

*Town of Cheswold*  
1856



*State of Delaware*  
1787

**Town of Cheswold**  
**Minutes of the Monthly Town Council Meeting**  
**Monday – March 4, 2019**  
**6:00 p.m.**  
**Cheswold Town Hall**  
**691 Main Street**  
**Cheswold, Delaware 19936**

The following persons were in attendance:

Mayor Robert Sine  
Vice Mayor Larence Kirby  
Secretary/Treasurer Theon Callender  
Councilperson Judith Johnson- **EXCUSED**  
Councilperson Santo Faronea  
Councilperson Mark Moxley

Police Department: Chief Christopher Workman    Public Works: Michael Callender    Town: Shadina Jones

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

**NOTICE:**

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on December 31, 2018, 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 31, 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 6:02 pm.

The Pledge of Allegiance and Moment of Silence conducted.

**TOWN of CHESWOLD**  
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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 presented, was made by Vice Mayor Kirby and Councilperson Faronea made a second to approve the motion.

**REVIEW of PEVIOUS MONTH'S MINUTES:**

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:

February 4, 2019 – Monthly Town Council Meeting

A motion to accept the minutes, as presented, was made by Councilperson Moxley 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:**

- a. The Treasurer's Reports for the **Month of March 2019**, is as follows:

**Monthly Cash Flow Comparisons**

<b>TOWN of CHESWOLD</b>	<b>February 2019</b>
Cash Receipts	\$ 17,924.44
Cash Disbursements	\$ 64,324.07
<b>Negative Monthly Cash Flow</b>	<b>(\$ 46,399.63)</b>

<b>ADMINISTRATION</b>	<b>February 2019</b>
Cash Receipts	\$ 5,903.26
Cash Disbursements	\$ 24,922.90
<b>Negative Monthly Cash Flow</b>	<b>(\$ 19,019.64)</b>

<b>POLICE DEPARTMENT</b>	<b>February 2019</b>
Cash Receipts	\$ 3,654.75
Cash Disbursements	\$ 39,025.23
<b>Negative Monthly Cash Flow</b>	<b>(\$ 35,370.48)</b>

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

<b>PUBLIC WORKS</b>	<b>February 2019</b>
Cash Receipts	\$ 8,366.43
Cash Disbursements	\$ 375.94
Positive Monthly Cash Flow	\$ <b>7,990.49</b>

c. The Treasurer's Report, (**Account Balances**), for the **Month of February 2019**, is as follows:

<b>As of:</b>	<b>February 2019</b>
Capital Account	\$ 30,761.39
Cheswold Heritage Day Account	\$ 4,942.71
Eide Grant Fund Account	\$ 3,842.85
Fire Company Account	\$ 42,532.67
General Fund Account	\$ 173,468.00*
Land Use Applicant's Account	\$ 26,194.09
Litigation Account	\$ 15,456.12
Municipal Street Aid Account	\$ 48,003.46
Salle Grant Fund Account	\$ 3,293.15

\*The December General Fund Balance for the Town in the Bank Statement reflects a balance of \$365,994.10 however, \$150,000 of that balance is dedicated to the Old Town Water Project as it was received from State Funds can only be used for the Water Project.

**d. Requisitions -**

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

**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>
<b>NOTHING TO REPORT</b>					

**TAX COLLECTOR'S REPORT**

a. **Month of February 2019**

**TAX REPORT: FISCAL YEAR 2018 - 2019**

Total Amount Billed: \$150,827.40

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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	\$ 1,607.35	\$ 167.39
11/30/2018	\$ 289.20	\$ 32.13
12 /31/2018	\$ 0.00	\$ 0.00
01/31/2019	\$ 1,559.44	\$ 5.16
02/29/2019	\$ 807.98	\$ 485.48
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**

Town Clerk Shadina Jones reported that 2 accounts have been removed & 1 added from the list payments exceeding \$1,000.00.

**10. POLICE DEPARTMENT REPORT – Chief Christopher Workman:**

- **Training –**  
*The Cheswold Police Department will be participating in the Law Enforcement Officers Naloxone Program and will be trained in the coming weeks to carry the lifesaving drug while on patrol. Cpl. Simms completed the second course of the FBI-LEEDA Supervisor training and has one remaining to complete the trilogy classes.*
- **Traffic Summons –**  
*Officers issued 253 traffic summons’s during the month of January.*
- **Vacation –** *Chief Workman will be on vacation from March 17 – 22. Sr/Cpl Kline will be available for any emergencies and will be able to reach me at any time.*
- **In-Car Connectivity –** *the Cradle point modems have been installed in the vehicles and have increased and expanded the data connections for officers while in the patrol car. We are no longer experiencing dropped connections which were causing problems for officers in the field.*
- **Verizon –** *connections with the Verizon public safety programs have all been upgraded for both the in car connections and officers cell phones which gives officers better connections.*
- **Public Safety Personnel Naloxone Program -** *the Cheswold Police Department has entered into an agreement to participate in the program to provide each officer with the training and Naloxone to deliver emergency doses of the drug in the cases of opioid overdose.*
- **Monthly Activity Report –**  
*Officers responded to or completed reports for 130 Incidents for the month of February.*

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

The Police Department Report was accepted as presented.

**11. PUBLIC WORKS REPORT** – Code Enforcement Officer Mike Callender  
 Code Officer Callender was not in attendance at the meeting, but submitted the following report after the meeting:

**a. Status Report –**

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<b>BUSINESS</b> <u>LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
February 2019	4	7	5	10	0

**b. CODE ENFORCEMENT PROPERTIES**

- **30 New Street - NO CHANGE**
- **33 New Street – NO CHANGE**
- **179 Commerce St. – ONGOING:** James Dowd the property owner has been in contact with the town to file an administrative review regarding his grandfathered status. Councilman Faronea asked about the status on hole not being filled & if the building could be condemned. Michael Callender reported that he has been staying in contact with James Dowd regarding his property.

**VIOLATIONS:**

- Villages of Nobles Pond – **NONE**
- 73 Pumice Dr. – **NEW:** A vehicle violation was issued and abated.
- 77 Commerce St. – **NEW:** A vehicle violation was issued and abated.
- 78 Pumice Dr. – **NEW:** A vehicle violation was issued and abated.
- 102 Commerce St. – **NEW:** The property owner was contacted with a Notice of Violation letter regarding a trash and two unregistered vehicles on the property. Additionally, 2 vehicle violations was issued and abated.

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- **Construction Repairs:**

*Main St. (Rt. 42) Sidewalk – **PENDING**: There has been no further correspondence that this office is aware of regarding the sidewalk across the street from the post office that has been slated for repair. Awaiting information from Del Dot.*

- **School Lane Repairs:**

- **PENDING** – *It has come to the attention of the Town that there are a few pot holes along School Lane that require attention. Several paving companies, White’s Custom Paving; Rock Bottom Paving; Dr. Sealcoat and Affordable Asphalt are all being considered for the job depending upon the cost estimate. We are awaiting information from them all to arrive before deciding upon a contractor. The project for repairs was approved by the Town Administrator.*

- **Town Hall Repairs:** *one of the awnings were damaged and the other was purposely removed. The contractor that installed the awnings are scheduled to come by and fix them both on Friday March 8<sup>th</sup> 2019 between 9-10 am*

**12. PLANNING COMMISSION REPORT – Land Use Administrator Sam Callender**

a. **2020 Comprehensive Plan-** *Planning Commissioners are meeting three times a month. Sam also made a suggestion that the Town Council think about having a Town Motto, Sam’s thought was “Cheswold is for Living”*

b. **Vision Statement-** *Land Use Administrator asked the Town Council to think about a Town Vision Statement and to send their ideas to her by March 15, 2019.*

**ORDINANCES for APPROVAL - Town Administrator Sam Callender**  
**NOTHING TO REPORT**

**RESOLUTIONS for APPROVAL - Town Administrator Sam Callender**  
**NOTHING TO REPORT**

**PROCLAMATION- Town Administrator Sam Callender**  
**NOTHING to REPORT**

**17. Old Business:**

a. **Business Contacts** – *Vice Mayor Larence Kirby – He stated that he would set up a meeting with Sam to obtain a list of business contacts.*

b. **Town of Cheswold vs. Cheswold Business Park** – *Town Administrator Sam Callender*  
*Next Steps – **PENDING***

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- c. **Main Street Crossing** - Vice Mayor Larence Kirby stated that Del Dot will not stripe the road , we will have to go with signs from Del Dot.
- d. **Heritage Day 2019** – Councilperson Judith Johnson- Pending contact with Tribe Rep.
- e. **Spring Clean up** – Maintenance Technician Matt Mungle- **pending**

**NEW BUSINESS** –

- a. Request to Purchase Lane south of 151 Commerce St.- Mr. Calvin Anderson did not attend the meeting.

**Community Comments/Concerns**- NO COMMENTS

**Town Employee Comments**- Ms. Jones- **There will be NO ELECTION**, Organizational meeting is next month.

**COUNCILPERSON COMMENTS:**

**Vice Mayor Larence Kirby** – Great to be back!

**Secretary/Treasurer Theon Callender** – NOTHING to REPORT

**Councilperson Judith Johnson** – Excused

**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 Councilperson Faronea to adjourn at 6:27 p.m. A roll call vote on the motion resulted in a unanimous vote to approve and the meeting was adjourned.

*Minutes taken and submitted by Town Clerk, Shadina Jones.*

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