



Town of Cheswold
Minutes of the Monthly Town Council Meeting
Monday – August 5, 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 Judy Johnson
Councilperson Santo Faronea
Councilperson Mark Moxley

Police Department: Chief Christopher Workman **Public Works:** Michael Callender **Admin:** Shadina Jones
Planning Commission: 0 Town Employees: 0 Residents: 3 Visitor: 1 (Tom Wilkes, PE)

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 July 29, 2019. 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 immediately 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.

REVIEW of AGENDA

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. Councilperson Faronea made a motion to approve as presented and a second was made by Councilperson Moxley. A unanimous vote of the Town Council approved the motion.

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.

A motion to accept Town Council minutes, as presented was made by Councilperson Faronea and Councilperson Moxley made a second to approve the motion.

A roll call vote on the motion resulted in a unanimous vote to approve the minutes as follows:
July 1, 2019

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 July 2019**, are as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	July 2019
Cash Receipts	\$105,301.86
Cash Disbursements	\$ 41,903.10
Positive Monthly Cash Flow	\$ 63,398.76

ADMINISTRATION	July 2019
Cash Receipts	\$ 88,475.93
Cash Disbursements	\$ 24,510.89
Positive Monthly Cash Flow	\$ 63,965.24

POLICE DEPARTMENT	July 2019
Cash Receipts	\$ 16,081.33
Cash Disbursements	\$ 17,314.87
Negative Monthly Cash Flow	(\$ 1,233.64)

PUBLIC WORKS	July 2019
Cash Receipts	\$ 744.60
Cash Disbursements	\$ 77.54
Positive Monthly Cash Flow	\$ 667.06

TREASURER'S REPORT:

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

As of:	July 2019
Capital Account	\$ 30,774.28
Cheswold Heritage Day Account	\$ 5,458.29
Eide Grant Fund Account	\$ 3,169.13
Fire Company Account	\$ 42,550.50
General Fund Account	\$ 238,996.41*
Land Use Applicant's Account	\$ 29,190.64
Litigation Account	\$ 36,427.46
Municipal Street Aid Account	\$ 40,305.80
Salle Grant Fund Account	\$ 2,730.15

***The December General Fund Balance for the Town in the Bank Statement reflects a balance of \$271,337.35 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.**

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

c. Requisitions -

<u>Req. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
R0-00001	Police	Div. of Communications	Yrly. Mtce. Agree.	\$1,000.00	Police Dept.

A motion to approve the requisition above was made by Councilperson Johnson. Councilperson Moxley made a section to the motion and a unanimous roll call vote passed the motion.

d. Proposed Purchases -

<u>P.O. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
Pending	Public Works	Gateway Constr.	Demolition-30 New St.	\$5,000.00	Public Works

A motion to approve the proposed purchase above was made by Councilperson Faronea. Vice Mayor Kirby made a section to the motion and a unanimous roll call vote passed the motion.

TOWN of CHESWOLD

P.O. Box 220 – Cheswold, Delaware 19936
 Phone: (302) 734-6991 – Fax: (302) 734-1355

TAX COLLECTOR'S REPORT

a. Month of July 2019

TAX REPORT: FISCAL YEAR 2019 - 2020

Total Amount Billed: \$157,443.60

Payments as of

Current Year: Past Due Paid:

	Current Year:	Past Due	Paid:
07/31/2019	\$ 35,901.88	\$	280.39
08/31/2019			
09/30/2019			
10/31/2019			
11/30/2019			
12 /31/2019			
01/31/2020			
02/29/2020			
03/31/2020			
04/30/2020			
05/31/2020			
06/30/2020			

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

b. DELINQUENT TAXES – Town Clerk Shadina Jones

Ms. Jones reported the following:

- One, (1), delinquency was removed from the list
- The lien process has begun for the top four, (4), delinquent properties
- The highest delinquency is currently due for \$6,686.68

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

Training– Officers completed LGBT Awareness for Law Enforcement training class in the month of July. Chief Workman will be attending the ICS-400 class for two days in September, 2019.

Grants- The Department has received information regarding the allotments for this year’s Violent Crimes, SALLE and EDIE grants for the next fiscal year. We are evaluating the needs of the Department and reviewing those needs to see where the funds would be best utilized.

Bike Patrol – The Cheswold Police Department will resume bike patrols in the late summer and early fall when the heat and humidity, which is best for officer safety. Bike patrols allow officers to patrol areas that vehicles cannot go and also lets the Department interact better with residents.

POLICE DEPARTMENT REPORT – “continued”:

Town Camera System – Chief Workman and Town Administrator Callender have participated in the initial review of a camera system for monitoring the Town. Such a system would not only assist the Police Department in viewing and confirming criminal acts, but it would also benefit the Public Works Department in identifying persons engaged in illegal dumping. Overall it would provide additional assistance in providing safety and protection for Town businesses, property owners, residents and visitors.

Funding for such a system has been identified as a possible combination of grants, Town payments and business owner contributions.

Currently there are two, (2), options available to begin this project. Option 1 provides the best quality cameras and potential for expansion but is also the most expensive initially. Option 2 requires a lower overall cost initially, but a greater total cost to meet the demands of required upgrades. *(Attached is a description of both options).*

The cost of Option 1 is \$23,500. It is anticipated that the 50% down payment will be made from the Violent Crimes Grant, with the Town bearing the responsibility for the \$11,750 balance. An agreement has been made with Advantech to permit the Town to pay off the balance over a period of 6 months for \$1,960 per month.

The cost of Option 2 is \$11,500m which could be paid totally from the Violent Crimes Grant, but the system would require additional upgrades.

Vice Mayor Kirby asked if the Council buys-in can installation be expedited. Chief Workman replied that installation can be completed in a week dependent upon when an electric pole can be retro-fitted to provide electricity to the system at New and Commerce Streets. Public Works is responsible for contacting Delmarva.

A motion to approve Option 1 was made by Secretary/Treasurer Callender with a second to approve from Councilperson Faronea. The motion to approve Option 1 passed after a unanimous roll call vote of the Council by the Mayor.

Police Town Hall Meeting – Cheswold PD will hold a Town Hall meeting on Thursday, September 19, 2019, at 6:30 pm at the Cheswold Fire Hall. This is a free program open to the public but geared towards Town business and property owners and residents.

Traffic Summonses –

Officers issued 290 traffic summons’ s during the month of July.

Monthly Activity Report –

Officers responded to or completed reports for 128 Incidents for the month of July.

Monthly Incident Report –

Available for view at Town Hall

PUBLIC WORKS REPORT – *Code Enforcement Officer Michael 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>
July 2019	4	7	2	12	1

CODE ENFORCEMENT PROPERTIES

- **30 New Street – COMPLETE:** Asbestos testing was completed, followed by its removal and then the demolition of the building. It is projected that the overall cost of the asbestos removal and demolition will cost the Town \$9,500, which will be forwarded to our Town Attorney to post as a lien against the property.
- **33 New Street – PENDING:** No Change.
- **53 School Lane – PENDING:** A Notice of Violation was sent to the property owner regarding the weeds, grasses and trees. The owner responded within the stated time period yet came out and only partially cut the property.
- **179 Commerce St. – ONGOING:** The property is still awaiting approval from DNREC to affect repairs. A fence has since been put up around the sinkhole as recommended. A response from the Board of Adjustment concerning the “grandfather” status of the property is pending.

Violations:

- **Villages of Nobles Pond – PENDING:** Five, (5), violations were issued this month on Lots #279; 280; 243; 232 and 229 for failed final inspections.

PLANNING COMMISSION REPORT – *Land Use Administrator Sam Callender*

2020 Comprehensive Plan:

- Survey** – Responses are trickling in, but not to the extent as was hoped. Approximately 1100 surveys were mailed and approximately three, (3), responses have been returned.
- 2019 Comprehensive Plan Annual Report** – The Office of State Planning Coordination has approved the submittal of the Town of Cheswold 2019 Comprehensive Plan Annual Report.

ORDINANCES for REVIEW/APPROVAL - *Town Administrator Sam Callender*

NOTHING TO REPORT

RESOLUTIONS for REVIEW/APPROVAL - Town Administrator Sam Callender
NOTHING TO REPORT

PROCLAMATIONS for REVIEW/APPROVAL - Town Administrator Sam Callender
NOTHING to REPORT

OLD BUSINESS:

a. Town of Cheswold vs. Cheswold Business Park – Town Administrator Sam Callender
Next Steps – **NO CHANGE REMAINS AS PENDING**

b. Water to Old Town/Fire Hydrant Project - Town Administrator Sam Callender:

Town Clerk Shadina Jones and Town Administrator Callender attended a meeting on Monday, July 15, 2019 at Tidewater with representatives from the Revolving Drinking Water Fund, Ms. Heather Warren and Community Transportation Fund, Ms. Geri Larson and the coordinator of the Fire Hydrant Project for Tidewater, Mr. Greg Coury.

Initial introductions and understandings were made and reached that the Town will be responsible for the contractor and final paving of streets after the installation of the fire hydrants and associated service lines. Tidewater will be responsible for the design, construction and installation of the fire hydrants and associated service lines.

The potential for the Town to use the design created by Tidewater to complete the final paving was also discussed as a possible alternative to the additional engineering of final paving.

NEW BUSINESS:

- **BCM Engineering Contract** – Town Administrator Callender requested the Mayor and Council to review the Town engineering contract presented by former Town Engineer Tom Wilkes, currently employed by BCM Engineering. Ms. Callender acknowledged Mr. Wilkes' experience, knowledge, history and previous working relationship with her, Public Works and the Planning Commission. And pointed out the concessions the BCM is willing to make to the terms of the contract as it applies to travel time.

Mayor Sine provided the opportunity for Council to discuss and/or ask questions and for Mr. Wilkes to speak, if he so desired.

Shortly thereafter, Councilperson Faronea made a motion to terminate the engineering contract with Remington Vernick Engineering and to engage in the proposed contract with BCM Engineering with Mr. Wilkes serving as our Town Engineer. Councilperson Moxley made a second to the motion as presented.

After a roll call vote, by the Mayor, the motion passed unanimously as presented.

COMMUNITY COMMENTS:

- Mr. Michael Fredriksen, resident of Fox Pointe, expressed his thanks and appreciation to Chief Workman for the visible presence of the Police Department in the Development. He also asked the Chief to convey the appreciation to the members of the Department.

COUNCILPERSON COMMENTS:

Councilperson Larence Kirby – stated that he was happy to have returned safely from vacation.

Councilperson Theon Callender –

- Informed the Mayor and Council that a final discussion with DelDOT indicates that there are only two, (2), options to solving the crosswalk issue at Main St. and Parkers Run Drive:
 - **Option 1** – “Request Community Transportation Funds for warning signage for pedestrians crossing the road. This can be accomplished relatively quickly if a legislator agrees to use CT funds.”
 - **Option 2**- Initiate a request to the TAP (Transportation Alternatives Program) which is run by DelDOT’s Planning section. This program provides a comprehensive project that takes all features of the crossing into account. It is partially federally funded (it’s possibly 80% federal funds) and the match that usually comes from the Town can be funded using CT funds, if a legislator agrees to fund it. TAP projects usually take some time from application through construction, so we want to ask as soon as possible to get in their queue. **Jeff Niezgoda, who manages the program, has been copied by Geri Larson of DelDOT, for ease of communication if we choose to move forward with an application for the TAP program.**
- Ms. Callender also informed the Mayor and Council that Ms. Lizette Ayala, the recently hired Administrative Clerk submitted her resignation as of Friday, August 9, 2019, but permanently left her position as of Wednesday, August 7, 2019 at approximately 9:30 am. Councilperson Faronea asked why she resigned, and Ms. Callender responded that Ms. Ayala asked to express her thanks and appreciation for having the opportunity to have worked for the Town.

Councilperson Judith Johnson – *Nothing to Report.*

Councilperson Santo Faronea – Asked Code Enforcement Officer Mike Callender if the hole at 179 Commerce Street had been filled in and fenced off. Mr. Callender responded yes to both questions.

COUNCILPERSON COMMENTS: *"continued"*

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 Johnson to adjourn at 6:31 p.m. A roll call vote on the motion resulted in a unanimous vote to approve. The meeting adjourned immediately thereafter.

NOTE:

After the adjournment of the meeting, Mr. Paul Durham, resident of Stonington Development asked the following questions and received the associated answers:

1. Is Ryan Homes going to build in Stonington?
Mr. Callender replied yes, as far as he knows at this time. The plans are still in the pipeline.
2. Does the Town have plans for the PPG paint factory?
Mayor Sine informed Mr. Durham that PPG is not within Town limits.
3. Chief Workman is there criminal activity in the neighborhood?
The Chief responded yes and the Department is on alert. However, as building begins and increases, activity will lessen.
4. Chief Workman is the Department part of the RING neighborhood?
The Chief responded no, not at this time. *(Subsequent to the meeting, the Town Administrator forwarded information to the Chief concerning Police Departments and RING.)*

Minutes Submitted by: *Secretary/Treasurer, Sam Callender*
August 14, 2019