Town of Cheswold
1856

State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Meeting
~~Tuesday~~ – January 3, 2017
6:00 p.m.
Cheswold Town Hall
691 Main Street
Cheswold, Delaware 19936

The following persons were in attendance:

Mayor Bob Sine
Secretary/Treasurer Theon Callender
Councilperson Donald Tinari
Councilperson Judy Johnson

Excused: Vice Mayor Larence Kirby

Police Department: Chief Christopher Workman

Planning Commission: 0 Town Employees: 0 # Residents: 0 Unspecified: 3

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://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://cheswold.delaware.gov; and was filed with the Clerk of the Town of Cheswold on December 27, 2016. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:
The meeting was called to order by Mayor Sine, at 6:02pm and was immediately followed by the Pledge of Allegiance and a Moment of Silence.

PROPERLY POSTED: Based on the dates of the posting of the meeting and the agendas, Mayor Sine acknowledged that the meeting had been properly posted.

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.

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 Councilperson Johnson and seconded by Councilperson Tinari. A roll call vote on the motion resulted in a unanimous vote to approve.

REVIEW of PEVIOUS'S MONTHS MEETINGS:
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:
December 22, 2016 - Monthly Town Council Meeting

A motion to accept the Monthly Town Council minutes, as presented was made by Councilperson Johnson and Councilperson Tinari 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, which were read by him:

a. The Treasurer's Reports for the **Month of December, 2016** are as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	**December, 2016**
Cash Receipts	**$ 58,109.16**
Cash Disbursements	**$ 85,048.23**
Negative Monthly Cash Flow	**($ 26,939.07)**

ADMINISTRATION	**December, 2016**
Cash Receipts	$ 36,807.47
Cash Disbursements	$ 59.891.38
Negative Monthly Cash Flow	($ 23,083.91)

POLICE DEPARTMENT	**December, 2016**
Cash Receipts	$ 6,929,49
Cash Disbursements	$ 21,264.16
Negative Monthly Cash Flow	($ 14,334.67)

TREASURER'S REPORT *"continued"***:**

PUBLIC WORKS	December, 2016
Cash Receipts	$ 14,372.20
Cash Disbursements	$ 3,892.69
Positive Monthly Cash Flow	$ 10,479.51

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

As of:	December, 2016
Capital Account	$ 20,003.00
Cheswold Heritage Day Account	$ 3.869.15
Eide Grant Fund Account	$ 5,739.75
Fire Company Account	$ 30.899.46
General Fund Account	$ 218,257.07
Land Use Applicant's Account	$ 26,960.33
Litigation Account	$ 15,967.66
Municipal Street Aid Account	$ 41,624.42
Salle Grant Fund Account	$ 5,036.53

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

d. Requisitions –

Req. #	Department	Vendor	Item	Amount	To Be Paid By
NOTHING TO REPORT					

e. Proposed Purchases -

P.O. #	Department	Vendor	Item	Amount	To Be Paid By
NOTHING TO REPORT					

TAX COLLECTOR'S REPORT

a. **Month of December, 2016**

TAX REPORT: FISCAL YEAR 2016 – 2017

Total Amount Billed: $151,176.00

Payments as of:

	Current Year:	Past Due Paid:
07/31/2016	$ 27,202.78	$ 285.89
08/31/2016	$ 75,146.49	$ 602.45
09/30/2016	$ 10,577.59	$ 462.72
10/31/2016	$ 1,460.42	$ 227.86
11/30/2016	$ 69.62	$ 41.31
12 /31/2016	$ 604.45	$ 295.09

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:

- **New Year**
  Welcome to a New Year and 2017, which will begin for us with the hiring of a fourth police officer who will attend the Academy beginning in March, 2017.

  We will also see the growth of the Town with the addition of new businesses and the completion of homes in Parkers Run and Nobles Pond, resulting in an increase in the population of our Town,

  Our plan is to hold the first Police Department Town Hall Meeting this year. The meeting will provide new and existing residents the opportunity to meet and get to know us. It will also provide the opportunity for dialog between Town residents and the Police Department, hopefully resulting in a closer relationship and bond in working towards a healthy and safe community.

- **Training**
  The officers of the Cheswold Police Department attended 200 hours of training during the year, for Firearms, AED/CPR, Taser Use, Lidar and Radar re-certifications, LEEDA Executive and Command courses, and Pedophile Investigations, to name a few.

  In 2017 we will continue to focus on specific training in which each officer desires to excel; such as investigations and evidence collection, supervisory and administrative concerns, along with the yearly COPT Requirements and some emphasis on issues associated with the President's interim Report on 21st century Policing, which was released in 2015.

- **Alarm Information**
  Alarm registrations were down and letters will be sent to all residents who have not registered or re-registered their alarms for this coming year.

  Letters were also sent to violators with more than two alarms and warned that effective 2015, fines will be issued for excessive alarms.

- **Yearly Hours**
  Three, (3), officers worked a total of 6059.25 hours for the year of 2016, which was 190.25 hours more than 2015. Of the 2016 hours, officers worked 152 hours of overtime and 44.5 hours of compensatory time.

  Officers used 176 hours, down from 301 in 2015, of vacation hours; 110 sick hours, an increase of 82 hours in 2015; 88 personal time hours; 80 Holiday hours and 31 compensatory hours, an increase of 25 hours from 2015.

- **Traffic Summons –**
  Officers issued 89 traffic summonses during the month of December.

POLICE DEPARTMENT REPORT – *"continued"*

- **Police Statistics 2013 - 2016**
  Police Statistics for the years 2013 – 2016, are available upon request from the Police Department.

- **Monthly Activity Report -**
  Officers responded to or completed reports for 91 Incidents for the month of December, 2016.

- **Monthly Incident Report – December, 2016**

911 Disconnects = 1	Fireworks = 0	Rape = 0
Accidents-H/R = 0	Fraud = 0	Relay = 1
Accidents-PD = 1	Fugitives = 1	Repossessions = 0
Accidents PI=0	Harassment = 0	Resisting Arrest = 1
AED/CPR = 0	Lock Jock = 0	Robberies = 0
Alarms = 7	Lost Property = 0	Sex Crimes = 0
Alcohol Violations = 0	Lost/Stolen Tag = 0	Shoplifting = 0
Animal Complaints = 0	Loud Party = 0	Shots Fired = 0
Assaults = 10	Medical Transport = 0	Solicitation = 0
Assigned in Error = 0	Megan's Law = 0	Stolen Vehicle = 0
Assist Other Agencies = 15	Mental Patient = 0	Suspicious Noise = 0
BOLO = 2	Misc. Investigation = 0	Suspicious Person/s = 1
Burglary = 1	Missing Person = 1	Suspicious Vehicle/s = 0
Burning = 0	Noise Complaint = 0	Terroristic Threat/s =0
Check on Welfare = 0	Offensive Touching = 1	Thefts = 1
Civil Dispute = 1	Open Burning = 0	Traffic Hazards = 0
Court Violation = 0	Open Door/Window = 0	Traffic Hazard/Service = 0
Criminal Impersonation = 1	Ordinance Violation = 0	Traffic Violations = 24
Criminal Mischief = 1	Overdose = 0	Trespass = -
Curfew = 0	Parking Violation = 1	Unassigned = 5
Custody Dispute = 0	Pay Job/Special Duty = 3	Unfounded = 0
Death Investigation = 0	Pedestrian Stop = 0	Vehicle/s – Abandoned = 1
Disorderly = 1	PFA Service = 0	Vehicle/s – Disabled = 1
Domestics = 5	PFA Violation = 0	Vehicle/s – Recovered =0
Drugs = 3	Property Checks = 2	Vehicle/Unauthzd Use = 0
Dumping =0	Psychiatric Incident = 2	Warrant Service 0
DUI = 0	Public Assistance = 0	Weapon – Gun = 0
Fight = 0	Pursuit = 0	Welfare Check = 5

IF YOU DON'T CALL WHO WILL – CALL 9-1-1

The Police Department Report was accepted as presented.

PUBLIC WORKS REPORT – *Secretary/Treasurer Sam Callender*

- **Status Report –** The report was not submitted in time for the meeting.:

	PERMITS ISSUED	NEW VIOLATIONS	CLOSED VIOLATIONS	BUSINESS LICENSES ISSUED	BUILDING INSPECTIONS
December, 2016	**5**	**3**	**1**	**0**	**1**

- **CODE ENFORCEMENT PROPERTIES**
  - **30 New Street –** Have received two, (2), demolition estimates:
    - **Sunnyfield Construction - $8,750.00**
      If asbestos abatement survey is required additional - $600.00
      If asbestos is present additional - $1,000.00
      Could total **- $10,350.00**
    - **Gateway Construction - $16,800.00**
      Asbestos abatement survey and potential removal are included in estimated cost.

Note: *Prior to Council decision, a response is pending from Town Attorney concerning feasibility and financial obligation associated with Town acquiring property or posting for Sherriff's sale as a result of overdue taxes.* **PENDING**

The following properties require an updated status report:

- **33 New Street –** Grass violation. Phone numbers for owner Doug Wissman have been disconnected. Certified letters to be sent this week. To date, there has been no response from the property owner. **PENDING**

- **53 School Lane –** The structure has been demolished and the property owner has begun removal of debris and placed caution tape around the existing demolition. The Owner has been contacted regarding the re-securing the caution tape and the final removal of debris which should be completed by mid-week January 10 – 12. 2017. **IN PROGRESS**

- **173 Boggs Run –** A condemnation placard has been placed upon the premises and shall remain affixed until such time as the premises is once again made fit for human habitation. **IN PROGRESS**

- **215 Commerce Street** – repairs are progressing slowly. Walk through to be scheduled with owner and Building Inspector and Code Enforcement Officer. **IN PROGRESS**

- **Leyland Village**:
  - **30 Leyland Lane** – Owner has been cited by certified mail of yard debris and trash violations twice and by oral citation as well. Some clean-up has been completed by household items and building materials remain in yard. Owner notified that violation will be forwarded to Criminal Justice Court if not cleaned by next week. Further follow-up is requied to insure the homeowner fully complies with the notices. **IN PROGRESS**

PUBLIC WORKS REPORT – *"continued"*

- **Leyland Village Development Sign** – development is scheduled to be purchased by new owner. Sign is pending until that occurs. **PENDING.**

- **Town Hall**
  - **Parking Lot –** Parking lot start date scheduled for March, dependent upon weather. **PENDING**
  - **Office Re-design –** Design has been completed. Police Department will move to the east and north side of the building, while the Town Clerk, Code Enforcement Officer and Town Administator will move to the west south sides of the building. The conference room and the Mayor's Officce will remain on the north side in the middle of the building. And there will be a small kitchen next to the computer room. Renovations scheduled to start January 23rd. **PENDING**

- **Construction Repairs**
  - **School Lane Manhole –** Repairs for the manhole and the surrounding area have been completed. **COMPLETE**
  - **Main Street Sidewalk –** Continuing to wait for response from DelDOT as to who owns the sidewalk and is thus responsible for repairs. **PENDING**

Mr. Tinari asked if 173 Boggs had been reported before. Chief Workman responded yes, but that the previous Code Enforcement Oficer did not respond to the call out. The Veterans Association and Adult Services have been contacted to provide assistance to the residents.

Mayor Sine requested the Town Administrator to request the current Code Enforcement Officer to check on the status of 41 Commerce Street, due to the trash and junk on the property.

Planning Commission Report: - *Land Use Administrator Sam Callender*

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** – final revisions have been completed and forwarded to Mr. Max Walton, Town Attorney for review, direction and suggestions for change if required. **RESPONSE PENDING**

b. **Status of Pending Projects:**

1. **Town Charter Update –** *Vice Mayor Kirby*
   Vice Mayor Kirby reported that he and Ms. Callender met and identified those items they think should be submitted for revision. Ms. Callender will provide a document that contains the suggested items. **PENDING**

New Business:

1. **2017 Town Council Elections**
   The Council discussed the parameters of the 2017 Town Council Elections and the need to acquire at least three, (3), new members. If more than 3 applicants apply, then we may be able to have an election this year. **PENDING**

COMMUNITY COMMENTS: Nothing to Report

COUNCILPERSON COMMENTS:

Secretary/Treasurer Theon Callender – Nothing to Report

Councilperson Judith Johnson – Nothing to Report.

Councilperson Donald F. Tinari – *N*othing to Report.

MAYOR'S COMMENTS:

Mayor Bob Sine – Nothing to Report

Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Councilperson Johnson to adjourn at 6:25 p.m. A roll call vote on the motion resulted in a unanimous vote to approve. The meeting adjourned immediately thereafter.