



**Public Safety Committee Meeting
May 23rd, 2025 @ 2:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

2:00 pm Public Safety Committee Meeting

- I. Call to Order: Approximately 2:09pm.
- II. Opening Ceremonies
 - a. Roll Call: TM J. Goodyear, TC K. Gallagher, FO J. Helms, CM D. Wiggins, CM M. Suhr (Via Zoom), Chief R. Longo (Via Zoom), and Srgt E. McCloskey (Via Zoom).
 - b. Pledge of Allegiance: All participated in the Pledge of Allegiance.
 - c. Recognition of Visitors: Ed Dugan
 - d. Announcements:
 1. TM Goodyear announces that there were 4 bid proposals received, 3 unsealed and 1 sealed. There are score cards with each bid so they may be reviewed equally for transparency.
- III. Citizens Comments & Participation
 - a. CM Wiggins opened the public comment section up to the guests. Guest E. Dugan started to provide a sales pitch/ explanation of his bid offer.
 1. CM Suhr remarked the sales pitch was not appropriate at that time. If there are questions or concerns about the submitted proposal, they will ask the bidder.
- IV. Adoption of Agenda.
 - a. *All agreed to adopt the agenda.*
- V. Approval/Rejection of Minutes:
 - a. **ACTION ITEM:** Approval/Rejection of Public Safety Committee Minutes from the March 14th, 2025, meeting.



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1. *All agreed to approve the Public Safety Committee minutes from the March 14th, 2025, Meeting.*

VI. Review Received Proposals for Police Expansion.

- a. TM Goodyear shares the first packet proposal from AAA Consulting. TM also states that according to the cover page; the proposer has 40 years of modular experience with is substantial.

1. CM Wiggins asks if the price listed on the proposal is only for consulting services or for both the project and consulting services.

- I. Guest E. Dugan replies that the price on the proposal is for both his consulting services and the project. His services will provide a hands-off experience for the Town.

2. CM Suhr asks if this is a bid for work. He asks why we are considering this since it is not a bid.

- I. TM Goodyear shares that the proposal was submitted as a part of the open bid window and the Chief of Police recommended this service, knowing the experience that Mr. Dugan has.

3. CM Suhr states that sub-contractors need to be listed in the proposal for it to be considered.

- I. CM Wiggins requests that the bid be re-submitted by Mr. Dugan to present the actual work and contractors being used.

- a. Mr. Dugan stated he is willing to amend his bid and list all contractors being used and will re-submit with a letter of intent.

4. CM Suhr adds he would like a quote from each subcontractor stating the cost of each project and what work will be performed.



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- I. Mr. Dugan agreed.
 - a. TM Goodyear states that the bid is closed and would need to be opened back up by the committee to complete this request.
5. The Committee confirmed additional information will be requested.
- b. TM Goodyear shares the second bid proposal from Boxx Modular.
 1. CM Suhr states items listed in the proposal are light for plumbing and electric. It appears to be just the building. He states without clarification; we may be on the hook for all groundwork.
 - I. TM Goodyear states the RFP did ask for turnkey proposals. So, this would be considered incomplete.
 - II. CM Wiggins shares that other proposals groundwork is coming out to another \$40,000.00 give or take. So that would need to be added to the final cost.
 - a. CM Suhr recommends requesting an RFI from the company in order to consider.
 2. The committee confirmed additional information will be requested.
- c. TM Goodyear shared the third bid proposal from Delmarva Builders. She shares that this bid has the most detail but does exceed the budget.
 1. CM Suhr asks if this bid is for a modular or a stick built.
 - I. TM Goodyear states it is for a pole building. It also comes with a 5-year workmanship warranty.
 2. CM Suhr asks Chief which building fits more of his needs.
 - I. Chief Longo stated that AAA Consulting fits his needs most as far as following through with the plan and price.



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3. CM Suhr requests clarification on the drawing aspect/ layout.
 - I. Chief Longo states Boxx Modular is not what he requested after looking at the bid.
 - a. CM Suhr asks Chief Longo to go over the requested plan with TM Goodyear so the items can be added to RFI.
 - i. Chief Longo agreed. He states Julie should have everything needed.
 - b. CM Suhr asks TM Goodyear if she understands what he is requesting.
 - i. TM Goodyear states yes, she understands what is being asked by CM Suhr. Boxx Modular sent their proposal prior to a floor plan mock drawing being sent out. She confirms she will reach out to Boxx Modular to change their plan to fit the mock plans that Chief Longo requested.
 - II. CM Suhr excused himself from the meeting.
4. The committee confirmed additional information will be requested.
 - d. TM Goodyear opened and shared the sealed bid from Pole Buildings Unlimited.
 1. TM Goodyear adds it appears that all items requested are shown in bid with a schedule.
 2. CM Wiggins asks what the size dimensions were that was requested in the mockup drawing.
 - I. TM Goodyear states the mockup drawing dimensions were listed as 32x78 with a sallyport of 30x20.



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3. CM Wiggins states that this bid offers a 40 year warranty on roofing and siding which he states is commendable.
4. TM Goodyear expresses that the bid shows certain exclusions in each section which will need to be clarified such as the difference in price between the bond and the final proposal price, and statement of assets.
5. The committee confirmed additional information will be requested.

VII. Ongoing Business Updates.

- a. None.

VIII. Discussion of future agenda items.

- a. TM Goodyear is requesting the committee to hold an additional meeting before submitting RFIs. She is also requesting someone take a lead on the project that has more experience.

1. Chief Longo offered to be the lead.

- I. CM Wiggins replied that this might be a conflict of interest, but he will find out.

- b. The Committee confirmed the deadline for RFIs will be June 30th, 2025, to ensure all documentation is available prior to the next committee meeting.

1. TM Goodyear has been assigned to perform RFI outreach.

IX. Discussion regarding next meeting dates.

- a. *All agreed to meet July 11th at 2pm.*

X. Adjournment.

- a. *All agreed to adjourn the meeting.*

1. *Meeting adjourned approximately 3:26pm.*