

## **Town Commission Meeting Minutes Monday, March 14, 2011 - 7:00 pm**

**ATTENDEES:** Elaine Chester, Glenn Suter, T. J. LoVerde, Keith Hughes, Kathy MacDonough, Curt Nass, Scott Mackenzie, Steve Russo, Brian Donovan, Valerie White, Bob Schmarrenberger, Kathy Jenkins, Bill Naumann, Ross Logan, Brandon & Carol Dougherty, Judy Byrne, Ann Schneider, Dave Brenner

### **1. Call to Order**

TJ called the meeting to order at 7:12 p.m.

### **2. Special Guests / Public Comments (limit of 2 - 3 minutes per person)**

### **3. Minutes of Previous Meeting - reading and consideration for approval**

Motion by Elaine to waive reading and approve the minutes as corrected at the working meeting on 3/9/11, seconded by Glenn.

### **4. Treasurer/Tax Collectors Report - (Curt Nass)**

Curt presented the Treasurer's Report (Attachment A). Motion to accept as read by Elaine, seconded by Glenn.

### **5. Building Inspector Report - No report but comments by TJ LoVerde**

TJ explained that we have a proposal by BIU on how they will bill us. Ann Snyder asked how fees would be passed on. TJ made clear that the tax payers would not be affected. There will be an increase in permit fees paid by the resident/contractor requesting the permit, which will then cover the expenses submitted by BIU.

### **6. Plumbing Inspector Report - (Steve Russo)**

Steve had two new permits that had already been inspected and completed. They were for:

1) 1111 Prospect for a water heater replacement \$50

2) 815 Rosedale Avenue for new air conditioner \$50

There was also another one that had been started in January:

3) 807 Melrose Avenue for HVAC system \$50 that had been completed

As a result of these three and the shortfall of \$415 we owe him, Curt said that after compiling a list of the checks for permits that Steve turned in and what fees we had paid him, it appears the town may owe him \$415 (Attachment B). Steve will review his records and report back next meeting.

### **7. Board of Adjustment Report - (Brian Donovan)**

Brian explained to the new attendees what the BOA does and how they go about granting or denying requests for variances.

### **8. Planning Commission Report - (Dave Brenner & Scott Mackenzie)**

Dave explained the features of the energy rebate program. Contractors are coming through town and distributing advertisements for the services regarding energy saving repairs. There are 59 contractors on the list of Delaware State approved contractors. The next education workshop will be held April 2, 2011 from 11:00 - 1:00. Scott will send out post cards to announce to residents. Bellefonte has \$240,000 available for rebates.

Scott discussed annexation to smooth out borders of town. We need to update the town Charter before we look into annexation. Scott has contacted Terry Thompson and he sent him what they had started. Glenn made a motion to have the Planning Commission restructure the Town Charter, seconded by Keith.

We need the internet at town hall because of solar panel monitoring. Keith will call Verizon.

## 9. Reading and Approval of Bills - (Elaine Chester)

Elaine read the bills to be paid.

**March 14, 2011**

	Amount Due	Vendor	Description
Town Account			
	11,500.23	IDS	Trash collection
	2,900.00	Jos. Finocchiaro	Snow plowing
	2,000.00	Young Conaway	Legal
	1,214.23	U.S. Treasury	Q1 Taxes
	1,287.44	Delmarva Power	St. Lights
	490.00	Steve Russo	Back plumbing fees
	177.03	Delmarva Power	Town hall utilities
	63.74	Delmarva Power	School utilities
	62.67	Delmarva Power	Traffic Light
	183.18	Elaine Chester	Secretary/Party Supplies
	214.37	BCD Systems	Mailing/Notices
	75.00	Star Army Navy	Picnic T-shirts
	47.29	Verizon	Telephone
	48.66	TJ LoVerde	Ann Frampton frame
	16.93	Glen Suter	Paint/Supplies
	1.71	Mohsen Refaie	Tax refund
	49.00	Delmar Pest	Approved, not paid
	239.00	Delmar Pest	Approved, not paid
	<u>\$ 20,570.48</u>		
MSAF Account			
	-	Delmarva Power	Traffic Light
	-	Delmarva Power	St. Lights
	<u>\$ -</u>		
ARRA Account			
	<u>973.39</u>	David Brenner	
	<u>\$ 973.39</u>		

Motion to pay made by Glenn and seconded by Keith.

## 10. Old Business

**Day Care Maintenance List** - Since Kyle from BIU was not here we did not/could not create a maintenance list based on his inspection of the facility. The Commission is still leaning towards wanting to make the former Day Care as a town center for special events/educational reasons.

**Swearing in of Board of Election Members** - Motion to accept the candidates by Glenn and second by Keith. TJ swore in Ann Schneider and Judy Byrne. Dave Wishowski was not present.

**Day Care Sign Painting** - Glenn took down the sign and has painted the letters (Town of Bellefonte, Town Hall) that will be applied to the sign board. Glenn had the locks on the Day Care building changed. Motion to approve changing the handle and dead bolt on the side door made by Keith and seconded by Elaine.

**11. Public Comments/Questions (2-3 minutes per person in turn; each person may speak up to 3 times on the same topic)**

The organizers of the May 21<sup>st</sup> Art Festival, Valerie White and Bob Schmarrenberger were in attendance to give an update on the progress of the Festival. Mt. Pleasant students are creating the graphic design of 18 banners for our lamp posts. They will be judged. Brandywine will be closed from Maple to Marion. They asked if the town would be willing to make a donation to cover some expenses. **Glenn made a motion that the town contribute \$250, seconded by Kathy.** No further comments from the audience.

**12. New Business**

**Tax Rate** - The attendees were informed how expenses for trash removal (\$139,200), street lights and snow removal (\$17,000) have all increased. That coupled with the loss of rent (approx. \$20,000) from the Day Care will necessitate a tax increase for the next fiscal year. Scott talked about the bottle bill grant money which is not available to those who are currently contracting out the recycling. Scott suggested we team with the Ardens to write a letter to DNRC objecting to locking us out of the grant program (start-up \$). Motion made by Glenn to have the Planning Commission to set up a meeting with Ardens to draft a letter to DNRC, seconded by Elaine. They should also get information about what the Ardens is paying for trash removal.

**Budget** - Curt will present where we are on the budget and how much we need to raise taxes at the next meeting.

**BIU Rates** - Kyle Bendler was not in attendance, but the Commission is leaning towards the "fee per project" option.

**Landscape Bid** - **Motion to approve \$2,000 for Early Bird Special offered by Natures' Call each year by Elaine, seconded by Kathy.**

**Annual Audit** - Curt has called Barba Cane Thornton about the 09/10 audit; waiting for a reply.

**Hydrant Ownership and Maintenance** - Since United Water pays \$1,300 in property taxes there is nothing else to pursue about the hydrant maintenance fee.

**Next Working Meeting - April 6, 2011**

**Next Commission Meeting - April 11, 2011**

**13. Public Comments/Questions (2-3 minutes per person in turn; each person may speak up to 3 times on the same topic)**

No further comments

**Motion to Adjourn by Glenn and seconded by Keith at 9:45 p.m.**

ATTACHMENT A

Town of Bellefonte  
Monthly Treasurers Report  
February 2011 Report

	Commerce Town Account	MSAF Account	Property Transfer Account	Stimulus Account	Total
Balance 02/01/11	\$66,998.25	\$2,520.63	\$109,594.13	\$4,647.28	183,760.29
Receipts					
	14,0				14,006.4
Cable Franchise Fees	06.40				0
			4,609.0		4,609.0
Transfer Tax			0		0
					141.9
Town Tax	141.93				3
	50.0				50.0
Building Inspection Fee	0				0
	7.0		12.6	0.5	20.4
Interest	3	0.25	1	2	1
Total Receipts	14,205.36	0.25	4,621.61	0.52	18,827.74
Disbursements					
					11,558.0
Trash Collection	11,558.07				7
					10,587.5
Snow Plowing	10,587.50				0
					1,684.1
Town Utilities	257.82	1,426.29			1
					500.0
Donations	500.00				0
					325.0
Grant Administration				325.00	0
					53.8
Other/Supplies	53.80				0
Total Disbursements	22,957.19	1,426.29	0.00	325.00	24,708.48
Ending Balance 02/28/11	\$58,246.42	\$1,094.59	\$114,215.74	\$4,322.80	\$177,879.55

**\$177,879.55**

Curt A. Nass  
Treasurer/Tax Collector

Feb.  
Properties: 700 Bellefonte Ave  
1003 Prospect Ave