

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Workshop Meeting**  
**Tuesday – June 17, 2014**  
**6:00 p.m.**  
**Cheswold Town Hall**

The following persons were in attendance:

Mayor Don Tinari  
Vice Mayor Bob Sine  
Secretary/Treasurer Theon Callender  
Councilperson Sherry Lambertson

Police Department: Chief Christopher Workman

Planning Commission: 0

Town Employees: 0

# of Cheswold Fire Company Present: 0

# of Cheswold Residents Present: 0

# of Visitors: 0

**Notice:**

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on December 12, 2013, on the Town of Cheswold website at: <http://www.cheswold.delaware.gov>. Copies of the agenda were posted outside the Cheswold Town Hall; in the local Post Office; at the Fox Pointe Management Office and on the Official Web Site for the Town of Cheswold, at <http://www.cheswold.delaware.gov>; and was filed with the Clerk of the Town of Cheswold on June 13, 2014. In addition, copies of the agenda were available for pick-up at the Town Hall.

**Meeting:**

The meeting was called to order by Mayor Tinari, at 6:05 pm and was immediately followed by the Pledge of Allegiance and a Moment of Silence.

**Roll Call:**

The Mayor requested Secretary Callender to conduct a roll call of Council members and attendance was confirmed as noted above. A quorum of members was presented to the Mayor and the meeting continued.

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**Agenda Review:**

Mayor Tinari requested the Council review the accuracy of the agenda and for a motion to accept as presented or to make changes and amendment requests as needed.

A motion to accept the agenda as presented was made by Councilperson Lambertson, seconded by Vice Mayor Sine. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

**Financial Report** – *Secretary/Treasurer Theon Callender*

- **Budget 2014 – 2015:**

A motion was made by Councilperson Lambertson, seconded by Vice Mayor Sine to approve the 2014-2015 Budget as presented. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

- **Proposed Purchases:**

Nothing to Report

**Police Department Report** – *Chief Christopher Workman*

Chief Workman reported that the Police Department continues to actively work on burglary investigations. The COPS grant has been submitted and received notice that it has been accepted. The department will hear sometime in August or September if they have been awarded any funding.

**Floodplain Ordinance Review & Approval** – *Mayor Donald Tinari*

Mayor Tinari reviewed the revisions to Ordinance #01-07-08-003, required by FEMA, with the Council, in regard to revising and maintaining Floodplain Management.

A motion was made by Councilperson Callendar, seconded by Vice Mayor Sine to accept the revisions to Ordinance #01-07-08-003, Zone A. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

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**Planning Commission Status** – Secretary/Treasurer Theon Callender

- **Family Dollar - Final Plan Review and Approval**

The Final Site Plans for the construction of a Family Dollar currently owned by Central Delaware Business Park, were presented to Council for review by Mr. Casey Rausch, P.E. Mrs. Callender also informed Council that the Plans had been reviewed and agreed to by the Planning Commission at their, June 12, 2014 meeting, pending the receipt of approvals from DelDOT and Kent Conservation and then the final approval from our Town Engineer, Mr. Tom Wilkes.

A motion was made by Vice Mayor Sine, seconded by Councilperson Lambertson to approve the Final Site Plans dependent on the receipt of approvals from DelDOT and Kent Conservation and then the final approval from our Town Engineer, Mr. Tom Wilkes. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

- **Family Dollar – Lot Sub-division Review and Approval**

In addition to the Final Site Plan presentation, Mr. Rausch also presented the plan to sub-divide the current lot on which the proposed Family Dollar will be built. Mrs. Callender explained to Council that although Mr. Rausch could not formally make the request for the sub-division, as Family Dollar does not currently own the lot, that the property owner, Central Delaware Business Park had submitted an authorization on Company letterhead permitting Family Dollar to make the application. In addition, the Planning Commission, has also forwarded its agreement to the application for sub-division. The sub-division will require the assignment of a new Map ID and Property Identification Number from Kent County. The current Map ID is 4-03-04.600-01-07-29.00/001 for the property.

A motion was made by Councilperson Callender, seconded by Vice Mayor Sine to approve the Lot Sub-division Request. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

- **Fulton Street - Annexation Review and Approval**

The Council reviewed the Annexation application submitted by Mr. Robert J. Coleman for two lots on the west side of Fulton Street between, School Lane and Kent Lane.

A motion was made by Vice Mayor Sine, seconded by Councilperson Lambertson to approve the Annexation application as presented for Fulton Street, (KH-00-046.15-01-02.00-000) and (KH-00-046.15-01-02.00-000). A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

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**Status of HB 333** – *Secretary/Treasurer Theon E. Callender*

Councilperson Callender reported to the Council that House Bill 333 was significantly revised and approved in the the House. She asked the Council to note that our State Representative Trey Paradee, did not honor our respect our request to vote against the bill. The revision of the Bill removed mention of Business Licenses; Building Permits and Taxes already in effect. The Bill is now pending review and passage in the Senate. State Senator Dave Lawson has also been requested, by letter to vote to the bill.

**Water Project Status Update** – *Secretary/Treasurer Theon E. Callender*

Councilperson Callender reported that she has been informed by Ms. Lisa Fitzgerald of the USDA that our application for a grant to pay the engineering fees for developing a plan to bring water to Old Town has been received and reviewed. It is now pending approval of funds by her Supervisor to the applicable applicants. It has not been determined how long that will take or if the Town will receive an allocation in this fiscal year.

**Annexation Agreement Process** – *Secretary/Treasurer Theon E. Callender*

A checklist for the Annexation Agreement Process was presented by Councilperson Callender to the Council. She explained that the checklist may be better received by the Council in place of the flow chart. The checklist also provides an opportunity for anyone to review a pending Annexation application and determine the stage of the process. In addition, she informed the Council that a drawer in her office has been labeled Annexations and divided into the following sections:

- IN PROGRESS – applications currently being reviewed for annexation approval.
- PENDING – folders containing information of potential annexation properties.
- APPROVED – completed folders containing approved annexation documents.
- EXPIRED – folders containing documentation of previous annexation applications that did not complete the approval process.

Councilperson Lambertson stated that she feels that Ms. Callender did a great job on this project. It will allow easy and quick tracking of the standing of each file.

**Agenda for Town Council Monthly Meeting – July 7, 2014**

No suggestions so agenda will contain usual items and any new items or issues of concern or information.

**Council Member Comments**

Councilperson Callender announced the new town accounting system will be up and active on July 1, 2014.

**Mayor's Comments**

No comments.

**Motion to Adjourn**

A motion was made by Councilperson Callender, seconded by Vice Mayor Sine to adjourn at 6:52 p.m. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

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