

**Town of Bellefonte, Delaware**  
**Town Meeting Minutes, June 7, 2021**

**Attending:** Scott MacKenzie, Andrew Ritchie, Elisa King, Brandon Dougherty, Ross Logan, with Treasurer Dave Brenner and Tax Collector Curt Nass

**Call to Order:** Scott MacKenzie called the meeting to order at 7:03 pm and welcomed those attending.

**Minutes to the Previous Meeting:** Brandon made a motion to approve minutes of May 10, 2021, meeting and Elisa seconded, all were in favor.

**Special Guests and Public Comments:** No special guests.

**Board of Adjustment:** No activity reported.

**Planning Commission:** Commission met on 6/7 and approved one application. Reapproved land use which restores signs article. Final vote taken on land use code. Need to decide on new chairperson.

**Board of Elections:** Two commissioners ending term. Election cancelled. One application was received from Dave Brenner to be Town Treasurer. Dave Brenner is, thereby, the Treasurer (term exp. 06/22).

**Treasurer's Report:** Treasurer Dave Brenner presented the financial report for May (attached). Brandon Dougherty made the motion to accept the Treasurer's report, Elisa King seconded, all were in favor. Overall the Town is under budget. Scott made a motion to move \$30,000 from transfer account to general account, Ross seconded, all were in favor.

**Tax Collector Report:** Curt Nass presented Tax Collector's report and reviewed delinquent tax report. No changes in report.

**Old Business:**

- Insurance Repairs – Roofing has been completed. Window still needs to be repaired.
- Cameras are operational and need to be pointed correctly
- Light fixtures have been installed in Town Hall.
- Steps and apron will be installed this week.
- Traffic Control/Stop Signs on Marian Avenue-No further information.
- Historic marker in town parking lot was damaged in traffic accident – Brandon took the sign to the vendor to obtain an estimate for repair; no further information.

**Public Comments:** No public comments

**June 2021 Bills**

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,645.32
Delmarva Power	Town Hall	\$86.38
Delmarva Power	Town Hall gas	\$59.35
Comcast	Phone & internet service	Recommend payment \$200.00
GFL Environmental	Monthly trash/recycling	\$10,856.00*
Barbacane Thornton	Audit – January	\$1,900.00
Barbacane Thornton	Audit – May	\$1,575.00
News Journal/DelmarvaNow	May ARPA Public Notice	\$117.48
Suez	Monthly water (credit balance \$12.60)	Recommend \$20.00
Parkowski, Guerke & Swayze	Inv 22 – April legal service Inv 23 – May legal service	\$398.25 \$80.00
Selective Insurance	Annual policy renewal	<b>\$8,451.00</b>
Penny Hill Landscaping	April payment	\$750.75
A1 Sanitation	Bellefonte Arts sponsorship (portapotties)	\$505.00

DE League of Local Government	Annual Dues	\$800.00
New Castle County	Monthly sewer	\$14.00
Will Merlo	Town Hall cleaning – June	\$60.00
Bellevue Builders	Building skirting and steps	\$5,500.00+
Scott MacKenzie	Reimbursement May meeting food	\$41.00
Ely Associates	Playground equipment	\$7,578.00
Scott MacKenzie	Commissioner stipend	\$554.10
Brandon Dougherty	Commissioner stipend	\$507.93
Ross Logan	Commissioner stipend	\$415.57
Elisa King	Commissioner stipend	\$507.93
Andrew Ritchie	Secretary stipend	\$761.89
Dave Brenner	Treasurer stipend	\$1,108.20

\*No bill

Andrew made a motion to approve the June 2021 bills, Scott seconded, all in favor.

**Correspondence:**

- USMAIL-thank you note was received from Valerie White for sponsorship of festival

**New Business:**

**De-installation of Commissioners, appointment of installation of new commissioners and selection of officers:** Scott MacKenzie and Elisa King terms are expired. Two vacant chairs currently exist on the Commission. Andrew made a motion to appoint Scott and Elisa to the vacant commission positions, Ross seconded, all were in favor. Scott and Elisa were sworn in. Both terms expire in June 2023.

- Scott made a motion to reappoint Curt as Tax Collector for one-year term, ending June 2022. All were in favor.
- Andrew nominated Scott as President of the Commission, Ross seconded, all were in favor.
- Scott nominated Andrew to be Secretary, Brandon seconded, all were in favor.

**ARA:** Agreement in principle was reached for American Recover Act Discussion-consideration of approving up to \$40,000 of the grant for an advertising program, discussion about vendor selection. Curt will be an agent for the Commission to be the check writer for administration of AARPA funds

**Multi-hazard Mitigation Plan for consideration of the commission:** Scott made a motion to read resolution in title only, Brandon seconded, Res. 2021-02, New Castle County Multi-Jurisdictional All Hazard Mitigation Plan 2020 Update as Approved by FEMA. Andrew made motion to approve the resolution, Elisa seconded, all were in favor.

**Announcements:**

- Next planning commission meeting: July 6, 2021 7 pm.
- Next Town of Bellefonte Commission Meeting, July 12, 2021, 7 pm.
- Motion to adjourn at 8:44 pm without objection

Submitted by:

\_\_\_\_\_  
Andrew C. Ritchie, Secretary

\_\_\_\_\_  
7/12/21  
Approved:

**Town of Bellefonte**  
**Monthly Treasurers Report**  
**May 2021**

	<b>Town Account (774)</b>	<b>MSAF Account (782)</b>	<b>Property Transfer Account (445)</b>	<b>Total of Town Accounts</b>	<b>May 2020</b>
<b>Balance 5/1/2021</b>	<u>\$34,716.46</u>	<u>\$6,718.21</u>	\$244,036.92	\$285,471.59	\$266,910.86
<b>Receipts</b>					
Town Taxes					
Property Transfer Tax			\$3,510.00	\$3,510.00	
<b>Total Receipts</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,510.00</u>	<u>\$3,510.00</u>	
<b>Disbursements</b>					
Trash Collection			\$10,856.00	\$10,856.00	
Comcast Cable (Bal )	\$200.00			\$200.00	
Delmarva - TH Gas & Electric	\$99.97 Online			\$99.97	
Delmarva - Annex Gas	66.98 Online			\$66.98	
Delmarva - Town Street Lights		\$1,644.87 Online		\$1,644.87	
Reimburse-S.MacKenzie (Mtg Food)	\$35.00			\$35.00	
Maintenance - Will Merlo	\$60.00			\$60.00	
Penny Hill Landscaping (Monthly)	\$750.75			\$750.75	
Penny Hill Landscaping (Fire Cleanup)	\$1,060.00			\$1,060.00	
Parkowski, Guerke, & Swayze	N/A				
Suez - Water	\$20.00			\$20.00	
Bank Analysis Fee	\$4.12			\$4.12	
Artisan Electric	N/A				
New Castle County Sewer	\$14.00			\$14.00	
Donation Brandywine Fire House	\$1,000.00			\$1,000.00	
<b>Total Disbursements</b>	<u>\$3,310.82</u>	<u>\$1,644.87</u>	<u>\$10,856.00</u>	<u>\$15,811.69</u>	
<b>Ending Balance 5/31/2021</b>	<u>\$31,405.64</u>	<u>\$5,073.34</u>	<u>\$236,690.92</u>	<u>\$273,169.90</u>	<u>\$257,205.99</u>

Curt A. Nass, Tax Collector  
David A. Brenner, Treasurer

May Properties: 713 Melrose  
1011 Fairview