

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Workshop Meeting**  
**Tuesday – September 17, 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**  
**Corporal Louis Simms** (*until completion of Swearing In Ceremony*)  
**Officer Susan Kline** (*until completion of Swearing In Ceremony*)

**# 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 September 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 <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.

**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:**

Mayor Tinari requested the Council to review the agenda and to make a motion to accept as presented or to revise. Councilperson Sherry Lambertson 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 & STATUS REPORTS:**

- a. Employee Handbook – *Secretary/Treasurer Theon Callender*  
Administrative Procedure 12-18-2010-018 was revised and entitled to be the interim Employee Handbook, by the Secretary/Treasurer. The Council reviewed it and presented typographical; grammatical and alignment errors to be corrected.

There was a motion made by Vice Mayor Bob Sine, and supported by the Mayor, to remove Sections 4.6.f. and 4.6.g., which address the town’s right to be informed by an employee if their location changes, if he or she is absent from work on sick time other than long term disability. A second was not made and the motion died.

The Council agreed however, to add Section 5.13.b., to the document. This section addresses overtime pay related to grants. A motion was made to accept the Handbook as amended, was made by Councilperson Sherry Lambertson and with a second from Councilperson Theon Callender, the votes were as follows:

Councilperson Theon Callender – Yes      Councilperson Mildred Johnson –Yes  
Councilperson Sherry Lambertson – Yes      Vice Mayor Bob Sine - NO

With a vote of Yes = 3 and No =1, the motion carried.

**COMPLETE**

- b. **Swearing In of Officer Susan Kline** – *Mayor, Town Council and Police Chief*  
The Cheswold Police Department and the Town Council participated in the official swearing in ceremony of Officer Susan Kline by Chief Christopher Workman and Mayor Donald Tinari.

The addition of Officer Kline to the Department will result in an extension of police services to the Town for longer evening hours and more weekends.

**COMPLETE**

- c. **Police Department Report** – *Chief Christopher Workman*  
**(1) Grants**  
a. **Violent Crimes 2014** – was approved and equipment ordered. The plan is to spend the funds as follows:  
i. Complete the lighting of the 2012 vehicle  
ii. Laptop purchase

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**c. Police Department Report - "continued":**

- iii. Accessories for office use
- iv. Gun locker for patrol room
- v. Overtime

**b. Salle/Edie** – approvals are scheduled for the October Police Chief's Meeting.

**(2) Law Enforcement Support Office, (LESO)** – is a division of the U.S. Armed Forces Services. They have donated a HUMVEE to the Town, to be used in Special Operations, and for inclement weather conditions, after it is painted and outfitted with lights and equipment.

In addition, and through the same program cold weather gear has been ordered and the best thing about this acquisitions are that they are FREE!.

**COMPLETE**

**d. Capital School Account - Secretary/Treasurer Theon Callender**

Ms. Callender stated that she was continuing to wait for a call from Ms. Kay Kass, a member of the Capital School District Board and suggested that Councilperson Lambertson, either become the point of contact or request permission for Ms. Kass' phone number to be given to Ms. Callender, who will contact Ms. Kass. Councilperson Lambertson agreed to seek that permission from Ms. Kass.

**PENDING**

**e. Variance for Town Hall Property – Town Council**

After discussion, it was agreed by Council that the Town must adhere to its own Land Use Ordinance and therefore, a variance should be sought for the 1' of property that is out of alignment with the deeded property lines.

However, in order to save funds, the variance will not be sought until such time as it is necessary to hold a Board of Adjustments meeting for some other situation.

**TABLED**

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

M&T Bank representative Mr. Paul Frick has advised that the Town may continue to make the current monthly payments on the bank loan, until such time as the bank makes a re-financing decision.

Mayor Tinari stated that he would follow-up with PNC Bank about the feasibility of the Town acquiring a loan from them to pay off the other outstanding legal and financial obligation of the Town.

**PENDING**

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**DISCUSSION ITEMS** *"continued"*:

**g. Credit Card Implementation** – *Mayor Donald Tinari*

The Mayor presented the Council with additional documents to review from M&T Bank. He requested the Council to review them and be prepared to make a decision at the November 7, 2013, Town Council Meeting.

**PENDING**

**h. Public Works** - *Secretary/Treasurer Theon Callender*

**(1) Code Enforcement – August, 2013**

The following report was forwarded to Ms. Callender from Doug Burns - Code Enforcement Officer:

- Violations Written = 13
- Violations Corrected = 10
  
- Business License Renewals = 3
- New Business Licenses = 0
  
- Permits = 4

**COMPLETE**

**(2) Violation Letters vs. Ordinances** – *Councilperson Sherry Lambertson*

Councilperson Lambertson reported that the reviews are in progress and expects to complete the Grass and Motor Vehicle revisions by the November Town Council Meeting.

**PENDING**

**i. Lien Status** – *Secretary/Treasurer Theon Callender*

A response is still pending from Town Attorney Fred Townsend. Ms. Callender also reported that she has subsequently requested Mr. Townsend to add 42 Boggs Run to the request for information on how to proceed with placing liens against the properties of delinquent tax payers.

**PENDING**

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

There was nothing new report and Ms. Callender made a motion to table this report until such time as something significant occurs. Vice Mayor Sine 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.

**TABLED**

**k. Town Hall Parking Lot** – *Secretary/Treasurer Theon Callender*

Nothing to Report

**PENDING**

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**DISCUSSION ITEMS** *"continued"*:

**i. Curfew Ordinance Status** - *Secretary/Treasurer Theon Callender*

Ms. Callender reported that Town Attorney Fred Townsend had no issues; correction; deletions or revisions to add to the Curfew Ordinance. As a result the Council requested Ms. Callender to schedule a Public Hearing for public review prior to potential approval and enactment by the Town Council.

PENDING

**m. Town Council Meeting Agenda – October 7, 2013**

The following items are to be on the agenda, (not necessarily in the order shown), plus any new pertinent issues:

- (1) **Capital School Account** – *Councilperson Sherry Lambertson*
- (2) **Balloon Payment** – *Secretary/Treasurer Theon Callender*
- (3) **2011 – 2012 Audit** – *Mayor and Council*
- (4) **Credit Card Implementation** – *Mayor Donald Tinari*
- (5) **Violation Letters vs. Ordinances** – *Councilperson Sherry Lambertson*
- (6) **Lien Status – Delinquent Property Taxes** – *Secretary/Treasurer Theon Callender*
- (7) **Town Hall Parking Lot** – *Secretary/Treasurer Theon Callender*
- (8) **Public Hearing Resolution – 09-23-2013-051** – *Secretary/Treasurer Theon Callender*
  - a. Curfew Ordinance – 09-23-2013-051
  - b. Various Revisions to Land Use Ordinance – 02-08-07-002
- (9) **Revised August Treasury Report** – *Secretary/Treasurer Theon Callender*
- (10) **Vacant Administrative Spots** - *Mayor and Council*
  - a. Town Council
  - b. Planning Commission
- (11) **Fulton Street – Coleman Property** – *Secretary/Treasurer Theon Callender*
- (12) **Tidewater/Stonington** – *Secretary/Treasurer Theon Callender*
- (13) **Revised FOIA Policy** - *Mayor and Council*
- (14) **PNC Bank Loan Status** – *Mayor Donald Tinari*
- (15) **Town Council Monthly Meeting Agenda** – *Mayor and Council*

**COUNCILPERSON/POLICE CHIEF COMMENTS**

- **Chief Christopher Workman** – Nothing to Report
- **Councilperson Theon Callender** – received a call from Tidewater representative, Mr. Joshua Turner, requesting information on the requirements of the Town for drilling a test well in the Stonington Sub-division. She advised that she forwarded copies of the request to Town Engineer Tom Wilkes and to the Planning Commissioners and that she would respond to Mr. Turner based on the feedback received from them.
- Councilperson Mildred Johnson - Nothing to Report
- Councilperson Sherry Lambertson - Nothing to Report
- Vice Mayor Bob Sine - Nothing to Report

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**MAYORS COMMENTS** - Nothing to Report

**MOTION to ADJOURN** :

Secretary/Treasurer Callender then made a motion to adjourn the meeting and with a second from Councilperson Sherry Lambertson, the following votes on the motion were:

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 meeting was adjourned at 7:44 p.m.,