

Approved at May Town Council Meeting on 5/6/24

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 1, 2024
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:

Mayor Santo Faronea
Vice Mayor Maxwell Amoako (*Excused*)
Secretary/Treasurer Theon Callender
Councilperson Judith Johnson
Councilperson Mark Moxley (*Excused*)
Councilperson Robin Ridgway

Police Department: Chief Chris Workman

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

Public Works: Code Enforcement Officer Mr. Mike Callender

Community Attendees- Via Zoom

Mr. Rodney Callender
Mr. Austin Gray (DelDOT)
Mr. and Mrs. Stephen Williams

Monthly Town Council Meeting
Meeting Notice Posted: *December 18, 2023*

April 1, 2024
Agenda Posted: *March 25, 2024*

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 18, 2023 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 March 25, 2024. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Mayor Faronea at 5:12 pm.

PLEDGE of ALLEGIANCE and MOMENT of SILENCE

The Pledge of Allegiance and Moment of Silence were conducted at the start of the Public Hearing which started at 5:00 pm, in the Cheswold Town Hall.

PROPERLY POSTED:

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

COUNCIL RE-ORGANIZATION

Explanation of Election/Council Swearing in Process

Mrs. Callender explained that there was no 2024 Election due to the fact that there was a lack of candidates. All current members kept their seats on the Council.

Introduction of Town Council Members

Councilperson Theon Callender
Councilperson Mark Moxley (Excused)
Councilperson Judith Johnson

Note: Mr. Moxley will be sworn in at the next Town Council Meeting.

Mrs. Callender and Mrs. Johnson were sworn in and seated following the introduction that was given by Mrs. Callender. Following the swearing in process, Mayor Faronea made the following appointments for his cabinet.

Vice Mayor - Mrs. Judith Johnson
Secretary/Treasurer - Mrs. Theon (Sam) Callender

Monthly Town Council Meeting
Meeting Notice Posted: *December 18, 2023*

April 1, 2024
Agenda Posted: **March 25, 2024**

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

ROLL CALL:

Mayor Faronea requested the Assistant Town Clerk to call the roll at the start of the Public Hearing. Mrs. C. Jones had previously presented a quorum to the Mayor which resulted in four (4) members of the six (6) person Council in attendance.

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 Secretary/Treasurer Callender and seconded by Vice Mayor Johnson. The motion was passed unanimously with a roll call vote of the Council.

REVIEW of PREVIOUS MONTH'S 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 revisions or amendments as needed.

A motion to approve the previous month's minutes as presented was made by Secretary/Treasurer Callender and seconded by Councilperson Ridgway to approve the motion. The motion passed with a unanimous roll call vote and the minutes of the following meeting were approved:

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

- a. The Treasurer’s Reports for the **Month of March 2024**, is as follows:

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	MARCH 2024
Cash Receipts	\$ 78,614.78
Cash Disbursements	\$ 80,510.94
Monthly Cash Flow	\$ (1,896.16)

ADMINISTRATION	MARCH 2024
Cash Receipts	\$ 69,860.88
Cash Disbursements	\$ 24,084.33
Monthly Cash Flow	\$ 45,776.55

POLICE DEPARTMENT	MARCH 2024
Cash Receipts	\$ 2,649.57
Cash Disbursements	\$ 48,587.31
Negative Monthly Cash Flow	\$ (45,937.74)

PUBLIC WORKS	MARCH 2024
Cash Receipts	\$ 6,104.33
Cash Disbursements	\$ 7,839.30
Monthly Cash Flow	\$ (1,734.97)

Mrs. C. Jones informed the Mayor and Council that a \$15,000.00 payment was made on behalf of the Police Department, however, the funds will be reimbursed to the Town.

TREASURER’S REPORT: *“continued”*

b. The Treasurer’s Report, (**Account Balances**), for the Month of March 2024:

as of:	MARCH 2024
Capital Account	\$ 108,546.00
Cheswold Heritage Day Account	\$ 13,510.14
Eide Grant Fund Account	\$ 1,529.18
Public Safety Account	\$ 144,730.23
General Fund Account	\$ 1,127,799.44
Land Use Applicant’s Account	\$ 58,200.20
Municipal Street Aid Account	\$ 50,908.72
Salle Grant Fund Account	\$ 295.96
DelDOT Projects	\$ 72,891.90
ARPA	\$ 399,434.99
Municipal Complex Building	\$ 1,269,791.11

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 – *Assistant Town Clerk Camryn Jones*

TAX REPORT: FISCAL YEAR 2023-2024

Total Amount Billed: \$260,900.40

Total Amount Paid: \$273,843.62

	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	\$	5,919.15	\$ 2,336.21
01/31/2024	\$	2,167.99	\$ 544.46
02/29/2024	\$	2,688.19	\$ 572.04
03/31/2024	\$	1,010.67	\$ 177.44
04/30/2024	\$		\$
05/31/2024	\$		\$
06/30/2024	\$		\$

Mrs. C. Jones reiterated to the Mayor and Council that there will continue to be an overpayment amount for the duration of this fiscal year, as more tax payments come in.

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

Vehicle Update – One of the 23 Ford Mach E's is still at Delmarva Communications, awaiting completion. Hope for an update by the time of this month's meeting.

The 2015 Tahoe will be stripped of emergency equipment and turned over to the Town of Cheswold for Administrative use.

Training -

Chief Workman as the Vice -Chair of the IACP Smaller Department Section will be attending the IACP Policy Midyear meetings in Grapevine, TX April 11-14, 2024.

Sgt Mitchell will be attending FBI-LEEDA's Supervisor Leadership Institute at Dover, PS April 22-26. This is his final class to achieve the Trilogy Award for completion of the three FBI-LEEDA Leadership classes.

Lt Kline and Sgt Wysock will be attending the Violent Crimes Symposium at Wilmington University April 23-25.

Sgt Mitchell & Chief Workman - FBI-LEEDA 2024 Executive Training Conference April 26-May 1. Spring Firearms Qualifications are anticipated to take place in June.

State Accreditation - The department's policies have been sent to the Delaware Accreditation Committee for review and we are awaiting our first notice of any corrections or changes required during the initial phase of review. All agencies in the State of Delaware are required to be accredited by 2028.

21 Byrne Grant – This grant for the purchase and installation of 2023 Ford Explorer Emergency lighting and equipment has been closed and the 23 Ford Explorer placed into service. Grant closure has been submitted to CJC.

SALLE Grant (extra) - A request was initiated for a grant from SALLE to pay the cost for three (3) new vests which was approved on March 12, 2024, during the SALLE /EDIE Committee Meeting.

23 BJAG Law Enforcement Allocation Grant - was released on 3/19/24 in the amount of \$5,100.00 for the Cheswold Police Department. We are currently assessing our needs for the use of these funds for this fiscal year.

POLICE DEPARTMENT REPORT – Chief Christopher Workman “continued”

Actual Traffic Stops - 131

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.

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.

Traffic Violations Charged – 115

Officers issued traffic summonses’ 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)

Male Traffic Stops

African American	29
Caucasian	29
Latino	5
Other/Undeter.	4

Female Traffic Stops

African American	24
Caucasian	23
Latino	1
Other/Undeter.	0

Dispositions

Summons

African American	48
Caucasian	47
Latino	5
Other/Undeter.	3

Verbal Warnings

African American	4
Caucasian	4
Latino	1
Other/Undeter.	1

Written Warning

African American	1
Caucasian	1
Latino	0
Other/Undetermined	0

Monthly Activity Report –

Officers responded to or completed reports for 61 incidents for the month of March.

Anyone wishing to view the precise details of the monthly reports by year may view it on the Cheswold Police Department section of the Town website: Cheswold.delaware.gov

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

PUBLIC WORKS DEPARTMENT REPORT - Code Enforcement Officer Michael Callender

Monthly Report

	New Permits <u>Issued</u>	Closed <u>Violations</u>	Building <u>Violations</u>	<u>Inspections</u>
March 2024	2	0	0	1

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

- **Code Enforcement Properties:**
None This Month
- **Violations:**
None
- **Updates:**
- Stonington – Construction continues as usual.
- Alston’s Walk – No new communication though the property owners have cut all overgrowth within the boundaries of the property.
- Water Main Extension – A second preconstruction meeting was held earlier this month with DelDOT representatives and the contractor Teal Construction regarding road and sidewalk repair and a third scheduled with Tidewater reps in April.

Mr. Callender stated that he emailed the Mayor and Council his report prior to the meeting. He noted that there has not been much going on in the Public Works Department as the winter and early spring months contribute to very little permit activity. Mr. Callender went over his report with the Council and informed them of the meeting that he recently attended the Water Project Extension. Another meeting with Tidewater will be held later in the month.

PLANNING COMMISSION REPORT - Land Use Administrator Sam Callender

- a. **Next Meeting:** Thursday, April 11, 2024
5:00 p.m.
Cheswold Town Hall
691 Main Street

PLANNING COMMISSION REPORT - *Land Use Administrator Sam Callender*

1. Application 2024-03-05-126

- Lot Line Adjustment Approval
- Department of Transportation
- Address: 2008 Moorton Road
- Map ID: 3-03-04611-01-0302-000 (*to become 16.0 acres*)
- Map ID: 3-03-04615-01-0100-000 (*to become 3.9 acres*)

Request = **Sub-divide lot into two, (2), separate lots with two, (2), separate Map ID's. One lot is to be used as the end of the runway of the Delaware Airpark. The other lot is to be used as an expansion of the Cheswold DeIDOT maintenance yard.**

Mrs. Callender provided plans from DeIDOT for the Council to review. DeIDOT applied for a lot line adjustment where part of the lot will go towards the landing zone and the other portion will go to the DeIDOT maintenance yard. The lot line adjustment will allow their application to be processed by the FAA and make DeIDOT eligible for reimbursement. The Planning Commission recommended the Town Council approve the lot line adjustment contingent upon DeIDOT answering all the questions and concerns presented to them. DeIDOT responded with answers for the Planning Commission, therefore, Mrs. Callender made a recommendation to approve the lot line adjustment. Mrs. Callender opened the floor for Mr. Austin Gray (DeIDOT) to make any remarks. He made no further comments.

The lot line adjustment was approved with a motion which was made by Vice Mayor Johnson and seconded by Councilperson Ridgway. The motion was passed with a unanimous roll call vote of the Council.

ORDINANCES for REVIEW – *Town Administrator Sam Callender*

PURPOSE: To review and receive public comment on Ordinance 08-30-23-072 for Revisions to Article 7 & 8 of the Land Use Ordinance of the Town of Cheswold. The revisions clarify and specify the requirements for home-based business approvals in Article 7, Section 7.5 and to revise the limits for some Accessory Buildings and Structures in Article 8. Table 9-4 and Permitted Projections into Rear Yards in Article 8. Table 8-5.

*A vote was taken on this Ordinance in error. The agenda stated that the Ordinance was up for a vote when it should have been posted up for a Review.

Therefore, the vote taken is rescinded and the Ordinance will proceed through the Public Hearing and vote process at the May and June Town Council meetings.

RESOLUTIONS for VOTE – *Town Administrator Sam Callender*

NOTHING TO REPORT

PROCLAMATIONS – *Town Administrator Sam Callender*

NOTHING TO REPORT

NEW BUSINESS – *Town Administrator Sam Callender*

a. New Hire – Land Use Administrator

Mrs. S. Jones presented her request to hire an Assistant Land Use Administrator, as Mrs. Callender has made the Council aware of her plans for resignation as Land Use Administrator and Town Administrator. Her request is to hire Ms. Sarah Cahall as a full-time employee. Mrs. S. Jones believes she will be a good asset to the Town as she has 13 years of municipal experience, specifically in Land Use.

Mrs. Callender stated that she fully supports Mrs. S. Jones in her request to hire Ms. Cahall. Mrs. Callender stated that she has been extremely blessed to be the Town Administrator and Land Use Administrator. She believes that Ms. Cahall is more than capable of getting the job done.

A motion was made by Mrs. Callender to approve the hire of Ms. Cahall. The motion was seconded by Mrs. Johnson and passed unanimously with a roll call vote of the Council.

b. New Town Server

Mrs. S. Jones informed the Council that the Town Server desperately needs to be replaced as it is negatively affecting the day-to-day operations and is very outdated. The total cost of the Server is \$6,400.

OLD BUSINESS – *Town Administrator Sam Callender*

TOWN PROJECTS:

- **MPO (Metropolitan Planning Organization) – *Town Administrator Sam Callender***

NOTHING TO REPORT

OLD BUSINESS – *Town Administrator Sam Callender "continued"*

- **Municipal Services Building – *Town Administrator Sam Callender***
NOTHING TO REPORT
- **Tidewater Project – Water to Old Town – *Town Administrator Sam Callender***
NOTHING TO REPORT
- **Economic Development Plan/Cheswold Business & Merchants Association –**
Vice-Mayor Maxwell Amoako

Mr. Amoako was excused, therefore, there was no reporting for Mr. Amoako's Economic Development Plan for this month's meeting.

- **Activities Committee – *Councilperson Judith Johnson/ Mayor Santo Faronea***
NOTHING TO REPORT
- **Park Committee – *Town Administrator Sam Callender***
NOTHING TO REPORT
- **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 – *Excused*

Secretary/Treasurer Callender – *No comments.*

Councilperson Johnson – *No comments.*

Councilperson Moxley – *Excused*

Councilperson Ridgway – *No comments.*

MAYOR’S COMMENTS:

Mayor Faronea – *No comments.*

MOTION to ADJOURN

A motion to adjourn the regular meeting was made by Secretary/Treasurer Callender and seconded by Councilperson Ridgway. The motion passed with a unanimous roll call vote. The meeting was adjourned at 5:39 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: Assistant Town Clerk Camryn Jones – April 24, 2024