



Town of Cheswold
Minutes of the Monthly Town Council Workshop Meeting
Tuesday - July 16, 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
Councilperson Mildred Johnson
Councilperson Sherry Lambertson

Excused: Councilperson Justin Curley (*Stuck in Texas*)

Town Employees: Chief Christopher Workman

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 July 7, 2013, as required by FOIA. 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 <http://cheswold.delaware.gov>; 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 6:05 pm and was immediately followed with the Pledge of Allegiance and a Moment of Silence. Mayor Tinari was late due to a minor medical issue.

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.

**Monthly Town Council Workshop Meeting
Tuesday, July 16, 2013**

AGENDA REVIEW:

Mayor Tinari requested the Council to review the agenda and to make a motion to accept as presented or to revise.

Vice-Mayor Sine made a motion to accept the agenda as presented. Councilperson Mildred Johnson 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 Bob Sine - Yes

The motion carried with a unanimous vote.

DISCUSSION ITEMS

a. Parkers Run Sub-Division Approval Request – Secretary/Treasurer Theon Callender

Mrs. Callender explained that Parkers Run Development under the ownership of Rocky Gorge, LLC, desires to sub-divide some of the remaining lots that have not yet been sold. The sub-division will permit the building of larger more energy efficient homes and the Planning Commission has reviewed and recommended approval of the request.

Vice Mayor Sine then made a motion to approve the request and Councilperson Sherry Lambertson made a second to the motion. The votes on the motion were as follows:

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

The motion carried with a unanimous vote.

COMPLETE

b. Delinquent Tax Records – Secretary/Treasurer Theon Callender

Mayor Tinari stated that there are significant differences in the delinquency report forwarded to him and the Council by Mrs. Callender during the week and the report given at the previous Town Council meeting.

Mrs. Callender pointed out that she has previously informed the Council that due to the uninformed and erroneous actions of the former Town Tax Clerk, that the Tax System has been corrupted over the years and that delinquent taxes are a compilation of each previous year. Therefore the total presented by the system have to be verified on an individual basis. She also explained that the delinquencies reported on the monthly Tax Report are a reflection of the taxes paid directly to the Town and subtracted from the total amount due for the current fiscal year. It does not compile previous years. She also stated that the reason for purchasing a new accounting system was to provide the opportunity to audit the old records and start with a Day 1 in the new system.

COMPLETE

Note: Subsequent to the meeting, Mrs. Callender checked Town Council minutes and found four, (4), instances where mention of the issues with the current Tax Report were reported: Tuesday, March 20, 2012; November 5, 2012; December 3, 2012 and June 18, 2013.

**Monthly Town Council Workshop Meeting
Tuesday, July 16, 2013**

DISCUSSION ITEMS *"continued"*

c. Police Department Report – *Chief Christopher Workman*

- 1) **Part-Time Officers** – A few requests regarding the position have been received and a final decision is expected to be presented to the Council for selection at the Monthly Town Council Meeting on Monday, August 5, 2013.
- 2) **Grants**
 - i. **Wal-mart Community Grant** – Received \$1,500
 - ii. **Violent Crimes Grant V33-13** – Has been used and closed out. The new 2014 grant award is expected in September. It is expected that it will be used to fund a camera system and card entry system for Town Hall and an Evidentiary System for the Police Department.
- 3) **Existing Cameras** – the lapel cameras will be used for specialized situation.
- 4) **Office of Highway Safety** – has authorized a DUI grant for identifying impaired drivers from the middle of August until Labor Day.
- 5) **Cheswold Police Family First Fund** – the Department is in the process of establishing a fund will donations to provide assistance to needy families of the Town of Cheswold during the holidays. By-laws and Non-profit paperwork remains to be discussed and developed, along with forming a Board of Directors to administer the fund.
- 6) **Car Wash** – a discussion was held between Secretary/Treasurer Callender and Chief Workman concerning the promise made by the Town to have the Police Cars washed every Friday. Mrs. Callender reported that she discussed the necessity of adhering to the car wash schedule with Mr. Ridgeway and the cars will be washed every Friday morning, unless it rains and then they will be washed on Monday morning.
- 7) **Compensation and Leave Policy** – The Chief has reviewed the current policy concerning compensation and leave and feels it requires some changes to accommodate the different work hours and structure of the Police Department. He submitted suggested changes to the Council and after review and discussion it was decided and agreed that Mrs. Callender and Chief Workman will work together to produce a Town Benefit Statement for all employees and then submit to the Council for review, opinion and eventual approval.
- 8) **End of Probationary Period for the Chief** – is scheduled for Thursday, August 8, 2013. Secretary/Treasurer Callender requested Council members to submit their individual evaluations or observations of the performance of the Chief during this probationary period.
- 9) **Firearms Qualifications** – expects to be completed by all officers employed by the Town of Cheswold Police Department on Tuesday, July 16, 2013, at 9:00 a.m., at the Shooter's Choice establishment. The qualifications are being conducted with the assistance of the Clayton PD.
- 10) **Cheswold Pride Day** – the Police Department will have a tent, banner and table set up along with a police car. There will be give-a-ways that the Department purchased through grant awards, for the children, along Child ID kits for the families.

COMPLETE

d. Retail Benefits – *Secretary/Treasurer Theon Callender*

Mrs. Callender presented the attached document to depict the relationship between current E-Commerce users and the difference proposed by the implementation of a Retail Benefits Connection on the Town web site. The drawing attempts to explain that currently E-Commerce users collect their rewards and benefits individually by each retail company. The Retail Benefits program simply collects the rewards and benefits from each individual retail company and hold them in an account, until they reach a monetary value pre-designated by the user.

**Monthly Town Council Workshop Meeting
Tuesday, July 16, 2013**

DISCUSSION ITEMS *"continued"*

d. Retail Benefits *"continued" – Secretary/Treasurer Theon Callender*

The payments will be paid to the user through either a check; money transfer; credit card or Pay Pal. The user will also be provided the option to donate a specified percentage of their reward payment to a charity of their choice, hopefully, including the Town of Cheswold.

Vice Mayor Bob Sine then made a motion to approve the implementation of the Retails Benefit program to the Town web site with the caveat that it will be removed, if it is determined to not work as promised. A second to the motion was provided by Councilperson Sherry Lambertson and the votes on the motion were as follows:

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

The motion carried with a unanimous vote.

COMPLETE

e. Pride Day – *Councilperson Sherry Lambertson*

Ms. Lambertson reported that the next Committee meeting is scheduled for July 18, 2013 and that currently \$2,825 have been received in donations, with a promise of a \$200.00 gift card from Sam's Club. Our current contributors are Wal-mart; Sam's Club; Atlantic Concrete; George and Lynch; Cheswold Liquors; Cheswold News and Tobacco and Cheswold Laundry Mat.

The event is being planned to serve 300 people and will include Tribal Dancers and Singers. And the Fire Company may also make a presentation. In addition, Ms. Lambertson has purchased a pig to be roasted on that day. Approximately 7 of the original Cheswold Tigers have responded that they plan to attend the event. In addition, Wal-mart has promised to supply at least 20 volunteers.

The Committee plans to purchase tee shirts for members of the Committee and Town Council. The approximate cost of the tee shirts will be \$15.00 and the Council is asked to purchase their shirts and they agreed.

PENDING

f. Ballon Payment Status Report – *Secretary/Treasurer Theon Callender*

Mrs. Callender reported that she and Mayor Tinari met with representatives from M&T bank to discuss combining the two outstanding Town debts. Although the discussion was driven more by the M&T representatives toward the services that they expect to offer to us and a reassurance that they will soon be assigning us a personal representative, they did commit to considering our request. However, in order to combine the debts into one loan, will require putting up more of the Town property as collateral – specifically, the Town Hall. In addition, it is anticipated that the payments will be approximately what is paid now, so there will be no cost reduction. The potential benefit will be the elimination of the interest accruing against the Litigation Account. It is also necessary to produce our 2011-2012 audit and a 2012-2013 Financial Statement/Balance Sheet.

In association with this discussion Chief Workman had previously informed the Council that Mr. Vann was also requesting to be re-instated to the Cheswold Police Department through the Town support of his attendance in a 80.0 hour training course in the Police Academy. However, it has been learned that his request cannot be accommodated as such per Captain Hawkins of the State Police Academy.

**Monthly Town Council Workshop Meeting
Tuesday, July 16, 2013**

DISCUSSION ITEMS *"continued"*

f. Ballon Payment Status Report *"continued"* – *Secretary/Treasurer Theon Callender*

The Academy will require Mr. Vann to attend a full training program as a new recruit. In addition his request for a positive recommendation from the Council cannot be granted because the current Council does not know Mr. Vann, they only know of him.

The Town Council is willing to consider his request for the receipt of an honorary retirement badge if Mr. Vann will commit in writing the amount of interest he is willing to waive in exchange for the badge.

The Council requested Mrs. Callender to determine if there are any age restrictions associated with attendance at the Police Academy, and then to provide all that information to the Town Attorney, as our response to the request of Mr. Vann.

Subsequent to the meeting, Mrs. Callender requested Chief Workman check with the State Police Academy concerning age restrictions. Chief Workman informed that State Police have an age restriction of 35 for new recruits, but that it does not apply to municipalities. Each municipality has the flexibility of establishing its own age restriction. The Town of Cheswold does not have an age restriction.

The Secretary/Treasurer sent correspondence to the Town Attorney requesting him to inform Attorney Schwartz that the State Police will require Mr. Vann to attend the academy as a new recruit, should he decide that he wants to be State certified as a police officer and that the Town of Cheswold has no control over that requirement. In addition, the majority of the current Town Council does not know Mr. Vann and is not in a position to provide him with any type of recommendation. However, if he just desires to have a retirement badge, one can be supplied, if he remains willing to specify the amount of interest he's willing to waive.

PENDING

g. Credit Card Implementation – *Mayor Donald Tinari*

Mayor Tinari explained that due to a change of employment by the representative originally representing M&T, that the information formerly submitted as M&T is actually from First Data and that he has to obtain the credit card information of M&T to add to his comparison worksheet.

Vice Mayor Bob Sine made a motion to table further discussion until the additional information is provided and Councilperson Sherry Lambertson made a second to the motion. The votes on the motion were as follows:

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

The motion carried with a unanimous vote.

The Mayor then made statements about the approved new accounting system from Edmunds and made reference to a document that the provided to the Council of the functions of that system and that it did not provide credit card service. Mrs. Callender interjected that this information and more had been provided to Council prior to their approving the Edmunds purchase, and that she had forwarded a memo to the Council informing them that Edmunds does not provide credit card service at this time, but it will in a future release.

**Monthly Town Council Workshop Meeting
Tuesday, July 16, 2013**

DISCUSSION ITEMS *“continued”*

g. Credit Card Implementation *“continued” – Mayor Donald Tinari*

The Mayor went on to say that he believed that we were spending fund on ourselves in the purchase of the new Accounting system and not the Town. Mrs. Callender stated that she didn't appreciate that statement and that the new system is needed to improve the financial recording and reporting of the Town financials, especially for Taxes and it will incorporate permits, business licenses, and requisitions, and that will ultimately improve the efficiency and effectiveness of Town financial reports and position the Town in making better and more timely financial beneficial decisions.

The Mayor continued to make what this recorder views as negative remarks about the decision of the Council and requested to go on record as being totally against the purchase of the system and that the money could be better spent on the credit card system or the water project. Mrs. Callender challenged the point about the water system by asking how the Town would pay for the infrastructure after they spent about \$30,000 for the engineering review and plans to build the system. She stated in her opinion that it was foolish to spend money to find out how to do a project without the financially approved plan to complete the project.

Vice-Mayor Sine asked the Mayor why he didn't make his feelings and opinions known prior to the decision being made, if he was so against the decision. The Mayor responded that neither he nor the Council had any information prior to the decision being made. Mrs. Callender strenuously objected to that statement and said that the Mayor and the Council had received functional documents about the system from her at least one month to the decision being made, and she could only forward the information, she could not make the Council read it. The Council agreed that they had received the information.

The Mayor responded that he didn't blame the Vice-Mayor for his vote because he had been forced to make it.

MOTION to ADJOURN :

The Vice-Mayor then made a motion to adjourn the meeting and with a second from Secretary/Treasurer Callender, the meeting was adjourned at 7:50 p.m., after the following votes on the motion:

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

The motion carried with a unanimous vote.