**BETHEL TOWN COUNCIL MEETING MINUTES**

**Tuesday, June 6, 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, and Mark Shaver. Kevin Phillips was not present due to a family illness.

Secretary’s Report: Minutes from May 2, 2017 meeting: Motion made by Campfield, seconded by Shaver to approve the minutes of the May 2, 2017. Motion passed unanimously.

Town Clerk Report (Copy attached);

Records Management Meeting in Dover, DE. It is against the law for town records to be destroyed. It is best if Council doesn’t text message as a text is a town message. It is best to use a government email. It is best to use a government email account as a record. If there is a legal issue,] they can take your work or home computer if you use it for town work. A records policy needs to be set up. Every email account needs to be archived every six months. They recommend an off-site backup of at least 250 miles.

The first Tuesday in July is July 4th so it is recommended that the meeting be changed to July 11, 2017. Motion made by McCoy, seconded by Camp field to move the meeting to July 11, 2017. Motion passed unanimously.

Treasurer’s Report: There was a problem with QuickBooks and we lost some data that has to be re-entered.

Bills to be paid (Copy Attached): Motion made by McCoy, seconded by Camp field to pay the bills as described. Motion passed unanimously. FYI, the Town Cleanup day on May 20 wound up costing $1,543. Next year, we will submit to Sen Richardson and Rep. Dukes for funds to help pay for it.

Treasurer’s Reports: (Copy Attached): Motion made by McCoy to accept the Treasurer’s Report as presented. Motion seconded by Campfield. Motion passed unanimously.

There were two generous donations to assist with the Town Clean Up day. One was from Dave and Yancey Hillegas and the other was from Robert Stark. The donations totaled $120.00. Shaver suggested that we divided that up between the three vehicles that were used that day. Motion made by McCoy to divide the money between the three (3) drivers who drove on Town Cleanup Day. Motion seconded by Hastings. Motion passed unanimously.

2017-2018 Budget: Delayed because of the problems with QuickBooks. Will be presented next month.

2017 Taxes: We got the County Assessment. We need to start thinking about doing it and how much work it will be. The Town Census needs to be mailed out to get updated addresses. The addresses are the addresses that Sussex County has and that aren’t always correct.

Building Permit: One permit issued to the Burkes on Vine Street to enclose their back porch.

Blue Hen Meeting: Randy Hill isn’t going to settlement until he knows that the subdivision will be approved. Nothing is settled yet.

If the subdivision is approved, we need Planning and Zoning to be up and functional.

Hastings asked about entrance permits from DELDOT on the houses on High Street, which is required by DELDOT and by Sussex County. Hastings said the land that he subdivided had to have shared driveways and he wanted to know how Blue Hen did not have to do that.

Community House: Insulation is being done by us. The front door is still not functional and the inside doors are an issue. You cannot turn the lock on the front door. Door still needs to be painted. We need to rekey.

Insurance Renewal: Do we want to have someone look at the Community House historic replacement costs which would involve a historic appraisal assessment. There was discussion of how much of the building is actually still historic? The siding is vinyl, the roof is not historic.

Street Signs: This is going to be done at a separate meeting. Camp field has found a place that has something like downtown Seaford. June 19 or 20. Tuesday, June 20, 2017 was determined to be the day to have a workshop to go over all the information that has been gathered. The National Historic Register signs coming into and town at both ends. There are 3 signs, off the bridge, and coming into Town on Main Street and on Vine Street. Motion made by McCoy, seconded by Shaver to have a workshop on Tuesday, June 20, 2017 at 7:00 P.M. to work on signs. Motion passed unanimously.

Planning & Zoning: The only person on Board of Adjustment is the town attorney so we need 2 more members. One Planning & Zoning, the members are Hank Graves, Duane Camp field, and Tom McCoy. Tom McCoy will submit a letter for reappointment. We never received a letter from Dave Hillegas but the Council be glad to have him reapply. A few names were mentioned. There was question about reimbursing attorney fees for the attorney being a member of Board of Adjustment.

Camp field had some questions about open space. She asked if there was money available from the State to help buy up small areas for open space.

Grass Cutting: Nothing updated. Hastings has been cutting Huffman’s property.

Comcast: We will wait for the Town Attorney. The Town gets 3% of what Comcast gets paid by customers. In addition, the contract is for 15 years long.

Trash Trucks: There are trash trucks every day and many people have complained at all the trucks. The ideal would be one company in town one day a week and the customer would pay the price.

Bio Retention: Scott Whitt of Clean Ventures (or the current incarnation of the company) is going to let Judy Schwartz know when he is going to come out to replace the plants. The work should have been done in the spring when the replanting’s. Sandy Williams’ dead tree is one of the plants on the list. Clean Ventures is still owed money which was our leverage with them. If we don’t hear from the Scott Whitt by June 20, we will have the attorney send a nasty letter. We are going to have to deal with ongoing maintenance on this project.

Broad Creek Bike race. The port-a-potty is still in the park. Also, let them know we can have volunteers monitor traffic. It’s a nice event and it brings people into town.

Meeting was adjourned at 8:33 P.M.

Respectfully submitted,

Mary McCoy

Secretary