

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Meeting**  
**Monday – November 3, 2014**  
**6:30 p.m.**  
**Cheswold Town Hall**  
**691 Main Street**  
**Cheswold, Delaware 19936**

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: Fireman Fred Neese

# 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 November 30, 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 6:44 pm, and was immediately followed by the Pledge of Allegiance and a Moment of Silence.

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**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.

**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 Vice Mayor Sine and seconded by Councilperson Sherry Lambertson. 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.

**Review of Previous Month's Minutes:**

Mayor Tinari requested the Council to review the accuracy of the previous month's meeting and for a motion to accept them as presented or to make changes and amendment requests as needed.

The minutes to be reviewed were as follows:

October 6, 2014 – Monthly Town Council Meeting  
October 21, 2014 – Town Council Workshop Meeting

A motion to accept the minutes as presented was made by Councilperson Sherry Lambertson and with a second to the motion from Vice Mayor Bob Sine, the votes were as follows:

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

The motion carried with a unanimous vote.

**Treasurer's Report:**

The Mayor requested Council to make any necessary statements or to make a motion to approve the following Treasury Reports.

- a.** The Treasurer's Report for the **Month of October, 2014** are as follows:

**Monthly Cash Flow Comparisons**

<b>TOWN of CHESWOLD</b>	<b>October 31, 2014</b>
Cash Receipts	\$ 14,588.25
Cash Disbursements	\$ 21,188.92
<b>Negative Monthly Cash Flow</b>	<b>(\$ 6,600.67)</b>

<b>ADMINISTRATION</b>	<b>October 31, 2014</b>
Cash Receipts	\$ 8,235.00
Cash Disbursements	\$ 13,388.57
<b>Negative Monthly Cash Flow</b>	<b>(\$ 5,153.57)</b>

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**Treasurer’s Report “continued”:**

<b>POLICE DEPARTMENT</b>	<b>October 31. 2014</b>
Cash Receipts	\$ 6,253.25
Cash Disbursements	\$ 7,626.12
<b>Negative Monthly Cash Flow</b>	<b>(\$ 1,372.87)</b>
<b>PUBLIC WORKS</b>	<b>October 31. 2014</b>
Cash Receipts	\$ 100.00
Cash Disbursements	\$ 174.23
<b>Negative Monthly Cash Flow</b>	<b>(\$ 74.23)</b>

2. The Treasurer’s Report, **(Account Balances)**, for the Month of October, 2014 is as follows:

<b>As of:</b>	<b>October 31. 2014</b>
Capital Account	\$ 7,599.84
Cheswold Pride Day Account	\$ 4,515.40
Eide Grant Fund Account	\$ 3,589.20
Fire Company Account	\$ 3,317.13
General Fund Account	\$ 74,427.52
Land Use Applicant’s Account	\$ 11,995.38
Litigation Account	\$ 9,889.20
Municipal Street Aid Account	\$35,942.30
Salle Grant Fund Account	\$ 617.66

A motion to accept the Treasury Report as presented was made by Vice Mayor Sine and Councilperson Lambertson made a second to the motion. The votes on the motion were as follows:

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

The motion carried with a unanimous vote.

**3. Requisitions**

<b>Requisition #</b>	<b>Department</b>	<b>Vendor</b>	<b>Item</b>	<b>Amount</b>	<b>To Be Paid By</b>
R5-00027	Police Dept.	IACP Conference	Per Diem	\$ 252.00	SALLE
R5-00032	Police Dept.	Integrity Mgmt. Solutions	Evidence Software	\$ 2,050.00	Violent Crimes
R5-00033	Police Dept	Dell Marketing, L.P.	Evidence Computer	\$ 1,354.18	Violent Crimes

Mrs. Callender presented the above requisitions for approval and a motion to approve the Requisition Expenditures, as presented, was made by Vice Mayor Sine and Councilperson Lambertson made a second to the motion. The votes on the motion were 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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**Treasurer's Report "continued":**

**4. Proposed Purchases – Nothing to Report**

**Tax Collector's Report:**

**a. Month of October, 2014**

**TAX REPORT: FISCAL YEAR 2014 – 2015**

Total Amount Billed: \$132,269.33

Payments as of:

	<b>Current Year;</b>	<b>Past Due:</b>
07/31/2014	\$ 27,746.42	\$ 1,743.56
08/31/2014	\$ 59,550.10	\$ 767.97
09/30/2014	\$ 22,408.34	\$ 280.82
10/31/2014	\$ 1,494.95	\$ 286.71
11/30/2014		
12/31/2014		
01/31/2015		
02/28/2015		
03/31/2015		
04/30/2015		
05/31/2015		
06/30/2015		

Although shown here, the Tax Report was not reviewed and approved at the Council meeting. The review will be done at the December Council meeting. Corrections were made to the month of August and September increasing the tax income by \$1,064.66. The corrections were a result of a repair to the accounting system.

**Police Department Report – Chief Christopher Workman**

- **PROMOTION** – Officer Susan Kline has been promoted to Patrolman First Class as a result of her diligence in following procedure and closing cases through relentless investigation and thus becoming an asset to the Department.
- **TRAINING** – Officer Kline's Basic Criminal Investigation Course has been re-scheduled to November 17 – November 21, 2014.
- **MISCELLANEOUS** – The Department will again this year coordinate food and toy collections for families requiring assistance with Wal-mart and Store Manager Joanne Allen. Specific collection information will be provided in a couple of days and anyone knowing of families requiring assistance should contact Chief Workman at 302-734-2202.
- **TRAFFIC SUMMONS** – Officers issued 243 traffic summons during the month of October, 2014.

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**Police Department Report “continued”:** – Chief Christopher Workman

- **MONTHLY ACTIVITY REPORT** – Officers answered 79 calls for service in October, 2014; seven, (7) calls were handled by the DSP. During that time period there were 1 Disorderly Subject; 1 Domestic; 2 – 911 Hang Ups and 3 Alarms.

- **Monthly Incident Report – October, 2014**

911 Disconnects = 2	Found Property = 0	Repossessions = 0
Accidents-H/R = 0	Fraud = 0	Resisting Arrest = 0
Accidents-PD = 0	Fugitives = 8	Robberies = 0
AED/CPR = 0	Harassment = 1	Sex Crimes = 0
Alarms = 4	Lock Jock = 1	Solicitation = 0
Alcohol Violations = 0	Loud Party = 0	Stolen Vehicle = 0
Animal Comp = 0	Megan’s Law = 0	Suspicious Person/s = 2
Assaults = 0	Mental Patient = 1	Suspicious Vehicle/s = 3
Assist Other Agencies = 7	Misc. Investigation = 0	Terroristic Threat/s = 0
Burglary = 1	Missing Person = 1	Thefts = 1
Civil Dispute = 2	Noise Complaint = 0	Traffic Hazards = 0
Court Violation = 0	Offensive Touching = 0	Traffic Violations = 4
Criminal Impersonation = 0	Open Door/Window = 1	Trespass = 1
Criminal Mischief = 3	Overdose = 0	Unassigned = 0
Disorderly = 1	PFA Violation = 0	Unfounded = 0
Domestics = 6	Property Checks = 23	Vehicle/s - Abandoned = 1
Drugs = 2	Public Assistance = 3	Vehicle/s - Recovered = 0
DUI = 0	Pursuit = 0	Vehicle/Unauthzd Use = 0
Fight = 0	Relay = 0	Welfare Check = 2

**Cheswold Fire Company Report** – Fireman Fred Neese

Fireman Neese was required to attend another meeting, he did however provide the following report for the Fire Department to Mrs. Callender prior to the meeting.

- **Status Report** –
  - September, 2014 Fire Calls:
    - Total Calls = 17
      - Structural = 4
      - Motor Vehicle Crashes = 5
      - Brush = 1
      - Medical Assistance = 4
      - Stand By = 1
      - Gas Leak/CO = 1
      - Station Assistance = 1
    - Top 3 Responders:
      - Bush, Fred = 14
      - Dempsey, Josh = 12
      - Whitby, Wayne = 12
      - Trabalka, Ken = 11

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**Public Works Report** – *Secretary/Treasurer Theon Callender*

• **Status Report** –

Mrs. Callender reported that the report expected from Building Inspector/Code Enforcement Officer Doug Burns was not received in time for meeting. Report will be presented at the November, 2014 Town Council Monthly Meeting.

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

• **Status Report** – as submitted by Town Engineer Tom Wilkes in e-mail of October 31, 2014:

○ **Town Hall Parking Lot** –

Comments have been received from Kent County Conservation District that require a response and Mr. Wilkes is currently in the process of addressing the associated requests.

○ **Vote on Annexation of Following Properties dependent on PLUS Approval:**

▪ **Graham Property** –

- Tidewater – Ability to Serve Letter received
- Kent County Sewer – Ability to Serve Letter received
- Delmarva – Ability to Serve Letter received
- PLUS application to be returned to the Office of State Planning Coordination

▪ **Cheswold Village Properties** -

- Tidewater – Ability to Serve Letter received
- Kent County Sewer – Ability to Serve Letter received
- Delmarva – Ability to Serve Letter received
- Amendment to Comprehensive Plan required before PLUS application can be returned to Office of State Planning Coordination

▪ **Our Grace Land Holdings** -

- Tidewater – Ability to Serve Letter received
- Kent County Sewer – Ability to Serve Letter received
- Delmarva – Ability to Serve Letter received
- Amendment to Comprehensive Plan required before PLUS application can be returned to Office of State Planning Coordination

As a result of the pending PLUS application issues, a vote could not be taken on the potential annexation of the above properties.

**Old Business** – *Secretary/Treasurer Theon Callender*

- **Water Project** – Tidewater has been contacted and requested to submit their plans for the water system to the Old Town area. Mapping is currently in progress.

**New Business**

• **Downtown Development District** – *Secretary/Treasurer Theon Callender*

Ms. Callender reminded the Council of the new program being offered by the State to assist municipalities in the development of their pre-designated downtown districts. As a result of not having a downtown district or the time required to develop and implement the requirements of the program, an application was not submitted on behalf of the Town.

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**New Business** "continued"

- **Sponsorship Program/International Institute of Municipal Clerks** – *Sec./Trea. Theon Callender*  
Mrs. Callender informed the Council that Town Clerk Shadina Jones was advised of the approval by the Council for her to attend the Convention and she declined, citing the financial situation of the Town. The Council discussed the importance of her attendance in acquiring the certifications related to her position title and made another motion to approve the total cost of her attendance.

The motion was made by Vice Mayor Sine and with a second from Councilperson Lambertson, the votes on the motion were as follows:

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

The motion carried with a unanimous vote.

- **Agenda for Monthly Town Council Workshop Meeting**
  - **Tuesday, November 18, 2014; MEETING IS CANCELLED**
    - Mrs. Callender will be on vacation and therefore a quorum will not be in attendance.

**Council Member Comments**

- *Secretary/Treasurer Theon Callender* – Nothing to Report
- *Vice Mayor Sine* – Nothing to Report
- *Councilperson Sherry Lambertson* – Nothing to Report
- **Mayor's Comments**
  - During the Fire Report the Mayor appreciated the service provided by the Cheswold Fire Company during his time of emergency.

**Motion to Adjourn –**

A motion was made by Councilperson Callender, seconded by Councilperson Sherry Lambertson to adjourn at 7:00 p.m. and the votes on the motion were 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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