

Town Meeting

Monday, June 23, 2014
7:30 p.m. - Gild Hall
2119 The Highway
Arden, Delaware

AGENDA ITEMS WILL INCLUDE:

-
- Annual reading June 2014 Financial Policies For the Village of Arden

All are welcome hither

Please note:

Those attending Town Meetings are eligible to vote if they have resided in the Village of Arden six months prior to the Meeting and are 18 years of age, or older.

Minutes of the Town Assembly for the Village of Arden
Monday, March 24, 2014
 Gild Hall -Arden, DE

Attendees 82

Albert	Marks	Barbara	Macklem	Ron	Meick
David	Michelson	Deborah	Ricard	Lynda	Kolski
Jan	Westerhouse	Warren	Rosenkranz	John	Martin
Joann	Colameco	Carol	Larson	Roger	Garrison
Ed	Rohrbach	Carl	Falco	Brooke	Bovard
Tom	Wheeler	Marjorie	Roberts	Tegan	Harcourt
Bill	Theis	Hugh	Roberts	Stephen	Harcourt
Danny	Schweers	Jeffrey	Steen	Maria	Burslem
Gary E	Quinton	Jennifer	Borders	Alan	Burslem
Mark	Wood	Walter	Borders	Cookie	Ohlson
Jill	Althouse-Wood	Ron	Ozer	Jane P	Claney
Rodney	Jester	Steven	Threefoot	Lisa	Mullinax
Sadie	Somerville	Kate	Threefoot	Jonathan	Claney
Ray	Seigfried	Dorinda	Dove	Heidi	Hoegger
Mary	Murphy	Denis	O'Regan	Denise	Nordheimer
Pat	Pyle	Marianne	Cinaglia	Clay	Ridings
Linda	Celestian	Mick	Fitzharris	Toby	Ridings
Larry	Strange	Dale	Brumbaugh	Randy	Hoopes
Barbara	Shippy	Elaine	Hickey	Mary L	Marconi
Riley	Shippy	Keri	Del Tufo	David D	Claney
Alida	Fish	Joe	Del Tufo	Sue	Rothrock
Tucker	Ranck	Laura	Wallace	Rick	Rothrock
Cynthia	Dewick	Sally	Sharp	Jim	Laurino
David	Gerbec	Barbara	Henry	Cecilia	Vore
Jeffrey	Politis	Elizabeth	Varley	Wayne	Hull
Julia	McNeil	Ruth	Panella	Sharon	Hull
Mike	Curtis	Sam	Panella	Katrina	Streiff
				Elizabeth	Resko

1.0 Call to Order:

Chair: Danny Schweers called meeting to order at 7:36 P.M.

2.0 Minutes:

The Minutes for last Town Meeting were approved as presented.

3.0 Election of Officers & Committees:

Cecilia read rules of voting and deadlines. Distribution of ballots for voting throughout the meeting.

4.0 New Residents: Darryl Holcomb

5.0 Recognition of the Departed: Rev Richard Lieone .

6.0 Visitors: None

7.0 Communications: . Danny Schweers

Chair of Town Assembly report 24 March, 2014

I met on January 28 with Ardencroft Chair Pat Toman and Village Attorney Ted Rosenthal to discuss the Buzz Ware Village Center, specifically the possibilities of making it a center for all three Ardens, managed and paid for by all three villages. Then, on February 8, I met with Ardentown Chair Enno Krebbers. At both meetings, we brainstormed, getting a feel for the issues involved. Since then, the three chairs have not been able to meet. We are hoping to move things forward in the next month or two with more concrete suggestions from our attorney and from those actively involved in the current governance of The Buzz.

Liz Resko, Secretary for the Village, is getting mail boxes installed in the Buzz Ware Village Center. The Arden Club already has a similar system in place. Each Arden committee chair and each officer will have keys to their individual boxes. The hope is that this will cut down on the time Ms. Resko spends distributing mail to the committee chairs.

Other than that, the last two months have been busy for me, but almost all of it has been involved with committees and their work, which they will report on.

8.0 Trustees Report: Mike Curtis

§Trustees Report March 24, 2014

The Trustees have several items to report tonight:

Finances:

We have copies of the quarterly financial report available tonight. The amount of 2014 Land Rent collected to date is \$426,732.18. The total to be collected is \$639,719.16. We continue to adjust the wording on our land rent detail letters that accompany the land rent bill so that our leaseholders have a clearer understanding of the details that make up the rent due. The Trustees will be meeting with the Assessors in an effort to produce a clearer, detailed letter for 2015. If you have any questions about your bill, please contact our assistant Julia McNeil (475-7980 or email Trustees.of.Arden@gmail.com).

Rebate: Please note that applications for New Castle County Senior School Tax Rebates are due June 3, 2014. You must be 65 years old before July 1. I would recommend that you call New Castle Land Use (302-395-5520) before you apply. The form is on the Land Use website at: www.2.nccde.org/assessment/Exemptions.

Lease Transfers:

There have been no lease transfers since January Town Meeting.

Hugh Roberts: County rebate of \$500 if any leaseholder is age 65. Does not apply to renters.

Trustees Report Accepted

9.0 Treasurer's Report: David Michelson

David reviewed the Financials.(Copy per attachment)

Treasurer's Report Accepted

10.0 Advisory:Bill Theis

Thanks to all the committee chairs for their contributions to the discussions held at the Annual Advisory Retreat held on Feb. 8th. Some of the topics discussed included changing the web site to Wordpress hosted in same location as the town web site. Three Villages One Buzz meetings held with the Chairs of Ardentown and Ardencroft were updated by Danny Schweers. A Conflict of Interest Policy was explored by Ray Seigfried of Community Planning. Other topics included Trustee prudent reserve and the Village budget, Forest Committee grants, Playground plans and insurance requirements. The BWVC management, governance, administration and financial accounting were a source of many comments and ideas. The Town Chair emphasized that the committee was in charge of the building and makes the rules and is accountable to the Town Assembly. For a more complete accounting of the retreat, see the minutes on the Town website or email me at wlttheis@comcast.net and I will forward a copy.

Thanks to all the Committee Chairs for their efforts in putting this year's ballot together for tonight's election of committee members

Advisory Committee Report Accepted

11.0 Board of Assessors: Gary E. Quinton:

Assessor's Report, March 2014:

The Board of Assessors meet on the first Tuesday of each calendar month at 7:30pm at the Buzz Ware Village Center. The two public meetings are scheduled at 7:30pm on May 6 and June 3, 2014. The Board of Assessors will be meeting with the Trustees in the April meeting and have invited the Budget Committee Chair to join as further clarifications are being made around the prudent reserve calculations going forth from this year.

Respectfully submitted,

Gary E. Quinton

Chair, 2014 Board of Assessors

12.0 Committee Reports

12.1 Archives: Lisa Mullinax

Barbara Macklem, our ACSM Archives Liaison, reported at the ACSM Annual Meeting that in the past year, the Archives had 5 research inquiries and logged more than 625 volunteer hours!

We now have a new Collections Policy, approved by the Archives and the ASCM Board.

Earlier this month, we hosted the Osher Life Long Learning Center's "Hike into History" class for the second year.

Upcoming Events:

April 6 (Sunday) Reception for the "Taste of the Ardens" , an exhibition of Arden Cook books and Dinner Guild history. 1 to 3 p.m.

May 18 (Sunday) Annual exhibition in conjunction with the Shakespeare play. There will be additional opening hours before the performances.

The Museum will also be open for the ACRA House and Garden Tour in May.

October 19 (Sunday) Opening of our 10th anniversary exhibition.

Our curator, Kelsey Ransck is applying for a grant from the Delaware Museum Association for our 10th Anniversary Exhibition. Volunteer hours can be used toward the matching funds. We plan to use the grant for producing the exhibition catalog, enlarging photos, printing, etc.

Great news- Archives will be getting an Oral History intern from the University of Delaware. Rachel did her masters thesis on Arden and another place in New York. She will help to transcribe the oral history tapes.

Kelsey also is starting a new program for the Archive volunteers, Connecting to the Collection at 7 p.m. on our meeting nights. (2nd Wednesday each month). She will talk about various parts of the collection, archival materials etc. All are welcome.

The Wilmington News Journal did a two page spread on "Must See Mini Museums" in Delaware and Arden Craft Shop Museum was at the top!

Archives Report Accepted

12.2 Audit: Helen Ohlson

March 24, 2014 Audit Committee Report to Arden Town Meeting

On March 5, 2014, the Audit Committee met to review the Arden books for the previous quarter. All was found to be in order.

Helen "Cookie" Ohlson

Audit Committee Chair

Audit Report accepted

12.3 Budget: Jeff Politis

Reviewed actual and Three year projected Village Budget. Copy of Budget per Attachment)

Sherwood Forest Debt

The budget committee will evaluate Sherwood Forrest debt, which has four years remaining, to see if it can be paid faster and will make their recommendation at the September town meeting.

Prudent Reserve:

The Budget Committee met with Trustees and concluded that the Trustees will have a prudent reserve appropriate to cover the county taxes and the variability in collection of the land rent. Trustees would pay taxes for administration and the remainder of the collections would come to the town for the town to pay its budget.

Questions:

Barbara Shippy: Playground Committee budget increased from \$900 to \$3,000.

Clarification on increase: The 2014 -15 budgets were already voted on which is the upcoming year. The Forecasts years (2015, 2016 and beyond years) not expecting any difference from what was already voted through a budget referendum in September. The \$3,000 was approved by the town at the last budget referendum and no change going forward.

Steve Threefoot: Thanked the Budget committee for making comment about Ted Rosenthal's providing pro bono excellent legal services for years to all three Villages, Trustees, directors; as well as his father before him. He thinks it is a good idea to have a place holder in the budget for legal services.

Budget Committee Report Accepted.¶

12.4 BWVC: Steven Threefoot

March 2014 Committee Report to the Arden Town Assembly

Per the motion passed at the January meeting, the time slot for BWVC meet-

ings have been moved to the second Thursday of each month. The committee has held two meetings since the January Town Meeting. Representatives of Ardentown, Ardencroft, the BWVC building manager, and members of the public have been in attendance at each meeting. At the February meeting, Steven Threefoot was elected chair of the committee. Larry Strange will report on the 2013/14 financial following this portion of the report.

Fee Structure The rental count for the BWVC had reportedly decreased, which was attributed, in part, to increases in the fee scale for rentals enacted late last year. The committee reviewed and approved a modified standard rate scale. These rates have been published on the BWVC website. Discounts from the published rates are available for residents of the Ardens, non-profit groups, and multi-date renters. The committee continues to evaluate the standard rental fee structure by evaluating usage rates and comparable venues' fee structures. As we enter a new fiscal year, many of the annual rental contracts are coming up for renewal. We plan to have any changes in rates for this class of renters in place in time for the next cycle of annual contracts.

Website

For the past number of years, Larry Strange has financially and logistically supported the BWVC website. The committee thanks Larry for this effort and expresses our appreciation for Larry's contributions. Larry has informed the committee that due to changes in his businesses status, he will no longer be able to support the website as in the past. The BWVC is evaluating how best to integrate the BWVC website with the Village of Arden's website, while maintaining the ability to basically operate the BWVC as a business. The committee, with Larry's help, is acquiring ownership of the domain names currently being used and are moving the website hosting to the same provider as the Village's website. The transfer is scheduled to occur by April 15. The committee discussed the importance of the website to both managing the use of the building and securing future rental income. We are evaluating how best to structure the websites between dot-gov and dot-com domains. We are also looking for creative ways to support the website with minimal additional operating costs.

Committee Structure

As most of you know, the operational structure of the BWVC committee has caused some problems in the recent past. To make sure everyone is aware, the BWVC committee is composed of five elected members who must be residents of the Village of Arden. We are voting on two of the five members this evening. In addition, representatives from both Ardentown and Ardencroft have attended the committee meetings for years. Currently, these are Terri Hansen, representing Ardentown and Evelyn Knotts and Amy Pollock, representing Ardencroft. In addition, the BWVC has a building manager (Beverley Fleming) who is responsible for the day-to-day operations and scheduling of the building. Over the last two committee meetings, we have discussed some of the options being proposed for modifying this structure and expanding the responsibility for ownership of the building to include all the Ardens. No clear consensus has developed on alternative approaches to structuring the committee. In the mean time, the committee will focus on the maintenance of the building, overseeing the operations of the center, the center's finances, and aligning the use of the BWVC with the community's best interest.

ACRA

The BWVC committee unanimously agreed to continue to support the use of the center for ACRA's summer program and various activities throughout the year. The committee will work with ACRA to develop a written policy that represents the historical use of the facility by ACRA.

Financial Report – BWVC (copy per attachment)

Closing Remarks

Larry Strange is stepping down as the treasurer of the BWVC. In my opinion, the BWVC represents the most complex portion of the Village's finances. I do want to thank Larry for his time, expertise and hard work for the past year.

Respectfully submitted,

Steven Threefoot representing the BWVC Committee Questions: None

BWVC Financials: Larry Strange. These numbers are reflected in the Treasure's Report.

Larry provided further operating account detail in BWVC Fiscal Years 2013-14 Analysis per attachment

Questions:

Kate Threefoot: Arden pays significant costs for the BWVC that are not reflected in their financials. For example, she points out other costs that need to be visible that are associated with the operation of the BWVC: Insurance (paid by Trustees and not reflected in BWVC expenses), grounds maintenance (Civic pays) and land rents (Trustees). Larry agrees that there is approximately \$6,000 in additional operating expenses that is not reflected in the BWVC financials because Arden pays those expenses directly.

Steven: In the coming months the committee will work on budget items that are supporting operation of the Buzz Ware and will include them in financials for transparency.

Gary Quinton: Estimate on saving of solar panels? Steven: The committee will work up the numbers on savings of utilities and present them in their next report to the town.

BWVC Committee Report Accepted

12.5 Civic: Co Chairs: Tom Wheeler & Ed Rohrbach

Civic Report March 24, 2014 Tom Wheeler

Roads

Civic contacted the county regarding a collapsing sewer access on Meadow Lane, and deferred unfinished work to next year's committee. United Water seems to be completing the planned upgrade, and turning to repairing their many areas of activity.

Hydro Media

Snow and ice were significant this year: Plowing the village roadways has removed approximately 55" of snow to date. The snow & ice damaged and self-pruned some village trees as well, which have also been removed.

Fels Oak

Russ Carlson of Tree Tech is going to provide a tree assessment and make recommendations as to what to do with the refuse of old mulch, geo fabric once the ground thaws.

Sherwood Garden

Civic contacted the Club regarding repairs needed from parking, which were exacerbated this year because of a Concert coinciding with rain and thawing ground frost. The aeration planned for last fall will also need to be rescheduled.

Mosquitoes

Civic approved an annual contract with DNREC to provide pesticide application as needed, noting the location of the three beekeepers known to practice in the village.

Memorial Garden

The report that will be read here by Rodney Jester is included with other committee material available on the sign-in table.

Att: Memorial Garden report Barbara Henry

Memorial Garden Report

The annual Memorial Garden Clean-Up will be on Saturday, May 3, from 9:00 a.m. to Noon. The rain date will be May 4 from 10:00 a.m. to 1:00 p.m. If you are able to come, please bring your favorite clippers, trowels, etc. and work gloves. We will have some extra tools and wheelbarrows on hand. The goal is to clean around each gravesite, prune any shrubs or trees that need it, and generally feed and weed to maintain the beauty of our cemetery. Remember, there are some very wet areas around the Spring House. Volunteers, please wear old shoes or boots – you may get muddy.

If you are unable to come, but wish to contribute financially, we can use your donations to buy fertilizer and mulch. It is also due to your generous contributions that we can continue to have professional horticultural help in the Garden to maintain and prune the tall old trees in the Garden. Please make checks payable to **Arden Memorial Garden**, and send them to 2123 Meadow Lane, Arden, DE 19810-4140. Contributions are tax deductible.

According to the calendar, it is officially Spring. There are still holiday decorations on gravesites in the Memorial Garden. Please remove these as soon as possible

Barbara Henry

Questions: None

Civic Letter Rodney Jester 3.27.2014

After the Memorial Garden Lands were brought under the oversight of the Civic Committee, the committee became aware that the Arden Club had built a new and permanent stage on Memorial Garden lands.

The new stage was built without a permit from New Castle County Land Use Department. The Civic Committee felt that this new stage opened the Village to potential lawsuits if anyone was injured while using the stage. The Civic Committee was also concerned that allowing the permanent encroachment on Village lands would set a bad precedent for the future.

On October 6, 2013 Civic Committee sent a letter to the Arden Club expressing our concerns, and requesting that a letter be sent immediately, indemnifying the Village from any damages to persons or property in regard to the use of the stage. Also requesting that we would like to have the issue resolved before the next Town Meeting. The Civic Committee received a Hold Harmless Agreement from the Arden Club on December 3, 2013. but Civic felt that the letter was not sufficient to meet our needs under Delaware law. Therefore, Civic sent a letter to the Arden Club on December 7, 2013 requesting a new Hold Harmless Agreement that would comply with Delaware law. We also requested an insurance certificate from the Arden Club's insurer with the Village named as the insured. On December 12, 2013 the Arden Club sent a new Hold Harmless agreement and Certificate of Insurance that met the Civic Committee request.

At some point in this time span someone reported to New Castle County that the Arden Club had constructed a stage without a permit. New Castle County requested that the stage be removed.

The Club received permission from the County to let the stage stay while they worked on resolving the issue. We have asked that the Arden Club deal directly with the Civic Committee about this issue. There is a survey being done to determine exactly how much of the stage encroaches on Village land. At this point in time there has been no resolution to the problem.

At one time the stage was set up and taken down as needed by the Club, but at some point they no longer removed it and they must have assumed it would be alright to construct a permanent stage as no one had complained. But the Club was always aware that it was on Village land as there was a letter between the Club and the Memorial Garden Committee addressing this concern.

The greatest problem is, that although we do give permission and allow parking or access across Village lands, in the past, whenever there was a permanent structure on Village lands, the Civic Committee and the Trustees have made the offending leaseholder remove it. In those cases where the leaseholder did not respond, Civic Committee removed the offending structure and billed the leaseholder.

Since we have taken this course of action in the past, and the leaseholder's have had to bear the expense of removal, is it fair that the Club, also a leaseholder, be treated any differently? Civic has been informed that the Trustees and the Club are discussing an easement to facilitate the County process. If the village grants an easement to The Arden Club, Civic wonders if the Village might want to have a permit process for any leaseholder wanting to build auxiliary structures on Village land.

Arden Civic Committee

Rodney W. Jester

Discussion

NCC Citation

NCC sent the Village of Arden and the Arden Club a citation dated January 14, 2014 scheduling a hearing for January 24, 2014 to address stage built without a permit (\$300 court cost plus \$1,000/per day violation). In error the notice was never forwarded to either Arden Club or Civic until Town meeting. Rodney will call Chris, DE Code enforcement officer from NCC, to address citation.

Stage Status resolution

Because this was a legal issue, a letter was sent by the Civic Committee to the Arden club foremost to protect the Village. Once the letter was sent and the protection was in place, then discussions with the club followed. The original stage, which would be reassembled for each event, was approved by Trustees. The current stage was not approved by the Trustee. Two remains are buried on Arden Club lands that are supposed to be buried on Memorial Garden Land. There is discussion of swapping (easement). Ron Meick has been in contact and up-to-date with NCC Code officer, Arden Club and Civic committee regarding the situation. They have been putting together a package for Civic and will present once they have accurate information for both Civic and the Village. The committee will report to the town.

Roads

Snow/Ice

Steven Threefoot: Steven is concerned about safety and liability of the Arden roads. Admittedly, an unusual year in terms of extensive snow & ice on roads compared to previous years in which we ran out of salt. He wants to make sure there is a plan in the future (I.E. reach out to the state). Tom: Civic did not stock piles salt to cover the extensive snow fall and ice for this year.

Excavation Permits

Brooke Bovard: Ordinance #6 Requires permits to dig holes by the public utility and payment of a fee to be determined by the Civic Committee with the consent of the Town Assembly. Tom: A standard application was processed and permits were acquired. Brook will locate permits and get back to Civic Committee and Town Assembly.

Port a Potty

Carol Larson: Port A Potty still in use.

Civic Committee Report Accepted

12.6 Community Planning: Ray Seigfried

**March 2014 Community Planning Committee report to Town Assembly
Resolution of Participation in FEMA's Flood Insurance program**

Community Planning Committee continues to work with County Councilman John Cartier and Dave Carpenter, coordinator of emergency planning management, to finalize our participation in the FEMA flood insurance program. Ray is also working with Pat Toman, Chair of Ardencroft, for a combined approval of both Arden and Ardencroft in FEMA's program. Approval could occur during the next 6 months.

Progress with Vacant House Registration program.

Liens for 5 vacant houses have been signed and are in the process of being registered with the county. The Arden Building and Loan Association leaseholders of the house located at 2100 Harvey Road have requested a waiver be granted to them as they are in the process of selling this house. They have met the requirements for a waiver and Community Planning Committee will present a motion before Town Meeting for its approval.

The **Motion** is as follows:

“The Village grants a vacant dwelling registration fee waiver to the Arden Building and Loan Association leaseholder of the house located at 2100 Harvey Road as they have met all requirement in section VII One time waiver of registration fee [specifically parts iii and iv] of The Arden Ordinance # 15 Annual Registration of Vacant Dwelling and Registration Fees.”

Sally Sharp seconded motion.

The Motion was approved.

Conflict of Interest Policy

Initial feedback on Community Planning Committee draft Conflict of Interest Policy was provided from the Advisory Committee. Cecilia Vore, Registration Committee Chair, drafted a second Conflict of Interest Policy for review. The ensuing discussion focused on the pros and cons of each policy. It was decided that the two policies should be submitted to the Village's Attorney for legal review and recommendation. Ray will present the policy recommended by our attorney before the Advisory Committee for a final vote and acceptance. The approved Conflict of Interest policy will be incorporated into the official Village Manual.

The Freedom of Information Act (F.O.I.A.) and local governmental compliance

Community planning has designed a general checklist from the State of Delaware F.O.I.A. that all committees and officers can use to help them be compliant with the state act. The list include topics like notification of upcoming meetings, posting of meeting notices, minutes of committee meetings, etc. The check list will be available to all committees and officers for their use. 3/23/14

Community Committee Report accepted

12.7 Forest: Carol Larson Katrina Streiff

Forest Committee Report

Town Meeting, March 24, 2014

Spring Clean-up is Saturday, April 12th this year. It coincides with the Christina Watershed clean up.

Meet in front of the Buzz at 9:00 for coffee and donuts. Since we don't usually find tons of trash, we'll choose teams for removing ivy and invasive species as well as trash collection.

Schroeder Grant: Path improvements at 2409 Woodland Lane. Johanna Schroeder left her bequest to improve trails and natural areas. She was also an Arden artist, so we propose to showcase work by Arden craftspeople. The project includes: Demarcate trail head with bollards. Regrade to improve drainage and remove excess "crusher run" put in forest land. Plant to improve drainage. Rick Rothrock to shape existing stones into level steps. Phil Fisher to create a handrail.

Amount of grant is about \$4000 -\$6000 depending on Phil Fisher's estimate, which has been difficult to work out because of snow cover.

Our contractor finished work on DE Urban Forestry grant for Tree Management sponsored by the Forest and Civic committees. We removed hazard trees in Arden and Sherwood Forests as well as some trimming along paths and streets. The state matched our funds for this work – approximately \$5000.

Projects: NCC Special Services will be working along St. Martin's Lane repairing the concrete Sewer conduit and placing a drain. This is a necessary step before restoring the area with plantings. We had some larger Norway maples removed with funds from our tree management grant.

Tree City proclamation: The Department of Forestry of the Delaware Department of Agriculture is working to promote tree health and increase canopy through the Tree City initiative because of the many benefits to the environment trees offer. We have a goal of maintaining Arden's tree canopy of 73% with a proposed increase to 75%.

Arbor Day April 25: We lost lots of trees during the tough winter: Tree Planting initiative. Requests for wholesale native trees will be taken. If need be, we'll come out to suggest which species would succeed depending on your site. (shade and water availability). Suggestions are: Understory trees: Dogwood (*Cornus florida* or *alternifolia*), Hornbeam (*Carpinus carolina*), Eastern Redbud (*Cercis canadensis*) Small trees for under wires, etc. Large canopy trees (sun) white oak *Quercus alba*, swamp oak (*Quercus bicolor*) black gum. *Nyssa sylvatica*
You can find a full list at www.octoraro.com

Work at Marsh and Millers to repair damage done by Verizon construction. Erosion control planting.
Report accepted

12.8 Playground: Al Marks

All playground equipment has been inspected in March. The Committee is still working towards compliance to Consumer Products Safety Council recommendations. The Village of Arden's insurance agent did a review of the Village's playground equipment and pointed out some deficiencies that the Playground Committee was already aware of and working towards correcting.

The equipment on the south side of The Green is in need of painting as well as the swings on the north end of The Green. The yellow climber is showing areas of rust that will be touched up. Benches also need refreshing and mulching is needed in some fall zones.

The Committee sent out a survey via the Arden Page in February and is reviewing different concepts that would meet the desires of most residents who responded. The Committee has a conceptual drawing of a more natural playground to share tonight. The Committee is hoping to have two different proposals to present at the June town meeting: a playground of a more natural style and a standard style playground.

Questions:

Barbara Shippy had following questions:

*Estimate for new playground equipment. Not yet.

*Groups that use the green (I.E. Shakespeare, Arden Fair, softball etc) has the playground committee discussed their plans with them? Look at Historical intent of green? All is in consideration. It is a work in progress.

*Why is the committee considering new equipment?

Full intent to address everything necessary as reported.

*What are the plans for playgrounds? Playground committee meets monthly to discuss this and all are welcomed to attend.

*When will mulch be brought in? When the weather will permit.

Jeffrey Steen: Jeff would like a copy of the insurance company's standards in regards to list of deficiencies in playground report. The Chair not sure he received the standards for playground but will check his files.

12.9 Registration: Cecilia Vore

The committee conducts the annual election of Committees and Officers tonight. Absentee Voting was in place for this election for the third year. Votes will be counted on Tuesday, March 25, at the Buzz Ware Village Center at 7 P.M. The public is invited to attend. Results will be posted on the Village website and bulletin boards. The Committee needs extra help with the vote count and appreciates volunteers.

Respectfully submitted,

Cecilia Vore, chair

Registration Report accepted

12.10 Safety: Brooke Bovard

Welcome to Spring. The safety committee would like to remind leaseholders and residents of a few things to keep in mind as the weather warms up.

The signage assessment is almost finished. If there are signs about which you are concerned, which may need refurbishment or replacement, please notify a member of the safety committee.

Several complaints have been made about improper parking on the village streets and rights of way. For your convenience, we provide the full text of Ordinance 13, which concerns adequate parking on leaseholds:

Ordinance #13 Village of Arden, Delaware Off-Street Parking Adopted June 1982; Revised June 26, 1995

Section 1. Purpose: Arden Has had a policy of encouraging leaseholders to provide off street parking ON their leaseholds. The ordinance makes this policy a requirement.

Section 2. Every leaseholder in Arden shall provide a parking place on the leasehold and off the roads and right-of-way of Arden to accommodate every vehicle regularly used by persons living on the leasehold.

Section 3. All residents must park on the leasehold and not on the streets or right-of-way in Arden.

Section 4. Habitual overnight parking, such as three times a week, on Arden streets or rights-of-way is prohibited.

Section 5. The Safety Committee shall administer this ordinance and shall issue up to three warnings to violators of the ordinance prior to notice of prosecution. A copy of this ordinance shall be issued with the first notice of violation.

Section 6. The Safety Committee, with the advice of the community Planning Committee may, grant an exception from the requirement of this ordinance to any leaseholder the committee determines is unable to comply because of lack of land or road frontage. Such exemptions shall be in the form of a written statement to be filed with the Secretary of The Town Assembly and the Administrative Assistant to the Trustees.

Section 7. Violation of this ordinance shall be punishable by a fine of \$100.00 due within fifteen days from notice of prosecution, payable to The Village of Arden.

Section 8. Appeals to this ordinance should be made prior to the third notice of Violation. Appeals to this ordinance after the third notice of violation will not waive the imposition of fines and costs.

You may consider this an advance of first warning. If there is not sufficient parking ON your leasehold, this is the time to install it.

As the weather warms up, we hear from more door-to-door solicitors. They are required to carry a Delaware issued Door to door Salesperson ID card. This does not apply to guys from the cable company or non-profits.

Please notify the police if you are the target of crime. Good statistics help us get better policing.

And please lock your houses and remove valuables from sight in your car, so a thief doesn't.

Take care,

Respectfully submitted,

Brooke Bovard, chair.

Questions:

Steven Threefoot: The date of 1995 was amended later (sometime in last seven years) to change the responsibility from the Civic Committee to Safety Committee

Cynthia Dewick would like to bring back the speed enforcement along Harvey Rd.

(Budget line of \$1,000 speed enforcement). Steve Threefoot: The trade off between \$60 an hour for police presence and the small number of ticket violations given out did not warrant expenditure. Jim Laurino:Speed limit signs need to be posted whenever there is a change in speed.

Safety Committee Report accepted.

13.0 Old Business: None

14.0 New Business: None

15.0 Good & Welfare:Georgist Gild discussion on raising the minimum wage

coming up.

Meeting Adjourned 9:57 P.M.

Respectfully submitted-
Elizabeth Resko
Secretary
Town of Arden

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ATTACHMENTS

Assets	
Arden B&L	\$153,297.23
M & T Checking Account	72,661.90
Vanguard Bequest Funds	232,211.21
Vanguard Reserve	<u>4,426.26</u>
Total Current Cash & Equiv	\$462,596.60

Income	
Land Rent & Related Income	\$606,997.45
Investment Income All Sources	<u>5,487.08</u>
Total Income	\$612,484.53

Expenses	
New Castle County	406,628.42
Tax Rebates to Leaseholders	30,051.05
Village of Arden	141,000.00
Insurance	10,204.00
Third Party Audit	4,150.00
Third Party Bookkeeping	2,668.75
Third Party Legal	716.50
Third Party Engineering/Other	7,189.92
General Administration	<u>12,035.87</u>
Total Expenses	\$614,644.51

Trustee: *Mike Curtis*

UNAUDITED
FOR DISTRIBUTION
AND DISCUSSION
PURPOSES ONLY
FOR ARDEN
TOWN ASSEMBLY

Village of Arden
Statement of Financial Position
As of March 23, 2014

Checking/Savings		
1000 - TD Bank Operating Account	4,414	General operating
1005 - ING Direct	67,049	General operating
	<u>71,463</u>	Total General Operating
1005A - ING Direct	30,188	Capital Maintenance Fund
Total Checking/Savings - Village Funds	101,651	Total general operating and maintenance fund
1010 - TD Bank MSA Checking Account	27,815	Municipal Street Aid
1032 - Arden Building & Loan	25,724	Schroeder Bequest
1005 - ING Direct	104,895	Schroeder Bequest
1033 - Vanguard Money Market	267,018	Schroeder Bequest
Total Schroeder Bequest	397,636	Total Schroeder Bequest
1030 - Arden Building & Loan	11,843	Hamburger Lecture Series
1005 - ING Direct	873	Hamburger Lecture Series
1031 - Arden Building & Loan	586	Buzzware Funds
1500 - Sherwood Forest	859,379	Original purchase price
TOTAL ASSETS	<u>1,399,783</u>	
LIABILITIES		
2000 - Accounts Payable	6,321	\$6,200 Barbacane, Thomson (CPA's) for this years audit, \$121 Verizon
2010 - Payroll Taxes Liabilities	539	
2300 - Mortgage -AB&L. Avery Property - Balance as of 3/1/14	60,606	7% 15 yr \$150,000 started 4/26/04 - expected to be paid off in 4 years, 4 months. We paid \$2,754 in interest and \$13,426 towards principal this fiscal year.
Total Liabilities	67,465	
FUND BALANCES		
Buzz Ware Renovation Fund	5,363	
Lecture Series	12,716	
J Schroeder Bequest	398,311	
Memorial Garden	5,844	
MSA	27,815	
Capital Maintenance Fund	30,188	
Village - general fund	50,709	
Vacant Dwelling Fund	2,600	
Capital Assets - Net of Debt	798,773	
Total Equity	<u>1,332,319</u>	
TOTAL LIABILITIES & EQUITY	<u>1,399,784</u>	

UNAUDITED
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Village of Arden
Statement of Financial Activity
As of March 23, 2014

	<u>3/25/13-3/23/14</u>	<u>Budget</u>	<u>% to Budget</u>	
Revenue				
4000 - General Funds - Village	141,000	217,880	64.71%	
+ 4100 - Donations, grants, rentals	13,495	-		
+ 4610 - Franchise Fee Receipts	8,831	-		
4900 - Interest income	354	-		
Total Revenue	<u>163,679</u>	<u>217,880</u>	<u>75.12%</u>	
				balance left
Expenses				in budget
8000 - Payroll & Payroll Taxes	11,623	12,184	95.40%	561
8300 - Administrative Expenses	5,750	9,800	58.67%	4,050
8900 - Audit, Bkping, PR Expenses	6,700	6,000	111.67%	(700)
8000 - Committee Expenses	46,169	72,820	63.40%	26,651
8010 - Contributions & Donations	5,900	5,900	100.00%	-
Contingency Fund	-	10,000	0.00%	10,000
Capital, maintenance & repair fund	10,000	10,000	100.00%	-
8030 - Trash Service	55,051	75,000	73.40%	19,949
8000 - Debt Service	16,180	16,176	100.02%	(4)
Total Expense	<u>157,374</u>	<u>217,880</u>	<u>72.23%</u>	<u>60,506</u>
Surplus (deficit)	<u>6,308</u>	<u>-</u>		balance left
				in budget
Committee	<u>Actuals YTD</u>	<u>Budget</u>		
Advisory	58	200	29.00%	142
Archives	1,462	1,440	101.53%	(22)
Assessors	-	50	0.00%	50
Budget	-	50	0.00%	50
Buzz Ware	-	7,000	0.00%	7,000
Civlio	37,557	53,980	69.58%	16,423
Community Planning	962	1,000	96.20%	38
Forest	4,095	6,000	68.25%	1,905
Playground	1,687	900	187.44%	(787)
Registration	349	200	174.39%	(149)
Safety	-	2,000	0.00%	2,000
	<u>48,188</u>	<u>72,820</u>	<u>66.40%</u>	<u>28,861</u>

* DCED Grant \$4,000, United Water \$6,995, Vacant Property Reg Fee \$2,000, Field Theatre Rentals \$500

+ Comcast = \$4,469, Verizon = \$4,361

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TOWN ASSEMBLY

Special Village Funds:

	Budget	% to Budget	Buzz renovation	Hamburget Leisure Service	J. Schneider Request	Memorial Garden	MSA	Capital/Build/Re pair/and	Vacant Dwelling Fund
	3/25/13-3/23/14		3/25/13-3/23/14	3/25/13-3/23/14	3/25/13-3/23/14	3/25/13-3/23/14	3/25/13-3/23/14	3/25/13-3/23/14	3/25/13-3/23/14
Revenue									
4000 - General Funds - Village	7,000	0.00%						10,000	
4010 - Donations	889		1,889						
4200 - Grant Revenue	5,000						16,732		
4300 - MSA Grant									
4400 - Rental	24,425		6,137						
4510 - Franchise Fee Receipts		112.03%							2,000
4800 - Bequests									
4900 - Interest Income	26			540	2,051	3,632		38	
Federal Revenue	25,345		8,025	540	2,051	3,632	16,732	10,038	2,000
Expenses									
6000 - Payroll & P/I Taxes	10,256	0.00%							
6000 - Administrative Expenses	131	6616.53%							
6310 - Janitorial supplies	1,433	9.17							
6320 - Printing Expenses		14.28%							
6330 - Postage									
6500 - Equipment Purchases	250	0.00%							
6900 - Audit/Bying P/I Expenses	153	2.25							
6920 - Professional Fees - Building Manager	6,500	0.00%							
7010 - Old Hall Rental									
7020 - Utilities	4,671	9.637							
7060 - Licenses/Permits/Fees/Alarm/Monitoring	1,295	7.65							
7500 - Renovations		1.000							
7800 - Repairs & Maintenance	105	4.000							
8000 - Program Expenses	344	2.900	6,448			3,793	32,718		
Federal Expenses	24,558		33,802	5,448	-	3,793	32,718	-	-
			33,802	73.87%					
Surplus (Deficit)	641	-	-	1,578	540	(161)	(15,985)	10,038	2,000
Carried forward fund balance				3,786	12,176	396,360	6,005	20,150	600
Fund balance				5,363	12,716	396,311	5,844	30,188	2,600

Arden Town Assembly
March 2014
Three Year Budget Look ahead

Line#			2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
		NOTE:	Appropriated	Appropriated	Forecast	Forecast	Forecast
1	TRUSTEE'S NON-BUDGET EXPENSES						
2	Property Taxes						
3	County (Property + Crossing Guard)	1	104,000	95,000	89,149	89,254	89,363
4	School (Brandywine + Votech)	1	335,000	370,000	367,987	380,866	394,197
5							
6							
7	Trustees Administration (Details below)	2	30,900	32,400	32,900	32,900	32,900
8							
9	Audit		3,500	4,000	3,500	3,500	3,500
10	Insurance		10,000	10,000	10,000	10,000	10,000
11	Professional-Legal		3,000	5,000	5,000	5,000	5,000
12	Operations & fees		12,000	11,000	12,000	12,000	12,000
13	Office Rent		2,400	2,400	2,400	2,400	2,400
14							
15	SUBTOTAL TRUSTEE'S NON-BUDGET EXPENSES		469,900	497,400	490,036	503,020	516,460
16							
17							
18	TOWN NON-BUDGET EXPENSES						
19	Trash & Special Pickup	3	75,000	55,000	56,650	58,350	60,100
20	Operations & Fees	4	15,800	15,800	31,274	31,762	32,265
21	Audit						
22	Printing, postage, phone, internet						
23	Administration						
24	Professional-Legal						
25							
26	Long Term Debt(Sherwood Forest)		16,176	16,176	16,176	16,176	16,176
27							
28	State Aid and Grants	5					
29	Community Transportation Grant		0	0	0	0	0
30	Municipal Street Aid		15,000	16,731	15,000	15,000	15,000
31	Trails Renewal Grant		0	0			
32							
33	Town Expenses	6					
34	Secretary		5,252	5,252	5,725	5,725	5,725
35	Treasurer		5,252	5,252	5,725	5,725	5,725
36	Town Payroll Taxes		1,680	1,680	1,848	1,848	1,848
38							
39	Buzz Ware Village Center Operations	7	29,443	25,200	25,200	25,200	25,200
40	Buzz Ware Village Center Donation			2,000	2,000	2,000	2,000
59							
60	SUBTOTAL TOWN NON-BUDGET EXPENSES		163,603	143,091	159,598	161,786	164,039

Arden Town Assembly
March 2014
Three Year Budget Look ahead

		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
	NOTE	Appropriated	Appropriated	Forecast	Forecast	Forecast
61						
62						
63	BUDGET EXPENSES					
64	Advisory	200	200	250	250	250
65	Archives	8	1,440	1,440	1,440	1,440
66	Assessors	8	50	50	50	50
67	Budget		50	75	100	100
68	Buzz Ware Village Center Support	9	7,000	5,000	5,000	5,000
69	Capital, Maintenance, and Repair Fund	10	10,000	0	0	10,000
70						
71	Civic Committee					
72	Roads, Commons, Snow plowing	11	53,980	54,500	56,135	57,819
73						
74	Community Planning	8	1,000	1,000	1,000	1,000
75	Forests	12	6,000	6,000	6,000	6,000
76	Playground	8	900	3,000	3,000	3,000
77	Registration	13	200	200	200	200
78						
79	Safety Committee	13				
80	Safety - General		1,000	1,000	1,000	1,000
81	Harvey Road Speed Enforcement		1,000	1,000	1,000	1,000
82						
83	Donations	13				
84	ACRA		1,500	1,500	1,500	1,500
85	Arden Page		1,500	1,500	1,500	1,500
86	Arden Library		800	800	800	800
87	Fire Companies		1,600	1,600	1,600	1,600
88	Arden Club Donation		500	500	500	500
89						
91	Contingencies	14	10,000	10,000	10,000	10,000
92						
93	SUBTOTAL BUDGET EXPENSES		98,720	89,365	91,075	92,759
94						
95	TOTAL TOWN EXPENSES		262,323	232,456	250,673	254,545
96						
97	TOTAL TRUSTEE & TOWN EXPENSES		732,223	729,856	740,709	757,565

Notes to March 2014 3YR Expense Projections

Overall- For the columns headed 2013-2014 and 2014-2015, the amounts are those approved in the referenda for those years and are not actual expenditures. The remaining columns contain forecast amounts.

Note 1- School & County Taxes

The 2015-2016 county and school tax are expected to be slightly lower than the budgeted 2014-2015 fiscal year. The out years are calculated by increasing school tax by 3.8% per year.

Note 2- Trustees administration costs are not expected to vary greatly from their YE 2013 levels. The most significant estimated increase is the cost of insurance.

Note 3- Trash pickup is figured to rise at 3% per year over the next three years

Note 4- Town operations & fees include Audit, phone, internet, postage, printing & Administrative costs. An additional \$15,000 is added for 2015-2016 and beyond to account for potential future legal expenditures

Note 5- Grants are not expected to be received, however we expect to receive Municipal Street Aid. These expenses will be 100 % offset by grant money and should not be an expense accounted for in land rent.

Note 6- Budget recommends and increase in the salaries of the secretary and treasurer in 2015-2016 and then held flat for the out years.

Note 7 - Buzz Ware Village Center Operations are listed to hold at about \$25,200 per year for years ending 2016, 2017, & 2018. These are total expenses from the Buzz and do not indicate the income off-set.

Note 8- Denotes that budget amounts are set by the budget committee based on previous budgets.

Note 9- \$5,000 set aside for Buzz for support to account for an income shortfall. Annual support.

Note 10- The Capital, Maintenance, & Repair Fund, newly created for YE 2012 is forecast to have \$10,000 per year added to it. It will go to \$0 in the out years after 2013-2014 if no money is spent. There is an expectation that some capital money will be spend in the next couple of years. Budget is that we will need to rebuild the fund beginning in 2017-2018.

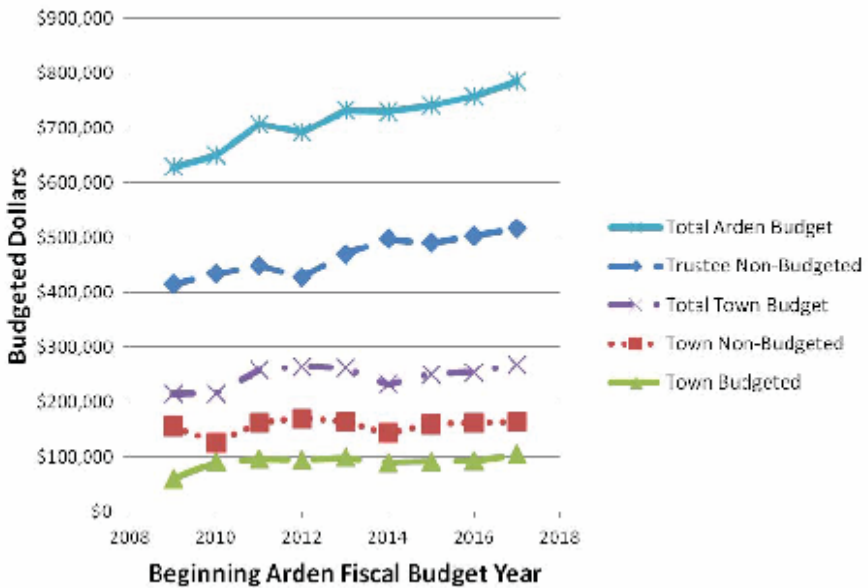
Note 11- Civic Committee expense for Roads, Commons & Snow Plowing are expected to rise at under 3% per year.

Note 12- The forest committee has forecasted 6,000 per year for the next three years.

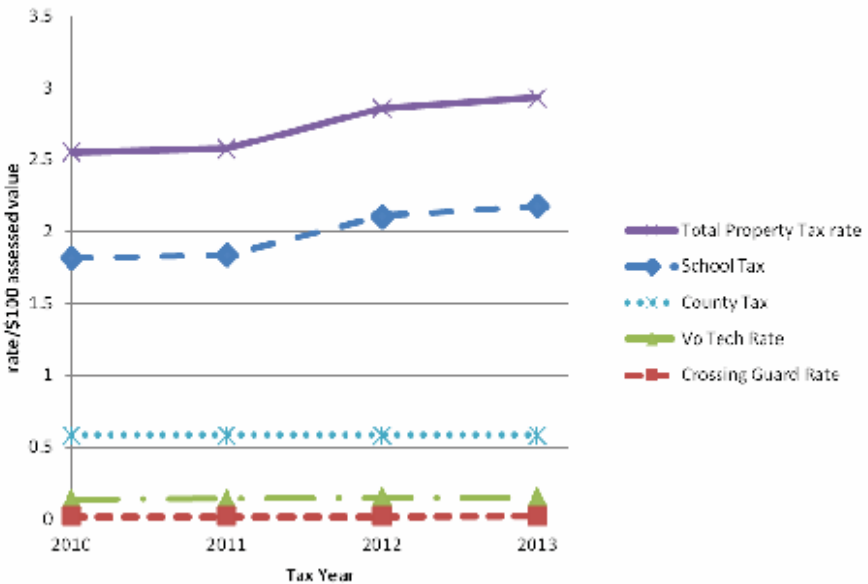
Note 13- Registration, Safety, & Donations will hold their present levels except that an Arden Club donation of \$500 has been added for the forecasted years.

Note 14- Contingencies are forecasted at \$10,000 per year.

Arden Budgeting History and forecast 2009-2017



Arden Property Tax Rate Trends



BWVC Operating Account
For the Fiscal Year Ended March 24, 2014

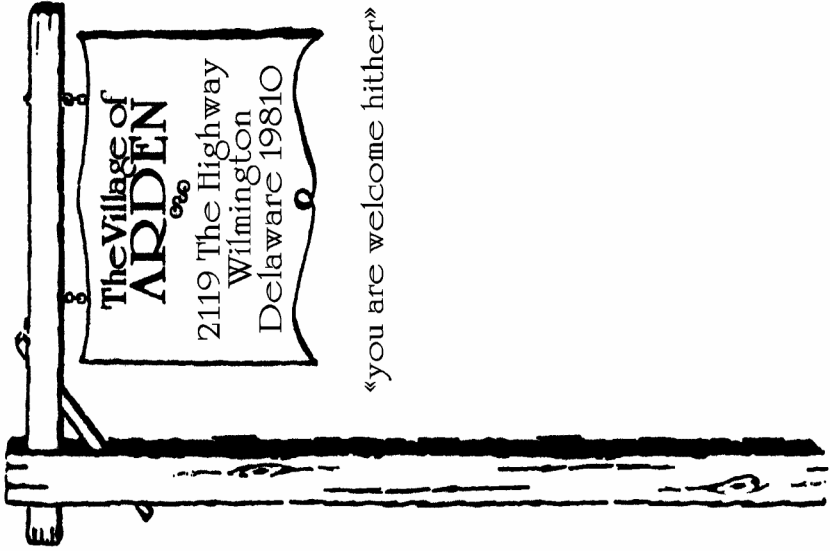
	Annual	Monthly	Notes
Rental & Program In- come	\$25,310.00	\$2,109.17	Goal was \$2000 Month
Expenses (decending order)			
Payroll	\$9,214.50	\$767.88	
Professional Fees	6,500.00	541.67	Contract Custodial and Building Manager
Gas	2,282.00	190.17	Approx 70% reduction from oil heat
Janitorial Supplies	1,433.00	119.42	
Electric	1,149.00	95.75	Solar Panels Functional all 12 months
Alarm Monitoring	927.00	77.25	
Phone	918.00	76.50	
Payroll Taxes	912.00	76.00	
Repairs and Program Expenses	448.00	37.33	
Water	319.00	26.58	
Permits	167.00	13.92	
Bookkeeping Expense	163.00	13.58	
Administrative Expenses	91.00	7.58	
Bank Charges	40.00	3.33	
Expense Totals	\$24,563.50	\$2,046.96	

Surplus	\$746.50	\$62.21	No Arden Contribution Required
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Renovation Fund Notes:

- 1) Balance is \$1577 and new gutters have been installed/paid for without town assistance (\$3,820)
- 2) Last financial contribution from Ardencroft was \$2,000 on 9/19/12
- 3) Several building improvement projects in the queue

NOTES



The Village of
ARDEN

2119 The Highway
Wilmington
Delaware 19810

«you are welcome hither»