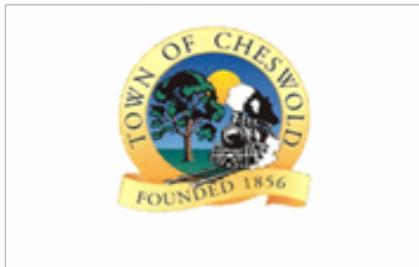


*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Workshop Meeting**  
**Tuesday – September 22, 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

Town Employees:

# of Cheswold Residents Present: 0

# of Visitors: 0

**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 September 17, 2015. In addition, copies of the agenda were available for pick-up at the Town Hall.

**Meeting:**

The meeting was called to order by Mayor Tinari, at 6:03pm 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.

**TOWN of CHESWOLD**  
P.O. Box 220 – Cheswold, Delaware 19936  
Phone: (302) 734-6991 – Fax: (302) 734-1355

**Monthly Town Council Workshop Meeting  
Tuesday, September 22, 2015**

**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 Bob Sine and a second to the motion was made by Councilperson Sherry Lambertson. There was no response to the Mayor's request for discussion. The 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** - Nothing to Report

**b. Proposed Purchases** – *Secretary/Treasurer Callender*

Mrs. Callender presented a request from Building Inspector/Code Enforcement Officer Doug Burns for the purchase of the following to assist him in the review of project documents:

<b><u>Item</u></b>	<b><u>Vendor</u></b>	<b><u>Amount</u></b>	<b><u>To Be Paid By</u></b>
Alvin CraftMaster Drafting/Drawing Table	Amazon	\$159.14	Public Works
Boss Drafting Stool	Amazon	\$106.99	Public Works
Alvin G2540-B Swing Arm Lam	Amazon	\$ 29.99	Public Works

A motion to approve the purchases as presented was made by Vice Mayor Bob Sine and Councilperson Lambertson made a second. 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.

**c. Police Department** – *Chief Chris Workman*

Nothing to Report

**d. Public Works** – *Town Administrator Sam Callender*

- **Parkers Run Development** – reported that they've sold seven, (7), additional lots which will eventually equal seven, (7), new building permits
- **Status of Building on New Street** – Mayor Tinari inquired about the status of the demolition of the building on New Street. Mrs. Callender informed him that Mr. Burns continues to be in contact with the bank concerning the anticipated demolition.

**TOWN of CHESWOLD**

P.O. Box 220 – Cheswold, Delaware 19936  
Phone: (302) 734-6991 – Fax: (302) 734-1355

**Monthly Town Council Workshop Meeting  
Tuesday, September 22, 2015**

**Discussion Items and Status Reports: “continued”**

**e. Other Business:**

- 1. Review and Potential Vote on Proposed Residential Property Owner Ordinance 05-04-15-009** – As there has been no response as of yet from the Town Attorney, this item continued to be tabled.
- 2. Review and Potential Vote on Proposed Drug and Alcohol Policy** – Mayor Tinari asked Council members if they were comfortable with their review of the new policy and upon an affirmative response asked for a motion to approve the policy. It was so moved by Vice Mayor Bob Sine and with a second from Councilperson Sherry Lambertson and no questions on the motion, the votes were as follows:

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

The motion carried with a unanimous vote.

- 3. McGinnis Green/Cheswold Village** – Mrs. Callender reported that the issuance of permits for this project is contingent upon the satisfactory response from the Project Manager to Town Engineer Tom Wilkes, of items identified by Mr. Wilkes as pending in his correspondence of September 11, 2015, to McGinnis Green and the Town.
- 4. Social Media/Are We Ready for Facebook** – Mrs. Callender informed the Mayor and Council of the Social Media content of the Municipal Web Designers Meeting, which she attended. She explained that a representative from the Governor’s office presented both the positives and negatives of engaging in social media from a governmental/municipal perspective. It was agreed that the potential positives outweigh the possible negatives. As a result and the suggestion of Vice Mayor Sine, it was agreed to claim the Town of Cheswold Facebook page and engage in a 90 day trial of usage.
- 5. DFIT/New Property & Casualty Program** – The DFIT Board Meeting was held on Thursday, September 17, 2015 at Kent County Levy Court. Mrs. Callender reported that a new Property & Casualty Program was introduced to the Board as a replacement for the various carriers currently used. The following information was provided about the new carrier:
  - Carrier’s name is Trident a partner or subsidiary of Argo
  - They are based out of San Antonio, Texas with a satellite office in Springfield, MA, which is the office that will serve DFIT
  - They provide insurance coverage for public entities and public schools, only
  - Coverage includes: automobile liability and physical damage; employment practices liability; equipment breakdown; general liability; excess liability; public officials liability; law enforcement liability; property and allied lines
  - They will provide a dedicated Claims Adjuster to serve as a single point of contact
  - Also provides a Risk Manager button on their website to serve as a resource program that usually responds to inquiries within one to two hours

**Monthly Town Council Workshop Meeting  
Tuesday, September 22, 2015**

**e. Other Business “continued”:**

**6. DFIT Board Meeting** – The following are the other items of interest from the Board Meeting:

- **Municipal Payroll Audit** – Within the next 2-3 weeks, there will be a Payroll Audit conducted by RLB Associates, (Regan, Levin & Bloss – PA). The audit will be similar to the ones done in previous years except that small municipalities, such as ours, will participate over the phone, in what is known as a hybrid audit. The Town contact for the audit will be Town Clerk – Shadina Jones. If hard copies of documents are required, they will be transmitted via fax. This process should be less complicated and save clerical time.

The purpose of the audit is to evaluate the adequacy of projected insurance rates based on submitted proposed payroll budgets vs actual payroll expenses.

- **DFIT Audit** – as required by the organization by-laws, a audit of DFIT finances is scheduled to be conducted by HORTY & HORTY, a locally based Certified Public Accounting firm, with a presence on Dupont Highway in Dover and in Wilmington.

**7. Fall Town Sponsored Flea Market** – In association with the discussion about the use of Social Media, Mrs. Callender suggested to the Mayor and Council that it may be time for the Town to consider “branding” itself. Other municipalities are “branded” by some of their annual activities, such as Pumpkin Chunkin; Peach Festival: Wings and Wheels: Holiday Tree Lighting, etc.

In the same vein she stated that she believed it is important to maintain a strong relationship with the Churches and the Lenape Tribe, as reflections of the history of Cheswold and perhaps a way to do that is by working together in the “branding” process.

She then suggested, the creation of a Town Sponsored Flea Market, to be held mostly likely in October and April/May in the lot to the east of the Town Hall. Parking may be accommodated by the Church, Culligan Water and Canteen Vending, if they agree. She also suggested soliciting the involvement of the Fire Company through the loan of some of their older tables, which could be rented and added to the registration fee, with the proceeds being split between the sponsors.

After some discussion, it was decided that it is probably too late in the year to conduct the Flea Market this year, but that Mrs. Callender should continue to attempt to coordinate the project for implementation in the spring of 2016.

**TOWN of CHESWOLD**

P.O. Box 220 – Cheswold, Delaware 19936  
Phone: (302) 734-6991 – Fax: (302) 734-1355

**Monthly Town Council Workshop Meeting  
Tuesday, September 22, 2015**

**Discussion Items and Status Reports:** *"continued"*

**8. Suggestions for Agenda for Town Council Monthly Meeting to be held:**

Monday, October 5, 2015  
Cheswold Town Hall  
691 Main Street  
Cheswold, Delaware 19936  
6:00 pm

- Include all pending items
- Include any new items of concern or interest
- Appointment of Board of Special Election
- Designation of Presiding Officer
- All usual items

**Community Comments** – *Nothing to Report*

**Councilperson Comments:**

- **Vice-Mayor Bob Sine** – *Nothing to Report*
- **Secretary/Treasurer Theon Callender** – *Nothing to Report*
- **Councilperson Sherry Lambertson** – *Nothing to Report*

**Mayor's Comments:**

- **Mayor Donald F. Tinari's Comments** – *Nothing to Report*

**Motion to Adjourn**

A motion was made by Councilperson Callender, seconded by Vice Mayor Bob Sine to adjourn at 6:52 p.m. The vote on the motion was as follows:

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

The motion carried with a unanimous vote.

The meeting adjourned immediately thereafter.