

**Bethel Town Council Meeting Minutes**  
**March 7, 2017 7:00 P.M.**  
**Bethel Museum, First Street**

The 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, Mary McCoy, Mark Shaver and Robin Campfield. Also present was Ken Lebo from Pratt Insurance.

Newly elected Councilperson Mark Shaver and Robin Campfield were sworn in by Council President Jeff Hastings.

Community House, the status of repairs to the Community House: Ken Lebo from Pratt Insurance was present to update the Town Council on the claim on the damage to the property from the January 22, 2017 accident. We will be receiving a \$10,000 advance from Scottsdale Insurance (the town's carrier) to begin the repair work. Scottsdale will pursue the driver's carrier for reimbursement for all expenses. Mr. Lebo wants to make sure the repairs begin as soon as possible.

The bids for the repair of the damage were discussed. There were two (2) bids:

- 1) Jim Elliott Construction: \$5,145.00
- 2) Craftsman Builder: \$18,800.00

There were concerns by all members of Town Council regarding the disparity in the amounts of the quotes. There was a discussion of the requirement for both contractors to provide proof of insurance.

Phillips mentioned also putting concrete bollards in the parking spots to prevent similar damage happening in the future. The bollards can have vinyl sleeves and can be painted.

Motion made by McCoy, seconded by Shaver to accept the quote of Jim Elliott Construction for \$5,145 for the repairs to the Community House. The motion passed unanimously.

*(Secretary's Note: After the meeting, it was found that Elliott did not have the insurance as required by the Town. The bid by Craftsman Builders was accepted. Craftsman Builders did provide the required proof of insurance)*

A quote from Atlantic Aluminum (original installer of handrail) for \$2,880.00 for the repair of the handrail was presented. Motion made by McCoy, seconded by Shaver to accept the quote from Atlantic Aluminum for repair of the handrail. Motion passed unanimously.

Board of Elections: The winning candidate of the February 18 election was Mark Shaver and Robin Campfield. Patricia Kough of the Bethel Board of Elections presented the final paperwork and receipts for the February 18 election.

The organizational meeting was held and the results were as follows:



Council President: Jeff Hastings, 4 votes to 1 vote  
President Pro Tempore: Kevin Phillips, 5 votes to 0.  
Secretary: Mary McCoy. 5 votes to 0.  
Treasurer: Mark Shaver, 5 votes to 0  
Town Attorney: Julieanne Murray, 5 votes to 0.

The Secretary Report. The minutes of the February 7, 2017 meeting were presented. Motion made by Campfield, seconded by Shaver to accept the minutes for the February 7, 2017 meeting with no changes.

Municipal Clerk's Association: Town Clerk Annie Miller requested membership to the Municipal Clerk's Association for \$35.00 per year. Concerns were expressed that Miller as an independent contractor, cannot request that the Town pay for the membership. She could pay for it herself and ask for reimbursement or it could be requested by a member of Town Council. Motion made by McCoy, seconded by Phillips that the Town Council request membership in the Municipal Clerk's Association for \$35.00 per year. Motion passed unanimously.

Phillips mentioned that on Friday, March 31, 2017 he will be making a presentation for the Greater Seaford Chamber of Commerce regarding Bethel. The event will be at the Seaford Public Library

The Town Clerk's report was presented (copy attached)

Town Clerk Annie Miller will be attending the Records Management Training in Dover on April 19 from 9:00 AM to 1:00 PM. That is Wednesday which is when there are normal office hours

Treasurer's Report (copy attached): Treasurer Shaver presented the bills to be paid for the Town Operating Fund and the Municipal Street Aid accounts. Motion made by Phillips, seconded by Campfield to approve the bills to be paid. Motion passed unanimously.

The Treasurer's Reports were presented (copies attached). Motion made by Campfield, seconded by McCoy to accept the Treasurer's Reports as presented. Motion passed unanimously.

Community House Architect Review: Two (2) architects have been contacted to look at possible upgrades to the Community House to comply with ADA requirements as well as have more office space. The Council felt it best to wait until the repairs are complete before having them look at the building

Community House/New Bulletin Board: The new bulletin board for the park is ready for installation. Phillips suggested that it be put at an angle facing ongoing traffic. Installation will be before the Historical Marker ceremony.

Building Permits:" There were updates on the Elzey building permit or lack thereof.

There was an update on the building permit for the garage on the Campfield property. Since there is no code requiring a specific roof pitch. The 6/12 roof pitch for the new garage

will not be a problem. They will be combining the parcels with the new enlarged parcel will be the parcel that has the house on it at the present time. The new garage will have its own 911 address as it will have separate electric.

There was a discussion of 911 addresses as the Council recently received copies of the current 911 Maps from Sussex County. There are 4 properties that aren't showing a 911 address and we will provide the County with those numbers

There was a discussion of the new ordinance for roof pitch and minimum square footage. Issues were did it apply to accessory buildings. Phillips said that it would apply to new construction. The standards would be 8/12 roof pitch and 1200 square feet living space minimum.

Meeting with Blue Hen Construction: It was suggested that the new ordinance be in place before that meeting. Discussion went into whether the Blue Hen houses would be considered a major subdivision and whether those standards would apply It was brought up that Blue Hen was not putting in any streets and that might be why it had not been applied.

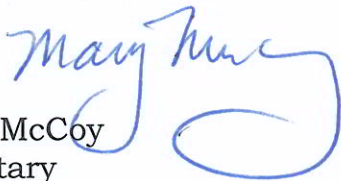
Grass Cutting: Discussion of Section 7 of the Ordinances regarding Trees and Vegetation which requires the property owner to be contacted via certified mail regarding the need to have grass cut. Before the properties concerned are cut for 2017, a letter needs to be sent certified.

Street Signs: Campfield will be helping McCoy with the street signs.

No old/new business.

Meeting was adjourned at 9:20 P.M.

Respectfully submitted,



Mary McCoy  
Secretary

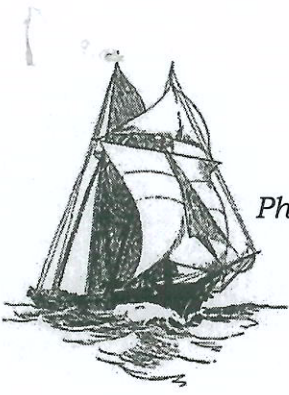


# Town of Bethel

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

Phone (302) 877 - 8139 Email [tob310bethel@gmail.com](mailto:tob310bethel@gmail.com) Web [www.bethel.delaware.gov](http://www.bethel.delaware.gov)

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



## Town Clerk Report, March 7, 2017

### Town Calendar for March 2017

Tuesday, March 7—Town Meeting, 7 PM  
Thursday, March 16—MWDG Meeting, Dover  
Saturday, March 25—Historical Marker Dedication Program, 10:00 AM  
Sunday, March 26—Community Dinner for Anna Lee  
Tuesday, March 28—April Agenda Due

### Town Calendar for April 2017

Saturday, April 1—Town Yard Sale  
Tuesday, April 4—Town Meeting  
Tuesday, April 8—Town Yard Sale, if postponed due to inclement weather  
Monday, April 17—Federal Taxes Due  
Tuesday, April 25—May Agenda Due  
Last day of the month—FY 2017 Financial Review Due  
\*Schedule Comcast Meeting

### Delaware Municipal Clerk Association

Quarterly Meetings, \$35 Annual Membership fee

### Free Records Management Training—March 15, April 19, May 17

These dates are all on Wednesdays so normal office hours would be affected. The meeting is from 9 AM to 1:00 PM.

### Black Light for Well

I was unable to locate an invoice for this and Jeff reported that the company has since sold out therefore I am unable to determine an install date at this time.

### Message Boards

Have come in; needs installed

### Historical Marker Dedication

Saturday, March 25, at 10 AM – Program? Guest Speaker?

### Historic Preservation Tax Credit Program

Thursday, May 18, 7 PM

### 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)

### Website Updates

Election Results

# Town of Bethel Transactions by Account As of March 7, 2017

*Bills to be paid*

| Type                               | Date       | Num  | Name                     | Memo                               | Class | Cir | Split            | Amount    | Balance   |
|------------------------------------|------------|------|--------------------------|------------------------------------|-------|-----|------------------|-----------|-----------|
| <b>Town Operating - 4469</b>       |            |      |                          |                                    |       |     |                  |           |           |
| Bill Pmt -Check                    | 03/01/2017 | 2462 | Comcast                  |                                    |       |     | Accounts Paya... | -168.57   | 24,340.94 |
| Bill Pmt -Check                    | 03/06/2017 | 2465 | Annie Miller             | Inlcudes Bala...                   |       |     | Accounts Paya... | -26.99    | 24,172.37 |
| Bill Pmt -Check                    | 03/06/2017 | 2464 | Delmarra Power #144      | Reimburse for... <i>copy paper</i> |       |     | Accounts Paya... | -19.23    | 24,145.38 |
| Bill Pmt -Check                    | 03/06/2017 | 2464 | Delmarra Power #197      |                                    |       |     | Accounts Paya... | -30.72    | 24,126.15 |
| Bill Pmt -Check                    | 03/06/2017 | 2463 | Laurel Fire Departm...   |                                    |       |     | Accounts Paya... | -70.70    | 24,095.43 |
| Bill Pmt -Check                    | 03/06/2017 | 2467 | Matheson Tri-Gas D...    | Ambulance Di...                    |       |     | Accounts Paya... | -75.00    | 24,024.73 |
| Bill Pmt -Check                    | 03/06/2017 | 2468 | Morningstar Publicat...  | EQ484                              |       |     | Accounts Paya... | -312.27   | 23,637.46 |
| Bill Pmt -Check                    | 03/06/2017 | 2466 | Miller's Enterprises ... | Two Invoices ...                   |       |     | Accounts Paya... | -273.00   | 23,364.46 |
| Bill Pmt -Check                    | 03/07/2017 | 2470 | Murray Phillips P.A.     | feb hours                          |       |     | Accounts Paya... | -324.50   | 23,039.96 |
| Bill Pmt -Check                    | 03/07/2017 | 2469 | The Bethel Historic ...  |                                    |       |     | Accounts Paya... | -2,362.50 | 20,677.46 |
|                                    |            |      |                          |                                    |       |     | Accounts Paya... | -75.00    | 20,602.46 |
| <b>Total Town Operating - 4469</b> |            |      |                          |                                    |       |     |                  | -3,738.48 | 20,602.46 |
| <b>TOTAL</b>                       |            |      |                          |                                    |       |     |                  | -3,738.48 | 20,602.46 |

6:47 PM

03/06/17

Accrual Basis

**Town of Bethel**  
**Transactions by Account**  
 As of March 6, 2017

| Type                              | Date       | Num  | Name                 | Memo         | Class | Clr | Split            | Amount  | Balance         |
|-----------------------------------|------------|------|----------------------|--------------|-------|-----|------------------|---------|-----------------|
| Municipal Street Aid - 4450       | 03/06/2017 | 2350 | Delmanva Power #8... |              |       |     | Accounts Paya... | -586.13 | 6,319.89        |
| Bill Pmt - Check                  | 03/06/2017 | 2351 | Douglas O'Neal       | snow removal |       |     | Accounts Paya... | -200.00 | 5,733.76        |
|                                   |            |      |                      |              |       |     |                  | -786.13 | 5,533.76        |
| Total Municipal Street Aid - 4450 |            |      |                      |              |       |     |                  |         | <u>5,533.76</u> |
| TOTAL                             |            |      |                      |              |       |     |                  |         | <u>5,533.76</u> |

# Town of Bethel Transactions by Account As of February 28, 2017

| Type                               | Date       | Num  | Name                     | Memo              | Class | Cir | Split             | Amount  | Balance   |
|------------------------------------|------------|------|--------------------------|-------------------|-------|-----|-------------------|---------|-----------|
| <b>Town Operating - 4469</b>       |            |      |                          |                   |       |     |                   |         |           |
| Deposit                            | 02/01/2017 |      |                          | Deposit           |       |     | Transfer Taxes... | 519.75  | 24,674.81 |
| Bill Pmt -Check                    | 02/01/2017 | 2457 | Delmarva Power #144      |                   |       |     | -SPLIT-           | 420.40  | 25,194.56 |
| Bill Pmt -Check                    | 02/01/2017 | 2457 | Delmarva Power #197      |                   |       |     | Accounts Paya...  | -25.65  | 25,614.96 |
| Bill Pmt -Check                    | 02/01/2017 | 2456 | Delmarva Power #793      |                   |       |     | Accounts Paya...  | -41.51  | 25,589.31 |
| Bill Pmt -Check                    | 02/01/2017 | 2454 | Comcast                  |                   |       |     | Accounts Paya...  | -68.54  | 25,547.80 |
| Bill Pmt -Check                    | 02/01/2017 | 2458 | Delmarva Tech Solu...    | Service Date ...  |       |     | Accounts Paya...  | -168.57 | 25,479.26 |
| Bill Pmt -Check                    | 02/01/2017 | 2459 | Anna Lee Robinson        | (2) Brother T...  |       |     | Accounts Paya...  | -63.75  | 25,310.69 |
| Bill Pmt -Check                    | 02/01/2017 | 2455 | Copier/Printer Refju...  | Work Date, M...   |       |     | Accounts Paya...  | -12.68  | 25,234.26 |
| Bill Pmt -Check                    | 02/01/2017 | 2460 | Dave Smith Extermi...    | January Hour...   |       |     | Accounts Paya...  | -178.00 | 25,056.26 |
| Bill Pmt -Check                    | 02/07/2017 | 2461 | Miller's Enterprises ... | 2 Rolls of Sta... |       |     | Accounts Paya...  | -120.00 | 24,936.26 |
| Bill Pmt -Check                    | 02/26/2017 |      | USPS                     | Inlcudes Bala...  |       |     | Accounts Paya...  | -332.75 | 24,603.51 |
|                                    |            |      | Comcast                  |                   |       |     | Accounts Paya...  | -94.00  | 24,509.51 |
|                                    |            |      |                          |                   |       |     | Accounts Paya...  | -168.57 | 24,340.94 |
| <b>Total Town Operating - 4469</b> |            |      |                          |                   |       |     |                   | -333.87 | 24,340.94 |
| <b>TOTAL</b>                       |            |      |                          |                   |       |     |                   | -333.87 | 24,340.94 |

*Total Deposit*  
940.15

*Total Expenses* 1,274.02



**Town of Bethel**  
**Transactions by Account**  
 As of February 28, 2017

| Type                              | Date       | Num  | Name                | Memo | Class | Cir | Split            | Amount         | Balance         |
|-----------------------------------|------------|------|---------------------|------|-------|-----|------------------|----------------|-----------------|
| Municipal Street Aid - 4450       |            |      |                     |      |       |     |                  |                | 6,904.42        |
| Bill Pmt -Check                   | 02/01/2017 | 2349 | Delmana Power #8... |      |       |     | Accounts Paya... | -584.53        | 6,319.89        |
| Total Municipal Street Aid - 4450 |            |      |                     |      |       |     |                  | -584.53        | 6,319.89        |
| <b>TOTAL</b>                      |            |      |                     |      |       |     |                  | <b>-584.53</b> | <b>6,319.89</b> |



**Town of Bethel**  
**Transactions by Account**  
 As of February 28, 2017

| Type                       | Date       | Num | Name | Memo    | Class | Cir | Split           | Amount      | Balance          |
|----------------------------|------------|-----|------|---------|-------|-----|-----------------|-------------|------------------|
| Transfer Fees - 5143       |            |     |      |         |       |     |                 |             | 65,351.02        |
| Deposit                    | 02/28/2017 |     |      | Deposit |       |     | Interest Income | 4.01        | 65,355.03        |
| Total Transfer Fees - 5143 |            |     |      |         |       |     |                 | 4.01        | 65,355.03        |
| <b>TOTAL</b>               |            |     |      |         |       |     |                 | <b>4.01</b> | <b>65,355.03</b> |

# Town of Bethel Transactions by Account

As of February 28, 2017

| Type                                 | Date       | Num | Name | Memo    | Class | Clr | Split           | Amount      | Balance          |
|--------------------------------------|------------|-----|------|---------|-------|-----|-----------------|-------------|------------------|
| Bethel Impact Fees - 0108<br>Deposit | 02/28/2017 |     |      | Deposit |       |     | Interest Income | 0.86        | 22,538.92        |
|                                      |            |     |      |         |       |     |                 | 0.86        | 22,539.78        |
| <b>TOTAL</b>                         |            |     |      |         |       |     |                 | <b>0.86</b> | <b>22,539.78</b> |

**Town of Bethel**  
**Transactions by Account**  
 As of February 28, 2017

| Type                            | Date       | Num | Name | Memo    | Class | Cir | Split           | Amount      | Balance          |
|---------------------------------|------------|-----|------|---------|-------|-----|-----------------|-------------|------------------|
| Money Market Savings-0410       |            |     |      |         |       |     |                 |             | 35,742.86        |
| Deposit                         | 02/28/2017 |     |      | Deposit |       |     | Interest Income | 1.37        | 35,744.23        |
| Total Money Market Savings-0410 |            |     |      |         |       |     |                 | 1.37        | 35,744.23        |
| <b>TOTAL</b>                    |            |     |      |         |       |     |                 | <b>1.37</b> | <b>35,744.23</b> |