



**Town of Townsend Public Works & Land Use
Development Committee Meeting
November 17th, 2023 @ 2:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

2:00 pm Public Works & Land Use Development Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call: Councilman J. Bangura, Councilman M. Chapman, Town Manager A. Tantillo, and Town Clerk M. Rivera
 - b. Pledge of Allegiance: All present recited the Pledge of Allegiance.
 - c. Recognition of Visitors: None.
 - d. Announcements: None.
- III. Citizens Comments & Participation.
 - a. None.
- IV. Adoption of Agenda.
 - a. Agenda adopted.
- V. Discussion regarding annexation handout.
 - a. TM Tantillo presented agenda item “DRAFT - Annexation Package Town of Townsend”. TM Tantillo noted offers for annexation will be further discussed in executive session.
 - b. TM Tantillo confirmed when the Town created the fee schedule, other Town’s and New Castle County’s (NCC) fee schedules were reviewed for comparison. Noting, most of the numbers on the fee schedule were not changed from the previous fee schedule. Additionally, the Town does not generate revenue from permitting fees. CM Chapman noted the permit fees received are paid towards RVE (Remington Vernik Engineers) as the Engineering Department. CM Chapman advised TM Tantillo to renegotiate with RVE in 12 months and requested to be present for the renegotiations. TM Tantillo explained permitting ensures compliance with the Town’s Municipal Code (TMC), Building Codes, and safety.
 1. The Committee agreed further discussion is needed to maintain the Building Codes and minimize fees.
 - c. TM Tantillo will add NCC fee scheduled to the annexation handout for comparison.
 - d. CM Chapman to work on language for the official annexation handout.
- VI. Discussion regarding possible community center.
 - a. CM Chapman will create a concept sketch for the building plan as previously discussed.
 - b. The Committee’s goal is to meet for review on the concept sketch prior to submission as an agenda item for the Town Council’s January meeting.



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- VII.** Recess Council Meeting to Convene Executive Session.
 - a. The Committee recessed into executive session at approximately 2:14 pm.
- VIII. Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(2) and (4), the Town Council will consider a motion to meet in executive session for a strategy session, which will include legal advice or opinions from an attorney-at-law, with respect to potential litigation, as well as discussions that may have an adverse effect on the bargaining or litigation position of the Town.
- IX. Close Executive Session & Re-convene Committee Meeting.**
 - a. The Committee reconvened the meeting at approximately 2:46 pm.
- X. Adjourn.**
 - a. The Committee agreed to meet on December 20th at 11:00 am.
 - b. The Committee adjourned at approximately 2:50 pm.