

Town Commission Meeting Minutes

Monday, May 13, 2013 – 7:00 pm

Attending Commissioners:

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

Other Attendees:

Carmella Brenner, Dave Brenner, Councilman John Cartier, Brandon Dougherty, Brian Donovan, Scott MacKenzie, Rich Mulhern, Steve Russo, Andy Shackelford

1. Call to Order (Keith Hughes)

Keith called the meeting to order at 7:07 p.m.

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

Bill Shahan, land use liaison to County Executive Gordon, attended the meeting along with the following members of the NCC Police Department: Officer Kristen Hester (our community policing liaison); Officer Karen Messner (Ofc. Hester's supervisor); and Captain Watson, supervisor of the community services division. Ofc. Hester presented a detailed report of crime and police response activity over the last 30 days; there were 55 calls for service, with 43 called in from the community and the balance police-initiated. There was a general discussion of crime patterns, prevention strategies and questions and answers. Gary stressed that radar or electronic signage would help slow speeding, particularly by DART and school buses, on Brandywine Blvd.

Mr. Shahan spoke about code enforcement issues and said the Executive's Office is working with Jim Smith of NCC Land Use. Gary asked about a very large tree located on the one thousand block of Prospect which is leaning and looks like a potential danger. Several other problem properties were mentioned and Mr. Shahan promised to send an inspector out to make a report.

Councilman Cartier said there was a meeting scheduled for May 15 at the Claymont Community Center on the plans for terminating the Governor Printz sewer project.

3. Minutes of Previous Meeting

Reading and approval of the minutes for April 8, 2013 tabled as they were not yet completed.

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

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

Curt read the Treasurer's report. *Gary made a motion to accept the Treasurer's report, seconded by Ross. Motion carried. Kathy made a motion to appoint Barbacane, Thornton and Co. as external auditor for the fiscal year ending May 31, 2013. Gary seconded; motion carried.*

b. Curt handed out information on expenditures from the Municipal Street Aid Fund for the State fiscal years ending June 30, 2010 and June 30, 2011. He prepared this in advance of a possible State MSAF audit.

5. Board of Elections

Kathy reported that the filing deadline is May 15 at 6:00 p.m. Interested persons can use a form or simply write and sign a note signifying their intention to run. The filing should be delivered to Keith, Kathy or to Town Hall.

6. Building Inspector Report – (K. Bendler not present)

Checks and paperwork on various projects have been received at Town Hall. These include work at: 906 Brandywine Blvd. (apartment building), 607 Melrose (ramp), and 909 Highland (deck).

7. Plumbing Inspector Report – Steve Russo

Steve reported that two permits were received: 905 Marion (air conditioner) and 1006 Fairview (heater). There is also a fine for the latter address. Total permits received: \$150.00.

8. Board of Adjustment Report - (Brian Donovan)

No new applications for variance.

9. Planning Commission Report – none

10. Reading and Approval of Bills

Kathy read the bills for payment. See Attachment B. *Gary made a motion to approve payment of bills as read; seconded by Kathy. Motion carried.*

11. Old Business

- Charter Review update – postponed
- Trash policy - postponed
- Status of alarm system and camera installation – Security Instrument gift certificate. Keith will follow up.
- Status of misc. electrical work in Town Hall complex. Gary suggested that locks be purchased for the exterior electrical panel boxes. There is a year-old estimate from Fran Iacono for various electrical items on the “wish list.” Gary also brought an estimate from Stapleford Electric for outdoor lighting and other electrical work. It was agreed that Gary will get one or more new quotes that include the same work items so they can be better compared.
- Gutter clean-out – no update
- Arts Festival – will be held 5/18/13. Town will lend rolling trash carts. Valerie already has the check for support of the porta-potties. There will be an unveiling of the mural on the barber shop at 7 p.m. Friday 5/17. The Bellefonte Farmers Market will have a “christening” and grand opening on Saturday 5/18 at 9 a.m.
- Oktoberfest update – will not be held this year.
- Traffic signal – *Gary made a motion for the Town to write a letter opposing removal of the traffic signal. There being no second, the motion was not voted on.*
- Gary reported on the stabilization of the two sign posts and the repair of the broken window near the park end of Town Hall.

12. Fiscal Year 2014 Budget and Tax Rate

Curt distributed detailed year-to-date budget expenditures, actual vs. budgeted amounts, and projected FY13 total expenditures. *After extensive discussion of projected revenue and spending for FY14 led by Keith, Gary made a motion to approve the proposed new budget for the upcoming fiscal year (attached). Ross seconded and the motion carried.* Due to the projected spending rate and the healthy condition of the Town’s finances, it was proposed that the Town tax rate be decreased. Calculations indicated that decreasing the tax rate by five cents would decrease projected tax revenues by about \$14,000. This could occur and still leave an acceptable cushion or ending balance of about \$171,000. *Ross then made a motion to reduce the Town tax rate from fifty cents per \$100 assessed valuation to forty-five cents per \$100. Gary seconded; motion carried.*

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

14. New Business

- Commission needs to set hours in case an election is needed on June 4. *Gary moved and Ross seconded that the Town election hours would be 11 a.m. to 7 p.m. This would allow access during lunch hours, daytime and evening hours. Motion carried.*
- Brandywine Hundred Fire Company will celebrate its 90th Anniversary in 2014.
- *Gary made a motion to add \$800 to the approved budget for Penny Hill Lawn & Landscaping to purchase annual bedding plants for park and Town Hall landscaping. Kathy seconded; motion carried.*
- Next Commission Meeting Date – Monday, June 10, 2013

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

16. Adjournment

There being no further business, the meeting was adjourned at 10:35 p.m.

Respectfully Submitted,
Kathleen MacDonough
Secretary


**Town of Bellefonte
Monthly Bills Presented for Payment
May 13, 2013**

DISBURSEMENTS				
Acct or Inv #	Invoice Date	Vendor	Description	Amt Due
2761 2079 9974	4/29/13	Delmarva Power	Street lights	1,399.60
3016 5229 9960	5/1/13	Delmarva Power	School util. (gas)	32.08
3106 5229 9986	4/4/13	Delmarva Power	Town Hall util.	409.31
2516 9059 9997	5/1/13	Delmarva Power	Traffic signal	20.73
302 761 9638 417 64Y	4/13/13	Verizon	Town Hall telecomm	112.01
0015875664	4/30/13	IDS – Waste Industries	Trash/recycle	11,361.65
	4/11/13	Barbacane Thornton	FY2012 Audit (final)	1,200.00
	4/24/12	Penny Hill Lawn & Landscape	March and April billings (2 @ 503.50)	1,007.00
	5/13/13	Hollywood Inc.	Stabilize two exterior signs at Town Hall; repair broken window	585.00
	4/8/13	K. MacDonough	Gift Cards for Mr. & Mrs. Santa and D. Finocchiaro	109.90
	5/13/13	Steve Russo	Fee for 2 permits	75.00
RECEIPTS				
Building Permit	5/8/13	R.M. Williams	906 Brandywine Blvd.	4,400.00
Ramp	5/2/13	“A Nice Guy”/Judith Williams	607 Melrose	50.00
Deck	4/18/13	Leslie Savage	909 Highland	50.00
Plumbing Permit		Corrigan	905 Marion	50.00
Plumbing Permit		Chester	Heater & fine	100.00

Town of Bellefonte
 Monthly Treasurers Report
 May 2013 Report

	Town	Account	MSAF	Account	Property Transfer Account	Town Accounts Sub-Total
1	Balance 05/01/13	\$146,694.35		\$231.60	\$72,977.68	\$219,903.63
Receipts						
2	Property Transfer Tax				6,030.00	6,030.00
3	Town Tax	150.00				150.00
4	Building Inspection Fees	4,500.00				4,500.00
5	Plumbing Inspection Fees	200.00				200.00
6	Energy Credits	25.00				25.00
7	Interest	11.92		0.02	6.38	18.32
8	Total Receipts	4,886.92		0.02	6,036.38	10,923.32
Disbursements						
9	Trash Collection	11,361.65				11,361.65
10	Insurance	6,297.00				6,297.00
11	Town Utilities	1,973.78				1,973.78
12	Audit Fee	1,200.00				1,200.00
13	Landscaping	1,007.00				1,007.00
14	Park Maintenance	585.00				585.00
15	Building Inspection Fee	250.00				250.00
16	Supplies	109.90				109.90
17	Total Disbursements	22,784.33		0.00	0.00	22,784.33
18	Ending Balance 05/31/13	\$128,796.94		\$231.62	\$79,014.06	\$208,042.62

19


 Curt A. Nass
 Treasurer/Tax Collector

May Properties: 1201 River Rd
 1203 Talley