

Town of Bellefonte, Delaware
Town Meeting Minutes, December 12, 2022

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

Not attending: Elisa King

Call to Order: The meeting was called to order at 7:07 pm

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

Special Guests and Public Comment: Special guest New Castle County District 8 Representative John Cartier submitted the NCC crime report and code enforcement report. Two (2) open cases. NCC designated \$100,000 in ARPA funds to council districts designated locally to BHFC and Bellevue Community Center.

Board of Adjustments: No activity

Planning Commission: Report from Kathy MacDonough. Two (2) ZRB applications approved. Putting final touches on land use code. Will distribute draft Land Use by end of December.

Annexation Committee: 120 properties to be sent letters from Phillips Heights and Riverside Gardens. Public meetings will be held January 9 and February 13 to provide feedback from residents..

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

Tax Collector's Report: Curt Nass provided tax collector's report. Reminder bills sent to all taxpayers who will go delinquent after December 31. All munitions have been satisfied. Curt will contact number 2 delinquent taxpayer about a payment plan. Status will be updated at January meeting.

Old Business/President's Report/Correspondence:

- Town Property Improvements; Relining of parking lot to be completed by 12/21
- Town Security System update; Security camera ordered to add to Ring system
- Correspondence; Census survey from US Census Bureau – Curt already replied.
- Lapse in marketing campaign until new vendor is selected at January meeting. Scott will get proposals for review at that meeting.

Public Comments: None

New Business:

- Town Auditor - Scott made motion to name Barbicane Thornton auditor for current year, Brandon seconded, all were in favor.
- Resolution 2022-04 – FOIA Procedures – updated by Town Solicitor to reflect current Delaware Code, Brandon made motion to read resolution in name only, Seconded by Ross, and all approved. Resolution 2022-04 - Freedom of Information Act read in title only by Scott. Brandon made a motion to pass, Ross seconded, all were in favor.
- Pet waste – in response to a resident's complaint, the Commission made a recommendation to make regular posts on social media reminding pet owners to clean up after their pets.
- Placeholder for community cleanup day in spring

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December 2022 Bills

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,252.76
Delmarva Power	Town Hall	\$222.79
Delmarva Power	Town Hall Annex	\$143.77
Comcast	Phone & internet service	\$225.17
GFL Environmental	Monthly trash/recycling – November	*\$10,851.00
Will Merlo	Town Hall Cleaning, before & after party	\$200.00
Will Merlo	Installation of lamppost decorations	\$540.00
Penny Hill Landscaping	December Service	\$750.75
Veolia Suez Delaware	November water	Credit balance
News Journal	Public Notice – Ord 2022-02 Annexation	\$116.84
Scott MacKenzie	Reimb. For Holiday Gathering invitation	\$468.72
Scott MacKenzie	Reimb. Printing of Annexation letter	\$60.00
Scott MacKenzie	Reimb stamps for Annexation mailing	\$180.00
Scott MacKenzie	Reimb mailing supplies Annexation (Staples)	\$28.47
Scott MacKenzie	Reimb. Amazon ornaments	\$12.99
Scott MacKenzie	Reimb Amazon bows (set for gazebo)	\$71.97
Scott MacKenzie	Reimb Amazon mailing labels Annex mail	\$12.98
Scott MacKenzie	Reimb. Home Depot 2 more lighted garland	\$79.96
Jim Paradise	Reimb. Supplies for Tree Platform	\$65.05
Bryan Nye	Reimb. Holiday Gathering food & beverage	\$1,200.00
Pat Anker	Reimb. Bathtub flowers 2022	\$150.00
Stripe-A-Lot	Town parking lot relining (finish job)	Up to \$1,000.00
Curt Nass	Reimb holiday lights and UPS shipping of deeds	\$45.00
<u>ARPA payments</u>		
INCdellini LLC	November payment – digital marketing	\$3,700.79
Scott MacKenzie	Reimb. Shops Holiday Sweepstakes postcard printing	\$371.15
Scott MacKenzie	Reimb. Postage for holiday mailing (Shops of Bellefonte inserts)	\$420.00

Andrew made a motion to pay the bills; Brandon seconded, all in favor.

Announcements:

- Next Planning Commission/Zoning Review Board meets on every Monday at 7 pm when they have an application. Planning Commission Meeting, Tuesday, January 3, 2023, 7 pm;
- Next Town of Bellefonte Commission meeting, January 9, 2023, at 7 pm, public hearing on annexation to be held at 6 pm.
- A motion to adjourn the meeting was made at 8:45 pm without objection

Submitted by:

Andrew Ritchie

1-9-23
Approved:

12/12/2022

Town of Bellefonte Monthly Treasurers Report November 2022

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	ARPA Account (693)	Total of Town Accounts	Nov 2021
Balance 11/1/2022	<u>\$167,332.19</u>	<u>\$8,570.29</u>	<u>\$201,428.09</u>	<u>\$101,887.29</u>	<u>\$479,217.86</u>	<u>\$397,124.94</u>
Receipts						
Town Taxes	\$3,027.79				\$3,027.79	
Property Transfer Tax			\$14,398.50		\$14,398.50	
Total Receipts	<u>\$3,027.79</u>	<u>\$0.00</u>	<u>\$14,398.50</u>	<u>\$0.00</u>	<u>\$17,426.29</u>	<u>\$594.38</u>
Disbursements						
GFL - Trash Collection			\$10,851.00		\$10,851.00	
Delmarva - Town Street Lights		Online \$1,252.32			\$1,252.32	
Delmarva - TH Gas & Electric	\$91.02	Online			\$91.02	
Delmarva - Annex Gas	\$66.09	Online			\$66.09	
Comcast Cable	\$203.25	Online			\$203.25	
Veolia Water	\$31.31	Online			\$31.31	
Reimburse - S.MacKenzie - TH Equipment/Food	\$2,993.07				\$2,993.07	
Parking Lot Striping	\$1,895.00				\$1,895.00	
Parkowski, Guerke, & Swayze	\$917.45				\$917.45	
Penny Hill Landscaping	\$750.75				\$750.75	
Will Merlo-Maintenance	\$100.00				\$100.00	
New Castle County (sewer)	\$76.97				\$76.97	
US Treasury	\$53.55				\$53.55	
INCdellini, LLC				\$3,605.00	\$3,605.00	
\$5 Coupon Reimbursement				\$20.00		
Total Disbursements	<u>\$7,178.46</u>	<u>\$1,252.32</u>	<u>\$10,851.00</u>	<u>\$3,625.00</u>	<u>\$22,906.78</u>	<u>\$22,581.59</u>
Ending Balance 11/30/2022	<u>\$163,181.52</u>	<u>\$7,317.97</u>	<u>\$204,975.59</u>	<u>\$98,262.29</u>	<u>\$473,737.37</u>	<u>\$375,137.73</u>
	\$163,181.52					
	\$0.00					

November Properties: 1214 Brandywine
600 Brandywine
902 Grandview

Curt A. Nass, Treasurer/Tax Collector