



**Townsend Community Engagement Meeting**  
**May 5<sup>th</sup>, 2023 @ 7:00 am**  
**VIA Conference Call & Town Hall**  
**141 Main St, Townsend, DE 19734**

7:00 am Community Engagement Committee Meeting

- I. Call to Order: 7 am
- II. Opening Ceremonies
  - a. Roll Call: Councilwoman S. Rojas, Councilman J. Mertz, Mayor S. Lobdell, Town Manager A. Tantillo, Chief of Police R. Longo, and Town Clerk M. Rivera
  - b. Pledge of Allegiance: All present recited the Pledge of Allegiance.
  - c. Recognition of Visitors: None.
  - d. Announcements: CM Mertz announced it is Cinco De Mayo.
- III. Citizens Comments & Participation.
  - a. None.
- IV. Adoption of Agenda.
  - a. Agenda adopted.
- V. Update regarding budget availability for the Town Fair.
  - a. Confirmed budget is looking good.
- VI. Discussion regarding scheduling of the Town Fair.
  - a. Briefly discussed possible times for contests.
  - b. The Committee confirmed the Pet Contest flyer is ready for posting.
  - c. CM Mertz to follow up with K-9 Unit demo, regarding the time and type of demo for presentation.
  - d. Concert to occur after the Town Fair; all vendors have the option to remain. The Committee chose to move forward with booking The Fabulous Mojo Kings instead of the other band after discussing pricing and performances.
    1. Flyer to be created upon contract finalization and posted right away.
  - e. Discussed reaching out for volunteers for the event and to judge the parade floats.
  - f. Discussed banners for sponsors. CW Rojas advised having separate banners for sponsors above \$500.00. TM Tantillo to follow up with Lorraine Gorman regarding banner quantity.
  - g. Briefly discussed vendors and parade registrations.
    1. CM Mertz to follow up with Ghost Busters and the Storm Troopers.
    2. Chief Longo to follow up with DE Food Bank; advised they may not be available.
    3. TM Tantillo is awaiting for GFL to confirm registration.



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4. TM Tantillo is awaiting confirmation for the USO “stuff the bus” food drive during concert.
    - h. Briefly discussed Townsend Police Department and Town Council’s participation in the parade.
    - i. Chief Longo requested 24 or more “No Parking Signs”. Advised he will put them out the night before on Friday. TM Tantillo advised the Town has received the permit from DelDOT and DelDOT will place electronic signs as well.
  - VII. Recess Community Engagement Meeting to Convene Executive Session.
    - a. Community Engagement Committee convened to executive session at 7:31 am.
  - VIII. Convene Executive Session: The Community Engagement Committee may consider an Executive Session pursuant to 29 Del. C. §§10002(o)(5) providing that “intelligence files compiled for law-enforcement purposes, the disclosure of which could constitute an endangerment to the local, state or national welfare and security”; and §(17) et al providing that the “records, which, if copied or inspected, could jeopardize the security of any structure owned by the State or any of its political subdivisions, or could facilitate the planning of a terrorist attack, or could endanger the life or physical safety of an individual.”
  - IX. Close Executive Session & Re-convene Community Engagement Committee Meeting.
    - a. Community Engagement Committee re-convened the meeting at 7:40 am.
    - b. Community Engagement discussed additional vendor out reach.
    - c. Chief Longo to reach out to ATT FirstNet to see if they may provide a satellite truck as a donation to provide Wi-Fi. Chief Longo to follow up with the Committee by end of day.
    - d. TM Tantillo to look into T-Shirts for staff.
  - X. Adjournment.
    - a. Meeting adjourned at 7:50 am.
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