

Attendance: Jim Laurino, Katrina Streiff, Lisa Mullinax, Rodney Jester, Cecilia Vore, Steven Threefoot, Carol Larson, Jeff Politis, Danny Schweers, Liz Resko, Bill Theis, David Michelson, Mike Curtis, Ray Seigfried, Cookie Ohlson

Meeting - Bill Theis, Chair Advisory, convened meeting at 10:13A.M.

Registration- Cecilia Vore
Reviewed Nominees list for upcoming ballots.

Arden website has a link where nominees can post a statement as to why they are running for position. Committees are expected to send out an email to all nominees and provide link.

Chairman - Danny Scweers
FOIA Sunshine

Contact State of Delaware - record retentions to see how far back town records are easily accessible. Record retention on website would require searchable text index program.

Chairman - Contact representative or lawyer to remove outdated line in the Arden Charter requiring mailing post card notices of upcoming Town Assembly meeting to all residence.

Treasurer - David Michelson
Investment ad hoc group have met and will come back to recommend how to invest Schroder funds.
Concern for safety when there is no money in budget: Officers have flexibility to spend money per budget policy.

Committee Reports: Ascending Order

Archives - Lisa Mullinax

Chair will check with the Village insurance to make sure the collections of the museum are covered.
Hamburgers donated sculpture by Rick Rothrock to the Village and it will be erected at the Moonlight Theater on the upper level. Sculpture is part of the Arden Achieves/museum.
Installing sculpture at the club that is owned by the museum raises a question about liability. Plan a deed gift, vote to accept gift, and then create a loan agreement between Archives and Arden club. In the future can gift it to club.

Audit- Cookie Ohlson

Consolidated Financial Statements will be presented instead of separate Financials for Village and separate Financials for Trustees.

Budget - Jeff Politis

Budget Line Items reporting

Special projects will have a separate line item on budget referendum at the Village level instead of committee level.

Expenses reclassification

Next year, the portion that is BWVC Insurance (Transparency: One voucher with a breakdown between the Trustees insurance amount and Village insurance amount) was suggested by BWVC, but not discussed with Budget yet. We will consider breaking down the insurance bill for the town between BWVC and the rest of the town so that we can add the BWVC portion to the BWVC operating expense. In September, the insurance was moved from Trustees' non-discretionary expenses into the Town non-discretionary expenses. Next year, the portion that is BWVC expense will be moved into their operating funds.

Referendum discussion

Income was not affected at all by referendum. The Assessors came up with an assessment which was sufficient to fund the budget in full and that is what is going to be collected. Assessors decide the income and the town decides the expenses. That is why we do a March report to give the Assessors an idea of income. The reserve is a protection against an under collection of income. Reserve cannot be determined until expenses are known. Reserve continues to grow.

Budget Reporting Time Line Discussion

Goal: To maintain the purpose and concepts, but at the same time simplify, so the cycle is not eighteen/twenty four months.

The biggest issue with the entire budget process is taxes. The Assessors determine land rent before the taxes of the current Fiscal Year are paid. (It is not known what the current bill is going to be by the time the Assessors are done.) That's why we do the March Report.

Currently, the referendum is reported at the September Town Meeting (originally manually calculated and time consuming process but today's technology speeds up process of calculations).

Suggest move the Land rent to the January Town Meeting. This would provide enough time for the Trustee to mail out their land rent bill. By moving to January, three months have been removed from the cycle. Present the July Budget report in June. Move land rent discussion back one town meeting so you have the current bill. Current process it is all spread out. Instead, look at when they happen and move Land Rent discussion- later one town meeting. Assessors would report at September instead of June.

Current Reporting Cycle:

March - Budget presents their 3 year report

June - Assessors present their report.

July - receive current tax bill.

September - Budget presents proposed budget for nex fiscal year and prepare Referendum

October and November Budget referendum voted on and assessors elected.

March 23 Fiscal Year End

Suggested Reporting Cycle:

June - Budget presents their 3 year outlook (or not as the bill will be received the following month)

July- receive current tax bill.

September - Assessors report (Assessors would report in September instead of June because they would have current tax bill).

January- Budget presents proposed budget for next fiscal year and prepare referendum (move from September to January which provides time for Trustees to mail out land rent bills)

March 30 Fiscal Year End

BWVC - Steve Threefoot

Conflict of Interest Policy and FOIA- include these website links in the letters that are sent out to the Convener and nominees. Instruct each Chair to read these policies to their committee group.

Mailboxes: Bin set up in officer's office for registration ballots, etc.

Mobility, Balance and Strength class will be offered in March. Found a license, and insured instructor to run the course twice a week. BWVC will pick up the cost because it is community event. It fits the requirements of a community event and it fits into BWVC budget. Free of charge. Donations accepted but not required. . Open to Arden's and community around us. It is part of the mission statement of BWVC. Not just social events being offered but to move it towards more community events offered.

Ardentown did not make a contribution last year ,but they agreed to make a contribution in their current fiscal year. There is a stipulation that the money goes towards programming.

Timing Differences at Fiscal Year End – Expenses are being reported in a different Fiscal Year than the Income reported. This needs to be addressed.

Renovation of the exterior of building will require capital funds. BWVC would have funds to contribute from Renovations Funds. Approximately \$20,000 will be needed.

Civic – Ed Rohrbach absent
Rodney Jester nothing to discuss

Community Planning - Ray Siegfried

Amended FEMA flood insurance will be sent to the county/state to look at. They want to link us with Ardentown or Ardencroft so all three are covered.

MOTION: Collective meeting with Civic, BWVC and Community Planning and propose Community Garden to be an official sub-committee of the Community Planning Committee. By making it a subcommittee it is a mechanism to have governance over it. So they are not appointed. It is more of an event. Will consider specific language to define roll of subcommittee duties, how many people etc. Budget will be considered Community G gardens.

An updated Vacancy Report will be provided.

Recently, new county legislation was passed about county law governing Vacant Housing. Because Arden designates their land use to the county, technically, County legislation supersedes Arden's Vacancy Ordinance. Arden's Ordinance was tailored to Arden's needs, not to overall County needs (County ninety day vacancy vs Arden's one year, ADU single family unoccupied is vacant by county code, and ADU primary house occupied and other unoccupied it is not considered vacant). The Community Planning Committee reviewed County legislation and they are planning on applying for an exception to county legislation and requesting Arden's Vacancy Ordinance governing them. As of February, liens are on hold until this is resolved. (2101 Marsh Road in limbo until Vacancy Ordinance resolved)

Definition of the administering of how we can use those funds is based on a court case in the City of Wilmington: Ruling designated communities have the right to use the fees collected towards the governance and management of the process. (Clarification of administration: the goal is to minimize the impact of a vacant lot, i.e. demolishing problem leaseholds. To be researched further)

Forest Committee - Carol Larson & Katrina Streiff

Mosquitoes Spraying – Forest Committee will recommend not spraying based on the last few years where the town expressed that they did not want spraying and based on that the committee has signed off with DNREC.

Buckingham Green in discovery phase looking for markers and surveys. Judgment was based on the contractor quoting \$129,000 to restore and Arden settled/received \$62,000 in damages. They will be look for matching funds.

Playground - Jim Laurino

Fund Sources

Fund raising campaign.

By end of fiscal year will spend down budget.

Grants (DNREC timing problem)

John Cartier - funding next fiscal year there might be funds (July 1).

Apply for Pendulum Funds for landscaping and preservation of the green. The amount to request is to be determined. Estimated Cost \$15, 000 slides.

Registration – Cecilia Vore

Barbara Shippy nominated herself for Town Chair position by going through the town website. Cecilia thought this was another way to encourage people to nominate themselves by filling out a nomination form directly on town website and she would make sure the committees would be informed.

Cecilia will be helping Danny to move the old website to the new wordpress platform.

Each committee should have someone who is familiar with wordpress so they can post their minutes and maintain their webpage. A training session will be provided at the BWVC.

Meeting Adjourned 2:26 P.M.

Respectfully submitted,
Elizabeth Resko

Secretary of Village of Arden