

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Workshop Meeting**  
**Tuesday – August 19, 2014**  
**6:00 p.m.**  
**Cheswold Town Hall**

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

Planning Commission: 0

Town Employees: 0

# of Cheswold Fire Company Present: 0

# of Cheswold Residents Present: 0

# 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 12, 2013, 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 August 15, 2014. 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 6:00 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.

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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 presented was made by Vice Mayor Sine, seconded by Councilperson Lambertson. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

**Financial Report** – *Secretary/Treasurer Theon Callender*

• **Requisitions Requiring Approval:**

<b><u>Requisition #</u></b>	<b><u>Department</u></b>	<b><u>Vendor</u></b>	<b><u>Item</u></b>	<b><u>Amount</u></b>	<b><u>To Be Paid By</u></b>
R5-00015	Police Dept.	IACP Conference	Registration	\$350.00	Salle
R5-00016	Police Dept.	Expedia	Flight/Hotel	\$651.72	Salle
R5-00017	Police Dept.	Mr. Tire Auto Center	4-Tires; Crown Vic	\$431.08	Police Depart.
R5-00021	Police Dept.	Kustom Signals	Light Repair-Dodge	\$183.00	Police Depart.
R5-00022	Police Dept.	Dover Auto Repair	Wiper Blade Fuse	\$209.88	Police Depart.
R5-00023	Police Dept.	Micro Format	Thermal Paper	\$300.60	Police Depart.

A motion was made by Vice Mayor Sine, seconded by Councilperson Lambertson to approve the Requisitions as presented. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

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

- **Vests** - Chief Workman reported that the Police Department has received grant funding approval for the purchase of vests, which will pay ½ the cost for vest replacements over the next three years.
- **Arrest** – Officer Susan Kline has conducted the arrest of the perpetrator of the lottery ticket theft.
- **Potential Arrest** – Officer Kline has also identified the perpetrator of the coin machines in the laundry mat and arrest is imminent.
- **Officer Kline** – Special appreciation was expressed for the exceptional performance of Officer Kline, who continues to operate on self-initiative and is proving to be an appreciated asset of the Department.
- **Grants Pending Award** – the Violent Crimes Grant is pending award during September, followed by Edie and Salle in October.
- **Police Department Building** – the placement is pending the acquisition of a sub-contractor to install the skirting.

The Mayor questioned the Chief on the repair status of the Crown Vic. Chief Workman explained that he is taking precautionary measures to lengthen the life span of the vehicle by having Officer Kline to use the Dodge and Officer Simms using the Crown Vic, with the additional instruction “to treat them as if they were the Chief’s car.” He added that the last payment on the Dodge is due in April of 2015.

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**Planning Commission Status** – *Secretary/Treasurer Theon Callender*

- **Memorandum 14-009 Fulton Street Lots**

The Planning Commission forwarded two recommendations in association with the Fulton Street Lots, owned by Eastern Shore Property Management, under the direction of Mr. Robert J. Coleman.

1. The Commission recommended that the Town Council approve Application # 2014-05-02-013 for the sub-division of lots located on the west side of Fulton Street, and the revised plan request dated June 27 2014. A motion to approve the recommendation was made by Vice-Mayor Robert Sine and a second to the motion was made by Councilperson Lambertson. The votes on the motion were as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

2. Associated to the sub-division request of Application \$ 2014-05-02-013, is a request from Attorney Sandra Dean representing Mr. Coleman for the Eastern Shore Property Management. The request is for the Town to abandon a 12' alley running approximately 220.7' between properties owned on both sides of the alley by Eastern Shore Property Management.

The Council engaged in an in-depth discussion of the pros and cons of agreeing to the request as submitted and eventually made the decision as specified in the following motion.

Vice Mayor Sine made a motion to approve the abandonment of the alley as specified in the request from Attorney Sandra Dean, representing Eastern Shore Property Management, with the agreement from the applicant to follow the abandonment process as described and required by the Town Charter of the Town of Cheswold, Section 18.8 and that all expenses, costs and requirements for completing the abandonment process be totally and completely borne by Eastern Shore Property Management. Councilperson Lambertson made a second to the motion and the votes were as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

- **Memorandum 14-010 Cheswold Village Zoning Code Recommendations**

The Planning Commission also forwarded a recommendation for Zoning Code approvals to the Town Council for six, (6), lots pending annexation in an area to be known as Cheswold Village. Four, (4), of the lots are owned by Cheswold Village and the remaining two, (2), are owned by Our Grace Land Holding. The Zoning Code recommendations were as follows:

<b><u>Application #</u></b>	<b><u>Map ID #</u></b>	<b><u>Owned By:</u></b>	<b><u>Zoning Code Recommendation</u></b>
2014-06-20-0003B	4-00-04700-01-4406-000	Cheswold Village	C-2 (Highway Commercial)
2014-06-20-0003C	4-00-04700-01-4404-000	Cheswold Village	C-2 (Highway Commercial)
2014-06-20-0003D	4-00-04700-01-4407-000	Cheswold Village	C-2 (Highway Commercial)
2014-06-20-0003E	4-00-04700-01-4400-000	Cheswold Village	R-3 (Residential-Townhouse)
2014-06-20-0003F	4-00-04700-01-4201-000	Our Grace Land	R-3 (Residential-Townhouse)
2014-06-20-0003G	4-00-04700-01-4202-000	Our Grace Land	R-3 (Residential-Townhouse)

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**Planning Commission Status** “cont’d” – *Secretary/Treasurer Theon Callender*

- **Memorandum 14-010 Cheswold Village Zoning Code Recommendations** “cont’d”

A motion was made by Vice Mayor Sine, seconded by Councilperson Lambertson to approve the Zoning Code Recommendations as recommended by the Planning Commission. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

**Annexation Resolution - Fulton Street Lots** – *Secretary/Treasurer Theon Callender*

- Mrs. Callender presented and explained Annexation Resolution #08-07-14-060, which covers the Annexation of two, (2), parcels and three, (3), lots currently situated in Kent County and which Eastern Shore Property Management, owners of said parcels and lots desire to have annexed into the corporate limits of the Town of Cheswold. All annexation requirements per the Town Charter have been met, including the Public Hearing and the State requirement for review and agreement from the Office of State Planning Coordination. As a result a motion was made by Councilperson Callender to accept and approve the Resolution of Annexation; and with a second from Vice-Mayor Sine, the votes on the motion were as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote.

**Agenda for Town Council Monthly Meeting – September 2, 2014**

- Mayor Tinari requested that an Airpark Status be added to the agenda to which he will provide an update.
- Agenda will also contain usual items and any new items or issues of concern or information.

**Council Member Comments**

- Councilperson Callender provided the following updates:
  - **Results of DFIT Annual Safety Review** – a review of the Town’s safety documents and procedures was performed on Wednesday, July 30, 2014. The review was attended by Ms. Terri DeSantos, DFIT Program Administrator, Mr. Scott Storer, Amerihealth Safety Coordinator, Mr. Doug Burns, Town of Cheswold, Safety Manager and Mrs. Theon Callender. The Town passed the review with flying colors, with the only recommendation being that DFIT monthly safety meetings not be missed.
  - **Memorandum of Understanding with Office of the State Fire Marshall** – a meeting was held on Friday, August 15, 2014, with Mr. Duane Fox and John Reedy of the Fire Marshall’s office and Councilpersons Lambertson and Callender. At that time a decision was made for the Town to revise the MOU and to create a procedural document to compliment the MOU. The revisions were forwarded to the Council and without requests for changes will be forwarded to Mr. Fox for agreement.

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**Mayor's Comments**

Mayor Tinari reiterated his desire to have meetings with representatives from the Delaware Airpark to discuss the proposed changes to the airfield and the impact that the future of the Airpark may have upon the future of the Town of Cheswold.

**Motion to Adjourn**

A motion was made by Councilperson Callender, seconded by Councilperson Lambertson to adjourn at 6:46 p.m. A roll call vote on the motion was as follows:

Councilperson Theon Callender – Yes                      Councilperson Sherry Lambertson – Yes  
Vice Mayor Sine – Yes

The motion carried with a unanimous vote and the meeting was adjourned.

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