

Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Workshop Meeting
Tuesday – November 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
Councilperson Mildred Johnson
Councilperson Sherry Lambertson

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 November 11, 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 6:06 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.

**Monthly Town Council Workshop Meeting
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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 Bob Sine made a motion to accept the agenda as presented. 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 Vice Mayor Bob Sine -Yes

The motion carried with a unanimous vote.

DISCUSSION ITEMS & STATUS REPORTS:

1. **POLICE DEPARTMENT** – *Chief Christopher Workman*

(a) **Recent Vehicle Accident** - the Chief notified Council that he reviewed the civilian only involved accident policy and procedures with his officers, from a training perspective.

(b) **Commendations** – an award and the positive actions of the Department Officers are to be publicly and officially recognized.

(c) **New Leave Policy** – will begin for the Department on January 1, 2014.

(d) **Scheduled December Meetings** – are as follows:

- December 5, 2013 – NOBLE* 8TH Annual Holiday Reception
 *National Organization of Black Law Enforcement – opportunity for college students from local colleges studying criminal justice and sociology to mingle with current law enforcement officers.
- December 7, 2013 – Cheswold Fire Company Appreciation Dinner and Dance
- December 10, 2013 – Delaware Police Chiefs Meeting and Christmas Luncheon

(e) **Department Accreditation** – management courses will be held on December 3,, 2013. The course will assist Chiefs in preparing their Departments to register for State accreditation.

(f) **LESO** – program as allowed the Department to acquire over \$160,000 in equipment. Some of the acquired items will sustain the inventory for a long time., thus saving costs on perishable items such as:

- Rubber gloves
- Safety glasses
- Cleaning wipes

Also added to the inventory are the following:

- Projectors (2)
- Space Heaters
- Tarps

(g) **National Drug Take Back Day** – was a success and conducted on October 26, 2013. The Department collected 107.7 lbs of prescription and non-prescription drugs.

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Tuesday, November 19, 2013**

DISCUSSION ITEMS & STATUS REPORTS "con'td":

1. POLICE DEPARTMENT – *Chief Christopher Workman*

(h) Excused/Non-Excused Time – in order to expire pending excused/no-excused time, the Chief will be taking the following days off:

- November 27, 2013 – 4.0 hrs. non-excused
- December 24, 2013 – 2.0 hrs. non-excused
- December 26, 2013 – 8.0 excused
- December 27, 2013 – 8.0 excused

(i) Department Sweatshirts – anyone interested in purchasing sweatshirts may do so as following:

- Hooded - \$49.95
- Non-Hooded - \$34.95
- Sizes = S, M, L, XL, XXL

(j) Remaining Vacation Time – the Chief requested to carry over 32.0 hours of accrued vacation time into 2014. No action or motion was taken on the request.

PENDING

(k) Bridging Vacation Time - the Chief also asked the Council to consider bridging service time for Corporal Simms and Officer Kline. Bridging of their previous service to Cheswold would eventually lead to their obtaining an additional week of paid vacation about one year earlier than they will now. No action or motion was taken on the request.

PENDING

2. FINANCES – *Secretary/Treasurer Theon Callender*

(a) Requisitions – Nothing to Report

(b) Proposed Purchases – Nothing to Report

(c) Balloon Payment Re-Financing – a meeting is scheduled for Wednesday, November 20, 2013, at 9:30 am, in the Town Hall, between Mr. Paul Frick of M&T Bank and Secretary/Treasurer Callender. At that time documents to secure the previously Council agreed upon loan will be signed. The Mayor will sign the documents later in the day. The balance due to M&T is \$138,723.93 which will be paid in 60 monthly payments in the amount of \$2,682.68 at a 5.93% interest rate.

COMPLTE

3. TOWN HALL PARKING LOT – *Secretary/Treasurer Callender*

Nothing to Report

PENDING

4. PROPOSED NEW ORDINANCES – *Mayor and Council*

A decision was made that Councilperson Lambertson and Callender will work on the formatting of the ordinances, while Vice Mayor Sine will determine which proposed new ordinances and letters should reference one another and/or the Land Use Ordinance.

PENDING

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DISCUSSION ITEMS & STATUS REPORTS "con'td":

5. COLEMAN FULTON ST. MAP ID"s – *Secretary/Treasurer Theon Callender*

A motion to approve a letter to Kent County Planning indicating that the Town of Cheswold has no objection to Mr. Coleman obtaining separate Map ID's for his west side of Fulton Street properties, was made by Vice Mayor Sine and with a second from Councilperson Callender 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.

CLOSED

6. VACANT POSITION on TOWN COUNCIL - *Mayor and Council*

As the Council has not received any responses to their requests to the residents of Cheswold to apply to fill a vacant position on Town Council, it was agreed to leave the flyers in place until the next election.

CLOSED

7. REVISED FOIA POLICY - *Secretary/Treasurer Theon Callender*

A motion was made by Councilperson Johnson to approve the Town of Cheswold revised FOIA policy which was revised to include the changes made in the STATE policy of September 16, 2013. A second to the motion was provided by Councilperson 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.

CLOSED

8. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - *Secretary/Treasurer Theon Callender*

Resolutions 11-09-13-053 and 054, were presented to the Council to authorize participation in the Community Development Block Grant program. The resolutions were read, reviewed and approved by the Council and signed by the Mayor and Secretary/Treasurer. Copies will be forwarded to Kent County Planning.

CLOSED

9. AGENDA for TOOOWN COUNCIL MONTHLY MEETING – *Mayor and Council*

- (a) Executive Session to discuss Personnel Issue. Requested by Chief Chris Workman
- (b) All pending items
- (c) Any new issues or concerns

CLOSED

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Community/Comments & Concerns:

Nothing to Report

Council Member Comments:

- a. Councilperson Mildred Johnson – Nothing to Report
- b. Councilperson Sherry Lambertson – Nothing to Report
- c. Secretary/Treasurer Theon Callender - Nothing to Report
- d. Vice Mayor Robert Sine – Nothing to Report

Mayor's Comments:

Nothing to Report

Adjournment:

Vice-Mayor Bob Sine made a motion to adjourn and with a second from Councilperson Theon Callender, the votes on the motion to adjourn 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.

The meeting adjourned at 6:50 pm.