

**BETHEL TOWN COUNCIL MEETING MINUTES**  
**TUESDAY, FEBRUARY 2, 2016**

The meeting was called to order by President Jeff Hastings at 7:00 P.M. President Hasting led the meeting in the Pledge of Allegiance. Present were Council members Anna Lee Robinson, Kevin Phillips, and Mary McCoy. Councilperson Mike Calloway was absent. Also present was Judy Schwartz from GMB Engineering.

Judy Schwartz from GMB Engineering presented an update for bio retention project. The walk through scheduled for January 26, 2016 was cancelled due to ice/snow cover. It has been rescheduled for February 23, 2016 at 3:30 P.M at the Bethel Store. The contractor is working on a preliminary punch list that the inspector has put together. There is still some landscaping work to be done. In addition, some low level signs need to go in for informational purposes. . The storage yard needs to be restored to Mr. Phillips satisfaction.

The piece of fence at the Bethel Store for the project was wiped out. Schwartz asked for the input on how to move forward with that issue. Councilperson Phillips suggested possible concrete bumpers in place of the fence. There was also discussion on how water is ponding on one side of the street now, particularly after heavy rain/snow.

Also, the curb at the end of Moore Street was broken and needs to be replaced. There was discussion of cutting the concrete to adjust the curb. Schwartz suggested that if there were any other issues, to let her or project manager Nick Lloyd knows the concerns.

Secretary's Report: Motion made by Robinson seconded by Phillips to accept the minutes as written for the January 5, 2016 meeting. Motion passed unanimously.

Town Calendar: The meeting for the bio-retention plan for February 23, 2016 as was two rentals dates for the Community House. There was a discussion of a date to meet with Salisbury University during the week of 2/8 or week of 2/15.

Town Clerk Contract Agreement: The contract for Annie Miller as Town Clerk is for 5 hours a week at a rate of \$10 per hour for a six-month trial period. Motion is made by McCoy to accept the contract for Annie Miller as Town Clerk for 5 hours per week for \$10 per hour for a six-month trial. Seconded by Robinson. Motion passed unanimously.

Town Clerk Report: (very difficult to hear) Ms. Miller is working on the recommendations of Salisbury University from last year. Ms. Miller does provide weekly updates on her work done in the office. Jean Townsend from State Archives is coming down to work with Ms. Miller on Wednesday, February 17, 2016. There was a discussion of the procedure for renting the Community House. Ms. Miller presented various forms to be approved. McCoy made a motion to accept the following forms: Cash Receipt Log, Purchase Requisition, FOIA Request, and Mail Log. Seconded by Robinson, motion passed unanimously. The Town Hall Rental agreement will be addressed at the March meeting.

Treasurer's Report: The Treasurer's report will be presented next month since the Treasurer is not present.

The bills to be paid for February were presented: Seaford Music: \$30.00, Kevin Phillips (reimbursement for Lowes purchase of Fire Extinguisher and First Aid kit): \$89.98, Mike Calloway: \$680.94 (reimbursement for Sam's Club purchase of desktop for office), BJ Farrelly Plumbing: \$1,177.92 (Filter for well for water quality), Delmarva Tech Solutions: \$90.00 (hookup of computer to printer, other internet activity), Copier Rejuvenators: \$138.00, Miller's Enterprises LLC: \$177.50 (January hours), Miller's Enterprises LLC: \$50.00 (handyman work Dave Miller), Miller's Enterprises: \$302.50 (December hours). Comcast: \$160.51, Patricia Kough: \$12.50 (for Board of Elections mailbox---revised from January with credit of \$12.50 given) Delmarva Power: \$108.70 TOTAL \$19.67, \$20.64. \$67.49 (Community House, Park, Office), Delmarva Power: \$521.36. Motion made by McCoy to pay the bills. Seconded by Robinson. Motion passed unanimously.

Ordinance for mileage: Changes were suggested that the requests for reimbursements be submitted on a monthly basis. Ordinance will be reread next month. Mr. Richard Kough, pointed out that per procedure, you can vote 15 days after the first read.

Building Permits: There was a request for a building permit for new construction on School Road. There was a question about the roof pitch. There were also concerns about the landscape packages on the new construction properties. Living space for the construction is 1380 square feet. The roof pitch is specified in the current zoning.

Community House Public Safety Grant: We still need handicap signs for the parking spaces in front of the house. We need to get the railings for the steps.

Community House Infrastructure Grant: Phillips is making progress with the P.A. system. Microphones are needed for the public. Hands free microphone is needed for the public. Phillips has found one for \$110. Motion made by McCoy, seconded by Hastings for the purchase of the cordless mike. Motion passed unanimously.

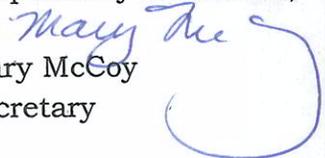
There was discussion of a flagpole, etc.

Charter Changes: The Town attorney and Mike Calloway were not present so this will be discussed at the March meeting.

Christmas banners: McCoy had a catalog of banners. It might be a good time to start thinking about getting new ones. Discussion of possibly having designs done locally.

Meeting adjourned at 9:02 P.M.

Respectfully submitted,

  
Mary McCoy  
Secretary