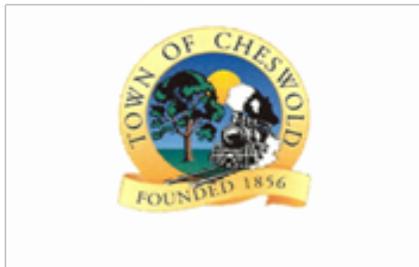


Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Workshop Meeting
Wednesday - June 17, 2015
6:00 p.m.
Cheswold Town Hall
691 Main Street
Cheswold, Delaware 19936

The following persons were in attendance:

Mayor Don Tinari
Vice Mayor Bob Sine
Secretary/Treasurer Theon Callender
Councilperson Sherry Lambertson

Police Department: Chief Christopher Workman

Planning Commission: 0

Town Employees: 0

of Cheswold Fire Company Present: 0

of Cheswold Residents Present: 0

of Visitors:

Notice:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on January 29, 2015, on the Town of Cheswold website at: <http://www.cheswold.delaware.gov>. Copies of the agenda were posted outside the Cheswold Town Hall; in the local Post Office; at the Fox Pointe Management Office and on the Official Web Site for the Town of Cheswold, at <http://www.cheswold.delaware.gov>; and was filed with the Clerk of the Town of Cheswold on June 9, 2015.

Subsequently, the agenda was revised to remove the appeal from Mr. Zaragoza and to add a discussion of the installation of a generator for Town Hall to New Business. The agenda was revised and re-posted on June 16, 2015 in the same manner as the original agenda.

In addition, copies of the agenda were available for pick-up at the Town Hall.

TOWN of CHESWOLD
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**Monthly Town Council Workshop Meeting
Wednesday, June 17, 2015**

Meeting:

The meeting was called to order by Mayor Tinari, at 6:03 pm and was immediately followed by the Pledge of Allegiance and a Moment of Silence.

Roll Call:

The Mayor requested Secretary Callender to conduct a roll call of Council members and attendance was confirmed as noted above. A quorum of members was presented to the Mayor and the meeting continued.

Agenda Review:

Mayor Tinari requested the Council review the accuracy of the agenda and for a motion to accept as presented or to make changes and amendment requests as needed.

A motion to accept the agenda as presented was made by Vice Mayor Sine, seconded by Councilperson Lambertson. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes Councilperson Sherry Lambertson – Yes
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

Discussion Items and Status Reports:

a. Finances – Secretary/Treasurer Theon Callender

- **Pending Requisitions** – Nothing to Report
- **Proposed Purchases** - Mrs. Callender presented the Mayor and Council with a description of the problems with the current Town lawn mower, including the issue that it was not designed for commercial use as it is currently being used. In the past month, it has been repaired at a cost of \$653.12 and now requires a replacement part at the cost of \$1,000.00. It was recommended by the Code Enforcement Officer Doug Burns that the Town purchase a new commercial John Deere 54 " lawn mower, which can be purchased for approximately \$7,400, under the State contract.

Vice Mayor Sine inquired as to the existence of a maintenance contract and Mrs. Callender responded that it is included along with the loan of a mower when repairs are required. The Vice Mayor suggested that the purchase be of a 54".

Mrs. Callender also informed the Mayor and Council that the purchase of the new mower was included in the 2015- 2016 budget and approval of the budget would constitute approval of the purchase.

Councilperson Lambertson questioned whether John Deere was the required manufacturer and Mrs. Callender stated that she didn't believe so, but would refer the concern to Mr. Burns.

Councilperson Lambertson then made a motion to approve the purchase of a 54" commercial lawn mower and with a second from Secretary/Treasurer Callender the votes were as follows:

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- **Proposed Purchases - "continued"**

Councilperson Theon Callender – Yes Councilperson Sherry Lambertson – Yes
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

- **Review and Vote on Town Budget**

Mrs. Callender presented the proposed Town Budget to the Mayor and Council.

The **major changes to Expenditures** were as follows:

- Doug Burns – Code Enforcement
 - From part time to full time
 - Pay rate = \$20.43 per hour
 - Full time employment not expected to begin until October
 - If anticipated increase in building permits and inspections, don't occur, can maintain at part time
- Bobby Ridgeway from one day per week to three days per week
 - Pay rate = \$11.81
- Shadina Jones
 - Pay rate from \$17.11 to \$17.79 per hour
- Administrative Pension
 - Should be approximately \$8,000
 - Includes changing Doug Burns from part time to full time
- Federal Payroll Taxes
 - Anticipated increase from \$43,200 to \$66,000
 - Result of full time employment of Doug Burns; increase of work hours of Bobby Ridgeway; anticipated employment of additional police officer
- State Payroll Taxes
 - Anticipated increase from \$1,000 to \$4,500
 - Result of full time employment of Doug Burns; increase of work hours of Bobby Ridgeway; anticipated employment of additional police officer
- DLLG Membership Dues
 - Should remain static at \$800
- Overtime
 - Required by federal government in anticipation of having five full time employees
 - Added \$2,000 to Administration
 - Added \$5,000 to Police Department
- Public Works
 - Added \$10,000 for the purchase of a new lawn mower and trailer, if required

The **major changes to Revenue** were as follows:

- Transfer Fees
 - Anticipated increase in home sales in Parkers Run
 - Resulted in revenue increase from \$25,000 to \$50,000
- Building Permits
 - Anticipated increase in Parkers Run
 - Resulted in revenue increase from \$75,000 to \$225,000

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- **Review and Vote on Town Budget – “continued”**

The 2015 – 2016 Budget Summary is as follows:

ANTICIPATED REVENUE:

Balance Carry-Over 2014 – 2015 (<i>Pending</i>)	\$ 10,000	(<i>Approx. as of 6/23/2015</i>)
General Fund	\$ 269,000	
Police Department	\$ 93,425	
Public Works	\$ 228,100	
Capital	\$ 7,600	
Cheswold Pride Day	\$ 4,500	
TOTAL	\$ 632,625	

ANTICIPATED EXPENSE:

General Fund	\$ 384,650
Police Department	\$ 192,414
Public Works	\$ 13,975
Capital	\$ 1,400
Cheswold Pride Day	\$ 1,700
TOTAL	\$594,139
DIFFERENCE	\$ 38,486

Councilperson Lambertson asked if overtime would have to be approved. Both Chief Workman and Mrs. Callender confirmed that all overtime, in order to be paid, must be pre-approved in writing.

As there was no further discussion or questions, Councilperson Lambertson made a motion to approve the budget as submitted. Vice-Mayor Sine made a second to the motion and the votes on the motion were as follows:

Councilperson Theon Callender – Yes Councilperson Sherry Lambertson – Yes
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

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b. Police Department – Chief Christopher Workman

Chief Workman informed the Mayor and Council of the following:

- **Memorandum of Understanding** – the Department is in receipt of a MOU from the State Police requiring agreement of notification when a police department expects to venture into the jurisdiction of another police department. The reason for such an understanding is for the safety of the officers involved in the situation. However, Chief Workman desires to discuss the application of the MOU with other Police Chiefs prior to signing and returning it.
- **Firefly** – the yearly concert starts on June 17, today, and it is expected that all Cheswold Police Officers, including the Chief will be working the event over the next four days.
- **PAL** – on Monday, June 15, Chief Workman attended and participated in the Special Olympics hosted by the Police Athletic League in New Castle County. Thank you Chief. That’s a good look for our Town.
- **Fox Pointe** – over the weekend, the Governor’s Task Force conducted a raid in Fox Pointe and arrested persons for heroin and child pornography. There was also one death in the development.
- **Former Chief John “Jack” Webb** – passed away recently. He served as the Police Chief of Cheswold for a period of time. The Police Department will be providing representation at this memorial service on Saturday, June 20, 2015 at 11:30 in Wyoming. A resolution was prepared and signed by the Mayor to be presented to the family.

c. Planning Commission Status - Secretary/Treasurer Theon Callender

- **McGinnis Green: Lot 2** – the Commissioners received the presentation of the project from Steve Gorski, PE of Duffield Associates and representing the Cheswold Village lot developments, the first of which is McGinnis Green. As a result of Town Engineer Tom Wilkes not having sufficient time to review the Preliminary/Final Plan as submitted, the Planning Commission agreed to hold a special meeting on Thursday, June 25, 2015 at 6:00 pm in the Cheswold Town Hall to provide Mr. Gorski with a complete review of the plan.
- **Recommendation on Course of Action as a Result of Board of Adjustment Variance Request Vote** - after additional discussion on the impact of the decision on the Comprehensive Plan and future decisions for building permits in the R-1 Zoning District, Councilperson Lambertson made the following motion:

Request the Planning Commission to review the feasibility of re-zoning and re-defining the description for building structures in the Old Town and removing modular homes from the R-1 Zoning District to require that only stick built homes be erected in Old Town.

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

Councilperson Theon Callender – Yes Councilperson Sherry Lambertson – Yes
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

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d. Public Works

Mayor Tinari shared his concerns about the recent lightning storms and their impact on the town and specifically the Police Department and Town Hall. He stressed the importance of maintaining services in both places during storms and emergencies and as a result suggested that the Town invest the installation of a generator. He also promised to inquire the feasibility of funding from Homeland Security.

Chief Workman informed the Mayor and Council that we are in possession of a generator, but it has to be cleaned and made ready for service and that a concrete pad and an electrician are required for installation.

Mrs. Callender stated that our Code Enforcement Officer Doug Burns can arrange for an electrician who will provide his services at a reasonable cost.

The Mayor requested the Chief and Mrs. Callender to prepare a plan to accomplish the installation.

e. Status of Current Projects

- **Town Hall Parking Lot** – Nothing new to Report
- **Review of Ordinance 05-04-15-009: Establishment of Residential Rental Property Registration and License and associated Forms** – the Mayor and Council reviewed the document in detail and made corrections to the document and specific changes to the Inspection form as follows:
 - **Corrections to Document:**
 - Section 4.3 Bold section number and Business License
 - Section 6.8 Correctthat is no renewed to: that is not renewed
 - Inspection Checklist:
 - Add trash receptacles as a requirement
 - Ms. Lambertson investigating Fire Marshal code requirements as associated to address numbers
 - Reword balconies, porches and landings must be.....To: Any balcony, porch or landing over.....
 - Remove all kitchen receptacles shall be free of all obstructions, including appliances
 - Replace with: Outlets must be GFI protected and properly working (*Note: Confirm with Code Enforcement Officer*)
 - Remaining to be decided are fee and fine amounts.

c. July Town Council Meeting

Monthly Town Council Meeting
Monday, May 4, 2015
Cheswold Town Hall
6:00 p.m.

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Council Member Comments

Secretary/Treasurer Theon Callender – *Nothing to Report*

Vice-Mayor Bob Sine – *Nothing to Report*

Councilperson Lambertson – *Nothing to Report*

Police Chief Comment

Chief Workman – *informed the Mayor and Council that he will not be able to attend monthly Town Council meetings from September through December as he will be attending classes designed to attain his degree in Criminal Justice. He assured everyone that he will provide his monthly reports prior to the meeting and send a representative. He was wished success by all.*

Mayor's Comments – *The Mayor shared his concerns about the change in the environment at the Delaware League of Local Government meetings. He views an increase in the political atmosphere of the meetings as they involve content concerning Ordinances; Domestic Violence; Drugs; Verizon Fees, etc. He also informed the Council that the League has engaged Mr. Joe Hughes as their Homeland Security employee.*

Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Councilperson Lambertson to adjourn at 7:41p.m. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes Councilperson Sherry Lambertson – Yes
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

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