

**Town of Bellefonte, Delaware**  
**Public Hearing Minutes - Ordinance 2017-01**  
**November 13, 2017, 6-7 pm**

Attending: Dave Brenner, Scott MacKenzie, Carol Dougherty, Frank Holodick, and Brandon Dougherty. The above members of the Planning Commission and the Town Commission attended to explain the Ordinance, which was duly posted on the Town website, on the Town bulletin board, and in the News Journal. There were no other attendees for the hearing. The Public Hearing was closed by Dave Brenner at 7 pm.

**Town Meeting Minutes**  
**November 13, 2017**

**Attending:** Dave Brenner, Brandon Dougherty, Scott MacKenzie, and Andrew Ritchie, along with Treasurer Curt Nass

**Special Guests/Public Comments:** Valerie White, business owner of Bellefonte Arts Festival attended to find out what can be done, if anything, about the two vacant store fronts on Brandywine Blvd adjacent to the laundromat. She directed her question to John Cartier, asking specifically if New Castle County could do anything under its vacant properties ordinance. John said that in a strip center such as this, one occupied unit is considered an occupied business. Mr. Cartier suggested that Valerie send him an email so that he could follow-up for sure, and that perhaps he could help the owner find a tenant. Dave said that he would send a letter from the Commission, encouraging the owner to find a tenant to improve the amenities as well as the optics of the Boulevard business district.

New Castle County Councilman John Cartier submitted the Property Maintenance Code Enforcement report which listed 20 cases, all resolved. John also submitted the NCC Police Crime report, noting that it was a pretty typical month. John said on the issue of vacant businesses, the County is open to legislative changes if people are not happy with the results. Please give him feedback about potential problems or changes to existing code.

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

**Board of Adjustment:** Chair Brian Donovan reported no activity.

**Planning Commission/ZRB:** Carol Dougherty reported that she had presented the revised Comp Plan on October 25 and that she was still waiting for feedback from the PLUS Review Committee. There are some revisions being required before resubmission. The next meeting is December 3.

**Treasurer and Tax Collector's Report:** Curt presented the current state of Town finances as of October 31, 2017 (attached) Curt also presented the Tax Collection report. Dave asked a question about tax money posted in last month's report and Curt replied that some checks were deposited after the end of the month and so do not appear on this report. Scott made a motion to approve the Financial Reports as presented, seconded by Brandon, and the motion was unanimous.

**Correspondence:**

- 2 FOIA requests this week.
- Contract and bid on Snow Removal from Joe Finocchiaro & Bros. for 2018 services
- Letter from Cork Industries (Folcroft PA) re: storage tanks and potential effect on water in the event of a spill (required notice)
- Selective Insurance - pool rebate of \$55.25 from volunteer liability insurance

**President's Report:**

- FOIA training – Dave reported that he and Scott had attended a FOIA workshop in Dover presented by the State Attorney General's office. The workshop was very helpful in keeping us in compliance with current FOIA law. Of note were the following highlights: 1) we have 15 days to reply to a request from the time we receive it. If an extension is needed, reply to the requester with an estimate of when the documents can be ready; 2) The FOIA is a documents request. It is not to ask questions and expect answers. It is a request for printed records. If

they do not exist, they do not need to be created. Scott said that this is very helpful in light of the 8+ requests filed in the past month.

- Annex construction – Scott reported that a change order was requested by project manager Andy Moore, to aid in drainage away from the new entrance. He apologized and said this was a design oversight on his part, but that the change would add \$3,850 to the final cost. Scott made a motion to approve a change order for \$3,850, seconded by Brandon, and the motion was approved unanimously.
- Delinquent Town Taxes – the Commissioners had a discussion about placing a monition in Superior Court against people who owe large amounts, say \$5,000 or more. Curt said that he would analyze the list of taxes in arrears and make a recommendation of the threshold that could be used to place a monition. This legal procedure might help collect some of the more persistent violators. Action on the issue was tabled until December, motion made by Brandon, seconded by Dave and the motion to table was unanimous.
- Code enforcement – A discussion ensued about Property Maintenance Code enforcement as well as Building Permit processes. The consensus was that there is a lot of confusion about the process. A public education campaign using our Facebook page was recommended by Scott.

**New Business:**

- Snow removal – an estimate and new contract was sent to the Commission by Joseph Finocchiaro and Brothers to renew the snow plowing contract. Dave noted that the contract contained a negligible increase of \$50 per snow removal incidence. Brandon made motion to approve the contract, seconded by Scott, and approved unanimously. Scott asked if he would continue to be the contact with Tom Finocchiaro and the Commission agreed that he would.
- Holiday Party - Scott reviewed estimated costs for the Holiday Party to be held on December 8, including \$400 for Heavenly Hash; \$300 for food, mailing \$200.00. Brandon motioned for \$1,000 for holiday party, seconded by Andrew, and the motion was approved unanimously.

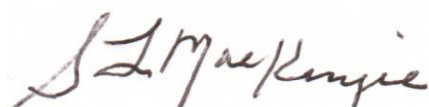
**Reading of the Bills:**

| Payee                  | Description                        | Amount      |
|------------------------|------------------------------------|-------------|
| Penny Hill Landscaping | November contact payment           | \$675.68    |
| Waste Industries       | Monthly trash/recycling            | \$13,223.00 |
| Comcast                | Phone & internet service           | 197.11      |
| Suez                   | Monthly water service              | 19.11       |
| Gonser & Gonser        | Legal services                     | \$175.00    |
| News Journal           | Legal notice, Ordinance 2017-01    | \$81.49     |
| Delmarva Power         | Streetlights                       | \$1,555.01  |
| Delmarva Power         | Town Hall (2 months)               | \$313.58    |
| Delmarva Power         | Town Hall gas                      | \$56.12     |
| Will Merlo             | Monthly stipend - November         | \$50.00     |
| Scott MacKenzie        | Reimbursement mileage Dover        | \$57.03     |
| Carol Dougherty        | Reimbursement mileage Dover        | \$57.03     |
| Amakor Inc             | Half annex contract + change order | \$42,371.90 |

Dave requested revision of the amount paid to Amakor per the invoice submitted. Brandon made a motion to pay the bills, seconded by Andrew, and the motion passed unanimously.

**Announcements:**

- Next Planning Commission/ZRB meeting is December 3 at 7, and every Monday if there is an application for permit.
- The Holiday Gathering is Friday, December 8, 7-9 pm at the firehouse.
- The next Town Meeting is December 11, 7 pm at Town Hall.



Town of Bellefonte  
 Monthly Treasurers Report  
 October 2017 Report

|    | Town<br>Account         | MSAF<br>Account | Property<br>Transfer<br>Account | Town Accounts | October 2016        |           |
|----|-------------------------|-----------------|---------------------------------|---------------|---------------------|-----------|
| 1  | Balance 10/01/17        | \$112,957.02    | \$7,249.15                      | \$145,580.25  | <b>\$265,786.42</b> | \$186,946 |
|    | Receipts                |                 |                                 |               |                     |           |
| 2  | Town Taxes              | 60,283.00       |                                 |               | <b>60,283.00</b>    |           |
| 3  | Property Transfer Tax   |                 | \$7,008.00                      |               | <b>7,008.00</b>     |           |
| 4  | Total Receipts          | 60,283.00       | 0.00                            | 7,008.00      | <b>67,291.00</b>    | 121,934   |
|    | Disbursements           |                 |                                 |               |                     |           |
| 5  | Trash Collection        | 13,223.00       |                                 |               | <b>13,223.00</b>    |           |
| 6  | Town Utilities          | 196.47          | 1,545.13                        |               | <b>1,741.60</b>     |           |
| 7  | Engineering             |                 |                                 |               | <b>0.00</b>         |           |
| 8  | Misc.                   | 112.13          |                                 |               | <b>112.13</b>       |           |
| 9  | Attorneys Fees          | 0.00            |                                 |               | <b>0.00</b>         |           |
| 10 | Landscaping             | 675.68          |                                 |               | <b>675.68</b>       |           |
| 11 | Public Notices          | 90.00           |                                 |               | <b>90.00</b>        |           |
| 12 | Other                   | 54.47           |                                 |               | <b>54.47</b>        |           |
| 13 | Maintenance             | 50.00           |                                 |               | <b>50.00</b>        |           |
| 14 | Bank Fee                | 16.76           |                                 |               | <b>16.76</b>        |           |
| 15 | Total Disbursements     | 14,418.51       | 1,545.13                        | 0.00          | <b>15,963.64</b>    | 23,120    |
| 16 | Ending Balance 10/31/17 | \$158,821.51    | \$5,704.02                      | \$152,588.25  | <b>\$317,113.78</b> | \$285,760 |

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October  
Properties:

800 Brandywine  
1000 Elizabeth

Curt A. Nass  
 Treasurer/Tax Collector