



**Townsend Town Council Meeting
November 2nd, 2022 @ 7:00 pm
VIA CONFERENCE CALL &
Town Hall
141 Main St, Townsend, DE 19734**

7:00 pm Town Council Special Meeting

- I. Call to Order: 7 pm
- II. Opening Ceremonies

- A. Roll Call: Mayor S. Lobdell, Councilwoman S. Rojas, Councilman J. Mertz, Councilman E. Dugan, Councilwoman E. Clarke, Town Engineer E. Van-Otoo, Police Chief R. Longo, Town Solicitor N. C. Griffiths, Town Clerk M. Rivera, Town Manager A. Tantillo, and Finance Officer J. Helms.
- B. Pledge of Allegiance: All present recited the Pledge of Allegiance.
- C. Recognition of Visitors: New Castle County Councilman David Carter, Nadia Townsend, Bob Comegys, Shirley Comegys, Esther Glanding, Mark Pugh, Robert Young, and Dwain A. Haines.
- D. Announcements:
 - 1. CW Rojas announced the Town will be holding an event for Veteran's Day next Friday, 11/11/2022, from 10:30 am – 11:30 am. CW Rojas explained a small ceremony will be held out front of Town Hall on the lawn.

III. Citizens Comments & Participation:

- A. Esther Glanding reported the property of 571 Walnut Street. She advised that the Town should check the property as she has noted there is a fence at the end of the driveway that is blocking traffic from Fulton St which leads to another resident's house. She also stated that there is junk and trash on Town property that the owner has dumped. Ms. Glanding also asked how many trash cans are permitted on the property as she has noted there were about 18 cans. Mayor Lobdell advised that he believe residents are permitted to rent extra cans. TM Tantillo confirmed that residents are assigned one trash can and a recycling can but can get a private contract with GFL.
- B. Ms. Comegys noted the owner of 571 Walnut Street habitually speeds down South Street. Mayor Lobdell confirmed Chief Longo is aware of speeding issues and is keeping an eye on this throughout the Town. Chief Longo confirmed.
- C. Esther Glanding reported that the owner of the property 571 Walnut Street has been tearing the house. Ms. Glanding noted that she does not believe a permit has been submitted but explained that the back of the house, the side porch, and the front porch have been removed. TM Tantillo advised the Town is aware of the matter and is addressing the concerns. Mayor Lobdell advised the Town will be researching her concerns and will begin working on addressing any non-compliance issues.
- D. Robert Young requested on behalf of the Townsend Fire Company and the New Castle County Dive Team for the Townsend Police Department to respond within their jurisdiction to Dive Calls. Mr. Young state the Townsend Fire Company would be able to offer the Townsend Police Department training for this role and advised by Townsend Police involvement it would

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.

make a big difference in the success rate of these calls. Mayor Lobdell asked for clarification on what these calls would entail. Mr. Young explained that the Townsend Police would be responding directly and would be able to secure the scene. He further explained that the Townsend Police would be able to conduct accurate witness interviews. Mr. Young advised that these accurate witness interviews will allow for responders to search the right areas of water sooner and quicker. Mayor Lobdell noted that the Townsend Police Department has already taken some calls within the jurisdiction. Chief Longo confirmed this and advised that there are some calls that happen which are close to the Town's jurisdiction. Chief Longo requested if it would be possible to respond to those calls even if they are not within the Town's jurisdiction. Chief Longo explained that the Delaware State Police do respond; however, if the Townsend Police were to respond it would not only assist but it would also benefit the success rate of these calls due to the quick response rate as the Townsend Police Department may be much closer. Mayor Lobdell noted speed can make a big difference. TS Griffiths advised the Town to look into liability insurance and setting a formal agreement with the Townsend Police Department and the Townsend Fire Company. NCC Carter advised that the Townsend Police Department coordinate with the Delaware State Police jurisdiction agreements. TS Griffiths advised no vote is needed for this; however, if there were costs involved Council will need to vote. Mr. Young stated that since personnel numbers are low for the Townsend Police Department, the Townsend Fire Company will be able to provide free training.

IV. Adoption of Agenda.

- A. *CW Rojas made a motion to approve the agenda as written. CM Dugan seconded the motion. Voice vote of Council: all yea's.*

V. Approval / Rejection of Minutes

- A. CM Mertz stated he had a question and concern, for the Council Minutes from the October 5th, 2022, Town Council Meeting.
- B. **ACTION ITEM:** Approval/ Rejection of Council Minutes from the October 5th, 2022, Town Council Meeting.
1. CM Mertz noted there was a discussion during the meeting about budgeting. Additionally, he made a comment regarding authorization for the Police Budgetary authorization. TC Rivera advised they are reflected in the minutes without CM Mertz question; however, the minutes state TM Tantillo confirmed her authority over the entire Town Budget. CM Mertz stated he disagrees and would like for the minutes to reflect his comments. TC Rivera stated she will make this revision. CM Mertz advised there was more detail in the discussion regarding if Council needs to approve the Police Chief authorization and who is responsible for the budget. CM Mertz advised the summarized minutes does not reflect the entire conversation and requires more detail.
 2. TS Griffiths advised that the minutes may be approved with an amendment. CM Mertz asked if the amendment may be made now. TS Griffiths advised if CM Mertz believes that there are only one or two sentences needed it may be amended or added and approved as such. TS Griffiths advised CM Mertz may dictate what should be added on the record so it is recorded in this meetings minutes, the minutes from the October 5th meeting, may be adopted as amended. CM Mertz

requested to listen to the recording so that he may refresh his memory on what was stated.

3. *CM Mertz made a motion to table the Minutes from the October 5th, 2022, Town Council Meeting to the next meeting. CW Rojas seconded the motion. Voice vote of Council: all yea's.*

C. **ACTION ITEM:** Approval/ Rejection of Council Minutes from the October 5th, 2022, Town Council Meeting Executive Session.

D. **ACTION ITEM:** Approval/ Rejection of Council Minutes from the October 19th, 2022, Town Council Special Meeting.

1. *CW Rojas made a motion to approve the Minutes from the October 5th, 2022, Town Council Meeting Executive Session and the Minutes from the October 19th, 2022, Town Council Special Meeting. CM Mertz seconded the motion. CM Dugan abstained. Voice vote of council: all yea's.*

- a. *CM Dugan noted he abstained since he was not present for the October 19th meeting.*

VI. Reports:

A. Mayor

1. Mayor Lobdell advised he does not have any reports for the month but there are committee items that will be discussed at a later point during the meeting.
2. Mayor Lobdell announced the Townsend Fall Newsletter is out and advised if anyone is interested to read it over. Mayor Lobdell noted that it has been posted. CW Rojas confirmed copies will be distributed to Jamie's Auto Repair South, the Townsend Post Office, Little Italy Pizza Shop (LIPS), and Town Hall. Mayor Lobdell noted that CW Rojas did a phenomenal job putting the newsletter together and that there is a lot of information.

B. Town of Townsend Police Chief's Report

1. Chief Longo thanked Council, the Town Manager, and citizens for their support. Chief Longo stated that the Townsend Police Department has just celebrated their first year. Chief Longo noted that the Townsend Police Department has accomplished much of their goals and listed the following accomplishments:
 - a. Chief Longo stated that the Townsend Police Department has obtained equipment with taxpayers in mind by purchasing at a reduced cost, receiving donations, or through awarded grants. Chief Longo stated that there is a combined savings of \$191,756.16 to get the Townsend Police Department running.
 - b. Chief Longo noted that when he was interviewed for his position that he stated that he will always put community and public safety first. Chief Longo explained that the Townsend Police Department is continuing their effort in earning the trust of the public. Chief Longo noted that the department has received letters of support from the public and is appreciative of them. Chief Longo stated that this trust has been accomplished with Police Community outreach and partnerships. Chief Longo stated that they will speak to the public in a civil manner how they would like to be spoken back to. He also

- stated that he been commended from members of the public who did not initially approve of the Townsend Police Department and has received their support. Additionally, Chief Longo stated that that Townsend Police Department believes in treating each person with dignity.
- c. Chief Longo stated that the Townsend Police Department has built partnerships, that are recognized today, not only with the community but also with the brother-sister first responders. Chief Longo noted that the community plays a strong role in make a Town safe and is looking forward to making sure Townsend is the safest Town in Delaware with these partnerships.
 - d. Chief Longo stated the Townsend Police Department has approved their standard operating procedures.
 - e. Chief Longo stated that the Townsend Police Department has hired a second in command.
 - f. Chief Longo stated that the Townsend Police Department has introduced and received a lot of recognition from the Townsend Elementary school and parents that when they are present, visible traffic violations have drastically reduced.
 - g. Chief Longo stated that Immanuel Church has reached out to the Townsend Police Department for help with their Food Bank Event. Chief Longo noted that Townsend Police Department will not only help with traffic but will help with loading vehicles with the food boxes.
2. Chief Longo reported the following regarding the Townsend Police Department:
- a. Chief Longo reported there were 24 total calls handled this month:
 - i. Chief Longo stated five of these calls demonstrate the Townsend Police Department's partnership with other agencies. Chief Longo explained two of which were for warrant executions; one for a shooting suspect and the other for narcotics.
 - ii. Chief Longo stated that the Townsend Police Department is aware of an issue with fentanyl in Townsend. Additionally, Chief Longo noted that the Townsend Police Department will never hide anything from the public but is unable provide further information on this matter at this time.
 - b. Chief Long reported that there were 38 motor vehicle contacts made:
 - i. Chief Longo stated 16 motor vehicle violations were issued.
 - ii. Chief Longo stated 16 were given written warnings.
 - iii. Chief Longo stated four were verbal warnings.
 - c. Chief Longo confirmed that the Townsend Police Department has received their body worn camera's. Additionally, they should be up and running within the near future.
 - d. Chief Longo reported the Townsend Police Department participated in Town Trunk or Treat.
 - e. Chief Longo reported the Townsend Police Department participated in Elementary School Parade

- f. Chief Longo reported the Townsend Police Department participated in a second Drug Take Back Event. Chief Longo stated 20 pounds were collected.
- g. Chief Longo confirmed contact was made with respective individuals for mobile vehicle recording systems, car radios, and vehicles.
- h. Mayor Lobdell noted that the Townsend Police Department has done a fantastic job over the past year since they have started. He also noted that the growth the Town has seen and will be looking forward to a formal ribbon cutting at the Townsend Police Department soon. Mayor Lobdell stated the Town is also looking forward to seeing the two marked police vehicles ridding around Town with the department logo and Town name.
- i. CW Rojas asked if the body warn cameras begin recording when the vehicle lights are turned on. Chief Longo confirmed that they will and noted that they will sync with the car cameras. Chief Longo explained that they are also activated with the push of their car horn.
- j. CM Mertz thanked Chief Longo for his work. CM Mertz noted that he met with Delaware State Police and was advised that they are short staffed. CM Mertz explained that Delaware State Police do not have a SWAT team but instead has a SORT team, which stands for Special Operations Response Team. CM Mertz thanked Chief Longo for notifying the Council and Town community on events concerning the Town.
- k. CM Mertz asked if the Police Policies are finalized for adoption. Chief Longo advised he has spoken to Major Hudson regarding these policies and has made Major Hudson Aware that the Townsend Police Department is part of the accreditation standard. Chief Longo was informed that Major Hudson and his team will check for any updates to the accreditation standard. Chief Longo explained if there are any updates they will be brought to his and the Town's attention so an amended version to the policies may be made.
- l. CM Mertz asked how often the policies are reviewed. Chief Longo confirmed he and Sergeant McCloskey will be reviewing the policies on an annual basis. Chief Longo advised, by law officers are required to review the "Use of Force Policy" before they go to the shooting range.
- m. CM Mertz asked if a resolution will be needed to install vents in the Townsend Police Department Evidence Room. Mayor Lobdell advised that Chief Longo is preparing a list for the Town Manager who will then bring any items to Council's attention that need approval.
- n. CM Mertz asked if the issue with the EZ Passes have been resolved for the Townsend Police vehicles. Chief Longo stated that he is still waiting for them. TM Tantillo confirmed that she provided this update at the last Public Safety Committee Meeting and advised that the issue has been resolved; however, the Police are still waiting for the EZ Passes to arrive.
- o. CW Clarke asked if the Administrative Policies will be brought to the attention of the Public Safety Committee for review. CM Mertz advised he would prefer that these polices were brought to the Public Safety Committee for review and explained that in prior years this is how it was done. CM Mertz further noted that once review was complete any changes, that are not

topographical or grammatical, were brought to Council for final review and approval.

- p. TM Tantillo advised an update is forthcoming for the next Council Meeting regarding the Townsend Police Department's Body Worn Cameras.

C. Town Solicitor N. Christopher Griffiths

1. TS Griffiths reported he is continuing to work with the Town on the County Park issue.
 - a. NCC Carter stated that he will be addressing this issue on his end and an update should be forthcoming.
2. TS Griffiths reported that he is providing supplementary work for the Town's Board of Adjustment. TS Griffiths noted research and reasonable restrictions are needed for variances.
3. TS Griffiths reported he was working with a business owner regarding establishing a business at a property. TS Griffiths noted that FOIA issues have been brought up to his attention.
4. TS Griffiths reported he is working with the Town on speeding signs.
5. TS Griffiths reported he is working with the Town on ARPA issues.
6. TS Griffiths reported encroachments continue.
7. TS Griffiths reported he is working with the Town on a light nuisance complaint
8. TS Griffiths reported he is working with the Town on an issue with placement of a rental trailer on residential property.
9. TS Griffiths reported he is working with the Town on various administrative matters.
10. TS Griffiths stated he is open to any questions or comments. TS Griffiths noted that he has been very busy and advised that he is unable to address some items specifically as it is privileged information.
11. CM Mertz asked if the trailer issue TS Griffiths reported was for rent. TS Griffiths explained that the trailer was on a residential property. TS Griffiths advised there is a concern for safety with moving the trailer and will need to research if the Town decided to take action, what are the possible liabilities. CM Mertz asked how this was brought to the Town's attention. TM Tantillo advised that specifics cannot be disclosed at this time and advised the issue has been resolved. Residents present asked for additional details and noted that this is a code violation. TM Tantillo confirmed that this is in violation of code. Mayor Lobdell explained that the Town must stay up to date with reviewing code compliance and is ensuring that this is dealt legally.

D. Town Engineer Edwin Van-Otoo

1. TE Van-Otoo gave a brief report regarding capital projects:
 - a. TE Van-Otoo stated RVE has incorporated the SPS video into the GIS stormwater management system. Additionally, RVE is working on gathering survey information and hydraulic analysis in the old areas of Townsend. TE

Van-Otoo provided the examples of the old areas that they are analyzing would be Cannery Lane and Chestnut St, since they currently do not have drainage structures in place.

2. TE Van-Otoo gave a brief report on planning projects:
 - a. TE Van-Otoo advised RVE is working on the dedications for streets and open space for Townsend Village I and Townsend Village II. TE Van-Otoo noted only the roads will be dedicated to the Town and that the developer is addressing encroachment issues.
 - b. TE Van-Otoo stated construction is ongoing for the lots and the entrance monument at The Woods at Hidden Creek. TE Van-Otoo stated Ingram Engineering has proposed an underdrain system for the site that has been review by RVE.
 - c. TE Van-Otoo advised the project for Townsend Acres is currently on hold due to the necessity of additional fill required to build the project. TE Van-Otoo advised that the developer anticipates an additional cost for the placement of the fill material.
 - d. Mayor Lobdell asked if the utility tie-in work at The Woods at Hidden has been completed. TM Tantillo confirmed that is has been completed and working on the pavement tomorrow. TM Tantillo stated she will be posting this advisory tonight.
 - e. CM Mertz asked what keeps the developers from walking away from a project. Mayor Lobdell confirmed bonds are still in place. TE Van-Otoo confirmed with Mayor Lobdell and noted warranty bonds are also in place. Mayor Lobdell explained that the developers borrowing ability can be affected. Mayor Lobdell further explained that the bonds that are currently in place must be cleared before they are able to obtain more from banks. TE Van-Otoo noted that the developers are currently working on other projects throughout the Town. Mayor Lobdell advised that the Town can pull the bonds, in a worst-case scenario, if the developer walks away.
 - f. Ms. Townsend asked about the dedication of streets and open spaces in Townsend Village II. TE Van-Otoo stated dedication of both Townsend Village I and II are needed. CM Mertz noted Resolutions will be presented upon dedication of streets and open spaces to the Town. Ms. Townsend asked what resolutions are. Mayor Lobdell explained that a resolution must be created in order for the Town to formally accept dedicated areas. Mayor Lobdell noted that these resolutions are not presented until the development is complete and explained that the Town will perform inspections to ensure everything is in place correctly. Additionally, Mayor Lobdell noted that this stage is currently considered as the descriptions phase. CM Mertz explained it is the Town's legal acceptance of the roads and open spaces. Mayor Lobdell advised that a meeting will be forthcoming when the streets are dedicated.
 - g. CW Clarke asked for clarification on TE Van-Otoo's report. CW Clarke noted that there is a possible type-o under planning project number two where it

states Townsend Village I instead of Townsend Village II. TE Van-Otoo confirmed that it should state Townsend Village II.

E. Town Manager Antonina Tantillo

1. TM Tantillo provided the following reports:

- a. TM Tantillo stated she has a quick update on Covid. TM Tantillo reported the cases, other than today, average new positive cases is, 8.2% this is a decrease from the 11.8% as of October 1st. Additionally, the 7-day average of new positive cases has decreased slightly from 1.8 compared to 2.3. TM Tantillo reported the rates of at least one dose of vaccine has continued to increase and is now at 79.7% of the total population. TM Tantillo advised vaccination information and sites can be found at: www.de.gov/getmyvaccine. TM Tantillo noted the Public Health Emergency Order was again formally extended on October 13th.
- b. TM Tantillo stated regarding the Surface Water Matching Planning Grant, TE Van-Otoo has just provided an update on the Televising in Townsend Station. TM Tantillo reminded Council that the second grant was approved for acceptance via Resolution 2022-023 at the last Town Council Special meeting.
- c. TM Tantillo stated DeIDOT is working on a bicycle/pedestrian improvement study for the towns of Townsend and Odessa. TM Tantillo explained that DeIDOT would like to hold a public workshop for this in December at Townsend's Town Hall. TM Tantillo explained she will be in touch with dates for this event and noted it may fall on the 7th before the Town Council meeting at 5 pm or 5:30 pm. TM Tantillo noted that the Town has also submitted a TAP grant application in October and is awaiting an announcement of determination.
 - i. CM Mertz asked TM Tantillo to define what TAP stands for. TE Van-Otoo confirmed TAP stands for Transportation Alternative Program.
 - ii. CW Clarke asked, regarding the DeIDOT study, if Odessa and Townsend will be interconnecting. TM Tantillo noted that she believes DeIDOT is working on their scope. TM Tantillo explained that this could be the end goal for interconnectivity of the two Towns first with bicycle and walkability. TM Tantillo explained the next step could be to interconnect the Towns but is unsure of DeIDOT's scope and plans. TM Tantillo noted this should be addressed at the public hearing with DeIDOT. CW Clarke stated she was unsure if the Town needed to reach out to DeIDOT to invite them over to discuss interconnectivity. CW Clarke stated if DeIDOT is only concerned with Odessa's pedestrian interconnectivity than the public hearing should be sufficient. TM Tantillo advised that DeIDOT may be performing separate public hearings for each Town. TM Tantillo explained that DeIDOT has two separate project managers for each Town to then connect both Towns.
- d. TM Tantillo reported regarding Human Resources that the new Town Clerk and Administrative Assistant are continuing to do a great job acclimating to

their positions. TM Tantillo stated as previously mentioned, she will be posting a job announcement to hire an additional part time Administrative Assistant.

- e. TM Tantillo noted that the Townsend Police Department have done a great job and congratulated them on their one-year anniversary. Additionally, TM Tantillo noted that the Townsend Police Department has been involved in a lot of Town Events in October and will continue to be involved. TM Tantillo state the Townsend Police Department will be participating in the Townsend Fire Departments open house that will be taking place this weekend.
- f. TM Tantillo reported regarding Public Works that there was some asphalt settlement at one corner of the inlet casting near 1035 West Founds Street which has come to the Town's attention. TM Tantillo advised the Town Inspector has reviewed the area and determined that the settlement is small and there is no indication of deterioration at this time. TM Tantillo advised the settlement should be addressed eventually but is not currently an area of concern. TM Tantillo confirmed the Town will continue to monitor this area and will update accordingly.
- g. TM Tantillo reported replacement of old stop signs have been installed. TM Tantillo confirmed the Town has ordered new stop signs and they will be installed as they arrived in areas throughout Town. TM Tantillo stated the stop signs on East and West Founds and their intersection with Feret Road have been temporarily replaced and will be permanently replaced once new signs are received. TM Tantillo advised that the Town is still awaiting the formal report from the Deputy Fire Chief regarding areas of concern for fire trucks to get through and areas that may need to eliminate parking. TM Tantillo stated the Town has begun working on the yellow painting of the curbs along Wiggins Mill frontage Road. TM Tantillo explained these were the areas that were in most immediate need, and the Town will continue reviewing areas of concern once the formal report is received.
- h. TM Tantillo reported, regarding the Town website, that there was a request for a functionality to add a Town event to a personal calendar has now been completed. TM Tantillo noted another function that is being added will allow those interested to subscribe to meetings and receive weekly newsletters for those specific meetings and events.
- i. TM Tantillo stated as discussed at previous meetings she is continuing to work on the annexation of properties into Town. TM Tantillo explained that this has led to many phone calls of owners interested in annexing into the Town. TM Tantillo noted that this has resulted in her reaching out to the Town's Planning Commission, since those interested are not reflected on the Town's current annexation map. TM Tantillo noted that the Planning Commission has made recommendations to the Future Land Use and Growth Annexation Areas Map. TM Tantillo explained this was on her report list and referred to the annexation map. TM Tantillo noted the parcels on the annexation map color coded in light blue are the recommended additions from the Planning Commission. TM Tantillo confirmed that the Planning

Commission will be reviewing the revised annexation map at their next meeting and will determine the future land use type. TM Tantillo explained that the map will then be brought to PLUS (Preliminary Land Use Service) for the State review and an amendment request will be made for the Town's annexation map in. TM Tantillo stated once this amended request is finalized, she will bring it to the Council's attention and advised that the goal is to bring this to the PLUS meeting in December.

- i. Mayor Lobdell advised that the annexation map does not mean that the Town is rezoning someone's property. TM Tantillo noted that the annexation map does not mean the Town is taking over someone's property. Mayor Lobdell explained that the annexation map is allowing the Town to annex and/or rezone a property if the owner chooses to do so.
- ii. CW Clarke asked if she received a copy of the map. TM Tantillo confirmed that it was sent the Friday, of last week, and on Tuesday.
- j. TM Tantillo reported regarding ARPA (American Rescue Plan), the Town has already authorized the expense for the engineering of the Public Works Department Pole Barn. TM Tantillo explained that the Town is now working on the scope of the Pole Barn building and will then request quotes for the project. TM Tantillo noted that the Town has also authorized the expense for the following items needed by Townsend Police Department such as, new vehicles, inspections and the lettering of the vehicles; contingent on the vehicle inspections; new Police radios, and mobile police vehicle recording systems. TM Tantillo noted that the Town will continue to discuss ARPA at the coming meetings.
- k. TM Tantillo reported that the Town, in October, has had quite a few events such as for the month of the Pumpkin Patch at Town Hall thanks to the pumpkin donations of GFL, the Town's municipal waste provider. TM Tantillo noted that GFL has donated these pumpkins annually and is very appreciative for their support. TM Tantillo noted on behalf of the residents of Townsend that they are also appreciative of GFL's continued support. TM Tantillo stated that both CW Rojas and CM Mertz were present on behalf of the Town to participate in the Townsend Elementary's Trunk or Treat. TM Tantillo stated both events were successful. TM Tantillo reiterated that the Town will be holding a Veterans Day event next week at Town Hall. TM Tantillo noted that more details on this event are forthcoming and will be posted on the Town's website. TM Tantillo announced that the Town will be participating in the DVSA (Delaware Veteran Support Association) food drive, similar to last year, at Town Hall beginning today, 11/2 and ending 11/22. TM Tantillo announced in December the Town will be participating in a food drive for Our Daily Bread from 12/1 through 12/14 and a drive for supplies for Three Palms Zoo from 12/12 through 12/21. TM Tantillo advised for those interested to please review the Town's website and Facebook page for the needs for each of these drives. TM Tantillo announced that the Town will partner with Immanuel Church for the Annual Christmas Caroling and Tree lighting event

on 12/10. TM Tantillo advised that additional details are to come. TM Tantillo also announced that the Annual Holiday Lights contest will also be held during the month of December and details will be posted to the Town's website and Facebook page.

- I. TM Tantillo reported regarding grants that the Town has applied to numerous grants in the past couple of months, such as:
 - i. The Delaware Nature Study and Sustainable Communities Grant relating to solar.
 - ii. The Surface Water Matching Planning Grant which the second grant has been received and approved by Council at the last meeting.
 - iii. The TAP Grant to address sidewalks throughout the Town a land acquisition for the Town Park to allow for an extension of the park trail, and upgrades to the Towns drainage system. This is expected to have an update on award later this fall or early winter.
 - iv. The DNREC ORPT Grant for which a resolution has been approved for this application. TM Tantillo noted that an announcement should be received within the upcoming weeks and will notify Council as soon as it has been received.

- m. TM Tantillo reported that the Town, within the past month has issued the following:
 - i. Three Contractor's Licenses
 - ii. 10 permits
 - a) One permit was closed and issued a final approval letter.
 - b) Two permits were closed and issued a Certificate of Occupancy.
 - c) 15 inspections were completed

- n. CW Rojas referred to TM Tantillo's report under the Public Works section regarding the formal report that the Town is waiting for from the Townsend Fire Departments Fire Chief Deputy. CW Rojas raised her concern regarding this noting that the Town was informed by NCC Carter and TS Griffiths that the Town could be held liable if an if this safety issue was not addressed. TM Tantillo confirmed that this is why curb painting has begun on Wiggins Mill frontage Road, as was noted as the area of most concern. CW Rojas noted that she believed West Founds Street was also on the map that was presented by the Fire Chief Deputy at the Public Safety Committee Meeting. CM Mertz explained that he does not have the map on hand at the moment and that there are eight areas by the sidewalk that need to be addressed. CM Mertz noted that when he parked by this area earlier in the day that he did not see the yellow paint. TM Tantillo clarified that the work has not been completed with the curb painting and is ongoing. CM Mertz stated he wanted to ensure that the Town was not waiting on a formal report to begin

addressing this concern. Mayor Lobdell noted that the painting does not need a formal report and has already begun.

- o. CW Rojas noted that the fire hydrants also need to be repainted. TM Tantillo advised that this is underway and that she has contacted Artesian, the Town's water utility service, to ensure that the fire hydrants are being serviced. TM Tantillo clarified that Artesian will be responsible for painting the fire hydrants as well. CW Rojas clarified that she was referring to the curbs of the fire hydrants that need to be painted. TM Tantillo confirmed that this is on the list to paint as well. Mrs. Comegys noted she has never seen Artesian flush the fire hydrants. Mrs. Comegys stated a couple years ago the Townsend Fire Department did come out and flushed the hydrant and she noticed the water was brown. TM Tantillo advised, to her knowledge, that this should be done annually and will follow-up with Artesian regarding this to ensure that this will be getting done. NCC Carter noted that typically if there is a series of fire hydrants on the same line, Artesian will choose one line to flush out from. TM Tantillo she will confirm this process.
- p. CM Mertz thanked TM Tantillo for the Town's website update whereas he can add events to his calendar. CM Mertz stated he is also looking forward to the full subscription option that TM Tantillo noted is in the process of working on. TM Tantillo stated that she is looking to have an option to add all events at once, as well as other options for those who do not want all the events but certain types of events. TM Tantillo advised she will keep Council posted as the website is updated.
- q. CM Mertz asked TM Tantillo about the missing resolutions on the Town's website. TM Tantillo explained that the most recent ones have not been added. CM Mertz clarified that he is referring to the resolutions for Patrick Miller and the former Town Solicitor. TM Tantillo stated she will look into them.
- r. CM Mertz asked if TM Tantillo has reached out to DelDOT regarding extending the one-way street by the Townsend Police Station. TM Tantillo advised that she needs to follow-up with DelDOT regarding this and noted that there are a list of DelDOT projects going on in Townsend.
- s. CM Mertz noted that the "T" on the Townsend Sign in front of Town Hall is missing.
- t. CM Mertz noted that the stop sign on Ginn Street is still covered. TM Tantillo advised that she has been attempting to reach out to the property owner regarding this and the Town will take care of it in the meantime.
- u. CW Clarke noted that the Town's event calendar on the website references additional events for Immanuel Church and wanted to know what the Town's involvement is. TM Tantillo explained that the Town is in support of the different business and organizations within the Town. TM Tantillo noted that a business or organization will typically ask if the Town can support by spreading the word as such. TM Tantillo also noted that an Eagle Scout has recently reached out to the Town to post regarding his project efforts. CW Clarke asked if this support is available to other vendors as well. TM Tantillo

- confirmed that if it is an appropriate event than it the Town will post it. CW Clarke asked how this can be communicated. TM Tantillo advised an email to her is sufficient.
- v. Ms. Townsend stated that DeIDOT is beginning to have discussions regarding EV (Electric Vehicle) chargers. Ms. Townsend explained that during the call she was present for, DeIDOT is looking for a place to put these EV (Electric Vehicle) chargers. Ms. Townsend wanted to know, as a subscriber, if any events or notifications are posted to the Town website are also emailed automatically. TM Tantillo advised that with the upcoming functionality subscribers will be able to subscribe to a type of event and will received email updates automatically. CM Mertz advised that the current subscription is only a newsletter email when an item is posted to the website. CM Mertz clarified that the events are separate from this newsletter. CM Mertz explained that the Town is working on a subscription that will send an email newsletter for both event updates and Town website updates. Ms. Townsend advised that anything that she receives as a subscriber she sends out to the Townsend Village II community to ensure they are up to date on information. CM Mertz encourages everyone to subscribe. TM Tantillo thanked Ms. Townsend for her support in forwarding the emails she receives. TM Tantillo stated she will reach out to DeIDOT for meeting dates regarding the Electric Vehicle chargers.
 - w. TM Tantillo stated that she should have an updated Land Use and Growth Annexation Areas Map pending the Planning Commission meeting shortly to send for PLUS review. Mayor Lobdell asked if Council will need to vote on anything for this map. TM Tantillo confirmed and stated this will all go to PLUS for review and approval.
2. TM Tantillo reminded Council of the proposal that was presented by Ms. Townsend, whereas the Town will work with Representative Spiegelman for funding of radar speed signs to be installed in Townsend Village II. TM Tantillo stated per the direction of Representative Spiegelman's office and DeIDOT the Town will have to decide where the signs will be placed. TM Tantillo noted that DeIDOT will need to approve of the location placement prior to purchasing of the signs. TM Tantillo advised that she has reach out to several companies and has obtained quotes for these signs from: Grainger, Foley Cat, United Rental Resources, National Capital Industries, and Radar Sign.
 3. TM Tantillo explained the quotes that have been received for Foley Cat, United Rental Resources, and National Capital Industries are for the same type of signs; however, each are priced differently. TM Tantillo explained the quotes from Radar Sign and Grainger are for different signs, different prices. TM Tantillo further explained the signs listed on the quotes for Radar Sign and Grainger have a possible additional component for data collection. TM Tantillo confirmed that Radar Sign and National Capital Industries have clarified that data collection for the signs are part of the sign specifications and is included in the quotes received. TM Tantillo stated she is still waiting to receive quotes from the other companies for data collection and advised that this component is not as easily obtainable in

comparison to the actual equipment for the signs. TM Tantillo stated she is working on getting the final numbers to Council.

4. Mayor Lobdell asked why there is a discrepancy with the sign quantities, 10 signs on one in comparison to six signs on the other. TM Tantillo clarified that the number he has identified is for the line item and all quotes are for six signs. Mayor Lobdell noted the wide range of prices from \$18,190.80 to \$53,441.78. TM Tantillo clarified it is because Grainger has quotes \$18,190.80 for parts only and she is awaiting the quote for data collection which was not included.
5. Mr. Comegys asked if the data collection will be through cellular. TM Tantillo confirmed that data collection may be through data collection and advised that there are different options. TM Tantillo confirmed that these are the options she is waiting for from the companies regarding data collection. CM Mertz explained that cellular service issues in the Town have been discussed with Council and advised personally that AT&T has been more reliable. Mayor Lobdell noted that a tower for AT&T has been erected in the Town which is why the service may be more reliable. CM Mertz explained that some of the quotes have cellular data quoted with data collection and others do not.
6. CM Mertz asked if any of the quotes received are from State recommended vendors. TM Tantillo clarified that the State did not recommend any vendors. TM Tantillo noted the State will not recommend possible sign placement since the streets proposed are the Town's. CW Rojas asked what would happen regarding the roads of concern that are the State's or County's. TM Tantillo advised that the Town will not be able to place signs on these roads. CW Rojas noted the State and County roads are high speed routes. CM Mertz recommended Wiggins Mill frontage Road will be a good road to consider sign placement. CW Rojas recommended Commerce Street and Founds Streets are other roads to consider sign placement. Mayor Lobdell noted this is why the mobile radar signs that have been placed near these roads have been placed on private property, with permission of the owners.
7. CM Mertz noted the first action item regarding acceptance of passthrough state funding for the proposed radar speed signs. Mayor Lobdell deferred to TS Griffiths and explained the Town has received an email correspondence from Representative Spiegelman's office that states the Town is unable to move forward with any approval of items until DeIDOT has approved funding. Mayor Lobdell noted that the Town has not received an official approval from DeIDOT for funding. Mayor Lobdell explained that he believes the Town is unable to move forward with the following action items because no approval has been received from DeIDOT. TS Griffiths advised he is unable to advise the Council on how to move forward as he does not have the email in front of him to refer to. NCC Carter advised that the email may be stating to the Town that authorization of acceptance is allow but appropriation of funds is not. Mayor Lobdell asked what the Town is accepting and how much funds will be received. TM Tantillo confirmed that the funding is up to \$40,000.00 and Representative Spiegelman has approved this funding, but DeIDOT has not. TS Griffiths advised without the email to refer to the safest course of action for the Town is to do nothing. TS Griffiths noted what NCC Carter has

advised is helpful but is unable to give Council guidance. Mayor Lobdell noted that there was a follow-up email from Representative Spiegelman office reiterating their directive. CM Mertz noted that all of Council has not received this email and requested to review it. TS Griffiths advised to table the action items for now so he may review the email with Council. NCC Carter advised the County will first allow Towns to accept authorization of the funds and secondly will wait for the Towns to appropriate of funds through Council via a resolution.

8. TS Griffiths recommended the approval of the action items may be amended differently to authorize TM Tantillo to accept authorization and funds upon DelDOT approval, so she is able to quickly act. CM Mertz asked if a proposal is needed to present to DelDOT for approval and how would DelDOT know how much funding the Town needs. Mayor Lobdell confirmed that DelDOT will only state the approval of funds. Ms. Townsend noted that there is a form that the Town must sign off from DelDOT for approval prior to receiving State funding. Ms. Townsend explained that this form is confirming there is an agreement between DelDOT and Townsend. Mayor Lobdell asked if by amending the action items as advised by TS Griffiths would allow for TM Tantillo to sign this form and allow for the funding to be received immediately. NCC Carter confirmed this and stated that the Town will need to go through Council to then appropriate the funds received. CM Dugan stated he is in agreement with this amendment. Mayor Lobdell clarified that the Town will be moving forward with the funding request and proposal but wants to ensure that the Town is following the correct legal protocol.
9. Ms. Townsend noted approval from DelDOT is also based upon the Towns decision on sign placement. CM Dugan confirmed this. TS Griffiths advised a discussion may be held during this meeting without any types of approvals to see where the Town stands. Ms. Townsend provided a reading of an email, “wait to order [the signs] until [the Town] is fully funded and [the Town receives] a notice to proceed from DelDOT”. CM Mertz asked when the State budget will be ending. TM Tantillo confirmed that they will end in June. CM Mertz asked when the next representatives will be sworn in after election. NCC Carter confirmed this will happen in January. TM Tantillo recommended to vote for fund acceptance and to move forward or table the quotes, until the data collection amounts are received. CM Mertz advised he is concerned with moving forward without knowing what was stated in the email from Representative Spiegelman ‘s office. NCC Carter advised that the amended approval is stating the Town is accepting the funds conditional on the approval from DelDOT.
10. **ACTION ITEM:** Discussion and possible vote regarding acceptance of passthrough state funding for radar speed signs proposed to be installed in Townsend Village II, by the Townsend Village II Maintenance Corporation.
 - a. *CM Mertz made a motion to accept the funding from the State to the Town and not to appropriate the funding until the full funding is available and approved, for the radar speed signs. CM Dugan seconded the motion. Voice vote of Council: all yea’s.*
11. **ACTION ITEM:** Discussion and possible vote regarding quotes for solar radar signs.

- a. CM Mertz made a motion to approve the Radar Sign quote.
- b. Motion died.
- c. TM Tantillo recommended Council to discuss the quotes before approval. Mayor Lobdell noted that the quotes should be matching before a discussion may be held so there is a better price comparison. CM Mertz noted the other quotes are quoted for \$50,000.00 and up, the Grainger quote is missing information, and the only quote he believes the only other quote the Town may move forward with is –. TM Tantillo posed another question regarding the quantities that have been quoted, as they are all listed for six. Mayor Lobdell noted that the Town may be receiving funding of up to \$40,000.00. TM Tantillo advised that there are other sign options, whereas the Town can choose four better signs instead of six. CM Mertz asked if the Council has had the chance to review the quotes. CM Mertz recommended if all of Council has not had the chance to review the quotes then it should be tabled. CM Dugan advised Council will need to know what the data collection will cost to make a better comparison. CM Mertz noted in some quotes, cellular fees are included in the cost as well. CM Mertz noted if the Town is only approved for \$40,000.00 than they are unable to move forward with the other quotes that are upwards of \$50,000.00. CM Mertz advised that he is typically in favor of Grainger; however, he believes the better quote will be from Radar Signs. CM Mertz explained this decision is based on the fact that Grainger has not given the appropriate information upon request of the quote. CM Mertz noted that he has put up two motions for decision and has withdrawn all his motions.
- d. Mayor Lobdell noted his concern for the Radar Sign quote is that it states the wireless transmitter only reaches to 300 ft. CM Mertz explained that this means Chief Longo will need to drive up to the signs in order to download the data. Mayor Lobdell stated this will add to Chief Longo's list of responsibilities. CW Rojas advised Council to ask Chief Longo for his opinion. Chief Longo advised in his previous Police Departments he has dealt with this type of data collection process. Chief Longo stated the current data collection that is in use for Town's radar sign, and his preferred method, can be done remotely. Chief Longo noted the data collection process for the Radar Sign quote is not difficult and either Police Officer is able to routinely check them. TM Tantillo advised all vendors that the Town have received quotes from have both data collection options.
- e. CW Clarke asked if any of the vendors, that the Town have received quotes from, are under State contract. TM Tantillo confirmed Grainger has the State contract. CW Clarke recommended council to table the quotes.
- f. *CW Clarke made a motion to table the quotes until the next meeting. CW Rojas seconded the motion. Voice vote of Council: three yea's, one nay.*
 - i. CW Rojas noted more information is need on the quotes. CM Dugan noted Council needs to determine placement as well.

- ii. CW Clarke asked if this action item be added to the Town Council Special meeting agenda. CM Mertz reminded her that there will not be a Town Council Special meeting as discussed previously.
- iii. Mayor Lobdell asked if there is a possibility the Town will receive funding for the radar signs by December. Mayor Lobdell asked if TM Tantillo will be able to push the requests forward.
- iv. Mayor Lobdell clarified that the Town will have to table these decisions. Mayor Lobdell noted that the Town is aware that this is a priority but will still have to wait for further approvals and funding. Mayor Lobdell advised in the next 30 days the Town should receive these items so there may be able to a discussion and approval in the same day.

12. **ACTION ITEM:** Discussion and possible vote regarding placement of solar radar signs.

- a. *CM Dugan made a motion to table the placement, of solar radar signs, so more community and public works input is received. CW Rojas seconded the motion.*
 - i. CM Mertz advised that the proposal from Townsend Village II has been in the hands of the Town for some time and a discussion should be held regarding this, since placement recommendations have were proposed as well. CM Mertz explained this discussion would help with DeIDOT if questions arose and noted the quantity has not been discussed either. Mayor Lobdell advised that the Town is looking at placement for multiple neighborhoods and more input is needed from the Police Chief, the Town Engineer, and many others. CW Rojas noted one of the recommended sign placements from Townsend Village II is for a County road. CW Rojas also noted there is another sign placement that was recommended across a house in which an autistic child lives. CW Rojas explained that she has recently spoken to the family who has informed her they were able to finally get his seizures under control. Mayor Lobdell advised for all to communicate in order to have these items in order by the December 7th meeting.
 - ii. *Voice vote of Council: three yea's, one nay.*

F. New Castle County Councilman David Carter

- 1. NCC Carter reported that he is continuing to work with the Town on housing projects. NCC Carter stated they are in the process of drafting contracts to purchase abandoned properties. NCC Carter noted since the progress is going better than expected he has reached out to Carlton Bowers to contact Interfaith Housing in order to receive more grant funding. NCC Carter also noted that at the rate this project is going it will be a great start to Townsends Downtown Re-development.
- 2. NCC Carter reported November 4th they will be breaking ground on the new Regional Park for the County. NCC Carter advise he should be bringing back a report at the next meeting for the other New Castle County Park projects. NCC Carter noted the groundbreaking is open for attendance at 10 am.

- a. CM Mertz asked for the location. NCC Carter stated it is north of Middletown off Shallcross Road.
 - b. NCC Carter advised the park will have pickleball courts, tennis courts, amphitheater, dog park, and reforestation of about 100 acres of land.
3. NCC Carter reported that he will be meeting with New Castle County's Public Works Department to go over the New Castle County Park that will be transferred to Townsend. NCC Carter advised to Council to have TS Griffiths review the current sewer agreement that Townsend holds. TS Griffiths requested a meeting between NCC Carter, TE Van-Otoo, and himself. NCC Carter advised to make the agreement based on engineering capacity.
4. NCC Carter advised the County has gone through the process of installing EV Chargers. NCC Carter advised that the County passed an ordinance that states new developments should be solar EV charge ready. Additionally, there are separate standards for apartment complexes. NCC Carter will share with TM Tantillo the ordinance that was passed.
5. NCC Carter advised regarding the Fentanyl issue, New Castle County has programs available to assist those affected and are in need of help such as rehab. NCC Carter stated there is a location in Middletown and advised the Town to remain proactive. NCC Carter advised if Chief Longo needs more assistance than there is a possibility of expanding the New Castle County troop.
6. NCC Carter reported ARPA funding has been appropriated to work with DTI on re-running more highspeed wire bandwidth, work on towers, and antennas. Mayor Lobdell asked if DTI will be able to recognize the problem areas during the investigation. NCC Carter confirmed that analysis has already begun. NCC Carter stated an ordinance has been passed, whereas additional towers that may be needed may be placed on County land.

VII. Committee Reports

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

1. Review and possible discussion on the September 2022 Budget vs. Actual Reports.
 - a. Mayor Lobdell noted FO Helms is still connected via Zoom and is available to take questions regarding the September 2022 Budget vs. Actual Reports.
 - b. CM Mertz asked if the Police Grants for Violent Crime Overtime has been received and helped pay the Townsend Police Department for their coverage of the Townsend Halloween activities. CM Mertz thanked the Townsend Police Department for patrolling during these events. CM Mertz noted that the Townsend Police greeted everyone during their patrol.
 - c. TM Tantillo noted the Town is only three months into their budget.
2. **ACTION ITEM:** Discussion and possible vote regarding Resolution 2022-024 A Resolution to update the Town of Townsend Investment Policy.
 - a. Mayor Lobdell advised that Finance Committee and the Town Manager have met with the Towns Financial Advisor. TM Tantillo confirmed it was presented by Tony McDonald about a month and a half ago. Mayor Lobdell

explained at this meeting the Mr. Tony McDonald made several suggestions regarding the types of investments, the trends of high interest rates, and the Towns Investment Policy. Mayor Lobdell advised Council to refer to the Towns Investment Policy for the section that has been changed under Asset Allocations of the Towns Investment Policy. Mayor Lobdell noted prior to this update the Town's Financial Advisors were unable to put the Town's money into CD's. Mayor Lobdell explained this update was based off Mr. McDonald's recommendation, that he has never seen the interest rates for CDs this high. Mayor Lobdell deferred to TM Tantillo to confirm or explain further changes. TM Tantillo confirmed this, and another change was made. TM Tantillo explained the allocation for cash from zero to 100 was changed to five to 100 and target allocation, specifically for CD's was changed added for zero to 50. TM Tantillo confirmed Mr. McDonald was directed to review the entire Investment Policy and has informed the Town that no other changes were needed.

- b. TM Tantillo provided a title reading of Resolution 2022-024 A Resolution to update the Town of Townsend Investment Policy.
- c. *CM Dugan made a motion to accept the Resolution to make the changes. CM Mertz seconded the motion.*
 - i. CW Clarke asked what is the period that the Town will be allowing the CD's to roll over. Mayor Lobdell advised that the period would vary. FO Helms confirmed they would be staggered so the CD's will mature at different times. CW Clarke asked if this would continue forward endlessly or revisited annually. TM Tantillo confirmed this will continue forward until the Finance Committee decides to make another change recommendation. TM Tantillo also advised the Financial Advisor may also make a change recommendation. CM Mertz noted the policy states that it should be review annually.
 - ii. CW Clarke asked if the Town has a procurement plan to continue with the current financial management team. CW Clarke noted that the Town has had the same team for upwards of 20 years. TM Tantillo and Mayor Lobdell confirmed the Town would need to go through RFP to change professional services for the Town's Financial Advisors. Mayor Lobdell advised there are procedures in place that may allow the Town to place an RFP for these services but does not foresee any issues with the current team to mandate this process. CW Clarke agreed with Mayor Lobdell and advised the Town to be open to competitive quotes and expanding their opportunities. CW Rojas noted if in the event that fees rose up in price than the Town may need to look into this. Mayor Lobdell and CM Dugan noted the current Financial Advisors will not be charging fees for CD's.
 - iii. *Roll Call Vote of Council: CW Clarke- yea, CM Dugan- yea, CM Mertz- yea, CW Rojas- yea.*

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

1. No updates.

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

1. No updates.
2. CM Dugan noted Town Personnel and Council will perform walkthroughs prior to dedication of roads to ensure all is correct before acceptance.
3. CM Mertz noted discussions were held already regarding stop signs, speed signs, and curb painting. CM Mertz asked if TM Tantillo has a possible deadline for the completion of the curb painting. TM Tantillo advised she does not at this time and is hoping to have this complete within the upcoming two weeks. Mayor Lobdell noted weather is a factor. TM Tantillo advised grass cutting is coming to a close and will open up room in the schedule for curb painting. CW asked if there is a map of what streets will be done first. TM Tantillo confirmed there is a priority list.
4. CM Dugan noted the hydrants should be the first priority and advised the Fire Department only needs enough room to hook up the hose. CM Mertz asked what the exact distance needed is for the Fire Trucks. TM Tantillo advised that it is 15 feet. CM Mertz asked if this is the total distance or per side. TM Tantillo confirmed it is 15 feet per either direction. Mayor Lobdell asked if Chief Longo has enforceability over this even if the curbs are not painted, similar to unmarked streets being 25 miles per hour. CM Mertz stated the paint will assist with quick assessment of cars blocking a fire hydrant.
5. CM Dugan asked what color the curb paint for fire hydrants is. Chief Longo advised they are yellow. CM Mertz noted the paint match the fire hydrants, except for the ones in the park that are black. Mayor Lobdell advised they are inactive and advised the Town was spending too much money on this.

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

1. No update.
2. CW Rojas requested the links for the recording to listen to even if she is not present for the meeting.
3. CM Mertz asked if the ordinance NCC Carter referred to regarding EV chargers will have to pass through the Planning Commission first. CW Rojas advised anything that has to do with zoning will need to go through the Planning Commission. CM Mertz advised for the Planning Commission to review the zoning ordinance. CM Rojas confirmed she is aware that this is on the list for the Planning Commission to review. TM Tantillo advised she can reach out to the Planning Commission to begin reviewing if the Town should require new developments to include EV charger capabilities. Mayor Lobdell advised for TM Tantillo to wait until she receives a copy of the ordinance from NCC Carter. CM Mertz advised this would be beneficial for installation of basements and slabs, so it is EV charger ready. CW Rojas noted this would only be for new subdivisions.

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

1. An update regarding the upcoming Veterans Day Event.
 - a. CW Clarke advised that this has already been announced and TM Tantillo has also provided an update during the Town Manager's report.

- b. CW Rojas announced the event will be Friday, November 11th from 10:30 am to 11:30 am. CW Rojas explained Town Hall will be decorated with children's artwork, essays from high school students, the Town's front lawn will be decorated to honor veterans, and there will be guest speakers. CW Rojas noted one of the guest speakers is a family who has a member that is currently deployed. CW Rojas explained this is to show the community that this day is not only to honor those deployed but also for the families that remain.
- c. CM Mertz noted CW Rojas handed out plenty of coloring pages to the children during the Townsend Elementary School Trunk or Treat.

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

1. Update regarding parking concerns as advised by Townsend Fire Department Deputy Fire Chief.
2. CM Mertz advised all items have been discussed.
3. CW Clarke asked about a list of stop signs that are being installed. TM Tantillo advised as stated in her report that signs have been ordered and will notify Council when they are installed in her next report.
4. CW Clarke thanked TM Tantillo for taking care of the street light issue on Esch or South Street. TM Tantillo advised if there are any light outages to notify her immediately so they may be addressed. Mayor Lobdell noted there were several lights on Ginn St that were flickering and turning off completely. Mayor Lobdell advised this can be a sensor issue. TM Tantillo advised she will drive through after the meeting to see the issue. CW Rojas noted Delmarva has an app in which users may report the issue as well. Mayor Lobdell state he will perform a review again as well over the next couple of nights.
5. CM Mertz announced the Fire Department is having an open house this weekend and welcomed everyone to attend.

G. Community Engagement Committee: Chair: Councilwoman Rojas

1. Discussion regarding an update on future Town Events.
 - a. CW Rojas noted TM Tantillo was able to cover a majority of the Town's upcoming events. CW Rojas stated the only other item to discuss is regarding the art mural competition that will be installed at the Townsend Police Department. CW Rojas announced that the requirements for the contest have been sent out to the high schools. CW Rojas noted the art teacher from Odessa High School has begun working with her students and will continue to work with encouraging the Appoquinimink School District and Middletown High School.
 - b. CM Mertz asked for an update regarding the Junior Town Council. TM Tantillo advised that this will be on hold for a while due to personal matters she is unable to disclose. TM Tantillo is looking to have this begin as soon as possible and asked for Council's patience on the matter. CM Mertz asked if there was a specific teacher that the Town is working with. TM Tantillo confirmed. Mayor Lobdell explained the Town is working with fourth grade students as they are beginning to learn about government.

TM Tantillo advised that she may be able to provide an update in December but does not foresee it to be running until at least January.

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

1. Mayor Lobdell noted there have been several meetings and the work of the committee is ongoing. Mayor Lobdell advised updates are forthcoming regarding different charter and code updates for Council to review. CM Mertz advised Council to review the charter and to bring any recommendations to TM Tantillo. CM Mertz noted there is currently no way to remove a Council Member. TM Tantillo advised State Law will provide guidance for removing Public Officials for certain reasons this. TS Griffiths advised by State Constitution no criminal can hold an official position. CM Mertz advised this should still be something the Town considers having in place. TS Griffiths advised there are different policies that can be placed for this.

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

1. No updates.
2. CW Clarke noted the committee has not met for the past two months and advised she hopes the committee can reconvene in the new year to revisit their efforts with the Public Archives.
3. CM Mertz asked if the Wildlife photos have been posted in Town Hall and if the winner has been contacted. TM Tantillo advised the Town is in the process of having the photos posted and the winner still needs to be contacted.
4. TM Tantillo reminded Council if they would like to hold a committee meeting for the month of November they must reach out to her as soon as possible with the date, time, and agenda so they may be posted. Mayor Lobdell advised Council to do their best to avoid the week of thanksgiving.

VIII. Recess Council Meeting to Convene Executive Session

- A. *CM Dugan made a motion to recess into executive session 8:57 pm. CW Rojas seconded the motion. Voice vote of Council: all yea's.*

IX. 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.

- A. Executive session convened at approximately 9:06 pm.

X. Close Executive Session & Re-convene Council Meeting.

- A. Council meeting reconvened at approximately 9:39 pm.

XI. ACTION ITEM: Discussion and possible vote related to Holiday bonuses.

- A. *CM Mertz made a motion to accept the annual Holiday bonus as per schedule one.*
 1. Mayor Lobdell advised that TS Griffiths will be able to disclose to TM Tantillo. TS Griffiths stated this is due to FOIA.
 2. *CM Dugan seconded the motion. Voice vote of Council: all yea's.*

XII. ACTION ITEM: Discussion and possible vote related to possible bonuses related to ARPA.

- A. *CM Mertz made a motion to approve the ARPA bonuses based on the revenue loss as discussed in the executive session per schedule two. CM Dugan seconded the motion. Voice vote of Council: all yea's.*
- B. TM Tantillo asked when the above bonuses will be dispersed. Mayor Lobdell confirmed they will be dispersed at the same time.

XIII. Adjournment.

- A. *CW Rojas made a motion to adjourn the meeting. CM Mertz seconded the motion. Voice vote of Council: all yea's, no nay's.*
 - B. *Meeting adjourned at 9:41 pm.*
-