

Town of Cheswold
1856



State of Delaware
1787

**Town of Cheswold
Minutes of the Monthly Town Council Meeting
691 Main Street
Cheswold, Delaware 19936
Monday – April 3, 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 Maxwell Amoako
Secretary/Treasurer Theon Callender
Councilperson Judith Johnson
Councilperson Mark Moxley- *EXCUSED*
Councilperson Robin

(Note: The above titles became applicable after the Organization meeting was complete)

Police Department: Chief Chris Workman

Administration: Ms. Camryn Tunnell - Administrative Clerk, Shadina Jones – Town Clerk (*EXCUSED*)

Public Works: Code Enforcement Officer Mr. Mike Callender

Community Attendees- Joined via Zoom:

Mr. Rodney Callender- Parker's Run, Ellyn (Guest), Mr. Joesph Schell (Guest)- Old Town,
Mr. Ring Lardner, P.E.- Davis, Bowen and Friedel, Mrs. Bonita Ogburn-McLean- Parker's Run
RuthAnn Purchase- Greenbridge Community Development Committee

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.

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

MEETING:

The meeting was called to order by Acting Mayor Callender 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.

COUNCIL RE-ORGANIZATION MEETING

INTRODUCTION and SWEARING-IN of EXTENDED COUNCIL MEMBERS:

Acting Mayor Callender immediately proceeded with the installation process for the three (3) vacant positions. The following persons were installed as Councilpersons:

Mr. Santo Faronea – Noble’s Pond
Mr. Maxwell Amoako - Parker’s Run
Ms. Robin Ridgway- Old Town

As no other applicants applied to run for the vacant positions prior to the deadline, it was not necessary to hold an election. The legality of this process was confirmed by the Town Clerk, Ms. Shadina Jones, with the Board of Elections.

Ms. Ridgway was sworn in following the re-installation of Mr. Faronea and Mr. Amoako as Councilmembers.

ELECTION of MAYOR by TOWN COUNCIL:

Acting Mayor Callender requested the Council to make a motion to re-elect a Mayor as required by the Town Charter. Councilperson Johnson made a motion to re-appoint Mayor Faronea as Mayor. With a second from Councilperson Amoako, a roll call vote was taken that resulted in the unanimous re-election of Mayor Faronea.

POSITION APPOINTMENTS by MAYOR FARONEA:

Mayor Faronea requested Councilperson Johnson to serve as Vice Mayor, however, she declined. As a result, he made the following appointments:

Vice-Mayor Mr. Maxwell Amoako
Secretary/Treasurer Mrs. Sam Callender

CONCLUSION OF RE-ORGANIZATION MEETING:

Immediately following the appointment of Officers by Mayor Faronea the regularly scheduled monthly Town Council meeting began.

MONTHLY TOWN COUNCIL MEETING

ROLL CALL:

Mayor Faronea requested the Administrative Clerk to call the roll. With all members, (except one), 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 Johnson and Councilperson Amoako made a second to approve the motion. A roll call vote on the motion resulted in a unanimous vote to approve the following minutes:

TREASURER’S REPORT: *Town Administrator Sam Callender*

- a. The Treasurer’s Reports for the **Month of March 2023**, is as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	MARCH 2023
Cash Receipts	\$ 113,368.02
Cash Disbursements	\$ 99,459.73
Monthly Cash Flow	\$ 13,908.29

ADMINISTRATION	MARCH 2023
Cash Receipts	\$ 70,696.00
Cash Disbursements	\$ 63,436.93
Monthly Cash Flow	\$ 7,259.07

POLICE DEPARTMENT	MARCH 2023
Cash Receipts	\$ 2,277.31
Cash Disbursements	\$ 35,822.80
Negative Monthly Cash Flow	\$ (33,545.49)

PUBLIC WORKS	MARCH 2023
Cash Receipts	\$ 40,394.71
Cash Disbursements	\$ 200.00
Monthly Cash Flow	\$ 40,194.71

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b. The Treasurer’s Report, (Account Balances), for the Month of March 2023:

as of:	MARCH 2023
Capital Account	\$ 33,328.64
Cheswold Heritage Day Account	\$ 14,690.63
Eide Grant Fund Account	\$ 4,983.58
Public Safety Account	\$ 139,919.46
General Fund Account	\$ 673,616.36
Land Use Applicant’s Account	\$ 56,958.12
Litigation Account	\$ CLOSED
Municipal Street Aid Account	\$ 61,754.15
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>
<i>NOTHING TO REPORT</i>					

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>
<i>NOTHING TO REPORT</i>					

TAX COLLECTOR’S REPORT – *Administrative Clerk Camryn Tunnell*
Month of March 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.

Mr. Amoako asked about the status of the Budget Preparation. Mrs. Callender informed him that the process is underway.

TAX REPORT: FISCAL YEAR 2022– 2023

Total Amount Billed: \$216,333.36

Total Amount Paid: \$210,639.93

	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	\$ 4,200.19	\$	1,336.69
04/30/2023	\$	\$	
05/31/2023	\$	\$	
06/30/2023	\$	\$	

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

Training -

All officers will attend their initial firearms qualifications April 13 & 27. This is the first qualification of the year which will include duty weapons and off duty weapons.

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

New Software - Request sent for the use of Public Safety Funds to pay for new software that will provide for greater accountability and recording of departmental equipment and training scheduling and recording. Motion needed for approval.

New Uniforms - Still evaluating new uniforms.

Hiring - Cheswold PD Recruit will be introduced to the Mayor and Council at this month's meeting, he is scheduled for entry into the Dover Police Academy on April 16, 2023.

Medical Leave - Chief Workman had shoulder surgery on Feb 15th and is on administrative duty until released to full duty.

Extra Patrols - extra supplemental patrols have been scheduled for the spring and summer. This will provide for extra officers on duty at different times of the day and evening.

POLICE DEPARTMENT REPORT – Chief Christopher Workman: “continued”

Traffic

Traffic Violations Charged –

Officers issued 162 traffic summons during the month of March. 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 - 145

Graphs depicting traffic stops made in March 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	39
Caucasian	38
Latino	12
Other/Undeter.	1

Female Traffic Stops

African American	28
Caucasian	18
Latino	6
Other/Undeter.	2

Dispositions

Summons

African American	57
Caucasian	48
Latino	17
Other/Undeter.	2

Verbal Warnings

African American	4
Caucasian	5
Latino	0
Other/Undeter.	0

Written Warning

African American	6
Caucasian	4
Latino	1
Other/Undetermined	4

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 138 Incidents for the month of March.

Chief Workman stated the Police Report was sent to Council via email and he would provide a copy for the Town’s newest Councilmember, Ms. Robin Ridgway.

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

PUBLIC WORKS REPORT – Code Enforcement Officer Michael Callender

Mr. Callender stated the Public Works Report was sent out via email prior to the Council meeting. He went on to state there was not much to report from the previous month.

Vice-Mayor Amoako asked what the outcome is for 179 Commerce Street. Mr. Callender stated the Town attorneys are out of the office. A letter is due to be sent out to the property owners, but it cannot be sent until the attorneys return and provide additional legal advice on the situation. Mr. Callender went on to inform Ms. Ridgway of the issues regarding the property.

	<u>Permits Issued</u>	<u>New Violations</u>	<u>Closed Violations</u>	<u>Building Inspections</u>
March 2023	11	4	4	0

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

- **Code Enforcement Properties:**
- 179 Commerce St. – **PENDING:** No New Updates.

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

- **Violations:**
 - 179 Commerce St. (x2)
 - Nobles Pond Lots #250
 - Stonington #154; #165; #38

- **Updates:**
 - Stonington – No New Updates.

- **Public Works:**
 - Delaware Exteriors, LLC is slated to begin work replacing the siding on the Town Hall the second week of April.

PLANNING COMMISSION REPORT - Land Use Administrator Sam Callender

- a. **Next Meeting:** Thursday, April 13, 2023
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>

- b. Preliminary Plan Review
 - **Application 2022-11-15-115**
 - Lot 6 – McGinnis Green
 - Map ID – 4-03-04100-01-0101-000
 - Current Zone = C-2 (*Highway Commercial*)
 - Post Approval Zone = C-2
 - Acres = 1.3
 - Owner = McGinnis Lot 3 & 4 LLC
 - Owner Representative = Arik Jakob
 - Engineering Representative = Cliff Mumford, P.E. & Ring Lardner, P.E. – DB& F Engineering

PLANNING COMMISSION REPORT - *Land Use Administrator Sam Callender*

Mrs. Callender stated she sent PC Memo 2023-001 to the Council regarding the Preliminary Plan, and she informed them that the Planning Commission recommended the Council approve the plans pending satisfaction of the contingencies, specified by the Town Engineer and the Planning Commission. Mrs. Callender stated the contingencies have been satisfied by the engineering company. The approval would allow the engineering firm to move forward with the project.

Mr. Ring Lardner, P.E., spoke to the Council and informed them of the plans the engineering firm has for the property. Mr. Lardner opened the floor for any Councilmembers to ask any questions. There were none.

Councilperson Johnson made a motion to approve the Preliminary Plan. Councilperson Ridgway made a second to the motion. The vote passed with a unanimous roll call vote of the Council, with Mrs. Callender recusing herself from the vote, so as not to conflict with her position as Land Use Administrator.

ORDINANCES for REVIEW/VOTE – *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*

- *HR Software*
- *Record Filing Software*

Mrs. Callender informed the Council that she has collaborated with the Town Clerk, Mrs. Jones, on transferring files to a software system as well as enrolling in HR software.

Monthly Town Council Meeting

April 3, 2023

OLD BUSINESS – Town Administrator Sam Callender

TOWN PROJECTS:

- **Municipal Services Building – Town Administrator Sam Callender**
Secretary/Treasurer Callender informed Councilperson Ridgway of the proposed Municipal Complex Building. Mrs. Callender informed the Council that she requested the Architectural Firm to provide a rear rendering of the building and she is actively waiting for the new photos.

- **Economic Development Plan/Cheswold Business & Merchants Association – Vice-Mayor Maxwell Amoako**
Vice-Mayor Amoako stated he met with Mr. Jeff Spielman last month and discussed economic development with him. Mr. Spielman had a couple of questions for Mr. Amoako and he would go over them with the Council.

- **Activities Committee – Councilperson Judith Johnson/ Mayor Santo Faronea**
Councilperson Johnson informed the Council that the Activities Committee is coming along great with Heritage Day plans. The next meeting for the committee is scheduled for April 25, 2023, and Heritage Day is tentatively scheduled for September 30, 2023. Ms. Tunnell provided a few updates on the status of Heritage Day, as well.

- **Park Committee –**
Councilperson Callender volunteered to chair the Park Committee in the absence of former Vice Mayor Wysong. Currently she is the only member.

Mayor Faronea asked Mr. Mike Callender if the Town has a tiller. Mr. Callender informed him that the Public Works Department does not have an operable tiller, currently. The Mayor suggested the Park Committee rent a tiller to plant crops in the community garden. Mrs. Callender informed the Mayor that the Committee has not yet decided to recommend a community garden to the Council and will be reviewing all the available options possible. She also asked Ms. Ridgway if she would like to join the Committee and Ms. Ridgway agreed.

- **Protest Plan Team – Chief Chris Workman**

On Hold Until Further Notice

Monthly Town Council Meeting

Meeting Notice Posted: December 15, 2022

April 3, 2023

Agenda Posted: March 27, 2023

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OLD BUSINESS – Town Administrator Sam Callender - “continued”

TOWN PROJECTS:

- **American Rescue Plan - Town Administrator Sam Callender**
NOTHING TO REPORT
- TAP – Ms. Callender explained the TAP, (Transportation Assistance Projects), grants to Ms. Ridgway and the fact the Town had additionally reached out to DelDOT to have the railroad crossing and adjacent sidewalks repaired and upgraded to meet ADA standards. She also informed the Council that she had been notified that the request for attention to north to south and vice-versa Main Street crossings had been approved and the Town had forwarded the fee of \$500.00 to begin the feasibility study.

COMMUNITY COMMENTS/CONCERNS –

- Ms. RuthAnn Purchase introduced a couple of projects to the Council with a request for collaboration with the Town and to find volunteers to assist her. Ms. Purchase presented information on her 501-C3 organization and the plans to host a youth event. Ms. Purchase would also like the Town to participate in the Memorial Day event on May 28, 2023, to celebrate and remember Lenape heritage.
- Mrs. Ogburn-McLean expressed her thoughts on the Park Committee prior to the installation of the committee’s newest members. Ms. Callender stated she would be pleased for Mrs. Ogburn-McLean to rejoin the committee along with Ms. Ridgway.
- Mr. Rodney Callender shared kind words with the Council regarding the Activities Committee and the wonderful job the team has done, thus far.

COUNCIL MEMBER COMMENTS:

Vice-Mayor Amoako – Mr. Amoako is excited to learn more about the Town and zoning as he progresses in economic development.

Secretary/Treasurer Callender – No comments.

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

April 3, 2023
Agenda Posted: *March 27, 2023*

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COUNCIL MEMBER COMMENTS: *"continued"*

Councilperson Johnson – Mrs. Johnson asked if there are plans to rehab New Street. Mrs. Callender informed her that it is the responsibility of the Council to handle any rehabilitation that is deemed necessary. Code Enforcement Officer Mike Callender stated he is notified when there is trash that needs to be removed. He also stated there are three (3) lots that are open for structures to be placed on them.

Councilperson Moxley – *EXCUSED*

Councilperson Ridgway – No comments.

Mayor Comments:

Mayor Faronea – Mr. Faronea thanked the Council for reappointing him as Mayor.

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 5:53 pm.

Submitted by: Administrative Assistant Camryn Tunnell – April 13, 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.