

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Workshop Meeting**  
**Tuesday – December 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: 2

- Ms. Judith Johnson – Old Town
- Mr. Troy Roberts Jr. – Parkers Run

# 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 December 14, 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.

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

**Discussion Items and Status Reports:**

**a. Treasurers Report – Secretary/Treasurer Theon Callender**

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 November, 2015** are as follows:

<b>Monthly Cash Flow Comparisons</b>	
<b>TOWN of CHESWOLD</b>	<b>November, 2015</b>
Cash Receipts	\$ 37,277.49
Cash Disbursements	\$ 39,542.74
<b>Negative Monthly Cash Flow</b>	<b>(\$ 2,265.25)</b>
<b>ADMINISTRATION</b>	<b>November, 2015</b>
Cash Receipts	\$ 7,574.60
Cash Disbursements	\$ 20,047.20
<b>Negative Monthly Cash Flow</b>	<b>(\$ 12,472.60)</b>
<b>POLICE DEPARTMENT</b>	<b>November, 2015</b>
Cash Receipts	\$ 6,972.90
Cash Disbursements	\$ 16,630.88
<b>Negative Monthly Cash Flow</b>	<b>(\$ 8,657.98)</b>
<b>PUBLIC WORKS</b>	<b>November, 2015</b>
Cash Receipts	\$ 22,729.99
Cash Disbursements	\$ 3,864.66
<b>Positive Monthly Cash Flow</b>	<b>\$ 18,865.33</b>

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

<b>As of:</b>	<b>November, 2015</b>
Capital Account	\$ 7,608.07
Cheswold Pride Day Account	\$ 4,515.40
Eide Grant Fund Account	\$ 7,547.19
Fire Company Account	\$ 3,320.72
General Fund Account	\$ 69,503.43
Land Use Applicant’s Account	\$ 27,062.41
Litigation Account	\$ 3,124.05
Municipal Street Aid Account	\$ 38,699.78
Salle Grant Fund Account	\$ 6,385.83

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**Treasurer's Report** *"continued"*:

**c. Requisitions**

<u>Req.#</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
R6-00066	Police Dept.	Major Police Supply	Emerg. Lights-Tahoe	\$ 5,672.15	Violent Crimes
R6-00067	Police Dept.	Div. of Comm.	Install Lights - Tahoe	\$ 425.92	Violent Crimes

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

**d. Proposed Purchases**

*Nothing to Report*

The Mayor asked Chief Workman if all purchases associated with setting up the Tahoe have been completed and the Chief responded in the affirmative.

**MOTIONS:** A motion to accept the Treasury Report as presented, was made by Vice Mayor Sine and Councilperson Lambertson made a second to the motion.

Then a motion to accept as presented and approve the Requisitions, was made by Councilperson Lambertson and Vice Mayor Sine 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 November, 2015**

**TAX REPORT: FISCAL YEAR 2015 - 2016**

Total Amount Billed: \$132,579.60

Payments as of:

	<b>Current Year: Past Due Paid:</b>	
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.

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

- Since December 15, and in the Christmas spirit, the Department has been issuing warnings instead of tickets.
- The Chief with the assistance of Town Clerk Shadina Jones delivered toys and foods to three, (3), Cheswold families. Wal-mart gift cards made the donations possible along with donations from Ms. Jones; Sam Callender and Mr. & Mrs. Schultz of Smyrna.
- There was also discussion on creating a program to provide potential food and clothes assistance to qualified Cheswold residents on a year round basis.

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

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
November, 2015	7	0	0	11	6

**Additional Information:**

- November 3, 2015 – Doug Burns and Mike Van Orden attended a Deck and Porch Inspections and new Code Requirements Workshop in Georgetown.
- November 18, 2015 – Doug Burns and Mike Van Orden attended an IEBC class on existing building inspections class in Kent County Levy Court.

**Old Business:**

- a. Review and Potential Vote on Proposed Residential Property Owner Ordinance 05-04-15-009**  
Mrs. Callender asked the Mayor and Council if they had any feedback from their review of the changes made to the Ordinance and forwarded to them for review in association with the suggestions for change made by Town Attorney Fred Townsend.

All members were okay except for some the needed correction of some spelling errors. Corrections were promised by Mrs. Callender. She also pointed out to the Council that decisions needed to be made about fines and fees associated with the Ordinance. The Council asked her to investigate the charges applied by other municipalities with like Ordinances. Mrs. Callender agreed to do so and to respond to Council.

**New Business:**

**a. Administrator’s Report – Town Administrator Sam Callender**

- **Request from Nobles Pond to Accept Responsibility for Trash Pick-up and Lighting**  
Mrs. Callender reported that she had received a request from the Nobles Pond Project Manager to have the Town accept responsibility for trash pick-up and lighting as it is currently done by Kent County. Mrs. Callender explained that she declined to accept the responsibility as the Town does not currently pick-up trash or pay for sub-division lighting in any other sub-divisions in Town and suggested that the responsibility be moved to and paid through the Nobles Pond Home Owners Association. This is considered a CLOSED item.
- **MS4 – Municipal Separate Storm Sewer System** – As a result of the national Clean Water Act, DNREC has begun an aggressive program to identify, document, report and monitor water passing through storm systems as required by the EPA. There are extensive expensive requirements to be met in order to be in compliance including obtaining a GIS report of how and where water flows through a municipality. Although supposedly there are waivers available, the process and procedures for obtaining such a waiver has not been defined, thus requiring a municipality to begin the identification and documentation process, which will most likely require professional engineering services. Mrs. Callender will meet with Mr. Randy Cole, the Environmental Scientist for the City of Dover, early in January to instructions and guidance for Cheswold.

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**New Business:** *“continued”*

**a, Administrator’s Report** – *Town Administrator Sam Callender*

- **FOIA, (Freedom of Information Act), Updates** – Due to the lengthy scope of the updates, Mrs. Callender elected to move review of this item to the next meeting.
- **Argonut/AIG (New Property Insurance Carrier Policy and Requirements)** – Mrs. Callender reported that the DFIT has managed to consolidate all property insurance under one new carrier who provides insurance only to municipalities and as a result are better qualified to provide service and better rates, which was evidenced by a decrease in our premium with an increase in our coverage. She also explained that it is absolutely essential that if an elected official or employee is engaged in **any** situation, discussion, issue, confrontation, This also applies to any Board, Commission or Committee representing the Town.
- **Proposed Annual Flea Market** – Denny Coker, Chief of the Lenni Lanape has been contacted and he provided the name of Ms. Lisa Hurd as a representative for the Tribe to work with us on the Flea Market, Although permission has been given to use the property to the east of the Town Hall upon further reflection and discussion with the Council, it was decided that perhaps the Town should approach the Fire Company for the use of their baseball field just off Main Street. The property is large enough, in addition it will provide safer off street parking. The first meeting of a potential Committee will probably be held in January.
- **Introduction of Employee Performance Appraisal Process** – Ms. Callender asked the Mayor and Council if they had any feedback to provide on the Appraisal form or the purpose of the process as written. The Mayor suggested that a statement be added to indicate that the process is also used to recognize commendable service. Although Mrs. Callender disagreed that such a statement was necessary, upon additional reflection, she subsequently added such a statement and included that raises and promotions are also tied to appraisals. Mrs. Callender also asked the Council if they wished to review the appraisals before or after they have been reviewed and discussed with employees. They agreed to review and add their comments after the employee reviews. And although

**b. Review of Draft Ordinances**

- **Revision of “Clean Hands Ordinance” 04-22-15-046:** Insert Section 7.2 to authorize Code Enforcement Officer/Town Clerk to issue Stop Work Orders or to Suspend License/Permit, as applicable.
- **New “No Guns” Ordinance 11-09-15-048:** Draft of new Ordinance to set regulations for the Carrying of weapons into municipal buildings as permitted by HB192. Mayor and Council identified those words that needed spelling corrections; and dates that needed to be changed as a result of the meetings missed in November and December. Mrs. Callender will make said corrections and prepare Resolutions for Public Hearings on the Ordinances to be held on Monday, February 1, 2016.

**c. Categories for Development of “Welcome to Cheswold” packets for New Residents:** Mrs. Callender presented the categories for inclusion in a “Welcome to Cheswold” packet and solicited volunteers to prepare the documentation associated to the categories. The categories and volunteers are as follows:

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**New Business:** *“continued”*

**Categories for Development of “Welcome to Cheswold” packets for New Residents**

- **Mayor Donald Tinari**
  - Welcome to Cheswold
  
- **Vice Mayor Bob Sine**
  - Government Executives
  
- **Town Administrator Sam Callender**
  - Town Limits/Communities
  - Government Administration
  - Mailing vs. Physical Address
  
- **Councilperson Sherry Lambertson**
  - Home Service Contacts
  
- **Chief Christopher Workman**
  - Police Department
  - Town Businesses
  
- **Tribal Chief Denny Coker**
  - Lenni Lenape

**d. Requested Holiday Closing Dates**

Mrs. Callender asked the Council to approve the following dates to close the Town Hall in recognition of Christmas and the New Year:

- ½ Day – Wednesday, December 23, 2015
- All Day – Thursday, December 24, 2015
- All Day – Thursday, December 31, 2015

Councilperson Sherry Lambertson made a motion to approve the requested dates and Vice Mayor Bob Sine made a second to the motion.

A roll call vote on the motion resulted in a unanimous vote to approve.

**e. Next Town Council Monthly Meeting to be held:**

Monday, January 4, 2016  
Cheswold Town Hall  
691 Main Street  
Cheswold, Delaware 19936  
6:00 pm

**Suggestions for Agenda may be forwarded to Mrs. Callender at [cheswoldoffice@comcast.net](mailto:cheswoldoffice@comcast.net)**

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

**Councilperson Comments:**

- **Vice-Mayor Bob Sine** – *Nothing to Report*
- **Secretary/Treasurer Theon Callender** – Mrs. Callender introduced two new potential Council members:

**Mrs. Judith Johnson** a 20 year plus resident of Cheswold, who is interested in volunteering to serve on the Town Council. Mrs. Johnson resides in Old Town and is a Central Supply Supervisor for Bay Health. Due to prior commitments, she may not be able to attend Workshop meetings, but will be available for Council meetings.

**Mr. Troy Roberts, Jr.**, a new Cheswold resident and member of the Parkers Run community. He has lived in Cheswold since May, 2015 and was a Social Services Supervisor for Baltimore City with an emphasis on writing standards and procedures.

Another potential candidate is **Mr. Lawrence Kirby**, although he was not present at this meeting. Currently he is the Executive Director for the State of Delaware Commission of Veteran Affairs and retired from the USAF. He was also elected to serve as a Board member of the Parkers Run Home Owners Association in December, 2015.

**Note:** Although both candidates were warmly welcomed, it was subsequently remembered that Mr. Roberts may not be able to serve until May, 2016, as there is a one year residency requirement prior to serving on Council.

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

**Mayor's Comments:**

- **Mayor Donald F. Tinari's Comments** – Wished a Merry Christmas and Happy New Year to everyone and appreciated our potential candidates for their willingness to serve.

**Motion to Adjourn**

A motion was made by Councilperson Callender, seconded by Vice Mayor Bob Sine to adjourn at 7:52 p.m.

A roll call vote on the motion resulted in a unanimous vote to approve.

The meeting adjourned immediately thereafter.

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