

BETHEL TOWN COUNCIL MEETING MINUTES

Tuesday, May 2, 2017 7:00 P.M.

Bethel Museum, First Street

The meeting was called to order by Council President Jeff Hastings at 7:00 P.M. President Hastings led the meeting in the Pledge of Allegiance. Present were Council members Robin Campfield, Mary McCoy, Kevin Phillips and Mark Shaver. Town Attorney Julie Murray, Esq. was also present.

Secretary's Report: Minutes from April 4, 2017 meeting: Motion made by Campfield, seconded by Shaver to approve the minutes of the April 4, 2017. Motion passed unanimously.

Town Clerk Report: (Copy Attached) The Town Clerk report for May 2 was presented.

Big Trash Pick Up: No confirmation from Al's Tree Service of when they can do the yard brush. A signup sheet for volunteers is needed. Tires will be taken but have to be taken separately. Metal will be taken to the store.

Historic Tax Credit Meeting on May 18, 2017. Dan Parsons from Sussex County will be attending. There was a question about refreshments. Campfield said that she would help with that issue. Mailers were sent to all the Historic Societies in Delaware as well as local realtors.

Town Census form: A form was done in order to get correct mailing addresses for Town tax period. McCoy was going to do a mailing with this, information on the Historic Tax Credit meeting, Big Trash Day information. We need keys for the mailbox. A return envelope will be provided,

Town Clerk Contract: Hourly rate is now \$11. This is a year contact and the contract still has a performance review in November of each year. The clerk does have liability insurance. McCoy made a motion to present the contract for renewal to the Independent Contractor, motion seconded by Campfield. Motion passed unanimously.

Ms. Miller expressed concern that her other commitments might require more travel in the coming year so she will let us know if she is not able to work on a scheduled day. She doesn't anticipate this to be a big problem but wanted to alert the Town to the possibility. So long as there is notification of a change in office hours so the public can be alerted, this is not a problem for the Town.

Treasurer's Report: Bills to be Paid (copy attached). Motion made by McCoy, seconded by Campfield to pay the bills as presented. Motion passed unanimously.

The Treasurer's Reports for the 5 M&T Bank accounts were presented. Motion made by McCoy, seconded by Campfield to accept the Treasurer's Report as presented. Motion passed unanimously.

Motion renew the large CD at Fulton Bank for six month term. Motion passed unanimously.

Past Due Taxes: There was a question as to what the certification of taxes. This a formality to verify the amount past due is indeed the amount past due.

2017 Assessment from Sussex County: Motion made by McCoy, seconded by Shaver to accept the Sussex County Assessment as the basis for the 2017 Town of Bethel taxes. Motion passed unanimously.

Community House: Accident repair update. There was a meeting with the Contractor to go over some issues that needed to be addressed (Note: There was an oral reading what the contractor agreed to do but I could not hear). Shaver said that he was okay with the meeting and the repairs are as good. There is a new insurance adjuster and she is ready to cut us a check as soon as we let her know we're pleased with the work done. Hindsight is that we should have had the Structural Engineer follow up to see that the contractor did the repairs as requested which was not done.

Phillips mentioned that the insulation was not reinstalled after it was removed. The original bid said it would return the building to the condition before accident. It is spray insulation but does it have to be that type of insulation. Shaver said he would contact First State Insulation.

Keys: Motion made by McCoy, seconded by Shaver to rekey the office and the Community House. Motion passed unanimously. Rekey process should make everything the same key for the Community House. The kitchen door has a separate key at this point.

Retirement Dinner: Anna Lee Robinson had no preference. A Sunday potluck was discussed. An inside dinner was discussed. Sunday, July 23 from 4pm to 6pm was discussed. Motion made by McCoy, seconded by Campfield to have July 23 from 4 to 6pm as a tentative date for Anna Lee Robinson's retirement dinner. Motion passed unanimously.

Rental Process after Repairs: Discussion of making the Community House available to Town residents and Church members. The price is very reasonable compared to other venues around 10pm. The attorney expressed concerned about liability and if something happens, in the end, it is the Town's building and the Town's insurance. A waiver for bereavement dinner could be done, but you still could be sued, and spend thousands of dollars to defend a waiver.

The attorney asked if we should open this discussion up to the town for further discussion if the Town plans on changing the procedure. Shavers discussed bereavement dinners and not charge for those events. It is not going to be available to rent for the public. Any use would have to have the approval of the Town Council, per the Town Attorney. The attorney says the rental of the Community House does involve a risk, how big of a risk it is debatable. The point was made that the Town cannot afford to do it for free, even for Town members. Motion made by Shaver, seconded by McCoy, that the Community House is not available for rent for now as the Town regroups from the recent accident. The Town will revisit the issue at a later time. Motion passed unanimously.

Building Permits: New Permits: Three permits were issued, Elzey on Main Street, Risley on School Road, and lot #17 on School Road.

Ordinance for square footage minimum and roof pitch: 2nd reading. Campfield read the ordinance for a second time. Motion made McCoy, seconded by Campfield to accept the ordinance. Motion passed unanimously.

Blue Hen Meeting: No update

Demolition Ordinance: Two questions: 1) No fee established for a Demolition Permit. Pat Kough paid \$100 for the demolition of the house on Vine Street. Attorney recommended including a demolition fee. Which should have been including in the new building permit fees, If there is not a demolition ordinance, we really can't charge a demolition fee. Pat Kough should be refunded. Other question would be if the rebuild require impact fees. Phillips should tell them that a demolition process is being worked on and will be in place in about 2 months.

Town Park: Ad Art worked on our sign in the park as it was warping. They put a piece of aluminum to straighten out.

McGee Electric will be doing the trenching for the lighting, between \$400-500. Shaver made a message to do the electric work on the message board in the park. Motion seconded by Phillips, motioned passed unanimously.

Motion made by Shaver to reimburse Pat Kough \$100 for the building permit for the Demolition of her house on Vine Street. Motion seconded by Phillips, motion passed unanimously.

Street Signs: Moved to another meeting. Campfield said the Town needs to decide what kind of posts we need. Height of sign needs to be discussed.

Bio Retention update: We will ask Judy Schwartz to come to the next meeting.

Grass Cutting: Other towns have same problem. There might be a threshold that the property has not reached to go to Sheriff's Sale. It might be a matter of letting the County know of the state of the property. We need to amend the ordinance to show that the Town provide a Certificate of Mailing.

Comcast Contract: Contract runs out October 2018. The reason they are reaching out but they want to lock it in. There is a built-in arbitration process that goes back to 1984 Cable Act. It is a 15 year contract The contract says that we can only have is Comcast, not FIOS or Mediacom. The attorney is not sure if we can get out of the contract.

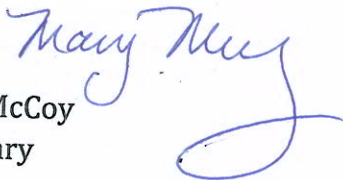
Old/New Business: School Road is listed on a survey as a private road. There was a discussion of the Coleman Wheatley court decision. The ownership of the land by the town is necessary for Municipal Street Aid.

Rich Kough wanted to use the table and chairs from the Community House. Shaver said go ahead and use them, just bring them back clean.

Meeting adjourned at 8:59 P.M.

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, May 2, 2017

Town Calendar for May 2017

Tuesday, May 2—Town Council Meeting

Saturday, May 13—Large Fulton CD

Wednesday, May 17—Records Management Training, Dover, 9 AM

Tuesday, May 30—June Agenda Due

Thursday, April 27—DE League of Local Government Monthly Dinner Meeting, Dover (RSVP by Thursday, April 21)

*Schedule Comcast Meeting

Town Calendar for June 2017

Tuesday, June 6—Town Council Meeting

Wednesday, Jun 14—Flag Day

Tuesday, June 27—July Agenda Due

Friday, June 30—FY 2017 Ends; Planning & Zoning Term Expirations: Campfield & McCoy

Message Boards

Installations are complete

Park Benches & Picnic Table

Benches have arrived; picnic table will be delivered on Wednesday, May 3 during business hours

Website Updates

Flag Status added to sidebar

Added draft ordinance relating to Chapter 9 Building Codes to the Town Website

<http://bethel.delaware.gov/town-ordinances/>

Community House

Coordinating correspondence between contractor and Town Council

Town of Bethel Transactions by Account As of April 30, 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Town Operating - 4469									
Bill Pmt -Check	04/03/2017	2479	Ad Art Sign Company				Accounts Paya...	-135.00	21,565.23
Bill Pmt -Check	04/03/2017	2477	Atlantic Aluminum	Replace darn...			Accounts Paya...	-2,880.00	21,430.23
Bill Pmt -Check	04/03/2017	2478	Craftsman Builders I...	replacement o...			Accounts Paya...	-4,700.00	18,550.23
Bill Pmt -Check	04/03/2017	2473	Delmarva Power #144	1/4 after engi...			Accounts Paya...	-18.68	13,850.23
Bill Pmt -Check	04/03/2017	2473	Delmarva Power #793				Accounts Paya...	-25.26	13,831.55
Bill Pmt -Check	04/03/2017	2476	Matheson Tri-Gas D...				Accounts Paya...	-55.83	13,806.29
Bill Pmt -Check	04/03/2017	2475	Miller's Enterprises ...	EQ484			Accounts Paya...	-25.30	13,750.46
Bill Pmt -Check	04/03/2017	2474	Robin Campfield	Hours for Mar...			Accounts Paya...	-429.00	13,725.16
Deposit	04/24/2017			historic marke...			Accounts Paya...	-79.41	13,296.16
Deposit	04/24/2017			Deposit			chasesapeake bay...	10,000.00	23,216.75
Deposit	04/24/2017			Deposit			building permit ...	25.00	23,241.75
Total Town Operating - 4469								1,676.52	23,241.75
TOTAL								1,676.52	23,241.75

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Accrual Basis

Town of Bethel
Transactions by Account
 As of April 30, 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Transfer Fees - 5143									67,215.79
Deposit	04/28/2017			Deposit			Interest Income	4.42	67,220.21
Total Transfer Fees - 5143								4.42	67,220.21
TOTAL								4.42	67,220.21

Town of Bethel
Transactions by Account
As of April 30, 2017

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Bethel Impact Fees - 0108									
Bill Pmt -Check	04/12/2017	1002	TreeTop Products	2 Steel Bench...			Accounts Paya...	-1,679.38	22,540.74
Deposit	04/12/2017			Deposit			Impact Fees	2,328.23	20,861.36
Deposit	04/12/2017			Deposit			Interest Income	0.95	23,189.59
Total Bethel Impact Fees - 0108									
								648.80	23,190.54
TOTAL									
								648.80	23,190.54

Town of Bethel
Transactions by Account
 As of April 30, 2017

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Money Market Savings-0410	04/28/2017			Deposit			Interest Income	1.46	35,745.75
Deposit								1.46	35,747.21
Total Money Market Savings-0410								1.46	35,747.21
TOTAL								1.46	35,747.21

Town of Bethel
Transactions by Account
 As of April 30, 2017

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Municipal Street Aid - 4450									5,533.76
Bill Pmt -Check	04/03/2017	2352	Dalmarva Power #8...				Accounts Paya...	-586.03	4,947.73
Total Municipal Street Aid - 4450								-586.03	4,947.73
TOTAL								-586.03	4,947.73

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Town of Bethel
Vendor Balance Summary
All Transactions

Bills TO BE
PAID

	<u>May 12, 17</u>
Comcast	168.68
Craftsman Builders Inc.	4,700.00
Delaware Municipal Clerks Association	35.00
Delmarva Power #144	18.44
Delmarva Power #197	18.69
Delmarva Power #793	49.57
Department Of Elections	50.00
GMB Engineering	803.55
Matheson Tri-Gas DBA Valley	292.62
Miller's Enterprises LLC	211.20
Patricia Kough	40.61
The Bethel Historic Society	50.00
TOTAL	<u><u>6,438.36</u></u>

ADD

Murray Phillips
Craftsman Bldg
Bethel Post office

577.50
5,550.00
49.00

MSA

DP+L

588.57