

Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Meeting
Tuesday - February 7, 2017
6:30 p.m.
Nobles Pond Development
Craft Room
13 Nobles Pond Crossing
Cheswold, Delaware 19936

The following persons were in attendance:

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

Police Department: Chief Christopher Workman
Corporal Louis Simms

Planning Commission: 3 Town Employees: 0 # Residents: 2 Unspecified: 0

NOTICE:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on January 29, 2017, 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 January 29, 2017. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Mayor Sine, at 6:27 pm and was the Pledge of Allegiance and a Moment of Silence, was eliminated as it was done in the immediate previous Public Hearing meeting, held at 6:00 pm, in the same location as this Council Meeting.

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.

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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 Vice Mayor Larence Kirby 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:

January 3, 2017 - Monthly Town Council Meeting

A motion to accept the Monthly Town Council minutes, as presented was made by Vuce Mayor Kirby and Councilperson Johnson 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 January, 2017*** are as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	January, 2017
Cash Receipts	\$ 61,631.26
Cash Disbursements	\$ 52,819.00
Postive Monthly Cash Flow	\$ 8,812.26

ADMINISTRATION	January, 2017
Cash Receipts	\$ 43,867.09
Cash Disbursements	\$ 34,501.31
Positive Monthly Cash Flow	\$ 9,367.78

POLICE DEPARTMENT	January, 2017
Cash Receipts	\$ 224.20
Cash Disbursements	\$ 14,549.58
Negative Monthly Cash Flow	(\$ 14,325.35)

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TREASURER'S REPORT *"continued"*:

PUBLIC WORKS	January, 2017
Cash Receipts	\$ 17,539.97
Cash Disbursements	\$ 3,768.14
Positive Monthly Cash Flow	\$ 13,771.83

**These figures reflect the final posted amounts for the month of January, corrected from the amounts reported at the Town Council meeting.*

c. The Treasurer's Report, **(Account Balances)**, for the **Month of January, 2017** is as follows:

As of:	January, 2017
Capital Account	\$ 20,004.70
Cheswold Heritage Day Account	\$ 3,869.15
Eide Grant Fund Account	\$ 5,739.75
Fire Company Account	\$ 32,428.04
General Fund Account	\$ 278,631.03
Land Use Applicant's Account	\$ 26,962.62
Litigation Account	\$ 13,468.31
Municipal Street Aid Account	\$ 40,287.48
Salle Grant Fund Account	\$ 5,036.53

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

d. Requisitions -

<u>Req. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
NOTHING TO REPORT					

e. Proposed Purchases -

<u>P.O. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
NOTHING TO REPORT					

Note:

Town Administrator Callender made a request followed by a motion to allocate \$10,000 in General Funds for Miscellaneous expenditures associated with the renovations of Town Hall.

A second to the motion was made by Councilperson Johnson and a unanimous vote of the Council passed the motion. *(See Status of Re-Design Plan under Town Hall under Public Works Department Report.*

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TAX COLLECTOR'S REPORT

a. **Month of January, 2017**

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
01/31/2017	\$ 702.93	\$ 341.94

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:

- **Hiring Process**

On Thursday, January 26, Chief Workman conducted the Chief's Interview for those top recruits, qualified for the hiring process and has selected one recruit to be presented to the Mayor and Council.

- **Departmental Renovations**

Initial Town Hall revocations have begun and the Police Department area is estimated to be completed by the end of February.

Current grants which may be used to assist with the cost of security; the interview room audio and video system is scheduled for adjustment reviews on February 14.

- **Traffic Summons –**

Officers issued 105 traffic summonses during the month of January.

- **Monthly Activity Report -**

Officers responded to or completed reports for 101 Incidents for the month of January, 2017. Seven, (7), incidents were handled by outside agencies after hours or not dispatched.

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POLICE DEPARTMENT REPORT – “continued”

• **Monthly Incident Report – January, 2017**

911 Disconnects = 2	Fireworks = 0	Rape = 0
Accidents-H/R = 1	Fraud = 0	Relay = 0
Accidents-PD = 2	Fugitives = 4	Repossessions = 1
Accidents PI = 0	Harassment = 0	Resisting Arrest = 0
AED/CPR = 0	Lock Jock = 0	Robberies = 0
Alarms = 5	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 = 0	Medical Transport = 0	Solicitation = 0
Assigned in Error = 0	Megan’s Law = 1	Stolen Vehicle = 1
Assist Other Agencies = 25	Mental Patient = 0	Suspicious Noise = 0
BOLO = 2	Misc. Investigation = 0	Suspicious Person/s = 3
Burglary = 0	Missing Person = 0	Suspicious Vehicle/s = 1
Burning = 0	Noise Complaint = 0	Terroristic Threat/s = 1
Check on Welfare = 0	Offensive Touching = 0	Thefts = 4
Civil Dispute = 0	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 = 23
Criminal Mischief = 2	Overdose = 0	Trespass = 0
Curfew = 0	Parking Violation = 1	Unassigned = 2
Custody Dispute = 0	Pay Job/Special Duty = 0	Unfounded = 0
Death Investigation = 0	Pedestrian Stop = 0	Vehicle/s – Abandoned = 0
Disorderly = 0	PFA Service = 0	Vehicle/s – Disabled = 0
Domestics = 4	PFA Violation = 0	Vehicle/s – Recovered = 0
Drugs = 0	Property Checks = 1	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.

• **New Hire Prospect**

Chief Workman took the opportunity to introduce the perspective new hire for the Police Department as Mr. Eric Ketterer. Mr. Ketterer is both a high school and Wheeling Jesuit University graduate, with a BA in Criminal Justice.

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POLICE DEPARTMENT REPORT – “continued”

- **New Hire Prospect**

He has interned with the New Jersey State Police and the office of the Mercer County Prosecutor and during the hiring process, he scored the highest in physical fitness and oral interview portions of the testing.

Chief Workman presented him as a great asset to the Town of Cheswold Police Department possessing the skills with which to relate and work with young people and thus enhance our community policing efforts.

The Chief then formally introduced Mr. Ketterer and asked Council if they had any questions or concerns about his potential hire. Vice Mayor Kirby asked Mr. Ketterer what interested him in applying for the Cheswold PD. Mr. Ketterer responded that his grandparents are Delaware residents and he has always been interested in small town policing.

Councilperson Tinari asked the Chief when Mr. Ketterer will be available to begin duty in the Town. The Chief responded that State of Delaware training will begin in March and should be completed by July or August and after graduation from the academy, field training will begin and active solo police duty will probably not begin until November, 2017.

With no further questions or expressed concerns, Secretary/Treasurer Callender made a motion to present a conditional offer of employment to Mr. Ketterer. Vice Mayor Kirby made a second to the motion and with a unanimous vote of the Council, the motion passed.

PUBLIC WORKS REPORT – Secretary/Treasurer Sam Callender

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

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
January, 2017	5	4	0	4	0

- **CODE ENFORCEMENT PROPERTIES**

- **30 New Street** – Electric is disconnected. Town continues to wait a response from Town Attorney on the Sherriff’s sale process and Council’s demolition decision. **PENDING**
- **33 New Street** – Grass violation. Phone numbers for owner Doug Wissman have been disconnected. A certified letter of the violation was sent on October 31, 2016. There has been no contact or action from the owner regarding the Notice of Violation.. **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. If not completed, an attorney letter will be sent. **PENDING**
- **41 Commerce Street** – Citations have been issued. **PENDING**

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PUBLIC WORKS REPORT – “*continued*”

- **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. **ON-GOING**
- **215 Commerce Street** – repairs are progressing slowly. Walk through to be scheduled with owner and Building Inspector and Code Enforcement Officer. **IN PROGRESS**
- **Blanton Mobile Trailer Park:**
 - **30 Leyland Lane** – Clean-up of the outside property has significantly improved and is nearly complete. The Owner of the Park had a discussion which affected the desired result, although another Notice of Violation is being issued for the remainder of the debris on the lot and the vehicle which is in a state of disrepair.
 - **Leyland Village Development Sign** – new sign has been installed to reflect the new ownership as Blanton Mobile Trailer Park. **COMPLETE**
- **Town Hall**
 - **Parking Lot** – Parking lot start date scheduled for March, dependent upon weather. **PENDING**
 - **Office Re-design** – Renovations began on January 23, 2017, and is scheduled to continue for approximately two, (2), months. New doors and trim have been delivered; flooring selected and the walls for the Police Department have been installed. **PENDING**
- **Construction Repairs**
 - **Main Street Sidewalk** – Continuing to wait for response from DelDOT as to who owns the sidewalk and is thus responsible for repairs. **PENDING**

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*
Town Administrator Callender reported that she will attempt to provide a document that contains the suggested items, prior to next month’s Council meeting. **PENDING**

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New Business:

1. 2017 Town Council Elections

2. Ms. Callender stated there may be the possibility of a Council election this year, but to-date there has only been one applicant submission. It was received from Mr. Asinger of Nobles Pond. She also reminded Mayor Sine and Councilperson Johnson, that they must also submit their applications on time, in order to remain on Council. **PENDING**

3. Delaware River Bay Authority & DelDOT Meeting

Vice Mayor Kirby provided a synopsis of a meeting attended by Town Administrator Callender and he with various representatives from the DRBA & DelDOT, on Thursday, January 19. The meeting consisted of current and future plans for the Delaware Airpark, located in and on the Town of Cheswold boundaries and the potential opportunities, benefits and negativities for Cheswold. The meeting concluded with a proposed plan by Vice Mayor Kirby to participate in a Town wide program sponsored by the DRBA and Delaware State to introduce and expose Cheswold residents and property owners to the Airpark. The date is tentatively scheduled for June, 2017. **PENDING**

4. Delaware Airpark Open House

Mrs. Callender provided the Mayor and Council with an invitation from the Delaware Airpark and the Delaware State Pilot's Program to attend an Open House at the Airpark on Friday, February 10. **COMPLETE**

5. Request to Top Trees

The Mayor and Council discussed a request from the DRBA to top trees on Town property, specifically Map ID 4-03-04602-07-9900-000. The DRBA would like to remove excessive foliage from the tops of trees on the property to facilitate landing on the new runway. There was discussion about the length of foliage to be removed and the associated clean-up.

Resident Roberts expressed concerns about the noise of the airplanes and Vice Mayor Kirby explained that the Airpark is a training location and that is something with which we will have to contend. He also explained that the Airpark is not a commercial location and the smaller engines on the smaller jets that will be landing there will greatly reduce the noise level.

Resident Asinger asked the length of the new driveway, (subsequently determined to be 4200 feet), and if there will be any re-fueling job opportunities. Mr. Kirby responded that's it's too soon to determine what the job opportunities will be, but the Council will remain vigilant about them. **PENDING**

COMMUNITY COMMENTS: Nothing to Report

COUNCILPERSON COMMENTS:

Secretary/Treasurer Theon Callender – informed the Mayor and Council that she hosted a meeting at Town Hall with the engineering firms of KCI and Duffield Associates, along with the Town of Wyoming to obtain an estimate of costs associated with adhering to the requirements of the MS4 program.

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COUNCILPERSON COMMENTS – “continued”

Councilperson Judith Johnson – Nothing to Report.

Councilperson Donald F. Tinari – stated that we have a State road in Town and as a result we will face many problems with DelDOT, (State). He feels there are profitability issues associated with the Airpark, that will take more than just lengthening the runway. DelDOT previously said they had no problems with annexing the Airpark into Cheswold, but those employees have since retired.

POLICE CHIEF’S COMMENTS:

Chief Workman informed the Mayor and Council that it will soon be 4 years since he was hired and he wanted to express his thanks specifically to Mayor Sine, Secretary/Treasurer Callender and Councilperson Tinari, for hiring him and their support and cooperation. He also thanked Vice Mayor Kirby and Councilperson Johnson for joining other Council in support. All members of the Council, including the Mayor, appreciated Chief Workman for his service and for the professionalism introduced to the Department by him.

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 7:22 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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