



Townsend Town Council Meeting
January 4th, 2023 @ 7:00 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734

7:00 pm Town Council Meeting

- I. Call to Order: 7 pm
- II. Opening Ceremonies
 - A. Roll Call: Mayor S. Lobdell, Councilwoman S. Rojas, Councilman J. Mertz, Councilwoman E. Clarke, CM E. Dugan, Town Manager A. Tantillo, Finance Manager J. Helms, Town Clerk M. Rivera, Town Engineer E. Van-Otoo, Police Chief R. Longo, and Town Solicitor N. C. Griffiths.
 - B. Pledge of Allegiance: All present recited the Pledge of Allegiance
 - C. Recognition of Visitors: Younsil Lee Project Manager from Karins and Associates, Dev Sitram Engineer from Karins and Associates, Emily Eveland from LifeHouse Early Childhood Center, Keith Henry from LifeHouse Church, Mark Lashey from LifeHouse Church, George Fournaris from Belfint, Lyons and Schuman, and resident Dwain A. Haines.
 - D. Announcements: None
- III. Citizens Comments & Participation: None
- IV. Adoption of Agenda.
 - A. TM Tantillo advised to remove the action item under Town Manager Reports explaining there is no update at this time from DeIDOT. TM Tantillo explained she is waiting to meet with DeIDOT regarding the funding that will be provided on their end. Additionally, an update will be provided at future meetings.
 - B. *CM Mertz made a motion to adopt the agenda with the removal of item 7, E, 1. CW Clarke seconded the motion. Voice vote of all council: all yea's.*
- V. Approval / Rejection of Minutes
 - A. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the December 7th, 2022, Town Council Meeting.
 - B. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the November 30th, 2022, Town Council Special Meeting.
 - C. **ACTION ITEM:** Approval/ Rejection of Town Council Minutes from the November 30th, 2022, Town Council Special Meeting Executive Session.
 - D. Mayor Lobdell read the list of Minutes to approve or reject.
 - E. *CM Mertz made a motion to approve the Town Council Minutes from the December 7th, 2022, Town Council Meeting, the Town Council Minutes from the November 30th, 2022, Town Council Special Meeting, the Town Council Minutes from the November 30th, 2022, Town Council Special Meeting Executive Session. CM Dugan seconded the motion. Voice vote of all council: all yea's.*

Town Meetings will return to both an in person and a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link: <https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

F. Minutes from the December 7th, 2022, Town Council Meeting, November 30th, 2022, Town Council Special Meeting, and November 30th, 2022, Town Council Special Meeting Executive Session were approved.

VI. Presentation by Belfint, Lyons and Schuman for the Fiscal Year 2022 Audit.

A. Mr. Fournaris advised he will be providing a brief overview, page by page, of the Town's Financial Statements. Mr. Fournaris explained they have audited the Financial Statements for the year end, as prepared by FO Helms and Townsend Personnel prepared the Financial Statements for the year end, June, 30th, 2022. Mr. Fournaris noted page 1, is a letter that provided the auditors opinion on the Financial Statements. Mr. Fournaris clarified the auditors have provided a clean opinion; no issues were noted with the materials. Mr. Fournaris advised there are required supplementary information that is presented with the Financial Statements which is not audited but examined for consistency. Mr. Fournaris noted another report required for governmental auditing is also required for the purpose of reporting internal controls; not to be audited. Additionally, this was a clean report with no findings.

1. Mr. Fournaris provided a brief reading of the Statement of Net Position. Mr. Fournaris highlighted the following on the statement:
 - a. There is a total of \$25,610,489.00 in Assets.
 - b. \$20,311,874.00 of these Assets are Capital Assets, noting for Land and Construction in Progress, and Depreciable Buildings, Property, and Equipment, Net.
 - c. There is a total of \$1,087,008.00 in Liabilities.
 - d. There is a healthy Net Position of \$24,523,481.00, noting most of which is coming from Capital Assets which cannot be spent; however, the rest can and there is a total of \$4,116,025.00 which is unrestricted.
2. Mr. Fournaris explained the activities statement is the income statement. Mr. Fournaris advised it may look unusual; however, per government accounting standards this is the required presentation. Mr. Fournaris noted last year there was an investment loss, due to the stock market, of \$261,360.00. Additionally, the total change in Net Position was \$12,755,792.00. Mr. Fournaris clarified the \$13,120,100 under Capital Grants and Contribution is looked at as a donation to the Town for after completion of Housing Project Infrastructure. Mr. Fournaris explained Housing Project Infrastructure is program revenue; clarifying it is when infrastructure such as open spaces and streets are turned over to the Town. Mr. Fournaris noted the Statement of Activities is close to a break even for the year.
3. Mr. Fournaris noted the Balance Sheet is similar to the Statement of Net Position explaining they are checked on a one-year basis; however, the Balance Sheet is based off of a full term and the Net Position Statement is short-term. Mr. Fournaris explained the general fund is considered a major fund right now. Additionally, the reported is the current basis. Mr. Fournaris explained infrastructure, buildings, and other assets are removed from this report so the Town can see where it stands on a budgetary basis.
4. Mr. Fournaris noted the Statement of Revenues, Expenditures, and Changes in Fund Balance is a report that has the expenditures grouped by function not by

natural classification. Mr. Fournaris noted the Town has a total revenue of \$1,202,654.00 and has spent \$151,958.00 over the revenues.

5. Mr. Fournaris provided a brief overview of the Statement of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual General Fund. Mr. Fournaris explained this is a reconciliation of the Budget in comparison to the actual revenues and expenses. Mr. Fournaris advised the difference with the previous report summary given and this report is how the capital expenses are presented. Mr. Fournaris highlighted the following:
 - a. The Town ran a deficiency of \$472,600.00 with a portion planned due to how the Town budgets Capital Outlays; Mr. Fournaris clarified the Town is able to cover the deficiency with the fund balances that were discussed earlier in the Financial Statement Audit.
6. Mr. Fournaris briefly read through the notes on the Financial Statements Report.

B. Mr. Fournaris briefly went through the Town of Townsend Audit PowerPoint explaining that it is a summary of conduct for the audit regarding both parties' responsibilities. Mr. Fournaris noted the auditors had to follow both Generally Accepted Auditing Standards and Government Auditing Standards. Mr. Fournaris explained Government Auditing Standards require the auditor to be from a separate entity. Additionally, there are special education requirements for auditors which he and the other auditors have completed. Mr. Fournaris noted all the financial statements are estimates. Mr. Fournaris highlighted the following:

1. The Financial Audit had an unqualified (clean) opinion with no findings and/or recommendations.
2. A letter was sent to Council/Town that discusses the significant audit matters, there were no difficulties or problems with management. Mr. Fournaris advised that difficulties or problems with management would have been reported to Council if there were any.
3. There were no disagreements; Mr. Fournaris advised this would have been reported to Council. Additionally, there were no opinions given; however, there were recommendations with no findings.
4. Mr. Fournaris provided the following recommendations:
 - a. Investment Management should be looked at periodically; noting, due to changes in the market the percentages may differ from the Town's Investment Policy. Mr. Fournaris clarified the percentage differences were not major.
 - i. FO Helms noted the Town has met with the Investment Manager and has addressed this matter. Additionally, there has been a policy update that should address these issues in the future.
 - b. System and Organization Controls (SOC) reports should be obtained for the Town's outside services. Mr. Fournaris advised the Town has two such providers: the payroll service and the general ledger package. Mr. Fournaris explained these services are outside of the Town's control and holds some of the Town's Data. Mr. Fournaris explained it should be audited by the service provider to ensure they have the same internal controls as the Town's.

- c. CW Clarke asked for further clarification on the SOC Reports that TM Tantillo has requested. TM Tantillo advised FO Helms can provide more information regarding this, explaining they have reached out on numerous occasions over the past few years. FO Helms stated she has spoken to the payroll company and was informed they do not provide SOC reports; however, Edmunds does now provide a similar report and that she is waiting on the report. Mr. Fournaris clarified lack of SOC reports are not required, nor is it an issue to not have them; nonetheless, the Town must reconcile their records with the companies to ensure all is well. Mr. Fournaris noted this does not mean that the company is doing a bad job. TM Tantillo noted payroll reports are reviewed biweekly.

VII. Reports:

A. Mayor

1. No reports.

B. Town of Townsend Police Chief's Report

1. CM Mertz thanked Chief Longo for allowing him to partake in a ride along through the Town with Sergeant McCloskey.
2. CM Mertz noted his question regarding the purchase of police vehicles is mentioned in the Town Manager report. CM Mertz wanted to know if the Town is looking into new or old vehicle purchase options. Chief Longo confirmed.
3. CM Mertz asked what AOA stood for in Chief Longo's report. Chief Longo confirmed it stands for Assist Other Agency.
4. CM Mertz asked if motor vehicle violations and motor vehicle warnings related to traffic.
5. CW Clarke asked for clarification on what is the process for a welfare check. Chief Longo explained the police will receive a call and a check will be provided. Chief Longo noted there are a variety of situations in which a person may call for a welfare check. CW Clarke noted the Town website has a statement advising the Townsend Police will perform well checks on homes while owners are away on holiday or vacation upon request. Chief Longo clarified it is different from the welfare check reported. Chief Longo explained the request is an additional drive through of the property's neighborhood. Chief Longo advised as the Town grows there will be additional procedures to these general checks.

C. Town Solicitor N. Christopher Griffiths

1. TS Griffiths reported he has worked on minutes for the Town Council Special Meeting Executive Session.
2. TS Griffiths reported he has reached out on behalf of the Town to DelDOT regarding speeding signs.
3. TS Griffiths reported he worked with owners of several properties regarding code issues.
4. TS Griffiths reported he has reviewed the Deputy Fire Chief's formal report.

5. TS Griffiths reported he was involved with an emergency situation pertaining to a welfare check.
6. TS Griffiths reported he is working with the Town regarding tax debts and liabilities.
 - a. Mayor Lobdell noted this is a longstanding issue.
7. CM Mertz asked if TS Griffiths has received any updates regarding the New Castle County Park transfer. TS Griffiths stated he has not; however, he has reviewed the deeds and necessary documents. TM Tantillo advised she has spoken with NCC Carter, and updates are forthcoming.

D. Town Engineer Edwin Van-Otoo

1. Mayor Lobdell noted the Town is setup for street plowing of the streets that were recently dedicated to the Town. TM Tantillo advised this was being prepared in the months of October and November. TM Tantillo stated all the dedicated streets have been updated on the map and have been sent to the Towns contractor.

E. Town Manager Antonina Tantillo

1. CM Mertz asked if there is an update on policy changes possibly needed for personnel handbook with the upcoming hire of a part-time or full-time administrative assistant. TM Tantillo advised there is no update at this time; however, they are in progress. TM Tantillo clarified there could be a misconception with the amount of vacation and paid time off time an employee has, whereas TM Tantillo states the time is prorated based on when the employee starts within the calendar year and should be sufficient under regular circumstances. TM Tantillo noted this is under progress and there is always room for improvement. Additionally, the following is received for an employee's first year of employment: personal days, floating holidays, holidays, and vacation.
2. CM Mertz asked for an update on radar signs. TM Tantillo stated she has reached out to the Town's radar sign vendor with a notification of award. TM Tantillo confirmed she has reach out to DelaDOT identifying the signs on state roads that she worked on internally with Town personnel and Chief Longo. Additionally, this has been sent to the State Representatives informing them that the Town has identified the sign placements. TM Tantillo noted she has been made aware by DelDOT that approvals have been progressive to permit the Town to proceed with purchase.
3. Mayor Lobdell asked if the Town will be installing the signs. TM Tantillo confirmed, noting that the signs come with an installation kit called Safety In A Box.
4. CM Mertz asked for the timeline regarding the Town's website updates. CM Mertz asked if TM Tantillo has looked at new contractors for the website. TM Tantillo confirmed the Town is working on the website updates. TM and advised the Town's website is from the State. Additionally, once updates are finished, she does not foresee the need for the Town to change vendors. TM Tantillo noted she will investigate what Middletown uses for their website advising they may be using a private vendor. Furthermore, she has reviewed private vendors in the past and advised that prices were high. CM Mertz asked to be involved in this process.
5. CW Rojas asked questions regarding the fire hydrants, TM Tantillo confirmed the following:

- a. Fire trucks need 15 feet on either side and have been marked.
 - b. Weather permitting Public Works will continue painting these areas.
6. CW Rojas advised she will send TM Tantillo a picture of an area on West Founds Street that she finds concerning.
 7. CM Mertz noted if changes may be needed for the Town's website this may require a budget discussion. Mayor Lobdell advised Committee Budget requests are due by the middle of January.
 8. Mayor Lobdell thanked TM Tantillo and Town Personnel for ensuring a pothole on Ginn Street. was taken care of quickly.
 9. CM Rojas asked for clarification regarding the type of violations were sent. TM Tantillo explained there were a few for dumpster violations at residential properties. TM Tantillo noted she has reached out to the Planning Commission advising this code may cause a hinderance to those wishing to work on their homes. TM Tantillo advised thar it may be a good idea for the Town to look into implementing a dumpster permit with specific time frames and regulations.
 10. CM Mertz asked if violations are also sent for commercial vehicles in residential neighborhood. TM Tantillo confirmed the Town is looking into this, noting these vehicles are typically parked overnight. TM Tantillo advised if any are seen overnight to report this to her and copy Chief Longo.

F. New Castle County Councilman David Carter

1. Not in attendance; no report.

VIII. Committee Reports

A. **Finance Committee:** Chair: Councilman Dugan, Co-Chair: Mayor Lobdell

1. Review and possible discussion on the November 2022 Budget vs. Actual Reports.
 - a. CM Mertz noted it looks like the Town has overspent per the audit reports. TM Tantillo advised a portion of this was due to investments. FO Helms noted the Town did not overspend and advised to refer to the budget vs actual where one can see that the Town was under budget.

B. **Human Resources Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Dugan

1. No reports.

C. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz

1. CM Mertz noted the park looked great, noting the handicap swing is in place. CM Mertz made the following recommendations:
 - a. Look at the gazebo roof at the Town Park.
 - i. TM Tantillo confirmed this is on the list for Public Works to address, amongst other items.
 - b. Look into the updating the playground equipment for aesthetic purposes.
 - i. TM Tantillo reminded Council the Town Park has passed inspection for safety and that she will review the request with Public Works to update the aesthetics.

2. CM Mertz noted whoever is raising and lowering the flags is doing a great job.
3. Mayor Lobdell noted, with the Spring forthcoming, that the workout stations are active and should be on the list to keep an eye on.
4. CW Rojas asked if Public Works can dispose of deceased animals found at the park. TM Tantillo confirmed Public Works walks the park in the morning or afternoon to ensure no such instances are present and if they are, they do remove them. TM Tantillo advised Public Works can and has handled this and will respond to reports. CM Mertz and CW Clarke agreed that they have reported such instances and the Town responded.
5. CM Mertz advised for mile markers to be on the path in the Town Park. CM Mertz advised this can be painted instead of using steaks. Mayor Lobdell advised the markings can be done off to the side with numbers.
6. CM Mertz noted the dog clean-up station is fully stocked; however, owners are not picking up after. TM Tantillo advised that she has put up reminders on the Town's sites for residents. TM Tantillo stated to report to her if anyone is aware of habitual offenders.
7. CM Mertz reported there have been dirt bikes illegally riding through the park at dusk. Chief Longo thank CM Mertz for the report.
8. Mayor Lobdell advised for Public Works to remove the shrubs at the entrance of the park. Mayor Lobdell explained he is concerned over visibility of the roads upon exiting. Mayor Lobdell noted it has been cut down previously however, it grows fast.
9. CM Mertz recommended to move the Town Park Rules sign. TM Tantillo recommended this can be placed in the main circle and that she would be purchasing a new sign.

D. Land Use and Development Committee: Chair: Councilwoman Rojas, Co-Chair: Mayor Lobdell

1. CW Rojas requested for the meeting recordings.
2. **ACTION ITEM:** Discussion regarding the concept and plan review of the proposed LifeHouse Church addition.
 - a. Mayor Lobdell explained LifeHouse Church is proposing an addition, noting there is documentation in the meeting packet that contains the plans and a letter with comments from the Planning Commission. Additionally, this item is not up for vote, only discussion for Council to approve LifeHouse Church to move forward with the proposal process. TM Tantillo noted after the LifeHouse Church presentation she will review the Major Subdivision Flow Chart.
 - b. Ms. Lee, the project manager for Karins and Associated noted and introduced the following representatives from LifeHouse Church who were in attendance for the presentation:
 - i. Mark Lashey, Lead Pastor of LifeHouse Church
 - ii. Keith Henry, Early Childhood Center Director of LifeHouse Church
 - iii. Emily Eveland, School Administrator of LifeHouse Early Childhood Center
 - c. Ms. Lee provided a brief description of the area and demographics of the LifeHouse Church property. Ms. Lee presented the plans for Phases 1

- through 3, noting Phase 1 has been completed as previously approved. Ms. Lee noted the previous plan dimensions. Ms. Lee advised the south side area of the plan in yellow is Phase 2 and the west side area of the plan in orange is Phase 3. Ms. Lee noted the green area on the west side of the plan is for the proposed outdoor play area for the elementary school.
- d. Ms. Lee explained the original plans were for a one-story addition and the revised plans presented are for a two-story addition. Ms. Lee explained the 26 parking spaces were removed from the original plan for the expansion, and the proposed plans will include additional parking spaces.
 - e. Mayor Lobdell asked for specification on how much higher the building will be. Ms. Lee advised this is stated on the recorded plans. LifeHouse Church Engineer Mr. Sitram explained the height will not have architectural features and will be within the permitted height. Mayor Lobdell clarified he was concerned over the aesthetic appeal with the neighboring residential homes.
 - f. Mayor Lobdell referred to note number 27 on the plans states that entrances need approval by DelDOT and recommended this may not require approval from DelDOT. Additionally, all roads that LifeHouse Church are tied into are local.
 - g. Mayor Lobdell recommended for the plans to state that the playground will not be impervious due to issues with runoff. Ms. Lee noted computation has been completed for the stormwater and there will be no increase in water surface elevation.
 - h. CW Rojas asked if the playground area will be gated and if it may be open for public use outside of school hours. Mr. Lashey advised that a fence will be needed for safety, and the goal is for the public to use as well. Mr. Lashey noted homeschool families currently use the property frequently.
 - i. CM Mertz asked what the original plans were submitted. Ms. Lee confirmed it was originally two phases. Mr. Sitram explained the previously proposed plans were smaller since they decided to move forward with a two-story building instead. Mr. Sitram noted when they first discussed with the Town the change in the footprint they were advised by the Town Engineer and Town Manager that they will need to present their new plan with a Major Subdivision Plan application. Additionally, they provided the full project proposal as presented instead of separate phased. Mayor Lobdell noted this will have to go through the building permit process with the Town upon each phase following approval of the Major Subdivision Plan.
 - j. CW Clarke noted there are houses that back into the playground which can cause noise disturbances. CW Clarke asked where the current playground is. Mr. Sitram noted the playground on the plans is for the daycare and the proposed playground will be for the elementary school. Mr. Lashey explained the goal is for everyone to use. Ms. Lee stated there will be an indoor gymnasium. CM Mertz noted the Town owns the open space to the left of the playground area.

- k. CW Clarke asked what the proposed capacity for the Elementary School is. Mr. Sitram stated the capacity will be for 250 children. Ms. Lee noted the proposed plans expansion is for a total of 1,000 seat church building, 194 daycare students, a small office building, and 250 elementary school students. Mr. Sitram explained the elementary school student capacity will be a gradual build up from 50 students the first year to 100 students the second year and so on.
- l. CM Mertz asked if they will be paying taxes or if they will be exempt since they are a Church. TM Tantillo advised schools are non-profit and are not taxed.
- m. Mayor Lobdell noted DeIDOT has a proposal for a Traffic Light Study on Karins Boulevard. Mr. Lashey advised that they have reached out to DeIDOT regarding this. Ms. Lee noted she received the Crash Data Report from DeIDOT for December 6th, 2019 to December 6th, 2022 and provided the following information regarding the seven total reports:
 - i. Five – personal injury
 - ii. Two – non-reportable
- n. Mayor Lobdell advised the Town is working on speed controls. TM Tantillo advised for LifeHouse Church to continue reaching out to DeIDOT. Mr. Sitram confirmed that they are working with DeIDOT.
- o. Mr. Sitram asked if they would be able to move forward with the final step of the Major Subdivision or Land Development process. Explaining, they would like to be ready for the 2023 school year. Mayor Lobdell asked what the dimension are for the proposed playground. Ms. Lee stated it is 60 x 30 square feet. Mr. Sitram stated it will be standard. CM Mertz asked if this means it will be a grass area. Mr. Sitram confirmed. Ms. Lee noted that she has submitted all the plans and documents to move forward with the final step.
- p. CW Clarke advised she is concerned over traffic control during school hours. Mr. Sitram explained there will be a separate entrance to the building strictly for the elementary school pickup and drop-off. Mr. Lashey explained safety is their top concern. Ms. Lee explained the total parking proposed is for 500 spaces which should be more than enough space for this. Mr. Lashey noted they do not have a traffic issue during church service with up to 1,000 people in attendance.
 - i. CM Dugan advised for LifeHouse Church to reach out to DeIDOT regarding the intersection of Karins Boulevard. Mr. Sitram advised they have reached out to DeIDOT regarding the possible install of a traffic light. CM Dugan recommended to reach out to anyone they can for support.
 - ii. Ms. Eveland advised the daycare has a total of 144 students has a rolling drop-off period that prevents backup.
- q. CM Mertz asked if LifeHouse Church would be considered a safe zone in case of an emergency in the Town. Mr. Henry confirmed they are set up

with Middletown where they will bus children to LifeHouse for any emergencies.

- r. Mr. Sitram advised they were informed by DelDOT that a previous Traffic Light Study was done and that they will be looking to perform another. Additionally, there have been talks of LifeHouse Church contributing to the light and there has been a signal agreement signed.
- s. CW Clarke asked if LifeHouse Church plans on reaching out to the surrounding homeowners. Mr. Lashey confirmed they have been open with their plans and noted most of the families that attend the church live in the surrounding area. Mr. Lashey advised there will be marketing. Teacher advised they have reached out and are currently partnering with surrounding schools in the district. Mr. Lashey noted they are currently an afterschool center for public schools.
- t. CW Clarke advised for LifeHouse Church to send letters to residents close by. TM Tantillo stated this has been posted on the Town's website over the past couple of months as the Planning Commission and now Town Council have had this on their agenda. CW Rojas asked if a public hearing is needed. TM Tantillo confirmed.
- u. CM Mertz asked TS Griffiths if procedures can be combined to expedite the process. TM Tantillo advised she would need to perform the administrative review which will then pass to TE Van-Otoo, the Planning Commission, and the Fire Department. Mayor Lobdell asked if the permitting process may begin. TM Tantillo stated the permitting process cannot begin until plans are reviewed and approved and until at least TE Van-Otoo's preliminary review is complete.
- v. CM Mertz asked if there is a conceptual drawing. Mr. Sitram advised this is underway. Mr. Lashey explained they wanted the preliminary approval on the space before preparing the final plans.
- w. CM Mertz noted that the Homeowner's Association President of TV II (Townsend Village II) was interested in knowing what LifeHouse Church is proposing to develop. Mr. Lashey advised they are focusing more on the inside of the building than the exterior.
- x. TE Van-Otoo asked if there is a concern regarding the grading of the playground area. Mr. Sitram advised the grading plan is ready and does not have walls because it is a three to one slope. Additionally, a fence will be included in the final plans.
- y. CW Clarke recommended for LifeHouse Church to possibly include a wildlife habitat in the playground area. Mr. Lashey noted the forest expands into the playground and is open to help maintain the trees if they are granted access to create a habitat in the open space area. Ms. Eveland expressed interest in having an outdoor learning environment and noted the daycare has planted a small garden already outside of their entrance. CM Mertz advised their garden may qualify as a wildlife habitat. TM Tantillo advised she will send Ms. Eveland the information on how to certify. TM Tantillo noted that LifeHouse Church assisted the Town with the Mayor's Monarch

Garden. Mr. Lashey noted the mascot for the daycare is a butterfly and would like to encourage more butterflies to come to their garden.

- z. TE Van-Otoo asked if there will be any illumination in the playground area. Mr. Sitram stated there are no plans for illumination. Mayor Lobdell recommended looking into light sensors for this area.
- aa. Mr. Lashey asked if the Town has received any complaints regarding LifeHouse Church. CM Mertz advised he has personally received a complaint regarding who is responsible for grass cutting by two houses. Mr. Lashey advised he will reach out to his company regarding the concern. TM Tantillo clarified that no official complaints have been received by the Town.
- bb. Mayor Lobdell confirmed that Council is in agreement with combing steps in the process to expedite the process. Additionally, TM Tantillo and Town personnel will handle the process moving forward.

E. Veterans Committee: Chair: Councilwoman Clarke, Co-Chair: Councilwoman Rojas

- 1. No Report.
- 2. CW Clarke advised a 2023 Calendar is forthcoming.

F. Public Safety Committee: Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

- 1. No Report.
- 2. CM Mertz advised the Committee has not met and should be meeting at the end of January or sometime in February to discuss the Deputy Fire Chief's report.

G. Community Engagement Committee: Chair: Councilwoman Rojas

- 1. Debrief regarding Tree Lighting and Caroling Event.
 - a. CW Rojas noted the Tree Lighting and Caroling Event was successful. CM Mertz noted there was roughly 150 people present. CW Rojas noted TC Rivera took photos during the event. Mayor Lobdell noted there were more in attendance compared to last year, possibly due to the weather. CM Mertz noted the band was in attendance this year. TM Tantillo clarified that last year the event was changed to the rain date which conflicted with a different school's band's schedule, and they were unable to attend.
- 2. Announcement of 2022 Holiday Lights Contest Winners.
 - a. CW Rojas advised the photos of the winners have been included in the Town's Newsletter.
 - b. Pictures and videos of the following winners were presented:
 - i. Modern Category:
 - a. 1st place – 1110 East Founds Street
 - b. 2nd place – 219 Edgar Road
 - ii. Traditional Category:
 - a. 1st place – 221 Edgar Road
 - b. 2nd place – 740 Tracy Circle.

- c. CM Mertz noted it took a few hours to drive around the Town looking at lights and decorations. CW Clarke noted it looks like only two developments that participated. Mayor Lobdell noted not as many participated this year.

3. Discussion regarding an update on future Town Events.

- a. CW Rojas announced the winner of the Police Department Mural Contest is the Art Club from Odessa High School. CW Rojas explained the teacher had advised they wanted to use every element that Townsend is known for historically such as, peach trees and farmlands. CW Rojas advised discussions are still being held on how the mural will be done.
 - i. CM Mertz asked how many applied. CW Rojas confirmed applications were sent to three different high schools and only Odessa applied.
 - ii. CW Clarke asked if the mural will be internal or external. CW Rojas confirmed it will be inside the Townsend Police Department.
- b. CW Rojas announced the Town will be working with Sylvan Learning Center to offer a practice SAT for Townsend Students Class of 2024 or 2025. CW Rojas noted this will take place at Town Hall and is limited to 15 students. CW Rojas advised if there are more that sign-up the Town can look at holding another practice SAT at a later date.
- c. CW Rojas advised the registration forms for the Town Fair are forthcoming. CW Rojas noted Chief Longo will be working on the Safety Plan for the Parade.
- d. CW Rojas announced other events for the spring include:
 - i. Arts in the Park – to include artwork from elementary school students, music, and activities. The date is still to be determined.
 - ii. Bicycle Month is in May – children will have parents sign a form that tracks the distance and time riding their bicycle. CW Rojas advised the winner will be announced at the Town Fair.

H. **Code Review Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Mertz

- 1. No reports.

I. **National Wildlife and Historic Preservation Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilman Dugan

- 1. No reports.
- 2. CW Clarke advised a calendar is in place.
- 3. CM Mertz asked if the Town receives point for each butterfly habitat that is created. CW Clarke confirmed. CM Mertz recommended adding butterfly gardens to the Town's Little Library's. TM Tantillo advised it may be feasible to do this with one library. Mayor Lobdell asked if there is already a butterfly garden in the park. TM Tantillo confirmed this will be worked on soon. CW Clarke asked when this will take place. TM Tantillo advised for CW Clarke to choose the date.

4. CW Clarke asked what the current square footage of the Mayor's Monarch Garden is. TM Tantillo advised she is unsure; however, this could be measured.

IX. Adjournment.

- A. Mr. Haines announced Deputy Fire Chief Gilchrist will now be the Fire Chief of the Townsend Fire Company and David Hall is the new President of the Townsend Fire Company.
 - B. *CW Rojas made a motion to adjourn the meeting. CW Clarke seconded the motion. Voice vote of council: all yea's.*
 - C. Meeting adjourned at 8:59 pm.
-