

**Town of Bellefonte, Delaware**  
**Town Meeting Minutes, April 10, 2023**

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

**Absent:** Ross Logan

**Call to Order:** The meeting was called to order at 7:00 pm

**Minutes to the Previous Meeting:** Brandon made a motion to waive the reading of the March 13 2023, meeting minutes and to approve as distributed; Scott seconded, all were in favor.

**Special Guests and Public Comment:**

NCC Councilman John Cartier distributed community police report and code enforcement report, five cases, two have been resolved. County proposed budget has been received, a five percent tax credit is included. No planned property tax increases (not school portion) or sewer increases. John Cartier provided the DNREC complaint number 800-662-8802 to call regarding a scrap tire pile at Edgemoor Port property.

**Board of Adjustments:** No activity.

**Planning Commission:** Report from Kathy MacDonough. Approved two cases. Working on land use for language for mixed use district. Next regular meeting is May 1, 2023. Special meeting April 17, 2023, 7 pm.

**Annexation Committee:** Letter of continuation letter received for emergency services, waiting on sewer commitment. All commissioners presented comments on annexation.

Scott proposed annexation of the properties in which there were no opposition. Scott recommended to annex a portion of the areas identified for annexation. Scott made a motion to annex the area of Riverside Drive up to Rodman Road, 6 parcels along River Road, and the St. Helena's church property; Andrew seconded, all were in favor. Scott will have the Town Solicitor prepare an ordinance.

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

**ARPA:** No changes.

**Tax Collector's Report:** Curt Nass provided tax collector's report. No changes.

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

- Town Property Improvements; Chair lift in Town Hall moving forward. Sidewalk work on Bellefonte Avenue out for bid by DelDOT
- Town Security System update; Security camera includes Ring system. Next step to install smoke and carbon monoxide system. Brandon made a motion for up to \$2000 for funding, Dave seconded, all were in favor.
- Summer concerts are all booked; Ice Cream Shoppe will participate in one of the events. Town can provide soda and water. Brandon to suggest a budget for the event. Scott to create a postcard to send.
- Community cleanup update; Thanks to Dave and Carmella for sending out the Earth Day cleanup event postcards; also promoted on social media

**Public Comments:** None

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### New Business:

- Scott prepared draft budget for 2024, budget needs to be approved in May; discussed reducing tax rate \$.10/100 to \$.40/\$100.
- Business development; Seth looking into a facade program to improve exteriors of downtown, matching grant program, \$10,000 budget

### April 2023 Bills

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,277.06
Delmarva Power	Town Hall	\$471.20
Delmarva Power	Town Hall Annex	\$150.18
Comcast	Phone & internet service	\$199.76
GFL Environmental	Monthly trash/recycling – March	\$11,176.26
Parkowski, Guerke, et al	March legal services – Inv	No bill
Penny Hill Landscaping	April contract payment	\$834.41
News Journal	Public Notice for April Hearing	\$81.28
Barbacane Thornton	Inv. 48681	\$335.00
Will Merlo	Town Hall Cleaning, April	\$100.00
Veolia Suez Delaware	April service	Up to \$40.00 (No bill)
Artisan Electric	Repair of LED Edison lights at Bfonte Café	Up to \$300.00
Scott MacKenzie	March meeting food	\$50.00
Scott MacKenzie	Reimb. Amazon return address stamp	\$17.99
Scott MacKenzie	Reimb. Amazon stamps for April cleanup	\$175.00
Scott MacKenzie	Reimb, Amazon #10 envelopes for mailing	\$26.95
Dave Brenner	Reimb. Aztec flyer printing Earth Day	\$130.00
<b>ARPA payments</b>		
Cultivate Forward	April contract payment	\$5,158.33

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

### Correspondence:

- Via USMail – From NCC, April assessment updates (none)
- Via USMail – From Gannett, affidavit of publication Public Hearing 4/10/23
- Via USMail – NCC HUD 3-year Cooperative Agreement, Scott signed.

### Announcements:

- Next Planning Commission/Zoning Review Board meets on every Monday at 7 pm or when they have an application. Special Planning Commission Meeting, April 17, 2023, 7 pm; monthly meeting at May 1, 2023
- Annexation Committee meets Wednesday, March 1, 2023, at 7 pm
- Next Town of Bellefonte Commission meeting, May 8, 2023, at 7 pm, public hearing on changes to land use code 2023-01 to be held at 6 pm.
- A motion to adjourn the meeting was made at 8:21 pm without objection

Submitted by:

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

\_\_\_\_\_5/8/23\_\_\_\_\_  
Approved Date:

4/10/2023

**Town of Bellefonte**  
**Monthly Treasurers Report**  
**March 2023**

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	TD Bank CD	ARPA Account (693)	Total of Town Accounts	March 2022
<b>Balance 03/01/2023</b>	<u>\$153,040.04</u>	<u>\$3,536.61</u>	<u>\$88,744.57</u>	<u>\$80,000.00</u>	<u>\$78,493.48</u>	<u>\$403,814.70</u>	<u>\$368,809.06</u>
<b>Receipts</b>							
State of DE Grant	\$50,000.00					\$50,000.00	
Franchise Fees (Verizon)	\$9,084.42					\$9,084.42	
<b>Total Receipts</b>	<u>\$59,084.42</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$59,084.42</u>	<u>\$6,420.00</u>
<b>Disbursements</b>							
GFL - Trash Collection			\$11,176.26			\$11,176.26	
Artisan Elec./Decorative Lights						\$0.00	
Delmarva - Town Street Lights	Online	\$1,276.96				\$1,276.96	
Delmarva - TH Gas & Electric	\$367.22 Online					\$367.22	
Delmarva - Annex Gas	\$125.65 Online					\$125.65	
Comcast Cable	\$199.76 Online					\$199.76	
Reimburse - S.MacKenzie - TH Equipment/Food	\$60.98					\$60.98	
Penny Hill Landscaping	\$834.41					\$834.41	
Reimburse - J.Paradise for	\$35.00					\$35.00	
Tax Refund	\$405.00					\$405.00	
Will Merlo-Maintenance	\$100.00					\$100.00	
Barbacane/Thornton	\$1,966.25					\$1,966.25	
Veolia Water	\$19.92					\$19.92	
Legal Fees	\$621.25					\$621.25	
Q1 Federal Taxes	\$1,382.73					\$1,382.73	
Bank Fee	\$16.62					\$16.62	
Cultivate Forward					\$5,158.33	\$5,158.33	
<b>Total Disbursements</b>	<u>\$6,134.79</u>	<u>\$1,276.96</u>	<u>\$11,176.26</u>	<u>\$0.00</u>	<u>\$5,158.33</u>	<u>\$23,746.34</u>	<u>\$34,215.65</u>
<b>Ending Balance 03/31/2023</b>	<u>\$205,989.67</u>	<u>\$2,259.65</u>	<u>\$77,568.31</u>	<u>\$80,000.00</u>	<u>\$73,335.15</u>	<u>\$439,152.78</u>	<u>\$341,013.41</u>

March Properties:

Curt A. Nass, Treasurer/Tax Collector