



Town of Cheswold
Minutes of the Monthly Town Council Meeting
691 Main Street
Cheswold, Delaware 19936
Monday – March 6, 2022
5:00 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:

Mayor Santo Faronea
Vice Mayor Michael Wysong
Secretary/Treasurer Theon Callender
Councilperson Judith Johnson
Councilperson Mark Moxley
Councilperson Maxwell Amoako

Police Department: Chief Chris Workman (**Zoom**)
Administration: Ms. Camryn Tunnell - Administrative Clerk
Public Works: Code Enforcement Officer Mr. Mike Callender

Community Attendees- Joined via Zoom:
Ellyn (Guest), Mr. Joesph Schell (Guest)- Old Town

NOTICE:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on December 15, 2021, 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 28, 2022. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Mayor Faronea at 5:00 pm.

PLEDGE of ALLEGIANCE and MOMENT of SILENCE

The Pledge of Allegiance and Moment of Silence were conducted after the meeting was called to order.

PROPERLY POSTED:

Administrative Clerk Camryn Tunnell noted that the meeting was properly posted.

ROLL CALL:

Mayor Faronea requested the Administrative Clerk to call the roll. With all members of the of the six (6) person Council present, Ms. Tunnell presented a quorum to the Mayor and the meeting continued.

REVIEW of AGENDA

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 Amoako made a motion to accept the agenda as presented. With a second from Councilperson Johnson and a unanimous roll call vote of the Town Council approved the motion.

REVIEW of PREVIOUS MONTHS MINUTES

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 Amoako and Councilperson Moxley made a second to approve the motion. A roll call vote on the motion resulted in a unanimous vote to approve the following minutes:

March 6, 2023 – Monthly Town Council Meeting

Note: Vice Mayor Wysong pointed out that there is no requirement to vote on the approval or acceptance of reports. Therefore, going forward, it is agreed that votes will not be taken on Reports.

TREASURER'S REPORT: *Acting Town Administrator Shadina Jones*

a. The Treasurer's Reports for the **Month of February 2023**, is as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	FEBRUARY 2023
Cash Receipts	\$ 62,671.47
Cash Disbursements	\$ 60,907.58
Monthly Cash Flow	\$ 1,763.89
ADMINISTRATION	
Cash Receipts	\$ 22,745.00
Cash Disbursements	\$ 37,711.90
Negative Monthly Cash Flow	\$ (14,966.90)
POLICE DEPARTMENT	
Cash Receipts	\$ 2,317.02
Cash Disbursements	\$ 22,568.56
Negative Monthly Cash Flow	\$ (20,251.54)
PUBLIC WORKS	
Cash Receipts	\$ 37,609.45
Cash Disbursements	\$ 627.12
Monthly Cash Flow	\$ 36,982.33

b. The Treasurer's Report, (**Account Balances**), for the **Month of February 2023**:

as of:	FEBRUARY 2023
Capital Account	\$ 33,328.64
Cheswold Heritage Day Account	\$ 14,690.63
Eide Grant Fund Account	\$ 4,983.58
Public Safety Account	\$ 139,330.16
General Fund Account	\$ 650,809.95
Land Use Applicant's Account	\$ 56,958.12
Litigation Account	\$ CLOSED
Municipal Street Aid Account	\$ 62,457.26
Salle Grant Fund Account	\$ 2,478.12
DelDOT Projects	\$ 90,884.90
ARPA	\$ 510,669.39
Municipal Complex Building	\$ 745,485.09

TREASURER'S REPORT: *"continued"*

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					

TAX COLLECTOR'S REPORT – *Administrative Clerk Camryn Tunnell*
Month of February 2023

The Tax Collector's Report was sent out prior to the meeting and Ms. Tunnell informed the Council that one (1) resident was removed from the delinquent tax listing and several Nobles Pond residents have made recent tax payments.

TAX REPORT: FISCAL YEAR 2022– 2023

Total Amount Billed: \$216,333.36

Total Amount Paid: \$206,439.74

	Paid As of:	Current Year:	Past Due Paid:
07/31/2022	\$	15,913.33	\$ 460.38
08/31/2022	\$	43,141.87	\$ 1,059.61
09/30/2022	\$	109,051.48	\$ 1,278.87
10/31/2022	\$	15, 189.13	\$ 437.94
11/30/202	\$	15, 741.38	\$ 1,185.86
12 /31/2022	\$	2,976.31	\$ 310.31
01/31/2023	\$	1,060.30	\$ 131.54
02/29/2023	\$	3,365.80	\$ 231.92
03/31/2023	\$		\$
04/30/2023	\$		\$
05/31/2023	\$		\$
06/30/2023	\$		\$

POLICE DEPARTMENT REPORT – *Chief Christopher Workman:*

Training –

Chief Workman and Lt Kline will be attending the FBI-LEEDA Annual Conference in Orlando, FL, April 24-27, 2023.

The Delaware Association of Chiefs of Police Seminar is scheduled for May 2-4, 2023 and will be attended by Chief Workman.

M/Cpl Eric Cooper will be attending the Delaware Behavioral Health Criminal Justice Integration Summit, May 22-23, 2023.

Lt. Kline - June 21-23, 2023 Critical Incident Debriefs - Lessons Learned STAR Campus, Newark, DE

New Software – Lt Kline has researched some new recording software which the police department is currently testing. The new software that will provide for greater accountability and recording of departmental equipment and training scheduling and recording. This is a 30-day trial where the software will be evaluated to see if it meets the needs of the department. This trial has been extended.

New Uniforms – Still evaluating new uniforms.

Hiring - Cheswold PD will be requesting the permission to hire a new Recruit for entry into the Dover Police Academy in April 2023. (*See note at end of Police Department Report*)

Medical Leave - Chief Workman had shoulder surgery on Feb 15th and is currently recovering. He is anticipated to return to office duty on March 20th, barring any setbacks, until released to full duty by doctors following physical rehab. Lt Susan Kline will be the officer in charge until the Chief returns to the office.

Extra Patrols - We will be utilizing grant funds for supplementary patrol assignments during the evenings in the Spring and Summer months.

Grant - The department has been awarded the FY22 JAG Byrne Grant for a total of \$5,100.00. The department is currently looking to fill some updated equipment needs and evaluating the use of this grant for that purpose.

POLICE DEPARTMENT REPORT – Chief Christopher Workman: “continued”

Woman's Atlantic 10 Basketball Championships - Lt Kline participated as a representative of the Cheswold Police Dept. in the opening ceremony of the Atlantic 10 Woman's Basketball Championship game in Wilmington, DE on March 5th.

Traffic

Traffic Violations Charged –

Officers issued 72 traffic summons’s during the month of January. These are the number of violations issued. (One traffic stop could equal 2 or more violations, eg. Speeding, no driver’s license)

Actual Traffic Stops - 47

Graphs depicting traffic stops made in February and dispositions, were presented to the Town Council. The following reflects the data depicted on the graphs by either ethnicity or gender.

Male Traffic Stops

African American	9
Caucasian	12
Latino	1
Other/Undeter.	0

Female Traffic Stops

African American	15
Caucasian	9
Latino	2
Other/Undeter.	0

Dispositions

Summons

African American	22
Caucasian	18
Latino	3
Other/Undeter.	0

Verbal Warnings

African American	2
Caucasian	2
Latino	0
Other/Undeter.	0

Written Warning

African American	0
Caucasian	0
Latino	0
Other/Undetermined	0

POLICE DEPARTMENT REPORT – Chief Christopher Workman: “continued”

In an effort to expand transparency we are adding this to the monthly report to show who our officer’s stop for violations and how they complete the stop.

Monthly Activity Report – Officers responded to or completed reports for 90 Incidents for the month of February.

RECRUIT HIRING:

Chief Workman stated he sent a letter to Council regarding the hiring of a Mr. Colin Hill as a new recruit and informed the Council that Mr. Hill has completed all requirements and was approved to move forward to the Police Academy. Chief Workman requested the Council make a motion to hire Mr. Hill to enter the Academy on April 16, 2023. Chief Workman stated he believes Mr. Hill will complete the program, as he has a decent background. Councilperson Amoako was informed that the Academy will last 16 weeks.

A motion was made by Vice Mayor Wysong and seconded by Councilperson Moxley. The vote passed with a unanimous roll call vote of the Council.

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

PUBLIC WORKS REPORT – Code Enforcement Officer Michael Callender

	<u>Permits Issued</u>	<u>New Violations</u>	<u>Closed Violations</u>	<u>Building Inspections</u>
February 2023	11	5	0	1

After the Status Report, the following information was presented concerning Town properties:

PUBLIC WORKS REPORT – *Code Enforcement Officer Michael Callender “continued”*

- **Code Enforcement Properties:**

- 179 Commerce St. – **PENDING:** This property remains under Fines along with the Notice of Violation for Condemnation & Demolition. On 02/21/2023 I had a meeting with a KCCD representative at this location and we went over the current rough site work that is planned for the abandonment of the current storm water line which will be rerouted around the lot. He informed me that another possible junction box is in the area and that when work does finally begin at least 40’ extra will be cut southward around the work area in order to ensure all of the existing storm lines are accounted for.

Mr. Callender informed the Council that there was a meeting with Town Attorneys, Max Walton and Erica Sefton Esquires. and Town Administrator Sam Callender on March 3, 2023, regarding 179 Commerce. The attorneys will be sending a letter to the property owners regarding the condemnation. The property owners will need to either demolish the home or submit a permit application to rehab the property as a single-family home. Mr. Amoako asked when the Town will seek action. Mrs. Callender stated the Town must decide to whether or not to demolish the building based on the results of the attorney’s action, or the Town may expend funds that will not be recovered. Mr. Wysong asked if the property taxes are current and he was informed by Mr. Callender that they are current.

- **Violations:**

- 179 Commerce St. (x2)
- Nobles Pond Lots #318; #353 & #358

- **Updates:**

- Stonington – A structure fire occurred on February 23, 2023. It was the first in this development. There were no injuries.

- **Public Works:**

- Delaware Exteriors, LLC has been notified of their winning bid and has finally sent over the contract for replacement of the siding on the Town Hall and will begin work when all items have been ordered.

PUBLIC WORKS REPORT – *Code Enforcement Officer Michael Callender “continued”*

Mayor Faronea asked if there are any updates on Mr. Hettinger’s property. Mr. Callender informed the Mayor and Council that Mr. Hettinger called the Town Hall requesting a shed permit application and he was informed that must fall in accordance with the Clean Hands Ordinance before he can apply for a permit of any kind.

PLANNING COMMISSION REPORT - *Land Use Administrator Sam Callender*

a. **Nothing New to Report**

b. **Next Meeting:** Thursday, February 9, 2022
 5:00 p.m.
 Town Hall – 691 Main Street
In Person: Commissioners & Applicants Only
All Others - Via ZOOM;

ZOOM Teleconference
1-929-205-6099 Meeting ID: 9728359352#
<https://us02web.zoom.us/j/9728359252>

Ordinances for Review – *Town Administrator Sam Callender*

NOTHING TO REPORT

Resolutions for Review & Vote – *Town Administrator Sam Callender*

NOTHING TO REPORT

PROCLAMATIONS – *Town Administrator Sam Callender*

NOTHING TO REPORT

NEW BUSINESS - *Town Administrator Sam Callender*

NOTHING TO REPORT

OLD BUSINESS – *Town Administrator Sam Callender*

A. 2023 Town Election

The Council was informed that the 2023 Town Election was cancelled, as there were no opposing runners. There were no suggestions for any new members.

B. TAP

Mrs. Callender reinforced the Council that the TAP application for three, (3), crosswalks on Main Street, in Town have been approved. There is a \$500.00 submission fee to be paid, but the expectation is that the project should begin in early spring. The proposed locations of the crosswalks are all north to south, (and vice-versa), from the Town Hall to the Family Dollar; from the the Fire Company to their parking lot across the street and from the Post Office to the opposite sidewalk.

C. Town Projects:

- **Municipal Services Building - *Town Administrator Sam Callender***

Mrs. Callender informed the Council that she received a rendering of the proposed Town Hall and Police Department building, which did not include a rear view with the Sallyport and extended Public Works Department and she has requested that a complete rendering be supplied. Town Engineer Tom Wilkes, P.E. is actively working to determine where the building will be best placed.

- **Tidewater to Old Town - *Town Administrator Sam Callender***

The extension program is reviewing and redesigning the water installation, as a gas line discovered that has hindered the process and now requires a owner easement.

- **Economic Development Plan/Cheswold Business & Merchants Association – *Councilperson Maxwell Amoako***

Mr. Amoako requested Ms. Tunnell provide a categorized list of the businesses in Town for him to contact.

- **Activities Committee – *Councilperson Judith Johnson/ Mayor Santo Faronea***
Ms. Johnson stated the Activities Committee would be a meet immediately following the Town Council meeting.

- **Park Committee – *Vice Mayor Michael Wysong***

NOTHING TO REPORT

Monthly Town Council Meeting
Meeting Notice Posted: *December 15, 2022*

March 6, 2023
Agenda Posted: February 27, 2023

OLD BUSINESS – “continued”

C. Town Projects:

- **Protest Plan Team – Chief Chris Workman**
PROJECT ON HOLD UNTIL FURTHER NOTICE

- **American Rescue Plan – Town Administrator Sam Callender**
NOTHING TO REPORT

COMMUNITY COMMENTS/CONCERNS –

NOTHING TO REPORT

There were two community members who joined the meeting, both residing in Old Town. The attendees were asked if they would like to make any comments. Neither attendee presented a comment.

COUNCIL MEMBER COMMENTS:

Vice-Mayor Wysong - Expressed his thanks to the Council for the work they have done together and stated he is available to help with anything that he started.

Secretary/Treasurer Callender – Stated she is pleased to have returned from vacation and thanked Mr. Wysong for his work with the Council and for keeping her on her toes. Mrs. Callender also welcomed the community members to the meeting.

Councilperson Johnson – Ms. Johnson thanked Mr. Wysong and wished him well in his future endeavors.

Councilperson Moxley – Mr. Moxley also stated he appreciated Mr. Wysong’s work and wished him well.

Monthly Town Council Meeting
Meeting Notice Posted: *December 15, 2022*

March 6, 2023
Agenda Posted: **February 27, 2023**

COUNCIL MEMBER COMMENTS: “continued”

Councilperson Amoako – Mr. Amoako wished Mr. Wysong well and expressed appreciation for Mr. Wysong’s attention to detail and dedication to the Council.

He then *requested police* presence at the school bus stop for Parkers Run, as he stated he has witnessed several cars passing buses that were stopped to either pick up or drop off children. Chief Workman stated although they will make an effort to be at the bus stops, there is only one Officer on duty at a time and there are several stops within the Town. However, the bus drivers contact the Police Department if they have any issues with unlawful drivers.

Mayor Comments:

Mayor Faronea’s Comments – Mayor Faronea wished Mr. Wysong the best in his endeavors. Mayor Faronea asked if there is water at the Town park and was informed that there is a hydrant at the location.

MOTION to ADJOURN

A motion to adjourn was made by Councilperson Callender and seconded by Councilperson Johnson. The motion passed with a unanimous roll call vote. The meeting was adjourned at 5:27 pm.

Submitted by: Administrative Assistant Camryn Tunnell – March 16, 2023

29 Del C 10004 Sec. (e) (2)....."The agenda shall be subject to change to include additional items, including executive sessions or the deletion of items, including executive sessions which arise at the time of the public body's meeting".

The Agenda items as listed may not be considered in sequence and/or removed if warranted.