

BETHEL TOWN COUNCIL MEETING MINUTES

Tuesday, February 7, 2017

7:00 P.M. Bethel Museum

Secretary's Note: The meeting was held at the Bethel Museum because the front door of the Museum was severely damaged in a motor vehicle accident on January 22, 2017

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. Town Attorney Julianne Murray was also present

Flowers and a card were presented to Anna Lee Robinson to acknowledge her last meeting as a Town Council member. Ms. Robinson is retiring after 37 years on the Town Council.

Secretary's Report: The minutes from the February 1, 2017 Special Meeting and the January 3, 2017 Regular Town Council meeting. Motion made by Robinson to accept the minutes from the January 3, 2017 meeting as well the February 1, 2017 special meeting. Motion seconded by Shaver. Motion passed unanimously.

Town Clerk Report (copy attached). The report was reviewed by the Council. There was discussion of the receipt of a Food Establishment Permit valid through 2/1/17 and expires 4/1/18. Shaver was going to contact them as we had a mouse problem that was brought to our attention by a recent inspection.

The Council would like to set up a time between March 24-31 2017 to have the unveiling of a historical marker. The Clerk was going to contact State Archives about a date to dedicate the marker.

Historic Preservation Tax Program: A meeting for someone from the State Archives to explain the State tax credit program in Bethel. Discussion centered around a time when most of the Bethel snowbirds return from Florida.

Mosquito Control: There was discussion of the mosquito control. The Town has not participated in the State's mosquito control program. McCoy mad a motion, seconded by Phillips to let DNREC know that the Town will once again not participate in State mosquito control coverage. Motion passed unanimously.

DELDOT: Processing of short-term agreements electronically. DELDOT wants permission to email short form town agreements be handled because they are used for routine work, nothing involved Right Of Way work. McCoy said the Town should elect to participate in the program and then designate the authorized person to receive the email. Discussion said the Town Clerk should get the information. Murray was concerned about emails getting lost or otherwise not received so she said that it was important that it go to two (2) email addresses as well as the Town Attorney. Motion made by McCoy said the Town should participate in the program, with the President, Town Clerk, and the Town Attorney as contacts in the program. Motion seconded by Shaver. Motion passed unanimously.

Treasurer's Report: Bills to be paid for February: Comcast: \$168.57, Delmarva Power (Operating Fund: \$135.70 (\$25.65, \$41.51, \$68.54), Delmarva Tech Solutions: \$63.75, Copier Rejuvenators: \$178...00, Dave Smith Extermination: \$120.00, Anna Lee Robinson: \$12.68, Miller Enterprises: \$332.75. Delmarva Power for \$584.33 for streetlights.

The Treasurer's Reports were presented. Motion made by McCoy, seconded by Robinson, to pay the bills as described and accept the Treasurer's Report as presented. Motion passed unanimously.

Tax Liens: Murray suggested doing a letter for unpaid taxes. The initial letter does not have to be certified. Murray was wondering if you can have a certificate of mailing if that is sufficient notice.

Grass cutting liens: Murray was wondering where the grass cutting fell in the ordinances or the codes. Murray mentioned that this is something that needs to be codified.

Murray will do a followup with the Council as to how to proceed with liens for taxes and grass cutting.

Community House: Repair of Damage: Not as expensive as initially thought. Hastings contacted 7 contractors and had a hard time getting people to commit to the project. We only have 1 bid right now. A structural engineer was suggested by the adjuster but was not approved by the underwriter. Murray suggested that she reach out to the adjuster regarding getting a structural engineer to review the building.

Police Report has been ordered. It says on the form to request a report that it takes about 2 weeks.

The use of the kitchen: The Council needs to discuss the future of the kitchen. It has been almost 15 years since a dinner has been prepared. There needs to be a rinsing sink and a refrigerator. Shaver talked to the inspector and we have a permit through April 2018. There were some priority violations that need to be addressed, including the rodents, and stacking of the kitchen equipment. Shaver suggested use the next year to kind of get an alternative plan to get another use for the kitchen. 12=14 one-day permits can be issued by the State a year. Those events would not count Council meetings.

Handicap Ramp: This is an issue that also needs to be addressed when the repairs start being done. It was suggested that we start having architects start looking at the building since this is going to take a while.

Rental Procedure: We are creating an invoice at the time of rental per the recommendation of the Salisbury University. Key, payment, and cleaning procedures need to be establishment. Salisbury University has been recommending check payment.

Phillips suggested that when we install the new message board at the Community House, we can save the siding that is cut out from that for the repair.

Building Permit: Richard Rowe, new permit for brick steps. Beth Elzey regarding closing the garage for a living space. Ms. Elzey initially told Annie Miller, Town Clerk, that she was doing an apartment. One dwelling unit not attached is to another unit. Additional living space is not the same as an apartment. Phillips suggested that the applicant go the County first. Since Ms. Elzey, referred to the need for a building permit in reference to an "apartment", any questioning is justified.

The roof pitch and the minimum square footage has not been codified. Phillips and the Town Clerk will work on that.

Possible yearly meeting with Blue Hen Construction because the issues we have run into in our dealings with them. Blue Hen keeps referring it to approvals given at the January 2015 and the Town is not comfortable being held to something that happened 2 years ago. They have not been displaying building permits. The town ordinance says they need to display permits but there is no penalty for that. There was no signed contract approving anything.

Board of Elections: The notice has been posted. Arrangements have been made to have the voting machines delivered, the ballots have been approved. There are two (2) poll workers right now Cheryl Deluca and Dave Miller but more are needed (possibly 4 more). Robin Campfield mentioned that the notice in the Post Office says "Vote for One" where it is "Vote for Two". McCoy said that she is sending out a mailing because of the change of location of the election.

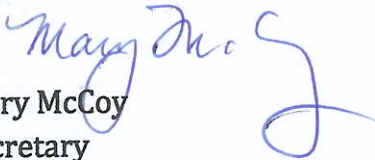
Speeding Issues: McCoy expressed concern that we have had very little DSP coverage McCoy suggested talking to Tim Dukes regarding the issues. The issue of speed cameras was discussed.

Old/New Business: Duane Campfield asked to put a 6/12 pitch on a 24 x 40 garage and asked if it would be possible to get a variance for it if the 8/12 pitch is codified and applicable to accessory building. There was extensive discussion on this matter although at the time of the meeting there wasn't a formal request or presentation of any plans for a building permit.

Nanticoke Creek Watchers: Motion made by McCoy, seconded by Shaver to have Nanticoke Creek Watchers to use the Town Dock for their water testing again. Motion passed unanimously

The meeting was adjourned at 9:20 P.M.

Respectfully submitted,


Mary McCoy
Secretary
Bethel Town Council



Town of Bethel

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Phone (302) 877 - 8139 Email tob310bethel@gmail.com Web www.bethel.delaware.gov

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

Town Clerk Report, February 7, 2017

Town Calendar for February 2017 as of 02/07/17

Tuesday, February 7—Town Meeting, 7 PM
Thursday, February 9—Mary McCoy's Birthday
Tuesday, February 14—Sussex Post Luncheon
Saturday, February 18—Town Elections, 1 to 4 PM
Sunday, February 19—Community Dinner for Anna Lee Cancelled
Tuesday, February 21—BOE Results Due within 48 hours of closing
Wednesday, February 22—Delaware Rural Water Association's 27th Annual Tech Conference and Expo
Tuesday, February 28—March Agenda Due

Town Calendar for March 2017 as of 02/07/17

Wednesday, March 1—Terms Begin for Elected Offices
Tuesday, March 7—Town Meeting; BOE Municipal Elections Book Due
Friday, March 10—DNREC Response due (see below for more information)
Thursday, March 16—MWDG Meeting, 10 AM
Sunday, March 26—Community Dinner for Anna Lee, Rescheduled
Tuesday, March 28—April Agenda Due

Note: The historical marker is projected to be complete in mid-March; request to set a date for dedication at the end of March

Historical Building Preservation and Insurance Review

Date: TBD (Ken Lebo)

Message Boards

Have come in; needs install

Historic Preservation Tax Credit Program

Set Date

2020 Census

Initial paperwork received to begin planning for the April 1, 2020 Census date.

Community House

Received Bids for replacement of the address sign (\$135.00) and the handrails (\$2,880)

DeIDOT Requests Municipal Permission to Process Short-form Town Agreements Electronically

Last request was March 2013

DNREC Requests Municipality Endorsement to Conduct Mosquito Control

Response due by March 10, 2017

Website Updates

Campaign Information
Reschedule dates for Election & Community Dinner
Updated Building Permit Information
Updated Impact Fees

DHHS

Issued a Food Establishment Permit valid 2/1/17 and expiring on 4/1/18

Town of Bethel
Transactions by Account
As of February 6, 2017

3:34 PM
 02/06/17
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Cir | Split | Amount | Balance |
|------------------------------------|------------|------|--------------------------|-------------------|-------|-----|-------------------|---------------|------------------|
| Town Operating - 4469 | | | | | | | | | |
| Deposit | 02/01/2017 | | | Deposit | | | | 519.75 | 24,414.81 |
| Deposit | 02/01/2017 | | | Deposit | | | | 420.40 | 24,934.56 |
| Bill Pmt -Check | 02/01/2017 | 2457 | Delmarva Power #144 | | | | Transfer Taxes... | -25.65 | 25,354.96 |
| Bill Pmt -Check | 02/01/2017 | 2457 | Delmarva Power #197 | | | | -SPLIT- | -41.51 | 25,329.31 |
| Bill Pmt -Check | 02/01/2017 | 2457 | Delmarva Power #793 | | | | Accounts Paya... | -68.54 | 25,287.80 |
| Bill Pmt -Check | 02/01/2017 | 2458 | Comcast | | | | Accounts Paya... | -188.57 | 25,219.26 |
| Bill Pmt -Check | 02/01/2017 | 2454 | Delmarva Tech Solu... | Service Data ... | | | Accounts Paya... | -63.75 | 25,050.69 |
| Bill Pmt -Check | 02/01/2017 | 2458 | Anna Lee Robinson | Supplies for C... | | | Accounts Paya... | -12.88 | 24,988.94 |
| Bill Pmt -Check | 02/01/2017 | 2459 | Copier/Printer Rejeu... | (2) Brother T... | | | Accounts Paya... | -178.00 | 24,796.26 |
| Bill Pmt -Check | 02/01/2017 | 2455 | Dave Smith Externi... | Work Date, M... | | | Accounts Paya... | -120.00 | 24,676.26 |
| Bill Pmt -Check | 02/01/2017 | 2460 | Miller's Enterprises ... | January Hour... | | | Accounts Paya... | -332.75 | 24,343.51 |
| Total Town Operating - 4469 | | | | | | | | -71.30 | 24,343.51 |
| TOTAL | | | | | | | | -71.30 | 24,343.51 |

MSA 2/1/17 2349 DELMARVA POWER 5500-7810-835 \$ 584.53

Town of Bethel
Transactions by Account
As of January 31, 2017

6:26 PM
 02/08/17
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Clr | Split | Amount | Balance |
|------------------------------------|------------|------|--------------------------|-------------------|-------|-----|---------------------|-------------------|------------------|
| Town Operating - 4469 | | | | | | | | | |
| Bill Pmt -Check | 01/02/2017 | 2447 | Delmarva Power #144 | | | | Accounts Paya... | -19.72 | 36,213.41 |
| Bill Pmt -Check | 01/02/2017 | 2445 | GMB Engineering | | | | Accounts Paya... | -9,187.97 | 36,183.69 |
| Bill Pmt -Check | 01/02/2017 | 2448 | Matheson Tr-Gas D... | EQ484 | | | Accounts Paya... | -88.54 | 27,005.72 |
| Bill Pmt -Check | 01/02/2017 | 2449 | Miller's Enterprises ... | Hours, Deca... | | | Accounts Paya... | -335.50 | 26,917.18 |
| Bill Pmt -Check | 01/02/2017 | 2450 | Baker's Electronics | Service Call 1... | | | Accounts Paya... | -120.00 | 26,681.88 |
| Bill Pmt -Check | 01/02/2017 | 2451 | Salisbury University | financial prep... | | | Accounts Paya... | -500.00 | 26,461.88 |
| Check | 01/02/2017 | 2447 | Delmarva Power #197 | | | | Utilities | -28.41 | 25,933.27 |
| Check | 01/02/2017 | 2447 | Delmarva Power #783 | | | | Electric - Stree... | -67.53 | 25,885.74 |
| Bill Pmt -Check | 01/04/2017 | 2452 | TreeTop Products | | | | Accounts Paya... | -1,450.93 | 24,414.81 |
| Total Town Operating - 4469 | | | | | | | | -11,798.60 | 24,414.81 |
| TOTAL | | | | | | | | -11,798.60 | 24,414.81 |

Town of Bethel
Transactions by Account
As of January 31, 2017

8:28 PM
 02/08/17
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Cir | Split | Amount | Balance |
|-----------------------------------|------------|------|----------------------|------|-------|-----|------------------|----------------|-----------------|
| Municipal Street Aid - 4460 | | | | | | | | | 7,438.59 |
| Bill Pmt -Check | 01/02/2017 | 2348 | Delmarva Power #8... | | | | Accounts Paya... | -532.17 | 6,904.42 |
| Total Municipal Street Aid - 4450 | | | | | | | | -532.17 | 6,904.42 |
| TOTAL | | | | | | | | -532.17 | 6,904.42 |

Town of Bethel
Transactions by Account
As of January 31, 2017

.8:28 PM
 02/06/17
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Cir | Split | Amount | Balance |
|----------------------------|------------|-----|------|---------|-------|-----|-------|-------------|------------------|
| Transfer Fees - 5143 | | | | | | | | | 65,342.29 |
| Deposit | 01/31/2017 | | | Deposit | | | | 4.44 | 65,346.73 |
| Deposit | 01/31/2017 | | | Deposit | | | | 4.29 | 65,351.02 |
| Total Transfer Fees - 5143 | | | | | | | | 8.73 | 65,351.02 |
| TOTAL | | | | | | | | 8.73 | 65,351.02 |

Town of Bethel
Transactions by Account
As of January 31, 2017

6:31 PM
 02/08/17
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Cir | Split | Amount | Balance |
|---------------------------------|------------|-----|------|---------|-------|-----|-----------------|--------|------------------|
| Bethel Impact Fees - 0108 | 01/31/2017 | | | Deposit | | | Interest Income | 0.96 | 22,537.96 |
| Deposit | | | | | | | | 0.96 | 22,538.92 |
| Total Bethel Impact Fees - 0108 | | | | | | | | 0.96 | 22,538.92 |
| TOTAL | | | | | | | | | 22,538.92 |

Town of Bethel
Transactions by Account
As of January 31, 2017

6:28 PM
 02/06/17
 Accrual Basis

| Type | Date | Num | Name | Memo | Class | Cir | Split | Amount | Balance |
|---------------------------------|------------|-----|------|---------|-------|-----|-----------------|--------|------------------|
| Money Market Savings-0410 | 01/31/2017 | | | Deposit | | | Interest Income | 1.52 | 35,741.34 |
| Deposit | | | | | | | | 1.52 | 35,742.86 |
| Total Money Market Savings-0410 | | | | | | | | 1.52 | 35,742.86 |
| TOTAL | | | | | | | | | 35,742.86 |

Town of Bethel

2/1/2017 2:39 PM

Register: Petty Cash

From 09/01/2016 through 02/01/2017

Sorted by: Date, Type, Number/Ref

| Date | Ref. | Payee | Account | Memo | Decrease C | Increase | Balance |
|------------|------|-------------------|-----------------------|---------------------|------------|----------|---------|
| 09/07/2016 | 2418 | CASH | Town Operating - 4469 | Petty Cash | | 100.00 | 100.00 |
| 12/26/2016 | ADJ | Wal-Mart | Christmas Banners | Storage Totes, ... | 30.74 | | 69.26 |
| 01/04/2017 | | | Christmas Banners | Balance left fro... | | 58.11 | 127.37 |
| 01/17/2017 | ADJ | Staples Advantage | Office Supplies | Letterhead, Mary | 4.24 | | 123.13 |