifer added that it will be online in the Middletown Transcript tonight.
  - tt. Torie asked if this was significant enough to notify residents via R911.
  - uu. Jennings will call Kristen Krenzer in the morning.
  - vv. Vote to cancel election – ayes, Sturgis, Ness and High. Nay-Jennings, motion carries.
  - ww. Ness motioned, high seconded to notify residents via R911 that the election has been cancelled.
  - xx. Vote – Sturgis, Ness and High, aye. Jennings – nay.

## **VIII. Reports of the Officers**

- a. State Police: Lt. LaMarche – not here.
  - Ness said Lt. LaMarche apologized for not being here and to please call the police with any issues.
  - High asked Ness to thank LaMarche for the stepped up patrols in the sub-divisions.
- b. State Representative: Quinn Johnson:
  - Jennings told Quinn he does a great job.
  - Quinn thanked Jennings and said it has been an honor to work with Hanlin and thanked him for his service and friendship.
  - Back in session, very busy.
  - Please call or email me with any questions, any time. When any activist group gets ahold of a story, they only tell part of it.
  - One time money has become available through the state, governor will announce next week what will be done with it.
  - Going through re-enforcement, moving districts around. We are the 8<sup>th</sup> district and the largest in the state. It will be made smaller to increase other districts and make them more even state wide. Quinn will remain representative for the 8<sup>th</sup> district, wherever it ends up.
  - School board elections are Tuesday, May 10, 2011, please get out and vote. A new superintendent and assistant superintendent (to replace Dr. Marchio and Dr. Proffit) should be hired before the new board member starts. Hanlin asked how many candidates are being interviewed for superintendent and Quinn stated he believes there are 10.
- c. Townsend Fire Department: Keith Shoemaker/Jeff Dawson
  - Keith stated the fire hall is almost done. He asked if contractors that come in to service the equipment and elevator in the building are supposed to be licensed in Town.
  - Hanlin said they should have a business license to work in Town. If they are a contractor, they need to have a contractor's license per Town ordinance.
  - Jennings said jobs in Town have been shut down because someone didn't have a license.
  - Hanlin said the contractors should have all been licensed with the general contractor when they started work.
  - Keith said they are all licensed; he is talking about the janitor that comes in and cleans, the guy who services the elevator 2 times a year (by law).
  - Hanlin said they have to be licensed as a contractor. He added that we don't catch all the unlicensed contractors, but all should be licensed to work in Town.
  - Jeff Dawson stated he has men come in weekly to work on the fire trucks and asked if they have to be licensed in Town. Hanlin said yes, per ordinance. Jeff asked if the person that works on our tractors is licensed in town.
  - Jennings asked if we had could have exemptions for non-profits.
  - Hanlin asked if they would give Council time to review the ordinance. Keith and Jeff said they were fine with that.

## **IX. Reports**

- a. Fred Townsend III, Attorney: Nothing to report.
- b. Tom Wilkes, Engineer:
  - Still waiting on DelDot for the streetscape.
  - Dwain asked for a time frame on completing the streetscape once DelDot approves it.
  - Tom said it should be done in this construction season.
- c. Tom Wilkes, Interim Town Manager:
  - Have been working with Dawson Green, getting him acclimated with the Town and on the maintenance issues in TVI and TVII. I know the residents are disgusted, but there has been some progress.
  - Mr. McWilliams asked if there was an update on the barricades for the three roads.
  - Tom stated the site developer is trying to get permission from the site owner because there is a cost associated with it. The owner would be responsible to pay for it.
  - Mrs. Gorman asked if the performance bond had been found. She was very upset when she read about it in the minutes.
  - Hanlin said it has been found and we are in the process of legal action.
  - Sturgis added for the record that with the previous financial officers prior to our present employees, things in the office got very messed up.
  - High said that measures are also being taken to ensure nothing like this happens again. We are taking inventory of all property, tools, equipment, IT equipment, documentation, etc.
  - Jennings said this won't happen again.
  - Torie said the front of TVII was mowed but the homeowners have found out that there are different owners for common areas within the sub-division.

- Hanlin wanted to make it clear that common areas and lots that haven't sold yet are the responsibility of the developer, not BC Communities. Depending on what your deeds say, once the area is 75% - 90% done, those open areas will be deeded over to the Town or the homeowner's association. In Townsend Station, the homeowner's took control of the open areas.

## **X. Committee Reports**

- a. Finance Committee: Chair – John Hanlin, II:
  - Working on the 2011-2012 budget, hopefully it will be completed next week. It has to be done and submitted by July 1, 2011.
- b. Streets Committee: Chair - John Hanlin, II: Discussed earlier.
- c. Storm Water Management Committee: Co-Chairs – Sandy Sturgis and Steve High: nothing to report.
- d. Zoning Committee: Chair - Sandy Sturgis: nothing to report.
- e. Health & Public Welfare Committee: Co-Chairs – Sandy Sturgis and Steve High: nothing to report.
- f. Energy & Environment Committee – Chair – Karen Jennings:
  - Townsend Wildlife Habitat Project – Jennings announced the Town was presented a conservation award from the Delaware Nature Society. It is hanging in the Town hall and is beautiful. The information on creating a backyard habitat and the habitat library are also in the lobby of the Town hall.
  - Astronomy Night in the Park – had a star party last week, if skies are clear will have one this weekend, keep an eye on facebook for the dates.
- g. Veteran Affairs Committee – Co-Chairs – Karen Jennings and Steve High:
  - Project 19734 Soldier Support – care packages – Jennings said she would like to start this project up again. She wants to gather more information and will be reaching out to get the names of deployed soldiers.
  - High asked Haines if he could contact the state Sgt. Major, the command Sgt. and ask her for the names of all the deployed soldiers that reside in Townsend so we can send care packages to them. Haines said he will try.
- h. Police Committee: Chair – John Ness: welcomed Mr. Green on board and thanked Mayor Hanlin for his 6 years of service to the Town. Has asked the police to increase the patrols in the neighborhoods.
  - Townsend Community Watch – If anyone would like to walk with me patrolling the streets, please let me know.
- i. Parks & Recreation Committee - Co-Chairs – Sandy Sturgis and Steve High:
  - Sturgis reminded everyone of the community service day on Saturday, May 7, 2011. It starts at 10:00 am at the park. We will be planting shrubs around the gazebo.
  - The community yard sale is May 21, 2011; rain date is May 22, 2011, 8:00 am – 3:00 pm. It will be advertised in the Transcript and there will be signs put up around Town. Happy Harry's will put it on the sign out front of their store also. In the past the school has permitted people to set tables up in the parking lot of TES.
  - On the back table are flyers that Walmart asked us to put out. Walmart has donated many things for our functions through the years. She asked residents to get more involved with Walmart sponsored functions. There is an auction for the children's miracle network on Friday, 5/6/11 at the VFW at 6:00 pm. Monday, May 9, 2011 at 9:00 am is a benefit golf tournament at the Back Creek golf Club and Friday, May 20, 2011 is a Take the Cake fundraiser for the Children's Miracle Network at the Walmart Supercenter, 10:00 am – 2:00 pm.
  - Sturgis motioned, High seconded with a unanimous vote to donate some Town t-shirts and sweatshirts for the auction at the VFW.

## **XI. Announcements:**

- a. Hanlin said there is no election, so no announcements.
- b. High said he knows Mr. Green has been sitting here quietly tonight but knows behind the scene he has been working on a lot. He has been working on a complaint form. High asked Green to talk about it.
- c. Green said it is a form for residents to fill out to enable him to respond to and fix a problem quickly. It is still in draft form but when a resident calls in a complaint or stops by the office with a complaint we will use this form. This morning I had a resident in Townsend Station call, she had seen me drive by her home 4 times in the Town truck and my truck and thought something was wrong in the development. Green said he is trying to sort out all of his responsibilities and familiarize himself with the Town limits, laws and codes.
- d. Hanlin said Green has only been with us for about 6 days, he is asking a lot of questions and acclimating himself to the Town. He has spent a lot of time with High on HR issues and has had lots of questions for me. Hanlin thanked Green and officially welcomed him to Town. Please be patient with him.

## **XII. Citizens Comments & Participation**

- a. Mr. McWilliams said there was an incident in TVII that High fixed right away and thanked him for it.
- b. High said Tom and Green were the ones who took care of it.

- c. Mr. McWilliams asked about getting signs along Wiggins Mill Road that read 25 MPH – strictly enforced. He knows they can't have the radar trailer there all the time, which does help, so maybe the signs will help deter people. People are back to flying down the road.
- d. Hanlin said he and Tom will check with DelDot about getting those signs.
- e. Mr. McWilliams said the owners of two of the abandoned homes in the development had cats and they left them. The cats have multiplied and live in the sewer. There are 15 - 20 adult cats and don't know how many kittens, and some are aggressive. Didn't know if the Town could call the SPCA.
- f. Sturgis said the SPCA won't do anything. Faithfull Friends will supply traps for you and come back and pick them up and fix them.
- g. Mr. Roche said animal control will come out and trap them now.
- h. Green will call and see if they can come out.

**XIII. Adjournment:** Sturgis motioned, Ness seconded with unanimous vote to adjourn at 9:45 pm.

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS WITH THE TIME TO BE DETERMINED