

Town of Bellefonte, Delaware  
**Town Meeting Minutes, June 13, 2022**

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

**Not attending:** None

**Call to Order:** The meeting was called to order at 7:05 pm

**Minutes to the Previous Meeting:** Brandon made a motion to waive the reading of the May 9, 2022, meeting minutes and to approve as distributed; Elisa seconded, all were in favor. Jess from Planet Youth Coalition invited Town Commissioners to join; Scott will be the contact

**Special Guests and Public Comment:** No special guests. Public comment from Kathy McDonough inquired about success of Shop and Stroll and also mentioned upcoming Wilmington Jazz Festival.

**Board of Adjustments:** No report

**Planning Commission:** Report by Kathy McDonough; 1214 Brandywine Blvd., permit approved; 1104 Monterrey permit approved. No meeting in July, will approve zoning draft in August

**Treasurer's Report:** Dave Brenner presented the Financial Report for May (attached) and a monthly progress budget report for Commission review. Andrew made a motion to accept the Treasurer's report, Brandon seconded, all were in favor. Final audit report loaded on the website.

**Tax Collector's Report:** Curt Nass provided tax collector's report. Curt reached out to #2 on delinquent list and a payment of \$240 was made and an agreement to pay \$100 per month going forward was agreed on

**Old Business/President's Report/Correspondence:**

- Street repaving, work has begun on Maple Street.
- Town Hall renovations/Park Improvements; completed. Mulch in park completed as part of contract.
- Location located for camera; Ross to make recommendation for security system (fire, security)
- Historic Marker Dedication - Brandon contacted Lenape nation representative and left a message and sent email, no response
- ARPA advertising, renewal contract to continue current services
- No progress on annexation committee
- Lamp posts on Brandywine Blvd., still working with Delmarva Power exploring possibility for Bellefonte to purchase lamp posts from Delmarva; Seth reviewing contract \$833 for each lamp post); looking for transfer of ownership by end of fiscal year

**Public Comments:** None

**New Business:**

- Appointment of Commissioner, selection of officers, swearing in of officers; Kurt Nass elected as Treasurer; Scott made a motion to nominate Andrew, Brandon, and Ross to fill Commissioner seats, Elisa seconded, all were in favor.
- Scott requested feedback from Commissioners on use of second payment of ARPA.
- Elisa nominated Scott as President and Andrew as Secretary, Ross seconded, all were in favor.
- Resolution ARPA-9-Digital Media Etc. – consideration of approving \$45,000 (tranche #9) of ARPA funds for an advertising/marketing campaign for one (1) year with INCdellini LLC; Elisa made a motion to read the resolution in name only, Ross seconded, all were in favor. Ross made a motion to approve, Brandon seconded. Scott will be sharing progress monthly. All were in favor.
- Banners-consideration of design and production of new summer banners for Brandywine Blvd. for up to \$2,000. Andrew made a motion, Elisa seconded, all were in favor.
- Resolution 2022-2 – Naming of meeting rooms at Bellefonte Town Hall for consideration of approval. Andrew made a motion to read in title only, Brandon seconded, all were in favor. Main room Montrose Hall, Thompson Conference Room, upper backroom Lenape Multi-Purpose Room. Elisa made a motion to approve, Brandon seconded, all were in favor.

- Town picnic; looking at October 8, 2022
- Town Parking Lot – Consideration of approving up to \$5,000 for relining of Town Municipal Parking Lot to be coordinated by Mr. MacKenzie. Brandon made a motion, Andrew seconded, all were in favor.

### June 2022 Bills

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,638.26
Delmarva Power	Town Hall	\$93.88
Delmarva Power	Town Hall Annex	\$60.66
Comcast	Phone & internet service	\$225.77
GFL Environmental	Monthly trash/recycling – June	\$10,851.00
Parkowski, Guerke, & Swayze	Inv – May legal services	\$205.00
Will Merlo	Town Hall Cleaning	200.00
SuezWater Delaware	Monthly water service	Up to \$30.00
News Journal	March legal notice	\$58.74
Penny Hill Landscaping	June Service	\$750.75
Scott MacKenzie	Reimbursement for town hall equipment, renovation supplies, etc.	\$1,557.40
Scott MacKenzie	May meeting food	\$41.00
Ziggy Floors	Balance Due (\$3,913.50-\$1,900.00)	\$2,013.50
Delmarva Power	Purchase of lampposts	Up to \$20,000
Andrea Mullen	Debra's Way sign	\$403.00
Rich Mulhern	Polishing brass rail	\$50.00
Bellevue Builders	Renovation project add-ons (window/closet/closet door)	Up to \$3,400.00
A-1 Sanitation	BFAF bathrooms	\$500.00
ARPA payments		
INCdellini LLC	July payment	\$3,355.00

### Town of Bellefonte Stipends 2022

Commissioner Dougherty	\$507.93
Secretary Ritchie	\$761.89
Commissioner King	\$461.75
Commissioner MacKenzie	\$554.10
Commissioner Logan	\$323.23
Treasurer Brenner	\$1,108.20

ARPA Treasurer Nass	\$923.50
K. MacDonough	\$507.93
F. Holodick	\$369.40
A. Moore	\$507.93
J. Paradise	\$507.93
S. Kimmel	\$461.75

Scott made a motion to pay the bills, Elisa 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 August 1, 2022 at 7 pm
- Next Town of Bellefonte Commission meeting, July 11, 2022, at 7 pm
- A motion to adjourn the meeting was made at 8:47 pm without objection

Submitted by:

\_\_\_\_\_(Signature copy on file)\_\_\_\_\_  
Andrew Ritchie

8-8-22 \_\_\_\_\_  
Approved:

**Town of Bellefonte**  
**Monthly Treasurers Report**  
 May 2022

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	ARPA Account (693)	Total of Town Accounts	May 2021
<b>Balance 5/1/2022</b>	<u>\$96,300.00</u>	<u>\$5.00</u>	<u>\$222,714.14</u>	<u>\$18,437.46</u>	<u>\$337,456.60</u>	<u>\$285,471.59</u>
<b>Receipts</b>						
Town Taxes						
Property Transfer Tax			\$8,515.95		\$8,515.95	
<b>Total Receipts</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$8,515.95</u>	<u>\$0.00</u>	<u>\$8,515.95</u>	
<b>Disbursements</b>						
GFL - Trash Collection			\$10,851.00		\$10,851.00	
Comcast Cable (Bal )	\$200.00	Online			\$200.00	
Delmarva - TH Gas & Electric	\$255.62	Online			\$255.62	
Delmarva - Annex Gas	\$73.23	Online			\$73.23	
Delmarva - Town Street Lights	\$1,639.05	Online			\$1,639.05	
NCCo - Sewer Service	\$76.97				\$76.97	
Reimburse - S.MacKenzie - Town Hall Carpet	\$1,400.00				\$1,400.00	
Reimburse - S.MacKenzie - Meeting Food	\$50.00				\$50.00	
Reimburse - S.MacKenzie - TH Equipment/Materials	\$386.17				\$386.17	
Will Merlo-Maintenance & TH Painting	\$360.00				\$360.00	
Suez Water	\$20.00				\$20.00	
IAI-DE/Selective Insurance Co. of America	\$8,870.00				\$8,870.00	
Bellevue Builders - Final Payment for ADA Upgrades	\$3,396.00				\$3,396.00	
Penny Hill Landscaping	\$750.75				\$750.75	
Rhino Fence	\$925.00				\$925.00	
Andrew Geroski - New Logos	\$875.00				\$875.00	
Parkowski, Guerke, & Swayze	\$20.00				\$20.00	
Bank Analysis Fees	\$3.31					
INCdellini, LLC				\$4,998.00	\$4,998.00	
INCdellini, LLC				\$1,165.00		
<b>Total Disbursements</b>	<u>\$19,301.10</u>	<u>\$0.00</u>	<u>\$10,851.00</u>	<u>\$6,163.00</u>	<u>\$36,315.10</u>	
<b>Ending Balance 5/31/2022</b>	<u>\$76,998.90</u>	<u>\$5.00</u>	<u>\$220,379.09</u>	<u>\$12,274.46</u>	<u>\$309,657.45</u>	<u>\$273,169.90</u>

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

May Properties: 706 Euclid  
 504 Marion  
 1122 Talley