

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 - December 4, 2023
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 (*Excused*)
Councilperson Mark Moxley
Councilperson Robin Ridgway (*Excused*)

Police Department: Chief Chris Workman

Administration: Ms. Camryn Tunnell – Asst. Town Clerk, Mrs. Shadina Jones – Asst. Town Administrator

Public Works: Code Enforcement Officer Mr. Mike Callender

Community Attendees- Via Zoom

Mr. Stephen Williams
Mr. Rodney Callender
Mr. Craig Anderson (*Delaware State News*)

Monthly Town Council Meeting

December 4, 2023

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

NOTICE:

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on December 15, 2022 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 27, 2023. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Mayor Faronea at 5:04 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:

Assistant Town Clerk Camryn Tunnell noted that the meeting was properly posted.

ROLL CALL:

Mayor Faronea requested the Assistant Town Clerk to call the roll. With four (4) 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.

A motion to accept the agenda as presented was made by Vice Mayor Amoako and seconded by Councilperson Moxley. The motion was passed unanimously with a roll call vote of the Council.

REVIEW of PREVIOUS MONTH'S MINUTES

Ms. Tunnell made a remark to inform the Honorable Mayor and Council that the previous month's minutes were submitted without "DRAFT" listed at the top of the page. However, the minutes were edited and corrected after submission.

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 revisions or amendments as needed.

A motion to approve the previous month's minutes as presented was made by Vice Mayor Amoako and Councilperson Moxley made a second to approve the motion. The motion passed with a unanimous roll call vote.

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

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

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	NOVEMBER 2023
Cash Receipts	\$ 86,772.82
Cash Disbursements	\$ 90,377.73
Monthly Cash Flow	\$ (-8,104.91)

ADMINISTRATION	NOVEMBER 2023
Cash Receipts	\$ 73,488.77
Cash Disbursements	\$ 33,290.98
Monthly Cash Flow	\$ 40,197.79

POLICE DEPARTMENT	NOVEMBER 2023
Cash Receipts	\$ 9,744.44
Cash Disbursements	\$ 52,649.21
Negative Monthly Cash Flow	\$ (-42,904.77)

PUBLIC WORKS	NOVEMBER 2023
Cash Receipts	\$ 3,539.61
Cash Disbursements	\$ 8,937.54
Monthly Cash Flow	\$ (-5,397.93)

TREASURER'S REPORT: *"continued"*

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

as of:	NOVEMBER 2023
Capital Account	\$ 58,445.01
Cheswold Heritage Day Account	\$ 13,510.14
Eide Grant Fund Account	\$ 1,569.18
Public Safety Account	\$ 144,309.48
General Fund Account	\$ 1,208,043.09
Land Use Applicant's Account	\$ 60,312.16
Municipal Street Aid Account	\$ 54,689.28
Salle Grant Fund Account	\$ 431.57
DelDOT Projects	\$ 72,891.90
ARPA	\$ 398,688.81
Municipal Complex Building	\$ 1,267,419.02

c. Requisitions –

<u>Req. #</u>	<u>Department</u>	<u>Vendor</u>	<u>Item</u>	<u>Amount</u>	<u>To Be Paid By</u>
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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>
	<i>Public Works</i>	<i>Barkley</i>	<i>Replace HVAC Units</i>	<i>\$12,500.00</i>	<i>General Acct.</i>

Mrs. Jones presented the Public Works Proposed Purchase to replace the HVAC Units, as the heating and cooling systems are causing difficulties. She informed the Honorable Mayor and Council that the total cost would be \$12,500.00.

A motion was made by Mr. Amoako to approve the purchases and was seconded by Councilperson Moxley. The motion passed unanimously with a roll call vote of the Council.

It was also noted by Councilperson Moxley and Vice Mayor Amoako that if the current Town Hall building is going to be used in the future, it is better to take care of any issues now rather than wait.

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Month of November 2023

TAX COLLECTOR’S REPORT – *Assistant Town Clerk Camryn Tunnell*

Ms. Tunnell informed the Council that delinquent tax notices were sent out on November 15th and since then two residents have made payment arrangements towards their debt and once the payments are completed, there will be over \$3,500 paid off between both residents.

Mr. Amoako stated he was asked about the letter that was sent out by Kent County Levy Court. He asked if the Town would lower the tax rate due to the letter. Mr. Amoako stated the letter was informing homeowners that their taxes will be based off their market value now. Mrs. Jones and Mrs. Callender both stated they have not seen the letter yet; however, the Town’s tax rate is not changing and will remain at \$0.60 per one hundred dollars of assessed value. Mrs. Callender explained to Mr. Amoako that when a homeowner’s assessed value increases, ultimately their tax bill will increase.

TAX REPORT: FISCAL YEAR 2023-2024

Total Amount Billed: \$260,900.40

Total Amount Paid: \$253,193.75

	Paid As of:	Current Year:	Past Due Paid:
07/31/2023	\$	54,794.15	\$ 2,354.96
08/31/2023	\$	161,359.32	\$ 1,271.57
09/30/2023	\$	11,539.69	\$ 447.26
10/31/2023	\$	22,729.51	\$ 932.72
11/30/2023	\$	2,771.08	\$ 425.56
12 /31/2023	\$		\$
01/31/2024	\$		\$
02/29/2024	\$		\$
03/31/2024	\$		\$
04/30/2024	\$		\$
05/31/2024	\$		\$
06/30/2024	\$		\$

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POLICE DEPARTMENT REPORT – Chief Christopher Workman:

Energize Delaware Grant - Charging Stations are installed and working properly. Final payment has been requested and the grant will be closed out.

Vehicle Update - According to our emergency equipment supplier and installer all vehicles should be completed by mid-December with the Explorer scheduled for installation the week of Nov. 20th. (Still on pace)

Policy Updates - As the year is coming to a close, we are in the process of reviewing and updating policies as needed. This is being completed hand in hand with completing our accreditation requirements which should be completed and submitted to the Accreditation Committee by Dec. 15th.

Cheswold Holiday Helping Hand - Thanks to the assistance from Noble's Pond, who provided four (4) full Thanksgiving Dinners and some donations into the department officers delivered items to four families in town to assist them with providing their families Thanksgiving Dinner.

Happy Holidays - As we go through the Christmas Season and all those trips to the shopping malls and local stores, please remember to be sure and lock your vehicle and secure your belongings. Try not to shop alone or leave your vehicle running in parking lots. Unfortunately, this is the time of year where individuals are looking to take advantage of others and steal items from your cars, or worse, from you. Be mindful of your surroundings and park in well-lit areas. Have a Safe and Merry Christmas, and a Healthy Holiday Season.

Traffic

Traffic Violations Charged –

Officers issued 193 traffic summons during the month of November. 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 - 163

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

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POLICE DEPARTMENT REPORT – *Chief Christopher Workman: “continued”*

Male Traffic Stops

African American	37
Caucasian	35
Latino	11
Other/Undeter.	1

Female Traffic Stops

African American	46
Caucasian	30
Latino	2
Other/Undeter.	1

Dispositions

Summons

African American	69
Caucasian	58
Latino	12
Other/Undeter.	2

Verbal Warnings

African American	14
Caucasian	7
Latino	1
Other/Undeter.	0

Written Warning

African American	0
Caucasian	0
Latino	0
Other/Undetermined	0

Monthly Activity Report – Officers responded to or completed reports for 121 Incidents for the month of November.

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

DISCUSSION: Chief Workman noted that his report was sent prior to the meeting. He made no further comments regarding the report.

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PUBLIC WORKS DEPARTMENT REPORT

November Monthly Report

	<u>Permits Issued</u>	<u>New Violations</u>	<u>Closed Violations</u>	<u>Building Inspections</u>
November 2023	5	8	0	1

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

- **Code Enforcement Properties:**

- 179 Commerce St. – **PENDING:** Asbestos Remediation was completed on Wednesday Nov. 8, 2023. Final Demolition of the entire structure was completed on Nov. 15 & 16, 2023 with fill dirt brought in on Nov. 17, 2023. The property owner’s representative called about the total fine amount after the demolition was completed though she has not contacted the town with final payment.

- **Violations:**

- 11 Commerce St.
- 41 Commerce St.
- 215 Commerce St.
- 334 Main St.
- 16 New St.
- 44 New St.
- 56 New St.
- 79 New St. (This residence has since been fined as they did not complete their cleanup prior to the notice of violation cleanup time expiring.)

- **Updates:**

- Stonington – Construction continues as usual.
- Alston’s Walk – Will be coming online in the new year. A Pre-construction meeting was conducted here in the Town Hall with the Developer, his Engineer, the Site Contractor, The Town Engineer, Town Building Official and the Town Code Officer. They have a few items to clean up with DelDOT and are looking to start sometime in January.
- Taco Bell – Is nearing completion with its inspections, signage has been applied for and is currently in the review process. They have had to revise their opening date until the end of Nov. or beginning of Dec. as they are having issue with having to wait for their electric service connection and will more than likely make use of a generator as a temporary power supply.

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PUBLIC WORKS DEPARTMENT REPORT "continued"

• **Public Works:**

- Delmarva Power completed the final hookup for the electric chargers on Friday Nov. 17, 2023, and they are now online for use with the two electric police vehicles.
- Town Hall needs two new HVAC units as the current units are at the end of the life cycle and have subsequently been costing the Town constantly to repair them. I have reached out to Barkley Heating & Air, LLC, whom the Town uses for service for a proposal and am seeking approval by council in the amount of \$12,500 for two 3 Ton units. This will need to be voted upon by Council.

DISCUSSION: Mrs. Jones presented the Public Works Report as Mr. Callender was running late to the meeting. She discussed an issue that was brought to the Council's attention by Mr. Lee Ridgway. Mrs. Jones then stated that Mr. Callender contacted a painting company to service the areas that were causing issues with cars blocking the view of traffic. Mr. Callender ordered "NO PARKING" stencils and will take care of the painting those onto the sidewalks.

Mrs. Callender noted that 179 Commerce Street has been demolished and congratulated Public Works – Mike Callender on his work for this achievement.

PLANNING COMMISSION REPORT - *Land Use Administrator Sam Callender*

- a. **Next Meeting:** Thursday, December 14, 2023
5:00 p.m.
Cheswold Town Hall
691 Main Street

- b. **Memorandum 2023-006 Recommendation for Transitional Veteran's Housing Program**
82 Main Street

Mrs. Callender stated that the Planning Commission reviewed the requests for 82 Main Street, and it was decided that the home (as is) can be considered a charitable organization and should remain as such as it is today. The Planning Commission's recommendation is for Mrs. Callender to prepare an ordinance to make a statement about charitable donations for homes in R-1, R-2 and R-3. The Planning Commission recommended the Council approve the Veteran's Housing Organization as is at 82 Main Street.

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PLANNING COMMISSION REPORT - *Land Use Administrator Sam Callender "continued"*

**b. Memorandum 2023-006 Recommendation for Transitional Veteran's Housing Program
82 Main Street "continued"**

Mr. Amoako asked if the recommendation was made because the program is a charitable organization. Mrs. Callender stated that the recommendation was made because it meets the requirements of the Land Use Ordinance and because it is charitable.

Mr. Amoako made a motion to approve the Planning Commission's recommendation. The motion was seconded by Mr. Moxley and passed unanimously with a roll call vote.

ORDINANCES for REVIEW/VOTE – *Town Administrator Sam Callender*

a. Ordinance 05-04-15-011 RENTAL INSPECTION - Pending

No comments, concerns or changes were made.

RESOLUTIONS for VOTE – *Town Administrator Sam Callender*

- Resolution 11-16-23-119 Proposing Public Hearing for the Establishment of the Inspection and Maintenance of Rental Properties

A motion was made by Vice Mayor Amoako to approve Resolution 11-16-23-119 as submitted. They were seconded by Secretary/Treasurer Callender and then passed unanimously with a roll call vote of the Council.

PROCLAMATIONS – *Town Administrator Sam Callender*

NOTHING TO REPORT

NEW BUSINESS – *Town Administrator Sam Callender*

NOTHING TO REPORT

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OLD BUSINESS – *Town Administrator Sam Callender*

TOWN PROJECTS:

- **MPO (Metropolitan Planning Organization) – *Town Administrator Sam Callender***
Mrs. Callender stated the TAP Application was approved for \$40,000. Whitman Requardt & Associates, LLP will be doing the planning services. The agreement numbers are as follows, DelDOT Agreement 2093F, GSS#DOT- 2420932096, and WRA WO# 8002-015. Crosswalks will be placed in three (3) locations in Town for residents to safely cross from each side of the street.

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

Mrs. Callender signed a contract with Keystone Engineering for electric, plumbing, generator, IT network, and fire protection services. The contract was for \$151,500.00.

- **Tidewater Project – Water to Old Town – *Town Administrator Sam Callender***

Mrs. Callender stated Mr. Wilkes, P.E., has revised the plans for the water main extension and sent the plans to Tidewater for their approval. Mrs. Jones is awaiting a response from the State to begin the contract in January. Mr. Callender will be completing the bidding process for a plumber after the State representative has gotten back to Mrs. Jones.

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

Vice-Mayor Amoako informed the Council that he has not received a response from the local business owners that he reached out to. He stated he will send another letter that showcase what he imagines the Town of Cheswold to look like economically 5-10 years from now.

- **Activities Committee – *Councilperson Judith Johnson/ Mayor Santo Faronea***

Ms. Tunnell informed the Council that the next meeting will be held after the New Year.

- **Park Committee – *Town Administrator Sam Callender***

Mrs. Callender stated the park grant has been submitted to the DNREC Director as of November 13, 2023. The amount is \$43,500.00 and she is awaiting formal confirmation before the design work can begin, which is likely to start next year.

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OLD BUSINESS – *“continued”*

TOWN PROJECTS:

- **Protest Plan Team** – *Chief Chris Workman*
On Hold Until Further Notice

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

COMMUNITY COMMENTS/CONCERNS –

No comments.

COUNCIL MEMBER COMMENTS:

Vice-Mayor Amoako – *Mr. Amoako wished everyone a merry Christmas and thanked Town employees for their hard work throughout each year.*

Secretary/Treasurer Callender – Mrs. Callender stated she is working with the Railroad to figure out whether DeIDOT owns the 10ft right-of-way and if they would be willing to allow parking for residents and their guests. DeIDOT must confirm whether they own the right-of-way in order for the Town to allow parking. Mrs. Callender also wished everyone a Merry Christmas and Happy New Year.

Councilperson Johnson – *Excused.*

Councilperson Moxley – *Mr. Moxley wished everyone a Merry Christmas and Happy New Year.*

Councilperson Ridgway – *Excused.*

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MAYOR'S COMMENTS:

Mayor Faronea – *Mayor Faronea wished everyone a Merry Christmas and Happy New Year.*

MOTION TO MOVE TO EXECUTIVE SESSION:

Mrs. Callender made a motion to move to Executive Session to discuss an individual's citizen qualifications to hold a job as prescribed by DelCode Title 29, Chapter 100 Para 10004, Section (b)(c) and to discuss commercial and financial information obtained from a person which is of a privileged and confidential nature per DelCode Title 29, Chapter 100, Para 10002, Section (1)(2). The motion was then seconded by Vice Mayor Amoako and passed unanimously with a roll call vote of the present Council.

The Executive Session was held in Mr. Callender's office with only the Council and Assistant Town Administrator, Mrs. Jones, present. It was noted that the Council would not take a vote after the regular session resumed. The meeting was to be adjourned after the business of the Executive Session was concluded.

The Mayor and Council returned to the regular session of the meeting at 6:15 pm.

MOTION to ADJOURN

A motion to adjourn the regular meeting was made by Councilperson Callender and seconded by Councilperson Moxley. The motion passed with a unanimous roll call vote. The meeting was adjourned at 6:16 pm.

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.

Submitted by: Administrative Assistant Camryn Tunnell – December 18, 2023