



**Town of Townsend Public Works & Land Use
Development Committee Meeting
December 20th, 2023 @ 11:00 am
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

11:00 am Public Works & Land Use Development Committee Meeting

- I. Call to Order: 11:06
- II. Opening Ceremonies
 - a. Roll Call: Councilman J. Bangura, Councilman M. Chapman, Town Manager A. Tantillo, Town Clerk M. Rivera, and Mayor S. Lobdell.
 - 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 New Castle County's (NCC) permit schedule and noted the differences. TM Tantillo advised she will incorporate these items into the annexation packet and narrow down the comparisons.
 - b. TM Tantillo advised she will send the packet to Committee for review with the goal of sending the final draft packet to Council for the January Meeting. TM Tantillo noted she will turn the packet into a trifold. Additionally, the packet should be ready by January 5th for the Council meeting.
 - c. TM Tantillo advised she will perform additional research on the NCC fee schedule to provide a better comparative analysis.
 - d. TM Tantillo noted incentives must be applied equally for everyone.
- VI. Discussion regarding possible community center.
 - a. TM Tantillo presented "DRAFT ___ Townsend Community Center Layout" created by CM Chapman.
 - b. CM Chapman noted there are two levels.
 1. First Floor contains:
 - I. Bathroom
 - II. Office space on 1st floor
 2. Open space with the option to turn into a kitchen



**Town of Townsend Public Works & Land Use
Development Committee Meeting
December 20th, 2023 @ 11:00 am
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

3. Second floor contains:

- I. Conference room
 - II. Four rooms which may be for rented as office space.
 - III. Bathrooms
 - IV. Water closets
- c. CM Chapman confirmed open area on first floor is a foyer. TM made suggestions.
- d. CM Chapman clarified water closets are bathrooms.
- e. CM Chapman noted there is no utility room but may be added. Additionally, advised TM Tantillo to look into the basement requirements to have utility room in the basement.
- f. CM Chapman advised the layout presented is the recommendation based on the size allowable for the location, referencing "201 Main St. Concept Plan_DNTET107" Concept Plan - 2.
- g. TM Tantillo noted ab elevator may be needed.
- h. TM Tantillo advised she can begin obtaining preliminary quotes for the work.
- i. The Committee recapped the following adjustments:
1. Adding basement for utilities.
 2. 1st floor – remove an office for possible kitchen.
 3. 2nd floor – conference hall shifting to eliminate foyer and additional options for smaller rooms or storage.
- j. TM Tantillo advised she may have preliminary quotes by the end of January.
- k. TM Tantillo confirmed she has not been in contact with property owner on Summit Bridge Road and Main Street. TM Tantillo advised the owner may come forward with their own application. CM Bangura noted it has been previously discussed for the Town to possibly lease or purchase the property. TM Tantillo advised she will try to get in touch with owners; however, expressed concern of the location due to the intersection. CM Bangura advised this may assist with bringing the intersection concern to DelDOT.

VII. Discussion regarding Fiscal Year (FY) 2025 Budget Requests.

- a. TM Tantillo noted budget requests from Committees were typically never received until last year it was opened, and the previous Public Works Committee requested \$50. CM Chapman advised he does not see the need for a budget. TM Tantillo advised printing packets may be budgeted another way. CM Bangura noted once budget requests are made and approved it is available. However, if the budget request is not there it is not present. CM Bangura proposed to request \$75 for the committee so it is available and may be used. TM Tantillo advise she will look into printing costs for the annexation trifold and account for this in the printing budget.



**Town of Townsend Public Works & Land Use
Development Committee Meeting
December 20th, 2023 @ 11:00 am
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

- VIII.** Recess Council Meeting to Convene Executive Session.
 - a.** The Committee did not recess into executive session.
- IX.** Adjourn.
 - a.** The Committee adjourned the meeting at 11:31 pm.