



**Town of Cheswold**  
**Minutes of the Monthly Town Council Meeting**  
**691 Main Street**  
**Cheswold, Delaware 19936**  
**Monday – August 3, 2026**  
**5:00 p.m.**

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

The following were in attendance in person/Zoom:

**Councilpersons:** Ms. Robin Ridgway  
Ms. Jamie Bartlett (Call-In)  
Mr. Victor Collins (Resolution 06-21-2026-140 approved 07-28-2026)  
Mrs. Jeannette Williams (Resolution 06-21-2026-140 approved 07-28-2026)

**Administration:** Mrs. Theon Callender – Interim Town Manager  
Mrs. Camryn Jones – Town Clerk  
Ms. Sarah Cahall – Asst. Land Use Administrator

**Public Works:** Mr. Mike Callender - Code Enforcement Officer

**Town Attorney:** Mr. Max Walton Esq.

**Community Members:**

Mr. Dawson Ottinger  
Mr. Joe Schell  
Mr. Stephen Williams

**NOTICE:**

Notice of this meeting has been made in accordance with the Delaware Open Meeting Act, by properly posting it on December 19, 2025, 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 July 27, 2026. Copies of the agenda were available for pick-up at the Town Hall.

**MEETING:**

The meeting was called to order by Councilperson Robin Ridgway at 5:00 p.m.

**PLEDGE of ALLEGIANCE & MOMENT of SILENCE**

A unified Pledge of Allegiance followed by a Moment of Silence was participated in by all attendees.

**PROPERLY POSTED:**

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

**ROLL CALL:**

A roll call of the Council was conducted by Town Clerk Camryn Jones.

**SWEARING -IN of NEW COUNCIL MEMBERS – RESOLUTION 06-21-2026-140**

Town Attorney Max Walton per Resolution 06-21-2026-140 swore in Mrs. Jeannette Williams and Mr. Victor Collins as new members of the Town of Cheswold Town Council.

**RESOLUTION 06-21-2026-141 – APPOINTMENT of TWO (2) COUNCIL MEMBERS**

Town Attorney Max Walton presented Resolution 06-21-2026-141 to the Council for the appointment of Mr. Dawson Ottinger and Mr. Joe Schell as new members of the Town of Cheswold Town Council.

A motion was so made by Councilperson Jeannette Williams and a second provided by Councilperson Robin Ridgway. A unanimous vote of the Council passed the motion.

**SWEARING -IN of NEW COUNCIL MEMBERS – RESOLUTION 06-21-2026-141**

Town Attorney Max Walton per Resolution 06-21-2026-141 swore in Mr. Dawson Ottinger and Mr. Joe Schell as new members of the Town of Cheswold Town Council.

**REVIEW OF AGENDA:**

A motion to approve the Agenda was made by Councilperson Ridgway and seconded by Councilperson Bartlett and passed unanimously.

Councilperson Williams made a motion to revise the previous approval of the Agenda to move Item 22, (Interim Town Manager's Corner), to follow Item 11, (Review of Previous Month's Minutes). The motion was seconded by Councilperson Schell and passed unanimously with a roll call vote of Council.

**ORGANIZATIONAL SESSION – Selection of Council Officers**

Upon the seating of a new Council the Town Charter requires that the Council select from among themselves a Mayor who then will appoint a Vice-Mayor and Secretary/Treasurer who will serve until the next election.

**ORGANIZATIONAL SESSION – Selection of Council Officers "con't"**

Councilperson Jeannette Williams and Councilperson Victor Collins nominated themselves for the position of Mayor. A unanimous roll call vote was conducted to appoint Mrs. Williams as Mayor.

Mayor Williams appointed Councilperson Collins for Vice-Mayor. A motion to appoint Mr. Collins as the Vice-Mayor was made by Councilperson Ridgway and seconded by Councilperson Bartlett. The motion was carried with a unanimous roll call vote of the present Council.

A motion was made by Vice-Mayor Collins to appoint Councilperson Schell as Secretary/Treasurer. The motion was seconded by Councilperson Ridgway and passed unanimously with a roll call vote of the Council.

**REVIEW OF PREVIOUS MONTH'S MINUTES**

Minutes of the following meeting will not be reviewed for approval due to the resignation of four (4) Council members who attended the meetings and did follow the usual process and procedures for documenting and approving minutes. Due to the passage of HB472, as of July 1, 2026, they were no longer members of the Town Council and could not attest to the validity of the activities in the minutes.

- May 11, 2026
- May 18, 2026
- May 28, 2026
- June 1, 2026
- June 15, 2026

**INTERIM TOWN MANAGER'S CORNER:** Theon (Sam) Callender

Mrs. Callender discussed her background with the Mayor and Council, then presented introductory documents to them, which included resources they will need to run the Town successfully. Mrs. Callender also discussed the roles of each of the Town's employees and how they are of assistance to the Mayor and Council.

She suggested and the Council agreed to an Additional Town Council Meeting to be held on Thursday, August 20, 2026, at 5:00 pm.

**TREASURER'S REPORT** – Town Clerk Camryn Jones

Town Clerk Camryn Jones presented the monthly Cash Flow, Grants & Accounts and Tax Collection and Detailed Credit Card Expenditure Reports authorized by Interim Town Manager from May 20, 2026, to July 31, 2026. Mrs. Jones also explained the importance of the reports.

- July 2026 Monthly Reports

**Town of Cheswold – CASH FLOWS**

| <u>ADMINISTRATION</u> | <u>JULY</u>  |
|-----------------------|--------------|
| INCOME                | \$102,536.20 |
| EXPENSE               | \$ 49,619.37 |
| DIFFERENCE            | \$ 52,916.83 |

| <u>POLICE DEPT.</u> | <u>JULY</u>    |
|---------------------|----------------|
| INCOME              | \$ 9,026.82    |
| EXPENSE             | \$ 41,263.44   |
| DIFFERENCE          | (\$ 32,236.62) |

| <u>PUBLIC WORKS</u> | <u>JULY</u>  |
|---------------------|--------------|
| INCOME              | \$ 48,796.49 |
| EXPENSE             | \$ 11,032.82 |
| DIFFERENCE          | \$ 37,763.67 |

| <u>TOWN of CHESWOLD</u> | <u>JULY</u>  |
|-------------------------|--------------|
| INCOME                  | \$160,361.51 |
| EXPENSE                 | \$101,215.63 |
| DIFFERENCE              | \$ 58,445.88 |

**Town of Cheswold – GRANTS & ACCOUNTS**

| <u>ACCOUNT NAME</u>            | <u>JULY</u>    |
|--------------------------------|----------------|
| Capital Account                | \$ 134,806.82  |
| Cheswold Heritage Day          | \$ 12,564.89   |
| EIDE Grant Fund                | \$ 4,324.79    |
| Public Safety Fund             | \$ 135,855.14  |
| General Fund Account           | \$1,665,457.86 |
| Land Use Applicants Account    | \$ 89,209.54   |
| Municipal Street Aid Grant     | \$ 48,166.02   |
| SALLE Grant Fund               | \$ 3,076.26    |
| Infrastructure Project Account | \$1,694,524.60 |

**TOWN of CHESWOLD**  
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**TREASURER'S REPORT** – "con't"

Interim Town Manager accepted responsibility and accountability for all financial transactions occurring after May 20, 2026. As a result of the confusion concerning personnel and the Council, financial reports were not submitted or reviewed as normally required. Following is a report indicating the total amount expenditures from May 20, 2026 to July 31, 2026. The specific details will be supplied upon request.

- **Transaction Report – May 20, 2026 – July 31, 2026**

|                        |                     |
|------------------------|---------------------|
| May 20 – May 31, 2026  | \$ 33,870.11        |
| June 1 – June 30, 2026 | \$ 50,215.17        |
| July 1 – July 31, 2026 | <u>\$ 54,496.77</u> |
| <b>TOTAL</b>           | <b>\$138,582.05</b> |

**TAX COLLECTOR'S REPORT** – Town Clerk Camryn Jones

| PAID AS OF:   | AMOUNT PAID: | BALANCE DUE: | PAST DUE PAID | TOTAL TAX INCOME |
|---------------|--------------|--------------|---------------|------------------|
| July 31, 2026 | \$ 15,712.77 | \$340,588.66 | \$ 377.38     | \$ 16,090.15     |

**POLICE DEPARTMENT REPORT** – Chief Christopher Workman

- July 2026 Monthly Report

Chief Workman presented his Police Department's Report to the Mayor and Council. Chief Workman shared his background with the new Mayor and Council and the Department's upcoming plans, which included but was not limited to training and conference travel.

Note: The full Police Department report with stats can be found on the Town of Cheswold website for the Police Department.

**PUBLIC WORKS DEPARTMENT REPORT** – Code Enforcement Officer Mike Callender

- July 2026 Monthly Report

Code Enforcement Officer Callender discussed his Public Works Report with the Mayor and Council and went over a brief breakdown of what his position entails and the benefit it serves to the Town. Mr. Callender also discussed the processes and procedures that he follows daily.

Vice Mayor Collins asked if there is a Zoning Board. He was informed by Mr. Walton, Esq., that the Planning Commission oversees the Planning/Zoning Department. Mr. Walton, Esq. also explained the correlation between the Town Council and Planning Commission and the procedures that are set in place for the Planning/Zoning Department as a collective.

**PLANNING COMMISSION REPORT** – Asst. Land Use Administrator Sarah Cahall

- a. **Next Planning Commission Meeting:**  
Thursday, September 10, 2026  
5:00 p.m.  
Cheswold Town Hall  
691 Main Street

Asst. Land Use Administrator Cahall informed the Mayor and Council that there will not be a Planning Commission Meeting on August 13<sup>th</sup>, as there is a lack of quorum due to a vacancy on the Board. She requested the Council to make an appointment of a new Commissioner at their August 20<sup>th</sup> meeting. She closed with a brief discussion of outstanding Planning Commission projects.

**TOWN PROJECTS** – Interim Town Manager – Theon (Sam) Callender

a. **Municipal Services Building**

Interim Town Manager Callender presented renderings of the proposed Town Hall building to the new Mayor and Councilmembers.

Mrs. Callender also informed them that the Town has applied for grant funds but is currently waiting to discover the amount of funding that may be received. She additionally stated that the Town has the \$1.5 million in matching funds as required by the grant.

**COMMUNITY COMMENTS/CONCERNS** -

No comments.

**COUNCIL MEMBER COMMENTS** –

Councilperson Collins asked if there would be a meeting space and gym inside of the proposed Town Hall building and whether or not residents would have access to the gym. Interim Town Manager Callender explained that the gym will not be accessible to residents, as that could cause a liability issue. However, the gym will be available to employees and Councilmembers only and insurance coverage will need to be confirmed with DFIT. There will be two (2) meeting rooms located inside the new Municipal Building.

No additional comments were made by any other members of the Council.

**MAYOR'S COMMENTS** –

Mayor Williams thanked everyone for their votes and participation.

DRAFT

Monthly Town Council Meeting

Meeting Notice Posted: *December 19, 2025*

August 3, 2026

Agenda Posted: July 27, 2026

MOTION to ADJOURN

At 6:06 p.m., a motion to adjourn the meeting was made by Councilperson Ridgway and seconded Councilperson Ottinger. The motion passed with a unanimous vote of the Council.

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: *Town Clerk Camryn Jones – August 26, 2026*

READ & AGREED:

  
Interim Town Manager, Sam Callender

DATE:

8-28-2026

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