

**Town of Bellefonte, Delaware**  
**Town Hall Meeting Minutes**  
June 10, 2019

**Attending:** Dave Brenner, Brandon Dougherty, Scott MacKenzie and Treasurer Curt Nass

**Excused:** Andrew Ritchie

**Special Guests/Public Comments:** NCC Councilman John Cartier presented crime mapping report for police calls in Bellefonte. He said that the most common calls were vandalism and burglary, although the overall calls for service remain low. John said that there are in Code Enforcement 10 open cases, with 6 being resolved.

Councilman Cartier also reported that NCC had successfully passed budget on May 26 for the 2020 fiscal year. He noted that one third of annual budget is for public safety - police, paramedics and fire. John said that the County had completed its evaluation of municipal service rates and that there would be no change of tax rates to Bellefonte residents.

**Public Comments:** Valerie – thank you for your support of the Bellefonte Arts Festival, which was - to her - just the right size this year. She said that one food truck dropped out on the morning of the fair, but that the remaining two trucks seemed to be happy about that.

Question from Antonio Troumounis question about the height limit for fencing. They were told to look at height limits at the Town's website, Land Use Code of 2010 for limits. Scott explained that if they fenced in their rear yard only, they could erect a 6 foot fence, which is what they wanted - otherwise a variance would be needed.

Christine Sparks Kennedy of 1100 Brandywine asked how long does it take for code enforcement to close a case. Specifically, the code violations at 1223 Rosedale and 1127 Brandywine Blvd. She said that she has filed several complaints with the County and then mysteriously days later a complaint is filed against her and her husbands property. It doesn't seem that they system is really anonymous. John Cartier asked for the information to be forwarded to him so that he could follow up.

Miroslaw Kostyshyn filed an in-person FOIA request for assessment and tax information. Scott will handle.

**Minutes to the Previous Meeting:** Brandon made a motion to waive the reading and to approve the draft minutes as distributed, seconded by Dave, and all were in favor. Minutes were passed out to those in attendance.

**Board of Adjustment:** Brian Donovan, BOA Chair, reported that a hearing was held last Wednesday, June 5, on 810 Brandywine Blvd., for a variance from setback and parking requirements. Both variances were approved by the BOA and the BOA attorney, John Tracey, is preparing a letter to the property owner.

**Planning Commission:** Member Jim Paradise reported that there were no ZRB applications since the last town meeting. Scott told Jim that there was one received in today's mail and that it was upstairs. Jim said that there would be no meeting held in August and that the PC is still making revisions to the final Comp Plan, but they are waiting for review of one member. Scott recommended that the group not let one person hold them up. Jim said that the Comp Plan will be submitted to Commission in September for its two public hearings.

**Financial Reports:** Curt gave Financial Report as of May 31, 2019.(attached) Brandon made a motion to approve Treasurer and Tax Collectors Reports, seconded by Dave and all approved.

**President's Report:**

- Sheriff sale to be held tomorrow, June 11, on 301 Bellefonte Avenue, originally stayed by County, was now back on. The owner owes Bellefonte approximately \$5,000.
- Sunoco Logistics in Marcus Hook sent their annual notification about the possibility of petroleum leaks downstream in the event of a disaster.

**Old Business;**

- **Capital Improvements** - Ceiling in Town Hall, estimate received for drop ceiling of \$4,500, asbestos testing, waiting for cost of drywall.
- **FOIA** – Scott reported 24 FOIA requests submitted last month, Scott responded. Several new requests filed.

- Delinquent Taxes – monition on 1127 Brandywine and 1223 Rosedale stayed until bankruptcy resolved
- Summer concert with Kim Walton to be held on Wednesday, June 19.
- Beautification – trash receptacle will be delivered this month for installation near Bellefonte Arts/caning business.

**Board of Elections Report:** Carmella reported that the election was cancelled because the number of applicants was less than the number of vacancies

Scott was the only candidate for Commissioner with a term ending 2021, and Curt Nass' was the only applicant for Treasurer/Tax collector for a term ending 2020..

Dave swore Scott in using the Delaware Oath of Office. Dave called for the selection of officers. Scott made motion to affirm Dave Brenner for another term as President, seconded by Brandon, all in favor (Dave recused). Dave made a motion to name Scott secretary, seconded by Brandon.

**Budget and Tax Rate:**

Scott made a motion to approve the budget with 266,600 in revenue and \$297,900 in expenses. Leaving the tax rate at the current level, Brandon seconded, and all were in favor.

Draft Resolution 2019-01 - Tax Rate and

Scott motion to read Resolution, seconded by Brandon, and all were in favor. Dave read the Resolution, Scott made a motion to pass the resolution as read, seconded by Brandon, and all were in favor.

Curt requested an account transfer from Transfer Tax Fund to the Generl Account. Scott made a motion to move \$30,000 from PTT account and move it to the Ops account, seconded by Brandon, all in favor.

**Bills:** Scott read the following bills for payment:

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,543.41
Delmarva Power	Town Hall	\$235.01
Delmarva Power	Town Hall gas	\$54.79
Suez	Monthly water service	No payment due
Comcast	Phone & internet service	\$140.00
Waste Industries	Monthly trash/recycling	\$14,403.43
A-1 Sanitation	Bellefonte Arts Festival bathroom	\$505.00
Russo Bros. Plumbing	Boiler repairs (Annex heater)	\$973.00
Selective Insurance Co	Annual liability/property premium	\$7,759.00
Barbacane Thornton	Progress billing Invs. 42069/42315	\$2,233.00
Penny Hill Landscaping	May bills	\$675.68
Yeager Law Firm	Inv. 6 - June legal services	\$220.00
Will Merlo	Annex cleaning - June	\$50.00
Scott Mackenzie	Reimb. - May meeting food	\$31.00
Dave Brenner	Annual Stipend	\$554.10
Brandon Dougherty	Annual Stipend	\$507.95
Scott MacKenzie	Annual stipend	\$831.15
Curt Nass	Treasurer stipend	\$1,108.20

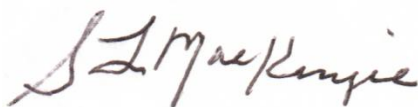
Scott made a motion to pay the bills as read, seconded by Brandon, and all in favor.

**Announcements:**

- Town meeting will be held on Monday, July 8, at 7 pm at Town Hall Annex.
- Planning Commission will also be held on Monday, July 8, old Town Hall conference room.

**Adjournment** Dave made a motion to adjourn the meeting without objection and the meeting adjourned at 9:05 pm.

Submitted by:



Approved: \_\_\_\_\_ 07-08-19 \_\_\_\_\_



**Town of Bellefonte, Delaware  
Resolution 2019-01**

**APPROVAL OF FY 2020 TAX RATE, BUDGET and STIPEND  
SCHEDULE**

**BE IT RESOLVED** by the Commissioners of the Town of Bellefonte, after careful consideration, do hereby reaffirm that

WHEREAS the Bellefonte Town Commission did by majority vote at the June 10, 2019 town meeting, approve a Real Property Tax Rate of \$.55 per \$100 of valuation; and

WHEREAS the Commissioners of the Town of Bellefonte did, at the same town meeting approve an operating budget of \$266,600 in revenues, and \$297,900 in expenses; and

WHEREAS, the Bellefonte Town Commission does hereby approve the following fee schedule for stipends for FY2020:

Treasurer: \$100/mo.	Secretary: \$75/mo.	Commissioners: \$50/mo.
Sexton: \$60/mo.	Tax collector: 6% of taxes collected	

The above stipends will only be paid for a month of active service (stipends not paid to absent officers) and must be paid once a year, by submitting an invoice to the Commission for approval. Stipends must not include taxes which must be withheld.

THEREFORE, the Bellefonte Town Commission does hereby approve the 2020 Tax Rate on Real Property, the 2020 Budget, and the 2020 Stipend Fee Schedule.

Approved by majority vote of the Bellefonte Town Commission, June 10, 2019.

<u>Dave Brenner</u>	<u>6-10-19</u>	Affirmed: <u>Scott MacKenzie</u>	<u>6-10-19</u>
President	Date	Secretary	Date

**Town of Bellefonte 2020 FY Operating Budget (comparsion 2019)**

	<u>2018 Budget</u>	<u>2019 Budget</u>	2020 Budget
Cash Reserves, Opening Balance	\$180,000	\$100,000	150,000
<b><u>RECEIVABLE</u></b>			
Tax Collection (@.55/100)	\$150,000	\$150,000	160,000
Property Transfer Tax	\$60,000	\$70,000	80,000
Cable/FIOS Franchise Royalties	\$20,000	\$18,000	17,000
Grants (MSAF)	\$8,000	\$9,000	9,000
Grants (Park)	\$0	\$5,000	0
Other	\$200	\$200	400
Interest income	\$200	\$200	200
<b>TOTAL RECEIPTS</b>	<b>\$238,400</b>	<b>\$252,400</b>	<b>\$266,600</b>
<b><u>PAYABLE</u></b>			
Advertising/Public Notices	\$500	\$500	600
Attorneys Fees	\$8,000	\$5,000	8,000
Audit Expense	\$4,000	\$4,000	5,000
Bank Fees	\$100	\$100	200
Capital Improvements-Town Hall	\$88,000	\$10,000	20,000
Capital Improvements-Park		\$10,000	5,000
Commisssioners' Stipend	\$2,400	\$2,400	2,400
Community Activities	\$3,500	\$4,000	5,000
Donations	\$750	\$750	1,000
Insurance	\$9,000	\$9,000	9,000
Landscaping/Beautification	\$8,000	\$8,000	8,000
Memberships	\$800	\$800	800
Planning Commission Expenses	\$200	\$200	200
Office Supplies & Equipment	\$600	\$600	1,800
Other	\$500	\$500	500
Postage/Mailing	\$1,200	\$1,200	2,000
Secretary Fee	\$900	\$900	900
Sexton Stipend	\$600	\$600	900
Snow Plowing	\$15,000	\$15,000	20,000
Stormwater Program Expenses	\$1,500	\$1,500	0
Tax Collector's Commission	\$8,000	\$8,000	8000
Town Utilities	\$25,000	\$25,000	26,000
Trash Collection	\$156,500	\$161,195	170,000
Treasurer's Fee	\$1,200	\$1,200	1,200
US Treasury	\$1,400	\$1,400	1400
<b>TOTAL PAYABLES</b>	<b>\$337,650</b>	<b>\$271,845</b>	<b>\$297,900</b>
<b>ENDING BALANCE</b>	<b>\$80,750</b>	<b>\$80,555</b>	<b>\$118,700</b>

Town of Bellefonte  
 Monthly Treasurers Report  
 May 2019

		Town Account	MSAF Account	Property Transfer Account	Town Accounts	May 2018
1	Balance 05/01/19	\$62,474.10	\$684.20	\$154,206.01	<b>\$217,364.31</b>	\$155,752
<b>Receipts</b>						
2	Town Taxes	1,426.75			<b>1,426.75</b>	
3	Property Transfer Tax			10,110.00	<b>10,110.00</b>	
4	Other	700.00			<b>700.00</b>	
		<hr/>	<hr/>	<hr/>	<hr/>	
5	Total Receipts	2,126.75	0.00	10,110.00	<b>12,236.75</b>	0
<b>Disbursements</b>						
6	Trash Collection	14,383.43			<b>14,383.43</b>	
7	Town Utilities	2,077.30			<b>2,077.30</b>	
8	Landscaping	2,027.04			<b>2,027.04</b>	
9	Maintenance	1,200.00			<b>1,200.00</b>	
10	Supplies/Meeting Expenses	380.88			<b>380.88</b>	
11	Audit Expenses	350.00			<b>350.00</b>	
12	Community Activites	300.00			<b>300.00</b>	
13	Attorney's Fees	278.59			<b>278.59</b>	
14	Bank Fee	19.83			<b>19.83</b>	
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15	Total Disbursements	21,017.07	0.00	0.00	<b>21,017.07</b>	27,251
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16	Ending Balance 05/31/19	\$43,583.78	\$684.20	\$164,316.01	<b>\$208,583.99</b>	\$128,501
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Curt A. Nass    Treasurer/Tax Collector

May  
 Properties: 910 Rosedale  
 1001 Elizabeth  
 912 Rosedale