

Town Commission Meeting Minutes
Monday, September 12, 2011 – 7:00 pm
Brandywine Hundred Fire Company #1
(due to no electricity at town hall)

ATTENDEES: Ross Logan, Elaine Chester, Kathy MacDonough, Curt Nass, Dave Brenner, Brian Donovan, Steve Russo, Holly Stiefel, John Cartier.

1. Call to Order

Ross called the meeting to order at 7:10 p.m.

2. Special Guests / Public Comments (limit of 2 – 3 minutes per person)

John Cartier – Council is back in session. Rainfall record set in August. 224 homes out of service for 48 hours. NCC Chief of Police Mike McGowan is resigning to go with Chris Coons' office. Acting Chief to be announced. Sewer project is ongoing. Contractors are running into large boulders which are piled on the side of the road. There is a dispute between the contractor and County which is holding up repaving of the first phase. Representative Heffernan could not attend due to a family commitment but he will let her know about the change in the Energize Delaware deadline from 3/31/12 to 9/10/11 causing undue hardship on participants. Ross asked about crime status report that Christine has sent out. Elaine will forward John a copy of e-mail sent to Christine about errant locations on police reports.

Holly Stiefel – is the new buyer of 405 Maple Avenue. She received a letter from her lawyer today stating that several side set backs are in violation of current code. Permits were found in town records dating back to 1940. It was the general concession that this would be grandfathered and would not be a problem under our previous and current code.

Action Item: Brian will follow up with a letter to her attorney as to the town records that were found.

3. Minutes of Previous Meeting – reading and consideration for approval

Motion by Kathy to waive reading and approve the minutes of the non-meeting on 8/8/11 and 8/11/11 meeting as reviewed, seconded by Elaine. Motion carried unanimously.

4. Park Commission Report (no one in attendance)

Picnic – Elaine reported that e-mails have been going back and forth about the status of various elements of the picnic and will follow-up with Judy, Ann, and Stephanie. Since town hall still doesn't have electricity, Steve Russo said he would put out an electric cord from his building for us to use for the picnic.

Motion to approve the proposals received from Nature's Call for playground weeding & mulch for \$1,020 and weeding in park during the summer months for \$300 made by Elaine, seconded by Kathy. Motion carried unanimously.

5. Treasurer/Tax Collectors Report – (Curt Nass)

Curt presented the Treasurers Report (Attachment B).

Action Item: Curt will contact bank about the \$3.32 bank fee in the Stimulus Refund account.

Action Item: Kathy to call Mark Decaro of Insurance Associates to find out what the \$151 bill this month and last month is for. She feels not a legitimate fee.

Curt announced the Crystal Ballroom at 728-31 Philadelphia Pike was to go to Sheriff Sale on 9/13. Wilmington Church of Christ filed for Chapter 7 bankruptcy today so the sale is off. They owe \$12,940.35 in back taxes plus the current taxes.

Action Item: Curt will contact Chrissy at Aulgur Law Office to make sure we are on their list of debts.

Motion to accept as read made by Elaine, second by Kathy. Motion carried unanimously.

6. Building Inspector Report

No one in attendance. Elaine read the report from Kyle Bendler for period covered 7/15/11 – 9/12/11. See Attachment B. There is much concern over the inspections and requirements for 811 Brandywine.

Action Item: Ross will follow up with Scott to find out what section of the new Land Use Code discusses ADA parking requirements.

7. Plumbing Inspector Report - (Steve Russo)

Steve presented checks for the following permits:

1010 Rosedale, water heater, \$25

409 Grove, water heater, \$25

1212 Talley, Tankless water heater & gas line, \$50

601 Melrose, water heater, \$50 (no permit fee)

602 Brandywine, water heater, \$25

1208 Melrose, HVAC, \$50

913 Elizabeth HVAC, \$100 (no permit fee)

406 Grove, HBAC, \$50

906 Brandywine, sewer and water disconnect, \$50 cash

803 Elizabeth, HVAC, \$50

1004 Maple, AC, \$50

410 Grove, HVAC, \$100 (no permit fee)

900 Prospect, HVAC, \$100 (no permit fee)

1110 Wynnebrook, HVAC, \$50

501 Maple, HVAC, \$50

811 Brandywine, HVAC, \$50

811 Brandywine, plumbing, \$50

706 Maple, plumbing, \$50

For a total of \$975. Check for Steve for \$487.50 will be approved with the rest of the invoices.

8. Board of Adjustment Report - (Brian Donovan)

Nothing to report.

9. Planning Commission Report – (Dave Brenner)

Asking State to reapportion money for electric (lighting), insulation & mold remediation, and HVAC for town hall complex. Will get Delmarva Insulation to start insulation project. Dave updated everyone on the EECBG project and the changed date for paperwork from 3/31/12 to 9/10/11. Apparently State was not keeping a running total of commitments and temporarily shut it down until they review commitments.

Charter Review – trying not to just update but eliminate irrelevant sections or provisions. Next meeting is 9/22/11.

10. Reading and Approval of Bills

Elaine read the bills (Attachment C). *Motion to approve bills for payment by Kathy, second by Elaine. Motion carried unanimously.*

11. Old Business

Approval of Auditor: Barbacane, Thornton sent Curt an e-mail asking if we want them to do 2 fiscal years because they have availability in November and December. Only \$3,000 was budgeted.

[Action Item: Curt will contact Barbacane, Thornton to find out price for "audit" of fiscal years ending May 2010 and May 2011.](#)

Trash Removal Contract - *Motion to approve new IDS contract made by Elaine, seconded by Kathy. Motion carried unanimously.*

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

None

13. New Business

- Town Hall Electrical/Building Repairs - Bid for repairs to town hall electric system from hurricane damage was for an estimate of \$1,250. *Motion to approve up to \$1,500 for repairs made by Elaine and second by Kathy. Motion carried unanimously.* Waiting to get quotes from 2 vendors for siding repairs. *Motion to approve up to \$1,000 to repair siding where damaged by hurricane by Elaine, second by Kathy. Motion carried unanimously.*
- MSAF Application – Curt needs copy of insurance bond to send in with application for MSAF funds. [Action Item: Kathy will call Selective Insurance and ask them to e-mail a copy to Curt.](#)
- Snow Removal Contract:
[Action Item: Elaine will call Tom Finocchairo and Kevin Cleaver to get bids prior to next meeting.](#)

Next Commission Meeting Date – Monday, October 10, 2011.

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

15. Adjournment

Kathy made a motion to adjourn at 9:55 p.m., seconded by Elaine. Motion carried unanimously.

Town of Bellefonte Monthly Treasurers Report August 2011 Report

	Commerce Town Account	MSAF Account	Property Transfer Account	Stimulus Account	Stimulus Refund Account	Total
Balance 08/01/11	\$6,472.79	\$1,095.22	\$86,200.91	\$3,631.66	\$58,730.33	\$156,130.91
Receipts						
State Reimbursement				23,623.49		23,623.49
Town Tax	18,250.50					18,250.50
Property Transfer Tax			10,854.75			10,854.75
Transfer	1,098.49					1,098.49
Building Inspection Fee	289.55					289.55
Interest	1.31	0.11	8.90	1.49	5.99	17.80
Total Receipts	19,639.85	0.11	10,863.65	23,624.98	5.99	54,134.58
Disbursements						
Trash Collection			11,942.15			11,942.15
Town Utilities	1,906.95					1,906.95
Transfer				1,098.49		1,098.49
Grant Administration				1,089.90		1,089.90
Landscaping	180.00					180.00
Insurance	151.00					151.00
Building Inspector Fees	150.00					150.00
Picnic Expenses	150.00					150.00
Attorney's Fees	125.00					125.00
Secretary Fee	62.90					62.90
Bank Fee					8.32	8.32
Total Disbursements	2,725.85	0.00	11,942.15	2,188.39	8.32	16,864.71
Ending Balance 08/31/11	\$23,386.79	\$1,095.33	\$85,122.41	\$25,068.25	\$58,728.00	\$193,400.78
						\$193,400.78

Curt A. Nass
Treasurer/Tax Collector

July
Properties: 906 Brandywine
703 Rosedale
1108 Wynnbrook
613 Rosedale
1208 Rosedale

The Town of Bellefonte, DE Building Dept.
Monthly Report

Reporting Period: 07/15/2011 – 09/12/2011

Overview:

There were no permits issued during this time period. There were four building inspections conducted and one CO issued.

Code Enforcement/Inspections:

07/28/2011 – A final inspection was conducted at 1100 Grandview Ave. and the CO was issued to the owner on site. The work completed was a detached pre-fabricated single car garage located to the rear of the property.

08/09/2011 – A footing inspection was conducted at 811 Brandywine Blvd.; the footings excavated were for the rear ADA Accessible ramp. The inspection was approved.

08/24/2011 – A framing inspection was conducted at 811 Brandywine Blvd., interior walls only. The inspection was approved with the following conditions: 1. Install end blocking at the ceiling joists located @ 2nd floor office, in order to prevent racking. 2. Provide fire stopping at the lower floor restroom plumbing penetration and electrical penetrations. 3. Install electrical roughs for needed exit & emergency lights. 4. Obtain and pass the electrical inspection. These items will be checked at the insulation inspection.

08/30/2011 – An insulation inspection was conducted at 811 Brandywine Blvd. The inspection was approved and the previously cited issues were corrected. Additionally, proof of the electrical rough inspection was presented and was approved by First State electrical inspections.

Building Permit Report:

None Issued

Plan Reviews:

None Conducted

Other: Construction at 811 Brandywine Blvd. is progressing and the contractor anticipates a conclusion by October. The fire escape / access to the 2nd floor had to be re-engineered and approved by the State Fire Marshal due to interior space constraints; the contractor should be constructing this in the coming week. The contractor was installing and finishing drywall the 1st week of September. I was also asked about the requirement for onsite ADA parking as to whether or not it is required; Chapter 11 of the 06 IBC, (adopted by Bellefonte) does require 1 onsite Van Accessible space.

Invoicing:

4.0 hours were billed during the above time period for a total of \$200.00.

Respectfully,
Kyle N. Bendler, Building Inspector

**Town of Bellefonte
Monthly Bills Presented for Payment
September 12, 2011**

Town Account	Amount Due	Vendor	Description
	\$11,957.15	IDS	Trash collection
	1,269.46	Delmarva Power	St. Lights
	35.74	Delmarva Power	School - gas
	133.35	Delmarva Power	Town hall complex utilities
	20.67	Delmarva Power	Traffic Light
	500.00	USPS	Postage Permit
	487.50	Steve Russo	Plumbing Inspection
	439.09	BCD	Mailings-Newsletter
	225.00	Nature's Call	Landscaping
	148.10	Verizon	Town Hall Phone & Internet
	62.90	Elaine Chester	Secretary
	<hr/> \$15,278.96 <hr/> <hr/>		
ARRA Account			
	512.50	Dave Brenner	Energy Grant Coordinator
	<hr/> \$512.50 <hr/> <hr/>		
ARRA Rebate Account			
	5,867.00	ICF Resources	
	<hr/> \$5,867.00 <hr/> <hr/>		