

Town of Bethel Town Council Meeting Minutes
October 5, 2021 | 7:00PM

(1) Meeting Called to Order: The meeting was called to order at 7:02PM 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) Salisbury University Students: Town Council President, K. Phillips introduced the Salisbury University students that attended the meeting for their annual financial review.

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

E. Whaley presented two options for the yearly Town of Bethel Christmas Card. R. Campfield made a motion to accept option one from Vistaprint. V. Proctor seconded the motion. The motion passed unanimously.

(5) Town Clerk's Report: Town Clerk M. Hawkins presented the Clerk's report. The Town Clerk requested approval to order a QuickBook update.

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

Discussion was made to host Halloween "Trick or Treating" on Saturday, October 30, from 6:00PM to 8:00PM.

(6) Treasurer's Report: M. Shaver presented the bills to be paid. V. Proctor made a motion to pay the bills as presented. E. Whaley seconded the motion. The motion passed unanimously.

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

M. Shaver stated that the State of Delaware hired a law firm to help small towns manage their ARAP funds. The cost is .004% of the amount of money earmarked for the Town of Bethel. R. Campfield made a motion to utilize the law firm services from the State of Delaware. V. Proctor seconded the motion. The motion passed unanimously.

(7) Building Permits: Town Council President, K. Phillips presented three building permits for sheds, \$25 each.

(8) Planning and Zoning Comprehensive Plan Status: V. Proctor questioned where the Town stood with the Comprehensive Plan and what is owed to the State of Delaware. Town Clerk M. Hawkins stated that she found a USB Drive labeled “Comprehensive Plan 2018.” M. Hawkins stated that her next step is to pull up the documents on the computer. R. Campfield stated that there is a printed copy in the Town Office. V. Proctor asked if the printed copy had corrections made by the committee. M. Hawkins stated that Dorothy Morris, of Delaware Planning and Zoning had not had contact with M. McCoy since 2020. V. Proctor stated that the digital copy on the USB Drive needed to be reviewed to ensure it had proper edits.

(9) Community House Renovation Work: Town Council President, K. Phillips, provided an update on the Community House renovation work.

K. Phillips distributed photographs of the attic in the Community House, pointing out its architectural features. K. Phillips provided a brief history of the Community House and its relation to the historic ship building industry of Bethel. Robin made a motion to donate the steel disks found in the attic to the Bethel Museum. V. Proctor seconded the motion. The motion passed unanimously.

(10) Review of Pending Complaint Letters: Town Clerk, M. Hawkins stated that each Council member had previously been given a copy of each pending complaint.

M. Shaver stated that he felt each form should be gone over, so the Council is in agreement, and then letters are to be sent to complaints where an Ordinance supports the complaint.

R. Campfield stated in her opinion each of the complaints fell under a specific Ordinance. M. Hawkins asked if she should send a copy of the Ordinance in question with the letter.

E. Whaley suggested that to monitor complaints in the future, a spreadsheet should be created to log each complaint, action taken by Council, action to be taken by the property owner, and any additional information. R/ Campfield added that dates of letters should be included in the spreadsheet. E. Whaley made a motion to have the Town Clerk create and maintain a

spreadsheet with active complaints, dates of letters, actions of Council and property owners, and a column for additional notes. R. Campfield seconded the motion. The motion passed unanimously.

R. Campfield asked which Ordinance pertained to the issue of trash. V. Proctor references the general nuisance Ordinance in Chapter 5. V. Proctor stated that it is a broad definition. R. Campfield cited Chapter 5 in reference to the complaints pertaining to West Street. E. Whaley stated that she agreed with R. Campfield's interpretation of Chapter 5.

(11) Old/New Business: Town Council President, K. Phillips brought up the passing of resident Mr. Robert McCarthy. K. Phillips provided information about the memorial service.

E. Whaley stated that the new Town of Bethel Facebook page is officially up and running with the help of R. Campfield. E. Whaley asked everyone to tell their neighbors about the new page.

A resident asked for an update on the Chipman property on West Street. Town Clerk, M. Hawkins stated that she would follow up with the Town Attorney to determine a status update.

A resident asked if it would be possible for the Town of Bethel to participate in free mosquito spraying offered by the State of Delaware. R. Campfield stated that in the past, the service had been turned down by the Town. K. Phillips stated that in the past it was an issue with local farmers. The resident asked if it would be possible to work with the State and farmers to have mosquito spraying available next year. It was decided to put the issue on the calendar next Spring to revisit the issue.

R. Campfield stated that a resident provided copies of Town records from the 1960s pertaining to building age and values. The paperwork will be brought to the Town office in the Community House.

(11) Adjourn Meeting: The meeting was adjourned at 7:53PM.