

## Town Commission Meeting Minutes Monday, November 14, 2011 – 7:00 pm

**ATTENDEES:** Ross Logan, Elaine Chester, Kathy MacDonough, Curt Nass, Dave Brenner, Brian Donovan, Debra Heffernan, Scott Mackenzie, Steve Russo, Debra Finocchiaro, John Eakin

### 1. Call to Order

Ross called the meeting to order at 7:06 p.m.

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

**Debra Heffernan** – Energy Rebate Program – ICF sent Dave an e-mail stating all paperwork and work had to be done by December 12, 2011 at 5:00 p.m. The original date was March 30, 2012 which was then extended to May 30, 2012. She will follow up on this. Yard waste yard is still open for leaf cleanup. Kathy MacDonough mentioned to Rep. Heffernan that the composting at the Port is emitting an acrid smell. She would have mentioned to John if he had been here. Also, there have been dumpsters at 900 Marion and Highland & Euclid for a long time and need reflectors as they are difficult to see at night. **Action Item:** **Kathy will check to see how long residents are permitted to have a dumpster in the street.** Brian Donovan mentioned that 702 Philadelphia Pike can pave their parking lot except for monitoring caps. He is waiting to hear from Alex Rippert. Kathy also mentioned that there is a large branch from a Bellevue Park tree that should be cut down because it is hanging over the bus stop sign and some wires. Missie Jones of Bellevue Park should be called. Scott Mackenzie asked Rep. Heffernan if we could get money from the environmental penalty fund to replace our Town of Bellefonte sign on Marion Avenue that was stolen. **Action Item:** **Scott will email her with original cost.**

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

Elaine read the minutes of the October 10 meeting.

*Kathy made a motion to approve the minutes of the 10/10/11 meeting as read, seconded by Elaine.  
Motion carried unanimously.*

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

Curt presented the Treasurers Report (Attachment A).

Curt reported that the bank told him all the bank fees in the Stimulus Account are an error and will be removed. Attorney for Credit Union that Crystal Ballroom owes and they told him the Sheriff Sale is rescheduled for January 10, 2012.

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

### 5. Building Inspector Report

No one in attendance. Elaine read report from Kyle Bendler submitted by e-mail. **Action Item:** **Elaine will contact Kyle to verify their mailing address because their last payment was returned to us by the post office. Action Item: Brian will ask County building permit, building inspector, and/or land use employees to attend a meeting to discuss details of transferring authority for Building Permit and Zoning to create an overlay.**

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

Steve presented checks for the following permits:

1115 Highland Avenue – Boiler Inspection - \$50

1205 Rosedale Avenue – Hot air heater inspection - \$50

We will pay Steve \$75 which includes the \$25 owed from last month.

**Action Item:** Scott will ask Calvert to contact Steve to get permit for Day Care HVAC replacement and will do further research about replacing baseboard covers.

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

Nothing to report except there is an Advanced Board of Adjustment Course on December 1, 2011 from 9 – 12 for \$50 in Dover.

**8. Planning Commission Report** – (Scott Mackenzie and Dave Brenner)

**Scott Mackenzie** – Have had two meetings since last Commission Meeting. Only two more pages to review.

Will review Code of Ethics. Will be done by end of year. **Action Item:** Scott will contact Bill Gonser about process and issue of annexation. County Building Code officer may come to Planning Commission meeting in December. Planning Commission recommends we turn over building and zoning to NCC.

**Dave Brenner** – Getting started this week with HVAC, insulation, and lighting. Electrician and ceiling contractors must meet. ERCO, H & M Acoustical Services, and Master Acoustical bid the ceiling. The low bid is Master Acoustical and we will pay for dumpster if needed.

*Motion to accept bid by Master Acoustical to do ceilings in day care for \$7,085 made by Elaine and seconded by Kathy. Motion carried unanimously.*

**9. Reading and Approval of Bills**

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

**10. Old Business**

- Town Hall electrical/building repair bid.

*Motion to approve Clearview Window and Door bid of \$640 for siding repair made by Elaine and seconded by Kathy. Gutter and downspout work on day care approved not to exceed \$2,750 with us keeping the copper made by Elaine and second by Kathy. Motion carried unanimously.*

- Pest Control bid.

*Motion to approve \$400 contract for quarterly extermination of town hall complex by Pro Spray Pest Control made by Kathy and seconded by Elaine. Motion carried unanimously.*

- Clearing overgrowth from behind town hall complex

*Motion to approve \$470 bid by Nature's Call made by Elaine and seconded by Kathy. Motion carried unanimously.*

- Snow Removal Bids.

After reviewing the bids received from Nature's Call and Joe Finocchiaro and Sons, it was felt that Nature's Call was so low that the full extent of the job was not understood.

*Motion to approve Joe Finocchiaro and Sons as snow removal contractor for the 2011-12 season made by Elaine and seconded by Kathy. Motion carried unanimously.*

- Sewer service replacement from day care.

*Motion to accept bid by Russo Brothers to install new sewer service for \$2,600 made by Elaine, seconded by Kathy. Motion carried unanimously.*

- Auditor Barbacane, Thornton.

Ross spoke to them. They will have done by tax season. **Action Item:** Curt will drop everything off. **Action Item:** Kathy will call about SRRP

- Holiday Celebration Budget.

*Motion to approve \$300 budget for the celebration made by Kathy, seconded by Elaine. Motion carried unanimously.*

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

**12. New Business**

- Kathy gave an update on the break in at day care. Officer Laws called her but we still need more details as to who involved and how we can collect on damages.
- Scott suggested individuals tell Gov. Markell how they feel about fracking in Delaware affecting our water.
- Next Meeting Date – Monday, December 12, 2011.

**13. Public Comments/Questions (2-3 minutes per person in turn; each person may speak up to 3 times on the same topic) None**

**14. Adjournment**

*Motion made to adjourn at 10:10 p.m. made by Kathy, seconded by Elaine. Motion carried unanimously.*

*Compiled by: Elaine Chester, Secretary*

**Town of Bellefonte**  
**Monthly Treasurers Report**  
**October 2011 Report**

	Town Account	MSAF Account	Property Transfer Account	Stimulus Account	Stimulus Refund Account	Total
Balance 10/01/11	\$75,392.29	\$1,095.42	\$85,129.41	\$25,647.73	\$46,457.22	\$233,722.07
Receipts						
Town Tax	45,608.12					45,608.12
State Reimbursement		7,031.58		512.50		7,544.08
Property Transfer Tax			3,731.77			3,731.77
Picnic Receipts	166.00					166.00
Plumbing Inspection Fee	50.00					50.00
Interest	7.64	0.36	7.37	2.13	3.29	20.79
<b>Total Receipts</b>	<b>45,831.76</b>	<b>7,031.94</b>	<b>3,739.14</b>	<b>514.63</b>	<b>3.29</b>	<b>57,120.76</b>
Disbursements						
Program Rebates					14,463.58	14,463.58
Trash Collection	11,957.15					11,957.15
Maintenance (electrical)	1,250.00					1,250.00
Grant Administration				1,176.48		1,176.48
Town Utilities	1,050.09					1,050.09
Legal Fees	525.00					525.00
Plumbing Inspector Fees	487.50					487.50
Building Inspector Fees	400.00					400.00
Town Picnic	396.23					396.23
Tax Bill Expenses	191.99					191.99
Landscaping	180.00					180.00
Secretary Fee	62.90					62.90
Bank Fee					9.29	9.29
<b>Total Disbursements</b>	<b>16,500.86</b>	<b>0.00</b>	<b>0.00</b>	<b>1,176.48</b>	<b>14,472.87</b>	<b>32,150.21</b>
Ending Balance 10/31/11	\$104,723.19	\$8,127.36	\$88,868.55	\$24,985.88	\$31,987.64	\$258,692.62
						<b>\$258,692.62</b>

Curt A. Nass  
Treasurer/Tax Collector

Oct  
Properties:

**Town of Bellefonte  
Monthly Bills Presented for Payment  
November 14, 2011**

	<b>Amount Due</b>	<b>Vendor</b>	<b>Description</b>
<b>Town Account</b>	11,956.67	IDS	Trash collection
	1,262.33	Delmarva Power	St. Lights
	69.50	Delmarva Power	School utilities
	61.66	Delmarva Power	Town hall utilities
	21.17	Delmarva Power	Traffic Light
	1,000.00	Clearview Window/Door	Gutters
	762.50	Gonser & Gonser	Legal
	180.00	Nature's Call	Landscaping
	108.57	Verizon	Phone
	100.00	B.I.U.	Building Inspection
	75.00	Steve Russo	Plumbing Inspection
	62.90	Elaine Chester	Secretary
	26.60	U.S.Treasury	Q3 Taxes
	20.98	Elaine Chester	Frames
	<b>\$15,707.88</b>	<b>Total</b>	
<b>ARRA Account</b>	600.00	Dave Brenner	
	600.00	BHFC	Rental Space (energy fair)
	2,000.00	Wise Electric	
	<b>\$ 3,200.00</b>	<b>Total</b>	
<b>ARRA Rebate Acct</b>	4,800.00	ICF Resources	Barner
	19,200.00	ICF Resources	Penna, Byrne, Conte
	6,400.00	ICF Resources	King
	<b>\$30,400.00</b>	<b>Total</b>	