Town of Bethel

Town Council Meeting Minutes

July 6, 2023 – 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; M. Shaver; K. Layfield; P. Kough; K. Phillips; and Bethel Town Clerk, M. Hawkins.

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

**3. Secretary’s Report:** P. Kough presented the June 6, 2023 Town Council Meeting Minutes. M. Shaver made a motion to accept the June 6, 2023 minutes as presented with the correction on item 10. K. Layfield seconded the motion. The motion passed unanimously. P. Kough presented the June 20, 2023, Town Council Meeting Minutes. K. Layfield made a motion to accept the June 20, 2023 minutes. M. Shaver seconded the motion. The motion passed unanimously.

**4. 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. Phillips seconded the motion. It passed unanimously.

**5. Treasurer’s Report**

**a. Bills to be Paid:** K. Layfield presented the bills to be paid. K. Phillips made a motion to pay the bills as presented. M. Shaver seconded the motion. The motion passed unanimously. V. Proctor made a motion that a commitment be made by the Town council that the $10,592.79 which is the remaining RTT Grant money from the Sussex County Council be given to the Bethel Historical Society for the purpose of financing improvements to its recreational facilities. M. Shaver seconded the motion. The motion passed unanimously. K. Phillips and K. Layfield recused themselves, as they are members of the Historical Society board.

M. Shaver made a motion to pay the bills with the exception of the line item of the Bethel Historical Society. P. Kough seconded the motion. The motion passed unanimously.

**b. Treasurer’s Report:** K. Layfield presented the June Treasurer’s Report. M. Shaver made a motion to approve the June Treasurer’s Report. K. Layfield seconded the motion. The motion passed unanimously.

**c. 2023-2024 Budget:** P. Kough made a motion to approve the budget for 2023-2024 as proposed. M. Shaver seconded the motion. The motion passed unanimously.

**6. Building Permits:** One permit was issued to Mr. Wildes at 500 Vine Street for $100.00 for a fence.

**7. Report of Building Hazard Inspection Committee – Ratification Vote –** M. Shavermade a motion to ratify the letter that went out to the owners of the Chipman Property which was sent by both first class and certified mail certifying that the September 6 demolition date in the original findings is correct. M. Shaver seconded the motion. The motion passed unanimously. Mr. Witalec sent a letter to each of the owners of the Chipman property with photos. David Morris reached out to a local realtor Debra Brittingham. She contacted the Witalecs. The Witalecs are now negotiating a purchase of the property. Three of the owners have signed paperwork, but two have not.

**8. Complaints: West Street Properties:**  Letters were sent to the three McCoys. A letter will be sent to Ms. McCoy seeking further information. We expect them to comply with the end of July deadline they raise in their letter. We don’t agree with their position about the cats at 911 West Street.

A discussion was held about having only two people approve a complaint action. Mr. Proctor will seek advice from the Town Solicitor.

**9. Ordinance Committee:** The committee is still working on the vehicle ordinance. The draft the committee has will be circulated at the next Town Council meeting. P. Kough made a motion that the demolition permit fee be $100.00 and that we either get a stamp to add to our permit paperwork or we get new paperwork with a demolition line item actually printed. K. Phillips seconded the motion. The motion passed unanimously.

**10. Final Council Vote on Sheds Ordinance:** P. Kough made a motion that we approve Article 9.A.3.5 as written. M. Shaver seconded the motion. The motion passed unanimously.

**11. Delmarva Power and Light Wire Replacement:** Jim Smith will be at our August 1, 2023 meeting. He’s going to try and send us a preliminary report before this meeting. He’s meeting with the engineers again soon. K. Phillips spoke with Dan Parsons, and he recommended we use the USDA for grants for underground utilities.

**12. Message Board:** M. Shaver said that on June 14th we made a 50% deposit for the sign. The contract says three to five weeks from the signing of the contract to install the sign. V. Proctor made a motion to donate the old sign to the Bethel Historical Society. M. Shaver seconded the motion. The motion passed unanimously.

**13. TV, computer hookup for Community House:** M. Shaver made a motion to allow P. Kough to proceed with the contracts, etc. to complete this project. V. Proctor seconded the motion. The motion passed unanimously.

**14. BHS:** H. Vanderslice asked the Town to donate some funds to help the historical society. This is something that we will think about and make a decision about later.

**16. Adjourn Meeting:** The meeting was adjourned at 9:06.