

Town of Bellefonte, Delaware
Meeting Minutes
March 13, 2017

Attendees: Dave Brenner, Brandon Dougherty, Scott MacKenzie

Excused: Ross Logan and Andrew Ritchie

Call to Order: Dave called the meeting to order at 7 pm and asked if there were any comments from special guests or public comments.

Public Comment: Valerie White of Bellefonte Arts Festival asked about the status of the approval from the Town Commission for the after-party being held in the park after the July 1 5K race. Dave explained that the conditions were communicated to Ed Mulvihill: the Commission needs Ed to have Bellefonte named as second insured for the event. When we receive insurance certification the Commission will vote to allow the serving of beer in Bellefonte Park. Valerie also asked about support for the May 20 Bellefonte Arts Festival in the way of trash receptacles and the beer tent. Valerie was told that the Commission would support the beer tent if PECOs could provide the insurance for the event.

Special Guests: John Cartier, NCC Councilman, presented the development report, code enforcement report, and provided an update on NCC Dept. of Land Use taking over building permits. Scott is working with Department of Land Use to develop a form and process that is agreeable to the County. This will be resolved within a few weeks.

Dave asked John about the status of the State budgeting process and if he had heard anything more about the State reducing the municipal portion of the Real Estate Transfer Tax.

Kathy asked about Land transfer and deed recording. John said that he would work with NCC attorney's office to push this issue forward.

Dave asked about development of the former Dupont Edgemoor site. John said that Diamond State Port Corporation was negotiating to purchase the property and was seeking the funding for development.

Minutes to Previous Meeting: Scott made a motion to waive the reading of the minutes and to approve them as distributed, seconded by Dave and all were in favor.

Building Inspector's Report: Scott reported that Kyle Bendler had send a copy of all permits issued during 2016 and that he had printed them. He said that he would get them organized into a log and in the associated property files.

Planning Commission Report: Brandon reported for Carol Dougherty that the Planning Commission met last week on Monday, March 6. She reports that the plan is in draft form and is being proofed by the members during working meetings on the following two Sundays. The next PC meeting will be held on Monday, April 3, and the Zoning Review Board will meet also.

Board of Adjustment Report: Brian Donovan said that he had not received any requests. Scott said that there had been several questions about zoning from new property owners and that the BOA may have a request coming soon. Brian said he will contact BOA members to confirm ongoing participation.

Treasurer's Report: Curt presented the Treasurer's Report for the month end February 28 and the Tax Collector's Report (attached). Curt passed out the list of delinquent taxpayers requested at the February meeting and it was reviewed by the Commission. Scott made a motion to ask Town Solicitor William Gonser to conduct a mailing to delinquent property owners, seconded by Dave, and all were in favor. Scott made a motion to accept the Treasurer and Tax Collectors report, seconded by Brandon and all were in favor.

Old Business

Annex entrance – The Commission is still waiting for approval from DelDOT for the plans prepared by Carmine Casper. Scott will send a follow-up email to DelDOT. We are hoping to get bids by April, but Andy Moore can't send out the bid requests until we have DelDOT approval.

Road Paving – Dave sent letter to Sen. McDowell and Rep. Heffernan but has received no response, Dave reported, however, that potholes have been filled on Highland Ave.

Correspondence:

-) Dave reported that we had received a vendor information request for water chlorination inquiry. He informed them that we do not treat our own water.
-) The Commission has received the estimate for the contract for landscaping with Penny Hill, with level pricing from last year. Brandon motion to renew contract with Penny Hill, Dave seconded and all approved. Dave signed acceptance of the Penny Hill contract.

New Business

5K – The Bellefonte 5K will be held on July 1 and is being organized as a fundraiser for a canine companion program. The Commission will approve beer in the Park when we receive proof that the Town is named as second insured by organizers.

Bellefonte Arts Festival – Scott will follow up about trash receptacles from Waste Industries, Scott will follow-up with Ed Mulvihill of Peco's about a beer tent being sponsored by the Town, so long as insurance is covered by Peco's,

Summer Concerts – Scott will develop a schedule for approval at the April meeting.

President's Report:

-) Dave followed up with Mosquito control agreement with DNREC.
-) Dave submitted form to DelDOT for electronic approval of maintenance requests. The authorization is renewable every three years.
-) FEMA flood insurance and flood plain map were received and Dave reviewed the information, noting that most of Bellefonte is approximately 200 ft above sea level

Bills:

Payee	Description	Amount
Will Merlo	Sexton expense (March)	\$50.00
Scott MacKenzie, reimb	Storage tubs	\$21.14
Howard Robertson Inc.	Drainage design for Annex entrance	\$3,000.00
Comcast	Monthly internet/phone	\$325.96
Waste Industries	Monthly Trash/Recycling	\$13,218.00
Delmarva Power	Town Hall gas	\$117.10
Delmarva Power	Streetlights	\$1,573.55
Delmarva Power	Town Hall electric	\$257.49
Penny Hill	Monthly fee	\$675.68
DNREC	Boiler inspection fee	\$30.00
Suez Water Delaware	Monthly service	\$15.99
Barbacane Thornton	Progress billing, audit	\$725.00

Scott made a motion to pay the bills as read, seconded by Brandon and all in favor.

Scott made a motion to pay Kathy \$100 to remove holiday decorations, seconded by Dave, all in favor.

Announcements:

The next meeting of the Town Commission will be held on Monday, April 10, 7 pm.

The next meeting of the Planning Commission will be Monday, April 3, 7 pm, and the Zoning Review Board will meet as needed on Mondays at 7 pm, if a request is received. Planning Commission and ZRB meetings are open to the public.

Scott made a motion to adjourn, seconded by Dave, and the meeting adjourned at 9:15 pm

Town of Bellefonte							
Monthly Treasurers Report							
March 2017 Report							
		Town Account	MSAF Account	Property Transfer Account	Town Accounts		March 2016
1	Balance 03/01/17	\$94,793.23	\$1,896.23	\$137,527.70	\$234,217.16		\$226,184
	Receipts						
2	Property Transfer Tax			3,225.00	3,225.00		
3	Town Taxes	1,276.27			1,276.27		
4	Total Receipts	1,276.27	0.00	3,225.00	4,501.27		28,285
	Disbursements						
5	Trash Collection	13,218.00			13,218.00		
6	Engineering Design	3,000.00			3,000.00		
7	Town Utilities	716.54	1,573.55		2,290.09		
8	Town Audit	725.00			725.00		
9	Landscaping	675.68			675.68		
10	Maintenance	80.00			80.00		
11	Supplies	21.14			21.14		
12	Bank Fee	3.14			3.14		
13	Total Disbursements	18,439.50	1,573.55	0.00	20,013.05		17,394
14	Ending Balance 03/31/17	\$77,630.00	\$322.68	\$140,752.70	\$218,705.38		\$237,075
15			March Properties:	917 Elizabeth Ave			
	Curt A. Nass						
	Treasurer/Tax Collector						