

# INSIDE: September 22, 2014 Meeting Minutes

# *Town Meeting*

Monday, January 26, 2015  
7:30 P.M. - Gild Hall  
2119 The Highway  
Arden, Delaware

## AGENDA ITEMS WILL INCLUDE:

1. Nominees for Town Officers and Standing Committees
2. Absentee Voting Procedure

*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, September 22, 2014**  
 Gild Hall -Arden, DE  
 Attendance 70

Ray	Seigfried	Joseph	Dugan	Jeffrey	Steen
Carol	DiGiovanni	Mary	Stevenson	Tom	Wheeler
Ed	Rohrbach	Sally	Sharp	Larry	Walker
Jeffrey	Politis	Marcia	Scheflen	Toby	Ridings
Elizabeth	Rich NV	Mark	Wood	Clay	Ridings
Mike	Curtis	Jill	Althouse-Wood	Lynda	Kolski
Laura	Wallace	Carl	Falco	Jane P	Claney
Debbie	Theis	Frank	Maier	Jonathan	Claney
Julia	McNeil	Elaine	Hickey	Patric	Barry
Bill	Theis	Charles E.	Robinson	Roger	Garrison
Walter	Borders	Carol	Larson	Elizabeth	Varley
Valerie	Hutchinson	Ron	Meick	David D	Claney
Sandra	Meyers	Katrina	Streiff	Cecilia	Vore
Dela	Bryan	Steven	Threefoot	Danny	Schweers
David	Michelson	Denis	O'Regan	Elizabeth	Resko
Gary E	Quinton	Betty	O'Regan	Barbara	Macklem
Mariann	Cinaglia	Ruth	Panella	Barbara	Shippy
John	Martin	Barbara	Henry	Lizzie	Broadbent
Hugh	Roberts	Lisa	Mullinax	Victoria	Davis
Pat	Pyle	Gary	Mullinax	Jim	Laurino
Maria	Burslem	Chris	O'Regan NV	Stephen	Harcourt
Alan	Burslem	Denise	Nordheimer	Randy	Hoopes
Dale	Brumbaugh	David	Nordheimer		
Mick	Fitzharris	Brooke	Bovard		

### 1.0 Call to Order

Chair: Danny Schweers called the meeting to order at 7:44 P.M.

### 2.0 Minutes

Danny: Apology was offered for not providing hard copies of June 2014 Town Assembly Minutes at September's Assembly. Apology was also offered for not being able to access the hard copy that was provided to the Arden Library due to library not being open as schedule.

Cecilia Vore, speaking on behalf of the Registration Committee, responded to the expressed displeasure regarding the Committee's decision to discontinue mailing Town Assembly Minutes to all residents, thereby excluding the town's voice in the decision.

Cecilia pointed out that a committee does not have to bring every tiny decision to the town because you would never get any work done. It is a committee decision that scrupulously considered input from others and received very positive support from many. No rules were broken. FOIA requirements were met by mailing notices of Town Assembly Meeting and providing Agenda.

Cecilia also responded to claims that it was hard for some people to obtain copies of Town Minutes. She disagrees, maintaining that town minutes were made available in multiple places. Town Minutes were posted to Arden Website, a copy was provided to Arden Town Office, a copy provided to Arden Library, all in a timely manner. And, upon request, a hard copy can be provided.

Danny verified that the Town Assembly Meeting followed Robert's Rules of Order (Parliamentary Procedure).

Town Assembly Minutes Hand Vote (one vote per house)

Accept: 44

Not Accept: 9

Abstentions: 3

June 2014 Town Assembly Minutes accepted as presented by vote of 44 to 9.

**3.0 New Residents - None****4.0 Recognition of the Departed - Bessie F Southwell, Mary Jane Pyle Young and Finn Hannover.****5.0 Visitors - Elizabeth Rich (thinking of moving to Arden with her husband) and Chris O'Regan (Denis O'Regan's brother).****6.0 Communications:**

FEMA Flood Plane Document (150 pages) handed over to Forest Committee. Carol Larson after reading will hand over for filing at the town office.

147th General Assembly passed House Bill 425 allocation of funds to Arden for Municipal Street program in the amount of \$16,735.16 which is based on 3.6 miles municipal maintained streets and 439 population.

July 25, 2014 (after discussion with others in community) Danny Schweers, Village Chairman, signed renewal agreement with NCC Delaware to continue participation in counties' Housing and Community Development Program through 2017. This agreement has been in effect since 1993. No obligations.

Katrina Streiff presented the following:

**MOTION**

Whereas Carol Larson and Elaine Schmerling are residents of the Ardens, and Whereas the State of Delaware has recognized them with the Governor's Outstanding Volunteer Award for the Environment Category, for the year 2014, for their work together as the Ardens' Environmental Duo,

The Town Assembly of the Village of Arden with this motion, joins the state of Delaware in officially recognizing the Environmental Duo. Their countless hours of volunteerism, tireless efforts to find funding from outside of the Ardens and to educate and inspire us, their creativity and their hard work to improve our forests are shaping an ongoing effort to enable a great future for the forests of the Ardens.

Letters of recommendation will be provided (Four letters per attachment).

Motion and letters of recommendation were unanimously approved.

No Abstentions

**Ordinance #1 update**

Danny has been in communication with the other town Chairs, county representative, state representative and town attorney (Attorney's father drew up Village incorporation papers) in trying to locate the full forty eight pages of Ordinance #1. Danny requests all to look in their personal records to see if they have a copy. Connie McKinney and Warren Rosenkranz went to the Delaware State Archives and discovered that they have all of Arden's Ordinances except Ordinance #1 and Ordinance #2. Byron Short believes these Ordinances were passed at the time the Village was incorporated. The thinking at the time is that Arden had its own police force and/or would have had own constable. If that is the case, then these Ordinances are probably moot/rescind them, but until that is confirmed, Arden continues to try to locate them.

Possible Solution:

If there is an impact, then maybe pass an Ordinance to rescind Ordinance #1 & #2. Create new Ordinance to deal with those concerns.

**7.0 Trustees Report September 22, 2014**

The Trustees have several items to report this evening:

**Finances:** We have copies of the quarterly financial report available tonight. We have paid the New Castle County and School taxes which are due September 30:

County Taxes	83,696.82
School Taxes	318,577.02
Total County and School Taxes paid	402,273.84
Rebates to individual leaseholders	35,866.12
Total paid	\$438,139.96

Regarding rebates, the rebates to individual leaseholders are calculated from programs administered by New Castle County (not the Trustees). One program gives a tax exemption, and the other a tax credit. The County program called **Senior School Tax Rebate** is a tax credit for those 65 and over (that is the only criteria) and the other program is called **Senior or Disability Income Exemption** that is based on your adjusted gross income for the previous calendar year. You must apply one time to receive the Property Tax Relief credit and for the Senior or Disability Income Exemption: We encourage you to apply. There is a filing deadline to qualify

for the upcoming tax year. Please contact the New Castle County Treasurer's Office (302) 395-5520 for an application and for any questions that you have. The County is most helpful with the forms. The eligible leaseholders for the County programs this year should receive their rebate checks by mid-October. If you do not receive your rebate by then, please contact the Arden Trustees Office (475-7980).

**Legal: Buckingham Green**-All parties now have signed the agreement and we will be receiving the check by month end.

**Lease Transfers**-1912 Sherwood Road, Winnerling to Larson

Respectfully submitted,

*Mike Curtis*

Mike Curtis, Arden Trustee

Questions: None

**8.0 Treasurer's Report** - Chair: David Mickelson

Reviewed Statement of Financial Position, Financial Activity and Special Village Funds (per Attachment)

Registration was budgeted for \$200. Actual to date spent is \$635. The increase is due to charging printing notices, mailing of town minutes and postage to this expense line item.

Schroeder Bequest Status

Amount of money available for programs in the Schroder fund is \$402,750 currently. Anyone can make a request to use funds (1.5% max of the principle). In general, the interest which is approx \$3,000/\$4,000 is what has been available.

Treasurer's Report Accepted.

**9.0 Advisory** - Chair: Bill Theis.

Thanks to all who placed their names in nomination for the Assessors Committee. Those on the ballot are:

Brooke Bovard, Joe del Tufo, David Gerbec, Jim Laurino, Denis O'Regan, Jeff Politis, Gary Quinton, Liz Resko, Clay Ridings, Charles Robinson, Warren Rosenkranz, Bill Theis, Larry Walker, Tom Wheeler, and John Martin.

At this time are there any additional nominees to add to the ballot from the floor? Remember, you can nominate yourself.

**MOTION**

Motion to move Memorial Gardens as a subcommittee of Community Planning Committee.

Discussion:

Memorial Gardens technically could be set up as an independent committee but that would be difficult and be a cumbersome process.

Motion was approved.

**10.0 Board of Assessors** - Chair: Gary Quinton

No Report

Alternative Assessment proposal: None.

**11.0 Committee Reports**

**11.1 Archives** - Chair: Lisa Mullinax

We are pleased to announce that the Arden Craft Shop Museum will be celebrating its 10th Anniversary next month. A new exhibition, "The Craft Shop -- A Place to Live, to Work, to Dream," will open on Sunday Oct. 19, 2014. To prepare for the exhibition, the Museum will be closed Oct. 6 to 18. We will have our next monthly meeting on Oct. 1 instead of the usual date of the 2nd Wednesday of the month.

The Committee has almost completed creating a finding aid for the Arden Archives Collection, to make it easier to search through the 100 years or so of newspaper clippings, letters, pamphlets and the like that form the core archive collection of the Museum.

In August, the Ardens came together on the Village Green to reenact the 1911 baseball game that got the Arden team and the keeper of the ice cream parlor jailed for defying the Delaware Blue Laws against playing games and working on the Sabbath. Alex and Jan Rudzinski organized the event and graciously donated the money raised from food sales to the Museum.

Again this year, with the help of many volunteers, we hosted the Ardens History Hunt with ACRA. More than 40 campers participated and learned more about their villages.

Again this year during the Shakespeare performances in June, the Museum displayed some of the splendid costumes the Shakespeare-Gild costumers have always been known for. Afternoon with the Artists, which shows the work of artists who live in the Ardens, continues to take place on scheduled Sundays in the Bernie Schwab Community Room of the Museum.

This year, for our 10th Anniversary, there are two new ways to support the Museum. Two generous donors have come together to offer a matching gift of \$1250 to this year's Annual Campaign. If we raise that much in donations, we will receive another \$1250 in these matching funds – what a terrific way to celebrate our Anniversary! Additionally, the Museum and Archives Committee is selling tickets for a 50/50 drawing to benefit the Museum. Tickets cost \$10 each or 5 tickets for \$40. Sales begin on October 19th

and continue until the winner is drawn on December 3rd. The winner will be announced on the web site ardencraftshopmuseum.com. Archives Report Accepted

**11.2 Audit Chair:** Helen "Cookie" Ohlson

Laura Wallace read the following:

Audit Committee Report to the Town Meeting

September 22, 2014

On September 10 the Audit Committee met with Pamela Baker from Barbacane, Thornton and Company to discuss the company's annual audit on the town's books and accounts. Their control report disclosed no material weaknesses or significant insufficiencies therein. In other words, all was in order.

Cookie Ohlson, Audit Comm. chair

Questions:

The report is normally presented at the June Town Assembly rather than September. It was not ready in June.

Audit Report Accepted.

**11.3 Budget Chair:** Jeffrey Politis

Jeffrey reviewed Projected Budget for FY March 25, 2015 to 2016 (per attachment). 2015-2016 Arden Budget Ballot (per attachment). Footnotes to the Budget (per attachment) & Budget Modification Report

**Budget Modifications Report**

**Town Assembly**

**September 22, 2014**

The following are some changes/additions from the March budget:

Line 11 Trustee's Reserve

Trustees agreed the Reserve should be maintained at \$150,000. Amount is set.

Line 18 County (Property & Crossing Guard), Line 19 School (Brandywine & Vo Tech)

This Fiscal year is flat because FY 2014-2015 was high. The actual taxes paid this year were approximately \$30,000 less than March projections.

Line 26 Insurance

Projection is a zero amount because the town and the Trustees insurance are combined into one policy. In the future, the insurance will be allocated to the respective expense line item. Presently, the insurance amount of \$11,000 is accounted for in the Towns Non-Budget Expense: line 59 operations & fees (refer below).

Clarity: Non-Budget or Non Discretionary Expense are line items the town does not vote on. (i.e. taxes, mortgages etc)

Line 38 Delaware Municipal Street Aid

Corrections: \$4.00 difference.

Line 59 Operations & Fees

These are town Non Budget items. Increase from \$15,800 (last year) to \$42,274 (current projections). Two items have augmented in increase: 1) Insurance transfer from Trustees to town, which is a simple movement of an existing line item from the March budget outlook and not a new expense and 2) \$15,000 should the town need to pay for legal services. These amounts and classifications were Approved at the March Town Meeting.

Line 67 Buzz Ware Village Center: Operating Expenses.

Projections of \$25,200 increase to \$27,700. This is a pass through amount which means the Income received will be reflected in the Non Budget Expense.

Note #12

Town's Prudent Reserve is \$50,000. See previous report on desired reserve for both trustees and town. It is expected that the town's reserve will likely be higher at the beginning of the fiscal year.

Line 71 Secretary Salary & Line 72 Treasurer Salary.

There is a slight increase as approved in March Town Meeting.

Line 91 Playground

An increase in the budget from \$3,000 (last year) to \$18,000 (budget for this year). \$3,000 is the normal cost for repairs and maintenance of the playground. An additional \$15,000 has been added to the budget in case equipment is to be installed. In general, there is no mechanism in place to pay for playground equipment. This is \$15,000 additional to what the budget was assessed, what the assessors used. It would be spent out of the town's reserve (spending down) which is expected to be higher than desired, the assessors would not raise land rent. It is not a dollar amount that would impact the

assessment which is based on the 3-year outlook presented in March of each year, but if it is needed, it would impact the reserve.

Discussion:

Does the \$18,000 budget amount need to be voted on at this town meeting? This is a voted expense. It is a budgeted line item in the referendum and everyone has an opportunity to vote for it or vote it down if they choose to. It does not mean \$15,000 will be spent. It allows up to \$15,000. It is a line item to allow for money to be available to do the work.

Why \$15,000 budget when there has been no presentation of a plan for review and no work has been scheduled.

Playground Committee has been discussing installation of new equipment. Up to now no budget money has been set aside for new equipment. With expectation of new installment of equipment in the following fiscal year, a budget line item was needed. The playground committee requested these funds and budget accepted. The dollar amount of \$15,000 is an estimate that is probably more than would be needed. It allows the mechanism for equipment to be purchased in the following year through the budgeting process, which is the appropriate process. How can the \$15,000 be removed? Removed now by a motion or voted down by those who receive referendum.

**MOTION** (Line 91: \$18,000-\$15,000= \$3,000)

In the absence of plans from the Playground Committee and approval by the Town Assembly, it is moved that the proposed \$15,000 augmentation of the Playground Committee Budget be removed from 2015-2016 Arden Budget.

Motion Discussions:

PROS - Motion

Once plans are approved it is believed it would be "easy" to obtain funds from the reserve to purchase equipment.

Some perceived the prudent reserve is a cushion against unexpected expenses. The funds needed for playground equipment appear to be a Capital Expenditure because it is an expense that lasts for one year. To back the money in and spend if you need it, is against the whole concept of how the town is run. There is supposed to be direct input and not just given carte blanche.

The process is when there is a project that is beyond the committee's budget, the committee presents a proposal, a plan and received town approval. Part of the plan is how to fund the project with grant money and/or town budget money. Don't ask for money and then present the plans. It is not an emergency situation.

Not appropriate for playground to bring this to budget after the budget had already been assessed in June.

CONS - Motion

Everyone has an opportunity to vote for playground expense line item budget in the referendum. Also, at town assembly everyone will have an opportunity to approve or disapprove any proposed playground equipment before the playground committee goes forward to purchase and install it. This budget process is allowing the committee to proceed with planning. However, if they plan then ask for money, it conceivably would take another year to receive funds.

In absence of plans for playground equipment, there is a line item to address this issue as it moves forward and allows this expenditure through this referendum. We will have plans and over the next three town meetings the committee will not have the ability to spend. This is the authorization to spend the money regardless of where it is coming from. If this is voted down, then there is no ability to act on any plans before next fall at the minimum.

This process erodes the integrity of our committee process. There is a balance that is used, in having a committee work out the details, and propose a budget at town assembly and then it is voted independently. It is difficult to get people to serve on committees.

There has been no chance to move forward on this. In order for the democratic process to happen we need to allow the town to have a vote. Request that they do not block the idea of allowing the playground committee to move forward and have a safe slide installed.

Assumption is in order to obtain a grant; one has to have the money (matching). Granting organization wants to see that you have the authorization to spend the money before they will give you the money. Putting this in the budget is the way to obtain authorization and is how you go about getting the grant.

Sometime money is needed in advance to develop a plan (i.e. engineering plan).

Summary Comments by Budget Committee:

To be approved for money from the capital maintenance fund could take till the fall of next year based on the process. The playground committee believes that the sense of the town is people want the slide installed and move on. In order to do that, there has to be a budgeted item in order to spend money. It cannot be voted on by the town because it is not appropriate. The budget is in the referendum. Budgets are approved by an entire town by mail referendum. It is an incorrect statement about being able to use the reserve anytime. This is the way to address the potential need of the committee to spend money that the town has asked the com-

mittee to do which is to replace the slide. The playground committee understands that the town assembly would like to approve a plan. Having a budget item does not mean it can be spent without approval from the town. It means it is available on approval of a plan to have funds available. To remove the line item from the budget will hamstring the committee to do bidding that the town asked them to do. This is the way to allow the committee to move forward. The committee is still actively seeking grant money. If you do not want the money spent, then vote it down through the budget referendum. To undermine a committee trying to do its job and trying to do the service of the town as it has been asked to do they feel is inappropriate.

#### Motion clarification:

A yes vote means the playground committee budget will be reduced for the coming Fiscal Year (2015-2016) from \$18,000 to \$3,000. The \$15,000 augmentation will be removed.

A No vote defeats the motion

#### Vote Count Results:

Yes 18

No 42

Blank 1

Absent 1

The motion was defeated by 42 to 18 votes

#### Reviewed the 2015-2016 Arden Budget Ballot

A policy statement has been added to the ballot. It reads as follows:

2. Income received by committees outside of this budget, such as from grants, will be earmarked for that committee to spend above the budgeted money approved by referendum. In addition, those monies can be carried-over, year over year, for that committee with approval of the town treasurer.

Budget Modification report will be posted on the Town Web and a hard copy will be mailed with ballot referendum.

Budget Committee Report accepted.

#### **11.4 BWVC Chair: Steven Threefoot**

To the town meeting of Arden for September 22, 2014

#### BWVC Committee Report to the September 2014 Arden Town Assembly

The Buzz Ware Village Center and the Committee have been very busy the past three months with ACRA Camp, PPP fund raiser, and all the other activities.

Committee Structure: The Committee has structured itself into four areas: finance (Bill Theis), programming (Toby D'Alterio Ridings), website (Walt Boarders), and maintenance (Randy Hoopes). Each member of the Committee, excluding the chair (Steven Threefoot) and the village representatives from Ardentown and Ardencroft are responsible for one of these areas. As has been a long-standing practice, we have non-voting representatives to the committee from Ardentown (Terri Hansen), Ardencroft (Amy Pollock), and the more recent practice of a building manager (Beverley Fleming). The Committee's regular meeting is on the second Thursday of the month at 7:30 in the Buzz.

Website: The BWVC website has been upgraded since our last town assembly meeting. The website is located at [www.ArdenBuzz.com](http://www.ArdenBuzz.com) (same address). We continue to add functionality, and anticipate expanding the capability of the calendar portion of the website in the near future.

Programming: Between April 1 and September 23, the BWVC had an estimated 955 room-slots available for use. Similar to our report in June, approximately 50 percent of the slots were utilized. A breakdown of the room-slots actually used finds 58 percent were paying patrons; 11 percent were village committees and ACRA; and the remaining 31 percent were community programs, ACRA and Arden Club activities. The Committee plans to monitor the building usage by tracking this type of information. We anticipate this information will help the committee balance the municipal, community, and commercial use of the facility.

Peddlers, Potions & Practitioners Holistic Expo (PPP) is the BWVC's largest fundraiser of the year. It was held during the Arden Fair. All the available vender slots were filled this year. Our estimated net revenue from this event was \$5,500. Toby D'Alterio Ridings, Randy Hoopes, Beverley Fleming, and Amy Pollock, lead the way for a large group of volunteers that made PPP possible. The planning has already started for the 2015 PPP.

Finance: The Village Treasurer's reported includes information on the overall financial status of the BWVC. At an operational level, the Committee has continued to review the pricing for the rooms, and have added a set of "off-peak" rates to increase use of the building from 4:00 PM Sundays to 4:00 PM Fridays (excluding holiday periods). We have published our standard rates on our website. We have completed negotiations with our biggest user of the facility, Awakened Heart Spiritual Center, on a multi-use extended agreement. The agreement reduces their usage on Friday evenings (peak time) and reduces the custodial support for their events. At the same time, an increase in their monthly rent should yield a significant increase in rental revenue for the year. We have and continue to work hard to maintain a balance between affordability to our patrons and our covering our cost to run the facility. One more point about the financials as related to PPP. Because the Expo is held at the time of the Arden Fair, the financial report for PPP is done on a different calendar than the FY report for the Village Center. This different calendar can cause some confusion. We are working on ways to improve the transparency caused by the differences in reporting calendars.

**Programming:** The Committee has defined a class of usage of the building called “community events”. These events are provided use of the building free of charge. To be classified as a community event, the sponsor of the event must submit a request to the committee and meet the three requirements: 1) be open to all members of the community, 2) be free of charge, and 3) be in alignment with the BWVC mission to serve the community. The committee feels this is a good way to promote small, community oriented activities at the Buzz, such as the Arden Fibers Art Club that meets monthly. As stated above, we will monitor the usage of the building to try to keep a balance between types of use of the building.

The Committee greatly appreciated the more than five years that Debbie Ricard sponsored the events. The Committee hopes to build on the success that Debbie established for this monthly event by sponsoring the “Art on the Town” events as a community event. A number of individual have volunteered to coordinate this series. We are establishing how it will work and plan to restart the series as soon as possible.

**Maintenance:** The overall current state of the facility remains good. The Committee has initiated a regular monthly “walk-a-rounds” to inspect the facility. We have a list of items, some small and some larger, that need to be taken care of at the Buzz. If you observe something in or around the facility you find of concern, or if you simply have suggestions for facility improvements at the Buzz Ware, please contact Randy Hoopes or another person on the Committee.

We continue to improve the programming at the Buzz to help the Buzz be the best community center it can be. To make this happen, we are looking for volunteers. If you would like to get involved in the BWVC, go to ArdenBuzz.com and join “The Fiends of the Buzz” or contact one of the Committee members.

Respectively submitted,

Steven A Threefoot

Questions

Committee is in the process of putting a long-term plan into place to obtain solar credits and to figure out the best way to have funds returned to the Village.

Danny Schweers read the following statement from Ardentown:

The changes made over the last 12 months in the procedures of the Buzz Ware Village Center Committee have resulted in the official and unofficial representatives of Ardentown being made to feel uncomfortable and unable to appropriately represent Ardentown. This concern was passed to the town chair, who consulted with the town chairs of Arden and Ardencroft. Together, the three town chairs found that room for improvement exists and agreed the best way forward was to bring in a neutral, professional mediator to work with the parties involved and make proposals for changes that could resolve the concerns. Ardentown gave the mediator (Ted Rosenthal, an attorney who has worked with all three villages in the past) no preconditions, simply hoping for proposals that all three town meetings could evaluate using whatever procedure was proper in each village. That process has for various reasons gone very slowly and no proposals have yet been forthcoming. The Village of Ardentown has agreed to hold off on any contributions to the Buzz Ware Center funds until the mediation process makes progress. Ardentown remains committed to that process and hopes that progress is achieved before the end of the year.

--Enno Krebbers (Town Chair, Ardentown), and Terri Hansen (Town Secretary and Ardentown representative to the Buzz Ware Center committee)

Questions:

Ardentown and the Trustees of Ardentown in the past have given contributions of \$750 each (total \$1,500.00) yearly. Their contributions will be temporarily suspended until there is some kind of progress.

Has anyone heard from the Trustees of Ardentown or just from town meeting? It is not a message from their town meeting. It is a message from their coordinating committee in which the Trustees are part of the coordinating committee.

The resolution they are seeking is voting representation in BWVC. Their contribution is contingent upon the Secretary of Ardentown, who is presently the nonvoting representative, she wants a representative vote in BWVC. The difficulty is this would be giving non Arden residents voting rights on an Arden Committee. Goal is to work through this with Ted Rosenthal, Village attorney, and it will take time.

**Clarification:** The three Chairs have asked the Village attorney to serve as mediator. He is charged with assessing the issue and making recommendations to Arden. He is currently in the process of working with the BWVC committee before he forms an opinion.

BWVC Report accepted.

### **11.5 Civic:**Co- Chair Ed Rohrbach & Valerie Hutchinson

#### **Roads:**

Arden road work is complete for this season. No additional road repairs are anticipated this year.

#### **Trees:**

Three dead or dying trees were removed on the Arden Green. We also had The Fels Oak pruned, and the dead wood removed as was recommended by the Consultant who evaluated it this spring. Some other trees on the green were also pruned. We are looking at removal of some other dead and dying trees that have been brought to our attention. We have also applied for a grant to plant up to five new shade trees on the green to replace those that have been lost over the years.

#### **Storm Drains:**

The storm drain inlet at the corner of Woodland and Green Lane was repaired.

Next Civic Meeting is scheduled for October 7, 2014 (Tuesday) at 7 P. M. at the BWVC

Respectfully submitted

Edward Rohrbach

Co-Chair

Discussion:

When will the area around the bench be restored?

Restoring the grass does not improve the chances of the Fels Oak doing better. No urgency with this project. Russell Carlson, tree expert, provided a letter detailing Fels Oaks condition and provided suggestions. There appears to be no significant harm to the tree. Civic Committees should be able to decide what projects need to be addressed, take their time and decide what is appropriate. They can refer to tree consultants letter for guidelines.

**MOTION**

Move that the Civic Committee post a notice of any tree removal (under Civics' jurisdiction), on the specific tree, at least five days before tree removal. Except in cases of emergencies.

Motion Approved

Civic Committee Report accepted.

**11.6 Community Planning: Chair Ray Seigfried**

**Community Planning Committee Town Meeting Report for September 2014**

**Memorial gardens motion:**

Advisory Chair should make the motion to move Memorial Gardens under Community Planning. The motion is as following: "That Memorial Gardens be moved back under the Community Planning Committee."

**FEMA Flood Insurance:**

Our proposal is before the state for consideration and we hope to be approved soon.

**Community Gardens Interest Group:**

Community Planning is talking with Community Gardens Interest Group. In January 2009 a motion was passed to allow them to start a community garden and to have Community Planning Committee, Civic Committee and Buzz Ware assess their progress and provide a review before Town Assembly. Community planning will host a meeting with Civic and Buzz Ware for this purpose and may have a public meeting for additional input. Our goal will be a report for the January meeting.

**Conflict of Interest Policy:** Community Planning will present the policy and the following **motion**.

**Conflict of Interest Policy**

**Purpose and scope:**

This policy is created to prevent the existence or appearance of any acts of favoritism, cronyism, nepotism and personal gain or undue advantage which interferes with fairness because such acts undermine trust and the common good of the Village. Service to the Village is always about protecting the common good, which may be defined as the common conditions that are important to the welfare of everyone. Conflicts of interests make the Village lose faith in the integrity of our governmental decision-making processes. This policy covers all elected officers, committee members, employees and contractors.

**Definition:**

A Conflict of interest can be defined as any situation in which an individual is in a position to exploit a professional or official capacity in some way for his or her personal or financial benefit. Conflicts of interest occur when an officer, committee member or employee and contractor puts his or her personal or financial interest ahead of the Village interest. No officer, committee member, employee or contractor shall use his or her position to secure privileges, private advancements or gains.

**Process:**

When a conflict of interest appears to exist, an officer, committee member, employee or contractor is expected to declare the conflict and recuse oneself by abstaining from the discussion and the vote. It is not sufficient for officers and committee members to declare the conflict. They must take themselves out of the decision-making process altogether. This includes discussion and debate as well as actual voting.

If an officer or committee member does not declare a conflict and another person believes a conflict exists, he or she should bring this forward to the officers or committee as a potential conflict. In turn, the committee or officers have the responsibility to investigate, verify and resolve the issue as soon as possible. If the conflict of interest is verified, the committee or officers could consider the original decision voided and take a new vote without the person who has the conflict. In the case where a signed agreement has already been engaged for services to Arden by an officer, then the officers would use their best judgment to resolve this conflict. The process and results of all conflicts of interest verified or unverified will become a part of the committee or officer official report presented before Town Assembly at the next Town Meeting.

09/17/14

**MOTION**

Move that the Arden Town Assembly adopt the Conflict of Interest Policy prepared by Community Planning Committee

Questions:

By accepting Community Planning Report you are accepting a policy and not an ordinance.

Motion accepted

**Memorial Gardens:** Barbara Henry

No Report

Community Planning Report Accepted.

**11.7 Forest:** Co Chairs Carol Larson & Katrina Streiff

Forest Committee Report: Town meeting 9/22/2014

Delaware Department of Agriculture Tree planting grant written for Fall 2014. Part of the grant application refers to our Tree Canopy resolution which was read into the Town record last Fall. Just a reminder that we'd like to keep our canopy above 73% - even reach to 75%. It gives us an advantage on grant applications, so remember to plant a tree after you remove a tree. If we are selected for this grant, we will plant native species seedlings in border areas damaged by construction and erosion. Also included in the grant, in consultation with the Civic Committee, we asked to fund planting of blight resistant American elms and swamp white oaks on the edges of the Arden Green to increase shade.

Community outreach in Arden Fair booth – we have a booklet available for the village residents on invasive plants published by Fish and Wildlife Service. A nice reference.

Invasive plant control continues at Marsh and Miller and in areas throughout the forest. There are no large tree removals scheduled. We plan to repair some bridges in the Sherwood Forest side – we need another price estimate before we contract to build

Forest Committee Report Accepted

**11.8 Playground:** Chair: Vacant position

Jeff Politis read the following report:

1. Albert Marks, chair of Playground Committee, has decided to resign from the committee. The committee would like to thank Albert for his dedicated service. Albert had done a fantastic job in organizing the committee towards ensuring the playgrounds were well maintained and safe. Albert was very hands on and did much of the needed physical labor himself.
2. The committee is down a member and would like to add Jim Laurino to the committee. Jim was the alternate from the last election and has served on the committee in the past. He needs to be confirmed by the town assembly. I ask registration to take over now for this process.
3. Since the last town meeting, the committee has continued to work towards the consumer products safety guidelines. As such, the committee has spread ~25 yards of mulch on the playground on the village green near Millers Road. Some mulch was spread under the swings on the far side of the green and under the rocking horses.
4. Two swings, chains and connectors were replaced on the playground nearest Millers Road on the Village Green.
5. Two swings were replaced on the BuzzWare Village center playground.
6. The benches on the Village Green playgrounds were pressure washed and painted.
7. Equipment on the village green was painted.
8. We worked with the Civic committee to carefully reclaim the portion of the playground near Millers Road that the slide occupied. The work was completed by the same group that maintains our greens and was done without heavy machinery in order to prevent any damage to the Fels Oak
9. The committee continues to work on a proposal for a new slide. All options are being considered. We are working with an organization to create visual representations of potential options for slides and placements as well as estimates of the costs

Questions

A swing located near Burslems leasehold was taken down because the back was broken. A new one will be ordered.

Bench located near back stop is missing a screw.

Playground Committee has traditionally always tried to work towards product safety guidelines/standards and tries to continue to use them.

The group applauded Al Marks for his many hours of volunteer work.

**MOTION**

Motion on the floor for the Town Assembly to approve Jim Laurino to complete the term of Albert Marks on the Playground Committee.

Discussion: None

Playground Committee report accepted.

**11.9 Registration:** Chair - Cecilia Vore

Sept 22, 2014

Report to the Town Assembly

Registration Committee

The Registration Committee will conduct the annual Budget Referendum, and the election of the Arden Board of Assessors in October and November. The committee will review the list of eligible voters on Oct. 2. Please notify a member of the Registration Committee tonight if there are any changes to the eligible voters in your household.

Ballots will be mailed around Oct. 6. The deadline for returning ballots is 7:30 pm, Tuesday, Nov 4, which will be printed on the ballot instructions that are mailed to each resident. Ballots will be counted on Nov. 4 at the Buzz Ware Village Center. The public is invited to attend, and several volunteers are needed to assist the committee with the count. Results will be posted on the bulletin boards and the Village website the day following the vote count.

According to Registrations records there are 353 eligible voters.

Respectfully submitted,  
Cecilia Vore, chair

Questions:

Request Registration committee to propose to town assembly to extend the privilege to vote to 16 and 17 year olds. This is a good opportunity to engage young residents in the town government and have that experience before they leave to go off to school or wherever.

Report accepted

**11.10 Safety:** Chair: Brooke Bovard

Welcome to Autumn.

As we warned you in our Spring report, Safety has moved into enforcement on several ordinances over which we have jurisdiction, particularly around parking. These were sent to be on people's radar before Fair. To date, most of those who received letters have contacted the Safety Committee for clarification if necessary, and remediated...sometimes on the day they got the letter. Some have asked for more time for structural changes, which they've gotten.

Some, however, have not responded in any way. They will be receiving a follow-up letter when the next batch goes out, which will be soon.

If anyone is refusing compliance just for the pleasure of getting mail from me, please bring your leasehold into compliance and notify me that that is your reason. I will send you an autographed postcard, because I'd far rather give and get mail like that than do this.

Replacement signage is being ordered. We appreciate the help of Civic, which enabled us to get an inventory of existing signs.

Also thanking Civic, and particularly Al Marks, for the beautiful job paving, replacing and repainting speed bumps.

Property crime was thankfully pretty light during the last quarter, but there was a reported house break-in and some vandalism, as well as on-going issues of drug use and sales. There have been break-ins in the neighboring communities. PLEASE report all incidents to the proper police authorities. Without a record we will be further down the list. And please, as we move into the Holiday season, keep parcels out of sight and your cars and homes locked.

Be kind to each other.

Respectfully submitted,

Brooke Bovard, Chair

Safety Committee Report accepted

**12.0 Old Business**

**13.0 New Business**

**14.0 Good & Welfare**

Refreshments were provided by Playground Committee-- a thank you was expressed by all.

Denise Nordheimer thanked BWVC committee for their support of her group, the Arden Fiber Art Club, by generously donating the space and time to the group. She hopes that this will encourage others with hobbies to share by forming a group. She feels that it is the best of Arden when people come together.

Phyllis & Chuck Connors have moved to Forwood Manor. He is in the nursing home side and she is in assisted living section. They would love visitors.

Victoria Davis wanted to say a "real" thank you to the Playground committee. She has been following FB next door and has learned that the community cannot decide on a slide and thinks maybe that is sad. She wants to express her appreciation for all members of the playground committee because she has witnessed first hand their many hours of volunteer service. She hopes we keep in mind that they are volunteers with full lives replete with jobs, family, community and other responsibilities. She hopes we all keep this in mind and try to be grateful.

Brooke was proud to share that the last Primary election, of which she is an affiliate, received 10% of the voters in the whole 7th representative district and they voted from Arden Guild Hall. Outstanding.

Arden Town Meeting Adjourned at 10:49 P.M

Respectfully submitted,

Elizabeth Resko

Arden Town Secretary

**ATTACHMENTS**

**Trustees of Arden  
Financial Report  
September 22, 2014**

**Assets**

Arden B&L	\$130,302.65
M & T Checking Account*	564,162.21
Vanguard Bequest Funds	233,851.23
Vanguard Reserve	<u>427.95</u>
<b>Total Current Cash &amp; Equiv</b>	<b>\$928,744.04</b>

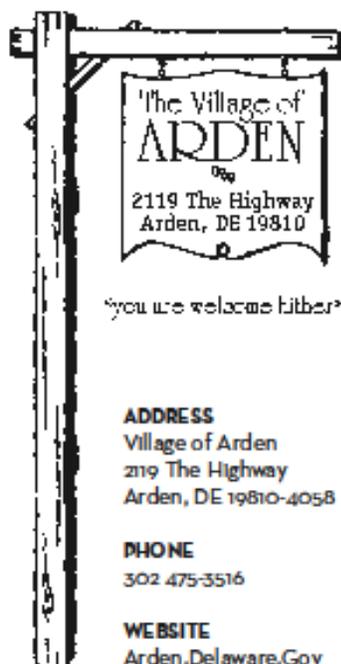
**Income**

Land Rent & Related Income	\$621,220.48
Investment Income All Sources	<u>4,115.94</u>
<b>Total Income</b>	<b>\$625,336.42</b>

**Expenses**

New Castle County	402,273.84
Rebates	35,866.12
Village of Arden	94,262.50
Insurance	10,847.00
Third Party Audit	4,400.00
Third Party Bookkeeping	1,375.00
Third Party Legal	250.00
Third Party Engineering/Other	0.00
General Administration	<u>3,977.08</u>
<b>Total Expenses</b>	<b>\$553,251.54</b>

\*County taxes and rebate checks not yet cashed



17 August 2014  
re: the volunteer work of  
Carol Larson and  
Elaine Schmerling

To whom it may concern:

The volunteer work of Carol Larson and Elaine Schmerling should be admired and recognized by all. In my case, it is envied. How I wish I had their seemingly tireless energy, dedication, and spirit.

These two women actively seek and encourage others to value and protect our forests. In the twelve years I have been involved in Arden's municipal government, their names are usually the ones in the forefront whenever there is a project or task that involves the woodlands of Arden and the neighboring villages of Ardentown and Ardencroft. Often, these are projects and tasks initiated by them, for which they find the funds and volunteers.

When they face unjust or ugly criticism, I am especially impressed that they do not reply in kind. Instead, they patiently listen and continue to pursue their goals, with their enthusiasm undiminished. When they face just criticism, they are quick to admit their mistakes. They are innovative and responsible. I envy them!

Danny N. Schweers  
Chair, Town Assembly  
Village of Arden, Delaware

2321 Woodland Lane  
Arden, DE 19810

August 16, 2014

To whom it may concern:

I am excited for the opportunity to supply a letter of recommendation for Elaine Schmerling and Carol Larson, the Ardens' Environmental Duo, in support of their nomination as 2014 Governor's Outstanding Volunteers in the Environmental category. Both Elaine and Carol have volunteered many hundreds of hours each, each year to the protection and enhancement of the forests and common areas in the three Ardens.

Let me provide a little context on the three municipalities: Arden, Ardentown and Ardencroft, collectively known as the Ardens. Approximately fifty percent of the land inside the municipal boundaries of the Ardens is held as public land. These public areas are a resource for Delawareans in all of northern New Castle County. The Ardens primarily operate on volunteerism. For more than a century, this volunteerism has been the strength of the community, but this strength requires special people to provide focus and direction.

Elaine and Carol have stood out as volunteers over many, many years. I was the Chair (the Executive Officer) of the Village of Arden from 2002 to 2012. During this ten year period, I relied on both Elaine and Carol on to provide input, organization, and most importantly, leadership, on a range of activities to support environmental issues (i.e., invasive species, residential waste recycle program, storm water runoff) with significant interest in and impact on the community. Their efforts have made, and continue to make, significant impact on the environmental conditions within the Ardens.

I would like to close this letter with one more observation about this duo. The two of them, Carol and Elaine, have put a great deal of their time into learning about current state of the art associated with a variety of issues impacting the quality of life in our community. To their collective credit, they have taken this knowledge and generously shared with those members of the Ardens and the broader community interested in learning. This has included members of all ages. I see this educational component as the greatest contribution of their efforts.

Sincerely,

Steven A Threefoot, PhD  
Chair, Village of Arden (2002 – 2012)

2002 Orleans Road  
Arden, Delaware

August 17, 2014

To Whom It May Concern:

I wish to heartily support the joint nomination of Carol Larson and Elaine Schmerling for the 2014 Governor's Outstanding Volunteer Award. Both of these women have spent hours upon hours working as volunteers to improve and maintain the woodlands around the Village of the three Ardens: Arden, Ardentown and Ardencroft.

Elaine's environmental activities first came to my notice when she began to ask my thoughts on a reclamation program for an overgrown public area in Ardentown called the Glen, one of her first projects benefiting the Ardens. It soon became clear to me that she had wider interests, particularly in managing and eradicating alien invasive plants in our woodlands.

By that time I was no longer working in horticulture, but was an elected official of the Village of Arden, serving on the newly defined (established) Forest Committee. Our first task was to have an inventory of plants and trees completed or both the Sherwood Forest and the Arden Woods, which border the Village of Arden, and to create a Forest Stewardship Plan based on those findings. After several terms of office I saw the need to find others in our community who could take the next steps and start implementing some reclamation projects. To my great delight we found that Carol Larson, a fairly new resident of Arden, was very willing to serve in this critical environmental role. She has remained untiring in her pursuit of knowledge of native plants and trees, and she led the implementation of much needed projects, including a large planting project at Millers and Marsh Roads that installed new native trees and shrubs in an area that had been overrun by invasive shrubs and plants. Not only has she willing to serve the Village, she is also the Grounds Committee Chairman for the Arden Club, and has overseen a native planting program in the Shady Grove, an area of the Club used for outdoor activities.

Together as a truly "dynamic duo," Carol and Elaine have inspired in our community a cadre of devoted environmentalists who are constantly in motion improving the quality of life for all residents of the three Ardens.

Elizabeth Varley, Trustee of the Village of Arden  
Former Chair of the Arden Forest Committee  
Former horticulturalist at Longwood Gardens

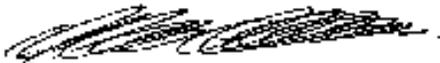
17 August 2014

To whom it may concern:

As Town Chair of the village of Ardentown, I am more than pleased to endorse the nomination of Elaine Schmerling and Carol Larson for the "Governor's Outstanding Volunteer Award". The pair has done a tremendous amount of work to improve the environment of the three villages of Arden, Ardentown and Ardencroft. As chair of Ardentown I am most familiar with the impact of the work there. This can be seen simply by taking a walk through the village - the numbers of native trees and plants, the state of the paths through the woods and effects of specific projects are immediately clear in our village. Anyone who picks up the latest issue of the local paper, the "Arden Page" can read of their latest project and see their efforts to mobilize the community by urging volunteers to join the latest effort. Their educational efforts have led to many being more aware of the need to preserve native species and remove invasives. Finally, as town chair I have direct knowledge of many of the projects through Elaine's reports to the town meeting and her discussions with the town officers on future plans. Elaine has led efforts for the village to obtain funds from various grantng agencies (while working with Carol on grants beyond Ardentown alone), and is quite skilled at designing programs so they meet the targets of the agencies as well as the village.

In short, the duo has made tremendous contributions of their own time and energy to keep the community a unique place to live. In Ardentown everyone involved in village affairs know we owe Elaine a great debt for her personal contributions to the village, to the pair for the community as whole. They deserve to be recognized by the governor through the granting of this prestigious award.

Sincerely,



Enno Krebbers  
Town Chair, Village of Ardentown  
2206 Millers Road  
Ardentown, DE 19810  
302 695-8577

UNAUDITED  
FOR DISTRIBUTION  
AND DISCUSSION  
PURPOSES ONLY  
FOR ARDEN  
TOWN ASSEMBLY

Village of Arden  
Statement of Financial Position  
As of September 22, 2014

<b>Checking/Savings</b>		
1000 - TD Bank Operating Account	8,545	General operating
1005 - ING Direct	90,990	General operating
	<u>99,535</u>	Total General Operating
1005A - ING Direct	30,188	Capital Maintenance Fund
<b>Total Checking/Savings - Village Funds</b>	<u>129,723</u>	<b>Total general operating and maintenance fund</b>
1010 - TD Bank MSA Checking Account	925	Municipal Street Aid
1032 - Arden Building & Loan	25,724	Schroeder Bequest
1000 - TD Bank Operating Account	4,117	Schroeder Bequest
1005 - ING Direct	105,873	Schroeder Bequest
1033 - Vanguard Money Market	267,036	Schroeder Bequest
<b>Total Schroeder Bequest</b>	<u>402,750</u>	<b>Total Schroeder Bequest</b>
1005A - ING Direct	6,604	Lecture Series
1030 - Arden Building & Loan	6,350	Lecture Series
1031 - Arden Building & Loan	498	Buzzware Funds
1500 - Sherwood Forest	859,379	Original purchase price
<b>TOTAL ASSETS</b>	<u><u>1,406,229</u></u>	
<b>LIABILITIES</b>		
2000 - Accounts Payable	193	DelMarva Power
2010 - Payroll Taxes Liabilities	674	
2300 - Mortgage -AB&L Avery Property - Balance as of 9/1/14	54,557	7% 15 yr \$150,000 started 4/28/04
<b>Total Liabilities</b>	<u>55,430</u>	
<b>FUND BALANCES</b>		
Buzz Ware Renovation Fund	12,683	
Lecture Series	12,954	
J Schroeder Bequest	402,750	
Memorial Garden	8,292	
MSA	925	
Capital Maintenance Fund	30,188	
Village - general fund	74,995	
Vacant Dwelling Fund	3,200	
Playground Equipment Fund	193	
Capital Assets - Net of Debt	804,813	
<b>Total Equity</b>	<u>1,350,799</u>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,406,229</u></u>	

UNAUDITED  
FOR DISTRIBUTION  
AND DISCUSSION  
PURPOSES ONLY  
FOR ARDEN  
TOWN ASSEMBLY

Village of Arden  
Statement of Financial Position  
As of September 22, 2014

	<u>3/25/14-9/22/14</u>	<u>Budget</u>	<u>% to Budget</u>	
Revenue				
4000 - General Funds - Village	54,263	175,425	53.73%	
4100 - Donations, grants, rentals	2,820	-		
4310 - Franchise Fee Receipts	4,521	15,100		
4900 - Interest Income	253	-		
<b>Total Revenue</b>	<b>101,857</b>	<b>190,525</b>	<b>53.46%</b>	
Expenses				balance left in budget
6000 - Payroll & Payroll Taxes	5,739	12,184	47.59%	6,386
6300 - Administrative Expenses	1,236	9,300	13.29%	8,064
6800 - Audit, Bkping, PR Expenses	-	6,500	0.00%	6,500
8000 - Committee Expenses	21,744	75,465	28.81%	53,721
8010 - Contributions & Donations	5,900	5,900	100.00%	-
Contingency Fund	-	10,000	0.00%	10,000
8030 - Trash Service	27,749	55,000	50.45%	27,251
9000 - Debt Service	3,080	18,176	50.01%	8,086
<b>Total Expense</b>	<b>70,517</b>	<b>190,525</b>	<b>37.01%</b>	<b>120,008</b>
<b>Surplus (deficit)</b>	<b>31,339</b>			
Committee	<u>Actuals YTD</u>	<u>Budget</u>		balance left in budget
Advisory	-	200	0.00%	200
Archives	287	1,440	19.95%	1,153
Assessors	-	50	0.00%	50
Budget	-	75	0.00%	75
Buzz Ware Support	-	5,000	0.00%	5,000
Buzz Ware Renovation Fund	-	2,000	0.00%	2,000
Civic	18,548	64,500	34.03%	35,952
Community Planning	250	1,000	25.00%	750
Forest	574	6,000	11.23%	5,326
Playground	1,351	3,000	45.02%	1,649
Registration	635	200	317.26%	(435)
Safety	-	2,000	0.00%	2,000
	<b>21,744</b>	<b>75,465</b>	<b>28.81%</b>	<b>53,721</b>

\* \$2,575 Grant from the State for the Forest Committee

\* Verizon & Comcast Franchise Fees

Special Village of Arden Funds

Unaudited - for distribution & discussion purposes only - for Arden Town Assembly

	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly	Unaudited - for distribution & discussion purposes only - for Arden Town Assembly
	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14	3/25/14-9/22/14
	BluzWare	Bluz renovation	Hamburger Lecture Series	J. Schroeder Bequest	Memorial Gardens	MSA	Capital/Main/Repl Fund	Vacant Dwelling Fund	Playground			
Revenue												
4000 - General Funds - Village												
4010 - Donations	140	3,338			4,138							183
4200 - Grant Revenue												
4300 - MSA Grant												
4400 - Rental	0,000	4,676										
4510 - Franchise Fee Receipts												
4800 - Requests												
4900 - Interest Income	12		238	725								
Total Revenue	8,189	5,913	238	725	4,138							183
Expenses												
6000 - Payroll & PR Taxes	5,569											
6300 - Administrative Expenses	77											
6310 - Janitorial Supplies	354											
6900 - Audit, Bidding, PR Expenses												
6920 - Professional Fees - Building Manager	1,900											
7020 - Utilities	1,551											
7060 - Licenses/Permits/Fees/Alarm/Monitoring	458											
7500 - Renovations	257	928										
7600 - Repairs & Maintenance	311	800										
8000 - Program Expenses	260				1,652							
Total Expense	11,787	3,028			1,652							
Surplus (Deficit)	(3,598)	2,885	238	725	2,486							183
Carried forward fund balance			12,716	402,024	5,844	27,815	30,188	3,200				
Fund balance		12,093	12,954	402,750	6,292	925	30,188	3,200				183

**Arden Town Assembly  
September 2014  
Projected Budget For Fiscal Year March 25, 2015 to 2016**

<b>Arden Budget FY 2015-2016</b>							
			2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
	NOTE	Budget	Appropriated	Actual	Actual	Actual	Actual
1							
<b>TRUSTEE'S INCOME</b>							
2	1	\$540,334.00	\$540,334.00	\$610,000.00	\$106,354.00	\$589,620.00	
3	2	\$7,500.00	\$7,500.00	\$7,500.00	\$8,098.00	\$9,773.00	
4							
5							\$700.00
6		\$7,500.00	\$7,500.00	\$7,500.00	\$8,098.00	\$9,071.00	
7							\$0.00
8							
9		<b>\$647,834.00</b>	<b>\$647,834.00</b>	<b>\$617,500.00</b>	<b>\$614,462.00</b>	<b>\$599,391.00</b>	
10							
11	3	\$150,000.00	\$151,000.00	\$168,163.00	\$168,163.00	\$191,500.00	
12							
13		<b>\$797,834.00</b>	<b>\$798,834.00</b>	<b>\$785,663.00</b>	<b>\$782,625.00</b>	<b>\$790,891.00</b>	
14							
15							
<b>TRUSTEE'S NON-BUDGET EXPENSES</b>							
17							
18	4	\$89,140.00	\$95,000.00	\$89,400.00	\$88,761.00	\$89,414.00	
19	5	\$307,987.00	\$370,000.00	\$345,000.00	\$333,193.00	\$200,936.00	
20							
21							
22		<b>\$150,000.00</b>	<b>\$150,000.00</b>	<b>\$160,000.00</b>	<b>\$171,026.00</b>	<b>\$165,000.00</b>	
23							
24	6	\$24,900.00	\$32,400.00	\$40,010.00	\$29,277.00	\$20,063.00	
25		\$1,800.00	\$4,000.00	\$4,150.00	\$3,950.00	\$1,750.00	
26		\$0.00	\$10,000.00	\$10,760.00	\$9,778.00	\$1,717.00	
27		\$1,700.00	\$5,000.00	\$5,690.00	\$3,547.00	\$2,456.00	
28		\$12,000.00	\$11,000.00	\$12,010.00	\$986.00	\$2,423.00	
29		\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	
30					\$841.00	\$817.00	
31					\$7,775.00	\$7,500.00	
32							
33		<b>\$632,036.00</b>	<b>\$647,400.00</b>	<b>\$634,410.00</b>	<b>\$612,157.00</b>	<b>\$573,413.00</b>	
34							
35							
36							
<b>TOWN INCOME</b>							
37							
38	7	\$16,731.00	\$16,731.00	\$16,732.00	\$16,883.00	\$14,116.00	
39	8	\$4,000.00	\$8,000.00	\$8,830.00	\$8,273.00	\$6,500.00	
40	9	\$6,500.00	\$6,500.00	\$6,995.00	\$5,126.00	\$5,000.00	
41							
42	9	\$491.00	\$480.00	\$443.00	\$1,468.00	\$1,000.00	
43							
44							
45	10	\$25,200.00	\$25,200.00	\$24,572.00	\$24,108.00	\$29,634.00	
46							
47	11	\$4,000.00	\$4,000.00	\$3,889.00	\$3,350.00	\$4,000.00	
48							
49		<b>\$61,481.00</b>	<b>\$61,511.00</b>	<b>\$61,486.00</b>	<b>\$40,808.00</b>	<b>\$60,881.00</b>	
50							
51	12	\$50,000.00	\$47,588.00	\$47,588.00	\$47,115.00	\$35,963.00	
52							
53		<b>\$111,481.00</b>	<b>\$109,999.00</b>	<b>\$109,954.00</b>	<b>\$107,923.00</b>	<b>\$90,845.00</b>	
54							
55							
<b>TOWN NON-BUDGET EXPENSES</b>							
57							
58	13	\$56,650.00	\$55,000.00	\$55,050.00	\$54,630.00	\$72,000.00	
59	14	\$42,274.00	\$15,800.00	\$12,600.00	\$11,517.00	\$12,500.00	
60							
61	15	\$16,176.00	\$16,176.00	\$16,176.00	\$16,125.00	\$16,176.00	
62							
63	16						
64		\$16,731.00	\$16,731.00	\$16,732.00	\$16,883.00	\$14,116.00	
65							
66	17						
67		\$25,200.00	\$25,200.00	\$24,789.00	\$24,208.00	\$31,948.00	
68	18	\$2,000.00	\$2,000.00	\$2,000.00	\$4,640.00	\$7,000.00	
69							

**Arden Town Assembly  
September 2014  
Projected Budget For Fiscal Year March 25, 2015 to 2016**

70	Town Expenses						
71	Secretary	19	\$5,252.00	\$5,252.00	\$5,252.00	\$5,252.00	\$5,252.00
72	Treasurer	19	\$5,725.00	\$5,252.00	\$5,251.00	\$5,252.00	\$5,252.00
73	Town Payroll Taxes	19	\$1,648.00	\$1,680.00	\$1,119.00	\$540.00	\$1,680.00
74							
75	<b>SUBTOTAL TOWN NON-BUDGET EXPENSES</b>		<b>\$172,319.00</b>	<b>\$143,091.00</b>	<b>\$138,971.00</b>	<b>\$148,947.00</b>	<b>\$165,934.00</b>
76							
77			<b>2015-2016</b>	<b>2014-2013</b>	<b>2013-2014</b>	<b>2012-2013</b>	<b>2011-2012</b>
78		<b>NOTE</b>	<b>Budget</b>	<b>Appropriated</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
79							
80	<b>BUDGET EXPENSES</b>						
81	Advisory	20	\$200.00	\$200.00	\$58.00	\$0.00	\$200.00
82	Archives	20	\$1,440.00	\$1,440.00	\$1,901.00	\$1,428.00	\$1,440.00
83	Assessors	20	\$50.00	\$50.00	\$0.00	\$0.00	\$50.00
84	Budget	20	\$100.00	\$75.00	\$0.00	\$0.00	
85	Village of Arden Support - Buzzware Village Center	21	\$5,000.00	\$5,000.00	\$0.00	\$4,640.00	
86	Civic Committee						
87	Roads, Common, Snow plowing	22	\$56,135.00	\$54,500.00	\$32,557.00	\$52,105.00	\$51,250.00
88							
89	Community Planning	22	\$1,000.00	\$1,000.00	\$92.00	\$115.00	\$1,000.00
90	Forests	22	\$5,000.00	\$5,000.00	\$4,780.00	\$5,749.00	\$5,000.00
91	Playground	23	\$18,000.00	\$3,000.00	\$1,687.00	\$2,750.00	\$3,000.00
92	Registration	24	\$200.00	\$200.00	\$345.00	\$0.00	\$1,000.00
93							
94	Safety Committee						
95	Safety - General	24	\$1,000.00	\$1,000.00	\$1.00	\$58.00	\$1,000.00
96	Harvey Road Speed Enforcement	24	\$1,000.00	\$1,000.00	\$1.00	\$0.00	\$1,000.00
97							
98	Daredevil						
99	ACRA	25	\$1,500.00	\$1,500.00	\$1,500.00	\$1,530.00	\$1,500.00
100	Arden Page	25	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
101	Arden Library	25	\$850.00	\$800.00	\$800.00	\$500.00	\$800.00
102	Fire Companies	23	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
103	Arden Club	25	\$500.00	\$500.00	\$500.00	\$500.00	
104							
105	Capital & Repair Fund	26	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00
106							
107	Contingencies	27	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$9,500.00
108							
109	<b>SUBTOTAL BUDGET EXPENSES</b>		<b>\$106,075.00</b>	<b>\$89,365.00</b>	<b>\$63,196.00</b>	<b>\$82,766.00</b>	<b>\$39,840.00</b>
110							
111	<b>TOTAL TOWN EXPENSES</b>		<b>\$278,404.00</b>	<b>\$232,456.00</b>	<b>\$202,168.00</b>	<b>\$231,713.00</b>	<b>\$205,774.00</b>

### Arden Budget Notes FY 2015-2016

Overall- The amounts shown in the column for fiscal year 2014-2015 are those **exact** amounts as approved by referendum and do not reflect expected changes during the current fiscal year.

#### Trustee's Income

1. Land Rent- Based on Assessor's report from June 2014 Town Meeting.
2. Interest and other income from the following sources:  
Investment Income      \$7,500
3. Trustee's Prudent Reserve- The reserve is expected to be \$150,000.00 at the start of the 2015-2016 fiscal year.

#### Trustee's Expenses

4. New Castle County taxes are expected to be fairly flat in 2015 relative to the budget number based on 2014 tax bill.
5. School Taxes are expected to be \$367,987.00 for 2015 fiscal year.
6. Trustee's Administration expense estimate  
Operation and Fees includes payroll. Moved \$11,000 insurance expense from Trustees to Town.

#### Town Income

7. We expect to receive Municipal Street Aid in the amount of \$16,731 for fiscal 2015-2016
8. Cable ROW & Antenna ROW income is an estimate only.
9. Town Investment Income- Estimated to be \$450.00
10. Buzz Ware Village Center Income
11. Donations from Ardentown and Ardencroft will go towards the BWVC renovation fund
12. Town's Prudent Reserve- \$50,000. See previous report on desired reserve for both trustees and town. Although, it is expected that the towns reserve likely to be higher at the beginning of the fiscal year.

**Town Non-Budget Expenses**

13. Trash & Recycle estimated to slightly increase vs 2014-2015
14. Operations & Fees. Increase of ~\$15,000 to cover potential legal expenses as discussed in the March town meeting. Town has been getting free legal services and needs to be prepared with budget money in case those services are required to be paid. Transfer of \$11,000 insurance line item from Trustee administration to town.
15. Payment for Avery Property- Sherwood Forest
16. Municipal Street Aid expenditures – offsetting income.
17. Buzz Ware Village Budget expenses  
Operational Expenses- \$25,200 (offsetting income)
18. Arden Donation to BWVC renovation fund matching other Ardens.
19. Increase pay both for Secretary, Treasurer, and thus payroll taxes, as suggested in the March town meeting - 3 year outlook.
20. No change in budget amounts for Advisory, Archives, Assessors, or Budget, Civic, Community Planning, or Forest.
21. Village of Arden Support for Buzz. To be used only in case of Budget shortfall.
22. No change in budget amounts for Community Planning, or Forest. Civic increased by 3%
23. Playground budget includes \$3000.00 for normal maintenance of the playgrounds as requested in 2014-2015. An additional \$15,000 is requested in case additional playground equipment is installed. This money would come from the reserve funds which are estimated to be higher than necessary. As this would be a one time expense, it would not be in the following years budget and thus would not be used by the assessors to determine land rent.
24. No increase Registration, or Safety.
25. No change in donations except a \$50.00 increase for the Arden Library.
26. Capital, Maintenance, and Repair Fund – Fully funded. No need to collect additional funding until money is utilized.
27. Contingencies unchanged at \$10,000

## 2015 – 2016 ARDEN BUDGET BALLOT

For the expenditure of town funds for the fiscal year beginning March 25, 2015, and ending March 24, 2016  
See accompanying notes to Fiscal Year 2015-2016 Arden Budget Ballot on back of this form.

**PROJECTED INCOME**

**PROJECTED EXPENSES**

	<u>Notes</u>			<u>Notes</u>	
Land Rent	1	\$	640,334	Non-Budget Expenses	
Delaware Municipal Street Aid	2	\$	16,731	County Taxes	5a \$ 89,149
Interest and other income	3	\$	23,050	School Taxes	5b \$ 367,987
Buzz Ware Village Center	4	\$	25,200	Trash Service	6 \$ 56,650
Buzz Ware Renovation Fund	4	\$	4,000	Trust Administration	7 \$ 24,900
				Village Non-budget	8 \$ 55,572
				Buzz Ware Operations	9 \$ 25,200
				Buzz Ware Renovation Fund	9 \$ 2,000
				Long-term Debt Service	10 \$ 16,176
				Delaware Municipal Street Aid	11 \$ 16,731
<b>Total Projected Income</b>		<b>\$</b>	<b>709,295</b>	<b>Total Non-Budget Expenses</b>	<b>\$ 654,365</b>
Reserve Funds	3	<u>\$</u>	<u>230,000</u>	<b>Proposed Budget Expenses</b>	<b>\$ 106,025</b>
<b>TOTAL Funds Available</b>		<b>\$</b>	<b>939,295</b>	<b>TOTAL Expenses</b>	<b>\$ 760,390</b>

**DIRECTIONS FOR VOTING:** Please choose one of the following - either #1 or #2:

#1. Approve or disapprove the entire budget by marking an X in the box next to your choice.

Approve of the entire budget.....

Disapprove of the entire budget .....

OR

#2. Disapprove individual items by marking an X in the accompanying box (☐).  
Any items not marked will be counted as approved.

*If you choose to disapprove individual items below, DO NOT mark either of the items in #1 above.*

	NOTES*		disapprove		NOTES*		disapprove
Advisory Committee	12	\$ 200	<input type="checkbox"/>	Safety- Speed Enforcement	22	\$ 1,000	<input type="checkbox"/>
Archives	13	\$ 1,440	<input type="checkbox"/>	Buzz Ware Support	23	\$ 5,000	<input type="checkbox"/>
Board of Assessors	14	\$ 50	<input type="checkbox"/>	Donations – ACRA	24a	\$ 1,500	<input type="checkbox"/>
Capital, Maintenance, and Repair Fund	15	NA	<input type="checkbox"/>	Donations – Arden Page	24b	\$ 1,500	<input type="checkbox"/>
Civic Committee	16	\$ 56,135	<input type="checkbox"/>	Donations – Arden Library	24c	\$ 850	<input type="checkbox"/>
Community Planning	17	\$ 1,000	<input type="checkbox"/>	Donations – Fire Companies	24d	\$ 1,600	<input type="checkbox"/>
Forests Committee	18	\$ 6,000	<input type="checkbox"/>	Donations – Arden Club	24e	\$ 500	<input type="checkbox"/>
Playground Committee	19	\$ 18,000	<input type="checkbox"/>	Contingencies	25	\$ 10,000	<input type="checkbox"/>
Registration Committee	20	\$ 200	<input type="checkbox"/>	Budget	26	\$ 75	<input type="checkbox"/>
Safety Committee: General	21	\$ 1,000	<input type="checkbox"/>				

**TOTAL PROPOSED BUDGET EXPENSES:** \$ 106,025

**POLICY STATEMENTS:**

1. The total approved expenditure limits the fiscal year expenditure to that amount unless additional funds are approved by referendum. Funds may be shifted between line items with approval of the committees involved and the Treasurer.

2. Income received by committees outside of this budget, such as from grants, will be earmarked for that committee to spend above the budgeted money approved by referendum. In addition, those monies can be carried over year over year for that committee with approval of the the town treasurer.

**Notes to 2015 - 2016 ARDEN BUDGET BALLOT • Prepared Sept. 2014****INCOME:**

1. **Land Rent** – Based on Assessors' report from June 2014 town meeting. Note that Trustees will transfer money to the town to cover town's budget.
2. **Delaware Municipal Street Aid** – Annual street aid. The State of Delaware is providing funds for the FY 2015.
3. **Interest and other Income** – Income from the following sources:
  - a. **Rights-of-way**
    - i. **Cable** – \$8,600
    - ii. **Antenna** – \$6,500
  - b. **Investment income** – \$7,900  
**Reserve** – Combination of Trustees' Prudent Reserve (\$150,000) and Town's Prudent Reserve (\$50,000) and accrued capital fund of \$30,000.
4. **Buzz Ware Village Center** – Estimated income from rentals, programs, and gifts based on 2014/15 values. Buzz Ware Renovation Fund monies of \$4,000 is the expected donations from Ardentown and Ardencroft.

**NON-DISCRETIONARY EXPENSES:**

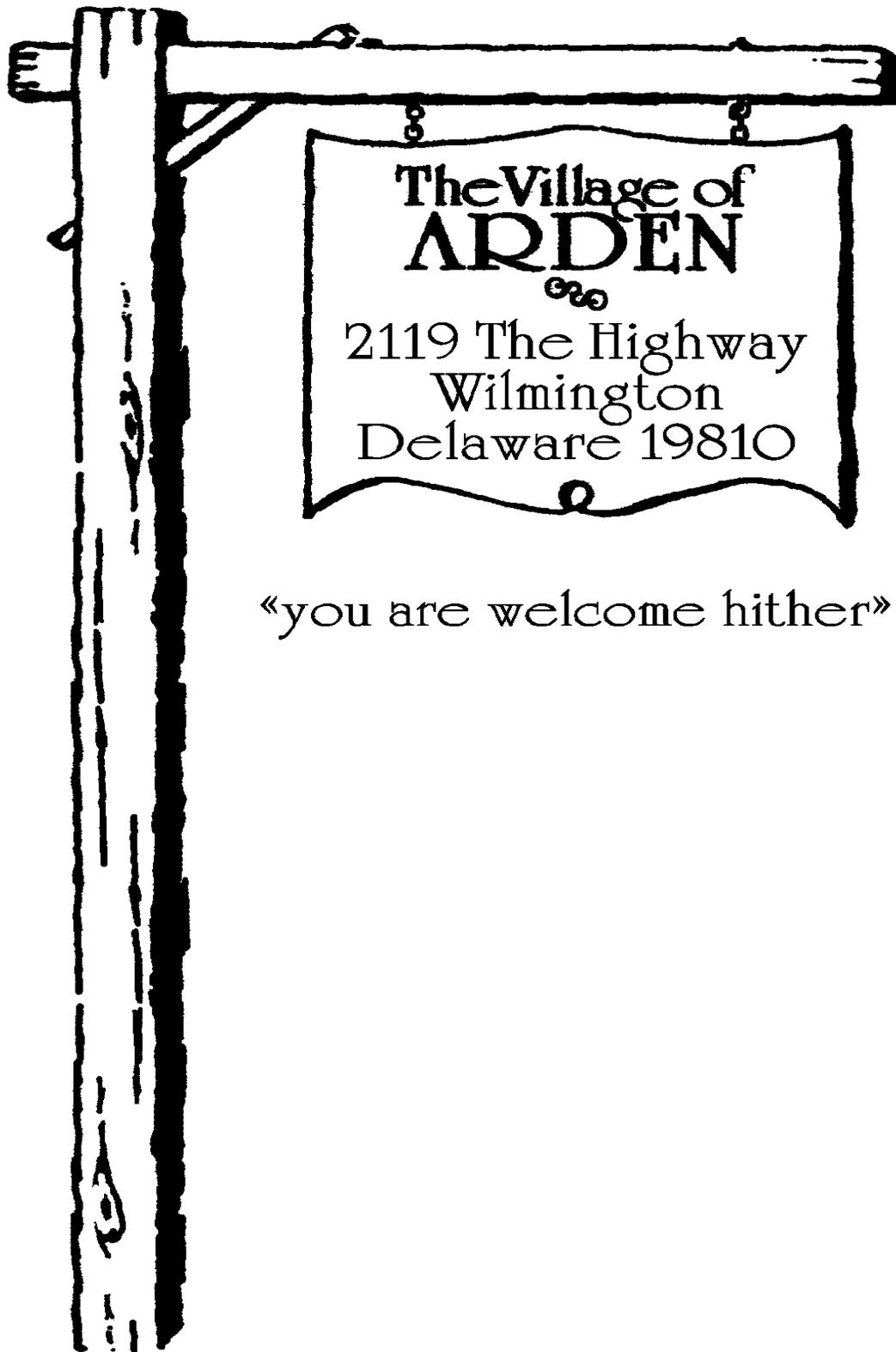
5. **Property Taxes** – Decrease of \$7,864 from 2014-2015 budget.
    - a. **County Taxes** – New Castle County taxes are estimated to decrease by \$5,851 compared to YE 2015 levels.
    - b. **School Taxes** – School Taxes are estimated to decrease \$2,013 vs YE 2015.
- NOTE:** The New Castle County property and school taxes are grossed up to include rebates paid to qualifying leaseholders.
6. **Trash/Recycle Service** – Increase of \$1,650.
  7. **Trust Administration**
    - a. **Audit** – ~~\$4,800~~
    - b. **Professional/Legal** – \$5,700
    - c. **Administrative/Operations** – \$12,000
    - d. **Office Rent** – \$2,400
  8. **Village Non-budget**
    - a. **Operation and Fees** – \$31,724 (increase due primarily to addition of town budget item for legal fees)
    - b. **Insurance** – \$11,000 (Trust and Village) - taken over by village from Trust.
    - c. **Salaries** - \$11,450
    - d. **Payroll taxes** – \$1,848
  9. **BWVC Operations** – Estimated expenses for operating and maintaining the facilities (includes cleaning, utilities, routine maintenance, etc.) BWVC Renovation Fund from Arden of \$2,000 to match donations of other villages.
  10. **Long-term Debt Service** – Purchase of Sherwood Forest property.

11. **Delaware Municipal Street Aid** – Annual Street Aid – pass-through expense.

**DISCRETIONARY BUDGET EXPENSES:**

12. **Advisory** – No change
13. **Archives** – No change
14. **Board of Assessors** – No change
15. **Capital, Maintenance, and Repair Fund** – Fund is fully funded. Thus no monies collected until the fund is spent down.
16. **Civic** – ~3% increase.
17. **Community Planning** – No change
18. **Forests** – No change.
19. **Playground** – Playground budget includes \$3000.00 for normal maintenance of the playgrounds as requested in 2014-2015. An additional \$15,000 is requested in case additional playground equipment is installed. This money would come from the reserve funds which are estimated to be higher than necessary. As this would be a one time expense, it would not be in the following years budget and thus would not be used by the assessors to determine land rent.
20. **Registration** – No change
21. **Safety** – No change
22. **Speed Enforcement** – Fees for Harvey Rd. - No Change
23. **Buzz Ware Support** – Village support for BWVC based on prior years' experience (Maintenance/Operations). These funds would only be used in case of budget income shortfall from rentals.
24. **Town Expenses**
  - a. **ACRA Donations** – No change
  - b. **Arden Page Donations** – No change
  - c. **Arden Library Donation** – \$50 increase
  - d. **Fire Companies Donation** – No change
  - e. **Arden Club Donation** – No Change
25. **Contingencies** – No change.
26. **Budget** – No change

**Deadline:**  
**Ballots must be received by**  
**7:30pm Nov. xxxxxx**



«you are welcome hither»