

Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Meeting
Monday - January 6, 2020
6:00 p.m.
Cheswold Town Hall
691 Main Street
Cheswold, Delaware 19936

The following persons were in attendance:

Acting Mayor Larence Kirby
Secretary/Treasurer Theon Callender (Vice Mayor)
Councilperson Judy Johnson
Councilperson Santo Faronea
Councilperson Mark Moxley

Excused Indefinitely: Mayor Bob Sine

Police Department: Chief Christopher Workman

Public Works: Michael Callender

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 30, 2019, 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 25, 2019. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Acting Mayor Kirby, at 6:04 pm, and was followed immediately by the Pledge of Allegiance and a Moment of Silence also led by the Acting Mayor.

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

Monthly Town Council Meeting

January 6, 2020

TOWN of CHESWOLD

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

REVIEW of AGENDA

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

REVIEW of PEVIOUS'S MONTHS MEETINGS

Acting Mayor Kirby 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 Moxley 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:
December 2, 2019 – Town Council

NOTE: Prior to the Treasurer's Report, Mrs. Callender informed Acting Mayor Kirby and the Council that Mayor Sine will be unavailable to attend meetings for a few months. As a result, Vice Mayor Kirby will be Acting Mayor, per Section 6.2.2 of the Town Charter. All other persons will continue in there assigned positions. Also, Councilperson Faronea agreed to become an additional signatory for the Town checking account.

TREASURER'S REPORT:

The Acting 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 December 2019**, are as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	December 2019
Cash Receipts	\$ 10,243.89
Cash Disbursements	\$ 26,358.81
Negative Monthly Cash Flow	(\$ 16,114.92)

ADMINISTRATION	December 2019
Cash Receipts	\$ 1,183.71
Cash Disbursements	\$ 20,091.30
Negative Monthly Cash Flow	(\$ 18,907.59)

Monthly Town Council Meeting

January 6, 2020

TOWN of CHESWOLD

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

TREASURER'S REPORT - "continued":

POLICE DEPARTMENT	December 2019
Cash Receipts	\$ 4,636.46
Cash Disbursements	\$ 6,361.76
Negative Monthly Cash Flow	(\$ 1,495.30)

PUBLIC WORKS	December 2019
Cash Receipts	\$4,423.72
Cash Disbursements	\$ 135.75
Positive Monthly Cash Flow	\$4,287.91

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

As of:	December 2019
Capital Account	\$ 30,851.95
Cheswold Heritage Day Account	\$ 5,278.41
Eide Grant Fund Account	\$ 3,164.73
Fire Company Account	\$ 42,657.88
General Fund Account	\$ 127,656.92
Land Use Applicant's Account	\$ 43,348.67
Litigation Account	\$ 20,163.82
Municipal Street Aid Account	\$ 50,589.96
Salle Grant Fund Account	\$ 412.49
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>NOTHING to REPORT</i>					

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>					

Monthly Town Council Meeting

January 6, 2020

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 December 2019

TAX REPORT: FISCAL YEAR 2019 - 2020

Total Amount Billed: \$157,443.60

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	\$ 232.44	\$ 249.90
01/31/2020		
02/29/2020		
03/31/2020		
04/30/2020		
05/31/2020		
06/30/2020		

b. DELINQUENT TAXES – Town Clerk Shadina Jones

Ms. Jones did not present an update to the status of Delinquent Taxes due to the unfortunate and untimely death of our tax attorney, Mr. William Pepper, Esquire. As a result, she reported that she will give the firm time to assign us a new attorney.

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

New Year – Chief Workman reported that in the year of 2019 a few of the Department’s goals were met and has placed them in good standing to begin 2020. They anticipate accomplishing much more as they begin to focus on making the Town of Cheswold safer for residents, businesses and visitors. The installation of a new camera infrastructure, which started in 2019, will aid in the Department better serving and protecting our community.

Additionally, an intense focus on training, including, but not limited to diversity and community relations will continue as a significant part of training development.

Training– The officers of the Cheswold Police Department, attended 218 hours of training during 2019. Among others, the classes that were attended are:

Monthly Town Council Meeting

January 6, 2020

TOWN of CHESWOLD

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

POLICE DEPARTMENT REPORT – “continued”:

- Firearms
- AED/CPR
- FBI LEEDA Leadership Classes
- IACP Yearly Training Conference
- Chief’s Developmental Seminar
- Hometown Security Conference

Yearly Hours – In 2019, five, (5), officers worked 9,783 hours. (This was 1,130.5 more hours than in 2018). Of that time, officers worked 96 hours of overtime and worked 28 hours designated toward compensatory time. They used 268 hours of vacation; 91 sick time hours; 150 personal hours and received 24 comp time hours.

Traffic Summonses –

Officers issued 171 traffic summons’ s during the month of December.

Monthly Activity Report –

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

Monthly Incident Report plus Yearly Summons Summaries

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>
December 2019	5	0	0	7	1

CODE ENFORCEMENT PROPERTIES

- **33 New Street** – **PENDING:** NO CHANGE.
- **53 School Lane** – **PENDING:** There has been no response from the property owner who now has six, (6), violations against the property and will continue to be fined.
- **179 Commerce St.** – **ONGOING:** On December 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. NO CHANGE.

Violations:

- *Nothing to Report*

Monthly Town Council Meeting

January 6, 2020

TOWN of CHESWOLD

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

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

2020 Comprehensive Plan:

a. **Survey** – Council action on hold until after receipt of the review by the Planning Commission.

b. **City of Dover: 2019 Comprehensive Plan Review** – Ms. Callender presented the recently received draft copy of the City of Dover 2019 Comprehensive Plan for review and comment by the Town Council. She explained that the Office of the Governor required such review and comment by adjacent Towns that may be connected as a result of future and planned annexations. She further explained that she had met with Dave Hugg, the Director of Planning and Inspections for the City of Dover and one of his assistants in November of 2018 and reached an agreement that Dover would probably extend as far north as Fork Branch Road, and the Town of Cheswold would only extend that far south. The physical boundary of Route 1 and McKee Roads will probably apply on the east and southeast, while Lynnbury Woods Road will apply for the Town of Cheswold on the north. Additional review is required to determine the eventual boundaries of the Town of Cheswold on the west, but it is anticipated that it will be Kenton and Pearsons Corner Road.

The Council agreed that the Planning Commission should review Dover’s draft submission prior to the Town sending a letter of review and agreement.

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.

ORDINANCES for REVIEW - "continued":

Ms. Callender presented the four, (4), Ordinances above for additional Council by sharing the grammatical changes that had been made in each as a result of feedback received or by reviewing the grammatical correctness of sentences.

Neither the Mayor or any Council member made any additional comments or requests for changes.

RESOLUTIONS for REVIEW and APPROVAL - Town Administrator Sam Callender

Resolution #01-02-20-094 Resolution to Hold Public Hearing on Four, (4), Ordinances – Ms. Callender made a motion to approve the Resolution to hold a Public Hearing to receive public comment on the four, (4), Ordinances specified on Page 6 for the purposes shown.

Councilperson Moxley made a second to the motion and it passed with a unanimous vote of the Councilpersons present and qualified to vote.

The Public Hearing is scheduled to be held on February 3, 2020 at 6:00 pm, at the Cheswold Town Hall, 691 Main Street, Cheswold, Delaware 19936.

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 – NOTHING NEW TO REPORT

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

NEW BUSINESS:

NOTHING TO REPORT

Monthly Town Council Meeting

January 6, 2020

TOWN of CHESWOLD

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

COMMUNITY COMMENTS: *Nothing to Report*

COUNCILPERSON COMMENTS:

Acting Mayor Larence Kirby – *Nothing to Report*

Councilperson Theon Callender – *Welcome to 2020*

Councilperson Judith Johnson – *Requested guidance on when to schedule Cheswold Heritage Day. Ms. Jones replied that she should discuss it with her Committee and that they should investigate and avoid dates that have already been selected by other entities.*

Councilperson Santo Faronea – *Nothing to Report*

Councilperson Mark Moxley– *HAPPY NEW YEAR*

MAYOR'S COMMENTS: *Excused from Meeting*

Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Councilperson Faronea to adjourn at 6:41 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 – January 8, 2020

TOWN of CHESWOLD

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