

Town of Bellefonte
Town Meeting Minutes, April 11, 2022

The meeting was called to order at 7:07 pm

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

Not attending: Ross Logan

Minutes to the Previous Meeting: Brandon made a motion to waive the reading of the March 14, 2022, meeting minutes and to approve; Scott seconded, all were in favor.

Special Guests and Public Comment: John Cartier, NCC Councilman, attended and distributed the code enforcement report and the police community venue report. Councilman Cartier reported on financial status of NCC budget and surplus in transfer tax money. April 22 Earth Day will be celebrated at 9:30 am at Claymont Library, rain garden to be dedicated.

Board of Adjustments: No report

Planning Commission: Kathy MacDonough reported that the Planning Commission approved two (2) applications. An invoice was drafted for stipend for Planning Commission members which will be paid in June meeting. The next monthly meeting is Monday, May 2.

Treasurer's Report: Dave Brenner presented the Financial Report for March (attached) and a monthly progress report (attached). Brandon made a motion to accept the Treasurer's report, Andrew seconded, all were in favor.

Tax Collector's Report: Curt Nass provided tax collector's report. Payment in full received from number 5.

Old Business/President's Report/Correspondence:

- Letter received from DELDOT regarding MSAF annual survey
- Letter received from US Census regarding payroll expenditures, Dave has completed and returned
- Reassessment update on 704 Brandywine Blvd
- Street repaving, no information regarding start date.
- Town Park equipment was delivered. Scott requesting up to \$5,000 for park improvements and general repairs, Elisa seconded, all were in favor.
- Town Hall renovations/Park Improvements; all proceeding well in Town Hall, ramp and railings completed, porch light installed, bathroom and closets are complete, Town Hall floors still to be refinished. Scott asked for consideration for approval up to \$10K for additional capital improvements and renovations, Elisa seconded, all were in favor.
- Update next month from Ross Logan on status of cameras
- Historical marker was reinstalled, idea of a rededication was discussed, Brandon will reach out to Lenape contact.
- ARPA advertising contract going well and signs for festival and for corner at St. Helena's being produced
- Annexation - Ed Mulvihill volunteered to be on annexation committee in regard to Phillips Heights.
- Town Logo and Styling - Andrew Geroski produced recommendations refreshing color Town logo and produced several alternative black and white Town logos; Scott made a motion to request up to \$1000 for Andrew G. to produce Town seal and alternative advertising logos, seconded by Elisa and all approved.
- Lamp posts on Brandywine Blvd., still working with Delmarva Power exploring possibility for Bellefonte to purchase lamp posts from Delmarva.

Public Comments: Kathy MacDonough announced that the Claymont Lions Pancake Breakfast will be held on April 30, 2022, at Claymont Fire Hall.

New Business:

- Draft budget to be produced and reviewed next meeting; Commissioners should send budget requests to Scott to include for consideration.
- Election, Andrew and Ross and Brandon terms are expiring in 2022; the link to register for the election is on the website and candidates must file by May 7
- The second ARPA appropriation is coming in June
- Scott made a motion for up to \$600 for event sponsorship of the May 21, 2022, Bellefonte Arts Festival, the Town will sponsor a hand-washing station and portable toilets, Brandon seconded, all were in favor. The provider will direct bill the Town
- Elisa proposed to finalize an event date calendar to coordinate activity dates for 2022; (e.g., Bellefonte Day, October 8; July 15 concert; and December 2 holiday event)
- Andrew made a motion for Scott to sign a letter for Bellevue Community Center as part of a federal grant process

April 2022 Bills

Payee	Description	Amount
Delmarva Power	Streetlights (948) Due 4/19/22	\$1,632.03
Delmarva Power	Town Hall Gas & Electric (888)	\$362.44
Delmarva Power	Town Hall Gas Annex (565)	\$30.66
Comcast	Phone & internet Service	Credit balance - no payment needed
GFL Environmental	Monthly trash/recycling – March	\$10,868.50
Parkowski, Guerke, & Swayze	Inv XX – March legal services	
Bellevue Builders	Balance of original ADA project contract	\$3,396.00
Barbacane Thornton	Inv 46877 and 46733 @ \$400 ea	\$800.00
Penny Hill Landscaping	April Service Contract	\$750.75
Suez Water Delaware	Feb bill	Up to \$40.00
The Trophy Shop	Repair of historic marker	\$970.00
The Trophy Shop	Fabrication and installation of ADA signage	\$1,380.00
Will Merlo	Town Hall Cleaning	\$60.00
Scott MacKenzie	Reimb – Empire Carpet	\$700.00
Scott MacKenzie	Reimb-misc supplies (Action Hardware)	\$53.01
Scott MacKenzie	Reimb – misc supplies (Home Depot)	\$63.58
Scott MacKenzie	Reimbursement for town hall curtains (Boscovs)	\$133.91
Scott MacKenzie	Reimb – Amazon (detail below)	\$219.55
Scott MacKenzie	March meeting food	\$45.00
EcoPlastics of Delaware	Second & Final Payment for Park Furniture	\$2,485.00
David Brenner	Reimbursement for Ink cartridges	\$46.98
Steve Kimmel	Gaining Access to Fire-Proof File cabinet	\$400.00
Curt Nass	Reimb – Misc supplies TH renovations	\$49.91

ARPA payments

INCdellini LLC	Monthly marketing program payment (May)	\$3,000.00
Andrew Geroski	MPHS program add	\$200.00

*No bill

Elisa made motion to pay the bills, Scott seconded, all were in favor.

Announcements:

- Next Planning Commission/Zoning Review Board meets on every Monday at 7 pm when they have an application. Planning Commission Meeting on May 2, 2022 at 7 pm
- Next Town of Bellefonte Commission meeting, May 9, 2022, at 7 pm
- A motion to adjourn the meeting was made at 9:18 pm without objection

Submitted by:

_____(Signature copy on file)_____
Andrew Ritchie

_____5/9/22_____
Approved:

Town of Bellefonte Monthly Treasurers Report

March 2022

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	ARPA Account (693)	Total of Town Accounts	March 2021
Balance 3/1/2022	<u>\$109,559.17</u>	<u>\$905.79</u>	<u>\$226,706.64</u>	<u>\$31,637.46</u>	<u>\$368,809.06</u>	\$281,757.80
Receipts					\$0.00	
Town Taxes					\$0.00	
Property Transfer Tax			\$1,470.00		\$1,470.00	
State of Del - Electrical for Gazebo	\$4,950.00				\$4,950.00	
Total Receipts	<u>\$4,950.00</u>	<u>\$0.00</u>	<u>\$1,470.00</u>	<u>\$0.00</u>	<u>\$6,420.00</u>	
Disbursements						
GFL - Trash Collection			\$10,851.00		\$10,851.00	
Comcast Cable (Bal)	\$470.00	Online			\$470.00	
Delmarva - TH Gas & Electric	\$348.52	Online			\$348.52	
Delmarva - Annex Gas	\$0.00	Online			\$0.00	
Delmarva - Town Street Lights	\$740.42	Online	\$900.79	Online	\$1,641.21	
Reimburse - S.MacKenzie - Mtg Food	\$44.00				\$44.00	
Reimburse - S.MacKenzie - Town Hall Equipment	\$1,524.54				\$1,524.54	
Parkowski, Guerke & Swayze	\$100.00				\$100.00	
Will Merlo-Maintenance & TH Painting	\$1,260.00				\$1,260.00	
Penny Hill Landscaping	\$750.75				\$750.75	
Bryan Nye - Reimbursement for Painting	\$200.00				\$200.00	
Barbacane, et al	\$400.00				\$400.00	
Russo Bros-Circulator Pump	\$485.00				\$485.00	
Artisan Electrical-Additional Renovations	\$1,425.25				\$1,425.25	
US Treasury - FICA etc for Tax Collectors Fees	\$1,468.80				\$1,468.80	
Ross Logan-Reimbursement for Web Hosting Fees	\$239.88					
Brady & Assoc.				\$10,000.00		
INCdellini, LLC				\$3,000.00		
Bank Analysis Fees	\$6.70					
Total Disbursements	<u>\$9,463.86</u>	<u>\$900.79</u>	<u>\$10,851.00</u>	<u>\$13,000.00</u>	<u>\$34,215.65</u>	
Ending Balance 3/31/2022	<u>\$105,045.31</u>	<u>\$5.00</u>	<u>\$217,325.64</u>	<u>\$18,637.46</u>	<u>\$341,013.41</u>	<u>\$283,091.36</u>

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

March Properties: 1214 Brandywine