

**BETHEL TOWN COUNCIL MEETING MINUTES**  
**TUESDAY, October 4, 2016**

The meeting was called to order by President Jeff Hastings at 7:00 P.M. President Hastings led the meeting in the Pledge of Allegiance. Present were Council members Anna Lee Robinson, Mary McCoy, Kevin Phillips and Mark Shaver. Attorney Julianne Murray was present as was Judy Schwartz from GMB Engineering. Students from Salisbury University doing the Financial Review were also present.

Bio Retention Update: Judy Schwartz from GMB Engineering to give an update of the Bio Retention work. She has been working with the contractor since July on the punch list of things that need to be done. Weeds were a concern, especially in the triangle area. Ms. Schwartz said weeding is not part of the contract, just the maintenance of the plants as to establish the health and viability of the plants.

There was discussion of dead plants, including in the island. Under the warranty, dead plants should be replaced. Replacement is done at the one year anniversary. Majority of the plants were done in January, and then came back in early spring.

McCoy had asked about settling the remaining bills and getting the remaining funds to pay this bill. Schwartz said that she can't request a disbursement until the work is done. Schwartz recommendation was to withhold some payment until the work is complete. All the initial work is done and the only issue is the weeding. Attorney Murray said she would provide GMB written confirmation of the legal interpretation of the weeding issue. Also, start date of the contract was also an issue.

Secretary's Report: McCoy needed clarification on the paving action at Museum Circle as to who made the motion. The amount was \$7,463. McCoy will make the correction.

Motion made by Robinson, seconded by Shaver to accept the Minutes for the September 6 meeting with the clarification of the Museum Circle/Road vote and the cost of the project. Motion passed unanimously.

Town Clerk Report: (Copy attached) Action was taken on the Open Data Portal beyond what is already collected by the state. The cost of the databases is \$400 per year. Motion made by McCoy, seconded by Shaver to not participate in the Open Data Portal since it is not really for a town as small as our Motion passed unanimously.

Halloween: Laurel is celebrating Monday, October 31 6pm to 8pm. Bethel traditionally follows what Laurel does for Halloween McCoy made a motion to celebrate Trick or Treating on Monday, October 31 6pm to 8pm. Seconded by Robinson, motion passed unanimously.

New Microphones and Audio System: Our current system is very antiquated and according to the electronics person, it is junk. The new system is 1000 watts. The old one was 150 watts. We will have mixer board instead of an amplifier. We will also be able to use the hand held microphone. The cost of the system is \$984 with a 10% discount, with puts the price around \$900. Hank Graves had information on digital system. The technician said wireless is probably not needed with the occasional use. Phillips recommendation is to use Seaford Music. Motion made McCoy to accept \$984 less 10% from Seaford Music for the 1000 watt system. Motion seconded by Shaver, motion passed unanimously.

Treasurer's Report: Bills to be paid (see attached). Motion made by Phillips, seconded by Robinson to accept the bills to be paid as read. Motion passed unanimously.

Treasurer's Report (see attached). Motion made by Robinson, seconded by Phillips to accept the Treasurer's Report. Motion passed unanimously.

Tax Update: 95% of the taxes have been returned.

Building Permits: Ordinance 10-4-2016 (copy attached) Phillips did the first reading. Phillips had a question about demolition permit and whether that fits into the Sec.2-2 a. Also, there is no fee for a demolition permit. Amendment needed to the fee table in current zoning.

Section 2-2 (c): Phillips recommended in line 2 to "submit a copy pertaining to new home construction or changes".

Section 2-2 (d): Possible addition of "where applicable" on line three where additional documentation is noted.

Does the whole Town Council have to approve every building permit? This needs to be clearer. Situations such as roof leaks, etc... May not make it practical to wait until a Town Council meeting.

Sec. 2-2 (e)(3): Addition of language saying it must comply to Sussex County laws/regulations regarding swimming pool fencing and safety issue.

Sec 2-2 (e)(5): Addition of "for seasonal or yearly use".

Sec 2-2 (e)(6): Addition of "regardless of type of roofing material used"

Sec 2-2 (e)(7) Addition of "or any new addition"

Sec 2-2 (e)(10): Addition of "whether field or roof application"

Sec 2-2 (e)(11): After varieties "or material type used"

There was question about enforcement and penalties. Murray recommended that we get the ordinance done, and then work on the enforcement.

Phillips recommended that we do a mailing to let residents know of this change and new lower fees.

There was a question about whether a building permit is needed for a dock. Murray thinks that it is a DNREC issue but Sussex County is also involved. It is appropriate to add a dock.

Phillips did the first reading of Ordinance 9A-3.0. Ordinance 10-3-2016.

Phillips thought that this seemed to refer only to new home construction. Murray said that we should specify that it is for new home construction in the title of the ordinance.

Sussex County does not inspect any structure under 400 square feet and that could include a lot of situations. The section that this in in the Land Use Ordinance does pertain to new construction.

Last line of the ordinance will be deleted as the Town does not issue a Certificate of Occupancy.

Murray did a reading the proposed Amendment to Table 2 of Ordinance 2012-10-2012. An Act to amend Table 2 of The Town of Bethel Land Use Ordinance Relating to Fees”

There was one building permit for Mr. Jack Chadwick for a fence.

Road Paving Update: All the paving is done. The trenching of the road in anticipation of the work is a cause for concern and whether the town is liable. If we don't fill in on the town road, and someone gets hurt, what is the town's liability. The road did taper down. Some streets are fine but some streets have 4 or 5 inches. Back fill and grading. It will be over \$5,000 so we have to get bids. McCoy suggested another meeting this month. McCoy made a motion to have a meeting Tuesday, October 18 at 7:00 PM to go over the game plan for the back fill, and we will do the street signs the same day. Motion was never seconded but Secretary's note Meeting was held on Oct. 18, 2016.

Due to time constraints, the Street Signs will be addressed at the Oct. 18, 2016 meeting.

Planning & Zoning: There are two (2) active members of the Planning & Zoning Commission, Tom McCoy and Robin Campfield. We need to solicit for members of the Planning & Zoning. We want to address zoning issues after the first of the year.

Board of Election: First reading of an Ordinance of the Board of Elections (copy attached) by McCoy/Murray. Suggested that any dismissal be by a vote of the Town Council. Discussion of that misconduct is not clarified in the ordinance and could include anything. Perhaps needs to be more specific. Any misconduct “may” result in dismissal was offered at a possible. Misconduct related to the election process or electioneering.

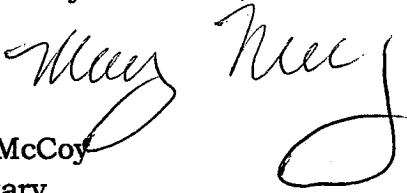
Grass Cutting: Still no bill from Mow'n Trim.

Old/New Business: Letter to Mr. Dukes and Mr. Richardson that should be signed for all was recommended by Hastings.

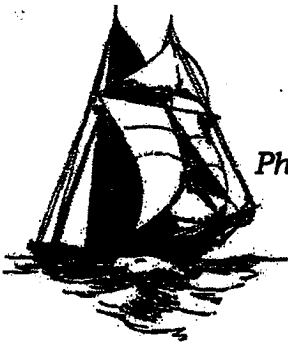
Suggestion of a backup signature for the checks was made by Salisbury University.

Meeting was adjourned at 8:50 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Mary McCoy". The signature is written in dark ink and is positioned to the right of the printed name.

Mary McCoy  
Secretary



# Town of Bethel

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

## **Town Clerk Report, October 4, 2016**

### **Town Calendar for September 2016**

No rental dates as of 9/28/16

Wednesday, October 19, 2016 - Open Data Portal Launch

Thursday, October 20, 2016 - Statewide FOIA training; in person or webinar

Wednesday, October 26, 2016 - Jack Burris Ethics Summit, 9 to Noon, Ethics Transparency in Government

Wednesday, October 26, 2016 - No office hours

### **MWDG Meeting Update**

Council needs to decide whether or not they would like to participate in the Open Data Portal beyond what is already collected from state agencies; submitted databases are \$400.00 per year each set

### **Update on Town Dock Clean Up**

Date for Boy Scouts to come?

### **Historical Marker Program Update**

The text we received back from the state was historically inaccurate and repetitive to the one already installed at the shipyard. Kevin Phillips revised it, sent it back, and we are waiting for approval back from the state archivists.

### **Historical Building Preservation and Insurance Review**

Date: TBD (Ken Lebo)

### **Welcome Packet**

Welcome letter and magnets are ready for distribution; would we like to include the town history? Will we be sending in a regular envelope or would a presentation folder be appropriate? I also have cards for the Bethel Maritime Museum

### **Recommended updates to Town Ordinances**

Submitted Kevin Phillip's draft ordinance to the Town Solicitor for review.

### **Filing & Archives**

Making progress, slowly but surely

### **Town Hall Drug Meeting**

TBA

### **Quickbooks**

I have completed my course at Del-Tech

### **2016 Vacation Time Reminder**

I will be away:

Wednesday, October 26, Office Day

Tuesday, November 1, Town Meeting Day

Wednesday, November 2, Office Day

	Type	Date	Num	Name	Memo	Amount	Balance
Bethel Impact Fees							18,366.56
Total Bethel Impact Fees	Deposit	09/28/2016			Deposit	0.76	18,367.31
Bethel Money Market Savings						0.76	18,367.31
							35,735.37
Total Bethel Money Market Savings	Deposit	09/28/2016			Deposit	1.46	35,736.83
Bethel Transfer Fees Account						1.46	35,736.83
							69,637.11
Total Bethel Transfer Fees Account	Deposit	09/28/2016 DEP			Deposit	6,421.14	84,958.25
Fulton Bank MSA CD	Deposit	09/28/2016			Deposit	3.92	84,962.17
Total Fulton Bank MSA CD						6,425.06	84,962.17
Fulton Bank Small CD							45,418.89
Total Fulton Bank Small CD							45,418.89
Municipal Street Aid Expenses						2,497.79	2,497.79
							19,698.53
Total Municipal Street Aid Expenses	Check	09/07/2016 2340		AI's Affordable Tree Service	Tree trimming in anticipation of road paving	-2,850.00	16,848.53
Town of Bethel Operating Fund	Check	09/07/2016 2341		DeMarva Power	Streetslights	-322.51	16,326.02
						-3,372.51	16,326.02
							15,000.30
	Check	09/05/2016 2411		Copier Rejuvenators	New Copier	-703.00	14,977.30
	Check	09/05/2016 2413		DeMarva Power	Community House Park Office	-313.15	14,684.15
	Check	09/05/2016 2414		Miller Enterprises	August 2016	-325.00	14,339.15
	Check	09/07/2016 2415		Annie Miller	Promo Magnets	-45.24	14,293.91
	Check	09/07/2016 2416		Pratt Insurance	Town Insurance	-2,850.00	11,403.91
	Check	09/07/2016 2417		Murray Phillips PA	Attorney Fees	-856.25	10,747.66
	Check	09/07/2016 2418		Cash	Petty Cash	-100.00	10,647.66
	Deposit	09/07/2016 DEP		DEPOSIT	Deposit	36.40	10,684.06
	Deposit	09/07/2016 DEP		DEPOSIT	Deposit	973.79	11,657.85
	Deposit	09/07/2016 DEP		DEPOSIT	Deposit	243.00	11,900.85
	Deposit	09/28/2016 DEP		DEPOSIT	Deposit	597.60	12,498.45
	Deposit	09/28/2016 DEP		DEPOSIT	Deposit	217.20	12,715.65

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	09/28/2016			Deposit	197.61	12,913.26
Deposit	09/28/2016	DEP	DEPOSIT	Deposit	177.00	13,090.26
Deposit	09/28/2016			Deposit	150.20	13,240.46
Deposit	09/28/2016	DEP	DEPOSIT	Deposit	100.00	13,340.46
Deposit	09/28/2016			Deposit	57.20	13,397.66
					-2,282.64	13,397.66

Total Town of Bethel Operating Fund

9:03 PM  
10/31/16

# Town of Bethel Check Detail October 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2342	10/11/2016	Delmarva Power		Municipal Street Al...		-523.11
Bill	55007...	09/28/2016			Utilities	-523.11	523.11
TOTAL						-523.11	523.11
Bill Pmt -Check	2419	10/11/2016	Delmarva Power		Town of Bethel Op...		-261.09
Bill	55008...	09/28/2016			Utilities	-27.42	27.42
Bill	55008...	09/28/2016			Utilities	-214.80	214.80
Bill	55003...	09/28/2016			Utilities	-18.87	18.87
TOTAL						-261.09	261.09
Bill Pmt -Check	2420	10/03/2016	Miller's Enterprises		Town of Bethel Op...		-235.00
Bill	2016/10	10/03/2016			1099-2016-Miller En...	-235.00	235.00
TOTAL						-235.00	235.00
Bill Pmt -Check	2421	10/03/2016	Megee Plumbing &...		Town of Bethel Op...		-1,519.00
Bill	C8991...	10/03/2016			Community House ...	-1,519.00	1,519.00
TOTAL						-1,519.00	1,519.00
Bill Pmt -Check	2422	10/03/2016	Comcast		Town of Bethel Op...		-160.59
Bill	09532...	10/03/2016			Telephone Expense	-160.59	160.59
TOTAL						-160.59	160.59
Bill Pmt -Check	2423	10/09/2016	Laurel Fire Depart...		Town of Bethel Op...		-200.00
Bill	361	10/09/2016			Ask My Accountant	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	2424	10/09/2016	Murray Phillips PA		Town of Bethel Op...		-1,312.50
Bill	4796	10/09/2016			Legal Expenses	-1,312.50	1,312.50
TOTAL						-1,312.50	1,312.50



Town of Bethel  
Check Detail  
October 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2425	10/09/2016	Seaford Music		Town of Bethel Op...		-885.60
Bill	1509B	10/09/2016			Ask My Accountant	-885.60	885.60
TOTAL						-885.60	885.60