

## Advisory Meeting Monday, June 1, 2009

Present: Mike Curtis, Connee McKinney, Ray Seigfried, Denis O'Regan, Bill Theis, Larry Walker, Lisa Mullinax, David Michelson, Warren Rosenkranz, Lynda Kolski, Cookie Ohlson, Sue Rothrock, Steven Threefoot, Elaine Hickey

Advisory Chair Bill Theis convened the meeting at 7:40 PM.

### **Town Chair – Steven Threefoot**

#### ***Town Meeting Venue***

Steven started the discussion by saying that we had agreed to do two Town Meetings at the Buzz Ware Village Center to see if it would work. Now, how do we get the community's input in order to make a decision on a permanent Town Meeting venue? After much discussion which included many ideas such as taking a vote at Town Meeting, voting by Referendum, or have an existing or ad hoc committee conduct a process for determination, it was decided a Motion would be made at the June Town Meeting to have the September Town Meeting held at the Buzz Ware and that a process, via committee, will evaluate input regarding the March and June meetings in order to determine the permanent venue.

#### ***Waste Removal Negotiations***

The three Villages are in negotiations for a waste removal contract. Costs will increase by 20-25%. Steven has been tracking data - all three current bids have increased plus the tipping fee – to see if the increases are legit. The current contract is up 9/1/09. Steven would like to get approval to sign the best deal. Trash pick-up is no longer in the Civic Committee budget. Ray Seigfried asked if a master contract is a real deal. Steven replied, yes – that individual contracts are significantly higher. It was also mentioned that the cost is tax deductible because individuals have no choice but to go with the Town contractor.

#### ***Stimulus Package Funds***

New Castle County is running a program offering stimulus money for energy auditing on commercial property. Do we want to go after grants? The grants would provide energy upgrades and auditing. Every leasehold and our commercial properties would benefit. Perhaps G3 should take a look at it. Connee would ask G3 to go through the material and gather information. June 24<sup>th</sup> is the deadline for applying.

#### ***Reverse 911***

Steven received a note asking how evacuation warnings would be communicated to the entire community in case of an emergency (in light of the recent explosion at the Sunoco plant in Claymont). The current "reverse 911" warning system applies only to Verizon customers. It was decided that the Safety Committee would make a Motion at Town Meeting to contact Comcast to provide the "reverse 911" service to their customers.

#### ***Verizon Wireless Antenna***

Steven has again been contacted by Verizon Wireless asking for permission to place an antenna on the Water Tower. A Verizon Wireless Representative would like to speak at the June Town Meeting. They have given Steven detailed drawings. There would be a small building inside the fence, and the antenna on the Water Tower would be 4 feet high.

### ***Volunteer Hours***

Steven said Marianne Cinaglia has been asked by the Governor's Commission on Community and Volunteer Services if Arden would be interested in having their volunteer hours in a tracking database. The value would be that it would give us some leverage in obtaining grants. It was decided that this is not a Town Assembly issue. It is a Committee issue.

### ***List of Contracts***

Steven asked all committees who hold contracts to forward the contract info to the Town Secretary. Now that the Town is responsible for paying the bills, the Town Officers need to be aware of all contract info. It is especially important when we apply for grants. The Town Secretary will maintain an electronic listing of all current contracts.

### ***ACRA Insurance***

ACRA currently does not have insurance and is now getting quotes. The Town could help them with some of the expense. All three villages could help. Do something now and work something out for the future.

### **Treasure – David Michelson**

#### ***New Voucher System***

The voucher system now includes two forms: a Deposit Form and a Request for Payment Form. The new forms have only one copy, rather than the former 2-copy voucher. The new forms Require only one signature for requests under \$10,000.00. Payment can be made either by check or EFT. Town Officers meet on the 2<sup>nd</sup> & 4<sup>th</sup> Wed. of each month at 7:30 PM in the Buzz Ware Village Center and will write checks at that time. The new system means Vendors will be paid in a timelier manner. Printable copies of the new Forms will be on the Arden.Delaware.gov web site. Each Committee should appoint one person who will be responsible for money matters and let the Town Officers and Bill Theis know who that person is. Vouchers can be dropped in the newly installed locked mailbox (2119 The Highway) in front of the BWVC.

Connee asked if it isn't standard procedure to have two signatures on a check. She will ask our Auditor, Joe Hessling, about it.

Larry asked if there is a timeline to apply for Schroeder grants. David said that info would be available the next time we meet.

David will present the Financial Report at Town Meeting and also make a Motion to have funds transferred from the Trust to the Village.

### **Trustees – Connee McKinney**

The Trustees (Mike Curtis and Connee McKinney) as well as former Trustee (Marianne Cinaglia via conference call) will be meeting with our lawyer regarding the Buckingham Greene lawsuit this Friday. Our lawyer has some information for us and wants to discuss it. We will report on that meeting at the June Town Meeting.

Steve Treefoot, Carl Falco, and I had the annual insurance review with Tom Horning, our insurance agent. TomH is looking into a new carrier for the town/trustee insurance. Our current policy is good until the end of June and he has identified several carriers. One of those carriers can probably get us a better rate.

The draft of the annual audit from Corcoran (Joe Hessling) has been distributed to Budget, Auditing, Treasurer, and the Trustees for review. We have asked JoeH to make several changes and should have the final audit back soon.

Mike Curtis installed a new Trustee/Town lockable mailbox across the street.

## **Committee Reports**

### ***Archives – Lisa Mullinax***

Archives will celebrate its 5<sup>th</sup> Anniversary in October. They will have a celebration on Oct. 25 and a Remembrance Day on Oct. 11 to recognize all those who helped start the Archives. The Committee is exploring hiring a curator but not ready to talk about it at this point. The curator would not be an employee of the Village.

### ***Audit – Cookie Ohlson***

Cookie will give the Audit Report at Town Assembly.

### ***Budget – No one present***

Budget is critical for Sept. The Budget Committee and the Treasurer will work together for transparency. Connee pointed out that we will need two audits this year, one for the Trustees and one for the Town. The Land Bill comes in Sept. It's 2/3 of the Budget. We possibly should request a change to our Fiscal Year.

### ***Buzz Ware – Warren Rosenkranz***

Warren said the dumpster that is in front of the Buzz Ware for the renovation project to create the Town Office will be removed by the time ACRA begins. The Buzz Ware budget is in the Black by about \$100.00. and that does not include money from the Town.

### ***Civic – Sue Rothrock***

A “hold harmless” clause has been added to the Permit Form. It is the same clause that New Castle County uses. Steven said he is looking into also requesting certificates of insurance. Denis added that it is important to check with the agency to make sure all exclusions are on the certificate of insurance.

Four more dead trees are down at the Field Theater. Civic worked with the Shakespeare Guild to do that and to make improvements there by installing nice posts in that area for hanging theater lights and banners.

Nothing has been resolved yet by the new ad hoc Parking Committee regarding the parking situation around the Guild Hall and the Buzz Ware. No date yet for the next meeting.

### ***Community Planning – Ray Seigfried***

Current Committee issues concern Instant Ticketing and management of ADU's. How does a leasehold eliminate an ADU? Replies were that they need to go through the County process to change the status of their ADU. If someone wants to add a new ADU they have to talk to the Trustees. The Trustees want to work with the Town on that. The ADU has to be within the footprint of the existing house. Community Planning should work out a policy.

### ***Forest – No one present***

### ***Playground – Larry Walker***

The playground inspection was done. Sue asked if we could dispose of the soccer goals which are a liability. We could perhaps donate them to a local soccer club. Lynda suggested replacing them with movable, lightweight goals.

### ***Registration – No one present***

There was some discussion regarding the letter Marianne Cinaglia sent to Cecilia Vore requesting instituting Absentee Ballots for Town Elections. Steven said he will find out what Wilmington and Newark do.

***Safety – Denis O’Regan***

Denis will read the section of Ordinance 11 that deals with removal of shrubbery that obstructs the right of way.

Safety Committee will make a Motion to contact Comcast to provide “reverse 911” service to its Arden customers.

Archives Committee will provide cookies for the next Advisory Meeting.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Elaine Hickey  
Secretary, Village of Arden