



**Public Safety Committee Meeting
February 16th, 2023 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

3:00 pm Public Safety Committee Meeting

- I. Call to Order: 3 pm
- II. Opening Ceremonies
 - a. Roll Call: Councilman J. Mertz, Councilwoman E. Clarke, Fire Chief P. Gilchrist, Councilwoman S. Rojas, Mayor S. Lobell, Town Solicitor N.C. Griffiths, 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. Adoption of Agenda.
 - a. Agenda adopted.
- IV. A discussion and update regarding Town of Townsend safety.
 - a. CM Mertz noted Chief Longo will provide a police report at the next Town Council meeting. CM Mertz encouraged for anyone interested in the Chief Longo's police report to attend the Town Council meeting. TM Tantillo advised any questions can be directed to her so that she may request Chief Longo to address them at the Town Council meeting.
 - b. FC Gilchrist advised he does not have any major reports for the Town of Townsend at this time.
- V. Discussion regarding the official report regarding Town Streets received from the Townsend Fire Chief.

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=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.



**Public Safety Committee Meeting
February 16th, 2023 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

- a. CM Mertz advised a formal report was received from FC Gilchrist when he was Deputy Fire Chief Gilchrist. CM Mertz explained the report discloses areas of concern and recommendations from FC Gilchrist. Furthermore, this discussion is to determine recommendations to bring to the attention of Town Council. TM Tantillo noted Wiggins Mill Frontage Road has been painted and letters have been sent. Additionally, no responses have been received.
- b. FC Gilchrist referred to the No Parking Map and advised there are two colors. The yellow areas are general concerns advising to ensure residents are aware of the concerns. Noting, if a resident double parks or there is anything else blocking in areas highlighted in yellow the Fire Company may be blocked. Additionally, the red areas are on curbs. Therefore, the fire truck may damage vehicles if parked in this area while passing through.
- c. FC Gilchrist referred to the following streets:
 1. Jamie Lane and Tracy Circle - are both narrow roads; however, there are no houses on the road frontage. This area is highlighted in red for no parking.
 2. Tracy Circle - another area of concern from the Fire Department.
- d. FC Gilchrist confirmed during holidays and special occasions there is an increase of double parking, parking on both sides of the street.
- e. CM Mertz noted inside corners are the main focus. FC Gilchrist explained this would be the least amount of parking area.
- f. CM Mertz read the portion of FC Gilchrist's report that refers to Mayfield Lane and noted this street is in the Townsend Station development. FC Gilchrist confirmed this area of concern is on his list as a high priority. Explaining, during the evening there are more cars present making the cul-de-sac a very tight space. Additionally, there have not been any incidents since the calls to this location are not frequent.
- g. CM Mertz noted Hugh Circle and Tracy Circle in TV I (Townsend Village I) may be considered priorities. FC Gilchrist confirmed explaining Hugh Circle is a smaller circle than



**Public Safety Committee Meeting
February 16th, 2023 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

Tracy Circle. Additionally, it has been recommend for both streets to allow only single sided parking. FC Gilchrist noted double sided parking is common in Hugh Circle because there are homes on both sides.

- h.** CM Mertz noted curbs on Esch Street and streets that go into a cul-de-sac on South Street have been highlighted on the map for TV II (Townsend Village II). FC Gilchrist confirmed the two major areas of concern have been addressed. FC Gilchrist noted the initial area of concern began with Esch Street and confirmed this area would be considered a priority.
- i.** FC Gilchrist advised the redline on the east side of South Street going down to Ginn Street has been recommended since there is no home frontage.
- j.** FC Gilchrist noted his recommendations:

 - 1. Add parking.
 - 2. Widen streets in all locations.
 - 3. Shrink the median between sidewalks and streets.
 - 4. Education for the community.
- k.** CM Mertz recommended the first step should be notifying residents of the Town’s parking concerns before action is taken. Additionally, the Town may need to consider updating the ordinance that states residents cannot park on grass to allow for parking on the grass to assist with this public safety. FC Gilchrist advised for future developments to keep this in mind when planning. TM Tantillo clarified when the unified development code was revised in 2020 to address concerns with road width. Additionally, all the roads were approved per the construction standard held during the time of approval.
- l.** CM Mertz advised when drafting the letter it should notify residents that the Town is looking into the safety concerns that have been addressed in FC Gilchrist’s report. Additionally, there should be verbiage from FC Gilchrist’s report. CM Mertz advised a follow-up Public Safety Committee meeting should be held a month after the letter is sent to give the public a chance to voice their recommendations.
- m.** CM Mertz noted there have been no reports of anyone parking in Karins Circle and advised no signs are needed. TM Tantillo agreed and advised that adding signs may be a step to consider in the future and if that didn’t work, then possibly the Town should consider painting.



**Public Safety Committee Meeting
February 16th, 2023 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

- n. CM Mertz advised it was recommended in a previous meeting for the Town to draft an ordinance that protects the Town or the Fire Department.
 - 1. TM Tantillo advised there is a chapter in the Delaware State Code that says the driver of the emergency vehicle would not be liable for any damages during a pursuit or dealing with an emergency. Additionally, the Town is looking in to see if there are additional items the Town may need to adopt if the Town were to adopt anything of this nature.
- o. CW Clarke noted if red areas are bus stops. FC Gilchrist advised if a curb is painted red it is no parking or loitering areas; however, he does not see an issue if there is a driver in their vehicle and can move. Additionally, school buses come first, and fire trucks cannot even pass.
- p. CM Mertz advised he will assist TM Tantillo with drafting the letter.
- q. TM Tantillo advised she will be reaching out to Artesian to paint the hydrants.
- r. CW Clarke asked FC Gilchrist if he is aware of high frequency of calls in specific areas or locations in Town. FC Gilchrist stated he does not have formal data to advise however, he does not see any high frequencies in specific areas.
- s. TE Van-Otoo asked if there is a priority for painting at specific intersections. TM Tantillo noted FC Gilchrist has address specific cul-de-sacs and streets as a priority. CM Mertz confirmed that he would like to begin with sending a letter to notify every one of these concerns before moving forward with discussion on signs and/or painting.
- t. TE Van-Otoo noted other Towns who have painted the curbs red and if the Town will proceed with yellow as depicted on the map. TM Tantillo advised paint color is a preference. FC Gilchrist advised the Town to follow NFPA or DeIDOT requirements. FC Gilchrist advised the areas on the map with red are to identify recommendations of no parking.
- u. Mayor Lobdell advised to add general information in the letters to residents. TM Tantillo advised she would like to post these letters on the Town's platforms and the Town Newsletter to continue educating residents.
- v. CW Rojas expressed concern regarding moving sidewalks closer to the roadway. FC Gilchrist clarified he does not recommend moving the sidewalks. FC Gilchrist explained he



**Public Safety Committee Meeting
February 16th, 2023 @ 3:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

recommends adding parking spaces by having a cut out from the grass between the sidewalk and the roadway to allow room for designated parking spots.

- w. CW Rojas advised for the Town to ensure curbs for the fire hydrant are painted the correct length. TM Tantillo confirmed the Town is looking into this.

VI. Adjournment.

- a. CM Mertz made a motion to adjourn the meeting. CW Clark seconded the motion.
- b. Meeting adjourned – 3:36 pm.