

Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Meeting
Monday – December 2, 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; Sr. Cpl. Susan Kline; Sr. Cpl. Louis Simms;
Pvt. Eric Ketterer; Patrolman Miles Little

Public Works:

Admin: Shadina Jones, Town Clerk

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 November 25, 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 followed immediately by the Pledge of Allegiance and a Moment of Silence also led by the Mayor.

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.

TOWN of CHESWOLD
P.O. Box 220 – Cheswold, Delaware 19936
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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 the Town Council minutes, as presented was made by Councilperson Faronea and Councilperson Johnson 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:
November 4, 2019 – Town Council

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 November 2019**, are as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	November 2019
Cash Receipts	\$ 21,859.25
Cash Disbursements	\$ 79,660.10
Negative Monthly Cash Flow	(\$ 57,800.85)

ADMINISTRATION	November 2019
Cash Receipts	\$ 7,639.28
Cash Disbursements	\$ 51,921.76
Negative Monthly Cash Flow	(\$ 44,282.48)

POLICE DEPARTMENT	November 2019
Cash Receipts	\$ 9,636.64
Cash Disbursements	\$ 27,181.26
Negative Monthly Cash Flow	(\$17,484.92)

PUBLIC WORKS	November 2019
Cash Receipts	\$4,523.63
Cash Disbursements	\$ 557.08
Positive Monthly Cash Flow	\$3,966.55

TREASURER'S REPORT - "continued":

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

As of:	November 2019
Capital Account	\$ 30,832.30
Cheswold Heritage Day Account	\$ 5,278.41
Eide Grant Fund Account	\$ 3,164.73
Fire Company Account	\$ 42,630.72
General Fund Account	\$ 164,288.69
Land Use Applicant's Account	\$ 43321.07
Litigation Account	\$ 26,662.84
Municipal Street Aid Account	\$ 51,183.39
Salle Grant Fund Account	\$ 422.49
DelDOT Projects	\$ 150,000.00

A motion to approve the Treasurers Report was made by Councilperson Faronea and Councilperson Johnson made a second to the motion. A roll call vote passed the motion unanimously.

c. Requisitions -

<u>Req. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
<i>RO-00018</i>	<i>Police</i>	<i>Londonhouse Chicago</i>	<i>2019 IACP Conf Hotel</i>	<i>\$1,169.32</i>	<i>SALLE Grant</i>
<i>RO-00023</i>	<i>Police</i>	<i>Sig Sauer.</i>	<i>Patrol Rifle</i>	<i>\$ 1,194.52</i>	<i>VC05-20 Grant</i>
<i>RO-00021</i>	<i>Police</i>	<i>Mr. Tire</i>	<i>4- Tires-2012 Charger</i>	<i>\$ 623.92</i>	<i>General Fund</i>

A motion to approve the above requisitions was made by Vice Mayor Kirby. 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>
<i>NOTHING to REPORT</i>					

TAX COLLECTOR'S REPORT

a. Month of November 2019

TAX REPORT: FISCAL YEAR 2019 - 2020

Total Amount Billed: \$157,443.60

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TAX COLLECTOR’S REPORT - “continued”:

Payments as of	Current Year: Past Due Paid:	
07/31/2019	\$ 35,901.88	\$ 280.39
08/31/2019	\$ 87,119.35	\$ 3,483.53
09/30/2019	\$ 20,500.29	\$ 122.05
10/31/2019	\$ 1,095.22	\$ 168.11
11/30/2019	\$ 1,373.89	\$ 294.22
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 not presented at the meeting, but is included here for information purposes.

b. DELINQUENT TAXES – *Town Clerk Shadina Jones*
 Nothing new to Report

POLICE DEPARTMENT REPORT – *Chief Christopher Workman:*

Grants- Grant applications for SALLE and EDIE have been approved by the State of Delaware Grant system. All funds for these grants have been submitted for advanced training and drug enforcement overtime and patrols.

Training- Sr. Cpl. Kline will be attending the LGBT Law Enforcement Conference in Napa, CA in April 2020. The goal of this conference is to improve law enforcement’s ability to serve the LGBTQ+ community and to support those LGBTQ+ members of the law enforcement profession. Classes include: Creating an Inclusive Workplace; Hate Crimes involving LGBT Community and LGBT Awareness Training for Law Enforcement.

Holidays – With the rash of holidays fast approaching, please be sure to be aware of your surroundings while shopping and milling around during the holiday season. Be especially aware of scams and being approached by those you don’t know presenting opportunities that are too good to be true. Place packages in your trunk or somewhere not easily seen or accessible to thieves.

Thanksgiving – With the assistance of Mayor Robert Sine and Nobles Pond the Cheswold Police Department along with Town Clerk Shadina Jones delivered three holiday dinners to families in the Town of Cheswold.

POLICE DEPARTMENT REPORT – “continued”:

Christmas – The Cheswold Police Department and the Town of Cheswold will be collecting non-perishable food items from Dec. 3rd through Dec. 23rd. All food collected and not distributed to Town of Cheswold families will be donated to the Delaware Food Bank. Families in need of assistance within Cheswold should contact the Town Office at 302-734-6991 or the local food pantry at <https://www.fbd.org/healthy-pantry-center/> or call 302-424-3301 ext. 105 (Milford Food Bank).

Commendations – Chief Workman conducted the 2019 Commendation and Service Ceremony and presented the following awards:

PFC Eric Ketterer –

Commendation - Recovery and Arrest of three subjects in stolen vehicle

Commendation - Identification of Stolen vehicle leading to arrest of suspect charged in 20+ thefts from vehicles and 2 stolen cars

Patrolman Miles Little –

Commendation - for actions in controlling and protecting a violent subject having a psychological incident on Rt 13

Commendation - Burglary and criminal mischief investigation leading to identification and arrest of three juveniles for causing thousands of dollars of damage to residence

2019 Officer of the Year

Sr. Cpl. Louis Simms -

2019 Traffic Safety Award - 1057 traffic summons issued from Jan 1 - Dec 1, 2019

Certificate of Achievement - 12 years of active service with Cheswold PD

Sr. Cpl. Susan Kline -

2019 Investigator of the Year

Certificate of Achievement - 10 years of active service with Cheswold PD

For their support and assistance to the success of the Cheswold Police Department over the past 6 1/2 years of growing:

Certificates of Appreciation were presented to:

Mayor Robert Sine

Town Secretary/ Treasurer Theon E. Callender

Town Clerk Shadina Jones

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POLICE DEPARTMENT REPORT – “continued”:

Traffic Summonses –

Officers issued 160 traffic summons’ s during the month of November.

Monthly Activity Report –

Officers responded to or completed reports for 167 Incidents for the month of November.

Monthly Incident Report –

Available for view at Town Hall

PUBLIC WORKS REPORT – Code Enforcement Officer Michael Callender

- **Status Report** –

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
November 2019	5	3	1	7	0

CODE ENFORCEMENT PROPERTIES

- **33 New Street** – **PENDING:** No Change.
- **53 School Lane** – **PENDING:** A 3RD Notice of Violation was sent to the property owner regarding the weeds, grasses and trees and the stockpile of topsoil located on the property. There has been no response from the property owner.
- **179 Commerce St.** – **ONGOING:** On November 25, the Town received a set of plans from the property owner’s contractor Green Diamond Builders. This set of plans is currently awaiting the review by the Fire Marshall’s office and will not be reviewed by the Town Building Official until said review is completed and documented.

Violations:

- **Villages of Nobles Pond** – **PENDING:** No new violations have been issued this month.
- **Parkers Run** – Notice of violation issued to 13 Truman Court for an unregistered vehicle has been abated. **COMPLETE**

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

2020 Comprehensive Plan:

- Survey** – Mrs. Callender suggested that the Council review and develop strategies for responses to the survey after receipt of the review by the Planning Commission.

PLANNING COMMISSION REPORT – “continued”

ORDINANCES for REVIEW - Town Administrator Sam Callender

Ms. Callender presented the following draft Ordinances for review and discussion by the Mayor and Town Council:

- **Ordinance 11-14-19-058** Ordinance for the Revision of Article 17-Violations & Penalties of the Town Land Use Ordinance - **Purpose:** To permit the assessment of fines and penalties that may be related the Land Use Ordinance and which are provided for in other specific Ordinances.
- **Ordinance 01-07-08-004** Ordinance for a total Revision of the Ordinance Est. a Surcharge ADDED to Building Permits to support the Public Safety Departments and Companies of the Town of Cheswold - **Purpose:** To meet the current process of the Town of Cheswold Ordinance standards, and to provide new guidelines for the distribution of collected funds.
- **Ordinance 11-14-19-057** Ordinance for NO PARKING REGULATIONS during SNOW EVENTS - **Purpose:** To document the procedures for the immediate removal of vehicles from Town owned streets upon notice from the United States Weather Bureau of a snow event of sleet or snowfall.
- **Ordinance 11-14-19-056** Ordinance for the TOTAL Revision of Article 13-SIGNS of the Town of Cheswold Land Use Ordinance - **Purpose:** To ensure that all applications for signs are processed fairly and equitably in like situations and that requirements and/or restrictions are clearly defined.

Ms. Callender asked the Mayor and Council if they had any questions, concerns or feedback about any of the draft Ordinances. After hearing none, she explained the Ordinance review and approval process, as Vice Mayor Kirby had inquired of her earlier. He also expressed concern about the process of providing notice of snow events to those in Town who may not have access to the internet. Ms. Callender replied that she had revised the Ordinance to indicate that signs will be placed on Town owned streets to indicate that parking will not be permitted during snow events and that should provide proper notice to all.

There were no comments or responses to her explanation and she stated that the drafts will be on next month’s agenda for an additional review.

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

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

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OLD BUSINESS:

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

b. **Water to Old Town/Fire Hydrant Project** - *Town Administrator Sam Callender:*
NOTHING NEW TO REPORT

NEW BUSINESS:

a. **Cheswold Christmas Ideas**

Ms. Callender asked the Mayor and Council if they had any ideas for the Town for Christmas. She explained that originally it was thought we would have hot chocolate, coffee and cookies with Santa Claus here at Town Hall, however our financial situation precludes us for doing so. Chief Workman then suggested that we do a food drive in which the Town could participate. So, the Town and the Department are asking that non-perishables be donated at Town Hall until December 23rd. All items left over will be donated to a Food Bank.

COMMUNITY COMMENTS: *Nothing to Report*

COUNCILPERSON COMMENTS:

Councilperson Larence Kirby – *Nothing to Report*

Councilperson Theon Callender – *Thanks to Chief Workman and Police Department for award acknowledgment.*

Councilperson Judith Johnson – *Gave her thanks to the Chief and the Police Department*

Councilperson Santo Faronea – *Wanted to know if Police Department could make a few more ride throughs Nobles Pond. Chief agreed but explained that criminals usually watch for them to pass and then will simply return to the streets. Its best to notify the Department of strange persons and vehicles when and while they are being observed.*

Councilperson Mark Moxley– *Nothing to Report*

MAYOR'S COMMENTS: *Mayor Sine wished everyone a Merry Christmas and Happy New Year*

Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Councilperson Johnson to adjourn at 6:33 p.m. A roll call vote on the motion resulted in a unanimous vote to approve. The meeting adjourned immediately thereafter.

Submitted by: Secretary/Treasurer Sam Callender - December 10, 2019