

Approved on 6/3/24 with unanimous roll call vote of the Council.

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 – May 6, 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 Judith Johnson
Secretary/Treasurer Theon Callender
Councilperson Mark Moxley (*Excused*)
Councilperson Maxwell Amoako
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. Joe Schell

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

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Monthly Town Council Meeting

Meeting Notice Posted: *December 18, 2023*

May 6, 2024

Agenda Posted: April 26, 2024

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 April 26, 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 5:00 pm.

PLEDGE of ALLEGIANCE and MOMENT of SILENCE

The Pledge of Allegiance and Moment of Silence were conducted at the start of the Town Council Meeting which was held at the Cheswold Town Hall.

PROPERLY POSTED:

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

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 five (5) 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.

Mrs. Callender made a motion to amend the agenda to show the next Planning Commission Meeting will be held on May 9, 2024. Mrs. Callender then stated that an "Item b" should be added under section #10, for the review of the take home car policy. Lastly, she made note that the Park Committee section should be presented by Mrs. Shadina Jones instead of herself.

The motion was seconded by Mr. Amoako to accept the agenda as amended and 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:

Town Council Meeting – May 6, 2024

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

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

Monthly Cash Flow Comparisons

TOWN of CHESWOLD	APRIL 2024
Cash Receipts	\$ 148,833.47
Cash Disbursements	\$ 80,245.55
Monthly Cash Flow	\$ 68,587.92

ADMINISTRATION	APRIL 2024
Cash Receipts	\$ 78,500.42
Cash Disbursements	\$ 40,821.03
Monthly Cash Flow	\$ 37,679.39

POLICE DEPARTMENT	APRIL 2024
Cash Receipts	\$ 20,872.32
Cash Disbursements	\$ 29,557.64
Negative Monthly Cash Flow	\$ (8,685.32)

PUBLIC WORKS	APRIL 2024
Cash Receipts	\$ 49,460.73
Cash Disbursements	\$ 9,866.88
Monthly Cash Flow	\$ 39,593.85

TREASURER'S REPORT: "continued"

Mrs. C. Jones noted that the Town received a \$20,000 check for former Officer, Mr. Brendin Peters', contract payout. She made no further comments regarding the Treasurer's Report.

b. The Treasurer's Report, (Account Balances), for the Month of April 2024:

as of:	APRIL 2024
Capital Account	\$ 133,637.08
Cheswold Heritage Day Account	\$ 13,510.14
Eide Grant Fund Account	\$ 1,519.18
Public Safety Account	\$ 145,348.88
General Fund Account	\$ 1,203,500.01
Land Use Applicant's Account	\$ 61,290.28
Municipal Street Aid Account	\$ 49,988.27
Salle Grant Fund Account	\$ 285.96
DelDOT Projects	\$ 72,891.90
ARPA	\$ 399,935.96
Municipal Complex Building	\$ 1,271,383.68

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>
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NOTHING TO REPORT

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Monthly Town Council Meeting

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TAX COLLECTOR'S REPORT – Assistant Town Clerk Camryn Jones

TAX REPORT: FISCAL YEAR 2023-2024

Total Amount Billed: \$260,900.40

Total Amount Paid: \$277,554.61

	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	\$	1,918.48	\$ 1,792.51
05/31/2024	\$		\$
06/30/2024	\$		\$

Mrs. C. Jones made mention that tax payments are still being made and there has been a decrease in the number of residents on the delinquent tax list.

POLICE DEPARTMENT REPORT – Chief Christopher Workman:

Vehicle Update – All of the cars have been completed and are returned to our lot. The 2015 Chevy Tahoe has been stripped of emergency equipment and turned over to the Town for their administrative use.

The 2018 Dodge Charger was stripped of emergency equipment and is awaiting approved sale for \$1,500.00 to an interested party to be used for parts due to a damaged engine. Will need council approval for that sale.

Training -

Sgt Mitchell and Chief Workman attended the 2024 FBI-LEEDA Conference in San Antonio, TX April 26-May 2 – Chief Workman was sworn in as the 2nd Vice President of the Executive Board as he progresses towards being the National President of FBI-LEEDA in 2026-27. Chief Workman is the first small agency Chief or Sheriff with less than 10 officers (soon less than 5 officers) to be part of the Executive Board for one of the nation’s premier law enforcement leadership training organizations.

Lt Kline and Sgt Wysock attended a three-day training at the Wilmington Violent Crimes Symposium April 23-26. Spring Firearms Qualifications are anticipated to take place in June.

State Accreditation - The department has completed its review and mock assessment by the Delaware Accreditation Committee, and we are in the process of making the necessary corrections and changes requested. All agencies in the State of Delaware are required to be accredited by 2028.

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. Still awaiting the release of those funds to submit payment.

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”

Traffic Violations Charged – 125

Officers issued traffic summonses during the month of April. 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 - 103

Graphs depicting traffic stops made in April 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.

Male Traffic Stops

African American	26
Caucasian	27
Latino	3
Other/Undeter.	1

Female Traffic Stops

African American	25
Caucasian	17
Latino	2
Other/Undeter.	2

Dispositions

Summons

African American	46
Caucasian	41
Latino	5
Other/Undeter.	3

Verbal Warnings

African American	3
Caucasian	2
Latino	0
Other/Undeter.	0

Written Warning

African American	2
Caucasian	1
Latino	0
Other/Undetermined	0

Monthly Activity Report –

Officers responded to or completed reports for 68 incidents for the month of April.

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

POLICE DEPARTMENT REPORT – Chief Christopher Workman “continued”

Sale of 2018 Dodge Charger

Chief Workman discussed in detail the item on the Police Department Report regarding the 2018 Dodge Charger. The highest offer was received from First State Towing for the vehicle to be parted out.

A motion was made by Mrs. Callender to sell the vehicle to First State Towing for \$1500. The motion was seconded by Mrs. Johnson and passed unanimously with a roll call vote of the Council.

Review of Take-Home Car Policy

Chief Workman also discussed the added “Item b” which was to review the take home car policy. He stated the Department now has an on-call schedule for the officers, which is Chief Workman’s main reason for requesting the review of the policy and approval for the officers to take their work vehicles to the residences.

Mayor Faronea asked which officers will be taking their vehicles home and the distance of their residences to the Town. Chief Workman informed him that Lt. Kline and Sgt. Mitchell will be taking their cars home and they both live within short distances of Town limits.

A motion was made by Mr. Amoako to approve the request for the Department’s officers to take their work vehicles home. The motion was seconded by Mrs. Johnson and was carried out with a unanimous roll call vote of the Council.

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>
April 2024	16	1	1	1

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

- **Code Enforcement Properties:**
None This Month
- **Violations:**
107 Jessica Lyn Dr. - Cited for working without a permit and a contractor with no business license.

PUBLIC WORKS DEPARTMENT REPORT - Code Enforcement Officer Michael Callender "continued"

- Updates:
- Stonington – Construction continues as usual.
- Alston’s Walk – Site Work has finally begun.
- Water Main Extension – Work is slated to begin in June.

Mr. Callender stated that he emailed the Mayor and Council his report prior to the meeting. He noted there was a significant increase in the number of permit applications that were submitted for the month of April, as opposed to previous months. He also noted that Alston’s Walk has begun stripping the land to prepare for construction.

PLANNING COMMISSION REPORT - Land Use Administrator Sam Callender

- a. **Next Meeting:** Thursday, May 9, 2024
5:00 p.m.
Cheswold Town Hall
691 Main Street

Mrs. Callender stated there were no applications submitted in April and the Planning Commission is actively working on revisions to the Land Use Ordinance.

ORDINANCES for REVIEW –Town Administrator Sam Callender

Mrs. Callender explained to the Mayor and Council why last month’s Ordinance vote was rescinded and informed them that the official vote will be taken at next month’s meeting.

RESOLUTIONS for VOTE – Town Administrator Sam Callender

Resolution No.: 04-04-24-120 Public Hearing for Revisions to Article 7 & 8 of the Land Use Ordinance of the Town of Cheswold

PURPOSE: To review and receive public comment of Ordinance 08-30-23-072. This ordinance is to 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

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

A motion was made by Mr. Amoako and seconded by Mrs. Johnson to approve Resolution No.: 04-04-24-120. The motion 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

OLD BUSINESS – *Town Administrator Sam Callender*

TOWN PROJECTS:

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

Ms. Cahall stated she met with MPO, and it was decided that the DART bus pick up station will be getting an overhead covering for travelers to be covered as they wait for transportation. She also noted that the DART pick-up sign will be moved away from the acceleration lane and further down the highway. Signage will be added to the Town as travelers enter and exit the Town limits.

Ms. Cahall stated DNREC has a grant that will hopefully benefit the Town and promote energy efficiency. An informational session on the grant will be held at the Cheswold Fire Hall on May 16, 2024, at 5:30pm. Mrs. Callender encouraged the Council and Planning Commission to attend the meeting as it could be very beneficial to the Town.

Mayor Faronea asked if the new building will have solar panels on it and if a grant would cover the costs. Mrs. Callender stated we have not yet reached the stage in the planning and design where that is discussed. Ms. Cahall stated that grant could possibly cover the costs depending on when the funds must be used and if it correlates with the construction timeframe.

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

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OLD BUSINESS – *Town Administrator Sam Callender* “continued”

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

Mrs. Callender stated the Tidewater project is split into two separate projects and directed the conversation to Ms. Cahall and Mr. Callender for further discussion.

Mr. Callender stated the project is projected to begin in June 2024 but there is no set date in June yet. Ms. Cahall followed up by stating the pre-application process is the only step left in the project that is directly related to the residents. The pre-application process is to confirm that the residents on the list would still like to be connected to the water main.

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

Mr. Amoako stated he emailed the local businesses but did not receive a response after three (3) attempts. His next step is to develop the plan and discuss it with the Council before moving forward.

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

Mrs. C. Jones stated Heritage Day is tentatively scheduled for August 17, 2024, from 10am-3pm. She spoke with Mr. Clendaniel at the Fire Department and was informed that the tentative date will be presented for approval or denial at their committee meeting which was held on the same day as the Town’s Council meeting for the month of May.

Mr. Amoako stated he will add the date to his calendar to ensure his attendance at Heritage Day. Chief Workman then followed up by stating National Night Out will be held on Tuesday, August 6, 2024, and went into further detail on what the event entails.

- **Park Committee – *Asst. Town Administrator Shadina Jones***

Mrs. S. Jones stated the ORPT Grant was awarded to the Town on April 10, 2024, in the amount of \$43,500. The grant will assist in costs for planning and design work. Mr. Tom Wilkes, P.E., is preparing a quote for the design costs and will forward it to Mrs. S. Jones once he has finished it. Mayor Faronea asked if there was a design for the park and Mrs. S. Jones informed him that there was only a drawing that was completed.

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OLD BUSINESS – *Town Administrator Sam Callender* “continued”

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

Although there was limited discussion on this topic, Mayor Faronea discussed his concerns about local protests and wants to be sure the Town is prepared if any issues are to arise from protesting. Chief Workman followed up by stating the framework for the Protest Plan is in place, the plan was placed on hold as there were other duties that took precedence. Chief Workman stated the Town does not have the infrastructure that is typically seen in protesting riots. If such issues were to arise, the Town is backed up by local Police Departments, including Dover and Smyrna.

- **American Rescue Plan** - *Town Administrator Sam Callender*

Mrs. S. Jones stated the ARPA Report was submitted on April 26, 2024, and she did not receive any remarks following the submission.

COMMUNITY COMMENTS/CONCERNS –

No comments.

COUNCIL MEMBER COMMENTS:

Vice-Mayor Judith Johnson – *No comments.*

Secretary/Treasurer Callender – *Mrs. Callender congratulated Mayor Faronea on his new position with the MPO. She then expressed her gratitude to the Administration Team for their work and helping to ease her mind with her transition out of the Town Administrator position. She followed up by stating she will be sending two (2) Resolutions to the Council that would appoint Mrs. C. Jones as the Town Clerk and Mrs. S. Jones as the Town Administrator, effective July 1, 2024. Her plan is to continue to serve as a consultant for Mrs. S. Jones in her new position and she will continue in her roll as Land Use Administrator until she passes the torch to Ms. Cahall in the near future. She stated is has been a pleasure to work with her Administration Team and she looks forward to submit the Resolutions for the new appointments.*

Councilperson Moxley – *Excused*

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Councilperson Amoako - Mr. Amoako stated he is happy with the transition that Mrs. Callender has made, as one of his concerns was what the next steps will be after she steps down. Mr. Amoako asked if anyone has heard from Kent County regarding the property taxes. Mrs. S. Jones stated she and Mrs. C. Jones have worked together in trying to get answers from Kent County, however, the Assessment Department for the County was still working through appeals which resulted in a delay in receiving the database.

Councilperson Ridgway – Ms. Ridgway had no further comments besides she will need to be excused from June’s Council Meeting as her son is graduating from high school.

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 5:37 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 – May 22, 2024