

Advisory Committee Meeting

Monday, May 24, 2010

Attendees:

Committee Chair - Bill Theis

Town Chair - Steven Threefoot

Town Treasurer - David Michelson

Town Secretary – Elaine Hickey

Trustees – Carl Falco

Archives -Lisa Mullinax

Audit - Cookie Ohlson

Budget-Jeffrey Politis

Buzz Ware Village Center – Warren Rosenkranz

Civic – Tom Wheeler

Community Planning – No one present

Forest – Carol Larson

Playground – Larry Walker

Registration – Beth Stevenson

Safety – Denis O’Regan

ADVISORY – Chair Bill Theis called the meeting to order at 7:37 PM

SAFETY - Dennis O’Regan will report on 1) the responses regarding the visibility at six traffic corners in town, 2) activities at Indian Circle, and 3) the meeting with State Rep. Bryon Short regarding the intersection at Marsh & Harvey.

REGISTRATION – Committees need to let Registration know who their Chairs are. Civic needs to supply names of nominees to replace Sue Rothrock and Dale Brumbaugh. Archives needs a nominee for Terry Colgan’s position, and BWVC needs two people to run for the vacancy that was not filled during the September elections. Warren Rosenkranz and Russ McKinney will run for the BWVC position. The elections will take place at the beginning of the June Town Meeting, prior to the Committee Reports

Cecilia will present a Motion to institute Absentee Voting for committee members and town officers. The motion will be posted on the website on June 7th. There is some question as to whether it should be presented as an Ordinance instead of a Motion.

PLAYGROUND – Will mention routine maintenance. No Motions.

FOREST – No Motions. Will do the second reading of Ordinance #4. The Committee is working on a grant proposal for tree management. The Forest Committee, Arden Club, and Ardentown are working together on it. They are also working on putting up some split rail fencing and doing Avery Tract development.

COMMUNITY PLANNING – No one present from the committee. The Town Chair mentioned that Community Planning should have a Motion or proposal on how to address Instant Ticketing. Denis O’Regan said he attended the public meeting which the committee held and they will be stating that they need more time to come up with a comprehensive plan. Larry Walker mentioned that the committee feels there is not a consensus in the Town on this issue.

CIVIC – No Motions. They will have names of nominees to fill the two committee vacancies.

BUZZ WARE VILLAGE CENTER – They will have nominees for the committee member election. They will propose a Motion to write a competitive grant for the EECBG (Energy Efficiency Community Block Grant). The Town Chair said that is not the correct process since the proposal has to be for the whole village and not a single committee. There will be a meeting on Thursday on how to arrive at a single proposal from a three villages approach. Warren replied that in addition to what the villages come up with, they would like to write their own proposal.

BUDGET

Accessing the Prudent Reserve

We need a policy on how to tap the Prudent Reserve. Perhaps that can be an Administrative policy instead of coming from the Budget Committee. The intent is that it be a cash flow management tool.

Capital & Repair Fund

We need a Capital & Repair fund similar to what we now call the Contingency Fund which is \$10,000. The committee is discussing how much should be in the fund for a town our size. The thought is to collect \$10,000 for three years to achieve a \$30,000 Fund. The committee will also recommend on what that fund shall be spent, namely emergencies and planned improvements.

AUDIT – Will give a report on the annual audit.

ARCHIVES – No Motions. Will provide a nominee to replace Terry Colgan on the committee.

TRUSTEES – No Motions.

TREASURER – There will be a Motion to give the four Town Officers authorization to sign checks and establish bank accounts. This needs to be approved by the Town annually.

There will be two annual audit reports, one from the Village; one from the Trustees and David will explain to the Town Assembly why there are separate audit reports.

TOWN CHAIR

Hazardous Mitigation Resolution

A Hazardous Mitigation Resolution will be presented for approval. The resolution tells the County, who wrote the plan, that we accept it. The County then passes that information along to the Federal Government.

Cash Flow Policies

Steven presented the following policies concerning finances and cash flow. These policies are intended to describe the way we work and can be changed at anytime:

1. Expenditures of greater than \$2,000 (April 2010)

All committee expenditures of \$2,000 or more require preauthorization of two officers of the Village prior to the commitment of Village Funds. In case of an emergency – significant threat to persons or property – appropriate action should be taken as soon as possible with the committee informing at least one officer of the Village within 24 hours.

2. Use of Contingency Funds (May 2010)

Contingency funds are specified as part of a budget referendum. The purpose of the contingency fund is to cover unplanned Village or Committee expenses. Expenditure of Contingency Funds requires the preapproval of three Officers and should only be utilized when other mechanisms to cover the costs have been unsuccessful.

3. Transferring of funds between Budget line-items (May 2010)

Funds may be transferred between Budget items on the Budget Referendum by approval of the Committee if all Budget items are within the Committee's responsibility or with the approval of the representative of all Committees involved and at least one Village Officer. Transfer of Funds is only allowed if the source account has sufficient funds available and that no standing vouchers are in place encumbering the funds.

Cookie Ohlson asked that it also be stated exactly who the Officers are when the three policies are presented. There will be discussion on the meaning and function of the Contingency Fund which helps the Village bridge between fiscal years and provide funds for unexpected budget overruns.

Energy Audit

Energy audits were completed on our three municipal buildings: the BWVC, the Gild Hall, and the Museum/Craft Shop, today (Mon. 5/24). Hopefully we will get the report by Wednesday since we need to have the report and the invoice into the State by Friday in order to get reimbursed.

Formula Grant

We need to have our Formula Grant Application into the State Energy Office by Friday. The Energy Audit Report will be used as the basis for selecting \$20,000 worth of projects we would like to have done. Desmond A. Baker & Associates performed the Energy Audit. The report will come back with what kind of energy savings we can expect, a list of projects and recommendations, and a percentage return in energy units. We are suppose to indicate how many jobs will be created by our proposed energy project. That Formula grant proposal is due May 31.

Competitive Block Grant

The Competitive Block Grant request is due July 9. 3.5 million dollars is available to municipalities to bid on. It would work out to \$60,000 - \$80,000/municipality if all municipality funds were split evenly. We will have a Motion proposing an endorsement of one option for what we would like to do with the money. We feel a proposal will be more successful if it benefits all three Villages. In addition, each Village could possibly submit a proposal just for themselves. There will be a lot of paperwork involved.

Marsh Rd. & Harvey Rd. Intersection

On Wednesday State Rep. Bryon Short and DelDOT representatives will listen to our concerns about this intersection and provide feedback.

ASSESSORS – Denis O’Regan mentioned that there will be a public meeting on June 3. No one showed up for the previous Public Meeting.

OLD BUSINESS – Larry Walker would like to see that we move forward on getting a project administrator for the Schroeder Fund so that we can start applying for those funds.

The Registration Committee will provide the June Town Meeting refreshments.

Meeting adjourned at 8:57 PM

Respectfully submitted,

Elaine Hickey

Secretary, Village of Arden