**BETHEL TOWN COUNCIL MEETING MINUTES**

**Tuesday, December 6, 2016**

 The meeting was called to order by President Pro Tempore Kevin Phillips at 7:00 P.M. President Pro Tempore Phillips led the meeting in the Pledge of Allegiance. Present were Council members Anna Lee Robinson, Mary McCoy, and Mark Shaver. Council President Jeff Hastings was absent

Secretary’s Report: The minutes for the November 1, 2016 Regular Town Council meeting were presented. Motion made by Councilperson Robinson, seconded by Councilperson Phillips to accept the minutes for both meetings. Motion passed unanimously.

Town Clerk Report: Copy of the report is attached.

Town Calendar: Still being worked on.

Town Clerk vote on Merit increase. Per the Town Clerk contract, there is a review of her performance on her anniversary date, November 27, 2017, at which time she is consider for a pay increase. McCoy suggested an increase from $10 to $11 per hour. Motion made McCoy to increase Town Clerk’s pay to $11 per hour, retroactive to November 27, 2016. Motion seconded by Phillips. Motion passed unanimously.

Treasurer’s Report: Bills to be paid (Copy attached) were presented. Motion made by McCoy, seconded by Robinson, to pay the bills as described. Motion passed unanimously.

Treasurer’s Report: (copy attached) The Treasurer’s Report was presented. Motion made by McCoy seconded by Robinson to accept the Treasurer’s Report as presented. Motion passed unanimously.

Building Permits: There was a building permit for exterior renovations on 516 Vine Street. Plans have been presented for new home construction on Hopkins Lane. The plans were just received on the day of the meeting. Concerns were expressed about the size of the house, as it appears to be less than 1200 square feet. With new home construction in Bethel, because Sussex County does the inspection, the Sussex County building permit is obtained before the Bethel Town Permit is obtained. Phillips asked if the Council wanted to pre-approve the plans but concerns on the size were again expressed. Upon additional review of the plans for the new construction on Hopkins Lane, the house had a square footage of more than 1400 SqFt.

There was another discussion of having a yearly or twice yearly meeting with Blue Hen Builders to keep track of the status of the progress on their building. Issues for the attorney: Living area, access area, and the major subdivision issue, and the possibility of the revisiting. Motion made by McCoy, seconded by Phillips, to approve the building permit for Hopkins Lane if the builder gets all the documentation by Sussex County before the next meeting. Motion passed unanimously.

Ordinance: Amendment to Table 2 of Ordinance 2012-10-2012 An Act to Amend Table 2 of the Town of Bethel Land Use Ordinance Relating to Fees: Ordinance was read. Motion made by McCoy, seconded by Phillips to pass the Ordinance as read,. Motion passed unanimously.

Amendment to Ordinance 9A.3.0 Ordinance 10-03-2016. An Act to Amend Chapter 9 of the Code of the Town of Bethel Delaware Related to Land Use, Subdivision, Site Plans and Design Standards. Ordinance was read. Motion made by McCoy, seconded by Shaver. Motion passed unanimously.

Amendment to Chapter 2 Section 2-2 Town Ordinance #10-04-2016. An Act to Amend Chapter 2 of the Code of the Town of Bethel Delaware Relating to Building Permits.

Discussion about the adding of the entrance permits and/or plans, square footage, and roof pitch. Phillips suggested that this go under a design standards as opposed to requirements for the building permits. It was decided to go ahead and read and vote on this above referenced permit. Another section needs to be added to the code. Motion made by McCoy to adopt this ordinance, seconded by Shaver. Motion passed unanimously.

Bio Retention Update: (Update attached): We will be paying the final GMB invoices to submit to Chesapeake Bay Trust for payment of the final $10,000. The Council is okay with the spring planting so long as the weeding and mulching is done at the same time as it says in the email.

New Road Signs/Street Signs: Since the funds for this would be from Municipal Street Aid, we are advised to wait until the bond bill is changed in relation to prevailing wage. It is advised to wait until the spring.

Planning & Zoning Commission: By state law, we need 5 to 9 members. We currently have 2 members. Hank Graves volunteered. Duane Campfield volunteered. Dave Hillegas also volunteered. They will send letters to the Town Clerk.

Board of Elections: The Board of Elections is meeting on December 10, 2017.

Community House: Options were presented for the Bulletin Boards for the Community House and the Town Park. Phillips asked about solar powered lights. Medium wall mounted in a burgundy color for the Community House is suggested. Motion made to have the medium wall-mount in burgundy for the Community House and a free-standing one in Barcelona Blue for the Town Park. Motion seconded by Shaver. Motion passed unanimously.

There was discussion to fix the threshold of the front of the building. We need to start thinking about the bathroom to see what kind of costs we can anticipate.

Old/New Business: Discussion of some of damage to signs and property as a result of the paving. Also, there are some abandoned tanks on properties in town. That is a DNREC issue. Phillips discussed two park benches or a table for inside the gazebo. Farm equipment is starting to break away at the asphalt. Need some additional dirt on the south side. Shaver said he would talk to Tracy Hill. Hank Graves needs some on his driveway.

Shaver brought up getting new 4-drawer filing cabinet from Staples. Motion made by Shaver to purchase file cabinet for $664.98. Motion seconded. Motion passed unanimously.

The spigot in the kitchen is corroded and needs to be replaced.

Meeting was adjourned at 9:40 P.M.

Respectfully submitted,

Mary McCoy

Secretary