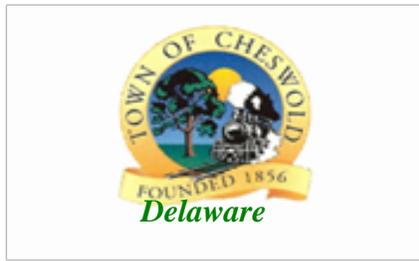


Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Workshop Meeting
Tuesday - June 18, 2013
6:00 p.m.
Cheswold Town Hall

The following persons were in attendance:

Mayor Donald Tinari (*Arrived late at 6:30 p.m.*)
Vice-Mayor Robert Sine
Secretary/Treasurer & Councilperson Theon Callender
Councilperson Justin Curley (*Arrived late at 6:08 p.m.*)
Councilperson Mildred Johnson
Councilperson Sherry Lambertson

Excused: None

Town Employees: Chief Christopher Workman
Town Clerk Shadina Jones

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 June 10, 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 www.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 Acting Mayor Bob Sine at 6:00 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 Acting 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:

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

Councilperson Mildred Johnson made a motion to move all Financial issues to the top of the agenda. Councilperson Sherry 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

The motion carried with a unanimous vote.

DISCUSSION ITEMS

a. Tax Bills – Secretary/Treasurer Theon Callender

Mrs. Callender reported that Town Clerk Shadina Jones coordinated the efforts of Councilperson Sherry Lambertson; Public Works employee Bobby Ridgeway; resident Brittney Lambertson and Councilperson Callender in processing and mailing the Tax bills for fiscal year 2013–2014 on Friday, June 14, 2013.

All tax bills have been mailed.

COMPLETE

b. 2013-2014 Budget – Secretary/Treasurer Theon Callender

Mrs. Callender asked the Council of their opinion of the significance of the Town budget and explained that the Town Charter does not require the Council to pass a balanced budget, although if possible, that should be done. However, due to past financial situations that it is difficult to produce a balanced budget at this time. In addition, the instabilities in the economy make it almost impossible to accurately depict anticipated income.

Therefore, it is the responsibility of the Town Clerk, Chief of Police and Secretary/Treasurer to closely monitor the income and expenses to ensure that the Town stays within the positive budget limits, regardless of the budget being projected as a negative.

And for the past two years the budgets have submitted with a negative projection, but through close monitoring, control of unnecessary expenditures, and financial donations by Council and the Mayor, both fiscal years have ended in the positive. Additionally, it is projected that the 2012-2013 fiscal year will likewise end in a positive.

She then presented the proposed budget for the 2013-2014 fiscal year and noted the most significant impacts as follows:

- (1) Raise for the Town Clerk - \$3,000 (Town Clerk has not had a raise in the past six years)
- (2) Request to purchase an accounting system that will accommodate the payroll, taxes, business licensing, permits, assets and other pertinent processes required to operate the Town in a more efficient and effective manner. (\$23,000) Having one system will also eliminate duplication and the inherent errors associated with using multiple systems; and the elimination of the need to pay various vendors for maintenance and upgrades.

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DISCUSSION ITEMS *“continued”*

b. 2013-2014 Budget – Secretary/Treasurer Theon Callender

- (3) Additional focus needs to be placed on providing Code Enforcement of Town Ordinances. (18,000).
- (4) There is also a requirement to increase the monthly payment amounts connected with our Litigation payments from \$1,500 per month to \$1,750, in order to be compliance with our agreement of last year.

A motion was made by Councilperson Justin Curley to pass the budget with any necessary adjustments and a second was received from Councilperson Sherry Lambertson. The votes on the motion were as follows:

Councilperson Theon Callender – Yes	Councilperson Justin Curley - Yes
Councilperson Mildred Johnson –Yes	Councilperson Sherry Lambertson – Yes

The motion carried with a unanimous vote.

The **Approved Budget** is as follows:

INCOME:

BALANCE 2012 - 2013	\$ 47,000.00
GENERAL FUND	\$ 452,500.00
POLICE DEPARTMENT	\$ 78,125.00
PUBLIC WORKS	\$ 4,150.00
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TOTAL	\$ 581,775.00

EXPENSES:

GENERAL FUND	\$ 569,975.00
POLICE DEPARTMENT	\$ 65,500.00
PUBLIC WORKS	\$ 9,050.00
	<hr/>
TOTAL	\$ 644,525.00

DIFFERENCE \$ 62,750.00

COMPLETE

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DISCUSSION ITEMS *"continued"*

c. Requisitions – *Secretary/Treasurer Theon Callender*

The following requisitions were presented for Council approval:

<u>REQ. #</u>	<u>PAY TO:</u>	<u>PAY FOR:</u>	<u>AMOUNT</u>	<u>PAID FROM:</u>
2504	Shooter's Choice	Ammunition	\$ 449.10	Police Department Account
2507	Staples	DVD/CD Duplicator	\$ 382.67	Violent Crimes Grant
2508	Lawman Supply	3 Glock Handguns	\$1,461.00	Violent Crimes Grant

A motion was made by Councilperson Justin Curley to approve all three requisitions as presented and with a second from Councilperson Sherry Lambertson, the votes were as follows:

Councilperson Theon Callender – Yes	Councilperson Justin Curley - Yes
Councilperson Mildred Johnson –Yes	Councilperson Sherry Lambertson – Yes

The motion carried with a unanimous vote.

COMPLETE

d. Future of Land Use Ordinance - *Secretary/Treasurer Theon Callender*

Mrs. Callender informed the Council that a decision is required as to going forward with taking action on the M-1 zoning issue. After Council discussion, Councilperson Theon Callender made a motion to request Planning Commission Attorney Max Walton to proceed with attempts to resolve the M-1 issue not to exceed the cost of \$20,000. Additional Council approval will be required to exceed that cost.

Councilperson Justin Curley made a second motion to that effect and the votes were as follows:

Councilperson Theon Callender – Yes	Councilperson Justin Curley - Yes
Councilperson Mildred Johnson –Yes	Councilperson Sherry Lambertson – Yes

The motion carried with a unanimous vote.

PENDING

e. Emergency Operations Plan – *Councilperson Sherry Lambertson*

Ms. Lambertson requested the Council to provide her with any corrections or revisions that they may deem necessary. There were on new ones provided by anyone except the Mayor, who presented her with a copy of what should be changed in his opinion.

Ms. Lambertson suggested that going forward all changes should be given to her off-line and that she will come into Town Hall and update the master copy.

PENDING

f. Water System for Old Town – *Mayor Donald Tinari*

The Mayor provided an update on the project that included information concerning the samples and surveys that were conducted in Old Town with assistance from representatives of the USDA and DSWRF. The survey's have to be reviewed and consolidated to form a status report of the overall responses and the results of the water samplings are due to the Town and the residents within the next two weeks. In addition, an Engineering firm must be selected to conduct an engineering study of the proposed cost of the infrastructure to provide water to Old Town.

PENDING

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DISCUSSION ITEMS *“continued”*

f. Water System for Old Town – Mayor Donald Tinari

Later in the meeting, Councilperson Callender made a motion to request Mayor Tinari to obtain three proposals from Engineering firms, including the firm of our Town Engineer – Remington, Vernick & Beach, to select a firm to complete the engineering study required by the USDA to approve a grant to the Town. Councilperson Justin Curley made a second to the motion and the votes were as follows:

Councilperson Theon Callender – Yes	Councilperson Justin Curley - Yes
Councilperson Mildred Johnson –Yes	Councilperson Sherry Lambertson – Yes

The motion carried with a unanimous vote.

PENDING

g. Trash and Noise Ordinance Review - Secretary/Treasurer Theon Callender

The Trash and Noise Ordinances have been reviewed by Town Attorney Fred Townsend and his suggested changes were included in the revisions that were forwarded to Council for review, prior to this meeting.

After some limited conversation regarding those responses from Mr. Townsend, Councilperson Callender made a motion hold a Public Hearing to obtain resident feedback, at 7:00 p.m., on Monday, August 5, 2013, prior to the regularly scheduled monthly Town Council meeting in the Cheswold Fire Hall.

A second to the motion was made by Councilperson Justin Curley and the votes on the motion were as follows:

Councilperson Theon Callender – Yes	Councilperson Justin Curley - Yes
Councilperson Mildred Johnson –Yes	Councilperson Sherry Lambertson – Yes

The motion carried with a unanimous vote.

NOTE: *Subsequent to the meeting, the date and time of the Public Hearing was confirmed with Mr. Jamie Roy of the Cheswold Fire Company.*

PENDING

h. Credit Card Implementation Project – Mayor Donald Tinari

Mayor Tinari distributed handouts that specified the credit card requirements of the three banking contenders. Councilperson Lambertson asked Town Clerk Shadina Jones if there are sufficient requests for credit card use to substantiate implementing a credit card system. Mrs. Jones responded that although there hasn't been an overwhelming request for such use by residents, it is anticipated that business owners will have a great use for such a service and that using credit cards is the wave of the future, making cash payments eventually obsolete.

The Mayor asked the Council to review the information and to be ready to make a recommendation at the next Council meeting in July.

PENDING

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DISCUSSION ITEMS *“continued”*

i. 1st Annual Cheswold Pride Day – Councilperson Sherry Lambertson

The following information was presented to the Council on the status of Pride Day:

- (1) Have to coordinate with Mr. Jamie Roy about using tables from the Fire Company
- (2) Mr. Bobby Ridgeway is going to follow-up with his cousin about doing the pig roast
- (3) Peter Coker volunteered Chief Chris Workman to donate \$1,000 to the event
- (4) A sponsorship letter was sent to Skip Jones of Atlantic Concrete
- (5) A sponsorship letter to Pioneer Concrete was hand delivered by Town Clerk Shadina Jones
- (6) A letter requesting members of the original Cheswold Tigers to be the honored guests of the day have been posted
- (7) Grills to cook the hamburgers and hot dogs are still required
- (8) Ms. Marion Coker continues to coordinate the efforts to obtain native dancers and drummers
- (9) The Cheswold Connection Car Club has agreed to display a couple of cars
- (10) It has been agreed that the Committee, Council and Town Staff will be identified by tee shirts

PENDING

j. Police Department Status Report –*Police Chief Christopher Workman*

Chief Workman presented a short report during the Budget discussion. He specified that his expected large expenses will be related to the Department cars.

The Crown Vic will be paid in full in August, 2013 and the next payment for the Dodge Charger is not due until May, 2014.

In addition, he is continuing to search for another part time Officer.

He concluded his report by informing the Council that he will be on vacation the 4th of July week and that Corporal Louis Simms has been instructed to attend the entire Council meeting and inform the Chief of any questions or concerns that may require answers from the Department.

k. Retail Benefits Status Report –*Secretary/Treasurer Theon Callender*

Mrs. Callender and Jones explained the merits of implementing the Retail Benefits program to the Town employees and potentially the Town residents by providing access via the Town website. They explained that it is an opportunity to assist residents, users and staff to gain dollar benefits to be used at the users discretion for items ordered through the internet.

Acting Mayor Sine stated that he didn't want to participate in anything that wasn't a benefit or clear to the residents as to its use.

Mrs. Callender and Jones additionally explained that the program simply provided another alternative to internet shopping that has an additional benefit to the user as well as to the finances of the Town potentially and that it would be made perfectly clear to all users how the reward program would work to benefit them as well as the Town. Councilperson Lambertson stated that she currently belongs to such a program that benefits her college alma mater.

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DISCUSSION ITEMS *"continued"*

k. Retail Benefits Status Report *"continued"* –

Mayor Tinari stated that the Council should keep in mind that the DLLG Executive Board is not supporting the program although they are not discouraging individual Towns to participate.

The Council submitted several questions for which they expect answers before making a decision. Mrs. Callender agreed to obtain the answer from the program sponsor.

PENDING

l. Cheswold Chatter - *Secretary/Treasurer Theon Callender*

The 3rd quarter edition of the Cheswold Chatter is due for distribution by the end of June or the first week in July. The following items are scheduled to be included if space permits:

- (1) 1st Annual Cheswold Pride Day
- (2) Hand Held Credit Card Scanners
- (3) Trash and Noise Ordinance Public Hearing
- (4) GED Testing Changing
- (5) Police Department Remarks

PENDING

m. Town Hall Parking Lot - *Secretary/Treasurer Theon Callender*

Town Engineer Tom Wilkes reported that he is currently working on the following issues related to the paving of the Town Hall parking lot:

- (1) Storm Water Management
- (2) Lightning
- (3) Landscaping
- (4) Grading
- (5) Construction Details

PENDING

n. July Town Council Meeting Agenda - *Mayor and Council*

It was agreed to include pertinent pending items from this meeting and any special issues that may occur within the next two weeks to the July Town Council Meeting Agenda.

The meeting is scheduled to be held at 7:30 p.m., at the Cheswold Fire Hall, 371 Main Street, Cheswold, Delaware, on Monday, July 1, 2013.

8. Councilperson Comments

Councilperson Theon Callender – Nothing to Report
Councilperson Justin Curley – Nothing to Report
Councilperson Sherry Lambertson – Nothing to Report
Councilperson Mildred Johnson – Nothing to Report
Acting Mayor Bob Sine – Nothing to Report

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9. MAYOR'S COMMENTS – Nothing to Report

MOTION to ADJOURN :

A motion to adjourn was made by Mrs. Callender at 7:30 p.m., and a second was received from Councilperson Justin Curley. The votes on the motion were as follows:

Councilperson Theon Callender – Yes

Councilperson Mildred Johnson –Yes

Councilperson Justin Curley Yes

Councilperson Sherry Lambertson – Yes

The motion carried with a unanimous vote of those in attendance and the meeting adjourned.