



**Townsend Community Engagement & Veterans  
Committee Meetings  
September 1, 2022 @ 5:00 pm  
VIA Conference Call & Town Hall  
141 Main St, Townsend, DE 19734**

5:00 pm Community Engagement Committee Meeting

- I. Call to Order: approximately 5:19 pm.
- II. Opening Ceremonies
  - a. Roll Call: Councilwoman E. Clarke, Councilwoman S. Rojas, Mayor S. Lobdell, and Town Manager A. Tantillo.
  - b. Pledge of Allegiance: all present recited the Pledge of Allegiance.
  - c. Recognition of Visitors: none.
  - d. Announcements:
- III. Citizens Comments & Participation
  - a. None.
- IV. Adoption of Agenda.
  - a. Agenda adopted
- V. Debrief regarding Town of Townsend Back to School/ Night Out Event.
  - a. CW Clarke thanked everyone for their work on the event. CW Clarke noted this was coordinated by CW Rojas.
  - b. CW Rojas advised the event was a success and now staff are preparing letters to recognize the event sponsors.
  - c. TM Tantillo confirmed pictures of the event will be posted.
  - d. CW Clarke stated she was please with the large turnout of the event.
- VI. Discussion regarding future Town of Townsend Events.
  - a. CW Rojas advised she is working on a Patriot Day recognition ceremony for 9/11 and confirmed a flag has been ordered. CW Rojas explained the goal is to invite residents to present the flag the day of. Otherwise, an announcement will be made for a community service day to clean-up the Townsend Police Department (PD) grounds.
    1. CW Rojas confirmed the announcement date for the community service date would be on 9/11 with the clean-up the same day in the afternoon.
  - b. CW Rojas advised the Town will be joining the Trunk-or-Treat with Townsend Elementary School (TES) in October.
  - c. CW Clarke advised she has not received a response from TES regarding the Junior Town Council to be established per Resolution. Mayor Lobdell to perform the outreach to TES. CW Clarke advised the Town Council can meet at TES to introduce themselves and welcome the Junior Town Council in September.



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- d. CW Clarke advised she is waiting on a response from the Blood Bank to hold a possible blood drive in September.
- e. CW Rojas confirmed the Halloween trick-or-treating hours are from 6-8 pm. TM Tantillo confirmed the times will be posted. TM Tantillo advised this will be announced during the Town Council meeting.
- f. TM Tantillo advised discussions regarding the Tree Lighting and Christmas Caroling will need to be held in October.
- g. TM Tantillo advised the Movie Night was not a success and the investment was not worth it.
- h. TM Tantillo confirmed pickleball will be held September 19<sup>th</sup> 5-7 pm and a flyer will be posted shortly. TM Tantillo advised there are 8 racket and ball sets at Town Hall that someone will need to pick up from Town Hall for the events.
- i. CW Rojas confirmed she has been creating a quarterly newsletter which will cover September, October and November. CW Rojas stated the newsletter will be released in mid-September so upcoming events for October and November will be included.

**VII. Adjourn**

- a. Meeting adjourned at approximately 5:42 pm.

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5:30 pm Veterans Committee Meeting

- I. Call to Order: approximately 5:42 pm.
- II. Opening Ceremonies
  - a. Roll Call: Councilwoman E. Clarke, Councilwoman S. Rojas, Mayor S. Lobdell, and Town Manager A. Tantillo.
  - b. Recognition of Visitors: none.
  - c. Announcements: none.
- III. Citizens Comments & Participation
  - a. None.
- IV. Adoption of Agenda.
  - a. Agenda adopted.
- V. Discussion regarding future Town of Townsend Veterans Committee Events for 9/11 and Veterans Day.
  - a. CW Clarke advised CW Rojas provided a plan for Veterans Day.



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b. CW Rojas advised there is no school Veterans Day and explained all items need to be prepared prior to the event. CW Rojas stated she has reached out to local teachers to have student complete coloring pages that will be posted to the Town Hall windows. CW Rojas advised she would like to have stars spray painted on the Town Hall grounds and hold a Tunnels to Tower 5k run. CW Rojas explained Tunnels to Towers is unable to organize the run due to the short notice; however, is able to assist with setting up the fundraising page for the Town. CW Rojas confirmed all proceeds raised for Tunnels to Towers and will directly be paid to them through the website page.

1. CW Rojas will share the coloring pages with CW Clarke to assist with distribution.
2. TM Tantillo will coordinate spay painting the stars on the Town Hall grounds.
3. CW Rojas and TM Tantillo to work with Tunnels to Towers website.
4. TM Tantillo noted since the office is closed Town Staff may not be available.
  - I. CW Rojas will reach out to JROTC for volunteers.
  - II. TM Tantillo to reach out to Appoquinimink School District for volunteers.
5. CW Clarke confirmed donation requests need to be made. CW Rojas confirmed a letter will be drafted to:
  - I. Willey's
  - II. Dollar General
  - III. Produce Junction
  - IV. Walmart
  - V. Acme

VI. Adjournment

- a. Meeting adjourned at approximately 6:07 pm.