

Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Meeting
Monday – October 2, 2017
6:00 p.m.
Cheswold Fire Hall
371 Main Street
Cheswold, Delaware 19936

The following persons were in attendance:

Mayor Bob Sine
Vice Mayor Larence Kirby
Secretary/Treasurer Theon Callender
Councilperson Judith Johnson

Excused: Councilperson Matthew Asinger

Police Department: Chief Christopher Workman

Planning Commission: 0 Town Employees: 0 # Residents: 1 Unspecified: 0

Resident: Mr. Rodney Callender – Parkers Run

NOTICE:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on March 15, 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 September 27, 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 6:00 pm and was 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.

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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 approve as presented was made by Vice Mayor Kirby and a second was added by Chairperson Johnson. 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:

September 5, 2017 - Monthly Town Council Meeting

A motion to accept the minutes of the previous month, 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 September, 2017** is as follows:

Monthly Cash Flow Comparisons	
TOWN of CHESWOLD	September, 2017
Cash Receipts	\$ 88,509.94
Cash Disbursements	\$123,172.69
Negative Monthly Cash Flow	(\$ 34,662.75)
ADMINISTRATION	
Cash Receipts	\$ 84,993.58
Cash Disbursements	\$ 95,934.40
Negative Monthly Cash Flow	(\$ 10,940.82)
POLICE DEPARTMENT	
Cash Receipts	\$ 2,917.36
Cash Disbursements	\$ 20,637.68
Negative Monthly Cash Flow	(\$ 17,720.32)
PUBLIC WORKS	
Cash Receipts	\$ 599.00
Cash Disbursements	\$ 6,600.61
Negative Monthly Cash Flow	(\$ 16,601.61)

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TREASURER'S REPORT *"continued"*:

(Account Balances), for the Month of September, 2017 is as follows:

As of:	September, 2017
Capital Account	\$ 25,218.61
Cheswold Heritage Day Account	\$ 3,689.27
Eide Grant Fund Account	\$ 4,135.56
Fire Company Account	\$ 38,292.69
General Fund Account	\$ 315,919.75
Land Use Applicant's Account	\$ 34,961.60
Litigation Account	\$ 28,203.16
Municipal Street Aid Account	\$ 46,375.08
Salle Grant Fund Account	\$ 308.53

b. Requisitions -

<u>Req. #</u>	<u>Dept.</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
R8-00023	Police	Red the Uniform Tailor	Bullet Proof Vest	\$ 720.56	Police Dept.

c. Proposed Purchases -

<u>P.O. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
			<i>Nothing to Report</i>		

A motion to approve the Treasurers Report was made by Councilperson Johnson and a second was added by Vice Mayor Kirby and a motion to approve the Requisitions was made by Vice Mayor Kirby with a second from Councilperson Johnson. Both motions were approved by a unanimous roll call vote of the Council present.

d. Request for Budget Line Item Increase – Secretary/Treasurer Callender reported that she received a request memo from Chief Workman to increase the budget line item for maintenance on the Dodge Charger from \$1,000.00 to \$1,500.00. Chief Workman explained to the Mayor and Council that the request was made to keep the budget in alignment as a recent repair on the Charger had already exceeded the \$1,000 budget limit. Mayor Sine suggested that the line item be increased to \$2,000. Councilperson Johnson made the motion to reflect the suggestion by the Mayor and Vice Mayor Kirby made a second to the motion. A unanimous roll call vote passed the motion as presented.

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TAX COLLECTOR'S REPORT

a. Month of September, 2017

TAX REPORT: FISCAL YEAR 2017 – 2018

Total Amount Billed: \$142,672.80

Payments as of:

Current Year: Past Due Paid:

07/31/2017	\$ 13,625.28	\$ 672.75
08/31/2017*	\$ 99,029.63	\$ 1,467.92
09/30/2017	\$ 4,294.26	\$ 485.02

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

*August amounts corrected to reflect late accounting posting.

a. Delinquent Taxes

Councilperson Asinger, via e-mail, notified Mrs. Callender that he will proceed with going door to door to attempt to collect back taxes. He also requested that he receive an "official" ID card. Chief Workman is investigating a means for revising our current id cards.

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

Chief Workman presented the following report:

- **2018 Violent Crimes Grant**

The Violent Crimes Grant for the Cheswold Police Department has been approved by the Committee to replace one mobile radio and charging accessories; replacement of old Taser equipment and cartridges and overtime funds to provide extra patrols to combat violent crimes.

- **Halloween Patrols**

The Police Department will have extra patrols on duty October 30th and October 31st. Mobile and bike patrols will be in Town and neighborhoods to make sure the Halloween holiday is a safe one for all.

- **2018 EDIE/SALLE Grants –**

The Department has received \$3,376.26 in SALLE and \$3,162.19 in EDIE Grant funds and is currently accessing departmental needs to allocate the funds.

- **Condolences –**

The Cheswold Police Department sends our thoughts and prayers to Cpl. Louis Simms and his family in the lost of his mother Sandra, who passed last week after a long battle with cancer.

- **Traffic Summons –**

Officers issued 236 traffic summonses and 19 warnings during the month of September.

- **Monthly Activity Report**

Officers responded to or completed reports for 157 Incidents for the month of September, 2017.

A total of nine, (9), incidents were handled by outside agencies after hours or not dispatched.

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POLICE DEPARTMENT REPORT – “continued”

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

911 Disconnects = 0	Fireworks = 0	Rape = 0
Accidents-H/R = 0	Fraud = 0	Relay = 0
Accidents-PD = 0	Fugitives = 3	Repossessions = 0
Accidents PI = 0	Harassment = 1	Resisting Arrest = 0
AED/CPR = 0	Lock Jock = 0	Robberies = 0
Alarms = 2	Lost Property = 0	Sex Crimes = 0
Alcohol Violations = 0	Lost/Stolen Tag = 1	Shoplifting = 0
Animal Complaints = 0	Loud Party = 0	Shots Fired = 0
Assaults = 0	Loitering = 0	Solicitation = 0
Assigned in Error = 0	Megan’s Law = 1	Stolen Vehicle = 0
Assist Other Agencies = 11	Mental Patient = 0	Suspicious Noise = 0
BOLO = 1	Misc. Investigation = 2	Suspicious Person/s = 0
Burglary = 1	Missing Person = 0	Suspicious Vehicle/s = 4
Burning = 0	Noise Complaint = 0	Terroristic Threat/s = 1
Check on Welfare = 0	Offensive Touching = 0	Thefts = 0
Civil Dispute = 2	Open Burning = 0	Traffic Hazards = 0
Court Violation = 0	Open Door/Window = 0	Traffic Hazard/Service = 1
Criminal Impersonation = 0	Ordinance Violation = 0	Traffic Violations = 78
Criminal Mischief = 0	Overdose = 0	Trespass = 1
Curfew = 0	Parking Violation = 0	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 = 1
Domestics = 7	PFA Violation = 0	Vehicle/s – Recovered = 0
Drugs = 12	Property Checks = 6	Vehicle/Unauthzd Use = 0
Dumping = 0	Psychiatric Incident = 0	Warrant Service = 0
DUI = 3	Public Assistance = 8	Weapon – Gun = 0
Fight = 0	Pursuit = 0	Welfare Check = 4

PUBLIC WORKS REPORT – *Secretary/Treasurer Sam Callender*

The report was not presented at the meeting, as Mrs. Callender failed to obtain it from the Code Enforcement Officer, but is printed here as promised at the meeting:

:

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
September, 2017	7	21	21	5	0

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PUBLIC WORKS REPORT – “continued”

• **CODE ENFORCEMENT PROPERTIES**

- **Fulton St./Eastern Shore Property Management** – The property owner has abated the situation. A new modular home is being located on the lot. **CLOSED**
- **30 New Street** – Electric is disconnected. Town continues to wait a response from Town Attorney on the Sherriff’s sale process which effects the Council’s demolition decision.
NO CHANGE - PENDING
- **33 New Street** – Grass violation. Phone numbers for owner Doug Wissman have been disconnected and the owner cannot be located. 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. Another order of Violation will be mailed to the last known address of the property owner. **NO CHANGE - PENDING**
- **53 School Lane** – The property owner has once again been contacted and has failed to do a final cleanup of the property and properly backfill the lot. Continued attempts at contact with the property owner is ongoing. A Notice of Violation and fines will be issued. **PENDING**
- **77 School Lane** – The property owner has been sent a 2nd Notice of Violation, as well as a letter concerning cleanup of this property. **PENDING**
- **176 Boggs Run** – The mortgage company owning the property has sent a clean-up crew and work has commenced to abate the Condemnation Violation. **PENDING**
- **179 Commerce St.** – This property has been released by the Fire Marshal’s office and is currently in the process of demolition. **PENDING**
- **215 Commerce St.** - Repairs are still in progress for the upstairs apartment. Contact will be made with the property owner this week, concerning a completion date.
PENDING
- **Blanton Mobile Trailer Park:**
 - **30 Leyland Lane** – This residence has been issued a 2nd Notice of Violation regarding the exterior of the property. Code Enforcement is working with the Park owners to apply pressure to the home owner to clean-up the property.
PENDING
- **Town Hall**
 - **Parking Lot** – DelDOT has released the Stop Work Order and Gateway Construction has completed the DelDOT portion of the parking lot. We have been assured that all pending items, including electricity, landscaping, deck installation and repairs to Town property will be completed by the end of October.
PENDING

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PUBLIC WORKS REPORT – “continued”

- **Office Re-design** – Renovations are nearly complete. All that remains is the completion of the kitchen area. **NO CHANGE - PENDING**
- **Construction Repairs**
 - **Main Street Sidewalk** – Need for railroad crossing update affects the repair of the sidewalk. Both State Senator Lawson and State Representative Paradee have agreed to seek funding to update the railroad crossing. **NO CHANGE - ON HOLD**

PLANNING COMMISSION REPORT: - *Land Use Administrator Sam Callender*

- a. **2020 Comprehensive Plan Update** – Commissioners are working on the 2020 Plan Update through the development of a community questionnaire.
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. **NO CHANGE - RESPONSE PENDING**
- b. **STATUS of PENDING PROJECTS:**
 - 1. **Town Charter Update** – Vice Mayor Kirby stated that he would like to go forward with this item. Mrs. Callender agreed to post a Workshop meeting to do so, when notified by the Vice Mayor.
PENDING WORKSHOP SCHEDULING
 - 2. **MS4** – Review of \$13,139.00 cost estimate from KCI Engineering remains. It was agreed to review Town finances in November and to review this item at that time.- **ON HOLD**
 - 3. **Water to Old Town** – Pending response from the committee created by State Representative Trey Paradee. – **ON HOLD**

NEW BUSINESS:

NOTHING TO REPORT

COMMUNITY COMMENTS:

NOTHING TO REPORT

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COUNCILPERSON COMMENTS:

Vice Mayor Larence Kirby – *Nothing to Report*

Secretary/Treasurer Theon Callender – *Thanked the Mayor, Council and employees for the condolences expressed on the passing of her sister.*

Councilperson Judith Johnson – *Stated that her granddaughter is a member of the National Honor Society and as such requires at least six, (6), hours of community service. She wanted to know if the Town could accommodate those hours. Mrs. Callender replied that she should have her granddaughter contact our Town Clerk, Ms. Shadina Jones, as we've done this for other students and we can use the clerical assistance.*

Councilperson Matthew Asinger – *ABSENT*

MAYOR'S COMMENTS: *NOTHING TO REPORT*

Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Councilperson Johnson to adjourn at 6:30 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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