



Townsend Community Engagement Meeting
May 16th, 2024 @ 12:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

12:00 pm Community Engagement Committee Meeting

- I. Call to Order: 12:05 pm.
- II. Opening Ceremonies
 - a. Roll Call: Chairman J. Mertz, Public Works Supervisor P. DiMartino, Financial Officer J. Helms, 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: no visitors present.
 - d. Announcements: none.
- III. Citizens Comments & Participation.
 - a. None.
- IV. Adoption of Agenda.
 - a. Agenda adopted.
- V. Update regarding budget availability for the Town Fair.
 - a. C Mertz reviewed the budget availability. FO Helms confirmed more donations have been received.
 - b. C Mertz advised he will build one or two strawberry cutouts for photos.
 - c. FO Helms to reach out to Jump on Over for COI (Certificate of Liability Insurance).
 - d. TC Rivera to reach out to Marine Corp recruiting regarding rock wall climbing and any other activities.
 - e. C Mertz advised he is awaiting confirmation regarding the strawberries.
 - f. TC Rivera advised she is waiting on confirmation on pie donations for pie eating contest. TC Riera to reach out to Townsend Deli for possible sponsorship. C Mertz confirmed the following pie amounts for the contests:
 1. 5 full pies for adults.
 2. 10 mini pies from Walmart for children.
 - g. TC Rivera to obtain information for possible vehicle magnets for Grand Marshall Magnets.
 - h. TC Rivera to prepare Town of Townsend Banner for parade.



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- VI.** Discussion regarding scheduling of the Town Fair.
- a.** C Mertz confirmed the Dunk Tank organized and run by TES (Townsend Elementary School) will be held from 12:30 pm to 2:30 pm. C Mertz confirmed each player will get three balls; children pay \$1, and adults pay \$5.
 - 1. Chief Longo volunteered to be dunked.
 - b.** Parade line up:
 - 1. Color Guard
 - i.** March in and go to the side until the entire parade is finished. C Mertz confirmed the colors will be presented until the National Anthem is done.
 - 2. Grand Marshal
 - 3. Council and Town of Townsend members
 - 4. Sponsorship banner
 - 5. Parade walkers
 - 6. Vehicles
 - c.** TC Rivera to add notice with parade sign-up to not throw candy
 - d.** C Mertz advised the final items for setting up will take place on May 31st.
- VII.** Discussion regarding Volunteer list and possible volunteer assignment of the Town Parade and Fair.
- a.** TC Rivera to reach out to South Street Church and HOA's (Homeowners Association's), First State Military Academy in Clayton, Girl Scouts, Boy Scouts and, last year's volunteers.
 - b.** TC Rivera advised the Town will need at least 25 volunteers.
 - c.** C Mertz advised judges are needed for the parade, pageant and pie eating contests.
 - d.** C Mertz stated an additional pie eating contest may be held with Town members. TC Rivera to reach out to DLLG (Delaware League of Local Government) to see if other Town Officials are interested in competing against Townsend Officials.
 - e.** TC Rivera to update the flyer from Pie Tasting to Pie Judging
 - f.** C Mertz advised the Dunk Tank will be run by TES (Townsend Elementary School).



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- VIII.** Discussion regarding Town Council assignments for the Town Parade and Fair.
 - a.** Chief Longo confirmed there are no security concerns.
 - b.** PWS DiMartino confirmed the Town has 20 barricades that were obtained through a grant.
 - IX.** Discussion and review regarding pre-game requirements such as banners, signs, chalk paint, etc.
 - a.** No discussion held for this agenda item.
 - X.** Recess Community Engagement Committee Meeting to Convene Executive Session.
 - a.** No motion made, nor action taken for this agenda item.
 - XI.** 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.”
 - XII.** Close Executive Session & Re-convene Community Engagement Committee Meeting.
 - a.** No executive session was held.
 - XIII.** Adjournment.
 - a.** Meeting adjourned at 1:22 pm.
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