

Town of Bethel Town Council Meeting Minutes  
November 2, 2021 | 7:00PM

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**(1) Meeting Called to Order:** The meeting was called to order at 7:00PM by Town Council President, K. Phillips. Present were Town Council President, K. Phillips, M. Shaver, E. Whaley, R. Campfield, V. Proctor, and Town Clerk, M. Hawkins.

**(2) Pledge of Allegiance:** The Pledge of Allegiance was led by Town Council President, K. Phillips.

**(3) Secretary's Report:** E. Whaley presented the October Town Council Meeting Minutes. V. Proctor made a motion to accept the minutes. R. Campfield seconded the motion. The motion passed unanimously.

**(4) Town Clerk's Report:** Town Clerk M. Hawkins presented the Clerk's report.

R. Campfield made a motion to accept the Clerk's report. V. Proctor seconded the motion and the motion passed unanimously.

**(5) Treasurer's Report:** M. Shaver presented the bills to be paid. R. Campfield made a motion to pay the bills as presented. V. Proctor seconded the motion. The motion passed unanimously.

M. Shaver presented the Treasurer's report. V. Proctor made a motion to accept the Treasurer's report as presented. R. Campfield seconded the motion. The motion passed unanimously.

**(6) Building Permits:** Town Council President, K. Phillips stated there were no new building permits to present.

**(7) Planning and Zoning Comprehensive Plan Status:** Town Clerk, M. Hawkins, provided an update on the Planning and Zoning Comprehensive Status. The flash drive that had been mentioned at the October Town Council Meeting did have a 42 page draft document on it. A copy has been provided to V. Proctor for review. V. Proctor stated that the current draft document needs maps and photographs. V. Proctor stated that he would compare the text with his notes from the committee meeting.

**(8) Community House Renovation Work:** Town Clerk M. Hawkins provided an update on the Community House renovation work.

R. Campfield asked if the current blinds in the Community House would be reused or if the Town would purchase new blinds. M Hawkins stated that new blinds have been purchased.

Town Council President K. Phillips stated that the Town Council would not be able to meet at the Community House for the December 7, 2021, meeting due to wallboard construction and safety concerns in the Community House. K. Phillips and M. Shaver discussed their planned absences from the December meeting. R. Campfield asked if the Council could meet at the Bethel Museum. V. Proctor stated that the Museum seemed like an appropriate choice. R. Campfield stated that the three remaining Council members, V. Proctor, E. Whaley, and R. Campfield would have the meeting at the Bethel Museum on the regularly scheduled date of December 7, 2021.

**(9) Review of Pending Complaint Letters:** Town Clerk M. Hawkins provided an update relating to the pending complaint letters.

Discussion of a pending complaint letter relating to a trailer on West St. M. Hawkins and K. Phillips discussed receiving proof of registration and tags on the trailer.

A resident asked about the Chipman property. M. Hawkins responded by explaining due to COVID, there is a waitlist and the Chipman property is on the list for Sheriff sale.

Discussion was made about two pending complaint letters on West St. E. Whaley asked if second letters should go out to the properties as they did not respond or take action on the first round of letters. R. Campfield agreed that a second round of letters should go out to the residents in question.

The required response time to respond to letters was brought up by M. Hawkins. M. Hawkins stated that she felt five days was not enough time for residents to have time to respond to the letters. V. Proctor stated that the Town Clerk has the ability to use their discretion with response deadlines. K. Phillips stated that he felt the response time should be longer as the Town office is only open one day a week.

A resident asked if there was an Ordinance prohibiting people from having licensed trailers on their properties. K. Phillips stated that the Town of Bethel followed Delaware Department of Motor Vehicles licensing policy. Discussion about the need to update the trailer and camper Ordinances within Town was made by Council members and residents.

V. Proctor provided an update and letter relating to a complaint on Main St. V. Proctor provided a copy of a letter from the Nanticoke Watershed Alliance, proposing to help the resident in question, as they remedy the complaint. R. Campfield brought up the second half

of the complaint, relating to trash on the front porch, is not addressed in the response. M. Hawkins stated that she would send a second letter to remind the resident about the second half of the complaint letter.

E. Whaley stated that during the October 2021 Town Council meeting, it was agreed that a spreadsheet would be created to use as means of tracking complaints. E. Whaley inquired about the status of the spreadsheet. M. Hawkins stated that she had not had time yet to create the spreadsheet. R. Campfield asked if E. Whaley would be able to make the spreadsheet. E. Whaley agreed to draft the spreadsheet template for tracking complaints.

A resident spoke up about the property V. Proctor mentioned previously on Main St. with vegetation and trash on the porch. The resident was concerned by the vegetation hanging out into the road and right-of-way, stating that the vegetation scratches her vehicle when she drives by the property. R. Campfield addressed the issue, stating that she spoke with DelDOT, and representatives were not interested in assisting the Town with cutting the vegetation out of right-of-way and road. The issue of native and invasive plants on the property was discussed.

#### **(10) Old/New Business:**

E. Whaley presented on the Sussex Community Development block grant, administered by Sussex County through Housing and Urban Development (HUD) funding. E. Whaley stated that in order for the Town of Bethel to participate in the grant program, representatives from Sussex County Government needed to come to the December 2021 Town Council meeting to present the grant in the form of a public hearing. Sussex County Government will handle the paperwork portion of the grant. E. Whaley spoke in favor of the program. R. Campfield spoke in favor of the program, as she knew of a resident in Bethel that had success with the program in the past. E. Whaley asked Council if she could move forward in having Sussex County Government representatives come to the December 2021 Town Council meeting. K. Phillips stated in the past the Town has not pursued the program due to a lack of interest. E. Whaley responded by stating that she felt there was interest within the Town and that Town Council members need to go into the community to network with their neighbors to let them know about the program.

M. Hawkins brought up Christmas tree decorations and Christmas cards. Discussion about mailing the cards in early December was discussed. M. Shaver stated that banners were already scheduled. Conversation was brought up about asking for volunteers to help decorate the Town Park. The tree lighting was scheduled for December 2, 2021. Decorating was scheduled for November 27, 2021. R. Campfield brought up caroling at the church after

lighting the tree and refreshments. E. Whaley volunteered to make a poster to hang around Town advertising the event.

M. Shaver suggested making a budget for decorating the Park. M. Shaver suggested a motion be made to set aside \$250.00 to purchase Christmas decorations for the Town Park. E. Whaley made the motion. R. Campfield seconded the motion. The motion passed unanimously.

A resident asked if a new flag could be put up in the Town Park. V. Proctor brought up that he recently spoke with a resident about donating a flag to the Town.

A resident brought up the issue of a rabid animal being within Town. R. Campfield stated that there was a rabid animal in Town and it bit K. Phillip's sister. K. Phillips stated that the rabid animal, a skunk, sprayed several houses and bit his sister. The skunk was not found.

A resident stated the skunks are being drawn into Town by active cat food outside. The resident asked if the property feeding the cats was receiving help from animal rescue groups. E. Whaley stated that the group she contacted regarding the cats made contact with the resident but the resident declined help.

E. Whaley stated that the Town needs to contact their Representatives to let them know the Community Cat law causes major problems for Bethel. M. Hawkins offered to draft a letter for Council.

**(11) Adjourn Meeting:** The meeting was adjourned at 8:44PM.