

Town of Bellefonte, Delaware
Town Meeting Minutes, June 12 2023

Public hearing held from 6 pm to 7 pm with no attendees

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 7:07 pm

Minutes to the Previous Meeting: Brandon made a motion to waive the reading of the May 8, 2023, meeting minutes and to approve them as distributed; Scott seconded, all were in favor with correction of the spelling of Dave Brenner's name. One edit to make, correct spelling of Dave Brenner.

Special Guests and Public Comment: NCC Councilman John Cartier could not attend because of a schedule conflict but sent Police and Property Maintenance Reports. No public comments were made.

Board of Adjustments: No activity.

Planning Commission: Report from Kathy McDonough. Permits approved for 1202 Brandywine for a deck and 957 Melrose for sheathing and new roof. New zoning map was approved.

Annexation Committee: Curt and Scott sent out letters to 22 properties notifying they are being annexed and giving them instructions on what they need to do and what they need to know. Five (5) confirmations of receipt have been received.

Board of Elections: Two candidates received, Curt Nass for Treasurer and Scott MacKenzie for Commissioner.

Treasurer's Report: Curt presented the Financial Report for May (attached) and a monthly progress budget report for Commission review. Transfer taxes received on two (2) properties. Andrew made a motion to accept the Treasurer's report as presented, Dave 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; bid received for demolition and reconstruction of the stair lift, total is \$73,586. Will have additional expenditures for electrical and fire marshal requirements for the area.
- Sidewalks of Bellefonte Avenue out for bid by DelDOT.
- Security system update; new Ring camera purchased and will be installed to monitor Annex entrances.
- ARPA advertising/marketing contract; all commissioners sent update on progress from Elisa King
- Summer concert series; first concert postponed due to smoke, Brandon to let Scott know what the food or snack options will be for the shows so he can boost the events

Public Comments: None

Swearing in New Officers-selection of President and Secretary: Scott and Dave, whose terms ended today, stepped down from their seats. Andrew announced that the election was canceled because of lack of registration of candidates, Curt (Treasurer and Tax Collector) and Scott (Commissioner) did register and are now elected. Scott resumed his seat as Commissioner and nominated Andrew as Secretary, Brandon seconded, all were in favor. Andrew nominated Scott as President, Brandon seconded, all were in favor. Scott stated that there is now a vacant chair and called for nominations. Scott nominated Logan Ritchie to serve as Commissioner until June 2025, Brandon seconded, all were in favor. Logan was sworn in using the Delaware Oath of Office.

New Business:

- Scott requested approval for up to \$500 to reinstall welcome sign on Brandywine Blvd., Brandon seconded, all were in favor.
- Ordinance 2023-11; Adopting the Boundary and Zoning Map; Andrew made a motion to read in title only, Brandon seconded, all were in favor. Scott read the Ordinance in title only. Scott made a motion to proceed with second reading of Ordinance 2023-11 in title only, Brandon seconded, all were in favor. Scott made a motion to

read Ordinance 2023-11 in title only and approve, Andrew seconded, all were in favor. Ordinance 2023-11 is adopted and becomes effective July 1, 2023.

- Scott made a motion to approve up to \$4000 in ARPA funds for beautification on Brandywine Boulevard, Scott will draft an application process for businesses, Curt will administer and Elisa will communicate, Andrew seconded, all were in favor.

Correspondence:

- Via USMail – Selective Insurance Renewal
- Via Email – from Patricia Kostyshyn, requesting info about permitting process .
- Via USMail – from News Journal, affidavits of publication for public notices
- Via Email - New owners of Bellefonte Cafe requested letter of current certification and that they meet zoning requirements for ABC purposes. Scott drafted and Kathy McDonough signed.

June 2023 Bills

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,303.75
Delmarva Power	Town Hall	\$98.57
Delmarva Power	Town Hall Annex gas	\$66.29
GFL Environmental	Monthly trash/recycling – June	\$11,176.26
Parkowski, Guerke, et al	May legal services – Inv 47	\$575.00
Penny Hill Landscaping	Contract payment - May	\$834.41
News Journal	Public Notice for Hearings & passed acts	Up to \$448.44
Selective Insurance Co	Annual Insurance renewal	\$9,391.00
Will Merlo	Town Hall Cleaning	\$100.00
Will Merlo	Welcome sign repair and installation	\$500.00
Comcast	Phone & Internet service – May	\$225.47
Comcast	Phone & Internet – June	Up to 225.50 (no bill)
Veolia Suez Delaware	April & May water	\$36.39
Artisan Electric		
A-! Sanitation Special Events	BAF bathrooms & wash stands	\$707.24
Scott MacKenzie	May meeting food	\$53.24
Scott MacKenzie Reimb	Epson Color Printer	\$99.99
Scott MacKenzie Reimb	Case printer paper/ Xerox toner cartridges	\$89.98
Scott MacKenzie Reimb	Postage stamps – Concert series mailing	\$199.85
Scott MacKenzie Reimb	Postcard printing – Concert series	\$183.60
Scott MacKenzie Reimb	Mailing labels – Concert series	\$5.99
Scott MacKenzie Reimb	Ring security camera	\$45.99
Curt Nass Reimb	Annexation Comm dinner	\$88.75
Curt Nass Reimb	Earth Day GFL staff VISA gift cards	\$317.95
Curt Nass Reimb	Annexees letter certified mail 23 letters	\$91.30
Curt Nass Reimb	Tax bill postage stamps	\$189.00
Curt Nass Reimb	Priority mail – check to elevator company	\$9.65
ARPA payments		
Cultivate Forward	June contract payment	\$5,158.33

Annual Stipends: Scott made the motion to pay the stipends, Andrew seconded, all were in favor \$7,249.48 in total payments to staff, \$1,201.05 to US Treasury.

Annual Stipends

	Stipend	FICA Taxes	Net Payment
Town Commission			
Scott MacKenzie	\$ 600.00	\$ 45.90	\$ 554.10
Andrew Ritchie	\$ 750.00	\$ 57.38	\$ 692.63
Dave Brenner	\$ 250.00	\$ 19.13	\$ 230.88
Ross Logan	\$ 500.00	\$ 38.25	\$ 461.75
Brandon Dougherty	\$ 550.00	\$ 42.08	\$ 507.93
Elisa King		\$ -	\$ -
Treasurer			
Curt Nass	\$ 1,200.00	\$ 91.80	\$ 1,108.20
ARPA Treasurer			
Curt Nass	\$ 1,000.00	\$ 76.50	\$ 923.50
Planning Commission			
Kathy MacDonough	\$ 600.00	\$ 45.90	\$ 554.10
Frank Holodick	\$ 600.00	\$ 45.90	\$ 554.10
Andrew Moore	\$ 600.00	\$ 45.90	\$ 554.10
Jim Paradise	\$ 600.00	\$ 45.90	\$ 554.10
Steve Kimmel	\$ 600.00	\$ 45.90	\$ 554.10
Total Payments	\$ 7,850.00	\$ 600.53	\$ 7,249.48
Town Portion of Taxes		\$ 600.53	
Total to US Treasury			\$ 1,201.05

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

Announcements:

- Next Planning Commission/Zoning Review Board meets on every Monday at 7 pm or when they have an application. monthly meeting on Monday, July 10, 2023, at 6 pm.
- Annexation Committee meets Wednesday, July 5, 2023, at 7 pm (if needed)
- Next Town of Bellefonte Commission meeting, July 10, 2023, at 7 pm. Public hearing for amendment to Land Use Code to be held on July 10, 2023, at 6 pm.
- A motion to adjourn the meeting was made at 8:45pm without objection

Submitted by:

 Andrew Ritchie

 7-10-23
 Approved:

06/12/23

Town of Bellefonte Monthly Treasurers Report May 2023

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	TD Bank CD	ARPA Account (693)	Total of Town Accounts	May 2022
Balance 05/01/2023	<u>\$203,135.46</u>	<u>\$982.59</u>	<u>\$70,082.05</u>	<u>\$80,000.00</u>	<u>\$68,176.82</u>	<u>\$422,376.92</u>	<u>\$337,456.60</u>
Receipts							
Property Transfer Tax			\$5,797.50			\$5,797.50	
Town Taxes	\$602.45					\$602.45	
Total Receipts	<u>\$602.45</u>	<u>\$0.00</u>	<u>\$5,797.50</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,399.95</u>	<u>\$8,515.95</u>
Disbursements							
GFL - Trash Collection			\$12,238.76			\$12,238.76	
Delmarva - Town Street Lights	\$1,299.31	Online				\$1,299.31	
Delmarva - TH Gas & Electric	\$112.51	Online				\$112.51	
Delmarva - Annex Gas	\$103.45	Online				\$103.45	
Comcast Cable	\$15.60	Online				\$15.60	
Reimburse - S.MacKenzie - TH Equipment/Food	\$114.52					\$114.52	
Penny Hill Landscaping	\$834.41					\$834.41	
Veolia Water	\$18.06					\$18.06	
Will Merlo-Maintenance	\$125.00					\$125.00	
Legal Fees	\$460.00					\$460.00	
New Castle County	\$20.25					\$20.25	
Bank Fee	\$13.19					\$13.19	
Cultivate Forward					\$5,158.33	\$5,158.33	
Total Disbursements	<u>\$3,116.30</u>	<u>\$0.00</u>	<u>\$12,238.76</u>	<u>\$0.00</u>	<u>\$5,158.33</u>	<u>\$20,513.39</u>	<u>\$36,315.10</u>
Ending Balance 05/31/2023	<u>\$200,621.61</u>	<u>\$982.59</u>	<u>\$63,640.79</u>	<u>\$80,000.00</u>	<u>\$63,018.49</u>	<u>\$408,263.48</u>	<u>\$309,657.45</u>

May Properties: 910 Maple
957 Melrose

Curt A. Nass, Treasurer/Tax Collector