

## **Town Commission Meeting Minutes** **Monday, April 11, 2011 – 7:00 pm**

**ATTENDEES:** Elaine Chester, Glenn Suter, T. J. LoVerde, Keith Hughes, Kathy MacDonough, Curt Nass, Scott Mackenzie, Brian Donovan, Brandon & Carol Dougherty, Judy Byrne, Ann Schneider, Dave Brenner, David Wishowski, John Cartier ...

### **1. Call to Order**

TJ called the meeting to order at 7:06 p.m.

### **2. Special Guests / Public Comments (limit of 2 – 3 minutes per person)**

**John Cartier** – Don't shoot the messenger, but there will be an increase to our County Service Fee for the fiscal year 2011/2012 that will take effect July 2011. This is because the County was not charging the Town of Bellefonte home owners enough for County Police protection. They claim there had been in excess of 600 police calls to our town over the last year. Attendees expressed doubt about that number. John will ask County officials, including County Finance, to attend our next meeting on May 9<sup>th</sup> for full explanation of facts.

The sewer project 1<sup>st</sup> phase is done and the Jersey barriers should be gone soon. Sewer taxes may be going up \$10 annually to cover improvements to the sewer system.

There are a lot of empty sites on Philadelphia Pike; victims of the recession and some generational. John suggested we could call Allied Properties in Concord Mall to make suggestions for other stores to go in the Food Lion shopping center.

Elaine made a motion to move up swearing in of Dave Wishowski from Old Business, second by Glenn. TJ swore Dave in as the third member of the Board of Elections.

### **3. Minutes of Previous Meeting – reading and consideration for approval**

Motion by Glenn to waive reading and approve the minutes as corrected at the working meeting on 4/6/11, seconded by Elaine.

### **4. Treasurer/Tax Collectors Report – (Curt Nass)**

Curt presented the Treasurer's Report (Attachment A). Motion to accept as read by Glenn, seconded by Kathy.

### **5. Building Inspector Report – No report but comments by TJ LoVerde**

TJ explained that the Inspector is in lower Delaware. Glenn made a motion to go with BIU's recommendations made in 4/11/11 e-mail. Seconded by Keith for further discussion. Since we don't intend to make money off inspections, we would go with lower rates. Scott recommended inspections be given to County. We will talk with Gonser about liabilities. John Cartier will check with County to see if they will take it on. All electrical inspections are done by a private company. Motion to table by Glenn, seconded by Keith. Scott wants to make sure Kyle pays attention to the fee schedule in the building code.

**6. Plumbing Inspector Report – No report**

**7. Board of Adjustment Report – (Brian Donovan)**

Nothing to report.

**8. Planning Commission Report – (Dave Brenner & Scott Mackenzie)**

Scott handed out an EECBG Facility Enhancements Executive Summary (Attachment B) this evening. All drop ceilings to come out of the former day care center for the installation of the HVAC system which needs to go out for bid. Glenn said he can remove ceiling.

**Motion to approve \$500 for a dumpster for ceiling removal made by Glenn and seconded by Kathy.**

**9. Reading and Approval of Bills – (Elaine Chester)**

Elaine read the bills (Attachment C) and presented them to Curt for payment.

Motion to pay bills as read made by Keith and seconded by Glenn.

**10. Old Business**

**Day Care Maintenance List** – Glenn said the door and frame on the side of the former day care needs replacing because of rot. Price for just the door is \$976 + tax and with hardware is \$1,034.56 + tax and \$300 to install. Will check into salvage yard opportunities. Will also try to get price from Tri State Lock.

**Day Care Sign Painting** – Scott in process of getting vinyl decal for emblem.

**Town Hall Internet** – This is necessary for the monitoring of the solar panels, and to make the town website available for research during meetings. Keith reported the Verizon bundled with \$200 investment of equipment and installation if \$108/month including phone with same number of voice mail boxes. Comcast would only have one voice mail box is \$104. **Kathy made a motion to use Verizon, second by Keith.** Keith will call Verizon to set up.

**Tax Rate and Budget** - Motion to move tax and budget discussion to end of meeting made by Glenn and seconded by Kathy.

**11. Public Comments/Questions (2-3 minutes per person in turn; each person may speak up to 3 times on the same topic)**

No further comments from the audience.

**12. New Business**

**Annual Audit** – Will name auditor next month for two years (09/10 now and 10/11 as of 6/1/11) Kathy to look into Belfint, Lyons and Shuman. Dave will ask Ardens who they use.

**Election Candidates** – Were reminded to send in their bio's and election forms to TJ and Elaine.

**Landscape Contract** – Elaine received quotes from Nature's Call. Weeding, trimming plants and mulching playground and flower beds in park and town hall, and putting in steel edging between playground and concrete side walk was \$2,760. Using plastic edging would be \$300 less. \$2,000 had already been approved at last meeting. Will eliminate steel or plastic edging altogether and will not mulch the playground. Elaine will contact Nature's Call for new seasonal cutting contract and insurance certificate.

**Tax Rate and Budget** – Curt handed out an in-depth compilation of the 2010/2011 FY Operating Budget based on actual vs. budgeted. Keith went through this line by line and plugged in numbers for the new fiscal year of 2011/12; some going up where needed, i.e. Trash Removal and some going

down, i.e. Grants and Rent. The adjusted total income is \$196,200 and the expenses are \$221,500. Curt will bring formal budget and tax rate increase recommendations to next meeting.

**Next Working Meeting – May 4, 2011**

**Next Commission Meeting – May 9, 2011**

**13. Public Comments/Questions (2-3 minutes per person in turn; each person may speak up to 3 times on the same topic)**

No further comments

**14. Motion to Adjourn by Glenn and seconded by Keith at 10:15 p.m.**

Town of Bellefonte  
 Monthly Treasurers Report  
 March 2011 Report

<b>ATTACHMENT A</b>
---------------------

	Commerce Town Account	MSAF Account	Property Transfer Account	Stimulus Account	Total
Balance 03/01/11	\$58,246.42	\$1,094.59	\$114,215.74	\$4,322.80	177,879.55
<b>Receipts</b>					
State Grant				21,500.00	21,500.00
Transfer Tax					-
Town Tax	975.49				975.49
Plumbing Inspection Fee	150.00				150.00
Interest	6.82	0.14	14.55	-	21.51
<b>Total Receipts</b>	<b>1,132.31</b>	<b>0.14</b>	<b>14.55</b>	<b>21,500.00</b>	<b>22,647.00</b>
<b>Disbursements</b>					
Trash Collection	11,500.23				11,500.23
Snow Plowing	2,900.00				2,900.00
Legal Fees	2,000.00				2,000.00
Town Utilities	1,638.17				1,638.17
Plumbing Inspection	490.00				490.00
Printing/Mailing	214.37			973.39	1,187.76
Picnic Expenses	75.00				75.00
Secretary Fee	123.14				123.14
Tax Refund	1.71				1.71
Other/Supplies	125.63				125.63
<b>Total Disbursements</b>	<b>19,068.25</b>	<b>0.00</b>	<b>0.00</b>	<b>973.39</b>	<b>20,041.64</b>
Ending Balance 03/31/11	\$40,310.48	\$1,094.73	\$114,230.29	\$24,849.41	\$180,484.91
					<b>\$180,484.91</b>

Curt A. Nass  
 Treasurer/Tax Collector

March Properties:

**EECBG Facility Enhancements  
Executive Summary**

ATTACHMENT B

**Demolition:**

Budget: \$0

**Electrical (lighting):**

Budget: \$2,300

**ASHP HVAC System (TH & DC):**

Budget: \$45,000

**Insulation:**

\$3,000 DC Upper attic and crawlspace

\$1,500 TH attic

\$1,500 TH floor

\$9,000 TOTAL

**Project Management:**

\$2,000

Project Number	Description	Budget	Done?
Project #1	ASHP ductless system (TH and DC)	\$45,000	
Project #2	PV system DC roof	18,000	X
Project #3	Insulation DC ceiling	3,000	
Project #4	Lighting DC main and upper classroom	2,500	
Project #5	Upper classroom attic & crawl space	2,000	
Project #6	TH attic insulation (R-38)	1,500	
Project #7	TH crawlspace floor joint insulation	1,500	
Project #8	Admin. – Proj. Mgmt. and advertising	2,000	
TOTAL		\$75,500	

Town of Bellefonte  
 Monthly Bills Presented for Payment  
 April 11, 2011

ATTACHMENT C

Town Account	Amount Due	Vendor	
	11,596.24	IDS	Trash collection
	50.00	BIU	Building Inspection
	100.00	BIU	Building Inspection
	143.27	Delmarva Power	Town hall utilities
	58.44	Delmarva Power	School utilities
	62.36	Delmarva Power	Traffic Light
	1,280.36	Delmarva Power	Traffic Light
	61.57	Elaine Chester Bellefonte Arts Festival	Secretary
	250.00		
	608.00	Nature's Call	Landscaping
	47.29	Verizon	Telephone
	45.96	David Brenner	Supplies
	<hr/>		
	\$14,303.49		
	<hr/> <hr/>		
MSAF Account			
	-	Delmarva Power	Traffic Light
	-	Delmarva Power	St. Lights
	<hr/>		
	\$ -		
	<hr/> <hr/>		
ARRA Account			
	1,167.89	David Brenner	
	255.64	Town of Bellefonte	Transfer to Town Acct
	192.10	BCD Systems	Mailing/Notices
	<hr/>		
	\$1,615.63		
	<hr/> <hr/>		