

Town of Bellefonte, Delaware
Town Meeting Minutes, October 10, 2022

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

Call to Order: The meeting was called to order at 7:01 pm

Minutes to the Previous Meeting: Ross made a motion to waive the reading of the September 10, 2022, meeting minutes and to approve as distributed; Brandon seconded, all were in favor.

Special Guests and Public Comment: Special guest New Castle County Representative John Cartier. Councilman Cartier submitted the county crime report and code enforcement report. He also made an announcement about the Neighbor Improvement District program, Edgemoor Gardens will be part of the pilot program.

Jeffrey Richardson, Delaware Community Benefits Agreement Coalition, spoke regarding the topic of port expansion, focus on getting communities getting together and have a voice in the process. There will be a meeting on October 22, 2022, at Route 9 Library in New Castle, 11 am to 1 pm.

Board of Adjustments: No activity

Planning Commission: Report received from Kathy MacDonough. Commission will be proposing new language to balance residential and commercial parking requirements.

Treasurer's Report: Kurt Nass presented the Financial Report for September (attached) and a monthly progress budget report for Commission review. Brandon made a motion to accept the Treasurer's report, Elisa seconded, all were in favor.

Annexation Committee: Jim Paradise reported out. Committee obtained list of residences from county parcel search website, reached out to St. Helena's church. 1/9/2023 and 2/13/2023 are dates for the public hearings. Annexation will include Phillips Heights and Riverside Gardens.

Tax Collector's Report: Curt Nass provided tax collector's report. Number 8 to be turned over to Seth.

Old Business/President's Report/Correspondence:

- Street repaving, paving work is expected to proceed soon.
- Town Hall improvements, condensation line was leaking into the ceiling; line was replaced; new digital/key lock installed on front door; parking lot to be redlined
- Security system; no update
- ARPA advertising; two (2) resolutions will be presented in new business
- Lamp posts on Brandywine Blvd.; no report
- Holiday decorations; Scott will have options and decision will be made next meeting; Andrew made a motion for up to \$5000 for decorations for lampposts, Ross seconded, all were in favor
- Snowplowing contract; received from current contractor, Brandon made a motion for Scott to sign the snowplowing contract, Elisa seconded, all were in favor

Public Comments: None

New Business:

- Resolution ARPA10, holiday shopping campaign, Andrew made a motion to read in title only, Ross seconded, all were in favor. Ross made a motion to approve, Elisa seconded.
- Resolution ARPA11, additional business marketing allocation, Andrew made a motion to read in title only, Elisa seconded, all were in favor. Elisa made a motion to approve, Andrew seconded.
- Community Clean Up Day-will consider in the spring
- Sidewalk repair/replacement; will be put on list for CTS funding, east side of Bellefonte Avenue
- Update on downtown development; discussion regarding improving business sector, reached out to Senator and Representative, downtown development district state program; Elisa created a summary of incentives

October 2022 Bills

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,247.89
Delmarva Power	Town Hall	\$60.41
Delmarva Power	Town Hall Annex	\$146.47
Comcast	Phone & internet service (overdue)	\$187.52
GFL Environmental	Monthly trash/recycling – September	\$10,896.00
Parkowski, Guerke, et al	August legal services	\$540.00
Will Merlo	Town Hall Cleaning & Gazebo repair	\$180.00
Penny Hill Landscaping	October Service	\$750.75
Calvert Commercial Services	Annex HVAC condensate line repair	\$432.88
Veolia Suez Delaware	September water	Recommend
\$43.40		
Selective Insurance	Rider for lampposts	\$75.00
Christmas Brothers	Moonbounce for Bellefonte Day	\$75.00
Scott MacKenzie	Postage for BD postcard	\$240.00
Scott MacKenzie	Document flat file for PC	\$99.99
Scott MacKenzie	Reimb. Printing of BD postcard	\$128.52
Scott MacKenzie	Reimb. Sept. meeting food	\$43.00
Dave Brenner	Reimb. For batteries/hardware supplies	\$16.94
ARPA payments		
INCdellini LLC	October payment – digital marketing	\$3,700.79

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

Correspondence:

- Hand delivery of fifteen (15) new FOIA requests

Announcements:

- Next Planning Commission/Zoning Review Board meets on every Monday at 7 pm when they have an application. Planning Commission Meeting – First Monday, 7 pm;
- Next Annexation working group meeting at November 2, 2022, at 7 pm.
- Next Town of Bellefonte Commission meeting, November 14, 2022, at 7 pm, annexation public hearing at 6 pm
- A motion to adjourn the meeting was made at 9:40 pm without objection

Submitted by:

Andrew Ritchie

11-14-22
Approved:

Town of Bellefonte Monthly Treasurers Report September 2022

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	ARPA Account (693)	Total of Town Accounts	Sept 2021
Balance 9/1/2022	\$60,200.50	\$5.00	\$212,343.59	\$105,588.08	\$378,137.17	\$347,044.65
Receipts						
Town Taxes	\$105,919.43				\$105,919.43	
MSAF Grant (transferred from Town Acct)		\$9,813.18			\$9,813.18	
Property Transfer Tax			\$6,331.50		\$6,331.50	
Insurance Refund	\$113.19				\$113.19	
Total Receipts	\$106,032.62	\$9,813.18	\$6,331.50	\$0.00	\$122,177.30	\$113,913.36
Disbursements						
GFL - Trash Collection			\$10,851.00		\$10,851.00	
Delmarva - Town Street Lights	\$1,249.75	Online			\$1,249.75	
Delmarva - TH Gas & Electric	\$189.78	Online			\$189.78	
Delmarva - Annex Gas	\$58.24	Online			\$58.24	
Comcast Cable	\$193.71	Online			\$193.71	
Penny Hill Landscaping	\$750.75				\$750.75	
Reimburse - S.MacKenzie - TH Equipment/Food	\$36.00				\$36.00	
Will Merlo-Maintenance	\$100.00				\$100.00	
Q2 Federal Taxes	\$1,105.43				\$1,105.43	
Parkowski, Guerke, & Swayze	\$1,153.00				\$1,153.00	
Bank Analysis Fees	\$45.48				\$45.48	
INCdellini, LLC					\$0.00	
Banner Design/ARPA					\$0.00	
Total Disbursements	\$4,882.14	\$0.00	\$10,851.00	\$0.00	\$15,733.14	\$57,337.69
Ending Balance 9/30/2022	\$161,350.98	\$9,818.18	\$207,824.09	\$105,588.08	\$484,581.33	\$403,620.32

September Properties: 602 Brandywine
1009 Rodman
704 Marion

Curt A. Nass, Treasurer/Tax Collector