

**Town of Bethel
Minutes
Town Council Meeting September 6, 2016**

The meeting was called to order by Council President Jeff Hastings at 7:00 P.M. He then led the Council and attendees in the Pledge of Allegiance. Present were Councilpersons Kevin Phillips, Mark Shaver, Anna Lee Robinson, and Mary McCoy. Also present were Ken Lebo from Pratt Insurance and Julianne Murray, Esq., town attorney.

Ken Lebo of Pratt Insurance presented a review of the coverage for the Town. There was discussion of some of the improvements added to the building. Discussion also of the replacement costs of the Community House.

Secretary's Report: Minutes for the August 2, 2016 meeting. Motion made by Robinson, seconded by Shaver to accept the minutes as written. Motion passed unanimously.

Town Clerk Report: There is a Municipal web developers meeting in Dover on September 14, 2016 which means there would be no office hours on that Wednesday until possibly later in the day. Motion made by McCoy, seconded by Robinson to have Annie Miller attend the Municipal Web Developers meeting in Dover on September 14. Motion passed unanimously. McCoy added a date to the town calendar. McCoy and Shaver will be meeting with Salisbury University at the school on September 19 at 7:00 P.M.

Boy Scout Cleanup of the Dock: Will be coming week of September 12, 2015 on Thursday or Friday.

Town Hall Rental Agreement: We need to implement using checks for payment and look into credit/debit card payments.

Historical Marker: Marker will be in the triangle area by the church. We need to request funding from our state representatives. The cost is about \$2000. Each town gets one sign but it needs to be sponsored by our representative.

Discussion of a new door for the office. Discussion of new microphones, audio for the Community House.

Ordinances were discussed for impact fees, survey. A packet for new homeowners was discussed

Drug meeting: McCoy still working on but has been busy with the Financial Review.

Treasurer's Report: Bills to be paid: See attached list. Motion made by McCoy, seconded by Robinson, to pay the bills as read. Motion passed unanimously.

The Treasurer's report was presented. Motion made by McCoy, seconded by Robinson to approve the Treasurer's Report as presented. Motion passed unanimously.

Treasurer Shaver discussed the need for petty cash. A couple of people have come to the Town Office to pay their taxes in cash, and there is a need for money for incidental office expenses (certified mailings being a common use). An amount of \$100 was determined to be the best.

**Town of Bethel
Minutes
Town Council Meeting September 6, 2016**

Motion made by McCoy, seconded by Robinson to establish a petty cash fund of \$100. Motion passed unanimously.

McCoy and Shaver will be going over to Salisbury University on Sept. 19 at 7:00 PM for the initial meeting with students. The review is for the fiscal period ending June 30, 2016.

Building Permits:(Secretary's comment: Very difficult to hear particulars of presentation) Phillips discussed the issue of permits, when a building permit is needed. The fee structure for the permit was discussed again. The connection between the county building permit process and the Bethel homeowners to accomplish smaller projects. Phillips is trying to make the process more clear and easier to for and do it in form of an ordinance for the October meeting. Murray suggested taking Mr. Phillips presentation presentation in order to let the public know about these changes, possibly via a mailing.

Road Paving: The road paving will start the week of September 12. They will be milling to meet to be level with the driveways of individual homeowners. Shaver was going to try find out what streets were to be done first. There was a need for a setup site and a dump site. High Street was determined to be a good site. There was talk to about the lane in front of the museum being paved. Motion made by Shaver to pave the Museum Drive at a cost of \$7,463. Motion seconded by Robinson. Motion passed unanimously.

Drainage Issues on Sailors Path;. There is a recurring problem on Sailor's Path with runoff from the cantaloupe field impacting the homeowners. DNREC and Soil Conservation have the area as a project on their list (currently #60 out of 200 projects).to complete but homeowners were hoping for something to be done before the road paving. Discussion revolved around TL Hill going out to see if some sort of remedy can be presented.

In the interest of time, Road Signs was postponed and will be discussed at the next time.

Streetlights for Hopkins Lane: There is a pole there but not sure about electrical lines. The Town Clerk will investigate the cost. School Road there is no pole, and will need electric run to it. Municipal Street Aid would pay for this expense if we needed to do it.

Bio Retention Project; Discussion of the various issues outstanding from the punch list. The triangle area is of particular concern because of the weeding. We still have funding available from both grants totaling about \$26,000. Judy Schwartz will be asked to come to the next meeting.

Planning & Zoning Commission: No letters for renewal of positions have been received yet.

Board of Elections: The 2017 is approaching. Last year's proposed ordinance for the Board of Elections was discussed and will be reviewed by the town attorney before the next meeting.

**Town of Bethel
Minutes**

Town Council Meeting September 6, 2016

Community House Handicap parking: Discussion of having a handicap parking spot paved or leaving it as it is (with the addition of a sign) since the historic nature of the building makes it difficult to do what needs to be done without being It

Grass cutting: No issues

Old/new business: Dave Hill gas brought up the issue of empty, non-lived in houses.

Meeting adjourned at 9:33 P.M.

A handwritten signature in blue ink, appearing to read "Mary McCoy", with a stylized flourish at the end.

Respectfully submitted,

Mary McCoy
Secretary



Town of Bethel

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

Town Clerk Report, September 6, 2016

Town Calendar for September 2016

MWDG Meeting, September 14, 2016; no rental dates as of 8/31/16

New Street Light Application for Town Dock

Street light is installed; Received activity log for town dock from Bill Baker dated 8.20.14 to 6.12.16

Update on Town Dock Clean Up

Date for Boy Scouts to come?

Town Hall Rental Agreement: How is new process going? Debit/Credit Card Payments?

Historical Marker Program

Update; Kevin Phillips and I met with Kevin from the Historical Marker Program. Kevin submitted the text for the marker and it is now going through the review process. Once approved the marker will be ordered. It costs about \$2,000.00 and it needs representation. We need to contact Tim Dukes to request support.

Update on Town Hall Projects

Masonry work for park bench install – Still needs to be done
Propane tanks have now been relocated
Alarm system update: Kevin Phillips
Door with visibility to outside

Historical Building Preservation and Insurance, Decision?

I reached out to Joan Larrivee at the Historic Preservation Office who recommended we get in touch with the University of Delaware to get a documentation of the building, building materials, etc. for preservation and insurance purposes. Ballpark figure to do this is \$2,500.00 per council's approval.

Recommended updates to Town Ordinances

Drafted a preliminary Application for Minor/Major Subdivision Plan for Review and submitted to council members for approval
Impact Fees, Attachment E – is council okay with adding the phrase "plus any professional fees incurred by the town" to the Impact Fee Schedule?

Filing & Archives

Making progress, slowly but surely

Town Hall Drug Meeting

TBA

2016 Vacation Time

I will be away:

Wednesday, October 26, Office Day

Tuesday, November 4, Town Meeting Day

Wednesday, November 5, Office Day

**Bills to be paid
September 2016**

Operating Fund	Vendor	Inv #/Acct #	Amount	Check #
	DELMARVA POWER	55008212197		2413
		55008211793		
		55003949144		
			\$ 313.15	
	COMCAST	09532674919-0	\$ 160.53	2410
	MILLER ENTERPRISES	201609	\$ 325.00	2414
	Copier Rejuvenators	4619	\$ 703.00	2408
	TOTAL OPERATING FUND:		\$ 1,501.68	
MSA	DELMARVA POWER	55007810835	\$522.51	2341
	AL's Affordable Trees	#85	\$2,850.00	2340
	<u>TOTAL MSA:</u>		<u>\$3,372.51</u>	

**Town of Bethel
Treasurer's
Report
Aug 2016**

	Date	Num	Name	Memo	Split	Amount	Balance
Town of Bethel Operating Fund					Beginning Balance		15,526.76
	08/01/2016	2406	Comcast	Phone Fax Internet	Telephone Expense	-160.53	15,366.23
	08/01/2016	2407	Miller Enterprises	July 2016	Town Clerk 1099 2016	-300.00	15,066.23
	08/01/2016	2408	Murray Phillips PA	Town Legal Work	Legal Expenses	-455.00	14,611.23
	08/01/2016	2409	Sussex County Association of T	Membership	Dues and Subscription	-125.00	14,486.23
	08/02/2016	2405	Delmarva Power	Community House Officew Part	Utilities	-158.74	14,327.49
	08/24/2016	DEP	DEPOSIT	Taxes 2016	Taxes	744.25	15,071.74
	08/24/2016	DEP	DEPOSIT	Taxes 2016	Taxes	316.49	15,388.23
	08/24/2016	DEP	DEPOSIT	Hall Rental	Rental Income	213.00	15,601.23
	08/26/2016	2410	Comcast	Phone Fax Internet	Telephone Expense	-160.53	15,440.70
	08/31/2016	DEP	DEPOSIT	Taxes 2016	Taxes	239.60	15,680.30
Total Town of Bethel Operating Fund					Ending Balance	153.54	15,680.30