

**Town Commission Meeting Minutes
Monday, February 13, 2012 – 7:00 pm**

Commissioner Attendees:

Keith Hughes, President	Y	
Elaine Chester, Secretary	Y	
Kathy MacDonough	Y	
Ross Logan	N	E-mailed - Illness
Glen Suter	N	No call, no show
Curt Nass, Treasurer	Y	

Other Attendees:

Logan Ritchie, Keegan Lane, Andrew Ritchie, John Cartier, Rich Mulhern, Brandon Dougherty, Kyle Hughes, Dave Brenner, Scott Mackenzie

1. Call to Order – (Keith Hughes)

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

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

Keegan Lane and Logan Ritchie were in attendance taking notes as a requirement for a Boy Scout Merit Badge in Citizenship.

John Cartier – said he will sponsor Keegan’s and Logan’s names at County Council Meeting. He attended the Troup 99 pancake breakfast. Town of Arden passed a vacant property ordinance modeled after Wilmington’s vacant property ordinance. There is a registration process for property owners and after 1 year there is a fee and increases each year if not occupied. We can contact Ray Siegfried or Christina for a copy of the ordinance. It is possibly on The Arden’s web site. He shared his concern about Conoco and Sunoco (oldest refinery in U.S) closing down. Was a major corporate donor to Claymont area. John encourages everyone to shop at Food Lion. Weldon House – working to ensure conservation easement with DelDot is enforced. Gov. Printz Blvd second phase of sewer project has run into more rock than covered in the specs. There is 750 miles of sewer main in Brandywine Hundred.

John has filed for running for his third term with County Council in the 8th district and hopes he can count on our support.

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

Kathy made a motion to waive the reading of the minutes of the January 9, 2012 meeting and approve them as reviewed via e-mail. Seconded by Elaine. Motion carried unanimously.

4. Treasurer/Tax Collector’s Report – (Curt Nass)

Curt presented the Treasurer’s Report (Attachment A)

There was discussion around the accounting tracking of the AARA Account. *Motion to approve Treasurer’s Report as read made by Elaine, second by Kathy. Motion carried unanimously.*

5. Building Inspector Report – (No one in attendance)

Elaine read the building inspector report that was submitted via e-mail (Attachment B). *Motion to accept report as read made by Elaine and seconded by Kathy. Motion carried unanimously.*

6. Plumbing Inspector Report - (Steve Russo)

No one in attendance.

7. Board of Adjustment Report - (Brian Donovan)

Elaine read Brian's e-mail report. "There were no messages and I have not received anything for the BOA. I did find out about the dumpster on Highland Ave. Since the dumpster is on the road, the police have to be contacted. The non-emergency number is 573-2800."

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

Scott Mackenzie – Dave Culver, Department of Land Use - for County to take over building inspections should be fairly simple. They are reviewing out zoning. We could pass ordinance making them the Building Inspector. They are reviewing if they can take over zoning. The way The Ardens do it is to sign off on zoning and then it goes to County. Keith asked if they would be willing to enforce changes to our zoning. Scott said they would just be the enforcer. Dave Culver also had to check with their Legal Department. Last right of appeal is with Bellefonte. Charter is ready to have final draft reviewed.

Elaine made a motion to approve up to \$500 for maintenance costs to the new meeting room, second by Kathy. Motion carried unanimously.

Elaine made a motion to approve up to \$1000 for extra electrical work in town hall complex; i.e. install 3 outlets in main building, install our light fixture in meeting room closet and see why one of the recessed lights keeps going off in meeting room, and 2 outside lights to day care entrances need repair, seconded by Kathy. Motion carried unanimously.

Elaine made a motion to approve \$175 for purchase of 21 LED bulbs for main building chandelier, second by Kathy. Motion carried unanimously.

Keith presented a plaque with a picture of the Babe Ruth League team the town sponsored last year and suggested we might want to do that again this year. **Kathy made a motion to approve \$375 to sponsor the team again, second by Elaine. Motion carried unanimously.**

Dave Brenner – said the last invoice from ICF has been paid to homeowners for the Bellefonte portion of the energy rebate program.

9. Reading and Approval of Bills – (Elaine Chester)

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

10. Old Business

- **Action Item:** Keith will take resignation from Commission letter Elaine drafted to Glen Suter to sign.

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

12. New Business

- **Action Item: Keith will give letter from DOT to Ross to follow up about streets that need repair.**
- **Action Item: Keith will scan and send Municipal Development Trends form to Kyle**
- **Action Item: Elaine will ask Delaware Humane Association who they are using for their Buy-A-Brick program and contact giftbricks.com for a sales kit.**
- News Letter information: Mention 3/9/15 as 100 year anniversary of Town of Bellefonte. Also find out date of Art Festival.
- Next Meeting Date – Monday, March 12, 2012.

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 9:45 p.m. made by Elaine, seconded by Kathy. Motion carried unanimously.

Compiled by: Elaine Chester, Secretary

Town of Bellefonte
Monthly Treasurers Report
January 2012 Report

	Town Account	MSAF Account	Property Transfer Account	Town Accounts Sub-Total	Stimulus Account	Stimulus Rebate Account	Total
Balance 01/01/12	\$75,578.80	\$8,128.72	\$85,340.73	\$169,048.25	\$16,240.96	\$30,952.59	\$216,241.80
Receipts							
State Reimbursement				0.00	2,925.00	105,001.55	107,926.55
Account Transfer				0.00	39,400.00		39,400.00
Town Tax	1,248.58			1,248.58			1,248.58
Material Sale	465.00			465.00			465.00
Interest	5.63	0.69	5.08	11.40	2.71	1.94	16.05
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Total Receipts	1,719.21	0.69	5.08	1,724.98	42,327.71	105,003.49	149,056.18
Disbursements							
Program Rebates				0.00		100,061.77	100,061.77
Account Transfer			39,400.00	39,400.00			39,400.00
Maintenance (elec/Insulation)	785.00			785.00	38,400.00		39,185.00
Trash Collection	11,364.98			11,364.98			11,364.98
Trash Collection	7,956.60			7,956.60			7,956.60
Town Utilities	1,954.26			1,954.26			1,954.26
Grant Administration				0.00	725.00		725.00
Building Inspection Fees	100.00			100.00			100.00
Supplies/Other	70.77			70.77			70.77
Secretary Fee	62.90			62.90			62.90
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Total Disbursements	22,294.51	0.00	39,400.00	61,694.51	39,125.00	100,061.77	200,881.28
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Ending Balance 01/31/12	\$55,003.50	\$8,129.41	\$45,945.81	\$109,078.72	\$19,443.67	\$35,894.31	\$164,416.70

January
Prop.
Sales: None

\$164,416.70

Curt A. Nass
Treasurer/Tax Collector

The Town of Bellefonte, DE Building Dept. **Monthly Report**

Reporting Period: 12/13/2011 – 02/13/2012

Overview:

There was a total of one building permit issued during the reporting period and two code inspections conducted.

Code Enforcement/Inspections:

12/29/2011 – Framing & Insulation inspection @ 1225 Rosedale, passed. Conducted by - K. Brown.

02/03/2012 – Final inspection @ 1225 Rosedale, fail, (1. stucco incomplete on garage front, 2. contractor not on site to provide access). Conducted by – K. Bendler

02/07/2012 – Final re-inspection @ 1225 Rosedale, passed. Conducted by – K. Brown

Building Permit Report:

02/03/2012 – 1205 Talley Rd., applicant seeks to rebuild addition damaged by Hurricane Irene in August. Plans submitted were sufficient and approved, Permit # BP12-01 was issued for said work. Applicant was advised to contact S. Russo for HVAC and plumb permits.

Other:

02/01/2012 – The owner of 700 Philadelphia Pike Mr. Anthony Meloro applied for a permit to install an awning approximately 18' wide x 3' high, with an 8' projection. The permit was denied for the following reasons:

1. Construction plans shall be provided and prepared by a Delaware registered design professional and resist a 3 second 90mph wind gust.
2. Provide a site plan indicating the location of the awning.

To date, the above referenced comments have not been addressed.

Invoicing:

5.0 hours were billed during the above time period for a total of \$250.00.

Respectfully,

Kyle N. Bendler, Building Inspector

Town of Bellefonte Monthly Bills Presented for Payment January 9, 2012

	Amount Due	Vendor	Description
Town Account			
	\$ 11,364.98	IDS	Trash collection
	1,269.36	Delmarva Power	St. Lights
	302.11	Delmarva Power	School utilities
	134.93	Delmarva Power	Town hall utilities
	18.66	Delmarva Power	Traffic Light
	385.00	Joe Giannone	Carpet Deposit
	375.00	Fox Point Babe Ruth	Donation
	110.62	Verizon	Phone
	62.90	Elaine Chester	Secretary
	248.55	Elaine Chester	Supplies
	36.73	Scott Mackenzie	Supplies
	\$ 14,308.84		
Property Transfer			
	4,000.00	Iacono Electric	
	3,955.00	Delmarva Insulation	
	3,542.50	Master Acoustical	Ceiling
	2,600.00	Russo Bros.	Sewer line
	\$ 14,097.50		
ARRA Account	687.50	Dave Brenner	
	\$ 687.50		
ARRA Rebate Account			
	23,862.02	ICF Resources	
	28,097.53	ICF Resources	
	23,369.31	ICF Resources	
	24,732.91	ICF Resources	
	\$ 100,061.77		