

**Town of Bellefonte, Delaware**  
**Town Meeting Minutes, February 10, 2025**

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

**Call to Order/Welcome** – Brandon called the meeting to order at 7:04 pm.

**Minutes to the Previous Meeting** – Andrew made a motion to waive the reading and to accept the minutes as distributed, seconded by Dave, and all approved.

Scott motioned to reorder the agenda to bills, seconded by Logan, and approved by all. Scott read two invoices for snowplowing service from Finocchiaro and Brothers for \$5,425.00 and \$2,585.00. Scott made a motion to pay these two bills, seconded by Logan and all approved.

Scott made a motion to rejoin normal order of the agenda, seconded by Brandon, and all approved.

**Committee Reports:**

**Board of Adjustments** – No activity.

**Planning Commission/Zoning Review Board** – No update. PC did meet on 2/3 and did approve one ZRB application.

**Treasurer's Report and Tax Collector's Report** – Curt presented the Financial Statements of account as on January 31 (attached) and the Report on Delinquent Taxes. Scott made a motion to approve Financial Reports as presented, seconded by Andrew, and all approved.

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

Town Hall Complex improvements – Status Report from Scott. Automatic door in stairwell has been ordered by Deldeo and will be installed by mid-March. Roof brackets for new solar panels have been ordered and the roofer has been notified that delivery is pending. Roofer and Sun in One have been connected so that the new roof installation can proceed. Both roofing and solar racks may be installed before the March meeting, dependent on weather.

**Review of Capital Improvements Budget** - Scott reported that after the project approval of the January meeting, there will be approximately \$500 left from the DE Community Reinvestment Fund, which will most likely be used to fix Edison lights on the Blvd.

**Sidewalks and Streetlights** – Nothing to report on sidewalks on Bellefonte Ave., the contractor has been notified to proceed with two new lampposts.

**Shops of Bellefonte** – Status Report. Tonya Smallwood of Lotus Lane attended as well as Valerie White of Bellefonte Arts. Tonya reported that the Shops will be having the Earth Day Spring Flea on Saturday April 12. She requested sponsorship for the event in support of advertising and porta potties. Scott made a motion to approve \$300 for sponsorship of Spring Fling Flea. April 12, Earth Day, seconded by Brandon, and approved by all.

Valerie reported that the Bellefonte Arts Festival would be held on Saturday, May 17 and requested sponsorship of bathrooms and wash stations. Scott made a motion to approve up to \$525 for sponsorship of bathrooms for Bellefonte Arts Festival, seconded by Brandon, and all in favor.

**Energy and Community Development Grant** – Status Report. No communication from DNREC since sending signed contract, but Scott said it may be waiting on confirmation of the new DNREC secretary.

**Correspondence**

Via USMail – Food Bank of Delaware. Thank you for December donation

Via USMail – Comcast franchise fee \$4,977.18

**Public Comments/Special Guests**

- Andrew announced that Scout Max and advisor attending for merit badge.
- John Cartier presented reports for Police Activity and Code Enforcement. John reported that all NCC cabinet officers were approved. Well experienced, seasoned County employees. John said that formal

assessment appeal forms will be available on county website soon and they must be filed by March 14 to challenge the new assessment.

- John Cartier also announced the Special Election for Senate District 1 and encouraged all residents to make their voices heard.

**New Business:**

- Consideration for acting as fiduciary agent for BHFC Grant from DE Community Reinvestment Fund for Command Vehicle. Dave motion for us to act as fiduciary agent, seconded by Brandon, and all were in favor.
- Consideration of adoption: Resolution 2025-01 – Authorizing application for 4-way stops at Melrose at Elizabeth, Melrose at Maple Avenue, and Melrose at Rodman Ave.

Scott made a motion to read in title only, seconded by Dave, and all in favor. Branndon read the Resolution 2025-01 - Authorizing application for 4-way stops at Melrose at Elizabeth, Melrose at Maple Avenue, and Melrose at Rodman Ave. Dave made a motion to approve with the edit of “Rodman Rd.” not Avenue, seconded by Brandon, and all were in favor.

- Consideration of approving the annual landscaping contract for up to \$10,000. Dave made motion to approve, seconded by Andrew and all approved. Brandon will sign the contract when received.

**Payment of the Bills**

Payee	Description	Amount
Delmarva Power	Streetlights	\$1,539.89
Delmarva Power	Town Hall	\$629.30
Delmarva Power	Town Hall Annex gas	\$318.82
Casella	Monthly trash/recycling – December	\$12,352.18
Comcast	January service	\$274.29
NCC	Sewer bill	\$38.40
Jos. Finocchiaro & Bros.	Salting and plowing, Jan 20	\$5,425.00
Jos. Finocchiaro & Bros.	Salting, Feb 9, 2025	\$2,585.00
Barbacane Thornton	Progress billing – Inv. 52409	\$1,244.00
Barbacane Thornton	Progress billing – Inv. 52410	\$622.50
Veolia	Water service – January service	No bill – Up to \$30.00
R & R Roofing	Replacement of flat roof (DCRF Grant)	HOLD - \$57,476.50
Will Merlo	Monthly cleaning, Annex	\$100.00
Scott MacKenzie Reimb	BJs – Alum catering trays	\$14.99
Curt Nass	Tax Collectors commission	\$6,866.33

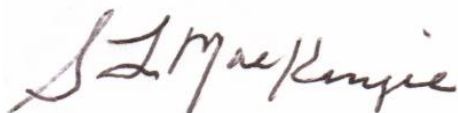
Andrew made a motion to pay the bills as read, seconded by Logan, and all approved.

Scott made a motion to pre-approve up to \$5,500 for snowplowing in advance on needs in the coming weeks, seconded by Brandon, and all approved.

**Announcements/Adjournment** – Planning Commission March 3, 7 pm; Town Meeting, March 10, 7 pm

Brandon adjourned the meeting without objection at 8:05.

Submitted by:



Scott MacKenzie

\_\_\_\_ 3-10-25 \_\_\_\_  
Approved

02-10-25

**Town of Bellefonte**  
**Monthly Treasurers Report**  
**January 2025**

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	TD Bank CD	Total of Town Accounts	Jan 2024
				4.33%		
<b>Balance 01/01/2025</b>	<u>\$245,872.42</u>	<u>\$8,528.08</u>	<u>\$10,086.65</u>	<u>\$84,679.82</u>	<u>\$349,166.97</u>	<u>\$391,471.75</u>
<b>Receipts</b>						
Property Transfer Tax			\$14,473.50		\$14,473.50	
Town Taxes	\$2,834.00				\$2,834.00	
WSFS Transfer	(\$200.00)	\$100.00	\$100.00		\$0.00	
<b>Total Receipts</b>	<u>\$2,634.00</u>	<u>\$100.00</u>	<u>\$14,573.50</u>	<u>\$0.00</u>	<u>\$17,307.50</u>	<u>\$2,687.80</u>
<b>Disbursements</b>						
GFL - Trash Collection	\$11,991.42				\$11,991.42	
Delmarva - Town Street Lights		Online \$1,530.44			\$1,530.44	
Delmarva - TH Gas & Electric	\$441.50	Online			\$441.50	
Delmarva - Annex Gas	\$297.19	Online			\$297.19	
Comcast Cable	\$274.29	Online			\$274.29	
Reimburse - J.Paradise - Propane for Party	\$75.00				\$75.00	
J.Finocchiaro - Snow Plowing	\$2,595.00				\$2,595.00	
Landscaping	\$885.50				\$885.50	
Barbacane/Thornton - Audit	\$5,226.20				\$5,226.20	
Artisan Electric - Pole Installation	\$6,236.00				\$6,236.00	
Will Merlo - Maintenance	\$460.00				\$460.00	
Bank Fee	\$185.45				\$185.45	
<b>Total Disbursements</b>	<u>\$28,667.55</u>	<u>\$1,530.44</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$30,197.99</u>	<u>\$28,452.35</u>
<b>Ending Balance 01/31/2025</b>	<u>\$219,838.87</u>	<u>\$7,097.64</u>	<u>\$24,660.15</u>	<u>\$84,679.82</u>	<u>\$336,276.48</u>	<u>\$365,707.20</u>

January Properties: 1225 Rosedale  
1102 Highland  
1107 Monterey

Curt A. Nass, Treasurer/Tax Collector



**Resolution 2025-01 – Authorizing application for 4-way stops at Melrose at Elizabeth,  
Melrose at Maple Avenue, and Melrose at Rodman *Ave. Rd.***

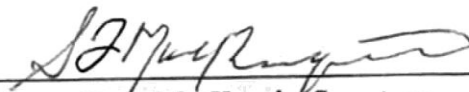
WHEREAS the Bellefonte Town Commission has had feedback from residents that dangerous intersections might be improved by the installation of four-way stop signs, and

WHEREAS The Town Commission acknowledges that the Delaware Department of Transportation (DelDOT) does have authority for the roadways within our borders, and

WHEREAS the Town Secretary did contact State Representative Debra Heffernan about these intersections and were given request forms to request that DelDOT reviews these intersections and consider the installation of four-way stop signs,

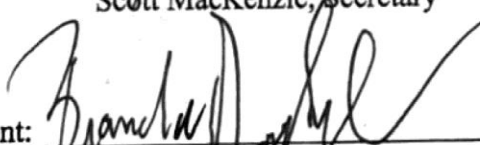
NOW THEREFORE, the Bellefonte Town Commission does hereby direct the Town Secretary to complete said applications and submit them to DelDOT.

Attest:

  
\_\_\_\_\_  
Scott MacKenzie, Secretary

Date: 2-10-25

President:

  
\_\_\_\_\_  
Brandon Dougherty, President

Date: 2/10/25