



**PLANNING COMMISSION & TOWN COUNCIL
WORKSHOP MINUTES
THURSDAY, JULY 16, 2020
*Face Masks Required***

**Cheswold Fire Hall
371 Main Street
Cheswold, Delaware 19936**

Planning Commissioners In Attendance:

**Mr. Barry Jones, Chairperson
Ms. Barbara Cooper, Commissioner**

Town Council In Attendance:

**Mr. Larence Kirby, PhD -Mayor
Mr. Santo Faronea, Vice-Mayor
Ms. Sam Callender, Secretary/Treasurer
Mr. Mark Moxley, Councilperson
Mr. Michael Wysong, Councilperson**

Excused:

**Ms. Colleen Ostafy, Commissioner
Mr. Carl Schultz, Commissioner
Mr. Reginald Valentine, Commissioner
Ms. Judith Johnson, Councilperson**

Via Zoon: Mr. Thomas Wilkes, P.E., Town Engineer

WORKSHOP OPENING:

The meeting was called to order at 5:05 p.m., by Mayor Kirby, and a Salute to the Flag and a Moment of Silence immediately followed.

He confirmed that the meeting had been properly posted and Ms. Callender introduced the members to one another by way of a roll call. The acknowledgment of a quorum was not necessary as this was a Workshop and not a required meeting.

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AGENDA REVIEW:

A call for a review of the agenda was made by the Mayor and it was unanimously agreed to follow the agenda as presented.

WORKSHOP DISCUSSION:

The purpose of the Workshop was to review **Chapter 11** of the Draft of the 2020 Comprehensive Plan and to specifically decide if all members of both groups were in agreement of the Goals and Objectives as recorded and to decide if any should be revised, deleted or added.

It was also necessary to decide the projected time frames for each objective and to designate them as either short, medium or long- range anticipated completions.

After detailed discussion, it was decided that the following Objectives required changes:

Add following objectives:

- Meet with property realtors to encourage businesses to locate in Cheswold
- Conduct an annual open house at the Airport
- Explore the need to provide senior center/senior care
- **Develop Protest Plan as a part of Risk Reduction Practices (short term - Government)**

Delete the following objectives:

- Join and participate in Central Delaware Chamber of Commerce from Economic Development Goals
- And add 5867 North Dupont Highway from Future Land Use
- Participate in the St. Jones and Leipsic Water shed tributary Action Teams to assist in the development of pollution control strategies for the municipality's watershed from Natural Resources

Insert:

- The word "additional" between Install and community under Community Character

Change:

- Expand Police Department by two employees from purple, (medium), to red, (long), range under Community Character

Move:

- Host an event designed to encourage citizen participation in local government from Government, to Community Character

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Revisions to Plan:

The following revisions were suggested by Councilperson Wysong and agreed to by attendees:

- Chapter 4-5: Include Delaware Electric Cooperation, (Delaware Co-Op), as another electric company provider to the Town. **(Complete)**
- Page 30: Update to reflect the cash status of the Town as of the close of the 2019-2020 fiscal year. **(Complete)**

Objective Assignments:

Planning Commissioners or Councilpersons either volunteered to champion the following Objectives or are already in the process of managing them:

- Attend MPO meetings = Mayor Kirby or Vice-Mayor Faronea
- Weatherization Assistance Program = Commissioner Barbara Cooper
- Participate with Central Delaware Chamber of Commerce = Mayor Kirby
- Legal obligations-Central Delaware Business Park = Town Administrator Callender
- Heritage Day = Councilperson Johnson
- Business Alliance Development = Mayor Kirby
- Protest Plan Development = Pending

Pending Assignments:

- Ms. Callender was requested to speak with Mr. BJ DeCoursey concerning obtaining assistance to generate public participation.

NOTE: Subsequent to the meeting, Ms. Callender contacted Mr. DeCoursey, of the University of Delaware – IPA, and he explained that due to COVID, there are no students available to assist with this task, however, he will provide information to us, when he returns Chapter 10 of our Plan.

Assignment Complete

- Ms. Callender was requested to obtain information concerning the purpose of a Master Plan and its relationship to a Comprehensive Plan.

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NOTE: Subsequent to the meeting, Ms. Callender contacted Mr. Dave Edgell, Kent County Circuit Rider of the Office of State Planning Coordination and set up a training session to be conducted via Zoom, on July 30, 2020 at 5:00 pm, for members of the Planning Commission and the Town Council concerning a Master Plan. Mr. Edgell also provided a link to a document about Master Plans, which Ms. Callender shared with all members who will attend the training session.

Assignment Complete

Commissioners Comments:

Nothing to Report

Councilpersons Comments:

Nothing to Report

Town Engineer Comments:

Mr. Tom Wilkes, our Town Engineer provided comments encouraging our efforts and his assistance with obtaining DelDOT participation in providing ADA ramps; mid-block crosswalks; RR crossings; federal requirements for safe pedestrian passage.

He also explained that funding should be available as a part of the studies being conducted in association with the Transportation Improvement District, ITID), and Metropolitan Planning Organization, (MPO), projects.

Commission Chairperson Jones Comments – Mr. Jones stated that he it was a good idea for the Council and the Commission to get together, because we should know and recognize one another. He also stated that updating the Comprehensive Plan is a continuous process and that we addressed what was necessary, and that both teams need to meet a bit more often.

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Mayor Kirby's Comments:

The Mayor stated that he felt, a good format was used for the discussion and that a lot was learned, which is leading to him feeling positive about the future.

Next Meeting Date:

The next Workshop meeting was originally scheduled for Thursday, July 30, 2020 at 5:00 pm, at the Cheswold Fire Hall. However, due to the completion of the review of Chapter 11, the meeting was cancelled and subsequently re-scheduled as a Zoom training session concerning Master Plans.

MOTION to ADJOURN:

The Workshop adjourned at 6:57 pm.

Minutes Submitted by: Land Use Administrator Sam Callender – July 24, 2020