



Town of Cheswold
Minutes of the Monthly Town Council Meeting
Monday – October 1, 2018
6:15 p.m.
Cheswold Fire Hall
371 Main Street
Cheswold, Delaware 19936

The following persons were in attendance:

Mayor Robert Sine
Secretary/Treasurer Theon Callender
Councilperson Judy Johnson
Councilperson Santo Faronea
Councilperson Mark Moxley

Excused: Vice Mayor Larence Kirby

Police Department: Chief Christopher Workman
Public Works: Code Enforcement Officer Mike Callender;
Town Clerk: Shadina Jones

Planning Commission: 0 Other Town Employees: 0 # Residents: 6 Visitors: 0

NOTICE:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on December 18, 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 26, 2018 and revised and posted on September 6, 2018. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Mayor Sine, at 6:18 pm and the Pledge of Allegiance; Moment of Silence and Roll Call were eliminated as they were conducted at the Public Hearing held at 6:00 p.m., previous to the Council meeting. All members of Council remained in attendance.

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

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 Moxley. 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 10, 2018 - Monthly Town Council Meeting

A motion to accept the Monthly Town Council minutes, as presented was made by Councilperson Johnson and Councilperson Faronea 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 September, 2018**, is as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	September, 2018
Cash Receipts	\$ 59,524.49
Cash Disbursements	\$ 35,760.67
Positive Monthly Cash Flow	\$ 23,763.82

ADMINISTRATION	September, 2018
Cash Receipts	\$ 44,925.76
Cash Disbursements	\$ 19,482.33
Positive Monthly Cash Flow	\$ 25,444.43

POLICE DEPARTMENT	September, 2018
Cash Receipts	\$ 5,002.48
Cash Disbursements	\$ 15,925.01
Negative Monthly Cash Flow	(\$ 10,922.63)

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TREASURER'S REPORT "continued":

PUBLIC WORKS	September, 2018
Cash Receipts	\$ 9,596.25
Cash Disbursements	\$ 353.33
Positive Monthly Cash Flow	\$ 9,242.92

c. The Treasurer's Report, (**Account Balances**), for the **Month of September, 2018**, is as follows:

As of:	September, 2018
Capital Account	\$ 30,248.34
Cheswold Heritage Day Account	\$ 2,437.53
Eide Grant Fund Account	\$ 1,093.32
Fire Company Account	\$ 41,241.72
General Fund Account	\$ 236,005.02
Land Use Applicant's Account	\$ 28,104.92
Litigation Account	\$ 30,451.62
Municipal Street Aid Account	\$ 52,332.62
Salle Grant Fund Account	\$ 206.63

A motion to approve the Treasurers Report was made by Councilperson Moxley. 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 -

<u>Req. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
R9-00020	Police Dept.	EP Engine Performance	Radar/Brakes-Tahoe	\$1,165.36*	General Fund

*Although Council was under impression this requisition had been pre-approved, it had not. At the September Council meeting, a line item increase to pay for the requisition was approved. As the entire Council agreed the requisition was approved by the signature of the Mayor and Councilperson Faronea.

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					

f. Line Item Increase Request

Line Item: 01-681-001 **Line Item Account:** Credit Card **Increase by:** \$700.00
Request from Secretary/Treasurer Callender was unanimously approved.

<u>Department</u>	<u>Line Item</u>	<u>Line Item Title</u>	<u>2018-2019 Approved Budget Amt.</u>	<u>Requested Increase Amount</u>	<u>Revised Budget Amount</u>
Admin. Office	01-681-001	Credit Card	\$1,200.00	\$700.00	

The Line Item Increase Amount was approved by a unanimous vote, without a motion or second.

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TAX COLLECTOR'S REPORT

a. Month of September 2018

TAX REPORT: FISCAL YEAR 2018 - 2019

Total Amount Billed: \$150,827.40

Payments as of:

	Current Year: Past Due Paid:	
07/31/2018	\$ 22,750.94	\$ 212.72
08/31/2018	\$ 98,852.23	\$ 1,841.46
09/30/2018	\$15,520.22	\$ 2,554.16
10/31/2018		
11/30/2018		
12 /31/2018		
01/31/2019		
02/29/2019		
03/31/2019		
04/30/2019		
05/31/2019		
06/30/2019		

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

b. DELINQUENT TAXES – Town Clerk Shadina Jones

Nothing New to Report

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

- **Shift Changes**

As of October 1, 2018, the Cheswold Police Department began providing service 24/7. This is a pilot program, which will be conducted for the next three months, to evaluate effectiveness and sustainability and to determine if any changes should be made.

- **Training**

Officers will be completing their yearly firearms qualifications in October. Chief Workman will be attending the yearly IACP Training Conference, from Oct. 6 – 9, 2018. Cpl. Simms be attending the FBI-LEEDA Executive Leadership Training, Oct. 22 – 26, 2018.

- **Violent Crimes Grant**

The Cheswold Police Department has been awarded \$14,172.15 for this fiscal year. We are requesting the use of these funds to purchase AXON Body Cams along with the associated storage software and warrant costs for the next three years.

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POLICE DEPARTMENT REPORT – “continued”

- **Traffic Summons –**
Officers issued 252 traffic summonses during the month of September.

- **Monthly Activity Report -**
Officers responded to or completed reports for 172 Incidents for the month of September 2018. A total of six, (6), incidents were handled by outside agencies after hours or not dispatched.

- **Monthly Incident Report - September 2018**

911 Disconnects = 1	Fireworks = 0	Rape = 0
Accidents-H/R = 1	Fraud = 2	Relay = 0
Accidents-Dept = 0	Fugitives = 11	Repossessions = 3
Accidents PD =3	Harassment = 0	Resisting Arrest = 1
AED/CPR = 0	Lock Jock = 0	Robberies = 0
Alarms = 1	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 = 2	Megan’s Law = 0	Stolen Vehicle = 1
Assist Other Agencies = 32	Mental Patient = 0	Suspicious Noise = 0
BOLO = 0	Misc. Investigation = 0	Suspicious Person/s = 1
Burglary = 0	Missing Person = 0	Suspicious Vehicle/s = 2
Burning = 0	Noise Complaint = 0	Terroristic Threat/s =0
Check on Welfare = 0	Offensive Touching = 0	Thefts = 1
Civil Dispute = 0	Open Burning = 0	Traffic Hazards = 0
Court Violation = 0	Open Door/Window = 0	Traffic Hazard/Service = 2
Criminal Impersonation = 0	Ordinance Violation = 0	Traffic Violations = 84
Criminal Mischief = 0	Overdose = 0	Trespass = -0
Curfew = 0	Parking Violation = 0	Unassigned = 0
Custody Dispute = 0	Pay Job/Special Duty = 1	Unfounded = 0
Death Investigation = 0	Pedestrian Stop = 0	Vehicle/s – Abandoned = 0
Disorderly = 0	PFA Service = 0	Vehicle/s – Disabled = 0
Domestics = 3	PFA Violation = 0	Vehicle/s – Recovered =0
Drugs = 6	Property Checks = 4	Vehicle/Unauthzd Use = 0
Dumping =0	Psychiatric Incident = 0	Warrant Service = 0
DUI = 0	Public Assistance = 8	Weapon – Gun = 0
Fight = 0	Pursuit = 0	Welfare Check = 3

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

The Police Department Report was accepted as presented.

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PUBLIC WORKS REPORT – Code Enforcement Officer Mike Callender

a. **Status Report** – The following report was submitted to the Mayor and Council:

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
September 2018	4	2	0	7	0

b. **CODE ENFORCEMENT PROPERTIES**

1. **10 & 24 Wellington Way** - Responded to a call from a neighbor regarding sump pump water discharge across the sidewalk. Spoke to both home owners individually regarding a solution and notified them to remove the PVC piping. It appears that one property 24 Wellington has mitigated the issue and 10 Wellington continues to experience discharge. **PENDING**
2. **30 New Street** - Have received two, (2), demolition estimates:
 - o **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**
 - o **Gateway Construction - \$16,800.00**
Asbestos abatement survey and potential removal are included in estimated cost.

Note: *The above estimates are from 2016. Have received legal opinion that property can be demolished, however financial cost is an obstruction at this time-September 2018.* **ON HOLD – PENDING FINANCING**

3. **33 New Street** – All attempts to contact Doug Wiseman, the property owner, have been and unsuccessful. Two Notices of Violation have been mailed to the last known address. The overgrown weeds and grass at this property have been cut by Mr. Ziegenhorn. In discussion with new Attorney concerning possible Town options. **PENDING**
4. **176 Boggs Run** – The property code violations have been satisfied and the home renovations are complete. **COMPLETE**
5. **179 Commerce Street** – The property owner has been sent a certified letter that the grandfathered lot status has expired, per Land Use Ordinance Article 5, Section C-1, and the property must now be restored as a single family dwelling as required by the Zoning Code. **PENDING**

Violations

1. **Villages of Nobles Pond** – Lots 234 & 419 have failed initial inspections for this reporting period and been fined accordingly. As of this date, both have had their issues corrected during subsequent inspections and have yet to satisfy their fines.
2. **Stonington** – On July 6, 2018, a meeting was held at the Cheswold Town Hall between representatives of the Stonington; the Town Bldg. Insp. and Code Enforcement Ofc. regarding the lack of upkeep and the current conditions of the property in the development. Multiple concerns were raised and have begun to be addressed by the property owners/developers. It was also communicated to the Town that a re-start of home building will begin soon.

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PUBLIC WORKS REPORT – “*continued*”

Mayor Sine asked if the missing siding and shutter will be replaced. Mr. Callender reported that they have been included in the repair contract. (See Town Hall Construction Repair – below)

Construction Repairs

- **Main Street, (Rte. 42), Sidewalk** – There has been no further correspondence of which this office is aware regarding the sidewalk across from the Post Office. Continuing to wait for a response from DelDOT.
- **Town Hall** - There has been a noticeable leak in the roof of Town Hall on the Police Department side of the building and around both outside entry doors. Emergency measures have been taken to have a tarp placed over the roof until the repairs can be implemented. The insurance company will not cover the repair.

C&M Roofing has been contracted to complete the repair and they have ordered the awnings, whose arrival will implement the roof repair. Have also requested them to supply and install a missing shutter which will cost an additional \$150.00.

- **School Lane** – Reports of potholes on School Lane have necessitated review and potential repair. Currently investigating and will be contacting asphalt companies to gather estimates.

PLANNING COMMISSION REPORT – *Land Use Administrator Sam Callender*

2020 Comprehensive Plan: The University of Delaware-IPA has been contracted to assist the Planning Commission in the development and submission of the 2020 Comp Plan for a cost of \$7,400. The fee was reduced from the anticipated \$10,000, as our Town Engineering firm will update our Plan maps.

ORDINANCES - *Town Administrator Sam Callender*

NOTHING to REPORT

RESOLUTIONS - *Town Administrator Sam Callender*

NOTHING to REPORT

PROCLAMATION - *Town Administrator Sam Callender*

NOTHING to REPORT

Old Business:

- Town Charter Update** – *Vice Mayor Larence Kirby - EXCUSED*
Tabled until next month’s meeting.
- Town of Cheswold vs. Cheswold Business Park** – *Town Administrator Sam Callender*
Next Steps - PENDING
- Main Street Crossing** - *Vice Mayor Larence Kirby - EXCUSED*
Pending DelDOT response.

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New Business

- University of Delaware – IPA Survey – Mrs. Callender informed the Mayor and Council that the DLLG had forwarded a survey concerning interest in classes for newly elected or appointed Town Council members. She quired the Council as to whether anyone would be interested in attending, and received a positive response from all.

Community Comments/Concerns

- Mrs. Fcasni – 185 Stationview Drive asked what is being done about tax delinquencies. The Mayor explained that severe delinquencies have been forwarded to the Town Attorney and he is in the process of placing liens on the involved properties. He additionally explained that liens are the ultimate municipal recourse.
- Mrs. Fcasni also wanted to know what was being done about the house that caught on fire on Commerce Street. Mr. Callender, Town Code Enforcement Officer replied that a owner has one year to repair such a property and that this owner has exceeded that deadline and been informed by certified mail that he must now repair the property according to current Land Use Ordinance Zoning requirements.

COUNCILPERSON COMMENTS:

Vice Mayor Larence Kirby – Excused

Secretary/Treasurer Theon Callender – *Expressed her appreciation for the attendance of the contingent from Nobles Pond and encouraged them to continue to attend meetings and to be involved with the Town.*

Councilperson Judith Johnson – *Nothing to Report*

Councilperson Santo Faronea – *Nothing to Report*

Councilperson Mark Moxley– *Nothing to Report*

MAYOR’S COMMENTS: *Nothing to Report*

Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Vice Mayor Kirby to adjourn at 6:44p.m. A roll call vote on the motion resulted in a unanimous vote to approve and the meeting was adjourned.

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