

**Town of Bellefonte**  
**Meeting Minutes**  
**November 14, 2016**

**Attending:** Dave Brenner, Brandon Dougherty, Scott MacKenzie, Andrew Ritchie, and Curt Nass.

**Excused:** Ross Logan

**Special Guests:** Del. Sen. Harris McDowell attended. He thanked those present for their votes in his recent re-election, saying he was grateful for the continued opportunity to serve. He reported that he has followed up with DelDOT and that they are not done with Bellefonte Avenue, where the curbs and aprons have been redone.

**Guests:** Suellen Creach, owner of the former Sacks Thrift Avenue requesting advertising support from the Commission for Small Business Saturday and Holiday shopping, mostly with online advertising for "The Shops at Bellefonte."

Scott made a motion to reorder the agenda to New Business, seconded by Brandon and approved by majority vote. Brandon made a motion to approve up to \$300 for advertising for Shops of Bellefonte, seconded by Scott. Suellen was asked to bring receipts to the December Town Meeting to get reimbursed for her expenditures up to \$300.

Scott made a motion to reorder the agenda as published, Brandon seconded. All in favor.

**Minutes:** Brandon made a motion to waive the reading of the minutes and to approve them as distributed, seconded by Andrew, and approved unanimously.

**Building Inspector Report:** No report from Kyle Bendler, but Scott reported that Councilman John Cartier sent an email saying that the second reading of the ordinance for New Castle County assuming Building Code Enforcement was to be held on Tuesday, November 15. He said he hoped that NCC would make the effective date down the road a bit so that procedures could be established.

**Plumbing Inspector Report:** Steve Russo reported one permit issued:

- 722b Phila Pike – New Heater boiler. \$50

Brandon motioned to pay Steve \$25 in Plumbing inspection fees, seconded by Dave, and approved by unanimous vote.

**Planning Commission:** Carol Dougherty reported that the commission met on Monday November 7 and continues to work on revision of the Comprehensive Plan. They are now working on reviewing and establishing goals based on feedback from the Town Meeting held at the firehouse in June.

**Board of Adjustment** - Brian Donovan reported no activity.

**Treasurer and Tax Collector's Report:** Curt gave the monthly report of Bellefonte's Financial position, current payments made and receipts, as well as the report of taxes collected for real property and the transfer tax (attached). Brandon made a motion to approve, seconded by Andrew and approved by majority.

**Presidents Report:** Dave reported the following activities:

- Stormwater Interjurisdictional Plan is moving forward. Dave is still negotiating the exact terms of implementation and responsibilities that the town will have going forward. He sent a letter to our landscaper ordering him not to use any fertilizer, herbicide, or pesticides, or that he will have to report these chemicals to the town for reporting to the EPA. Dave also forwarded the complete Inter Jurisdictional Plan to all commissioners and asked them to review and be versed in the reporting responsibilities.
- FOIA Resolution – Dave reported that he and Scott attended a workshop held by the Attorney General's office about the Delaware Freedom of Information Act. As a result, we will need to adopt new procedures that reflect the current requirements of Delaware Code. Dave emailed a draft FOIA Procedures Resolution to the Commissioners and asked them to provide him with

feedback, especially about the fee structure, and be prepared to discuss and pass at the December meeting,

- Dave said that he would like to see a conservative amount budgeted for refreshments for Town Meetings. Brandon made a motion to approve \$360 per year, \$30 for each meeting, for food and beverage for monthly meetings, seconded by Andrew and approved unanimously.

**Correspondence:**

- Proposal from Zelenkopske Axelrod LLC submitted a proposal for auditing services. Curt will review and make recommendations.
- We received an email from Wise Energy advising us that we could expect a check for \$185.80 for the recent sale of SRECs energy credits from our solar panels.

**New Business:**

- Dave reported that the Town had received an email from a local resident requesting that the Town designate November 16 as Pancreatic Cancer Day. Dave introduced Resolution 2016-05, declaring November 16 as Pancreatic Cancer Awareness Day in Bellefonte. Scott made a motion to approve the resolution, seconded by Brandon, and the vote was unanimous.

**Holiday Celebration** - A \$500 food budget was approved in October. Brandon, Carol and Scott will pow-wow to select the menu of refreshments. Scott offered to purchase and make decorations for the streetlight poles on Brandywine Blvd. He estimated \$20-25 each for 18 posts. Brandon made a motion to approve \$400 for holiday decorations for Brandywine Blvd. Dave seconded, and the motion was approved.

**Flagpole** - Dave reported that the new flagpole was installed out front last weekend. A decision was made to raise a lightweight American flag for the winter, to avoid weathering of the new Bellefonte flag.

**Payment of the Bills:** Scott read the following bills for payment.

Payee	Description	Amount
Will Merlo	Sexton expense (Nov)	\$50.00
Scott MacKenzie, reimb	Reimb. postcards & stamps	366.47
Suez Water Delaware	Monthly service (2xs)	\$17.04
Waste Industries	Monthly Trash/Recycling	\$12,871.00
Penny Hill Landscaping	Monthly fee	\$670.95
Delmarva Power	Streetlights	\$1423.20
Delmarva Power	Town Hall gas	\$78.73
Delmarva Power	Town Hall electric	\$289.81
Comcast	Monthly internet/phone	\$158.28

Brandon made a motion to pay the bills, seconded by Andrew, and payment was approved unanimously.

**Announcements:**

- Planning Commission/Zoning Review Board meetings are to be held every Monday, with the main Planning Commission meeting to be held on Monday, December 5, at 7 pm.
- The Town Holiday Party will be held on December 2 at 7 pm.
- The December Town Meeting will be held on Monday, December 12, at 7 pm.

Submitted by \_\_\_\_\_ 

Approved: 12-12-16