



**Town of Cheswold**  
**Monthly Town July 6, 2015**  
**6:30 p.m.**  
**CHESWOLD TOWN HALL**  
**691 Main Street, Cheswold, Delaware 19936**

**A G E N D A**

**Meeting Notice Posted:** *January 29, 2015*

**Agenda Posted:** *June 18, 2015*

**AGENDA REVISED:** *June 30, 2015*

**Revisions to:** *Treasurers Report; Planning Commission; Remove appeal from Mr. Zaragoza*

1. Call the meeting to order
2. Pledge of Allegiance
3. Moment of Silence
4. Note: The meeting was properly posted
5. Roll call of the Council Members to ensure a quorum
6. Review of the agenda; motion to accept as presented or as amended
7. **Review of Previous Month's Minutes** – *Mayor*  
Motion to accept as presented or as amended.  
June 1, 2015 – Monthly Town Council  
June 17, 2015 – Monthly Town Council Workshop
8. **Treasurer's Report** – *Secretary/Treasurer Theon Callender*  
Discussion and changes if any, motion to approved as presented or as amended
  - a. Month of June, 2015
  - b. **End of Fiscal Year 2014 -2015**
  - c. **Requisitions** –

| <u>Req. #</u> | <u>Dept.</u>   | <u>Vendor</u>    | <u>Item</u>             | <u>Amount</u> | <u>To Be Paid By:</u> |
|---------------|----------------|------------------|-------------------------|---------------|-----------------------|
| R5-0074       | Administration | Amazon           | Time Clock              | \$279.00      | General Fund          |
| R5-0075       | Administration | U.S. Post Office | 6 Coils of Stamps-Taxes | \$294.00      | General Fund          |

## Monthly Town Council Meeting

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### 8. Treasurer's Report – *Secretary/Treasurer Theon Callender*

#### **d, Review of Final 2015-2016 Approved Budget Summary**

#### **e, Proposed Expenditure**

**Request to expend \$487.50 for attendance at an Administrative training course entitled. "ENHANCING DEPARTMENTAL OFFICE WORKER & SUPPORT STAFF FUNCTIONAL JOB SKILLS". The course is presented by Benchmark Professional Seminars, Inc., of Wilmington, DE. Participants will learn:**

- **Their role within the organization and exactly where they fit into the overall picture;**
- **Importance of knowing from the beginning what the departmental administrator expects;**
- **The significance of knowing the community and the power structure within it;**
- **How to deal with angry citizens and means to ease temper and tensions;**
- **Some of the internal forces that create pressure and tension within the organization;**
- **When to or not to speak for the Mayor/Council/Administrator**
- **Ways to improve your verbal communications skills – certain words that can either arouse or calm;**
- **How to deal with ethical dilemmas;**
- **Some liability issues;**
- **Ways of handling matters of confidentiality**
- **Some basics of conflict resolution**

**It's a two day course, scheduled for July 17, 2015, in Baltimore, Maryland and August 14 in Hyattsville, Maryland. I propose to attend and to include Shadina Jones and Doug Burns.**

### 9. Tax Collector's Report – *Councilperson Theon Callender*

- a. June, 2015
- b. End of Fiscal Year 2014 -2015

### 10. Police Department Report – *Chief Christopher Workman*

- a. Status Report
- b. Monthly Report – June, 2015

### 11. Cheswold Fire Company Report – *Fireman Neese*

- a. Status Report

### 12. Public Works Department Report

- a. Status Reports – *Public Works Director Doug Burns*
  - (1) # Permits Issued
  - (2) # New Violations
  - (3) # Closed Violations
  - (4) # Business Licenses Issued
  - (5) # Building Inspections
- b. Ryan Homes – Parkers Run; anticipated building permits

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**13. Planning Commission Report – Land Use Administrator Theon Callender**

- a. Status Reports – if applicable
  - (1) Town Hall Parking Lot Update, if applicable
  - (2) McGinnis Green – Lot 2: Planning Commission Recommendation

**14. Old Business**

**a. Vote on Proposed Ordinances**

- **Ordinance 04-22-15-046 Clean Hands Ordinance** - a requirement that all fees, fines, assessments and financial obligations of all types be paid in full prior to the approval of permits, licenses and services.

**14. Old Business**

**a. Vote on Proposed Ordinances**

- **Ordinance 04-01-15-044 Administration of Land Use Ordinance Fees** - an explanation for the requirement of payment and administration of Land Use Ordinance Fees that requires applicants to pay for the full services provided by the Town, Town Engineer and/or Town Attorney in situations that costs exceed the minimum amount initially deposited by the applicant.

*Copies of these proposed Ordinances may be obtained from Town Hall at no cost to Town Residents.*

- b. Additional Review of Ordinance 05-04-15-009 Residential Rental Property Registration and Permitting** – property owner guidelines and regulations associated with the rental of residential property within the corporate limits of the Town of Cheswold.

**c. Additional Discussion of Recognition Awards for Community Service**

**15. New Business**

- a. Monthly Town Council Workshop Meeting – TUESDAY, July 21, 2015  
691 Main Street  
Cheswold, Delaware  
6:00 p.m.

**16. Community Comments/Concerns**

**17. Council Member/ Mayor's Comments**

**18. Motion to Adjourn**

29 Del C 10004 Sec. (e) (2)....."The agenda shall be subject to change to include additional items, including executive sessions or the deletion of items, including executive sessions which arise at the time of the public body's meeting".

The Agenda items as listed may not be considered in sequence and/or removed if warranted.