

Town of Bethel
Town Council Meeting Minutes
March 4, 2025 – 7:00 p.m.

1. Meeting Called to Order: The meeting was called to order at 7:00 p.m. by V. Proctor. Present were V. Proctor; P. Kough; M. Shaver; K. Phillips; K. Layfield; L. Crawshaw, Council Member Elect; Town Clerk, M. Hawkins and M. Smith, Town Solicitor.

2. Pledge of Allegiance: The Pledge of Allegiance was led by V. Proctor.

3. Oath of Office: Linda Crawshaw was sworn in as a member of the Town Council. Vern Proctor and Ed Witalec were sworn in as members of the Planning and Zoning Commission.

4. Organizational Election of Town Council Officers: The following officers were elected:

President: Pat Kough

President Pro Tem: Kevin Phillips

Treasurer: Mark Shaver

Secretary: Linda Crawshaw

Council member at large: Kathy Layfield

Town Solicitor: Mike Smith

5. Secretary's Report: L. Crawshaw made a motion to approve the February 4, 2025 meeting minutes. M. Shaver seconded the motion. The motion passed unanimously.

6. Town Clerk's Report: Town Clerk, M. Hawkins, presented the Town Clerk's report. M. Shaver made a motion to approve the Town Clerk's report. K. Layfield seconded the motion. The motion passed unanimously.

7. Treasurer's Report

a. Bills to be Paid: M. Shaver presented the bills to be paid. L. Crawshaw made a motion to pay the bills as presented. K. Layfield seconded the motion. The motion passed unanimously.

b. Treasurer's Report: M. Shaver presented the 2025 February Treasurer's report. L. Crawshaw made a motion to approve the Treasurer's report as submitted. P. Kough seconded the motion. The motion passed unanimously.

8. CDBG: Adoption of Resolutions for the Grant P. Kough moved to accept these resolutions on the condition that the CDBG representatives accept the January 23 minutes that did not have a quorum per M. Smith, solicitor. M. Shaver seconded. The motion passed unanimously.

9. Building Permits: K. Phillips reported that three permits were issued this month. L. Crawshaw received a permit for a pavilion for \$100.

10. Bracken Property Status: Discussion ensued about allowing the owner to take more time to address the property issues. M. Shaver moved to leave the current process in place and to contact the owner by letter stating that she needs to take action by May 5th, 2025. K. Layfield seconded the motion. The motion passed unanimously.

11. Town Dock Status: P. Kough presented a rough draft of a letter to the residents regarding what they would like to have at the Town Dock Area. M. Smith will check on regulations concerning a canoe/kayak launch. E. Witalec has met with a possible contractor, and they have some tentative plans for the new dock. The cost will be less than the original cost. K. Layfield stated that we have to figure out how to pay for the project. No motion was made and discussion will continue next month.

12. Complaints: One new complaint was filed this month. M. Smith will review the complaint about 500 Vine Street. The council discussed how to handle this situation. M. Smith has the complaint and will check the town's ordinances to see which apply to this situation.

13. New Leaf Solar Farm: The project is currently on hold with the County.

14. Ordinance Committee: V. Proctor presented the change made to Buildings: Procedures and Hazardous Structures, Chapter 2, sections 2-2 (a), (c), (d). The proposed Chapter 10 – Marijuana ordinance was discussed.

15. Planning and Zoning Commission: Status of Comprehensive Plan Update: The committee is waiting for the county to approve the plan.

16. Property Surveys: Any town council signature on a survey assures that a property is within the town limits. M. Smith will recommend wording for a stamp to be used on the surveys.

17. Code Enforcement: A discussion was held concerning a code enforcer.

18. Charter Tabled until the April meeting.

19. Old/New Business: L. Crawshaw made a motion to add Kathy Layfield and Gayle Meissner to the ordinance committee, M. Shaver seconded the motion. The motion passed unanimously.

20. Adjourn Meeting: The meeting was adjourned at 9:22 p.m.