



Town of Cheswold
Minutes of the Monthly Town Council Meeting
VIRTUAL MEETING
Cheswold, Delaware 19936
Monday – March 1, 2021
6:00 p.m.
ZOOM Teleconference
1-929-205-6099 Meeting ID: 9728359352#
<https://us02web.zoom.us/j/9728359252>

The following persons were in attendance in person:

Vice Mayor Santo Faronea
Secretary/Treasurer Theon Callender
Councilperson Judith Johnson
Councilperson Mark Moxley
Councilperson Mr. Michael Wysong
Excused: Mayor Larence Kirby

Police Department: Chief Chris Workman **Administration:** Town Clerk Shadina Jones
Code Enforcement Officer: Mike Callender
Planning Commission Chairperson: Barry Jones, Sr. Town Engineer: Thomas Wilkes
Community Garden Planner: Barry Jones, Jr.

Community Attendee: Mrs. Kim DeShields

NOTICE:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on December 30, 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 Feb. 22, 2021. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Vice Mayor Faronea, at 6:11 pm and immediately followed by the Pledge of Allegiance and a Moment of Silence.

ROLL CALL:

Vice Mayor Faronea requested Secretary/Treasurer Callender to call the roll. And with five (5), members of the six (6) person Council present, Ms. Callender presented a quorum to the Vice Mayor and the meeting continued.

PROPERLY POSTED: The Vice Mayor noted that the meeting posted on February 22, 2021 was properly posted.

REVIEW of AGENDA

Vice Mayor Faronea 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 Wysong made a motion to accept the agenda as presented and Councilperson Johnson made a second to the motion. A unanimous roll call vote of the Town Council approved the motion.

REVIEW of PEVIOUS MONTHS MINUTES

Vice Mayor Faronea 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 Wysong 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:

February 1, 2021 – Monthly Town Council Meeting

TREASURER'S REPORT:

The Vice 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 February 2021**, is as follows:

Monthly Cash Flow Comparisons	
TOWN of CHESWOLD	February 2021
Cash Receipts	\$ 53,221.01
Cash Disbursements	\$ 49,876.89
Positive Monthly Cash Flow	\$ 3,344.12

TREASURER'S REPORT - "continued":

ADMINISTRATION	February 2021
Cash Receipts	\$ 28,834.03
Cash Disbursements	\$ 26,718.29
Positive Monthly Cash Flow	\$ 3,115.74

POLICE DEPARTMENT	February 2021
Cash Receipts	\$ 11,395.98
Cash Disbursements	\$ 21,883.73
Negative Monthly Cash Flow	\$ 10,487.75

PUBLIC WORKS	FEBRUARY 2021
Cash Receipts	\$ 11,991.00
Cash Disbursements	\$ 1,274.87
Positive Monthly Cash Flow	\$ 10,716.13

b. The Treasurer's Report, (Account Balances), for the Month of February 2021, is as follows:

as of:	February 2021
Capital Account	\$ 29,952.72
Cheswold Heritage Day Account	\$ 4,793.57
Eide Grant Fund Account	\$ 4,537.12
Public Safety Account	\$ 42,817.65
General Fund Account	\$ 111,416.43
Land Use Applicant's Account	\$ 81,765.69
Litigation Account	\$ 14,793.18
Municipal Street Aid Account	\$ 54,534.78
Salle Grant Fund Account	\$ 4,747.83
DelDOT Projects	\$ 150,376.00

c. Requisitions –

<u>Req. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
NOTHING TO REPORT					

b. Proposed Purchase/s -

<u>Req. #</u>	<u>Dept.</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By:</u>
NOTHING TO REPORT					

TREASURER'S REPORT - *"continued"*:

The Vice Mayor asked for a motion to approve the Treasurers Report, including Requisitions and Proposed Purchases.

A motion was so made by Councilperson Johnson and with a second from Councilperson Wysong and a unanimous roll call vote, the motion passed.

TAX COLLECTOR'S REPORT – *Town Clerk Shadina Jones*
Month of February 2021

TAX REPORT: FISCAL YEAR 2020 – 2021

Total Amount Billed: \$157,085.40

Total Amount Paid: \$147,506.36

As of:	Current Year:	Past Due Paid:
07/31/2020	\$ 580.01	\$ 199.21
08/31/2020	\$ 37,604.14	\$ 300.77
09/30/2020	\$ 26,157.93	\$ 819.35
10/31/2020	\$ 22,650.37	\$ 546.30
11/30/2020	\$ 53,231.64	\$ 2,565.43
12 /31/2020	\$ 4,213.87	\$ 2,247.33
01/31/2021	\$ 2,577.00	\$ 421.99
02/29/2021	\$ 491.50	\$ 44.65
03/31/2021		
04/30/2021		
05/31/2021		
06/30/2021		

b. DELINQUENT TAXES – *Town Clerk Shadina Jones*

Payments are coming in slowly and we are continuing to press on those who owe taxes exceeding \$1,000.00. One more over due payment was received and closed out during the month.

A motion was made by Councilperson Moxley to accept the Tax Report as submitted and a second was made by Councilperson Johnson. A unanimous roll call vote resulted in the passage of the motion.

POLICE DEPARTMENT REPORT – *Chief Christopher Workman:*

Chief Workman presented his February 2021 report as follows:

POLICE DEPARTMENT REPORT – “continued”

Autism Awareness Campaign – On March 29, 2021, the Cheswold Police Department will initiate its 2021 Autism Awareness Campaign in conjunction with Autism Delaware. There will be a press event in the parking lot of the Town of Cheswold Police Department for this event at 10:00 am, and a surprise or two will be included.

Please join us as we kick off Autism Awareness Month, April 2021, by promoting love, hope and acceptance. [#support](#) [#community](#) [#awareness](#) [#autismawareness2021](#)

NOTE: This event is being held outdoors and proper social distancing and face masks are mandatory.

PFC Miles Little Effective Sunday, February 28, PFC Miles Little officially resigned from the Cheswold Police Department to take another position. We thank him for his service and dedication to the Town of Cheswold and its Police Department and wish him the best in his new employment.

COVID-19 Vaccines – All departmental personnel who elected to receive the vaccine have completed all required shots during the month of February. Thank you to the State and DHSS for the hard work in finding a way to complete this task.

Street Cameras - All of the new cameras are operational and working perfectly after a month of Advantech tweaking the signal for optimum performance. Currently, the Department is working on a grant that may provide free LPR, (License Plate Reader) technology to the main cameras.

Vacation – Chief Workman will be on vacation from March 29 through April 12, 2021. Sgt. Susan Kline will be in charge of the daily operations of the Police Department and she will be able to reach the Chief in the case of an emergency.

New Camera – Currently, the Department has received a price to add a new camera at the intersection of Parkers Run Drive and Main Street/ The cost will be \$6,000 and option are being investigated that will result in a purchase by June 30, 2021.

Training – In 2020, the Department updated its policies and procedures regarding an officer’s interactions with persons in crisis. As a result, all officers must attend 40 hours in training in the National Alliance on Mental Illness; Crisis Intervention Team, (CIT) Training, in order to provide a better understanding and to provide a better service to our community when experiencing times of crisis.

Chief Workman and Master Corporal Simms will be attending this course March 22-26.

CRIME STATS

Monthly Activity Report – Officers responded to or completed reports for 179 Incidents for the month of February.

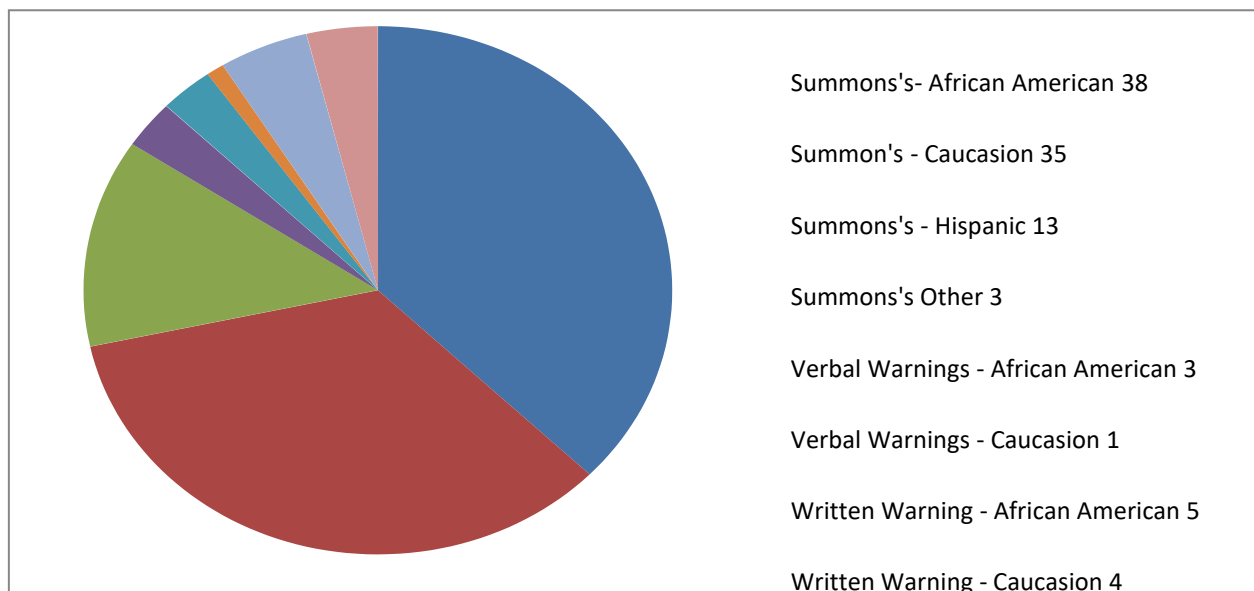
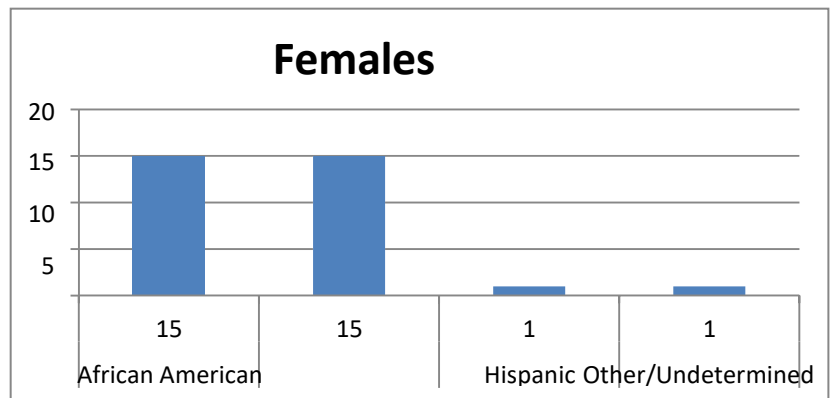
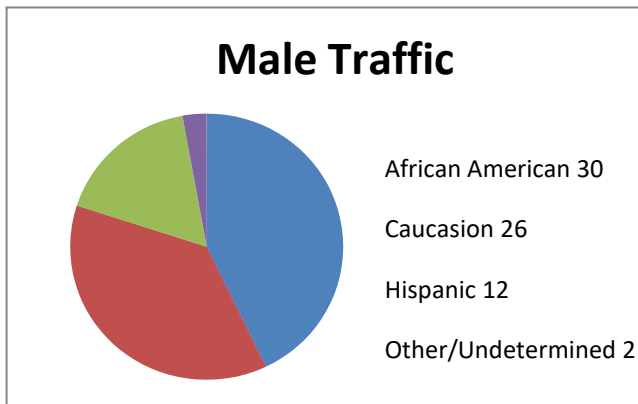
Monthly Incident Report – Is on file at Town Hall and is available upon request.

POLICE DEPARTMENT REPORT – “continued”

TRAFFIC

Traffic Violations Charged – Officers issued 100 traffic summonses during the month of February. These are the number of violations issued. (One stop could equal 2 violations, eg., Speeding – No Driver’s License)

Actual Traffic Stops - 102 – The following are graphs of traffic stops made in February. It shows the number of stops and dispositions of stops by race and sex. In an effort to expand transparency we are adding this to the monthly report to show who our officers stop for violations and how they complete the stop.



IF YOU DON'T CALL WHO WILL – CALL 9-1-1

PUBLIC WORKS REPORT – *Code Enforcement Officer Michael Callender*

Mr. Callender presented the following report to members of the Council via e-mail prior to the meeting:

- **Status Report –**

	<u>PERMITS ISSUED</u>	<u>NEW VIOLATIONS</u>	<u>CLOSED VIOLATIONS</u>	<u>BUSINESS LICENSES ISSUED</u>	<u>BUILDING INSPECTIONS</u>
February 2021	5	3	1	8	0

CODE ENFORCEMENT PROPERTIES

- **33 New Street – PENDING: NO CHANGE.**
- **53 School Lane – UPDATE** New owner Joe Coleman has begun the preliminary process of cleaning up the property as required, but completion is pending due to a change in the weather. **PENDING**
- **179 Commerce St. – ONGOING:** Updated status reports continue to be received from Mr. Dowd’s attorney, but no change of significant value has occurred. **NO CHANGE**

VIOLATIONS

- Nobles Pond – Lot 284 – Failed insulation inspection; Lot 264 & 367– Failed final inspection

Construction Projects:

- **Stonington** – Construction on the four model homes has begun in earnest and the first is nearing completion and being readied for its’ final inspection some time in mid-March. The current home builder has recently filed permit applications for several more lots to be built and they are in the review process.
- **Alston’s Walk** – NO CHANGE re-construction meeting is pending.

Town Maintenance: The water/fire hydrant installation is progressing smoothly. A-Del is currently installing a 6” pipe along Commerce Street after completing installs along Division St., Fulton St., School Lane, New & West Streets. See Fire Prevention Project under Old Business for questions and answers discussed as part of the Public Works report also concerning the town water project.

PLANNING COMMISSION REPORT - Land Use Administrator Sam Callender

a. Lot Line Adjustment Application - Mrs. Kimberly DeShields

Application #2021-01-23-093 Lot 14 – Parcel 2 & 4 Map ID: 3-03-04615-01-1400-000

The application requests to sub-divide Lot 14 into two distinct lots with their own Map ID's. The lots are designed to be recorded into two lots of 5, 025 sq. ft. and 5, 211 sq. ft., on to which a new home each will be placed.

Councilperson Wysong asked if there will be a driveway. Mrs. DeShields responded that she and her husband propose to provide a driveway off the alley behind the homes. Council Wysong asked if the alley is Town owned. Land Use Administrator Callender replied yes and informed Council that the DeShields had been made aware in writing that the Town will bear no responsible for the alley if used as a driveway.

Councilperson Wysong made a motion to approve the application as presented and with a second from Councilperson Johnson and a unanimous roll call vote, the motion passed.

Administrator Callender informed Mrs. DeShields that she would receive a written confirmation of the approval which will permit the Lot Line Adjustment to be recorded in Kent County and to obtain a separate tax id for the divided parcel.

b. Revision of Land Use Ordinance – Article 4 continues to be in progress.

c. 2020 Comprehensive Plan – The PLUS review was conducted Wednesday, February 24, 2021 at 10:30 am via ZOOM, and attended by various members of State agencies, including representatives of DeIDOT; DNREC; OSHA; TRANSPORTATION; HOUSING; PUBLIC TRANSIT; HERITAGE and others.

The Town was represented by Town Engineer Thomas Wilkes; Planning Commissioner Barbara Cooper and Land Use and Town Administrator Sam Callender.

The Comp Plan was recognized as being detailed, well thought out and an excellent representation of the future of the Town. There are a few technical and legislative revisions that are required before the Plan can pass the PLUS review and State Planning has committed to providing those revisions in writing by March 24, 2021.

ORDINANCES for REVIEW/APPROVAL – Town Administrator Sam Callender

ORDINANCES:

NOTHING TO REPORT

OLD BUSINESS: *"continued"*

RESOLUTIONS: *NOTHING TO REPORT*

PROCLAMATIONS: Councilperson Michael Wysong presented a Proclamation declaring the month of April as Autism Awareness Month in the Month of Cheswold. He requested all Council members to sign it and made a motion to pass it. Councilperson Callender made a second to the motion and all Council members present voted affirmative in a roll call vote and the motion passed. Councilperson Wysong also requested that someone present it at the March 29 Autism Awareness Campaign Day proposed and organized by Chief Workman.

OLD BUSINESS:

Vice Mayor Faronea requested a review of the open Town projects:

- **New Infrastructure** – Ms. Callender reported that the Committee met on Tuesday, February 2, 2021 at 2:00 pm at Town Hall and all members were present except for Vice Mayor Faronea, who had a previous appointment. There were intense discussions and reviews of the options available for the development and construction of a new building, including the purchase of the lot immediately to the east of the current Town Hall; constructing a building at the Park for the use of the Police Department only and/or locating and purchasing another available lot perhaps in the Central Delaware Business Park, for either the PD alone or a joint building.

After the discussion it was decided for practical financial reasons, it is in the best interest of the Town to return to the original plan of adding a 40' x 60' rehabbed construction trailer to the current Town Hall. A motion to that affect was made by Councilperson Callender and Councilperson Wysong provided a second. The motion passed with a unanimous roll call vote.

- **Economic Development Plan & Cheswold Business and Merchant's Association** – Mayor Kirby was excused from the meeting and therefore not available to provide a report.
- **Activities Committee** – Vice Mayor Faronea reported that he had nothing new to report. Chairperson Johnson stated that as a result of COVID-19 no activities will be considered or planned until things improve.

OLD BUSINESS: *"continued"*

- **Park Committee** – Councilperson Wysong reported that he should have a proposed design within the next two weeks. It has been decided that the garden will be the priority and will be located closest to School Lane. The design is scheduled to include off street parking and the design will occur from the front to the back. Additionally, Barry Jones, Jr., is set to launch fund raising activities associated with the garden.
 - **Community Garden** – Mr. Jones, Jr., informed the Council that he initiated a digital campaign via Change.org on February 17, 2021. Currently there are 317 responders not only from Cheswold, but Dover and Smyrna as well, and they have indicated a willingness to help with the construction.

He has also spoke with residents in the Fox Pointe community who have expressed concerns about parking. Councilperson Wysong stated he has responded to questions about parking and other criteria.

His personal concern is budgeting, as he is ready to begin fund raising.

Mr. Wysong asked if Mr. Jones, Jr., had contacted any master gardeners and Mr. Jones responded "not yet". Mr. Wysong stated that he is connected to master gardeners from Smyrna, who may provide assistance and that a curriculum needs to be designed.

There was a question and concern about water service availability to the garden. Ms. Callender explained that the water project has been revised to extend the Tidewater water line to the end of School Lane, thus providing an opportunity for access to water. However, there is a \$2,500 connection fee to the service and the cost of an installation tap to provide water to the garden. These costs are not part of the current budget and this and all costs related to the park/garden development will have to be reviewed as part of the 2021-2022 budget.

Mrs. Callender asked if there is a fee associated with the design provided by the University of Delaware and Mr. Wysong responded "no".

Vice Mayor Faronea asked if a well could be installed at the park. Mrs. Callender responded that the Land Use Ordinance requires a hook up to a municipally approved water distribution service if it is available. So, no, a well is not an option.

Public Works Director Mike Callender asked to be kept in the loop with the plans as the Town has a contract for grass cutting.

OLD BUSINESS: *"continued"*

- **Fire Prevention Project** – Mrs. Callender stated that the current physical status had been provided by the Code Enforcement Officer in the Public Works Report, (see above). However, a project change has occurred that will result in a water line being terminated at the Town Park. Although it will be necessary to decide when to begin service, as there is a fee attached to the service whether water is used or not and the sign-up fee is \$2,500.
- **Protest Plan Team** – Team Leader Chief Chris Workman stated that there is nothing new to report.
- **MPO Participation** – Mayor Kirby was not available to provide a report.

NEW BUSINESS:

- **EXECUTIVE SESSION** – Mrs. Callender made a motion to retire for an Executive Session at 6:47 p.m., **for the purpose of discussing an individual citizen's qualifications to hold a job.** Councilperson Wysong made a second to the motion and a roll call vote resulted in the unanimous passage of the motion.
- **RETURN TO REGULAR SESSION** – The Council returned to regular session at 7:09 p.m., at which time Councilperson Callender made a motion to hire Master Cpl. Eric Cooper as a full time employee of the Cheswold Police Department and to approve the title and raise of Corporal Louis Simms to Master Corporal. Councilperson Wysong made a second to the motion and the motion passed with a unanimous roll call vote.

COMMUNITY COMMENTS:

NOTHING to REPORT

COUNCILPERSON COMMENTS:

Vice-Mayor Santo Faronea – ***NOTHING to REPORT***

Secretary/Treasurer Theon Callender – *Nothing to Report*

Councilperson Judith Johnson – *Encouraged Ms. Callender to enjoy her vacation.*

Councilperson Mark Moxley – *Reminded everyone to sign the Autism Awareness Proclamantion.*

Councilperson Mike Wysong – *NOTHING to REPORT*

MAYOR KIRBY'S COMMENTS – Excused

Motion to Adjourn

A motion was made by Councilperson Callender seconded by Councilperson Johnson to adjourn at 7:17 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 – March 24, 2021