

BETHEL TOWN COUNCIL MEETING MINUTES
Tuesday, October 3, 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. Also present were Michael Hahn from DELDOT and students from Salisbury University who are doing the financial review for the Town. Council President Hastings welcomed and acknowledged both Mr. Hahn and the Salisbury University students.

Mike Hahn from DELDOT spoke to the Town Council regarding the Nanticoke Heritage Byways. There are 6 byways in the State of Delaware and 3 byways in Sussex County. The Nanticoke Heritage Byway goes through Bethel. Bethel is considered a resource to the byway. A byway is a scenic drive started by the Federal Highway Administration in the 1990's. It's a transportation corridor with many resources behind it. The Nanticoke Heritage Byway is a circular route. There was discussion of the Corridor Management program included some transportation components that the byway might encompass. There was talk about truck traffic and speed control.

There was discussion of the four (4) signs outside the town limits to replace the Welcome to Bethel signs. Hahn suggested that the Nanticoke Heritage Byways logo should be part of that sign. Hahn did some mockup signs. It would cost a couple of thousand dollars to replace these signs. The sign would be approximately 36" x 40". We need to check with legislators if they would help with the cost of signs.

The intersection of Woodland Ferry Road and Bethel Road would was identified as a possibly having a traffic calming roundabout but that is a long-term project. It would be a good gateway for the byways. Hahn was asking the Council to consider it and possibly do some early planning for the next generation. Sussex County needs to put it on the Capital Transportation Improvements. We need a letter to DELDOT and the County for them to put such a project on the radar. It's a starting point and gets it under consideration.

Hahn brought up the Resiliency Workshop regarding flooding issues in Dover in late November.

McCoy made a motion that the Town go ahead and work with Mr. Hahn, DELDOT and the Nanticoke Heritage Byways to get new signs for the four town entrances. Motion seconded by Phillip. Motion passed unanimously.

The signs would be to DELDOT standards for the signs and might not match some of the other Town of Bethel signs but it would be in character with the Town of Bethel.

Secretary's Report: September 5, 2017 Town Council Meeting and the September 19, 2017 Executive Session. Motion made by Shaver to accept the minutes for September 5, 2017 Town Council meeting

and the September 19, 2017 Executive Session. Motion seconded by Phillips. Motion passed unanimously.

Town Clerk Report: (Copy attached) We need a legislative sponsor for the new marker for the Community House. They marked an area near the edge of the cemetery. There was discussion of having the sign on the building. It can be mounted to the building per Mr. Hahn who worked at DELDOT. Since the funding would be Community Transportation Funds, DELDOT usually likes it near the street or in a Right of Way. The markers are meant to be read. The preference on the Council was to have it on the building. Phillips asked where we would attach it if we were to attach it to the building. There is no place for it.

McCoy asked that someone contact Comcast because our contract is up for renewal this fall and they will increase our rate.

McCoy also had a letter addressed to the Chair of the Accounting Department at Salisbury University saying that we have been pleased with our use of the Financial Reviews done by Professor Susanne Holloway's classes. All the Council people signed the letter.

Halloween Dates and Time: Motion made by McCoy to have Trick or Treating from 6:00 PM to 8:00 PM on Tuesday, October 31, 2017. Motion seconded by Campfield. Motion passed unanimously.

Treasurer's Report: Bills to be paid (included duplicate tax payments); (Copy Attached) Motion made by Phillips to get a new flag that doesn't hit the building. Motion seconded by Shaver. Motion passed unanimously. Motion made by Phillips, seconded by McCoy, to pay the bills as described. Motion passed unanimously.

Phillips asked if the delivery of the hardware for the signs was delivered intact and if there is any damage that needs to be reported. It was just delivered on a pallet with a shipping strap.

Treasurer's Reports: (copies attached) Motion made by McCoy to accept the Treasurer's Report as described. Seconded by Phillips. Motion passed unanimously.

Building Permits: One permit issued to Sandy Williams for an enclosed side porch.

Demolition Ordinance: Copy of ordinance presented is attached. Highlighted areas are what were changed from the initial reading in August 2017.

There was discussion of the building type with a differentiation of "structure". There was discussion that it should be a "demolition permit" as opposed to a "building permit". Phillips said that a "structure" needs to have a determined square footage (suggested "over 400 square feet). Any percentage (currently 20%) should be higher, such as 50%.

Kralle Property: The title search is indicating that Robert and Erma Kralle do still own the property so any legal action would be against them. There are currently liens on the property put on by John Tarburton when he was town attorney.

Community House: McCoy asked that the lock on the door be fixed and the door be painted. She also asked for some additional funds for landscaping, maybe some spring bulbs and planters for the front. Motion made by McCoy, seconded by Phillips to budget \$100-\$150 (not to exceed \$150) for some bulbs for the park and the Community House. Motion passed unanimously.

Campfield got the new cleaning supplies but also asked to get some new mats for the kitchen and the front door and two (2) welcome mats. Motion made by Shaver for Campfield to buy new mats, seconded by McCoy, to spend \$100 on new mats. Motion passed unanimously.

Discussion of a drop box for the outside of the office for people to drop off payments, etc.... They will check Lowes for a key to the lockbox in that is in the office.

Street Signs: Signs are in; poles and hardware arrived that day. Safety signs also came in. Installation plans were discussed. Shaver will get up with Wade Bowersox, the contractor, to do a test installation. Miss Utility needs to be called. No need to worry about setbacks as they are municipal signs, and not DELDOT signs. Every sign is different. Poles are black-coated and fluted with a historic look.

Planning & Zoning Commission: Letter of intent from John Galaska of West Street to be on the Planning & Zoning Commission. McCoy made a motion to accept John Galaska's letter of intent, seconded by Shaver. Motion passed unanimously. This makes eight (8) members of the Planning & Zoning Commission. Tom McCoy was voted President at the September meeting and Duane Campfield is the Secretary. They are working on the Comprehensive Plan. They are meeting on the second Saturday of each month. Mike Hahn of DELDOT said that he would be glad to work with the Planning & Zoning Commission on the Comprehensive Plan update to include

Comcast Meeting: A public meeting is scheduled for October 12, 2017. McCoy said she would mail a postcard out to people who don't have internet access.

Bio Retention update: Shaver is meeting with contractors to do the maintenance after GMB. The deadline is in January. All the planting that was done. The problems with the Hillegas property still remains. So far they have met with one, Scenic Designs. Others will be scheduled in the next couple of weeks. DesignScapes from Bridgeville is the contractor that takes care of the Seaford bio retention project. McCoy said she talked to them and they will be calling Mark Shaver.

McCoy read email from GMB saying that the problems with the Hillegas properties step pools not draining correctly is "beyond the scope of Clean Ventures work". Clean Ventures has been bought out and suggested that whoever the Town chooses as contractor does the repair work on the Hillegas property. The design issues were not done by the Town but GMB. Discussion of talking to the Town

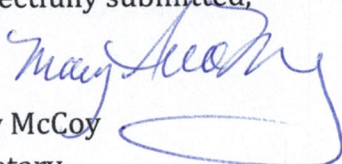
Attorney to get these ongoing problems resolved. It isn't the job of the new contractor to solve problems created by the original contractor. The letter basically says that GMB is done with the project. They haven't done any more work on the perennials on the other bio retention site. Mike Hahn of DELDOT offered to have a DELDOT arborist to look at the situation as he deals with drainage issue.

Old/New Business: Pat Kough of Main Street brought up a rumor that she had heard that her house on Vine Street was built by money from the State of Delaware and is being used as a halfway house. Ms. Kough said that the house was built from insurance money from the fire that destroyed the original structure. Apparently, the rumor also includes that the Town of Laurel is discussing that the local drug problem is coming from Bethel. Campfield called the Town of Laurel and spoke to Jamie King, the town manager, had no idea what she was talking about. Ms. King said there was an email sent to the Town of Laurel but nothing was discussed by the Town of Laurel. Shaver clarified that what he heard was that the insurance money was used and now Ms. Kough is being paid by the State to rent the property to her son.

Hillegas asked if the Historical Society could use the Community House for overflow for vendors for November 25/26 Craft show. The Council had no problem with that.

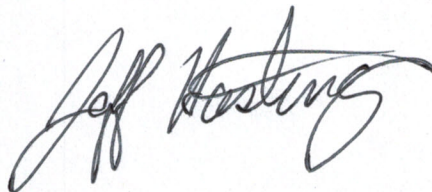
The meeting was adjourned at 8:46 P.M.

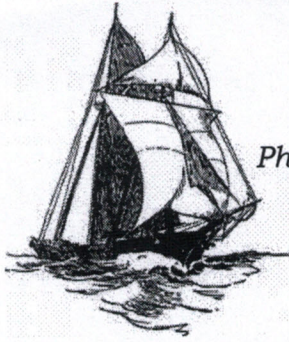
Respectfully submitted,


Mary McCoy
Secretary

APPROVED

11-7-2017





Town of Bethel

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

Town Clerk Report, October 3, 2017

Town Calendar for October 2017

Sunday, October 1—MSA Report Due

Tuesday, October 3—Town Council Meeting

Wednesday, October 4—Jim Smith from Delmarva Power visiting office at 10 AM

Saturday, October 7—Town Wide Yard Sale

Tuesday, October 10—Free Damage Prevention Training Seminar, 7:30 to 10 AM, Georgetown

Wednesday, October 11—Internal Records Management Training, 9:30 to 11 AM, confirmed

Thursday, October 12—Comcast Public Hearing, 7 PM

Wednesday, October 18—No office hours; Town Clerk will be away

Tuesday, October 31—December Agenda Due; Deadline for late tax payments before fee is applied

Town Calendar for November 2017

Tuesday, November 7—Town Council Meeting

Monday, November 13—Large Fulton CD Due

Tuesday, November 28—December Agenda Due

Thursday, November 30—Jeff Hasting's Birthday and Christmas Tree Lighting, 6:30 PM

*Town Clerk Performance Review

Historical Marker for Community House

Received a draft of text from Kevin Barni and forwarded to council members for review; we need a legislative sponsor. Once we have funding in place, we can give Kevin the green light and it will be 10 to 12 weeks for fabrication. ROW?

Community House

Door still needs to be painted

Door lock needs to be changed

Tax Payments

Interest charges will need to be assessed on all invoices not paid by October 31.

Email addresses for Council Members

Mark, Kevin, and Jeff

Building Permits

Have been doing lots of file organization; all permits on file have been organized by FYE dating back to 2005.

Revised the Demolition Draft Ordinance and submitted to council members for review (September and October)

Records Office Manager and Authorized Agents

Now that council members are authorized agents, it will be important after each year's elections to report any changes to the DPA's office within 30 days.

Financial Review

Prepared requested documents and attended meeting with Mark and Mary

Website Maintenance

Added comprehensive plan; BOA members and term expirations

Filing

Created new FYE files for AP and AR files; still need to create more for the other retention schedule files

AN ACT TO AMEND CHAPTER 2 OF THE CODE OF THE TOWN OF BETHEL, DELAWARE, RELATING TO BUILDING PERMITS

Be it enacted by the Town Council of the Town of Bethel:

Amend Chapter 2, Sec. 2-2 Building Permit Required by adding the following:

Sec. 2-2 Building, Permit Required

(h) A demolition permit is required to demolish any structure that exceeds 400 square feet existing within Town limits and is demolished for voluntary purposes. Each permit request for demolition must be submitted in writing to the Council at least 20 days prior to the next council meeting. The Council meets on the first Tuesday of every month.

Town Council shall review the demolition request to determine if the structure in question has any historical value to the Town. According to Chapter 9A-1.4-Definitions, historical is defined as anything that Council, Commission or Board determines is valuable because it has notable, significant or famous qualities that are rooted in the Town's past.

The Town has thirty days from the date that the demolition request is brought before the council to respond in writing to the applicant informing of their decision to approve or disallow the demolition. If demolition is denied, Council must provide a reason for the denial.

The cost for the demolition permit to demolish any existing structure within Town limits is \$100.00. A building permit must also be obtained for re-construction. Any structure that is re-constructed with at least 50% more square footage than the previous structure will be assessed impact fees accordingly. The Impact Fees assessed are set forth in Chapter 9, Table 2 of the code of the Town of Bethel.

AN ACT TO AMEND CHAPTER 9 OF THE CODE OF THE TOWN OF BETHEL, DELAWARE, RELATING TO LAND USE, ZONING, SUBDIVISION, SITE PLANS AND DESIGN STANDARDS

Be it enacted by the Town Council of the Town of Bethel, Section 9A.1.4 – Definitions by adding between COUNTY and DEMOLITION the following:

DEMOLISH – The act of tearing down any structure that exceeds 400 square feet existing within Town limits for voluntary purposes or as necessary when any structure is damaged beyond repair by an act of God.

AN ACT TO AMEND CHAPTER 9 OF THE CODE OF THE TOWN OF BETHEL, DELAWARE, RELATING TO LAND USE, ZONING, SUBDIVISION, SITE PLANS AND DESIGN STANDARDS

Be it enacted by the Town Council of the Town of Bethel, Section 9A.2.2 – BUILDING PERMIT REQUIREMENT by adding the following:

New structures shall comply with the Town of Bethel Construction Ordinance. Demolition permits are also required for any structure exceeding 400 square feet that is demolished within Town limits for voluntary purposes. See Chapter 2, Sec. 2-2(h)-Building, Permit Requirement for instructions on how to submit an application to demolish.

The cost for the building permit to demolish any existing structure within Town limits is \$100.00. A building permit must also be obtained for re-construction. Any structure that is re-constructed with at least 50% more square footage than the previous structure will be assessed impact fees accordingly. The Impact Fees assessed are set forth in Chapter 9, Table 2 of the code of the Town of Bethel.

**AN ACT TO AMEND CHAPTER 9 OF THE CODE OF THE TOWN OF BETHEL, DELAWARE, RELATING TO LAND USE,
ZONING, SUBDIVISION, SITE PLANS AND DESIGN STANDARDS**

Be it enacted by the Town Council of the Town of Bethel, Section 9A.2.2 – BUILDING PERMIT REQUIREMENT by deleting the phrase Town of Bethel Construction Ordinance and substituting in lieu thereof the following:

New structures shall comply with the Town of Bethel Building Ordinance, Chapter 2, Sec. 2-2, Building, Permit Required as well as all current State and County requirements.

AN ACT TO AMEND CHAPTER 9 OF THE CODE OF THE TOWN OF BETHEL, DELAWARE, RELATING TO BUILDING PERMITS

Be it enacted by the Town Council of the Town of Bethel:

Amend Chapter 2, Sec. 2-2 Building Permit Required by adding the following:

g) Building Permit Fees are as follows:

1. \$25.00 for projects estimated to cost less than \$10,000.00
2. \$100.00 for projects estimated to cost between \$10,001.00 to \$50,000.00
3. Projects estimated to cost over \$50,000.01.00 or more is calculated at \$2.00 per \$1,000.00 of the estimated total cost.
4. *\$100.00 for demolition permits*

Drafted by Annie Miller, July 28, 2017

Revised by Annie Miller, August 2, 2017

Revised by Annie Miller, October 4, 2017