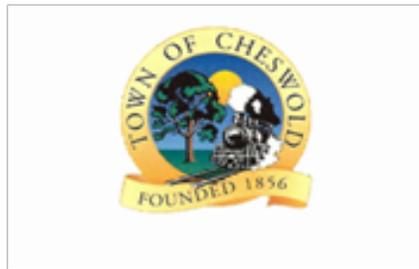


Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Meeting
Monday – November 2, 2015
7:00 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 - Excused

Planning Commission: 0

Town Employees: 0

of Town Residents: 1 (Harry Miller)

of Visitors: 2 (Mrs. & Ms. Karen and Jessica Rider, Dover, DE)

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 October 16, 2015. Copies of the agenda were available for pick-up at the Town Hall.

Notice of meeting start time changed from 6:00 pm to 7:00 p.m., in order to ensure a quorum, was posted on October 30, 2015

Meeting:

The meeting was called to order by Mayor Tinari, at 7:06 pm. He led the assembled through the Pledge of Allegiance followed by a Moment of Silence.

TOWN of CHESWOLD

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Recognition of Proper Posting of Meeting:

The Mayor declared that the meeting had been properly noticed and posted, and requested the Secretary/Treasurer to so note in the minutes.

Roll Call:

The Mayor requested Secretary Callender to conduct a roll call of Council members and attendance was confirmed as noted above, on Page 1. A quorum of members was presented to the Mayor.

Agenda Review:

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

Vice Mayor Sine requested that Item #14 a & b, Vote on Resolution 10-16-15-077 Annexation of Evans Jarrell, LLC and Vote on Resolution 10-16-15-078 Annexation of Eddie Evans, LLC and Regal Contractors, LLC, (also known as Nobles Pond), be considered before the Review of the Previous Month's Minutes – Item #7. The Mayor and Council agreed.

A motion to accept the agenda as revised was made by Vice Mayor Bob Sine and seconded by Councilperson Sherry Lambertson. A roll call vote on the motion resulted in a unanimous vote to approve.

Votes on Annexation Resolutions:

Mayor Tinari reminisced in the journey from 2007 to now that it took to arrive at the point of considering Nobles Pond for annexation. His statements were followed by a motion from Vice Mayor Bob Sine to approve the following annexation applications, as a result of the approvals received at the Special Election held on Thursday, October 15, 2015:

1. Resolution 10-16-15-077 Annexation of Evans Jarrell, LLC
2. Resolution 10-16-15-078 Eddie Evans, LLC and Regal Contractors, LLC, (also known as Nobles Pond)

A second to the motion was made by Councilperson Sherry Lambertson and a roll call vote on the motions resulted in a unanimous vote to approve.

Mrs. Callender officially welcomed Mr. Miller and Nobles Pond to the corporate limits of the Town of Cheswold. Mr. Miller acknowledged the welcome and asked what else had to be done to complete the annexation. Mrs. Callender responded that the Resolutions would have to be recorded in the office of the Kent County Recorder of Deeds, which she planned to do the next day and that a Final Notice of Annexation would have to be posted in five, (5), places in Town, including the Town website and Bulletin Board; on the annexed properties and in two, (2), newspaper. She explained that the notices would be posted in the Dover Post and the Delaware News Journal and that residents would have sixty, (60), days to appeal the annexation after which it would become final. However, for all intents and purposes the properties are now within the corporate limits of the Town of Cheswold.

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Review of Previous Month’s Minutes:

Mayor Tinari requested the Council to review the accuracy of the previous month’s minutes and for a motion to accept them as presented or to make changes and amendment requests as needed.

The minutes to be reviewed were as follows:

- October 5, 2015 – Monthly Town Council Meeting
- October 20, 2015 – Monthly Town Council Workshop - CANCELLED

A motion to accept the Monthly Town Council minutes, as presented was made by Councilperson Sherry Lambertson and with a second to the motion from Vice Mayor Bob Sine, a roll call vote on the motion resulted in a unanimous vote to approve.

Note: As the Workshop meeting was cancelled due to a lack of quorum, there were no minutes submitted for review.

Treasurer’s Report:

The Mayor requested Council to make any necessary statements or to make a motion to approve the following Treasury Reports.

a. The Treasurer’s Reports for the **Month of October, 2015** are as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	October, 2015
Cash Receipts	\$ 18,531.67
Cash Disbursements	\$ 36,978.59
Negative Monthly Cash Flow	(\$ 18,446.92)

ADMINISTRATION	October, 2015
Cash Receipts	\$ 8,992.29
Cash Disbursements	\$ 15,319.38
Negative Monthly Cash Flow	(\$ 6,327.09)

POLICE DEPARTMENT	October, 2015
Cash Receipts	\$ 6,413.00
Cash Disbursements	\$ 18,363.50
Negative Monthly Cash Flow	(\$ 11,950.50)

PUBLIC WORKS	October, 2015
Cash Receipts	\$ 3,126.38
Cash Disbursements	\$ 3,295.71
Negative Monthly Cash Flow	(\$ 169.33)

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Treasurer's Report *"continued"*:

b. The Treasurer's Report, **(Account Balances)**, for the **Month of October, 2015** is as follows:

As of:	October, 2015
Capital Account	\$ 7,607.44
Cheswold Pride Day Account	\$ 4,515.40
Eide Grant Fund Account	\$ 4,347.66
Fire Company Account	\$ 3,320.45
General Fund Account	\$ 96,157.49
Land Use Applicant's Account	\$ 31,438.34
Litigation Account	\$ 5,373.91
Municipal Street Aid Account	\$ 39,396.27
Salle Grant Fund Account	\$ 2,837.51

c. Requisitions

<u>Requisition #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
R6-00054	Police Dept.	IACP Conference	Chief – Per Diem	\$ 319.00	SALLE

The requisitions shown above were presented by Secretary/Treasurer Callender to the Council for approval.

d. Proposed Purchases

Nothing to Report

A motion to accept the Treasury Report and approve the Requisitions, as presented, was made by Councilperson Lambertson e and Vice Mayor Sine made a second to the motion.

Then a motion to approve the requisition, as presented, was made by Vice Mayor Sine and Councilperson Lambertson made a second to the motion.

A roll call vote on both motions resulted in a unanimous vote to approve.

Tax Collector's Report

a. **Month of October, 2015**

TAX REPORT: FISCAL YEAR 2015 – 2016

Total Amount Billed: \$132,579.60

Payments as of:

Current Year: Past Due Paid:

07/31/2015	\$29,173.43	\$5,595.97
08/31/2015	\$76,996.58	\$ 403.87
09/30/2015	\$22,408.34	\$ 280.82
10/31/2015	\$ 2,568.39	\$ 30.96
11/30/2015	\$ 1,432.86	\$ 446.88

The Tax Report was accepted by the Mayor and Council as presented.

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Police Department Report – *Chief Christopher Workman*

Chief Workman was excused from attendance at the meeting, but he submitted the following report, prior to the meeting for review by the Mayor and Council.

- **TRAINING**
 - Officers will be re-certified for Taser Training by Chief Workman, on Wednesday, November 4.
 - PFC Louis Simms will be attending a class for Advanced Interviewing and Interrogation Techniques, from Monday, November 9 through Wednesday, November 11.
- **HOLIDAY HELPING HAND**
 - The Cheswold Police Department is in the process of preparing for the holiday season, and helping those less fortunate. If you know of any families that could use some assistance this holiday season, please contact the Cheswold Police Department.
- **GRANTS**
 - Violent Crimes Grant – was used to install emergency lighting and equipment in the Chevy Tahoe.
- **TRAFFIC SUMMONS**
 - Officers issued 259 traffic summons in the month of October, 2015.
- **MONTHLY ACTIVITY REPORT**
 - Officers responded to or completed reports for 90 incidents during the month of October 2015.
- **MONTHLY INCIDENT REPORT – October, 2015**

Police

911 Disconnects = 1	Fugitives = 5	Repossessions = 0
Accidents-H/R = 0	Harassment = 1	Resisting Arrest = 0
Accidents-PD = 1	Lock Jock = 0	Robberies = 0
Accidents PL = 0	Lost Property = 0	Sex Crimes = 0
AED/CPR = 0	Loud Party = 0	Shoplifting = 2
Alarms = 7	Medical Transport = 0	Solicitation = 0
Alcohol Violations = 0	Megan’s Law = 0	Stolen Vehicle = 0
Animal Comp = 0	Mental Patient = 0	Suspicious Noise = 0
Assaults = 0	Misc. Investigation = 2	Suspicious Person/s = 1
Assist Other Agencies = 12	Missing Person = 2	Suspicious Vehicle/s = 0
BOLO = 0	Noise Complaint = 0	Terroristic Threat/s = 0
Burglary = 0	Offensive Touching = 0	Thefts = 3
Civil Dispute = 0	Open Burning = 1	Traffic Hazards = 0
Court Violation = 0	Open Door/Window = 1	Traffic Hazard/Service = 1
Criminal Impersonation = 0	Overdose = 0	Traffic Violations = 26
Criminal Mischief = 1	Parking Violation = 0	Trespass = 0
Curfew = 0	Pedestrian Stop = 0	Unassigned = 2
Disorderly = 5	PFA Service = 0	Unfounded = 2
Domestics = 0	PFA Violation = 0	Vehicle/s – Abandoned = 0
Drugs = 0	Property Checks = 4	Vehicle/s – Disabled = 1
DUI = 0	Psychiatric Incident = 0	Vehicle/s – Recovered = 0
Fight = 1	Public Assistance = 0	Vehicle/Unauthzd Use = 0
Found Property = 0	Pursuit = 0	Warrant Service = 0
Fraud = 0	Rape = 0	Welfare Check = 3
	Relay = 1	

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Police Department Report – “continued”

The Police Department Report was reviewed and accepted by the Mayor and Town Council.

The Mayor acknowledged and appreciated the Chief for developing and planning for a 3x3 basketball game in the Town, during the coming summer.

Public Works Report – *Secretary/Treasurer Sam Callender*

a. **Status Report** – Mrs. Callender presented the following report for the month of October 2015:

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
October, 2015	3	4	8	3	4

b. **Additional Information**

October 13, 2015 – Doug Burns and Mike VanOrden attended a Snow and Ice Safety Training Class provided by our insurance DFIT

October 27, 2015 – Doug Burns and Mike VanOrden participated in a DELJIS certification training class. The certification and training provides the knowledge and access to entering code violations into the DELJIS system for processing through the courts.

Planning Commission Report – *Land Use Administrator Theon Callender*

• **Status Report** –

- **Sign Ordinance Revisions** - Mrs. Callender reported that the Commission is reviewing the revision of Chapter 14 of the Land Use Ordinance – Signs. A review of the proposed revision is due from Code Enforcement Officer Doug Burns, to the Commission, by Wednesday, November 4, 2015. Due to recent Supreme Court decisions concerning municipal sign Ordinances, it is extremely important that all due diligence is given to these proposed revisions.
- **Office of State Planning Coordination Annual Report** – Mayor Tinari thanked Mrs. Callender for completing and submitting the report.

Old Business

- **Continued Review of Ordinance 05-04-15-009 Residential Rental Property Registration and Permitting** – review continues to be dependent upon response from Town Attorney Fred Townsend.

New Business

- **Status of “Code Purple”** – Councilperson Lambertson reported that she reached out to the Pastor of the Methodist Churches in Town, but has yet to receive a response and would like to table the issue until such time as she receives a response. The Mayor and Council agreed to her request.

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New Business *"continued"*

- **Town Council Workshop Meeting**

TUESDAY, NOVEMBER 17, 2015

Cheswold Town Hall - 691 Main Street - Cheswold, Delaware 19936

6:00 pm

MEETING CANCELLED DUE TO SCHEDULING OF DLLG MEETING and LACK OF QUORUM

- **Suggested "Welcome to Cheswold" packets for New Residents** – Mrs. Callender suggested to Mayor and Council that due to the anticipated number of new residents as a result in an increase of building permits in Parkers Run and Nobles Pond that they work on developing welcome packets for new residents.

The packets could include information about the Town, such as: Elections; Council; Planning Commission; Employees; Police Department; Ordinances; Taxes; Town Businesses; Voting Requirements, etc. Councilperson Lambertson added that Town Businesses could be solicited to provide coupons to encourage shopping within Town limits.

She additionally suggested that each Council member select an information issue and provide the documentation to the Mayor and Council for review and potential approval. The Mayor and Council agreed to consider and review further at the December Council meetings.

Community Comments/Concerns:

- **Newest Town property owner, Mr. Harry Miller** - stated that he would be glad to include a Welcome to Cheswold packet in the Nobles Pond closing packets and requested a scaled down version of information to provide to new residents until such time as the packet has been developed. Mrs. Callender responded that information on the Police Department; Town Hall and Mayor and Council would be forwarded to Mr. Miller on the next day. *(Subsequent to the meeting, Town Clerk Shadina Jones provided that information to Ms. Mary Field, Property Manager – Nobles Pond.)*
- **Visitor Mrs. Karen Rider** - suggested that Ms. Lambertson encourage the Pastor to reach out to PPG for assistance, with Code Purple, as they participate in community projects. She works for Energizer and they provided donations to the program.

Council Member Comments

- **Vice Mayor Sine** – Nothing to Report
- **Secretary/Treasury Theon Callender:**
 - asked the Mayor and Council if it would be okay to change the Town Hall light bulbs to green in honor of Veterans Day, at the request of Code Enforcement Officer Doug Burns. The Mayor and Council agreed.
 - Ms. Callender informed the Mayor and Council that she would be forwarding them a revised copy of the Clean Hands Ordinance for consideration, review and potential approval. The revision is necessitated by an error in the issuance of a building permit without taxes being paid in full. The revision will permit the Code Enforcement Officer and or Town Clerk to stop work or suspend a license, as necessary, in a case when such permit or license was issued when the applicant did not have "clean hands".

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Council Member Comments – “continued”

- ***Councilperson Sherry Lambertson*** – Nothing to Report

Mayor's Comments

Mayor Tinari thanked and appreciated the visitors for their attendance at the meeting and encouraged them to attend again.

He also stated that it appears that the Town may be finally making some positive progress, especially with tax payments and commended the efforts of Town Clerk Shadina Jones.

Motion to Adjourn

Secretary/Treasurer Callender made a motion to adjourn the meeting and with a second from Councilperson Lambertso, a roll call vote the motion resulted in a unanimous vote to approve.

And the meeting adjourned at 7:04 p.m.

NOTE: A quorum of Council members were in attendance and Present throughout as recorded as in attendance on Page 1.

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