



**Town Council Workshop Meeting  
November 17<sup>th</sup>, 2021 @ 7:00 pm  
Town Hall & CONFERENCE CALL**

7:00 pm Town Council Meeting

- I. Call to Order:
- II. Opening Ceremonies
  - a. Roll Call:
  - b. Pledge of Allegiance:
  - c. Recognition of Visitors:
  - d. Announcements:
- III. Adoption of Agenda.
- IV. Approval / Rejection of Minutes
  - a. Approval/ Rejection of Council Minutes from the November 3<sup>rd</sup>, 2021, Town Council Meeting.
- V. State Police:
- VI. Mayor's Report:
  - a. **ACTION ITEM:** Discussion and possible vote to waive the procurement process to procure legal services for the Town of Townsend.
- VII. Reports
  - a. Town Attorney Fred Townsend III
  - b. Town Engineer Edwin Van-Otoo
  - c. Town Manager
    1. **ACTION ITEM:** Discussion and possible vote regarding the purchase of a municipal police vehicle for the Town of Townsend Police Department.
    2. **ACTION ITEM:** Discussion and possible vote to authorize the approval of repairs for a municipal police vehicle for the Town of Townsend Police Department.
    3. **ACTION ITEM:** Discussion and possible vote to purchase furniture and technology for office spaces at Town Hall.
- VIII. Committee Reports
  - a. **Finance Committee:** Chair: Mayor Miller, Co-Chair: Councilman Dugan
  - b. **Human Resources Committee:** Chair: Mayor Miller
  - c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz
  - d. **Land Use and Development Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Dugan
  - e. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Mayor Miller
    - a. An update regarding the Veterans Day event.
  - f. **Public Safety Committee:** Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

Town Meetings have returned to in person format. Residents may choose to attend meetings in person or via electronic means. All personnel and visitors entering Town Hall must wear masks and comply with all CDC guidelines, including social distancing guidelines. Those that are sick or who have been exposed to the COVID-19 virus are asked to not enter Town Hall and may attend the meeting virtually. Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:  
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3OT09>

Residents will be able to view documents posted to the meeting tab on the Town website at [www.townsend.delaware.gov](http://www.townsend.delaware.gov) or by joining the meeting via computer.

- g. **Community Engagement Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell
  - a. An update on the planning of the December 2021 Town of Townsend events including the Christmas Tree Lighting and Caroling and the Christmas Decorating Contest.
- h. **Parks and Recreation Committee:** Chair: Councilman Lobdell, Co-Chair: Councilman Mertz
- i. **National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke

**IX.** Citizens Comments & Participation

**X.** Recess Council Meeting to Convene Executive Session

**XI.** Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(9) the Town Council will be meeting in executive session strategy session relating to personnel matters.

**XII.** Close Executive Session & Re-convene Council Meeting.

**XIII.** Adjournment.

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