



**Townsend Community Engagement Meeting
May 23rd, 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: 12:26 pm.
- II. Opening Ceremonies
 - a. Roll Call: Chairman J. Mertz, Mayor S. Lobdell, FO J. Helms, PWS P. DiMartino, COP R. Longo, and TC M. Rivera
 - b. Recognition of Visitors: no visitors present.
 - c. Announcements: none.
- III. Citizens Comments & Participation.
 - a. None.
- IV. Adoption of Agenda.
 - a. Agenda adopted.
- V. Discussion regarding scheduling and Volunteer list and possible volunteer assignment of the Town Parade and Fair.
 - a. C Mertz confirmed there are two more parade registrations added. C Mertz advised anyone new registrations will be added before the Fire Company who will be last.
 - b. C Mertz advised there is a need for two volunteers to help clean up after NCCPD (New Castle County Police Department) horses. C Mertz confirmed NCCPD will be after Town Council.
 - c. C Mertz advised there is a need for two volunteers at the end of the Parade to clean-up. C Mertz confirmed Sergeant McCloskey will be in PD (Police Department) Vehicle ride behind to supervise.
 - d. Mayor Lobdell will confirm what the other Council members' availability is.
 - e. PWS DiMartino and Chief Longo to lead parking needed. C Mertz advised there is a need for one or two volunteers for parking.
 1. PWS DiMartino advised lines will be spray painted and barricades will be put up. PWS DiMartino advised against using barricades as they are only a street wide and raised concern with possible damage to vehicles due to the spikes. Furthermore, parking attendants will provide clear guidance and/or directions on where to park.
 2. Chief Longo advised he will provide PWS DiMartino with DelDOT's (Delaware Department of Transportation's) contact to possibly obtain equipment to assist with parking.



Townsend Community Engagement Meeting
May 23rd, 2024 @ 12:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

- f. C Mertz advised five to six volunteers are needed for the inflatables and the train.
 - g. C Mertz advised he is looking into getting a changing tent. Mayor Lobdell advised he has tents available for use.
 - h. C Mertz advised he is interested in reaching out to DLLG (Delaware League of Local Government) to seek interest in a pie eating contest: Townsend Vs. other municipal government members.
 - i. PWS DiMartino will pick up strawberries on Friday or Saturday morning.
 - j. FO Helms to run the raffle. C Mertz confirmed everyone gets a ticket upon entry and a prize will be drawn every 20 minutes.
 - k. C Mertz noted there are more vendors this year.
 - 1. C Mertz advised vendor Corbit Calloway Library has requested access to electricity.
 - l. PWS DiMartino confirmed the Town's Port-a-Potty will be left in its normal location and the others will be by the pickleball court.
 - m. FO Helms advised the insurance expense was removed from the budget. FO Helms explained the inflatables vendor has their own insurance.
 - n. TC Rivera to follow-up with the pie sponsors.
 - o. C Mertz confirmed placement of Dunk Tank, Town activities, and Town cutouts will be in open space between Gazebo, Pickleball Court and Pavilion.
 - p. Chief Longo advised successful contact to NCC Paramedics has not been made; however, will reach out to Townsend Fire Company for immediate response.
 - q. C Mertz reviewed and approved the banners with update to reflect as 2024 Strawberry Fest.
 - r. C Mertz confirmed an additional banner for the Grand Marshal's car is needed.
- VI.** Discussion regarding Town Council assignments for the Town Parade and Fair.
- a. Mayor Lobdell to reach out to Council members.
- VII.** Discussion and review regarding pre-game requirements such as banners, signs, chalk paint, etc.
- a. Public Works to put up no parking signs. TC Rivera to printout reminders for houses on Main Street to advise of no parking.



**Townsend Community Engagement Meeting
May 23rd, 2024 @ 12:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

b. TC Rivera to notice via CodeRED:

1. Friday, 5/24
2. Wednesday, 5/29
3. Friday night, 5/31

VIII. Recess Community Engagement Committee Meeting to Convene Executive Session.

a. No motion made, nor action taken for this agenda item.

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. No executive session was held.

XI. Adjournment.

a. Meeting adjourned at 1:12 pm.
