

May 3, 2016 Town Council Meeting Minutes

The regular meeting was called to order by President Jeff Hastings at 7:00 P.M. and led the meeting in the Pledge of Allegiance. Present were: Councilpersons Kevin Phillips, Anna Lee Robinson, Mark Shaver and Mary McCoy. Attorney Julianne Murray was present as was Chris Comer, regional representative from Comcast.

Secretary's Report: The minutes for the April 5, 2016 meeting were presented and reviewed. Motion made by Robinson. Seconded by Shaver, to approve the minutes as written. Motion passed unanimously.

Town Clerk Contract: Town Clerk contract is up for renewal. The initial contract was 6 months, starting in November 2015. McCoy recommended that we continue with a one year contract. McCoy made a motion to renew the contract for the Town Clerk for one year, with at the end of the year, review for an increase in the hourly wage. Motion seconded by Phillips. Motion passed unanimously

Town Clerk Report: Update on the projects that are being worked on for the Town Hall. The handrails have been ordered. New steps have been put in by the office. Outdoor lamps and light post have been purchased. The flagpole has been ordered. The changeable letter sign has been ordered as well.

There are a couple of options on park benches were presented. Roof on the gazebo needs to be fixed.

Ms. Miller has been working on updating the website regularly.

Phillips updated the lamppost and lighting issues. Also, discussion of top soil, grass seed and gravel for the landscaping in the front of the building.

McCoy expressed concern about the heat in the summer for Ms. Miller working in the office. Discussion revolved around various solutions to this such as a portable unit (venting needed)

Chris Comer, the regional representative for Comcast for the Eastern Shore, addressed the meeting. He's the new representative for this area and has been with Comcast since 2000. Comcast does a franchise contract with the Town that expires in 2018 so next year in 2017 the renegotiation of the contract will begin. The town is being paid approximately \$2,400 a year and the new fee would be about 5% or 6% increase to that amount.

Treasurer's Report: Bills to be paid and Treasurer's Report were presented (copies attached). In addition to the bills paid, there was a \$255.00 bill from Miller's Enterprises for the Town Clerk work for April 2016 and \$175 for services of the Town Attorney.

Financial Review: McCoy will be meeting with Salisbury University on the week of May 9 to go over the Financial Review recommendations. Other Council members are encouraged to attend. McCoy will let you know.

Transfer Tax: The paperwork was submitted to Sussex County Treasurer to get the \$20,000 for 2014 and 2015. We are over the \$15,000 so far for 2016 and will not be eligible to received the additional \$20,000 from Sussex County.

McCoy made a motion to accept the Treasurer's Report and pay the bills as described. Motion was

seconded by Robinson. Motion passed unanimously.

CD Renewal: The \$45,000 CD at Fulton Bank is up for renewal today (5/3/2016). We need to find out the term (believed to be six months)

Building Permit: One permit for 106 High Street for a privacy fence. Also, there was a request for a renewal of a building permit for the Kough house on Vine Street. Sussex County has already renewed the permit. Discussion of what to charge for the renewal. McCoy and Robinson suggested no charge. Motion made by McCoy to renew the Kough building permit for Vine Street for another year at no charge. Motion seconded by Shaver. Motion passed unanimously.

There was a setback question on the new house on School Road. The County will not sign off on local setback requirements. When the County inspects building codes, it is not inspecting local zoning codes. There needs to be a process to approve these setbacks. Phillips brought up the issue that monuments are not being put on new properties so you know where the properties' reference points are located. Discussion of what kind of process can be used in the future. The Town should find out what the County does. The owner of the lots needs to bear some responsibility for the setbacks in their application for the building permit. The Town Attorney suggested an ordinance that requires a final inspection of a property before settlement that would make sure the setbacks are met to the town's satisfaction.

Road Paving update: No date yet for the start of the road repaving within the town. The funding has been secured and the paperwork is all signed.

Community House Update: There was discussion on whether to open up the back area of the front of the Community House. Discussion included possibly redoing the bathroom .

Charter Change: Motion made by McCoy, seconded by Shave to approve the charter change (see attached). Motion passed unanimously.

Old/New Business: There was a discussion of the drug issue that is going on in town. McCoy had talked to Jim Martin at the ACE Center in Seaford and he made her aware of a program at the Crossroads Church in Georgetown on May 24, 2016 which will address what communities can do about the problem. Discussion on what the police can and can't do. Discussion about a town meeting bringing in experts from DSP, State Agencies in the town.

Peggy Anderson asked about having lights down at the dock area as they are also getting impacted by traffic from non-residents. There was talk of motion lights, possibly a street light. Costs will be investigated.

Meeting adjourned at 9:04 P.M.

Respectfully submitted,


Mary McCoy
Secretary

Town Treasurer Report OPERATING FUND April 2016 - Last month

4/1/2016 through 4/30/2016

5/2/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2016							28,204.53
4/3/2016	Town Operati...	2361	Delmarva Po...	Park/Commu...	Utilities:Gas &...		-114.19
4/3/2016	Town Operati...	2362	Dave Smith E...	Mice Comm...	Maintenance		-120.00
4/3/2016	Town Operati...	2363	Comcast	Phone Fax I...	Utilities:Telep...		-160.51
4/3/2016	Town Operati...	2364	Delmarva Tec...	Computer ho...	Office Expens...		-35.00
4/3/2016	Town Operati...	2365	Turners Flre ...	Fire Extingui...	Office		-75.00
4/3/2016	Town Operati...	2366	Miller's Enterp...	Office Clerk ...	1099 Annie Mi...		-262.50
4/3/2016	Town Operati...	2367	Murray Phillip...	Attorney Fees	Town Legal ...		-1,085.00
4/3/2016	Town Operati...	2368	Murray Phillip...	Attorney Fees	Grant Expendi...		-160.00
4/7/2016	Town Operati...	2371	Atlantic Alumi...	Railing for C...	Maintenance		-3,175.00
4/7/2016	Town Operati...	2372	Ad Art Sign C...	New Sign Co...	Infrastructure ...		-537.50
4/15/2016	Town Operati...	2373	First State Fla...	Flag for Com...	Infrastructure ...		-1,437.50
4/25/2016	Town Operati...	DEP	DEPOSIT	DEPOSIT	Deposit		100.00
4/1/2016 - 4/30/2016							-7,062.20
BALANCE 4/30/2016							21,142.33
TOTAL INFLOWS							100.00
TOTAL OUTFLOWS							-7,162.20
NET TOTAL							-7,062.20

Treasurer's Report Municipal Street Aid April 2016 - Last month

4/1/2016 through 4/30/2016

5/2/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2016							22,241.92
4/3/2016	Municipal Stre...2331		Delmarva Po...	Street Aid	Street Lights		-517.40
4/25/2016	Municipal Stre...DEP		DEPOSIT	DEPOSIT	Deposit		7.63
4/1/2016 - 4/30/2016							-509.77
BALANCE 4/30/2016							21,732.15
TOTAL INFLOWS							7.63
TOTAL OUTFLOWS							-517.40
NET TOTAL							-509.77

Treasurer's Report Transfer Tax Fees April 2016 - Last month

4/1/2016 through 4/30/2016

5/2/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2016							44,041.55
4/25/2016	Transfer Tax	DEP		Transfer Tax	Transfer Fees		6,326.10
4/29/2016	Transfer Tax	DEP		Interest	Interest Inc		2.11
4/1/2016 - 4/30/2016							6,328.21
BALANCE 4/30/2016							50,369.76
TOTAL INFLOWS							6,328.21
TOTAL OUTFLOWS							0.00
NET TOTAL							6,328.21

Treasurer's Report Impact Fees April 2016 - Last month

4/1/2016 through 4/30/2016

5/2/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2016							18,852.64
4/29/2016	Impact Fees ...	DEP		Interest	Interest Inc		0.78
4/1/2016 - 4/30/2016							0.78
BALANCE 4/30/2016							18,853.42
TOTAL INFLOWS							0.78
TOTAL OUTFLOWS							0.00
NET TOTAL							0.78

Treasurer's Report Money Market Savings April 2016 - Last month

4/1/2016 through 4/30/2016

5/2/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 3/31/2016							35,727.88
4/29/2016	Money Market...DEP		DEPOSIT	Interest	Interest Inc		1.47
4/1/2016 - 4/30/2016							1.47
BALANCE 4/30/2016							35,729.35
TOTAL INFLOWS							1.47
TOTAL OUTFLOWS							0.00
NET TOTAL							1.47

Bills to be PAID MAY 2016

Operating Fund	Vendor	Inv #/Acct #	Amount
	DELMARVA POWER	55008212197	\$ 23.81
		55008211793	\$ 81.28
		55003949144	\$ 13.47
			\$ <u>118.56</u>
	COMCAST	09532674919-01-1	\$ 160.51
	MILLER'S ENTERPRISES	2016/05	\$ 255.00
	Mary McCoy	Ad in Guide/Mail	\$ 36.45
	Del. State Police Special Duty	3/14/2016-04596	\$ 263.25
	USPS	Stamps	\$ 49.00
	Matheson Tri Gas	1300-2237-	\$ 24.37
	<u>TOTAL OPERATING FUND:</u>		<u>\$ 907.14</u>
MSA	DELMARVA POWER	55007810835	9 5/57
	<u>TOTAL MSA:</u>		<u>\$ 517.40</u>

PROPOSED CHANGES TO TOWN OF BETHEL CHARTER

First Presented April 6, 2016

The following changes to Town of Bethel Charter are proposed:

Section 19: Treasurer:

3. The Treasurer shall be custodian of all funds of the Town of Bethel and shall deposit them, in a timely manner, in banking institutions as designated by the Council. The Treasurer shall have the discretion to designate another person to physically deposit funds provided the designee is bonded to handle money.