

Town of Bellefonte, Delaware
Town Meeting Minutes
June 12, 2017

Attending: Commissioners David Brenner, Brandon Dougherty, Scott MacKenzie, Andrew Ritchie, and Treasurer Curt Nass

Excused: Ross Logan

Call to Order: Dave Brenner called to order at 7:01 PM and welcomed those attending.

Special Guests: NCC Councilman John Cartier reported that the County had passed its 2018 Budget with no increase in taxes. He reported that 67 cents of every dollar spent is for the public safety budget. He also reported that the planning phase of re-development of the Brandywine Country Club property continues and that the process with the County will likely take a great deal of time. The property is zoned as residential, so the plans must conform. He will continue to monitor. John reported that there had been some demolition at Merchant Square that was required after a roof collapsed.

Minutes: Brandon Dougherty made a motion to waive the reading and to approve the minutes to the May meeting as distributed, seconded by Andrew Ritchie, and the motion was carried unanimously.

Board of Elections Report: BOE Chair Ann Schneider reported that there were four open positions for election, two Commissioners, the Treasurer, and the Tax Collector/Auditor.

Two candidates registered: Curt Nass for Treasurer and Tax Collector and Scott MacKenzie for Commissioner, leaving one vacancy on the Commission. This vacancy can be filled by appointment according to our Charter. Ann said she is tracking term limits regarding our elected officers for next year's election and beyond. Dave thanked Ann and BOE members for their service.

Board of Adjustment - Brian Donovan reported no activity. There was a discussion about new members since the BOA lost two members. Brian will investigate Kathy MacDonough's membership before next month's meeting.

Scott motioned for a five minute recess for refreshments, seconded by Brandon, and all were in favor. Rejoin – Dave called the meeting back to order at 7:35.

Planning Commission: Brandon read a report from Carol Dougherty, saying that the Planning Commission had completed their Public Hearings and that some minor revisions are being made to the plan. The Planning Commission is scheduled to vote on approval of the plan at their July 3 meeting at 7 pm.

Treasurer's Report: Curt Nass presented the financial reports for June (statements as of May 30, 2017, attached). Brandon made a motion to accept the Treasurer's Report, seconded by Andrew, and approved unanimously.

Presidents Report:

- Stormwater Plan Report: Annual report on progress was filed by Dave. He noted that when the next report is due it would be good for another commissioner to be aware of the process and requirements.
- Dept. of Community Service – Dave reported that the Town had received its Community Cooperation Agreement from NCC, regarding NCC Community Services representing Bellefonte in matters related to HUD, and he signed and returned it.
- Capital Improvements - Dave reported that Andy Moore had received three bids for the Annex entrance ADA project, the lowest being approximately \$87,000, which was included in the draft Town operational budget, which will be reviewed later.
- Disposal of the roof fencing – Scott reported that a resident had asked via voicemail if the Town was interested in getting rid of the fencing that used to be on the roof of the Annex. Andrew made a motion for Scott to contact the resident and tell her it's for sale for \$300, with a minimum sale price of \$200, seconded by Scott, and all were in favor.

Audit Report: The 2016 Annual Audit by Barbacane Thornton was reviewed by the Commissioners during the past month. Scott MacKenzie made a motion to approve the compilation audit report, seconded by Brandon, and all were in favor.

Before proceeding with the swearing in of renewed officers, Brandon made a motion to reorder the agenda to pay the monthly bills, seconded by Andrew, and approved unanimously.

Bills: Scott read the following bills for payment:

Payee	Description	Amount
Will Merlo	Sexton expense (June)	\$50.00
Scott MacKenzie, reimb.	Pizza, June meeting and PC public hearing food	\$83.45
Gonser & Gonser	Tax collection	\$892.50
Comcast	Monthly internet/phone	\$158.29
Waste Industries	Monthly Trash/Recycling	\$13,218.00
Delmarva Power	Streetlights	\$1,582.39
Delmarva Power	Town Hall power	\$57.71
Penny Hill	Monthly fee	\$675.68
A-1 Sanitation	Bellefonte Arts Festival portapotties	\$505.00
Suez Water Delaware	Monthly service	\$14.87
Scott MacKenzie	Secr stipend	\$831.15
Dave Brenner	Commissioner stipend	\$554.10
Andrew Ritchie	Commissioner Stipend	\$461.75
Brandon Dougherty	Commissioner Stipend	\$554.10
Charlotte Hash	June 23 concert in the Park	\$400.00
Barbacane Thornton	Statement balance - audit	\$507.50
Carol Dougherty	Food Public Hearing	\$10.00
Selective Insurance Assoc.	Annual liability insurance	\$7,401.00
DE League of Local Government	Annual Membership Dues	\$800.00
Curt Nass	Treasurer's fee	\$1,108.20
US Treasury	Commissioner stipends taxes	\$581.40

Brandon made a motion to approve the bills as read, Andrew seconded, and all were in favor.

Election: The election not being contested, newly elected officers were sworn in with the Delaware State oath of office. Dave swore Scott in as Commissioner, and Curt was sworn in as Treasurer and Tax Collector.

Scott made a motion to approve Dave Brenner as President for his second one-year term, expiring June 2018, seconded by Brandon, and all were in favor (Dave recused from voting).

Brandon made a motion to name Scott MacKenzie as Secretary, seconded by Andrew, and the motion was unanimous (Scott recused).

New Business:

Budget: Dave passed out a draft budget prepared by him and Scott. The Commissioners reviewed, noted the Capital Expenses related to the Annex Entrance Project, along with the related dip in cash reserves at the end of the year. There was consensus that this project was something with which we needed to move forward. Scott motioned to approve the tax rate at .55 per \$100 of assessed value, seconded by Brandon, and the vote was unanimous.

Andrew made a motion to approve the 2018 operating budget as presented, with total receivables of \$238,400 and total payables of \$337,650, seconded by Brandon, and all were in favor.

Bellefonte 5K - Scott said he had still not received the insurance endorsement from Ed Mulvihill for the use of the Park, but that this was the final meeting before the event. Scott made a motion to approve the use of Bellefonte Park for the 5k pending receipt of the insurance documents from Ed Mulvihill, seconded by Andrew, and all were in favor.

Town History: Scott reported on history being written by Larry Nagengast. He said that his subscription to newspapers.com was proving very helpful in his research and asked for approval for \$80 to be added to his final invoice. Andrew made a motion to approve \$80 for newspaper.com added to Larry's final bill, seconded by Scott and all approved. Scott said that Larry is moving forward quickly now and that the history should be completed by Fall.

Approval of the Auditor: Dave said that we had received a bid from another accounting firm that does a lot of municipal audits to prepare our audit as required by the State. Their bid was lower, but Curt said that he was used to dealing with Barbacane Thornton and that he would like the opportunity to ask them to match the new firms bid. The Commissioners agreed to allow Curt time to do that. Dave made a motion to table the approval of the auditor until the July meeting, Andrew seconded, and all were in favor.

Announcements:

- Concert in the park will be held on Friday, June 23rd, 6-8 pm, Heavenly Hash
- Next Planning Commission (full meeting) to be held Monday, July 3, 7 pm at Town Hall.
- Next Monthly Town Meeting to be held on Monday, July 10, 7 pm, at Town Hall.

Adjournment: Brandon made a motion to adjourn, Scott seconded, all in favor, and the meeting adjourned at 9:23 pm.



Submitted: _____

Approved: 07-10-17

Town of Bellefonte
 Monthly Treasurers Report
 May 2017 Report

	Town Account	MSAF Account	Property Transfer Account	Town Accounts	April 2016	
1	Balance 05/01/17	\$66,905.85	\$322.68	\$148,128.95	\$215,357.48	\$237,075
	Receipts					
	Transfer					
	Tax		\$10,420.50	10,420.50		
2	Town Taxes	1,616.66		1,616.66		
3	Energy Credits	92.90		92.90		
4	Total Receipts	1,709.56	0.00	10,420.50	12,130.06	16,391
	Disbursements					
5	Trash Collection	13,218.00		13,218.00		
6	Town Utilities	2,366.24		2,366.24		
7	Landscaping	675.68		675.68		
8	Town Banners	100.00		100.00		
9	Public Notices	60.48		60.48		
10	Maintenance	50.00		50.00		
11	Supplies	40.00		40.00		
12	Bank Fee	5.64		5.64		
13	Total Disbursements	16,516.04	0.00	0.00	16,516.04	16,747
14	Ending Balance 05/31/17	\$52,099.37	\$322.68	\$158,549.45	\$210,971.50	\$236,718

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 May Properties: 1007 Rodman 706 Rosedale
 1101 Bellevue 1008 Elizabeth

Curt A. Nass
 Treasurer/Tax Collector