

Town of Cheswold
1856



State of Delaware
1787

Town of Cheswold
Minutes of the Monthly Town Council Meeting
Monday – May 4, 2020
6:00 p.m.
Via ZOOM Teleconference

The following persons were in attendance:

Councilperson Santo Faronea
Councilperson Mark Moxley
Theon Callender - Pending Councilperson
Judy Johnson – Pending Councilperson
Councilperson Larence Kirby – Pending Councilperson

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 January 6, 2020, 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 March 27, 2020. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Councilperson Santo Faronea, at 6:00 pm, and was followed immediately by the Pledge of Allegiance and a Moment of Silence also led by the Councilperson

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

Monthly Town Council Meeting
Meeting Notice Posted: *January 6, 2020*

MAY 4,, 2020
Agenda Posted: *March 27, 2020*

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

ORGANIZATIONAL MEETING

Councilperson Faronea introduced the three members of the previous Council who registered and were certified to continue as current Council members:

- Mrs. Theon E. Callender
- Ms. Judith Johnson
- Mr. Larence Kirby

Without any objections they were sworn in as Councilpersons for 2020-2022.

ELECTION of MAYOR

Councilperson Faronea informed the Council members that the Charter required the nomination and election of a Mayor for the 2020-2021 Council year. Councilperson Kirby volunteered to take the position. Councilperson Moxley then nominated Councilperson Kirby as Mayor and was seconded by Councilperson Johnson. The votes on the motion were as follows:

- | | |
|-------------------------------------|-----------------------------|
| Councilperson Callender – Abstained | Councilperson Johnson - Yes |
| Councilperson Moxley – Yes | Councilperson Faronea – Yes |

The motion passed with a vote of 3 Yes and 1 abstention

APPONTMENT of STAFF POSITIONS

Newly elected Mayor Kirby then made the following appointments:

- VICE MAYOR – Councilperson Santo Faronea
- SECRETARY/TREASURER – Councilperson Theon Callender

The Mayor did not make any additional appointments

COUNCILMEMBER ROLL CALL

Mayor Kirby requested the Secretary/Treasurer to call the Councilperson roll, which she did and presented a quorum to the Mayor.

REVIEW of AGENDA

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.

Vice Mayor Faronea made a motion to accept the agenda as presented. Councilperson Moxley made a second to the motion. A unanimous vote of the Town Council approved the motion.

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REVIEW of PEVIOUS'S MONTHS MEETINGS

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 Vice Mayor 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:

- March 2, 2020 – Monthly Town Council Minutes
- April 6, 2020 – Meeting Cancelled/COVID-19

ALL OF THE FOLLOWING REPORTS WERE FORWARDED TO COUNCIL UNDER SEPARATE COVER PRIOR TO THE ZOOM MEETING AND PUBLIC NOTIFIED THAT COPIES WERE AVAILABLE VIA WEB SITE & UPON REQUEST AT TOWN HALL.

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 March and April 2020**, are as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	March 2020	April 2020
Cash Receipts	\$ 47,531.53	\$ 24,412.86
Cash Disbursements	\$ 27,979.15	\$ 71,600.73
Negative Monthly Cash Flow	\$ 19,652.38	(\$ 48,187.87)

ADMINISTRATION	March 2020	April 2020
Cash Receipts	\$ 21,965.49	\$ 1,652.00
Cash Disbursements	\$ 41,013.62	\$37,205.66
Positive Monthly Cash Flow	(\$ 29,014.76)	(\$ 34,553.66)

POLICE DEPARTMENT	March 2020	April 2020
Cash Receipts	\$ 6,639.48	\$ 4,696.43
Cash Disbursements	\$ 12,191.50	\$ 34,702.56
Negative Monthly Cash Flow	(\$ 5,652.02)	(\$ 30,006.13)

PUBLIC WORKS	March 2020	April 2020
Cash Receipts	\$ 18,926.56	\$ 18,064.43
Cash Disbursements	\$ 0.00	\$ 692.51
Positive Monthly Cash Flow	\$ 18,926.56	\$ 17,371.92

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MAY 4,, 2020
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TREASURER'S REPORT - "continued":

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b. The Treasurer's Report, (Account Balances), for the Month of March and April 2020, is as follows:

as of:	March 2020	April 2020
Capital Account	\$ 30,901.22	\$ 30,901.57
Cheswold Heritage Day Account	\$ 5,272.41	\$ 5,272.41
Eide Grant Fund Account	\$ 4,003.19	\$ 4,007.19
Fire Company Account	\$ 42,728.01	\$ 42,734.79
General Fund Account	\$ 105,513.98	\$ 95,211.23
Land Use Applicant's Account	\$ 42,455.59	\$ 45,914.20
Litigation Account	\$ 13,665.96	\$ 10,416.44
Municipal Street Aid Account	\$ 48,824.52	\$ 48,431.80
Salle Grant Fund Account	\$ 2,860.35	\$ 2,860.35
DelDOT Projects	\$ 150,000.00	\$ 150,000.00

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

c. Requisitions –

Req. #	Department	Vendor	Item	Amount	To Be Paid By
RO-00062	Police	Dover Army/Navy	Summer Shirts	\$615.20	General Fund

d. Proposed Purchases -

P.O. #	Department	Vendor	Item	Amount	To Be Paid By
<i>NOTHING to REPORT</i>					

TAX COLLECTOR'S REPORT

a. Month of January and February 2020

TAX REPORT: FISCAL YEAR 2019 – 2020

Total Amount Billed: \$157,443.60

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MAY 4,, 2020
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TAX COLLECTOR'S REPORT - "continued":

As of:	Current Year:	Past Due Paid:
07/31/2019	\$ 35,901.88	\$ 280.39

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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	\$ 859.55	\$ 101.89
02/29/2020	\$ 1,971.61	\$ 759.78
03/31/2020	\$ 58.50	\$ 56.10
04/30/2020	\$ 197.74	\$ 246.76
05/31/2020		
06/30/2020		

b. DELINQUENT TAXES – Town Clerk Shadina Jones

No change from February 2020 Council minutes.

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

MARCH REPORT

CJC Grant – All items have been purchased and installed in 2018 Dodge and 2020 Tahoe. Grant final approvals have been submitted for approval and closure.

National Night Out – Due to the current state of affairs, as it relates to COVID-19, the Cheswold Police Department in conjunction with the Cheswold Fire Company plans to move the National Night Out event to Tuesday, October 6, 2020, from 6 pm to 9 pm. The plans for this event are still in their infancy and more information will be made available at a later date. **SAVE THE DATE**

Street Cameras – All systems are up and operational, with plans in progress for the addition of two new camera sites in late August – early September.

Part Time Officers – The following part time officers have been hired by the Cheswold Police Department and are on duty: Mst. Cpl. Stephen Smith; Mst. Cpl. Eric Cooper; Mst. Cpl. Jamente Cooper; Mst. Cpl. Michael Heaton and Ptlm. Lawrence Hinds. All officers are currently working and will be formally introduced to the Mayor and Council upon the re-introduction of in-person Council meetings, allowing gatherings of 10 or more.

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MAY 4,, 2020

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POLICE DEPARTMENT REPORT – “continued”:

MARCH REPORT– “continued”:

Training – All scheduled conferences and training for April and May have been suspended by current travel restrictions ordered by the Governor.

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Current Restrictions – In an effort to lessen the chances for officers to have contact with persons who may be infected, the Cheswold Police Department has restricted its interactions with the public to emergency and need for assistance situations only. All calls that be handled through communication reporting will be handled as such and the interaction of the Chief will be decided on a case by case basis.

Officers will continue to answer emergency calls for service and will handle investigations through the use of PPE and self-protection protocols.

APRIL REPORT

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Officers will continue to answer emergency calls for service and will handle investigations through the use of PPE and self-protection protocols.

These restrictions are scheduled to remain in place until at least May 15th, and will be re-visited dependent upon directions from the Governor.

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POLICE DEPARTMENT REPORT – *“continued”*:

APRIL REPORT– *“continued”*:

Budget – The Department’s Budget has been completed and submitted. Copies are available upon request.

Traffic Summonses –

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Officers issued 93 traffic summons' s during the month of March.
 Officers issued 9 traffic summons' s during the month of April.

Monthly Activity Report –

Officers responded to or completed reports for 100 Incidents for the month of March
 Officers responded to or completed reports for 97 Incidents for the month of April.

Monthly Incident Report –

Both March and April are 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>
March 2020	10	3	2	9	1
April 2020	12	0	3	6	0

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 November25, the Town received a set of plans from the property owner’s contractor Green Diamond Builders. This set of plans has recently received approval from the Fire Marshall’s office on March 4, 2020. The plans from Green Diamond Builders and approved by the Town Building Official. Once the plans have been stamped, they will be issued a permit for construction. The property owner and his attorney have also been notified by certified mail that a Certificate of Occupancy will not be issued until the issues with the sink hole on the property have been abated.

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PUBLIC WORKS REPORT – “continued”

Violations:

- **3 Commerce St. – COMPLETE** A Final Notice of Awareness was issued to the property owner regarding an unauthorized above ground sewer attachment. The owner has taken no action to abate the situation and has in fact attempted to cover it up. The matter has now been referred to Kent County for collection of back due sewer fees.

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- **61 Commerce St. – PENDING:** The property owners have been notified of two, (2), unregistered vehicles in various states of disrepair. The Code Enforcement Officer has spoken with the property owner and is being kept informed of the situation with the vehicles. *(March Report)* One of the vehicles has been repaired and the property owner is continuing to work on the other. *(April Report)*
- **Nobles Pond – PENDING:** Lots 274; 277; and 381 were issued violations for failed inspections. Lot 274 and 381 failed a close-in inspection; Lot 277 failed a final inspection. *(These violations were from the March report – There no violations in April)*
- **Town Hall – COMPLETE:** Two new metal commercial door frames and metal doors were installed in Town Hall on the 13th and 16th of March.

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

a. **2020 Comprehensive Plan:** The Commission; Town Engineer and Land Use Administrator are continuing to work on the written portion of the Plan. They will review five, (5), pages per meeting until the entire plan is ready for submission to the Town Council for review and approval.

b. **Alston’s Walk:** Final Plan scheduled to be reviewed at May 14 Planning Commission meeting to be held via Zoom teleconference.

ORDINANCES for REVIEW

NOTHING to REPORT

RESOLUTIONS for REVIEW

NOTHING to REPORT

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PROCLAMATIONS for REVIEW

NOTHING to REPORT

OLD BUSINESS:

a. **Town of Cheswold vs. Cheswold Business Park** – *Town Administrator Sam Callender*
Next Steps – NOTHING NEW TO REPORT

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- b. **Water to Old Town/Fire Hydrant Project - Town Administrator Sam Callender:**
Tidewater funding issues have been resolved and planning for construction should continue when the Governor releases restrictions on gatherings of more than 10 persons.

NEW BUSINESS:

NOTHING TO REPORT

COMMUNITY COMMENTS:

NOTHING TO REPORT

COUNCILPERSON COMMENTS:

Councilperson Theon Callender – *NOTHING to REPORT*

Councilperson Judith Johnson – *Cheswold Heritage Day for this year has been cancelled.*

Councilperson Santo Faronea – *NOTHING to REPORT*

Councilperson Mark Moxley– *NOTHING to REPORT*

MAYOR KIRBY'S COMMENTS: *.Continue to be safe and we'll get our plan together for COVID-19.*

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Motion to Adjourn

A motion was made by Councilperson Callender, seconded by Councilperson Johnson to adjourn at 6:20 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 – April 13, 2020

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