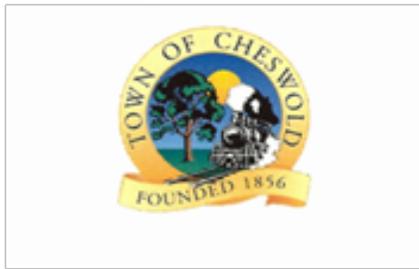


Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Workshop Meeting
Tuesday – April 19, 2016
6:00 p.m.
Cheswold Town Hall
691 Main Street
Cheswold, Delaware 19936

The following persons were in attendance:

Mayor Bob Sine
Vice Mayor Larence Kirby
Secretary/Treasurer Theon Callender
Councilperson Judy Johnson
Councilperson Don Tinari

Police Department: Chief Christopher Workman - Excused

Town Employees:

of Visitors: 0

Notice:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on April 12, 2016, 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 April 12, 2016. In addition, copies of the agenda were available for pick-up at the Town Hall.

Meeting:

The meeting was called to order by Mayor Sine, at 6:10 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.

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

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Agenda Review:

Mayor Sine 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 Vice Mayor Kirby and seconded by Councilperson Johnson. A roll call vote on the motion resulted in a unanimous vote to approve.

Requisitions:

<u>Req.#</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
R6-00102	Police Dept.	Staples Advantage	Printer – Chief	\$ 659.10	Violent Crimes
R6-00103	Police Dept.	Red the Tailor	BPV Replacement	\$615.02	Violent Crimes
R6-00104	Police Dept.	Red the Tailor	BPV Replacement	\$378.87	Police Dept.

A motion to accept and approve for payment the requisitions as presented was made by Secretary/Treasurer Callender and a second was made by Vice Mayor Kirby. A roll call vote on both motions resulted in a unanimous vote to approve.

NOTE: This Workshop meeting was the completion of the monthly Town Council meeting, held on Monday, April 11, 2016, which was interrupted after the Public Works Report due to the surprise celebration on the retirement of former Mayor Donald Tinari as Mayor.

Planning Commission Report:

- a. **Revision of Signs, Article 13 of the Land Use Ordinance** – continues to be in progress. Mayor Sine suggested that the Commission may want to consider creating a separate section to deal with signs that apply only to the Route 13 corridor.
- b. **New Zoning Map** – Mrs. Callender distributed the finalized copy of the Town Zoning Map which now reflects the approvals of re-zoned properties, as well as completed annexations, such as Nobles Pond, Cheswold Village, etc.

Old Business:

- a. **Continued Review of Ordinance 05-04-15-009 Residential Rental Property Registration and Permitting** – a motion was made by Mrs. Callender to move the continued review to the May Town Council meeting and with a second from Councilperson Johnson, a roll call vote led to the approval of the motion.
- b. **Status of Pending Projects:**
 1. **“Welcome to Cheswold” Pamphlet** – Mrs. Callender presented the Mayor and Council with a version of a pamphlet to be given to Realtors to give to new residents to Cheswold. The pamphlet includes information about the history of the Town; the government process; the current government executives; the responsibilities of residents, such as taxes, ordinances, resolutions, Council meeting attendance; the Police Department; the various communities within the Town and how to obtain facilities such as water, sewer, phone, trash pick-up and electricity. Release of the pamphlet is pending receipt of information from the Police Department and the Lenni Lenape tribe.

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Old Business *"continued"*:

- b. Status of Pending Projects** *"continued"*:
2. **Town Wide Flea Market** – *Nothing New to Report*

 3. **Town Hall Parking Lot** – *Nothing New to Report*

New Business:

- a. Hazard Mitigation Assistance Grant Program** – Chief Workman and Mrs. Callender attended a Mitigation Workshop held on Tuesday, May 5, 2016 at 10:00 am, in the Kent County Public Safety Building. Although the meeting was focused more on property acquisition and remedies in flood zones, it did address the potential for a grant approval for a generator.

Depending on the grant approved the cost share requirements will either be 75/25 or 90/10. Our application must reach DEMA by June 8, 2016 and Kent County at least 1 week prior. Awards should become known by September 30, 2016.

- b. Introduction of House Bill 279** – this bill will require all boards, commissions, and/or committees of all types to permit public comment at their meeting for a minimum of one, (1), minute. Approval is pending.
- c. Un-numbered Bill** – the City of Newark is looking for legislative support for a bill that will permit Code Enforcement Officers or specifically designated employees the authority to obtain judicial warrants to conduct inspections of residential properties, in cases where a qualified municipal employee has determined that the facilities may be potentially detrimental to the safety, health and welfare of the tenant/s.
- d. Request for Town to Participate in National Water Conservation Project** – the receipt of the request was in the middle of the month of April and the project dates were from April 1 to April 30. The Project requested that the Mayor/Council advocate and issue a resolution in support of Water Conservation and to challenge Town residents to commit to the Project electronically through the Town website. Mrs. Callender recommended that due to the lateness of the receipt of the request that the Town not participate this year. Although not voted upon, it was agreed to wait until next year.
- e. Proposed Re-Design of Town Hall** - Mrs. Callender informed the Mayor and Council that the employees of the Town, including the Town Clerk and Police Chief have discussed the need for changes in the layout of the Town Hall. Space is at a premium and efforts to use all space efficiently and effectively is required.

Councilperson Johnson requested a copy of the proposed re-design and a projected cost. Mayor Sine suggested that consideration be given to finding another office trailer to accommodate the Police Department and he agreed to investigate feasibility.

Subsequent to the meeting, Mrs. Callender forwarded copies of a proposed layout change of the existing Town Hall and a proposed layout with the addition of an additional officer trailer. Cost projections will be forwarded prior to the next Council meeting.

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New Business: *"continued"*

f. Next Town Council Meeting:

**May 2, 2016
6:00 pm
Cheswold Town Hall
691 Main Street
Cheswold, DE**

**Suggestions for Agenda may be forwarded to Mrs. Callender at:
cheswoldoffice@comcast.net**

Community Comments – *Nothing to Report*

Councilperson Comments:

- **Vice-Mayor Larence Kirby** – *Nothing to Report*
- **Secretary/Treasurer Theon Callender** – stated that she has been receiving phone calls from residents of Parker's Run concerning potholes and basketball hoops. She explained that she contacted Jack Anderson, a principal in the HOA and requested repairs and that two repairs at Boggs and Lynnbroom were completed. However, according to a resident, there were several on Lynnbroom that were missed. An e-mail was sent to Kevin Leisenring, who made the previous repairs, requesting him to do the same at the other locations. To-date there has been no response.

It also appears that basketball hoops positioned at the end of driveways and result in children playing in the street have become hazardous and a nuisance to some residents. As their placement is in conflict with HOA rules, Mrs. Callender forwarded a letter to Mr. Jack Anderson and Mr. Lyndsey Dixon requesting that the HOA address the issue. To-date there has been no response.

As a resident of Parker's Run and based on past experience, Mrs. Callender suggested that the Mayor and two, (2), Council members meet with the Board of Directors of the HOA to discuss these concerns. It was agreed to attempt to set up such a meeting, if the HOA does not respond to the request to repair the potholes and to handle the basketball hoop situations.

- **Councilperson Judith Johnson** – *Nothing to Report*
- **Councilperson Donald F. Tinari** – addressed the issue of collecting delinquent taxes by noting that a list of delinquent tax payers is posted in the local Post Office, along with a list of those persons engaged in the munitions process.

Mayor's Comments:

- **Mayor Bob Sine's Comments** – *Nothing to Report*

Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Councilperson Johnson to adjourn at 7:00 p.m. A roll call vote on the motion resulted in a unanimous vote to approve. The meeting adjourned immediately thereafter.