

JULY 5, 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. Judy Schwartz from GMB Engineering was also present.

Judy Schwartz from GMB Engineering was present to discuss the wrap up of the Bio Retention project. Landscaper and Clean Ventures will be back July 7 to complete all the punch list items. Phillips questioned the Moore Street site. The final report is needed for the Chesapeake Bay Trust which will allow us to get the final \$10,000 from that grant. There is additional grant money in the DNREC Clean Water grant. There were questions about the signs around town. McCoy mentioned that Sandy Williams was concerned about the weeds around the bio retention side. Weeds are not covered per Judy Schwartz and she suggested that we talk to our grass cutting provider about that.

Secretary's Report: Minutes from June meeting. Motion made by Robinson to accept the minutes from the June 7, 2016 meeting as written. Motion seconded by Shaver. Motion passed unanimously.

Town Clerk contract. The contract has been approved by Julianne Murray. The only change from the original contract was to add a pay increase after one year after a majority vote by the Council. There were some typos to be corrected.. There was a change to contract language in that the Town, not the contractor, will provide the 1099 at the end of the year. Motion made by McCoy to approve the contract for the services of Annie Miller aka Miller Enterprises with the change to Sec. 6 being changed to the Town providing the 1099 as well as the appropriate grammatical corrections. Motion seconded by Robinson. Motion passed unanimously.

Town Clerk Report: Update on Community House projects: Electrical updates have been completed. The town bench has arrived. The window for the air conditioner has been completed. New "Office" sign and street number sign have been installed. Propane tanks need to be relocated.

Handicap bathroom: Jennifer Libber from State Accessibility at 9:00 AM on July 18 will do a walkthrough of the facility to see what can be done. She will tell us what we can do and what we need to do.

Street Light at Town Dock. It will cost \$20 for the light and Delmarva Power will install. It is a flood light that will be pointed toward the dock, away from the homes in the area.

Historical Markers were discussed. Ms. Miller referred to Kevin Phillips for what needs to be on the signs.

Town Hall Rental Agreement. The town lawyer has recommended that we have an agreement. The town attorney was not presented but had called and ask that she review the contract. Motion made by McCoy to approve the Town Hall Rental agreement, pending lawyer approval, seconded by Shaver. Motion passed unanimously.

There was no Town Calendar.

Treasurer's Report: Bills to Be Paid (see attached) Motion made by McCoy to pay the bills as described. Seconded by Robinson. Motion passed unanimously.

Treasurer's Report: (see attached) Motion made by McCoy to accept the Treasurer's Report. Seconded by Robinson. Motion passed unanimously.

County Assessment for 2016 Taxes: Per the charter, we need to vote on using the assessment from the County. McCoy made a motion to use the Sussex County assessment for the 2016 taxes. Motion seconded by Shaver. Motion passed unanimously.

2016-2017 Budget: Discussion of items on the listed. Increase in legal fees, office supplies and the addition of snow removal.

Building Permits: One building permit for a fence.

Road Paving update: Still waiting for them to let us know when they start. Pruning of vegetation before the project will have to occur. McCoy emphasized we need to let people know before we do any pruning. Hasting will be meeting with Delmarva Paving to go over what needs to be done on what street. Community Lane, Shady Lane and Sailor's Path are going to need some pruning.

New Road Signs: This project is waiting for the road paving project to commence.

Debris Removal: The Chipmans had until the 15th of June to remove the debris and nothing was done. The Town Attorney said it is a personal property issue and she wants to make sure due process is observed in removing the debris. Attorney said we can go ahead and remove the tires. She said there is probably a county ordinance that will cover the town doing this but wants to make sure the Town is justified in what it does. The same situation applies to the fence and pool at Smagala house. McCoy said she called the realtor today to see if he would do anything or prompt the homeowner to do something. Shaver said he would go ahead and remove the tires.

Community House: Possibility of the alarm because of the new back window. In 2012 and 2013 there were attempts to break in the office. With so much now being done in the office, it might be time for an alarm.

Drug Update: Still working on a Community meeting. McCoy has talked to several people who would be willing to come the week of July 18. McCoy thinks it would be good to give residents a forum to vent. Tuesday, July 19 was the tentative date to have the meeting at 7:00 PM (Secretary's note: Meeting was cancelled due to sudden unavailability of two attendees...will be rescheduled late August, early September)

There was discussion of a possibility of an additional lighting at the end of Moore Street.

Grass Cutting: Letter has been sent to the Huffmans regarding grass cutting on Hopkins Lane.

Town Dock: McCoy suggested that the Council vote on the streetlight. People using the dock are not from Bethel and are not there to fish. Motion made by McCoy to add a streetlight to the Town Dock. Seconded by Shaver. Motion passed unanimously.

Old/New Business: Discussion of farm animals, zoning code.

Meeting adjourned at 8:35 P.M.

Respectfully submitted,

Mary McCoy
Secretary

Approved
8-2-2016

Town Treasurer Report OPERATING FUND1 JUNE 2016

5/30/2016 through 6/30/2016

7/4/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 5/29/2016							18,320.10
5/30/2016	Town Operati...	2386	Salisbury Univ...	Financial Re...	Office Expens...		-500.00
5/30/2016	Town Operati...	2387	James Cherry...	Park Work	Infrastructure ...		-70.00
5/30/2016	Town Operati...	2388	Wade Contra...	Community ...	Safety Grant ...		-800.00
5/30/2016	Town Operati...	2389	Comcast	Phone Fax I...	Utilities:Internet		-160.47
5/30/2016	Town Operati...	2390	Delmarva Po...	Community ...	Utilities:Gas &...		-101.37
5/30/2016	Town Operati...	2391	Ad Art Sign C...	New Sign Co...	Infrastructure ...		-537.50
6/7/2016	Town Operati...	2392	Miller's Enterp...	Clerical Wor...	Office Expens...		-180.00
6/7/2016	Town Operati...	2393	Murray Phillip...	Attorney Fees	Town Legal ...		-665.00
6/8/2016	Town Operati...	DEP	DEPOSIT	Property Tax	Property Tax I...		43.00
6/8/2016	Town Operati...	2394	Bethel Post M...	Box Rental f...	Office Expens...		-110.00
6/22/2016	Town Operati...	2395	Ad Art Sign C...	New Sign Co...	Infrastructure ...		-195.00
6/30/2016	Town Operati...	DEP	DEPOSIT	Franchise Fee	Comcast Fran...		2,625.84
5/30/2016 - 6/30/2016							-650.50
BALANCE 6/30/2016							17,669.60
TOTAL INFLOWS							2,668.84
TOTAL OUTFLOWS							-3,319.34
NET TOTAL							-650.50

Treasurer's Report MUNICIPAL STREET AID JUNE 2016 - Last month

6/1/2016 through 6/30/2016

7/4/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 5/31/2016							21,215.44
6/5/2016	Municipal Stre...	2337	Delmarva Po...	Street Aid	Street Lights		-518.99
6/8/2016	Municipal Stre...	DEP	DEPOSIT	Interest	Interest Inc		1.92
6/1/2016 - 6/30/2016							-517.07
BALANCE 6/30/2016							20,698.37
TOTAL INFLOWS							1.92
TOTAL OUTFLOWS							-518.99
NET TOTAL							-517.07

Treasurer's Report Transfer Tax Fee JUNE 2016 - Last month

6/1/2016 through 6/30/2016

7/4/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 5/31/2016							50,373.18
6/22/2016	Transfer Tax	DEP		Transfer Tax	Transfer Fees		5,821.20
6/30/2016	Transfer Tax	DEP		Interest	Interest Inc		3.43
6/1/2016 - 6/30/2016							5,824.63
BALANCE 6/30/2016							56,197.81
TOTAL INFLOWS							5,824.63
TOTAL OUTFLOWS							0.00
NET TOTAL							5,824.63

Treasurer's Report Impact Fees - Last month

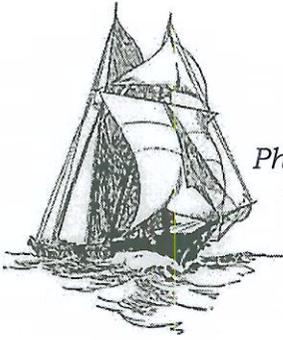
6/1/2016 through 6/30/2016

7/4/2016

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 5/31/2016							
6/22/2016	Transfer Tax	DEP		Transfer Tax	Transfer Fees		50,373.18
6/30/2016	Transfer Tax	DEP		Interest	Interest Inc		5,821.20
6/1/2016 - 6/30/2016							3.43
							5,824.63
BALANCE 6/30/2016							56,197.81
TOTAL INFLOWS							5,824.63
TOTAL OUTFLOWS							0.00
NET TOTAL							5,824.63

Bills to be PAID JUNE 2016

Operating Fund	Vendor	Inv #/Acct #	Amount
	DELMARVA POWER	55008212197	\$ 16.44
		55008211793	\$ 71.59
		55003949144	\$ 13.34
			<u>\$ 101.37</u>
	COMCAST	09532674919-01-1	\$ 160.47
	MILLER'S ENTERPRISES	2016/06	\$ 180.00
	Tucker Mechanical	5751	\$ 120.00
	Salisbury University	201606	\$ 500.00
	USPS	Stamps	\$ 47.00
	James Green Masonry	538753	\$ 70.00
	Wades Contracting	74271	\$ 800.00
	National Vault		\$ 440.00
	First State Flag Pole	Balance	\$ 1,437.50
	Ad Art	Balance	\$ 537.50
	<u>TOTAL OPERATING FUND:</u>		<u>\$ 4,393.84</u>
MSA	DELMARVA POWER	55007810835	\$518.99
	<u>TOTAL MSA:</u>		<u>\$518.99</u>



Town of Bethel

PO Box 310, 7769 Main Street, Bethel, DE 19931

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Normal Business Hours: Wednesday 9AM to 12PM and 1PM to 3PM

Town Clerk Report, July 5, 2016

Update on Town Hall Projects

Electrical updates have been completed
New park bench has come in and assembled
New window has been installed in the office
New office sign and address sign has been installed
Stone has been laid down in the fence square

New Town Hall Projects

Propane tanks to be relocated for A/C install

Handicap Bathroom

Reviewed the ADA guidelines and forwarded related documentation to council members.

Historical Building Preservation and Codes

I reached out to Joan Larrivee at the Historic Preservation Office. I explained our situation and emailed her several photos of the building. She made some comments and recommendations and referred me to Jennifer Lieber of the state Architectural Accessibility Board for specific assistance regarding codes.

New Street Light Application

I met with Michael Kraft and reviewed options for a floodlight installation at the Town Dock. Submitted documents for council's review and approval.

Historical Marker Program

There is a new director. He has reached out to me; we can get a historical marker for Bethel but we need to get an accepted history to them. Town limit signs are excluded from this program.

New Sign In/Sign Out Procedure

In an effort to keep better track of council members, guests, and visitors to the Town Office, we have implemented a system for signing in and out of the office.

Town Hall Rental Agreement

Prepared a revised document for immediate use and for council review and approval for continued procedure.

Filing & Archives

I have requested assistance from Yancy Hillegas and she will be assisting me as her schedule allows.

Town Website

Articles were posted on pool safety, practicing courtesy at the Town Dock, and requesting surveillance information to compile for the town solicitor to submit to State Police. I have received none.