

Town of Bellefonte, Delaware
Town Meeting Minutes, January 9, 2023

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

Call to Order: The meeting was called to order at 7:17 pm

Minutes to the Previous Meeting: Brandon made a motion to waive the reading of the December 10, 2022, meeting minutes and to approve as distributed; Ross 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.

Board of Adjustments: No activity

Planning Commission: Report from Kathy MacDonough. Jim Paradise gave report on Annexation and timeline. Putting final touches on land use code.

Annexation Committee: Comprehensive Plan needs to have the intended land use expressed for areas identified for annexation. First public hearing was held on 1/9/2023. Most of audience from Phillips Heights attended and against annexation. Many claimed they did not receive the communication. Proceeding with information collection.

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

Tax Collector's Report: Curt Nass provided tax collector's report. All munitions have been satisfied. One property owes over \$1000.

Old Business/President's Report/Correspondence:

- Town Property Improvements; Relining of parking completed. Following up with State Representative for sidewalk replacement on Bellefonte Avenue. Consideration to up to \$40,000 to install chair lift in Town Hall; money to be received from State capital improvement fund. Scott asked for a motion for \$40,000 to install chair lift for Town Hall, Brandon seconded, all were in favor.
- Town Security System update; Security camera includes Ring system. Next step to install smoke and carbon monoxide system.
- ARPA advertising contract marketing proposal; Elisa King presented proposal on behalf of Cultivate Forward; proposal distributed for Epic Marketing Corp; Ross made a motion to accept Cultivate Forward proposal for up to \$50,00 and for Scott to sign the contract, seconded by Brandon and all approved. Commissioner King recused from vote.
- Correspondence received from Marcus Hook (downstream leak potential)
- Email from St. Helena's RC Church re: annexation. Scott replied.

Public Comments: Elisa King, due to a conflict of interest with the award of the marketing contract, Elisa King will resign as Town Commissioner effective immediately.

New Business:

- For consideration of approval, Brandon made a motion for up to \$700 to scrape and paint areas of water damage in Annex wall adjoining playground, Ross seconded, all were in favor.
- Placeholder for community cleanup day in spring, Scott will pursue a date and a price.

January 2023 Bills

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,253.72
Delmarva Power	Town Hall	\$470.97
Delmarva Power	Town Hall Annex	\$238.23
Comcast	Phone & internet service	\$231.36
GFL Environmental	Monthly trash/recycling – December	\$10,851.00
Parkowski, Guerke, et al	December legal services	\$523.25
Parkowski, Guerke, et al	Jan retainer	\$20.00
Will Merlo	Town Hall Cleaning, January	\$100.00
Will Merlo	Removal of lamppost decorations	\$270.00
Penny Hill Landscaping	December Service	\$750.75
Veolia Suez Delaware	December water	Credit balance
News Journal	Public Notice – Ord 2022-02 Annexation	\$116.84
Artisan Electric	Installation of LED permanent Edison lights	\$19,325
Jos. Finocchairo & Bros.	Salting 12/15 /2022	\$550.00
State of DE Boiler Safety	Annual inspection certificate	\$15.00
Scott MacKenzie	Reimb. Woot Ring camera for TH	\$29.99
Scott MacKenzie	Reimb. Facebook ad Holiday Gathering	\$7.35
Scott MacKenzie	Reimb. Amazon ornaments	\$21.96
Scott MacKenzie	Reimb Amazon tape recorder (Annexation)	\$31.99
Scott Mackenzie	Reimb. Facebook ads – holiday party	\$7.35
Scott MacKenzie	Reimb. Amazon clear base for wreaths	\$32.97
Scott MacKenzie	Reimb. Pats meeting food Nov	\$38.00
Scott MacKenzie	Reimb Pats meeting food Dec	\$53.00
Tax Collector Commission	Curt Nass	\$8,346.09
Tax Collector Commission FICA Tax	U.S. Treasury	\$1,382.73
ARPA payments		
INCdellini LLC	December payment – digital marketing	\$3,700.79
Susan Walton	Wix website management Oct-Dec	\$600.00

Scott 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 or when they have an application. Planning Commission Meeting, February 6, 2023, 7 pm;
- Annexation Committee meets Wednesday, February 1, 2023, at 7 pm
- Next Town of Bellefonte Commission meeting, February 13, 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

02-13-23
Approved:

Town of Bellefonte Monthly Treasurers Report December 2022

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	ARPA Account (693)	Total of Town Accounts	Dec 2021
Balance 12/1/2022	<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>
Receipts						
Town Taxes	\$3,617.64				\$3,617.64	
Property Transfer Tax			\$4,950.00		\$4,950.00	
Energy Credits	\$92.90				\$92.90	
Total Receipts	<u>\$3,710.54</u>	<u>\$0.00</u>	<u>\$4,950.00</u>	<u>\$0.00</u>	<u>\$8,660.54</u>	<u>\$8,465.73</u>
Disbursements						
Delmarva - Town Street Lights Online		\$1,252.76			\$1,252.76	
Delmarva - TH Gas & Electric Online	\$143.77				\$143.77	
Delmarva - Annex Gas Online	\$222.79				\$222.79	
Comcast Cable Online	\$225.17				\$225.17	
Reimburse - S.MacKenzie - TH Equipment/Food	\$164.92				\$164.92	
Town Flowers	\$150.00				\$150.00	
Penny Hill Landscaping	\$750.75				\$750.75	
Will Merlo-Maintenance	\$805.05				\$805.05	
The News Journal/Public Notices	\$116.84				\$116.84	
Holiday Gathering	\$1,545.00				\$1,545.00	
INCdellini, LLC				\$3,901.00	\$3,901.00	
Printing/Postage	\$1,050.17			\$491.15	\$1,541.32	
Total Disbursements	<u>\$5,174.46</u>	<u>\$1,252.76</u>	<u>\$0.00</u>	<u>\$4,392.15</u>	<u>\$10,819.37</u>	<u>\$17,660.83</u>
Ending Balance 12/31/2022	<u>\$161,717.60</u>	<u>\$6,065.21</u>	<u>\$209,925.59</u>	<u>\$93,870.14</u>	<u>\$471,578.54</u>	<u>\$365,942.63</u>
	161,717.60					
	\$0.00					

December Properties: 1107 Talley