



Townsend Community Engagement Meeting
May 12th, 2023 @ 6:30 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

6:30 pm Community Engagement Committee Meeting

- I. Call to Order: 630pm
- II. Opening Ceremonies
 - a. Roll Call: Councilwoman S. Rojas, Councilman J. Mertz, Town Manager A. Tantillo, Town Clerk M. Rivera.
 - b. Pledge of Allegiance: N/A
 - c. Recognition of Visitors: None
 - d. Announcements: None
- III. Citizens Comments & Participation.
 - a. None
- IV. Adoption of Agenda.
 - a. Agenda adopted.
- V. Discussion regarding Volunteer list and possible volunteer assignment of the Town Parade and Fair.
 - a. TM Tantillo confirmed no additional volunteers have signed up.
 - b. CW Rojas to follow up with perspective volunteers.
 - c. TM Tantillo is awaiting a response from the school district.
- VI. Discussion and review regarding pre-game requirements such as banners, signs, chalk paint, etc.
 - a. TM Tantillo updated the Town Fair Requirements sheet as discussed live during the meeting.
 1. Booth assignments to be discussed at another meeting.
 - b. The following needs remain:
 1. TM Tantillo to follow up or reach out regarding the following:
 - I. New Council members for volunteer assistance.
 - II. DSP coordination with Chief Longo
 - III. DJ Scott to MC the event.
 - IV. DelDOT sign; TM Tantillo advised there no estimated time of arrival has been received.
 - V. Parade judges.
 - VI. Planning Commission members for participation.



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2. CW Rojas is awaiting follow-ups for parking attendants.
 3. CM Mertz to reach out to the Townsend Fire Company regarding parking. Additionally, will solicit for classic car parade registrations.
 4. Town will post Pet Contest flyer separately to solicit more registrations.
- VII.** Discussion regarding Town Council assignments for the Town Parade and Fair.
- a. Further discussion needed. The Committee confirmed TC Rivera will take photos during the event and Public Works will maintain park appearance.
- VIII.** Recess Community Engagement Committee Meeting to Convene Executive Session.
- a. Community Engagement Committee convened to executive session at 7:45 pm.
- IX.** 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.”
- X.** Close Executive Session & Re-convene Community Engagement Committee Meeting.
- a. Community Engagement Committee re-convened the meeting at 8:13 pm.
- XI.** Adjournment.
- a. Confirmed next meeting will be Tuesday, May 30th at 5:30 pm
 - b. Meet adjourned at 8:15 pm.
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