

BETHEL TOWN COUNCIL MEETING MINUTES
Tuesday, July 11, 2017 7:00 P.M.
Community House, 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 Report: Minutes from June 6, 2017 Town Council meeting and the June 20, 2017 Workshop on Street Signs. Workshop date needs to be corrected. Motion made by Campfield, seconded by McCoy to approve the minutes of the June 6, 2017 Town Council meeting and the June 20, 2017 Workshop on Street Signs. Motion passed unanimously.

Town Clerk Report: (Copy Attached).

Insurance Renewal: The value of the buildings was raised to \$401,000. Mr. Lebo cost out replacement of the ceiling and the floor could be replaced for that that amount. Phillips asked that the replacement issue be put in writing. The attorney asked if we got a binder of information, which we had not received. \$1,000 deductible from the accident has not yet been received. The Town has received the paperwork for the police coverage for Sussex County.

Transfer Tax: We need to submit a report to Sussex County Department of Finance to receive the transfer tax money. Since the Town does not receive over \$20,000 in transfer tax, we receive a \$15,000 payment from the County. We need to submit paperwork detailing how much we did receive in order to get it. *(Secretary's Note/Update): The new ordinance by Sussex County went into effect July 1, 2017, and we will receive the difference in the transfer tax received (\$16,144.33 and \$20,000 which is \$3,855.67).*

Treasurer's Report: Bills to be paid were present (copy attached). McCoy presented a bill for the Delaware League of Government for \$500 which is a legislative group that keeps all the municipalities informed of legislation impacting local government. President Hastings said that we usually don't pay the full amount since we are so small. The amount mentioned was \$125. McCoy said she would call and ask for a discount. *(Secretary's Update: The amount of dues was lowered to \$200. They had no record of us ever paying \$125 but agreed with our need for a discount. Bill will be resubmitted at August meeting)*

Motion made to pay the bills as described, seconded by Shaver. Motion passed unanimously.

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

2017/2018 Budget: McCoy presented a proposed budget for the Town of Bethel for the 2017-2018 fiscal year. Expense of \$1,650 for propane for the Community. Election expenses of \$100 were added and mileage expenses for \$150. Motion made by McCoy, seconded by Campfield to accept the budget with the 3 changes for propane, election expenses and mileage costs. Motion passed unanimously.

Building Permit: 4 permits issued:

- 1) Elzey on Main Street: Deck, less than \$10,000. Amount: \$25.00
- 2) Campfield on First Street: Porch addition, less than \$10,000. Amount: \$25.00
- 3) Blue Hen Construction: Lot 54 Hopkins Lane, Building Permit: \$166.46, Impact fees: \$2,089.00
- 4) Blue Hen Construction: Lot 15 School Road, Building Permit: \$196.08, Impact fees: \$2,128.00

Phillips is working on three (3) permits for the next meeting.

A letter will be sent to Rosas on Main Street for the room they are adding to their house as well as an invoice for the permit.

Blue Hen Meeting: There was a question about why the entrance permit raised a red flag with the County.

A lengthy discussion regarding the entrance permits on the new construction. Discussion involved changing from minor subdivision and major subdivision. The question is the Town doing something we should not be doing? That question needs to be answered. There is a trust issue with the builder.

The basis will be how the Town acted in the past. What happens if we aren't doing what the County wants us to do. This could hurt the Town in the future. There was discussion of halting all permits to Blue Hen or new construction.

Possible Demolition Ordinance: House on Sailor's Path has sold and there is a possibility of the demolition of the house on the property. The Town currently has NO demolition ordinance. The Town should have something to review for the next meeting.

Community House Update: New lock, painting of the door, and a flag are still needed. McCoy said that we should do something for Anna Lee Robinson even though she requested the cancellation of the party at the Community House. She suggested that the

bench out front be dedicated. Motion made by McCoy, seconded by Shaver to dedicate the bench out front to Anna Lee Robinson. A dedication ceremony will be in the fall or when the weather gets better. Campfield suggested a town wide celebration of some sort in the fall.

Campfield is going to have Duane Campfield fix the back kitchen window lock and mini blinds for the kitchen. The Campfields will do this as a donation. It will help with the heat in that room.

The table and chairs were bought by the Community and then donated to the United Methodist Women (UMW) per Campfield. We will be glad to lend out the tables and chairs for use by the community and members of the church. We need to determine a process in writing. There was a question of a donation to the Town of Bethel for the use of the chairs.

Street Signs: Campfield did not order the pole for the sign yet as Phillips had family issues since the workshop. Campfield contacted Phillips Signs in Seaford and they don't do street signs. Ad Art does it but it is about \$60 higher per post than what we had discussed. Capitol Signs in Texas had a cost of \$4,369 including shipping for the signs. Ad Art's quote was over \$5,000 and did not include shipping.

Installation can be done at \$60 per man hour with 2 men doing the work. Cost for installation is going to cost more than the signs. Campfield suggested that if anyone knows who will do it. Most towns have a public works departments. Campfield wondered where we are going to put the materials. Campfield thinking about the logistics of possibly buying a property to store and stage stuff. The town needs to start thinking about some infrastructure additions. Hastings will provide a storage and staging area for the signs in the meantime.

The new design is nice but only one sign can have the ship on it and a decision needs to be which one is on the top. Another workshop is scheduled for Monday, July 24, 2017 at 7:00 P.M.

Discussion of an eight foot or ten foot pole for the July 24, 2017 workshop. Campfield to order.

Board of Adjustment: McCoy made a motion to accept Scott Phoebus and Noel Justice for Board of Adjustment. Motion seconded by Campfield. Motion passed unanimously.

Planning & Zoning Commission: Vote on members Tom McCoy and Dave Hillegas. Motion made to have Tom McCoy and Dave Hillegas reappointed to the Planning & Zoning Commission for a 3 year term by McCoy, seconded by Campfield. Motion passed

unanimously. We need another member for Planning and Zoning as state ordinance requires 5 members.

Phillips and Campfield asked that applicants for positions print out their names. The Town Clerk will do a form for a Letter of Intent.

Comcast: In 2003, the Town signed a 15 year non-exclusive franchise agreement. The draft contract is non-exclusive franchise agreement. The attorney has not talked to the Comcast representative. The contract expires in 2018. If we don't want to renew, the 1984 Cable Communications process. We need a public meeting. Comcast can do judicial intervention if we decide not to renew the franchise agreement. The franchise fee is based on number of subscribers. Currently it is 3%.

Bio Retention: Clean Ventures is coming Friday for the maintenance and on July 18 for the plantings. The reasonableness of doing the plantings in 100 degree weather was deemed stupid. We will ask that they do the plantings in September.

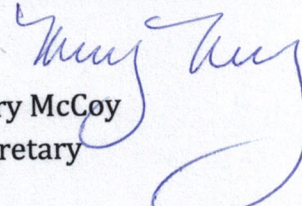
Old/New Business: The front yard of Roslyn West. A letter will be written but our recourse is limited because we can't go on an occupied house to do anything. We need to have an ordinance to assess fines and we can put lien on the property.

Kralle property on Main Street. It's been in sheriff's sale and we need to know what can be done about the maintenance and possible sale.

Trash Trucks: We have had many complaints about the number of trash removal companies and we were wondering about the possibility of one trash company. The town was wondering about having it done as tax item. There is a trash truck every day of the week in town. The charter gives us a lot of leeway on the use of the roads. A lot of logistics are involved. Also, state roads versus town roads will limit what we can do.

The meeting was adjourned at 9:11 P.M.

Respectfully submitted,


Mary McCoy
Secretary

APPROVED

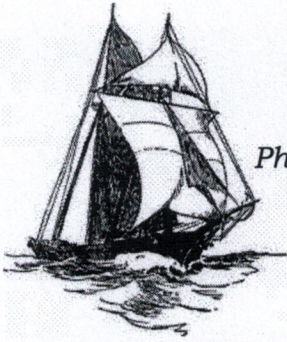
APPROVED

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, July 11, 2017

Town Calendar for July 2017

Tuesday, July 4—No Town Council Meeting
Tuesday, July 11—Town Council Meeting
Saturday, July 15—Anna Lee, Tables & Chairs
Saturday, July 15—Local Highway Finance Report Due, Every Two Years, DUE NEXT YEAR
Wednesday, July 19—Possible No Office Hours
Thursday, July 20—DMCA, FOIA Training, Milford 9:30 to 12:30
Tuesday, July 25—August Agenda Due

Town Calendar for August 2017

Tuesday, August 1—Town Council Meeting
Tuesday, August 1—Tax Bills Mailed to Residents
Tuesday, August 29—September Agenda Due

Historical Marker for Community House

Research has been submitted to DPA for further study; has been reviewed and is being continued

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?

Fire Extinguishers

Have been serviced

Bio-Retention Meeting

Separate report was emailed to council members

Quickbooks

April and May transactions have been re-entered into the program
Created a password for Mary McCoy giving full access to aid in creating budgets and annual reports

Building Permits

Found out that Blue Hen did not apply for Del-Dot Entrance Permits on High Street
This raised red flags with the county as to Major Development?
Also affects the drainage study being conducted on Sailor's Path
Separate emails were sent to council members regarding this issue

Email addresses for Council Members

Sent out sample addresses to council members but did not receive confirmation from any for municipal email addresses.

4:02 PM

07/05/17

Town of Bethel
Vendor Balance Summary
All Transactions

	<u>Jul 12, 17</u>
Bethel Postmaster	116.00
Comcast	337.27
Delmarva Power #144	20.98
Delmarva Power #197	21.64
Delmarva Power #793	97.19
Delmarva Power #835 MSA	579.81
Laurel Fire Department -	200.00
Megee Plumbing & Heating	512.00
Sussex County Association of Towns	125.00
The Insurance Market	330.00
TOTAL	<u><u>2,339.89</u></u>

AOD MURRAY Phillip
Miller Ent

437.50
280.50

**Town of Bethel
Transactions by Account
As of June 30, 2017**

4:16 PM

07/05/17

Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Town Operating - 4469									
Bill Pmt -Check	06/06/2017	2493	Comcast				Accounts Paya...	-166.69	30,095.12
Bill Pmt -Check	06/06/2017	2494	Delmarva Power #144				Accounts Paya...	-19.60	29,926.43
Bill Pmt -Check	06/06/2017	2494	Delmarva Power #197				Accounts Paya...	-18.85	29,906.83
Bill Pmt -Check	06/06/2017	2494	Delmarva Power #793				Accounts Paya...	-45.30	29,887.98
Bill Pmt -Check	06/06/2017	2496	Miller's Enterprises ...				Accounts Paya...	-303.60	29,842.68
Bill Pmt -Check	06/06/2017	2497	Murray Phillips P.A.				Accounts Paya...	-560.00	29,539.08
Bill Pmt -Check	06/06/2017	2495	Patricia Kough				Accounts Paya...	-100.00	28,979.08
Bill Pmt -Check	06/06/2017	2492	Town of Bethel				Accounts Paya...	-15.00	28,864.08
Deposit	06/13/2017		Town of Bethel	Adjust checkb...			Accounts Paya...	43.20	28,907.28
Check	06/14/2017	2498	Town of Bethel	Funds deposit...			Ask My Accou...	-519.75	28,387.53
								-1,707.59	28,387.53
Total Town Operating - 4469								-1,707.59	28,387.53

TOTAL

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

4:18 PM

07/05/17

Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Municipal Street Aid - 4450									4,359.16
Bill Pmt -Check	06/06/2017	2354	Delmarva Power #8...				Accounts Paya...	-590.52	3,768.64
Total Municipal Street Aid - 4450								-590.52	3,768.64
TOTAL								-590.52	3,768.64

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

4:17 PM

07/06/17

Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Bethel Impact Fees - 0108									23,191.52
Bill Pmt -Check	06/06/2017	1009	AI's Affordable Tree ...				Accounts Paya...	-945.00	22,246.52
Bill Pmt -Check	06/06/2017	1003	Delaware Southern ...				Accounts Paya...	-113.90	22,132.62
Bill Pmt -Check	06/06/2017	1008	Mike McTeer, HVAC				Accounts Paya...	-2,940.00	19,192.62
Bill Pmt -Check	06/06/2017	1006	Noel Justice				Accounts Paya...	-209.10	18,983.52
Bill Pmt -Check	06/06/2017	1004	Delaware Southern ...				Accounts Paya...	-94.35	18,889.17
Bill Pmt -Check	06/06/2017	1005	Delaware Southern ...				Accounts Paya...	-80.75	18,808.42
Bill Pmt -Check	06/06/2017	1007	Delaware Southern ...				Accounts Paya...	-101.15	18,707.27
Check	06/06/2017	1010	Noel Justice	Community Cl...			Maintenance T...	-40.00	18,667.27
Check	06/06/2017	1011	Mark Shaver	Community Cl...			Maintenance T...	-40.00	18,587.27
Check	06/06/2017	1012	Duane Campfield	Community Cl...			Maintenance T...	-40.00	18,547.27
Deposit	06/12/2017			Community Cl...			Impact Fees	120.00	18,707.27
								-4,484.25	18,707.27
Total Bethel Impact Fees - 0108								-4,484.25	18,707.27
TOTAL								-4,484.25	18,707.27

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

4:18 PM
 07/05/17
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Transfer Fees - 5143									71,635.24
Deposit	06/19/2017			deposit in wro...			Transfer Fee R...	519.75	72,154.99
Deposit	06/30/2017			Deposit			Interest Income	4.72	72,159.71
								524.47	72,159.71
Total Transfer Fees - 5143								524.47	72,159.71
TOTAL									72,159.71

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

4:18 PM
 07/05/17
 Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Money Market Savings-0410	06/30/2017			Deposit			Interest Income	1.47	35,748.73
Deposit								1.47	35,750.20
Total Money Market Savings-0410								1.47	35,750.20
TOTAL									35,750.20