

Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Workshop Meeting
Tuesday - February 19, 2013
6:00 p.m.
Cheswold Town Hall

The following persons were in attendance:

Mayor Donald Tinari
Vice-Mayor Robert Sine
Secretary/Treasurer & Councilperson Theon Callender (Arrived at 6:30 p.m.)
Councilperson Mildred Johnson
Councilperson Sherry Lambertson

Excused:

Town Employees: 0

of Cheswold Residents Present = 0

#of Visitors = 0

NOTICE:

Notice of this meeting has been made in accordance with the Delaware Open Meetings Act, by it being properly posted on February 12, 2013. Copies of the agenda were posted on the Official Bulletin Board outside the Cheswold Town Hall, in the local Post Office, in the Fox Pointe Development and a meeting notice on the Official Web Site for the Town of Cheswold, at www.cheswoldde.com; and was filed with the Clerk of the Town of Cheswold. In addition, copies of the agenda were available for pick-up in the Town Hall.

MEETING:

The meeting was called to order by Mayor Don Tinari at 6:10 pm and was immediately followed with the Pledge of Allegiance and a Moment of Silence.

ROLL CALL:

At the request of the Mayor, Secretary/Treasurer Callender called the roll of the 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:

The agenda was reviewed by the Council for amendments and revisions, as requested by the Mayor and a motion was made by Vice-Mayor Sine to amend the agenda by conducting the Executive Session, before the other Town business on the agenda. Councilperson Lambertson made a second to the motion and the votes were as follows:

Councilperson Theon Callender – Not Present	Councilperson Mildred Johnson –Yes
Councilperson Sherry Lambertson – Yes	Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote of those in attendance.

DISCUSSION ITEMS

Note: As the Secretary/Treasurer was late to the meeting and most agenda items required her input, it was decided to move the Police Department Status Report to the top of the Discussion Items list.

a. Police Department – Chief Christopher Workman

- (1) He has secured an accredited copy of rules and regulations currently used in smaller police agencies in Delaware. These rules and regulations are State and Federally approved and he is reviewing them for revision value for the Town Police Department.

PENDING

- (2) In order to preserve paper, he will make every attempt to forward most communications with the Mayor and Council via e-mail.
- (3) In order to provide additional street and patrol coverage, the Department schedule has been revised from, (ten), 10 hour days to eight, (8), hour days.
- (4) The State Police will be provided with a copy of the Town of Cheswold Police Department assignment schedule.
- (5) The schedule will also be posted to the DELJIS, (Delaware Legal Justice Information System), for court and State Police coordination.
- (6) Currently, Chief Workman will be working days and Corporal Simms will be working nights.
- (7) **Part Time Officer Christian White** – The Chief would like to renew the process of acquiring Sherriff White as an Officer for the Town on an “as needed” basis.

It is the understanding of the Chief that the salary previously discussed and agreed upon would be still be available, however, he will speak to the Secretary/Treasurer about the funding situation.

He anticipates using Mr. White in identified high crime areas and during high crime hours; and to fill in for the Chief when he is at meetings.

The Chief will explore whether Mr. White’s salary can be paid through the Sallie or Edie grants, but most salary expenditures will have to be funded by the Town. The Chief also stated that he can purchase a duty rig and holster as an upgrade for Mr. White with the grants.

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DISCUSSION ITEMS "con'td"

a. Police Department – Chief Christopher Workman

Part Time Officer Christian White

A motion was made by Vice Mayor Sine to permit Chief Workman to hire Sherriff Chris White on an "as needed" basis. A second to the motion was made by Councilperson Lambertson and the votes were as follows:

Councilperson Theon Callender – Yes	Councilperson Mildred Johnson –Yes
Councilperson Sherry Lambertson – Yes	Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote.

PENDING

- (8) Vice Mayor Sine asked the Chief about the status of the SLUSH fund and the Chief explained that he is already looking for it and has prepared a priority wish list, and that the fund is actually called SLEAF, not SLUSH, and is provided through the Criminal Justice Council.
- (9) The Chief has also spoken to Mc Kinny Towing concerning a contract to make them the exclusive towing service for the Town. The Council agreed with the premise and encouraged him to continue the discussions.
- (10) **Vehicles** – Chief Workman requested approval to have the silver marked and presented an example of how the car will eventually appear. He does not desire to put a light bar on top in order to reserve the resale value of the car, by not drilling a hole in the top and because there is sufficient lighting in the car.

A motion was made by Vice Mayor Sine to approve the Chief acquiring markings for the vehicle and a second was provided by Councilperson Callender. The votes on the motion were as follows:

Councilperson Theon Callender – Yes	Councilperson Mildred Johnson –Yes
Councilperson Sherry Lambertson – Yes	Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote.

PENDING

The **Dodge Intrepid** has been evaluated for repair value and it has been determined that there is no value in repairing it. Therefore it is proposed that it be sold for junk. The feasibility of this action has been forwarded to the Town Attorney and is pending response.

PENDING

b. Budget Review – Secretary/Treasurer Theon Callender

Mrs. Callender presented the Mayor and Council with the following information concerning the current status of the 2012 – 2013 Budget:

(The figures shown have been rounded to the nearest hundred)

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DISCUSSION ITEMS "con'td"

b. Budget Review "cont'd" – Secretary/Treasurer Theon Callender

	2012 -2013 Approved Budget	Actuals Jan. - Dec. 2012	2012 - 2013 Year End Projections
INCOME			
Administration	\$237,700	\$219,500	\$250,600
Police Department	\$ 50,600	\$ 30,500	\$ 68,500
Public Works	\$ 1,900	\$ 2,400	\$ 3,400
TOTAL	\$290,200	\$252,400	\$322,500

	2012 -2013 Approved Budget	Actuals Jan. - Dec. 2012	2012 - 2013 Year End Projections
EXPENSE			
Administration	\$246,000	\$173,500	\$305,000
Police Department	\$ 32,000	\$ 20,500	\$ 43,200
Public Works	\$ 3,000	\$ 4,300	\$ 8,100
TOTAL	\$281,000	\$198,300	\$356,300

	2012 -2013 Approved Budget	Actuals Jul. - Dec. 2012	2012 - 2013 Year End Projections
SUMMARY			
INCOME	\$290,200	\$252,400	\$322,500
EXPENSE	\$281,000	\$198,300	\$356,300
TOTAL	\$ 9,200	\$ 54,100	(\$ 33,800)

The Mayor and Council discussed the potential financial ramifications of the Budget Review and agreed that expenditures will have to be closely monitored and strenuous reduction efforts should be made undertaken.

REQUISITONS

The following requisitions were presented to the Council, from the Police Department, for review and approval:

REQUISTION #	EXPLANATION	AMOUNT	PAYOR
2473	Duty Uniforms	\$593.80	Police Department
2474	Duty Rigs and Holsters	\$866.62	Sallie Grant
2475	Adobe Professional Software	\$299.99	Sallie Grant

A motion was made by Councilperson Johnson to accept and approve the requisitions as presented. Vice Mayor Sine made a second to the motion and the votes on the motion were as follows:

Councilperson Theon Callender – Yes	Councilperson Mildred Johnson –Yes
Councilperson Sherry Lambertson – Yes	Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote.

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DISCUSSION ITEMS "con'td"

c. Audit Estimate Review and Approval – Secretary/Treasurer Theon Callender

Mrs. Callender informed the Mayor and Council of the potential auditors estimated cost of \$7,500 to complete our Town audit of 2011 – 2012. However, they requested to meet with the Town Clerk and the Secretary/Treasurer and there is a possibility that the result of the meeting will be a reduction in the final cost. She also informed the Council that our current budget contains a sufficient balance to be spent on the budget if it's not much more than \$7,500.

PENDING

d. Auditor Resolution Review and Approval - Secretary/Treasurer Theon Callender

A presentation of a resolution assigning Papaleo, Rosen and Chelf, as the auditor for the 2011 – 2012 fiscal year was submitted by Mrs. Callender. However, after the discussion of the potential cost of the audit being reduced, a motion was made by Mrs. Callender to table the review and subsequent approval of the resolution pending the aforementioned meeting in C above. Councilperson Lambertson made a second to the motion and the votes were as follows:

Councilperson Theon Callender – Yes
Councilperson Sherry Lambertson – Yes

Councilperson Mildred Johnson – Yes
Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote.

PENDING

e. Emergency Operations Plan Review – Councilperson Sherry Lambertson

Councilperson Lambertson reported that she had reviewed pages 1- 10 of the document and asked the Mayor and fellow Council members if they had any suggestions for revisions, after their review.

The following changes were suggested:

- (1) Cover Page – Move Town of Cheswold over Emergency Operations Plan
- (2) Re-arrange the order of the Distribution List to reflect the Mayor at the top of the list
- (3) Show Page 6 as Left Blank Intentionally
- (4) Page 7 – Make grammatical corrections and specify the Mayor, Town Council and Municipal Department, in that order, as responsible for predetermined actions.
- (5) Page 8 – Change Sussex County to Kent County
- (6) Page 9 – Add note to (*See Definition*), of Senior Elected Official in Section B.

The Council also agreed to review pages 11-20, at the Town Council Meeting in March.

PENDING

f. Safety Manual Review; Accident and Injury – Councilperson Theon Callender

Mrs. Callender explained the need to review the Safety Manual document provided by the Town's insurance company, and that she would be forwarding sections of the document to the Mayor and Council for review, feedback and subsequent acceptance by resolution.

Mayor Tinari expressed concern that there were several forms mentioned, but that there were no copies of the forms or explanations of their use. The Mayor also was concerned that the titles and positions mentioned, did not apply to our Town.

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DISCUSSION ITEMS "con'td"

f. Safety Manual Review; Accident and Injury "con'td" – Councilperson Theon Callender

Councilperson Lambertson and Callender, along with Vice Mayor Sine attempted to explain that the document is a template and that the Council is required to revise it to fit the needs of our Town.

Mrs. Callender volunteered to go through the document and list the form names and definitions in a separate section of the document. It was agreed to continue reviewing the document for required revisions and final acceptance.

PENDING

g. Town Resident Bar-b-que/Picnic Proposal – Councilperson Theon Callender

The idea of having a resident bar-b-que/picnic in the Town Park was presented by Councilperson Callender. She explained that she and Town Clerk Shadina Jones discussed the feasibility of such an event to provide an opportunity for Cheswold residents to get to know one another and the Town.

The Mayor and Council agreed that it appears to be a good idea and encouraged the Councilperson to continue with the plans.

PENDING

h. Employment "Call as Needed" Agreement – Councilperson Theon Callender

Mrs. Callender asked the Mayor and Council if they had reviewed the employment agreement for re-hiring Mr. Bobby Ridgeway as the Maintenance Engineer for the Town and if they had any feedback to provide.

Vice Mayor Sine raised the issue of whether Mr. Ridgeway would be re-hired as a part-time employee and if the Town would be required to pay him a pension.

As no one had an answer to the concern about the pension, a motion was made by Councilperson Callender to table the approval, until she could acquire and provide follow-up information on pension payments for part-time employees. Councilperson Lambertson made a second to the motion and the votes were as follows:

Councilperson Theon Callender – Yes	Councilperson Mildred Johnson –Yes
Councilperson Sherry Lambertson – Yes	Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote.

PENDING

i. Appointment of Election Board – Councilperson Theon Callender

Mrs. Callender reported that only three, (3), candidates applied to run to fill the three, (3), vacant Council seat positions. As a result the Kent County Election Board has directed that it is not necessary to conduct an election for 2013-2014 election period and an official cancellation document has been forwarded to them.

COMPLETE

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DISCUSSION ITEMS "con'td"

j. Review and Approval of Sub---Division Application – Councilperson Theon Callender

The Councilperson explained that Ms. Lisa Torbert has submitted an application to sub-divide her property and per the Land Use Ordinance, the Town Council is required to accept the application prior to the Planning Commission reviewing it.

A motion was made by Councilperson Callender to accept the application and with a second from Ms. Lambert, the votes on the motion were as follows:

Councilperson Theon Callender – Yes	Councilperson Mildred Johnson –Yes
Councilperson Sherry Lambertson – Yes	Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote.

COMPLETE

k. Town Council Monthly Meeting Agenda – Mayor and Town Council

The Town Council directed the Secretary/Treasurer to include all pending items, plus the official swearing in ceremony of the new Police Chief, along with any new pertinent issues that may arise between the Workshop and the posting of the agenda.

COUNCILPERSON COMMENTS:

Vice-Mayor Bob Sine – Nothing to Report

Councilperson Theon Callender – Nothing to Report

Councilperson Sherry Lambertson – Nothing to Report

Councilperson Mildred Johnson – Nothing to Report

MAYOR'S COMMENTS:

Mayor Donald Tinari – Nothing to Report

MOTION to ADJOURN :

A motion to adjourn was made by Mrs. Callender at 8:46 p.m., and a second was received from Councilperson Johnson. The votes on the motion were as follows:

Councilperson Theon Callender – Yes	Councilperson Mildred Johnson –Yes
Councilperson Sherry Lambertson – Yes	Vice-Mayor Robert Sine - Yes

The motion carried with a unanimous vote.