

BETHEL TOWN COUNCIL MEETING MINUTES
Tuesday, August 1, 2017 7:00 P.M.
Community House, 7769 Main Street, Bethel, DE

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 Julieanne Murray was also present.

(Secretary's Note: Agenda items were moved around to accommodate the Town Attorney's schedule)

Blue Hen Subdivision update: The Town Attorney spoke with Sussex County Planning & Zoning and DELDOT regarding the Blue Hen lots. Sussex County says it is up to the town if Blue Hen is a major subdivision. When the lots were purchased, they were already subdivided prior to the existence of a major subdivision ordinance in the town. If the Town retroactively makes the Blue Hen houses a major subdivision, there could be legal consequences. Per DELDOT, an entrance permit should be in hand even before there is a building permit. DELDOT has concerns about drainage and runoff. The attorney said that we can say they need an entrance permit before the Town issues a building permit

New home construction goes to Sussex County for the building permit in Bethel. (For other construction, like additions, it goes to the Town first). Sussex County is fine with that and the attorney feels that is the best way to proceed. The Town needs to be vigilant about the entrance permit issue.

Darren Simpson from Blue Hen Construction called and heard that Blue Hen was on the agenda. Blue Hen is currently getting entrance permits for lots 3, 4, 5, and 6 which are on High Street. He had a problem with retroactive change to the procedure. From a litigation standpoint, if the Town does anything about that has been previously purchased, the Town could get some brushback and will be an uphill battle and the Town might not necessarily win. The surveys for the property are available and they will get them to us. A meeting is still a possibility. Phillips expressed concern that Blue Hen is still not posting the building permits.

There was discussion of the Town having its own process for building permit. DELDOT would be glad to assist you on this. DELDOT says they have agreements with municipalities in order to pick the optimum location for the drainage and runoff issues. The attorney said that she would be glad to follow-up to with DELDOT to see what an agreement would involve for the Town.

Comcast: Franchise agreement needs to be renewed by October 2018. The agreement is NON-EXCLUSIVE agreement. We can have a public meeting where Comcast comes. We need to set up a date for Comcast to attend. We have the option of increasing the franchise fee. Seaford just renewed at 3%. The attorney will contact Comcast to let them know that the Town would like to have a public hearing.

Bio Retention: While the attorney was still present, McCoy asked if there was a change order for the repairs of the Hillegas property, and the Town is on the hook for the cost? McCoy said that the Town relied on the expertise of the engineers on that and we can push back a little.

Grass Cutting Ordinance: McCoy suggested a fine or penalty on the grass cutting. The attorney said that it could be an assessment that will stay with property until it is sold. It does nothing to get the grass cut. The current ordinance has something for the recovery of costs.

Recreational or non-defensive discharge of firearms: The attorney said that this should be a stand-alone ordinance. Any police response would be through the Delaware State Police. The lots are too close together to not have an ordinance. Discussion of adding fireworks and hunting bows.

Secretary's Report: Motion made by Campfield, seconded by Shaver to accept the minutes of the July 11, 2017 minutes. Motion passed unanimously. The minutes from the July 24, 2017 workshop were presented but not voted on. There were no votes, only discussion at the meeting and the minutes were broad strokes of the discussion points of the minutes

Delaware League of Local Governments: The DLLG (Delaware League of Local Governments) agreed to give us a discount rate of \$200 for the dues (normally \$500) because of the small size of the Town.

Town Clerk's Report: (Copy attached)

Appointment of Records Officer for Delaware Public: McCoy made a motion to reappoint Annie Miller as the Records Officer for Delaware Public Archives for the Town of Bethel. She suggested all the Council members as backup members as outlined on the forms as the Council members are the one ultimately responsible for the records. Motion seconded by Campfield (?-not sure..hard to hear). Motion passed unanimously

Treasurer's Report: Bills to be paid (copy attached) Motion made by McCoy to pay bills as described, seconded by Phillips. Motion passed unanimously.

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

Revised Budget: A revised budget was presented because of the change to the Transfer Tax ordinance by Sussex County which decreased our amount significantly from \$15,000 to \$4,375. In addition, our Community Transportation Funds availability is \$6,950.00, not \$9,650.00. (*Secretary's Note: The final amount was \$3,855.67 after discussion with the Sussex County Finance office and the copy attached reflects that amount*) McCoy made a motion to approve the revised budget with those changes. Campfield seconded the motion. Motion passed unanimously.

Building Permit: New Permits: 2 permits issued since the last meeting

1) Hearn's on Vine Street: Estimated under \$10,000. \$25.00

2) 106 High Street, Justin Davis, Fence and swimming pool. Estimated cost: \$20,000. \$100.00 permit.

Demolition Ordinance: A reading was done of the proposed Demolition Ordinance (Amend Chapter 2, Sec. 2-12, Building Permit required. (copy of DRAFT attached).

Discussion of the cost of the building permit regarding the cost of the building permit.

Impact fees are assessed on the demolition are based on the assessed value of the property.

Per Patricia Kough, it was noted that the impact fees for demolition are not charged by other surrounding towns as you are not incurring any new impacts. Towns contacted were Laurel, Seaford and Bridgeville. Significant discussion on whether we should have an impact fees.

Community House: A graduation party for the pastor of Sailor's United Methodist Church on August 6, 2017, Air conditioning is not working again. Shaver will call HVAC.

Street Signs: A copy of the estimates for the signs was passed out. A sample of the pole was presented. Total cost of post and hardware as presented: \$6,477.00. A galvanized version was presented which was \$1,700 less. There was a discussion of the breakaway factor. Frames and backers are a new issue. Signs and Frames: \$3,400. Signs and Backers: \$1,400 difference. Fluted poles (for everything) with frames and hardware is \$9,904.50 (doesn't include Street Signs). Will break out posts and hardware.

A motion made by McCoy to order signs, poles and hardware \$9,904.50, \$1,634 for street name signs, plus labor. Motion seconded by Shaver. Motion passed unanimously.

Delivery issue was discussed. 7781 Main Street is where the poles and hardware will be delivered. Hastings asked for 24 hours' notice before delivery

Planning & Zoning: Vern Proctor has put in a letter of intent to be on the Planning & Zoning Commission. Motion made by McCoy, seconded by Campfield to accept Vern Proctor as a member of the Planning & Zoning Commission. Motion passed unanimously.

McCoy mentioned that the Comprehensive Plan is due for an update because it is 10 years old. McCoy Spoke with Dorothy Morris at the State Office of Planning and the process is that the current Comprehensive Plan is reviewed by the State PLUS (Preliminary Land Use Survey). We need to ask to be on the agenda. DNREC, DELDOT, and various State agencies review. Motion made by McCoy,

seconded by Campfield to get that Comprehensive Plan reviewed by the PLUS process by the State Office of Planning. Motion passed unanimously.

Board of Elections: Appointment of the Board of Elections for the 2018 election. Per the ordinance, we have to appoint the Board of Election. McCoy sent notifications to Vernon Proctor, Stacy Northam-Smith and Pat Kough about reappointment. Kough sent in a letter requesting reappointment. McCoy Made a motion to reappoint Pat Kough and the other two current members to the Board of Elections. Campfield seconded the motion. Motion passed unanimously.

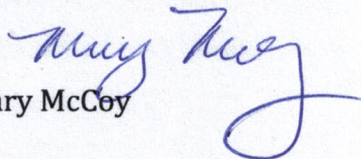
Bio Retention Update: The fixes that were done after the meeting in June have not been sufficient on the Hillegas project. The Town is working with GMB Engineering to get the water on the step pond to drain properly. Main Street and Vine Street is still a problem.

Town Yard Sale: The Bethel Historical Society is having a yard sale on the first Saturday of October.

Old/New Business: None.

Meeting adjourned at 9:31 PM.

Respectfully submitted,


Mary McCoy

APPROVED
9-5-2017



Town of Bethel

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

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, August 1, 2017

Town Calendar for August 2017

Tuesday, August 1—Town Council Meeting; Tax Bills Due to Residents

Sunday, August 6—Methodist Church Using Community House

Tuesday, August 29—September Agenda Due

**Reappoint Board of Elections*

Town Calendar for September 2017

Tuesday, September 5—Town Council Meeting

Friday, September 8—Mark Shaver's Birthday

Monday, September 11—Potential Meeting with Salisbury University

Tuesday, September 26—October Agenda Due

Saturday, September 30—Bethel Tax Payments Due

**GMB plantings, specific day to be scheduled*

**MSA Report Due, October 1 (Sunday)*

Historical Marker for Community House

Kevin Barni responded back; he would like to know what was going on with the building between the time the church left and the time the town started to use it as a town hall? Did it pass through a few sets of hands or see multiple different uses?

Community House

Door still needs to be painted

Door lock needs to be changed

Found picture on DPA site that shows original interior; possible restoration?

Quickbooks

Prepared all resident tax invoices within the program. This will allow us to track all payments and outstanding invoices easily as well as make tax prep even simpler next year as all residents are entered into the system. This will also make providing this information to Salisbury University much easier since we can email the file or provide them with a thumb drive.

Building Permits

Provided Julianne with the requested information

Email addresses for Council Members

Set up Council email address for Robin Campfield. Mary already had one. That leaves Mark, Kevin, and Jeff.

Building Permits

Drafted demolition ordinance

Update website to be more user friendly for people looking for permit information

Letter of Intent

Created a letter of intent form

Records Office Manager

Must be appointed for current fiscal year; past due

Town of Bethel
Unpaid Bills Detail
As of August 1, 2017

Type	Date	Num	Due Date	Aging	Open Balance
Bethel Postmaster Bill	08/01/2017		08/01/2017		98.00
Total Bethel Postmaster					98.00
Comcast					
Bill Pmt -Check	03/01/2017	2462			-168.57
Bill Pmt -Check	07/05/2017	2502			-168.70
Bill	07/28/2017		08/02/2017		168.72
Total Comcast					-168.55
Copier/Printer Rejuvenators					
Bill	08/01/2017	75298	08/11/2017		178.00
Total Copier/Printer Rejuvenators					178.00
delaware league of local government					
Bill	08/01/2017	Carl Luft	08/11/2017		200.00
Total delaware league of local government					200.00
Delmarva Power					
Bill	07/26/2017	20065...	08/11/2017		26.49
Total Delmarva Power					26.49
Delmarva Power #197					
Bill	07/26/2017	20090...	08/11/2017		23.09
Total Delmarva Power #197					23.09
Delmarva Power #793					
Bill	07/26/2017	20080...	08/11/2017		138.53
Total Delmarva Power #793					138.53
Delmarva Power #835 MSA					
Bill	07/25/2017	20099...	08/10/2017		574.64
Total Delmarva Power #835 MSA					574.64
Lisa BluntRochester Office Supply Account					
Bill	07/25/2017	79180	08/04/2017		48.50
Total Lisa BluntRochester Office Supply Account					48.50
Miller's Enterprises LLC					
Bill	07/28/2017	21	08/07/2017		467.50
Total Miller's Enterprises LLC					467.50
Murray Phillips P.A.					
Bill	08/01/2017	5336	08/11/2017		1,251.25
Total Murray Phillips P.A.					1,251.25
Pratt Insurance					
Bill	07/25/2017	429371	07/17/2017	15	2,890.00
Total Pratt Insurance					2,890.00
TOTAL					5,727.45

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08/01/17

Accrual Basis

Town of Bethel

Transactions by Account

As of July 31, 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Town Operating - 4469									
Bill Pmt -Check	07/05/2017	2499	Bethel Postmaster	Annual Rental...			Accounts Paya...	-116.00	28,387.53
Bill Pmt -Check	07/05/2017	2502	Comcast				Accounts Paya...	-168.70	28,271.53
Bill Pmt -Check	07/05/2017	2504	Delmarva Power #197				Accounts Paya...	-21.64	28,102.83
Bill Pmt -Check	07/05/2017	2505	Laurel Fire Departm...	2017 Contribu...			Accounts Paya...	-200.00	28,081.19
Bill Pmt -Check	07/05/2017	2501	Sussex County Asso...	Membership ...			Accounts Paya...	-125.00	27,881.19
Bill Pmt -Check	07/05/2017	2500	The Insurance Market				Accounts Paya...	-330.00	27,756.19
Bill Pmt -Check	07/05/2017	2504	Delmarva Power #144				Accounts Paya...	-20.98	27,426.19
Bill Pmt -Check	07/05/2017	2504	Delmarva Power #793				Accounts Paya...	-97.19	27,405.21
Check	07/05/2017	2503	Bethel Postmaster	Roll of Stamps			Office Expenses	-49.00	27,308.02
Deposit	07/05/2017			Deposit			Building Permits	196.08	27,259.02
Deposit	07/07/2017			Comcast			Franchise Fee ...	2,949.07	30,404.17
Deposit	07/07/2017			Deposit			Building Permits	216.46	30,620.63
Bill Pmt -Check	07/10/2017	2506	Miller's Enterprises ...				Accounts Paya...	-280.50	30,340.13
Bill Pmt -Check	07/10/2017	2507	Murray Phillips P.A.				Accounts Paya...	-437.50	29,902.63
Deposit	07/31/2017			Deposit			Building Permits	100.00	30,002.63
Total Town Operating - 4469								1,615.10	30,002.63
TOTAL								1,615.10	30,002.63

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08/01/17

Accrual Basis

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

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Municipal Street Aid - 4450									
Bill Pmt -Check	07/05/2017	2355	Delmarva Power #8...				Accounts Paya...	-579.81	3,768.64
Total Municipal Street Aid - 4450								-579.81	3,188.83
TOTAL								-579.81	3,188.83

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08/01/17

Accrual Basis

Town of Bethel

Transactions by Account

As of July 31, 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bethel Impact Fees - 0108									
Deposit	07/03/2017								18,707.27
Bill Pmt -Check	07/05/2017							0.80	18,708.07
Deposit	07/05/2017			Deposit				-512.00	18,196.07
Deposit	07/07/2017			Installed Line ...				2,128.00	20,324.07
Deposit	07/31/2017			Blue Hen, Lot ...				2,089.00	22,413.07
				54 Hopkins L...				0.91	22,413.98
				Deposit					
Total Bethel Impact Fees - 0108								3,706.71	22,413.98
TOTAL								3,706.71	22,413.98

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08/01/17

Accrual Basis

Town of Bethel

Transactions by Account

As of July 31, 2017

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Transfer Fees - 5143									
Deposit	07/05/2017								72,159.71
Deposit	07/05/2017			Deposit		X	Accounts Rece...	0.00	72,159.71
Deposit	07/31/2017			Deposit			Transfer Fee R...	1,767.15	73,926.86
Deposit	07/31/2017			Deposit			Transfer Fee R...	798.34	74,725.20
							Interest Income	5.01	74,730.21
Total Transfer Fees - 5143								2,570.50	74,730.21
TOTAL								2,570.50	74,730.21