

## **Town of Bellefonte, Delaware**

### **Public Hearing April 8, 2024, 6 pm:**

There being no significant comment or questions from the few attending, members of the Town Commission edited: 1) deleted section requiring business licensing for home-based business, 2) deleted the section limiting of units by street frontage in mixed use zones, and 3) deleted definition "Family."

### **Town Meeting Minutes, April 8, 2024**

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

**Absent:** Andrew Ritchie

**Call to Order:** The meeting was called to order at 7:05 pm.

**Minutes to the Previous Meeting:** Scott MacKenzie made the motion to waive the reading and to approve the minutes for March as distributed seconded by Logan, and the motion was approved.

**Special Guests:** None. Police and Code Enforcement Reports from John Cartier submitted.

**Board of Adjustments:** Brian Donovan said work was being done on 1223 Rosedale but weather stopped current work.

**Planning Commission:** PC approved changes to BOA document regarding variances at 3/4/2024 meeting, application at 1214 Brandywine replacement deck approved at meeting on 3/11/2024. No formal report.

**Board of Elections:** Patty Vidikus submitted documents for NCC BOE Commission. Election scheduled for 6/4/24.

**Treasurer's Report:** Curt presented the Financial Report for March 2024 (attached) and a monthly progress budget report for Commission review. Logan made a motion to accept the Treasurer's report as presented, Brandon seconded, all were in favor.

**Tax Collector's Report:** Curt Nass provided tax collector's report. There were no questions.

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

- Town Hall improvements, Staircase has been completed, fire tower almost completed, project should be completed by end of April, downstairs unusable at this time.
- Sidewalks, no update on sidewalk repairs on Bellefonte Avenue.
- Edison Lights on Brandywine Blvd., lights were ripped down at town parking lot entrance, town will not replace the lights at entrance to parking lot.
- MacDonough Memorial, look to reschedule for June 7, 2024. Jaime Parker will perform and do the memorial and the concert. The memorial will start at 6pm and the concert at 7pm.
- Verizon contract, nothing to report

### **Correspondence:**

- Via USMail – From NCC, Quarterly Assessment Report and Annual Assessment Summary Report.

**Public Comments:** None

### **New Business:**

- Land Use Code - This was the first reading in title only for the ordinances 2024-01 Planning Commission 2024; (Board of Adjustment) 2024-03 Land Use Code. Scott made a motion. Logan seconded. The first reading was passed. All in favor.
- Landscaping Contract Renewal for Pennyhill Landscaping: Same invoice as previous invoices \$885.49 the total: \$8854.93. Scott made a motion for approval. Brandon seconded. All in favor. No discussion.
- Discussion of 2024-25 Proposed Budget. Scott will send out the proposed budget before the next meeting to discuss at future meetings before June.

- A motion was made by Scott to appoint David Brenner to fill a vacant seat until June 2024. Brandon seconded the motion. The motion was approved unanimously and Dave was sworn in using the Delaware Oath of Office.

**April 2024 Bills**

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
Delmarva Power	Streetlights	\$1,536.72
Delmarva Power	Town Hall	\$355.41
Delmarva Power	Town Hall Annex gas	\$142.10
GFL Environmental	Monthly trash/recycling – March	\$12,040.69
Parkowski, Guerke, et al	March legal services – Inv. 57	
Pennyhill Landscaping	March contract payment	\$885.49
Pennyhill Landscaping	April contract payment	\$885.49
Veolia	Water service – March	\$23.47
Comcast	Phone & Internet – March	\$248.70
Will Merlo	Town Hall Cleaning - April	\$100.00
Scott MacKenzie Reimb	March meeting food	\$55.00
Scott MacKenzie Reimb.	140 pack 10” paper plates	\$21.59
James Edwards, Esq.	Legal services, BOA hearing 1223 Rosedale	\$600.00
Barbacane Thornton	Inv. 50785, Audit progress billing	\$1,162.50
Barbacane Thornton	Inv. 50736, Audit progress billing	\$232.50
Deldeo Builders	Final payment for stairwell construction	Up to \$75,000.00 (HOLD)
Illana’s Glitterbugz	Balance due face painting Spring Flea	\$250.00 (Hold 4 event)
<b><u>ARPA payments</u></b>		
Ross Logan	Contract final payment	\$1,000

Scott made a motion to pay the bills as read, Logan seconded, all were 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, May 6, 2024, at 7 pm.
- Next Town of Bellefonte Commission meeting, Monday, May 13, 2024, at 7 pm.
- A public hearing regarding the land use code will be held Monday, May 13, 2024, at 6 pm.
- A meeting of the Delaware Community Benefits Coalition will be held May 13, 6 pm, in the Annex

A motion to adjourn the meeting was made at 8:21 pm without objection

Submitted by: Brandon Dougherty

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Attest: Andrew Ritchie

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5-13-24  
Approved:

## Town of Bellefonte Monthly Treasurers Report March 2024

	Town Account (774)	MSAF Account (782)	Property Transfer Account (445)	TD Bank CD	ARPA Account (693)	Total of Town Accounts	Mar. 2023
<b>Balance 03/01/2024</b>	<u>\$220,830.32</u>	<u>\$3,426.68</u>	<u>\$41,189.11</u>	<u>\$80,000.00</u>	<u>\$9,670.02</u>	<u>\$355,116.13</u>	<u>\$368,809.06</u>
<b>Receipts</b>							
Property Transfer Tax			\$8,250.00			\$8,250.00	
Town Taxes	\$109.20					\$109.20	
Verizon Franchise Fee	\$8,740.08					\$8,740.08	
Energy Credits	\$92.90					\$92.90	
Other	\$0.26					\$0.26	
<b>Total Receipts</b>	<u>\$8,942.44</u>	<u>\$0.00</u>	<u>\$8,250.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$17,192.44</u>	<u>\$6,420.00</u>
<b>Disbursements</b>							
GFL - Trash Collection			\$12,000.69			\$12,000.69	
Delmarva - Town Street Lights		\$1,533.64				\$1,533.64	
Delmarva - TH Gas & Electric	\$379.47					\$379.47	
Delmarva - Annex Gas	\$208.46					\$208.46	
Comcast Cable	\$225.00					\$225.00	
Reimburse - S.MacKenzie - TH Equipment/Food	\$50.00					\$50.00	
Reimburse - C.Nass - Document Shredding	\$369.00					\$369.00	
Reimburse - J.Paradise - Training	\$134.53					\$134.53	
Snow Plowing	\$1,800.00					\$1,800.00	
Community Activities	\$250.00					\$250.00	
Will Merlo-Maintenance/Holiday Decorations	\$600.00					\$600.00	
Legal Fees	\$828.00					\$828.00	
Insurance	\$400.00					\$400.00	
Bank Fee	\$39.54					\$39.54	
Cultivate Forward					\$5,158.33	\$5,158.33	
					\$1,000.00	\$1,000.00	
<b>Total Disbursements</b>	<u>\$5,284.00</u>	<u>\$1,533.64</u>	<u>\$12,000.69</u>	<u>\$0.00</u>	<u>\$6,158.33</u>	<u>\$24,976.66</u>	<u>\$34,215.65</u>
<b>Ending Balance 03/31/2024</b>	<u>\$224,488.76</u>	<u>\$1,893.04</u>	<u>\$37,438.42</u>	<u>\$80,000.00</u>	<u>\$3,511.69</u>	<u>\$347,331.91</u>	<u>\$341,013.41</u>

March Properties: 801 Brandywine