

## Town Commission Meeting Minutes Monday, July 9, 2012 – 7:00 pm

### Attending Commissioners:

Keith Hughes, President	Y	
Elaine Chester, Secretary	Y	
Kathy MacDonough	Y	
Ross Logan	Y	
Glenn Suter	N	No Call, No Show
Curt Nass, Treasurer	Y	

### Other Attendees:

Steve Russo, Dave Brenner, Brian Donovan, Rich Mulhern, Scott Mackenzie, Andrew Shakelford, Kemer Lefler, Tom Byrne, Rep. Debra Heffernan, Sen. Harris McDowell

#### 1. Call to Order (Keith Hughes)

Keith called the meeting to order at 7:05 p.m.

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

**Andy Shackelford** – Concerned about vacant house next to him and really wants us to have an ordinance about houses vacant for a year. Has spoken to John Cartier about it. Planning Commission has recommended against it because we do not have any way to enforce it and the definition of “vacant” is fluid.

**Kemer Lefler** – Asked what size sign can he put out front of the Bellefonte Café. Keith directed him to the website for Land Use Code.

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

*Kathy made a motion to waive the reading of the minutes of the June 20, 2012 meeting and approve them as reviewed via e-mail. Seconded by Elaine. Motion carried unanimously.*

Minutes will be posted to the web site.

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

##### a. Financial Reports; Assessment Changes; Property Transfers; Tax Issues

Curt read the Treasurers report. See Attachment A. We will wait to transfer approximately \$65,000 back to town account until the State sends us a bill for approximately \$13,000 and then we will have a perfect paper trail for any possible future audits. *Kathy made a motion to approve for payment \$13,837.32 owed under stimulus project in case State sends us a bill before the next meeting. Seconded by Ross. Motion to accept report made by Kathy. Seconded by Ross. Motion carried unanimously.*

#### 5. Board of Elections – (Kathy MacDonough)

Kathy recapped the election process changes. The filing deadline for prospective candidates is July 18 @ 6:00 p.m. As soon as we get filings we need to post a list of candidates. The State will supply two machines and deliver them and pick them up with a cost of about \$1,000. Kathy asked Rep. Heffernan and Senator McDowell to verify hours required by small towns. Suggested hours are 12:00 noon to 8:00 p.m. Keith explained the general duties of a Commissioner for Andrew Shackelford who is considering running for Commissioner seat. *Kathy made a motion to set voting hours on 8/7 as 12:00 noon to 8:00 p.m. Seconded by Elaine. Motion carried unanimously.*

**6. Building Inspector Report – (No one in attendance)**

No report received.

**7. Plumbing Inspector Report – (Steve Russo)**

Steve presented the following permits:

1008 Elizabeth – New A/C system \$50

905 Prospect – New HVAC system \$50

We will owe Steve \$50

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

Nothing to report.

Keith swore in Tom Byrne, Rich Mulhern, and Brian Donovan

**9. Planning Commission Report – (Scott Mackenzie)**

- Next meetings are 7/12 and 7/26 at 7:00 p.m. Keith re-affirmed Andrew Ritchie's recommendation as Secretary for a term of 8/1/12 – 7/31/14. Ann Little no longer on the Planning Commission so they have an opening. This opening should be mentioned in the next newsletter. Beth Ritchie has not replied to Keith about interest in renting day care.

**10. Reading and Approval of Bills – (Elaine Chester)**

Elaine read the bills for payment. See Attachment B. *Motion to approve bills for payment by Ross. Seconded by Kathy. Motion carried unanimously.*

**11. Old Business**

- Purchase of new copier – Ross will order new copier tomorrow.
- Review findings in Independent Accountant's Report (postponed from 6/20 meeting) – *Kathy made a motion to approve audit presented for fiscal year 2010 and 2011. Seconded by Ross. Motion carried unanimously. Motion to engage Barbacane, Thornton & Company for fiscal year 2012 by Kathy. Seconded by Ross. Motion carried unanimously.*
- Status of alarm system and camera installation – Scott contacted his neighbor about installing the camera system, and it will be \$95.99 for installation of alarm system.
- Status of misc. electrical work in town hall complex – quotes not received.

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

**Representative Debra Heffernan** – Trying to set up a hazardous waste pick up in local area; possibly Fox Point or parking lot of Merchants Square. Scott said there are containers for almost everything except hazardous waste at Bellevue Park. Elaine asked about adding in shredding. Dave asked about expansion of Edgemoor Plant.

**Senator Harris McDowell** – commented on various projects completed in Bellefonte. He is the Chair of the Finance Committee which produced balanced budget of \$3.7B which was on line 8 days before it was approved. They are actually in the fourth year of austerity. This year they did some catch up. In six months time State employees received 3% increase. Have a large bond bill which will create jobs. \$10M for green space and \$10M for farm land preservation. Dave asked about a new Energy Program. Harris said SEU and bond program created \$73M, through private investment, in improvements to government properties. Elaine mentioned the terrible condition of our streets.

**13. New Business**

- Next Commission Meeting Date – Monday, August 13, 2012

**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** – *Ross made a motion to adjourn at 8:55. Seconded by Kathy. Motion carried unanimously.*

Compiled by Elaine Chester  
Commission Secretary

**Town of Bellefonte**  
**Monthly Treasurers Report**  
**June 2012 Report**

	Town Account	MSAF Account	Property Transfer Account	Town Accounts Sub- Total	Stimulus Account	Stimulus Rebate Account	Total
Balance 06/01/12	\$26,093.40	\$4,235.09	\$51,951.52	<b>\$82,280.01</b>	\$77,185.31	\$1,665.84	<b>\$161,131.16</b>
Receipts							
Property Transfer Tax			4,275.00	<b>4,275.00</b>			<b>4,275.00</b>
State Reimbursement				<b>0.00</b>	600.00		<b>600.00</b>
Plumbing Inspection Fee	750.00			<b>750.00</b>			<b>750.00</b>
Town Tax	16,651.53			<b>16,651.53</b>			<b>16,651.53</b>
Interest	3.03	0.33	4.23	<b>7.59</b>	6.33	0.14	<b>14.06</b>
Total Receipts	17,404.56	0.33	4,279.23	<b>21,684.12</b>	606.33	0.14	<b>22,290.59</b>
Disbursements							
Trash Collection			11,364.15	<b>11,364.15</b>			<b>11,364.15</b>
Insurance	7,073.00			<b>7,073.00</b>			<b>7,073.00</b>
Town Utilities	297.58	1,301.37		<b>1,598.95</b>			<b>1,598.95</b>
Printing/Mailing	943.50			<b>943.50</b>			<b>943.50</b>
Attorneys Fee	700.00			<b>700.00</b>			<b>700.00</b>
Plumbing Inspection Fees	375.00			<b>375.00</b>			<b>375.00</b>
Landscaping	225.00			<b>225.00</b>			<b>225.00</b>
Building Inspection Fees	200.00			<b>200.00</b>			<b>200.00</b>
Secretary Fee	62.90			<b>62.90</b>			<b>62.90</b>
Total Disbursements	9,876.98	1,301.37	11,364.15	<b>22,542.50</b>	0.00	0.00	<b>22,542.50</b>
Ending Balance 06/30/12	\$33,620.98	\$2,934.05	\$44,866.60	<b>\$81,421.63</b>	\$77,791.64	\$1,665.98	<b>\$160,879.25</b>
							<b>\$160,879.25</b>

May  
Properties: 906  
Brandywine \$ 2,025.00  
1100 Prospect \$ 1,425.00

Curt A. Nass, Treasurer/Tax Collector

**Town of Bellefonte**  
**Monthly Bills Presented for Payment**  
**July 9, 2012**

	Amount Due	Vendor	
Town Account			
	1,287.50	Gonser & Gonser	Legal
	334.41	BCD	Mailings
	180.00	Nature's Call	Landscaping
	159.60	US Treasury	Q2 2012 Taxes
	62.90	Elaine Chester	Secretary
	28.38	Curt Nass	Art Festival supplies
	25.00	Steve Russo	Plumbing fees
Not recd yet	-0-	Delmarva Power	School utilities
Not recd yet	-0-	Delmarva Power	Town Hall utilities
	<u>\$ 2,077.79</u>		
MSAF Account			
	1,275.22	Delmarva Power	St. Lights
Not recd yet	-0-	Delmarva Power	Traffic Light
	<u>\$ 1,275.22</u>		
Property Transfer	11,356.65	IDS	Trash collection
	-		
	<u>\$ 11,356.65</u>		