



**Townsend Town Council Meeting**  
**October 5<sup>th</sup>, 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: 7:02 pm**

**II. Opening Ceremonies**

- a.** Roll Call: Mayor S. Lobdell, Councilwoman E. Clarke, Councilman E. Dugan, Councilman J. Mertz,

Councilwoman S. Rojas, Town Manager A. Tantillo, Financial Officer J. Helms, Town Clerk M. Rivera, Town Engineer E. Van-Otoo, Town Solicitor N. C. Griffiths, and Police Chief R. Longo.

- b.** Pledge of Allegiance: All present recited the Pledge of Allegiance

- c.** Recognition of Visitors: Present visitors included New Castle County Councilman David Carter, Dwain A. Haines, Mark Pugh

- d.** Announcements:

1. CM Mertz announced Nobel Prize winners have been awarded.
2. CW Rojas announced Trick or Treat hours will be on October 31<sup>st</sup> from the hours of 6 to 8 pm, as it is each year, and that trick or treaters need to be off the streets by 9 pm. Hours and guidance will be posted to the website.

**III. Citizens Comments & Participation: None**

**IV. Adoption of Agenda.**

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

**V. Approval / Rejection of Minutes**

- a.** Approval/ Rejection of Council Minutes from the August 3<sup>rd</sup>, 2022, Town Council Meeting Executive Session.
- b.** Approval/ Rejection of Council Minutes from the August 24<sup>th</sup>, 2022, Town Council Meeting Executive Session.
- c.** Approval/ Rejection of Council Minutes from the September 7<sup>th</sup>, 2022, Town Council Meeting.
- d.** Approval/ Rejection of Council Minutes from the September 21<sup>st</sup>, 2022, Town Council Special Meeting.
  1. *CW Clarke made a motion to approve the Minutes from the August 3<sup>rd</sup> Town Council Meeting Executive Session, the August 24<sup>th</sup> Town Council Meeting Executive Session, and the September 7<sup>th</sup> Town Council Meeting. CM Dugan seconded the motion. Voice vote of 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](http://www.townsend.delaware.gov) or by joining the meeting via computer.

2. *CW Rojas motioned to approve the Minutes from the September 21<sup>st</sup> Town Council Special Meeting. CM Dugan seconded the motion. Voice vote of Council: two yea's, two abstained. Mayor Lobdell: yea.*

**VI. Reports:**

**a. Mayor**

1. Discussion regarding Committees

- a. Mayor Lobdell placed CW Rojas as Chair for Community Engagement Committee and CW Clarke as Co-Chair for Community Engagement Committee. Mayor Lobdell explained that when the committees were first set up, he did not want to overwhelm CW Rojas, however it has resulted in CW Clarke holding three chair positions and now wants to help balance the responsibilities of the two Councilwoman.

**b. Town of Townsend Police Chief's Report**

1. Mayor Lobdell explained as discussed in the last council meeting Chief Longo will be providing a combined police report from the Delaware State Police and Townsend Police.
2. Chief Longo clarified the report as followed is strictly Townsend Police only, explaining State Police and Townsend Police both assisted one another:
  - a. Chief Longo gave a brief report on the 71 calls handled by the Townsend Police Department, 32 of which are the daily traffic details at Townsend Elementary School. Chief Longo noted parents and staff have stated illegal U-turns have almost ceased. TM Tantillo commented that the Town has received a note from the school thanking Townsend Police. Chief Longo reported one call was for a missing child who was located.
  - b. Chief Longo announced the lettering for the Police Department has been ordered.
  - c. Chief Longo reported there has been 48 Motor Vehicle Contacts made. Chief Longo explained six were criminal warnings which means, for example, people at the Town Park have now been issued a written warning. Chief Longo explained the next offense will be criminal charges. Chief Longo stated 29 calls were for moving violations and 13 were traffic warnings.
  - d. Chief Longo announced that the Townsend Police Department has partnered with the Townsend Fire Department with the Prescription Drug Take Back Event on October 29<sup>th</sup> from the hours of 10 am to 2 pm. Chief Longo confirmed this event happens twice a year and the Townsend Police will partake in each event.
  - e. Chief Longo has received word from the State of Delaware's Homeland Security that the Townsend Police Department has been awarded the funding for body worn cameras through a grant.
  - f. Chief Longo reported the total savings for the Townsend Police Department remains at roughly sixty-six thousand.

- [illegible]

unknown source at the residential side. TE Van-Otoo advised areas such as Brook Ramble, where there are sinkholes, are due to normal wear and tears. TM Tantillo confirmed Brook Ramble was the original point of concern.

- ii. TE Van-Otoo confirmed there were subdivision plans from 1996 and that it is normal for a replacement to be done 16 years later. TE Van-Otoo clarified the color-coded areas may need maintenance or to be re-lined. Mayor Lobdell confirmed DeIDOT has performed checks and some repairs on Main Street. CM Dugan noted DeIDOT is in charge of: South Street, Commerce Street, Railroad Ave, and Main Street. TE Van-Otoo advised the best step to preventative maintenance on pipes is by televising them to see what is inside. TE Van-Otoo confirmed that the areas chosen for review were the oldest developed areas. TE Van-Otoo advised no pipes are in immediate need of fixing. TE Van-Otoo advised there are grants available and for the Town to focus on additional older areas as well. TE Van-Otoo recommended the Town perform street sweeping and to ensure residents are not tapping into the systems. TE Van-Otoo explained vibrations can cause pipe issues and televising them will help keep an eye on them. TE Van-Otoo confirmed chemicals going through drains can cause long-term issues and also depends on the type of chemicals.
- iii. TE Van-Otoo recommended the Town should prepare for future permits such as MS4 which stands for Municipal Separate Stormwater Sewer System. TE Van-Otoo explained tests are performed to check and know what the water contains to allow the Town to understand what plans are needed. TE Van-Otoo recommended street sweeping be done frequently to make an impactful difference. TE Van-Otoo explained when this is done continuously throughout the year credits will be received. TE Van-Otoo advised that part of the requirement for the MS4 permit is for the Town to provide presentations and literature to the Town residents advising what can or cannot be dumped into the drains. TE Van-Otoo will send CW Rojas the list of these items. NCC Councilman Carter confirmed water quality is regulated by the state and HOA's are responsible for maintenance of pond structures. NCC Councilman Carter confirmed there are water quality grants available and education programs.
- iv. TE Van-Otoo confirmed he will recheck the video to ensure there is no possible damage. TE Van-Otoo confirmed by looking at the map it is not bad and shows no pattern. CM Dugan noted a correlation between sinkholes developing in areas that have been highlighted on the map and asked if this could be related to the possible use of concrete as fill from construction. NCC Councilman Carter confirmed the State is involved with construction regulations and does not believe this would be the issue. NCC Councilman Carter explained if

there are fills under the pipe it could have settled due to age. NCC Councilman Carter noted the Town is ahead of the issues and to consider these issues occur naturally around this time period. TE Van-Otoo suggested pipes should be inspected by the areas of the sinkholes to ensure they are ok before being fixed. TE Van-Otoo advised that the Town should implement preventatives to help based off the inspections completed. NCC Councilman Carter advised the Town could be dealing with remnants of old agricultural drain fields resulting in sinkholes. Mayor Lobdell explained that these fields would have tiles placed in the middle to lead water off the fields. TM Tantillo confirmed non-emergency Code Reds and website updates will be sent for street sweeping so residents are aware and avoid parking on certain sides of the streets. TM Tantillo noted that the Town has not swept the streets recently due to the current weather conditions but confirmed that the Town does clear drains in preparation before a storm. NCC Councilman Carter advised now would be the best time for the Town to apply for available capital or planning project funding. NCC Councilman Carter confirmed federal funds can be matched with non-federal funds. NCC Councilman Carter explained that volunteering time also assists with matching funds. TE Van-Otoo advised pipe repairs may wait until grants are received.

- v. TE Van-Otoo reported RVE has created a GIS map of the entire stormwater system.
  - vi. TE Van-Otoo reported RVE is looking into the drain structures of other older sections of the Town such as: Cannery Lane, Chestnut Street regarding flooding issues. TE Van-Otoo stated surveys will be done on drainage structures within the upcoming months.
- b. TE Van-Otoo gave the following report on Planning Project – Townsend Village I (DNTEP013):
- i. TE Van-Otoo confirmed RVE has received legal descriptions regarding dedications of roads and open spaces. TE Van-Otoo explained storm water basins will not be dedicated at this time due to the time of year. TE Van-Otoo explained once the legal descriptions are reviewed, he will send the legal descriptions to the Town Solicitor for review.
- c. TE Van-Otoo gave the following report on Planning Project – Townsend Village II (DNTEP074):
- i. TE Van-Otoo confirmed the same process will be done for TV II as with TV I; he will be sending the legal descriptions to the Town Solicitor regarding roads, open spaces, and the storm water basins. TE Van-Otoo clarified the one space not included in TV II's dedication is on South Street due to concern of swells. TE Van-Otoo confirmed this will be happening within the upcoming weeks. TE Van-Otoo explained a bond is in place for dedication and the ponds should be done by

Spring. TE Van-Otoo confirmed major roads are included in dedication to the Town of Townsend.

- d. TE Van-Otoo gave the following report on Planning Project – The Woods at Hidden Creek (DNTEP082):
  - i. TE Van-Otoo confirmed construction has been going as planned.
- e. TE Van-Otoo gave the following report on Planning Project – Townsend Acres (DNTEP084):
  - i. TE Van-Otoo confirmed RVE is still waiting on revised plans from KCI Technologies. TE Van-Otoo confirmed he will reach out to KCI Technologies for a status update.

**e. Town Manager Antonina Tantillo**

**1. TM Tantillo provided the following report:**

- a. Covid-19 Concerns/Action:
  - i. TM Tantillo stated regarding Covid cases, as of October 1st in Townsend the average percent of new positive cases is, 11.8% which is a decrease from the 15.9%. TM Tantillo reported the 7-day average of new positive cases is 2.3 compared to previously 2.1.
  - ii. TM Tantillo stated there is slight increase regarding vaccinations which is 79.3%. TM Tantillo stated vaccination information and sites can be found at: [www.de.gov/getmyvaccine](http://www.de.gov/getmyvaccine). The Public Health Emergency order has been extended on September 15<sup>th</sup>.
- b. Office:
  - i. TM Tantillo stated Town Hall remains open; masks and appointments continue to be encouraged. Social distancing remains in effect.
- c. Surface Water Matching Planning Grant:
  - i. TM Tantillo noted the Surface Water Matching Planning Grant regarding the televising in Townsend Station has just been discussed
- d. DeIDOT:
  - i. TM Tantillo reported that she and TE Van-Otoo have met with representatives from DeIDOT and will be providing an additional update later in her report.
- e. Human Resources:
  - i. TM Tantillo reported that the new Town Clerk and Administrative Assistant have begun working. TM Tantillo reported the Administrative Assistant has just completed her probationary period. TM Tantillo noted both are doing fabulous and are important assets to the town.
- f. Police Department:
  - i. TM Tantillo confirmed she will be working with Chief Longo on the welcome message for the Townsend Police Department Facebook

page. TM Tantillo noted that once this is done, she will share the page on the Townsend Facebook page.

g. Annexation/Development:

- i. TM Tantillo confirmed she is continuing to work on the application for the annexation of the parcel 6170 Summit Bridge PLUS and the Town Council can vote. TM Tantillo confirmed she is still being contacted by those interested in annexing into the Town. TM Tantillo confirmed the Planning Commission has begun to review the new map and is meeting again next week, to finalize the map and bring it back to PLUS.

h. American Rescue Plan:

- i. TM Tantillo noted this will be discussed later in the meeting and at the next special meeting.

i. Town Park:

- i. TM Tantillo confirmed the Town Park is in good working condition. TM Tantillo reported that the playground was inspected by a certified Playground Inspector, a representative from DFIT, the Town insurance company last week. TM Tantillo explained that the investigation was very successful, and the Town Park was found to be well maintained with two minor items noted that will be addressed as soon as possible. TM Tantillo noted the inspector was impressed by the Town having the required signage for play areas for different ages as well as the positive maintenance of the park. TM Tantillo also noted the inspector visited the New Castle County Park and explained that the New Castle County Park is being turned over to the Town. TM Tantillo explained that there are also a few minor items to be addressed at the New Castle County Park once the turnover occurs. TM Tantillo noted the Town is continuing to work with the TS Griffiths to complete the turnover.

j. Grants:

- i. TM Tantillo stated the Town has been working on numerous grant applications and is currently awaiting notifications of award or denial. TM Tantillo listed the following grants:
  - a. TM Tantillo confirmed the Town has applied for the grant DE Nature Society and Delmarva Power Sustainable Communities to address resiliency related to solar installation. TM Tantillo confirmed this grant was applied for the Town's solar panel repair and solar illuminated stop signs. TM Tantillo explained awards announcements have been pushed back.
  - b. TM Tantillo confirmed the Town has been approved for the DNREC Surface Water Matching Planning Grant Application that was submitted. TM Tantillo explained the grant is to help cover the forty-eight thousand dollars and some change

needed to be included in the total Town project contribution and responsibility of ninety-eight thousand dollars and some change. TM Tantillo reported that the Town has been awarded the full amount of twenty-four thousand dollars and some change that was applied for, which covers half of the forty-eight thousand dollars and some change. TM Tantillo noted a resolution will be underway for this authorization and this grant will lessen the Town's expenses.

- c. TM Tantillo advised the DeIDOT TAP Grant application has been submitted to address sidewalks throughout the Town, land acquisition for the Town Park to allow for an extension of the park trail, and upgrades to the drainage system. TM Tantillo explained she is expecting to have an update on an award later this fall.
- d. TM Tantillo advised the DNREC ORPT grant application for an irrigation system for the Town Municipal Park's Multipurpose and Baseball fields has been submitted. TM Tantillo noted the possibility for this was discussed months ago and has been pursued. TM Tantillo explained that a resolution will be presented tonight for this grant opportunity.
- k. Administrative Matters:
  - i. TM Tantillo reported there were 20 Contractor's Licenses issued.
    - a. TM Tantillo reported there were 15 permits issued. TM Tantillo reported eight were closed and issued a final approval, five permits closed and issued a Certificate of Occupancy.
    - b. TM Tantillo reported 11 inspections were completed.
    - c. TM Tantillo reported there were no grass and overgrown weed violations.
    - d. TM Tantillo reported that there were no complaints received.
  - l. TM Tantillo confirmed light fixtures for the Town Park Pavilion have been ordered. TM Tantillo also confirmed various stop signs and poles have been replaced and noted there is a plan in place to replace more. TM Tantillo advised she and the Public Works review complaints, concerns, and items in the Town daily. TM Tantillo noted the report on grass and overgrown weeds violations will be removed for the winter months and return in the spring. TM Tantillo confirmed the Town is also looking and addressing other ordinance violations.
  - m. Mayor Lobdell noted DeIDOT is performing data research on traffic. TM Tantillo advised that this is an ongoing project that is just beginning; a report will be presented by DeIDOT once research is complete.
  - n. TM Tantillo confirmed the little Library has been installed in the Town Park.



- o. CM Mertz requested if the Welcome to Townsend sign be pushed back to include the new incorporated parts of Townsend. TM Tantillo confirmed the Town can work with DelDOT on this request.
  - p. CM Mertz requested if agendas be posted with the entire packet. TS Griffiths advised drafted meeting minutes should wait until they are finalized and approved before posting. TS Griffiths advised he has seen at the bottom of agenda's a note stating resolution copies are available upon request. NCC Councilman Carter recommended the Town to refer to the county's page for how they post agendas.
2. **ACTION ITEM:** Discussion and possible vote on Resolution 2022-022 A Resolution to Authorize Application for the Outdoor Recreation, Parks, and Trails (ORPT) 2022 Park Grant Application.
- a. TM Tantillo explained the resolution is an irrigation system to be installed at the Townsend Outdoor Recreation, Parks, and Trails (ORPT).
  - b. TM Tantillo provided a reading of Resolution 2022-022 A Resolution to Authorize Application for the Outdoor Recreation, Parks, and Trails (ORPT) 2022 Park Grant Application.
    - i. TM Tantillo advised the total project will cost roughly over seventy-one thousand dollars and the town must match. TM Tantillo advised funds will not be expended until the next fiscal year. TM Tantillo explained the Town has time to seek matching opportunities to cover the Town's match requirement of thirty-seven thousand six hundred dollars. TM Tantillo confirmed ARPA funds may be used to match. TM Tantillo confirmed TE Van-Otoo had received preliminary quotes for the pre-application process. TE Van-Otoo noted the original quote received in the beginning of the year was forty-eight thousand dollars compared to the most recent quote of seventy-one thousand dollars. TM Tantillo advised the grant application can be reapplied for to request more money for additional projects over time. TE Van-Otoo explained that the application must have an official resolution attached. NCC Councilman Carter confirmed that the grant can be turned down later if the Town is unable to obtain matching funds. TS Griffiths advised the resolution is good as such. TS Griffiths advised it is in the Town's best interest to have this resolution approved to be attached to the application and also confirmed the grant can be turned down later. Mayor Lobdell noted that this resolution only confirms authorization but does not appropriate the funds.
    - ii. *CM Mertz made a motion to approve Resolution 2022-022 to Authorize Application for the Outdoor Recreation, Parks, and Trails (ORPT) 2022 Park Grant Application. CM Dugan seconded the motion. Voice vote of Council: all yea's*
3. Discussion regarding the selection of the ARPA eligible use and possible use for the Townsend Police Department.

- a. TM Tantillo explained a further discussion will be needed at the next special council meeting regarding ARPA funds and police projects. Mayor Lobdell explained Chief Longo is working on obtaining quotes that will be presented at the next meeting. Mayor Lobdell advised there is a list of items Chief Longo has gathered that the Townsend Police Department needs to be up to standard.
  - b. TM Tantillo noted per the last special meeting discussion she has worked on preparing an RFP (Request for Proposal) for the Public Works Pole Barn. TM Tantillo explained a proposal should be presented at the next council meeting regarding this project.
- f. New Castle County Councilman David Carter
  - 1. NCC Councilman Carter stated he will be attending a meeting to discuss the walkthroughs. NCC Councilman Carter advised he will reach out to Kendal with NCC regarding the parcel issue.
  - 2. NCC Councilman Carter advised if there are still issues with items at the County Park that need attention after transfer, the County will be able to assist with grants.
  - 3. NCC Councilman Carter stated he will follow up with Carlton with Interfaith Housing regarding affordable housing.
  - 4. NCC Councilman Carter advised TM Tantillo to reach out to him for small grants and stormwater education programs.
  - 5. NCC Councilman Carter advised, regarding transfer of lands, for a survey's to be done to see if farmlands can be protected.

## VII. Committee Reports

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

- 1. Review and possible discussion on the July and August 2022 Budget vs. Actual Reports.
  - a. Financial Officer Helms advised Town is doing well considering it is still the beginning of the year and explained the following:
    - I. 17 % of the Town budget has been used.
    - II. 23 % of the Police budget has been used due to the impact fees received from public safety.
    - III. 49 % of the general budget has been used.
    - IV. The Town is under 11% of the expense budget has been used.
- 2. Mayor Lobdell noted all important numbers look good. TM Tantillo noted tax discounts are over and tax bills in full are due by October 31<sup>st</sup>. FO Helms noted Police Department is on budget even with the added sign purchase that was not budgeted for.
- 3. **ACTION ITEM:** Discussion and possible vote regarding Town Manager spending authority.

- a. Mayor Lobdell explained, currently TM Tantillo's spending authority is one thousand dollars. TM Tantillo advised this has been granted years ago and has been passed down to each Town Manager. TS Griffiths advised a resolution is not needed to change a policy and a floor motion with a second can be carried through minutes.
- b. Mayor Lobdell advised a review has been done on other towns such as Clayton and Elsmere. Mayor Lobdell stated Clayton's Town Manager limit is five thousand dollars without Council approval and Elsmere's is Ten Thousand dollars. Mayor Lobdell also stated Dover and Newark's Town Manager limit is fifty thousand dollars, but advised the Town is not at this place yet as it is not as large. Mayor Lobdell explained there were 23 items under ten thousand dollars that Council vote was needed which slowed down the process. TM Tantillo gave the example of an emergency authorization that was needed for air conditioning repair in the middle of the summer. Mayor Lobdell noted that when the former policy was created there were no checks and balances. Mayor Lobdell explained that the Town Manager must work with the Financial Officer to ensure the Town budget is in place when making purchases. TS Griffiths suggested a motion to discuss and then to approved or this can be discussed and approved. TS Griffiths advised that many Towns have the limit set per the budget and a monthly budget report is provided.
- c. CM Mertz advised that he would like to see the limit per purchase be ten thousand dollars and the limit per month be fifty thousand dollars. If the limit of fifty thousand dollars is met, then council approval will be needed for further purchases. Mayor Lobdell explained that I Council chose this and if the fifty-thousand-dollar budget is met, approval will still be needed even if items for purchase have been budgeted for.
- d. *CM Mertz made a motion to approve the Town Manager's spending authority of ten thousand dollars per item with a monthly cap of fifty thousand dollars to her own discretion. CM Dugan seconded the motion. Voice vote of Council: all yea's.*
- e. FO Helms asked if Council approval is still needed for purchases over \$50,000 even if the budget was approved for purchase. Mayor Lobdell confirmed that Council approval is still needed. He advised that this would serve as an extra set of checks and balances. Mayor Lobdell clarified that this is more for the position than for a specific person. TM Tantillo advised she does not foresee expenditures of over fifty thousand dollars in one month.
- f. CM Mertz asked if the Chief would have his or her own spending authority over the Police Department budget or if Council should grant spending authority to the Police Chief. Mayor Lobdell confirmed that the Chief would have to go through the Town Manager. Mayor Lobdell explained that the budget for the Police has not been submitted as an official regular cycle. Chief Longo confirmed that this is the first year that a budget will be created on a normal cycle. Mayor Lobdell advised this discussion can be held once the Police Department completes a whole year cycle and when the budget is up for adoption for the next fiscal year.

- g. TM Tantillo confirmed she is responsible for the entire Town's budget per the Town Charter and her contract. Mayor Lobdell asked if her spending authority will also cover what purchases are needed for the Police Department. TM Tantillo confirmed that Chief Longo may come to her with what purchases are needed for the Police Department. Chief Longo advised that the spending authority that has been granted should help expedite the process. Mayor Lobdell and CM Dugan advised that the new TM spending authority should help everyone. CM Mertz asked if Council should wait until the next Police Budget to have that discussion. Mayor Lobdell confirmed that this could be looked at once reviewing a new budget.
- b. **Human Resources Committee:** Chair: Mayor Lobdell, Co-Chair: Councilman Dugan
  1. TM Tantillo confirmed she is working on Policy's and advised any recommendations to be sent to her.
- c. **Public Works Committee:** Chair: Councilman Dugan, Co-Chair: Councilman Mertz
  1. CM Dugan explained work on sidewalk through the TAP grant has been applied for. CM Dugan advised the Town may need to look into obtaining a grant for paper road that leads from Townsend Station. NCC Councilman Carter noted paper road was an emergency road that was built.
  2. TM Tantillo advised she will reach out to DelDOT to discuss issue regarding stop sign on South Street needed in front of the Townsend Police Station. TM Tantillo explained after preliminary discussion is held along with DelDOT and Engineering, letters of support may be needed.
- d. **Land Use and Development Committee:** Chair: Councilwoman Rojas, Co-Chair: Mayor Lobdell
  1. No report.
- e. **Veterans Committee:** Chair: Councilwoman Clarke, Co-Chair: Councilwoman Rojas
  1. Discussion regarding an update on Veterans Day activities.
    - a. CW Rojas announced the committee is looking to do a fun walk for Tunnels to Towers. CW Rojas advised a fundraising page will be set up. CW Rojas explained the schools will be submitting drawings to decorate the Town Hall windows. CW Rojas explained Cub Scouts will be reading the poppy memo before kick-off. CW Rojas proposed that the fun walk will start and end at the church, but confirmation is needed. CW Rojas advised the event planning will be finalized on October 19<sup>th</sup> at the next Community Engagement meeting. CW Rojas confirmed the event will be taking place November 11<sup>th</sup>.
- f. **Public Safety Committee:** Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke
  1. Discussion regarding parking concerns as advised by Townsend Fire Department Deputy Fire Chief.
    - a. CM Mertz explained Deputy Fire Chief Gilchrist drove around Town with his fire truck to look at areas where there may be issues for the fire truck to get through. CM Mertz gave a verbal report advising one of the areas of major concern. CM Mertz explained DFC Gilchrist area of major concern is Wiggins

Mill and Frontage Road. CM Mertz explained DFC Gilchrist is concerned with residents parked on the corners and the tree side of Wiggins Mill Frontage Road resulting in the fire truck not being able to get through. CM Mertz asked if letters could be sent to homeowners in this area. TM Tantillo advised enforceability is concerning if only letters are sent. TS Griffiths suggested curbs be highlighted and to follow DelDOT guidelines. CM Dugan suggested letters be sent out notifying residents of the fire marshals report and of the new curb paint. TM Tantillo confirmed the Town is waiting for the requested formalized report from the Deputy Fire Chief. CM Mertz advised discussion on resolutions be done regarding a plan of action. DFC Gilchrist shared at the Public Safety meeting a draft map with marked areas where emergency personnel are able to go around parked cars but could potentially result in property damage.

- b. Resident Mr. Haines confirmed the City of Wilmington allows the Fire Department to move vehicles out of the way during emergencies. TS Griffiths stated he will be able to advise on right of ways at a later time. TS Griffiths advised an ordinance may not be enough to enforce and suggested notices be sent to advise on signage and curb paint. TS Griffiths explained an ordinance may only be needed depending on how the Town wants to proceed. TS Griffiths explained an ordinance is not needed to paint curbs or put signs up. Chief Longo suggested reflective paint and signs be used. TS Griffiths advised areas of major concern be painted as soon as possible.

g. **Community Engagement Committee:** Chair: Councilwoman Rojas, Co-Chair: Councilwoman Clarke

1. Discussion regarding an update on future Town Events.

- a. CW Rojas announced the Town will be at the Townsend Elementary for the Trunk or Treat and will be holding a Pumpkin Patch at Townhall on October 21<sup>st</sup>. CW Rojas stated she needs at least two people for the Trunk or Treat at Townsend Elementary and two people for the pumpkin patch at Town Hall. CW Rojas noted the trunk or treat will be held from 5 to 7:15 pm, set up will begin at 4:30 pm. Mayor Lobdell and CM Mertz volunteered to be present at the Trunk or Treat. TM Tantillo stated GFL will be donating pumpkins for the event as they have done every year. CW Rojas explained the theme of the trunk or treat is trains. Chief Longo stated he will direct Sergeant McCloskey to assist with traffic and will confirm with Townsend Elementary if State Police will be present.
- b. CW Rojas announced the mural contest for the Townsend Police Department will run starting on October 15<sup>th</sup> until December 1<sup>st</sup> and the Committee will have designs for Chief Longo to approve.
- c. CW Rojas announced Christmas Caroling will be held on December 10<sup>th</sup>.
- d. TM Tantillo announced there will be a Holiday Light Contest, holiday food drives, holiday animal drives, and a tree lighting ceremony.
- e. Chief Longo announced the Townsend Police Department will be involved in the following events:

- I. On October 28<sup>th</sup> the Townsend Police Department will be escorting the school parade from the railroad tracks and back. Chief Longo explained the Fire Department will be closing the roads.
- II. On October 29<sup>th</sup> the Drug Takeback event will be held at the Fire Department.
- III. The week or two before Thanksgiving there will be a food pantry at Immanuel United Methodist Church in partnership with the Food Bank. TM Tantillo advised volunteer registration will be posted on the Town sites.
- f. TM Tantillo advised that there is a slight delay in the start of the Junior Town Council due to personal reasons of those involved and further information will be announced when it is ready to begin.
- g. Mayor Lobdell confirmed pickleball event went well. CW Rojas noted she has been approached by residents out of Town regarding interest on a Pickleball League.

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

- 1. CM Mertz explained charter and ordinance changes are under review. CM Mertz suggested and requested Council Members to review the charter and ordinances. CM Mertz explained all changes will be approved by resolution and then sent to the state for final approval. CM Mertz confirmed all recommendations from the committee will be brought to Council first. Mayor Lobdell advised any recommendations to be sent to TM Tantillo.

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

- 1. No report.
- 2. TM Tantillo confirmed she will reach out to winner from out of Town.

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

- a. *CM Mertz made a motion to recess into Executive Session: In accordance with 29 Del. C. §10004 (B)(4) the Town Council will be meeting in executive session strategy session relating to a strategy session, including those involving legal advice or opinion from an attorney-at-law, with respect to pending or potential litigation, as discussions would have adverse effect on the bargaining or litigation position of the Town. CW Clarke seconded the motion. Voice vote of Council: all yea's*
- b. Council recessed at approximately 10:06 pm.

**IX.** Convene Executive Session: In accordance with 29 Del. C. §10004 (B)(4) the Town Council will be meeting in executive session strategy session relating to a strategy session, including those involving legal advice or opinion from an attorney-at-law, with respect to pending or potential litigation, as discussions would have adverse effect on the bargaining or litigation position of the Town.

- a. Executive session convened at approximately \*\* pm.
- b. Council meeting convened at approximately \*\* pm.

**X.** Adjournment.

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- a.** *CM Mertz made a motion to adjourn the meeting. CM Dugan seconded the motion. Voice vote of Council: all yea's, no nays.*
  - b.** *Meeting adjourned at 10:53 pm.*
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