



**Town of Cheswold
Minutes of the Additional Town Council Meeting
(Anchor Location) Cheswold Town Hall
691 Main Street
Cheswold, Delaware 19936
Thursday – August 20, 2026
5:00 p.m.**

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

The following were in attendance:

Administration: Mrs. Theon Callender – Interim Town Manager
Mr. Christopher Workman – Police Chief (via Zoom)

Public Works: Code Enforcement Officer Mr. Mike Callender

Town Attorney: Mr. Max Walton Esq.

Ms. Lauren DeLuca, Esq.

Council Members:

Mayor Jeannette Williams
Vice Mayor Victor Collins
Secretary/Treasurer Joe Schell
Councilperson Jamie Bartlett
Councilperson Dawson Ottinger

Town Residents: Mr. Eric Temple – Stonington (via ZOOM)

Davis, Bowen & Friedel Engineering:

Mr. Cliff Mumford – PE (via ZOOM)

Mr. Andy Warfield – Dunkin Donuts (via ZOOM)

Other: iPhone 83 (via ZOOM)

Lexi S (via ZOOM)

1-443-693-3625 (via ZOOM)

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 August 10, 2026. Copies of the agenda were available for pick-up at the Town Hall.

MEETING:

The meeting was called to order by Mayor Jeannette Williams at 5:01 pm.

PROPERLY POSTED:

Mayor Williams noted that the meeting was properly posted.

ROLL CALL:

A roll call of the Council was conducted by Interim Town Manager, and a quorum was presented to the Mayor.

POLICE DEPARTMENT:

- **New Vehicle Purchase**

Chief Workman explained the vehicle replacement policy established to attempt to replace the oldest fleet vehicle every five or six years rather than sinking funds into recurring repairs. The oldest vehicle now is the 2020 Tahoe and it is starting to have continuous problems.

There is a new Tahoe on site with the car dealership at this time, waiting for approval by Council to purchase if agreed. And there are two (2) options for payment:

1. One (1) time total payment
2. Through financing

He suggested that Mrs. Callender should advise on which payment option was best for the Town and she responded that the payment should be made in full in a one (1) time payment.

The represented costs of a one (1) time purchase are:

Vehicle - \$57,277.00
Upfit - \$18,109.59
TOTAL - \$75,386.59

It is also noted that there may be additional fees or administrative charges.

The Upfit provides a fully equipped police vehicle upon delivery which includes:

- Federal Signal Emergency Warning Equipment
- Console & Equipment Mounts
- Prisoner/Transport Partitions
- Cargo & Weapons Storage
- Installation Labor
- Shipping

A motion was made to approve the purchase of the new police vehicle as described in the New Vehicle Purchase Report and to affect the purchase in a one (1) time payment, by Councilperson Joe Schell and it was seconded by Vice-Mayor Victor Collins. The Council passed the motion by a unanimous vote.

POLICE DEPARTMENT "con't:

- **New Vehicle Purchase**

Chief Workman reminded the Council that a motion was required to approve the purchase of the uplift.

A motion was then made by Councilperson Schell to add the purchase of the upfit to the previously approved motion as set forth in the New Vehicle Purchase Report. The motion was seconded by Vice-Mayor Victor Collins and tThe Council passed the motion by a unanimous vote.

PLANNING COMMISSION:

- **Resolution 05-04-2026-143 Appointment of New Planning Commissioner**

Interim Town Manager Callender explained to the Council that due to Secretary/Treasurer Joe Schell moving from the Planning Commission to the Town Council a vacancy resulted. Resolution 143 requests the Council approve the appointment of Mr. Eric Temple to the Planning Commission.

Mr. Temple is a resident of Stonington Development.

Vice-Mayor Collins made a motion to appoint Mr. Temple to the Planning Commission and a second to the motion was presented by Councilperson Ottinger. A unanimous vote of the Council approved the appointment.

- **Aquila Farms Overview Pending Annexation Agreement**

An overview of the process and status of annexation application and agreement from Aquila Farms LLC was presented to the current Council by Town Attorney Max Walton.

However, as a result of the removal of Nobles Pond and the associated removal of four (4) Council members, the typical scheduling process could and did not occur.

He explained that the process now is to go before the Planning Commission on Thursday, September 10, 2026 at which the Developer will make a presentation to the Commissioners. At the next Council meeting to be held on Monday, September 14, 2026

At the Public Hearing, the Developer will make a presentation that will probably include charts, graphs, pictures, etc., to the public body in attendance who will have the opportunity to question, raise concerns, issues, points of view and matters of interest from their point of view concerning the proposed development.

Following Public Hearing, the Council is required to vote on conducting or not conducting a Special Election in relation to the annexation. A vote to hold a Special Election is a vote to approve the annexation. A vote against holding a Special Election is a vote against approving the annexation.

- Aquila Farms Overview Pending Annexation Agreement "con't"
The Special Election vote is the final step before annexation occurs.

Mr. Walton additionally explained that the Cheswold Town Charter is not bound by an Annexation Agreement until after the vote in favor of the Special Election.

The Project Description included in the Annexation Agreement provides for:

- 500 to 700 Single Family Residential Homes
- 350 to 500 Townhouses and/or Stacked Townhouses

There should never be more than 1200 single family residential homes or more than 2,000 single family residential plus townhouses and/or stacked townhouses.

There is to be no commercial development, but there will be on-site amenities including:

- Community Open Space
- Club House
- Pool
- Playground

Mr. Walton then answered Council questions about the review process and the project descriptions.

Vice-Mayor Collins asked for Attorney Walton to repeat the descriptions of the proposed development and for the location.

Chief Workman volunteered the location as northwest of the intersection of Moorton and Lynnbury Woods Road.

And it was explained that Council was being asked to accept the annexation application for a review – not an approval – but a review, so that it can be reviewed and recommendations received from the Planning Commission.

A motion to accept the annexation agreement for review was made by Councilperson Dawson Ottinger and a second to the motion was provided by Councilperson Jamie Bartlett. A unanimous roll call of the Council passed the agenda.

Vice-Mayor Collins then recounted his experience of requiring contractors to hire local laborers and asked if the contractors associated with this proposed project would be hiring local laborers.

Mr. Walton responded that the question would need to be directed to the developer/contractor. He additionally explained that the developer/contractor is going to submit their plans to the Planning Commission and the Commissioners are going to review and make recommendations

- **Aquila Farms Overview Pending Annexation Agreement "con't"**
for changes to the plan. And once through the Planning Commission review process the Commissioners will submit a recommendation to the Council via a Memo specifying their suggestion for approval or denial of the plan and including any suggested changes.

The Planning Commission recommendation will be before the Council at a Public Hearing on November 2, 2026, at 4:00 pm, and it may be held at the Fire Hall. The proposed meeting location is based on the previous experience of the annexation of Nobles Pond, which he recounted.

It was acknowledged that the developer is NVR and the contractor is Ryan Homes.

- **Application 2026-04-14-151 Dunkin Donuts Preliminary Plan Review**
Interim Town Manager requested the Council to access the documents previously provided to them from Assistant Land use Administrator Sarah Cahall associated to the development of a plot of land, (Lot 4), on the north side of Jerome Drive and to the rear of Taco Bell.

Mrs. Callender informed them the documents, the Preliminary Plan – Application 151 had gone through the Planning Commission process and the Council had been advised in PC Memo 2026-001 to approve the application based on the submittal of three (3) items identified by the Town Engineer in his review of the plan and submitted on April 29, 2026. Ms. Cahall has confirmed that the three (3) items had been addressed to the satisfaction of the Town Engineer and the Planning Commission.

Mr. Cliff Mumford, P.E. of Davis, Bowen & Friedel Engineering, was given the opportunity to present the plan to the Council. He described the plan as consisting of the construction of a 2,300 square foot building allowing for drive-through service and the capacity for sustaining seven (7) vehicles in the waiting area. He also explained that all utilities had been provided to the property previously.

The business is owned by Franchise Management Services and operated by Mr. Andy Warfield and Mr. Nick Mastos, who operate several other Dunkin Donuts across the State of Delaware.

As there were no questions or concerns voiced by the Council, a motion to approve the Preliminary Plan was made by Councilperson Dawson Ottinger and a second was provided by Councilperson Jamie Bartlett. The motion passed unanimously.

ADMINISTRATION REPORT:

- **Resolution 07-29-2026-142 Appointment of Luff & Associates as Financial Accountants for Fiscal Years 2024-2025 and 2025-2026**

The Council was asked to motion and approve Resolution 142 by Interim Town Manager Sam Callender. She explained that the Town Charter Section 6.6.2 requires the Council to *"cause the preparation of an annual report of the financial condition of the Town showing its receipts and expenditures which report shall be prepared by such skilled accountants or auditors as the Town Council by resolution elect"*.

She advised that Luff & Associates is a renowned accounting firm throughout the State of Delaware and their services are employed by multiple municipalities across the State. In addition, the Town has used them as accountants for approximately six (6) years.

Councilperson Dawson Ottinger made a motion to approve the appointment as specified in the Resolution and Vice-Mayor Collins made a second to the motion. An unanimous vote of the Council passed the motion.

- **Council Welcome to Government Training**

Attorney Max Walton presented a visual Power Point demonstration and verbal explanation of some of the rules, regulations, processes, procedures and requirements of municipal government officials. The subject information included:

- **FOIA**
 - Open Meetings
 - Open Records
 - EXECUTIVE SESSIONS
 - Public Records
 - Non-Public Records
- **ETHICS**
 - Conflict of Interest
 - Code of Conduct
 - Complaints, Hearings and Dispositions
- **LAND USE BASICS**
 - Takings
 - Re-zoning Review
 - Sub-division Review
 - Vested Rights
- **GOVERNANCE**
 - Know Your Role
 - Social Media
 - Protect the Town and the Public
 -

- Council Welcome to Government Training "con't"
There are many additional sub-categories that were shared and taught by Mr. Walton to the Council but are too numerous to include here.

NOTE: AT 6:10 pm a COUNTY WIDE TORNADO WARNING WAS RECEIVED BY ALL THOSE IN ATTENDANCE. COUNCILPERSON BARTLETT DISMISSED HERSELF FROM THE MEETING TO CARE FOR AN INVALID PERSON IN HER HOME.

Attorney Walton suggested that instead of going directly into Executive Session, that the opportunity for Public Comment be presented to ZOOM attendees as they would be removed from the discussion to occur during Executive Session.

Mayor Williams then asked if anyone attending the meeting other than the Council or those involved in the Executive Session had any comments, concerns or issues that they wished to share with the Council. There was no response from the Public on ZOOM.

Planning Commissioner Temple asked if anyone was going to spend time with him to officially inform him of the duties he would have as a Planning Commissioner. Mrs. Callender and Mr. Walton assured him that he was free to visit Town Hall at any time and that she would gladly provide that information to him.

Ms. Lauren DeLuca, Esquire of Connolly & Gallagher LLP joined the meeting as the Human Resource legal attorney for the Town.

All Public persons remaining on ZOOM were moved to a break room after receiving notification from Attorney Walton that the Council would return to the main meeting after the Executive Session to conduct any votes that may be required and that the Public would be returned to the main meeting prior to any voting.

EXECUTIVE SESSION

The Council, Interim Town Manager and both Town Attorneys entered the Executive Session at 6:17 pm.

The attendees of the Executive Session returned to the main meeting at 7:36 pm and all Public persons in the breakout room were added to the main meeting.

VOTES

Item #1

Councilperson Dawson Ottinger made a motion to hereby authorize the Town to move forward as set forth under the parameters set in Executive Session.

DRAFT

Additional Town Council Meeting
Meeting Notice Posted: *August 6, 2026*

August 20, 2026
Agenda Posted: August 10, 2026

Item #1 "con't"

Councilperson Joe Schell made a second to the motion and it passed with an unanimous vote of the Council.

Item #2

Councilperson Dawson Ottinger made a motion to authorize the Interim Town Manager to proceed in the manner set in the Executive Session.

Vice-Mayor Victor Collins made a second to the motion and it passed with an unanimous vote of the Council.

OTHER COMMENTS:

Councilpersons – Nothing to Report

Mayor – Nothing to Report

Interim Town Manager – showed a picture of a cup to be given to Mrs. Connie Johnson, the oldest living resident of the Town of Cheswold. Mrs. Johnson recently turned 89 on her birthday and has lived in Cheswold her entire life. The cup was inscribed: *"I'm not 89, I'm 18 with 71 years experience"*

MOTION to ADJOURN

At 7:40 pm, a motion to adjourn was made by Councilperson Dawson Ottinger and seconded by Councilperson Joe Schell. A unanimous vote passed the motion.

Submitted by: Interim Town Manager – Sam Callender

Date: August 25, 2026

Reviewed & Agreed: _____

Joseph Schell
Joe Schell – Secretary/Treasurer

Date: _____

9/4/2026