

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Meeting**  
**Monday – May 2, 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 December 22, 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 April 21, 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 6:07pm 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 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.

**Review of Previous Month's Minutes:**

Mayor Sine 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:

April 11, 2016 - Monthly Town Council Meeting  
April 19, 2016 - Monthly Town Council Workshop

A motion to accept the Monthly Town Council minutes, as presented was made by Councilperson Johnson and Vice Mayor Kirby made a second to approve the motion.

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

**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 April, 2016** are as follows:

**Monthly Cash Flow Comparisons**

<b>TOWN of CHESWOLD</b>	<b>April, 2016</b>
<b>Cash Receipts</b>	<b>\$ 31,251.68</b>
<b>Cash Disbursements</b>	<b>\$ 23,464.16</b>
<b>Positive Monthly Cash Flow</b>	<b>\$ 8,787.52</b>

<b>ADMINISTRATION</b>	<b>April, 2016</b>
Cash Receipts	\$ 22,865.58
Cash Disbursements	\$ 5,135.94
Positive Monthly Cash Flow	\$ 17,729.64

<b>POLICE DEPARTMENT</b>	<b>April, 2016</b>
Cash Receipts	\$ 4,280.50
Cash Disbursements	\$ 13,045.44
<b>Negative Monthly Cash Flow</b>	<b>(\$ 8,764.94)</b>

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

<b>Monthly Cash Flow Comparisons</b>	
<b>PUBLIC WORKS</b>	<b>April, 2016</b>
Cash Receipts	\$ 4,105.60
Cash Disbursements	\$ 6,282.78
<b>Negative Monthly Cash Flow</b>	<b>(\$ 2,177.18)</b>

b. The Treasurer's Report, **(Account Balances)**, for the **Month of April, 2016** is as follows:

<b>As of:</b>	<b>April, 2016</b>
Capital Account	\$ 7,611.24
Cheswold Pride Day Account	\$ 3,859.77
Eide Grant Fund Account	\$ 3,445.38
Fire Company Account	\$ 7,933.69
General Fund Account	\$ 81,480.23
Land Use Applicant's Account	\$ 26,200.30
Litigation Account	\$ 7,961.38
Municipal Street Aid Account	\$ 34,649.55
Salle Grant Fund Account	\$ 1,642.56

A motion to approve the Treasurers Report was made by Vice Mayor Kirby. Councilperson Johnson made a second to the motion and a roll call vote on the motion resulted in a unanimous vote to approve.

**c. Requisitions - *NOTHING TO REPORT***

**d. Proposed Purchases** – For the benefit of the new Council members, Ms. Callender explained that payroll is currently outsourced to Luff & Associates, which requires the Town Clerk to call in the approved employee work hours every Wednesday. Paychecks are then electronically submitted to the employees. In addition to payroll, they provide W2's at year end and administer Federal and State payroll taxes. The cost for these services is \$1,745.00 per year.

Ms. Callender also informed the Council that in 2014, a decision was made to implement a mechanized system of handling accounting for the Town, which includes permits, business licenses, fines, revenue, expenses, budgeting, requisitions and purchasing. The system is owned and maintained by Edmunds and Associates and is used by many municipalities throughout Delaware. The initial start-up cost was \$28,500 and our yearly maintenance is \$10,808.

As a result of not including payroll processing in the mechanized system, monthly manual reconciliations are required between the payroll reports from Luff & Associates, our bank statements and the mechanized Edmunds reports. This both time consuming, open to significant errors and inefficient.

Therefore, Ms. Callender and the Town Clerk Shadina Jones propose to the Council to purchase the mechanized payroll system from Edmunds. The training cost is being offered at a 50% discount for a cost of \$5,250; the conversion cost is \$1,250 and yearly maintenance is \$2,205.00

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

**d. Proposed Purchases** – In addition to improving the efficiency of the payroll process, timely monthly reconciliations will permit the Town to process audits in a timely manner, thus improving the financial status and view of the Town

A motion to approve the Proposed Purchase was made by Vice Mayor Kirby. Councilperson Johnson made a second to the motion and a roll call vote on the motion resulted in a unanimous vote to approve.

**Tax Collector's Report**

**a. Month of April, 2016**

**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
12/31/2015	\$ 0.00	\$1,386.28
01/31/2016	\$ 0.00	\$1,408.00
02/29/2016	\$ 0.00	\$1,018.66
03/31/2016	\$ 0.00	\$ 382.07
04/30/2016	\$ 0.00	\$ 500.89
05/31/2016		
06/30/2016		

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

**Police Department Report** – *Chief Christopher Workman*

Chief Workman delivered the following report to the Mayor and Council prior to the meeting, for review:

- **CHESWOLD POLICE DEPARTMENT 3 on 3 BASKETBALL TOURNEY**

Registration forms and information regarding applications for the 3 on 3 Basketball Tourney have been added to the Town website: [www.cheswold.delaware.gov](http://www.cheswold.delaware.gov) and flyers have been placed in businesses around Town. The Tourney will be held on June 11<sup>th</sup> at 10 a.m., in the Town Park, located at the end of School Lane west of Commerce Street.

- **TRAINING**

Chief Workman and Corporal Simms will be attending this year's Delaware Police Chiefs Seminar in Dewey Beach, Delaware, Monday, May 16, through Thursday, May 19<sup>th</sup>.

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**Police Department Report** – “continued”

- **DRUG TAKE BACK DAY**

The Cheswold Police Department collected three, (3), boxes of prescription medication, on Saturday, April 30, 2016 in association with the Drug Take Back Day, sponsored by the DEA.

- **COPS GRANT**

The 2016 COPS Hiring Grant has been opened for solicitations and the Department is in the process of completing the application for this year’s grant..

- **TRAFFIC SUMMONS**

Officers issued 200 traffic summons during the month of April.

- **MONTHLY ACTIVITY REPORT**

Officers responded to or completed reports for 69 incidents, Seven, (7) incidents were handled by other agencies.

- **MONTHLY INCIDENT REPORT - April, 2016**

911 Disconnects = 0	Fraud = 0	Relay = 0
Accidents-H/R = 0	Fugitives = 8	Repossessions = 0
Accidents-PD = 0	Harassment = 1	Resisting Arrest = 0
Accidents PI=0	Lock Jock = 0	Robberies = 0
AED/CPR = 0	Lost Property = 0	Sex Crimes = 0
Alarms = 3	Lost/Stolen Tag = 0	Shoplifting = 0
Alcohol Violations = 0	Loud Party = 1	Shots Fired = 0
Animal Complaints = 0	Medical Transport = 0	Solicitation = 0
Assaults = 1	Megan’s Law = 1	Stolen Vehicle = 0
Assigned in Error = 0	Mental Patient = 0	Suspicious Noise = 0
Assist Other Agencies = 9	Misc. Investigation = 0	Suspicious Person/s = 0
BOLO = 0	Missing Person = 0	Suspicious Vehicle/s = 0
Burglary = 0	Noise Complaint = 0	Terroristic Threat/s =0
Burning = 0	Offensive Touching = 0	Thefts = 1
Check on Welfare = 0	Open Burning = 0	Traffic Hazards = 0
Civil Dispute = 0	Open Door/Window = 0	Traffic Hazard/Service = 0
Court Violation = 0	Ordinance Violation = 0	Traffic Violations = 20
Criminal Impersonation = 0	Overdose = 0	Trespass = 0
Criminal Mischief = 1	Parking Violation = 3	Unassigned = 5
Curfew = 0	Pay Job/Special Duty = 0	Unfounded = 0
Custody Dispute = 0	Pedestrian Stop = 0	Vehicle/s – Abandoned = 0
Death Investigation = 0	PFA Service = 0	Vehicle/s – Disabled = 0
Disorderly = 1	PFA Violation = 0	Vehicle/s – Recovered =0
Domestics = 0	Property Checks = 2	Vehicle/Unauthzd Use = 2
Drugs = 2	Psychiatric Incident = 1	Warrant Service 2
DUI = 0	Public Assistance = 3	Weapon – Gun = 0
Fight = 0	Pursuit = 0	Welfare Check = 2
Found Property = 0	Rape = 0	

The Police Department Report was accepted as presented.

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**Public Works Report** – *Secretary/Treasurer Sam Callender*

- a. **Status Report** – The following report was not presented at the meeting due to the resignation of the Code Enforcement Officer/Building Inspector

	<b><u>PERMITS ISSUED</u></b>	<b><u>NEW VIOLATIONS</u></b>	<b><u>CLOSED VIOLATIONS</u></b>	<b><u>BUSINESS LICENSES ISSUED</u></b>	<b><u>BUILDING INSPECTIONS</u></b>
April, 2016	6	12	5	6	15

Report was submitted day after Town Council meeting

- b. **Parker's Run Complaints** – Complaints have been submitted from various residents of Parker's Run concerning the placement of basketball hoops that require children to use the street as the basketball court. As Parker's Run is a "private" community, the Police Department can only enforce certain vehicle violations, misdemeanors and felonies and playing in the street does not fall into any of those categories. However, the Town has enforceable Public Nuisance Ordinance which does apply and will be enforced by the Code Enforcement Officer. To which letters have been sent to the applicable property owners.

In addition, Ms. Callender has forwarded letters to the principal owners and representatives of the Home Owners Association, Mr. Jack Anderson and Mr. Lyndsey Dixon, requesting them to meet with representatives from the Town to discuss the above complaint along with others, such as parking, speeding and road maintenance. To-date there has been no response.

**Planning Commission Report:**

- a. **Revision of Signs, Article 13 of the Land Use Ordinance** – continues to be in progress.

**Old Business:**

- a. **Continued Review of Ordinance 05-04-15-009 Residential Rental Property Registration and Permitting** – the Council reviewed the Ordinance and the proposed fines and made some suggestions for changes. Ms. Callender was directed to make such changes and to forward the revised document to Max Walton for review, direction and suggestions for change if required.
- b. **Status of Pending Projects:**
1. **"Welcome to Cheswold" Pamphlet** – the pamphlet is complete, except for the addition of the Police Department information, which was received, but not added due to the vacation of Ms. Callender. Also pending is a response from Dennis Coker for the Lenni Lenape Tribe.
  2. **Town Wide Flea Market** – ***NOTHING NEW TO REPORT***
  3. **Town Hall Parking Lot** – ***NOTHING NEW TO REPORT***

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**Old Business:**

**b. Status of Pending Projects “continued”:**

- 4. Review of Proposed Town Hall Changes** – Previous to the meeting, Ms. Callender forwarded copies of two proposed layouts. One displays an additional building for the exclusive use of the Police Department, connected to the existing building and the other displays cosmetic changes made to the existing building. Adding an addition will cost approximately \$90,000, while making cosmetic changes will cost approximately \$15,000.

After discussion of the pros and cons of the financial status of the Town, it was decided that it would not be feasible to add a new building at least for another three, (3), years.

Ms. Callender then made a motion to make the cosmetic changes to the Town Hall, not to exceed \$20,000 and with a second from Councilperson Don Tinari, the motion passed after a roll call vote.

**New Business:**

- a. Public Hearing Procedure\_Conditional Use Request** – The Council discussed the agenda layout for the Public Hearing meeting, scheduled for Wednesday, May 11, 2016 at 6:00 p.m., and decided to include reaching a decision at the conclusion of the hearing, instead of waiting to make a decision at the next month’s Council meeting.
- c. 2016 -2017 Budget Review** – The review was not ready for review as a result of Ms. Callender having been on vacation, the previous week. She made a commitment to forward the proposed budget to the Mayor and Council for review prior to the June Council monthly meeting.
- d. Monthly Town Council Workshop Meeting** – Ms. Callender made a motion to cancel the May Town Council Workshop Meeting. Councilperson Donald Tinari made a second to the motion and a roll call vote approved the motion.

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

**Councilperson Comments:**

- **Vice-Mayor Larence Kirby** –wanted to know if there was any word on the demolition of 41 New Street. Ms. Callender responded that there is nothing new, It was still in foreclosure process.
- **Secretary/Treasurer Theon Callender** – *Nothing to Report*
- **Councilperson Judith Johnson** – *Nothing to Report*
- **Councilperson Donald F. Tinari** – *Nothing to Report*
- **Mayor’s Comments:**  
**Mayor Bob Sine’s Comments** – *Nothing to Report*

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**Motion to Adjourn**

A motion was made by Councilperson Callender, seconded by Councilperson Johnson to adjourn at 7:30 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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