

Town Meeting

Monday, September 22 , 2014
7:30 p.m. - Gild Hall
2119 The Highway
Arden, Delaware

AGENDA ITEMS WILL INCLUDE:

- *Budget 2015– 2016 for the next Fiscal year will be presented.*
- *Nominees will be selected for Assessors*
- *Committee Reports*

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, June 23, 2014
Gild Hall -Arden, DE

Attendees 40

Albert	Marks	David D	Claney
David	Michelson	Barbara	Henry
Gary E	Quinton	Carl	Falco
Larry	Strange	Charles E.	Robinson
Danny	Schweers	Ron	Meick
Ray	Seigfried	Kate	Sayer
Mary	Murphy	Marvin	Sayer
Ed	Rohrbach	Ann	Schmit-
Jeffrey	Steen	Elizabeth	Varley
Pat	Pyle	Larry	Walker
Mike	Curtis	Barbara	Macklem
Betty	O'Regan	Julia	McNeil
Steven	Threefoot	Lynda	Kolski
Elizabeth	Resko	Tom	Wheeler
Rodney	Jester	Katrina	Streiff
Sadie	Somerville	Barbara	Shippy
Dela	Bryan	Sally	Sharp
Mick	Fitzharris	Mary	Stevenson
Carol	Larson	Jim	Laurino
Elaine	Hickey	Ruth	Panella

1.0 Call to Order

Chair: Danny Schweers called meeting to order at 7: 34 P.M.

2.0 Minutes

The Minutes for last Town Meeting were approved as presented once there was a quorum.

3.0 Residents

New residents– Thomasine (Tommy) Morris moved into 2005 Harvey Road (Irene O'Connor's rental).

Residents moved out of Arden: Carol Page went to live with her daughter. Adrienne Roberto moved to Landenberg, PA.

4.0 Recognition of the Departed: Moment of Silence:

5.0 Visitors: None

6.0 Communications: Town Assembly Chairman: Danny Schweers

Report of the Chair of the Town Assembly

Monday, June 23, 2014

Danny filed the Annual Municipal Street Aid Report that provides data like street road miles and populations. Of the ten municipalities, Arden has been notified that an audit will be conducted by Santorin CPA group and Arden is presently providing documentation as requested by auditors.

Verizon Quarterly Report: Verizon collecting approximately \$80,000 from individual Arden residents. The Village granted Verizon a franchise in which Verizon pays the Village approximately \$4,800 franchise fee (not a tax) a year.

Tree damage

Newsletter from Commissioner

During a storm a tree from my neighbor's yard fell on my fence. Whose insurance has to pay for fixing the fence: mine or his? And what about the clean-up costs?

It depends on circumstances.

1. Generally does not matter whether or not the tree was located on your property or your neighbor's property; if it lands on your home, detached garage or other insured structure (i.e. fence) you can file a claim with your insurance company.

2. The owner of the property where the tree or limb originated usually isn't liable if a storm blew it down. This is considered a "natural" event that's not either person's fault. However, on a calm day (no wind) they are usually liable.

Dead Trees

If neighbor knows tree is dead, then home insurance may seek money from your neighbor's insurer. If your insurance company is successful in recovering the costs, you may be reimbursed for the deductible.

For further information: (contact Delaware Department of Insurance www.delawareinsurance.gov, consumer@state.De.us 1-800-282-8611)

Questions:

Mike Curtis: If you aware your tree is damaged/state of decline/dead, then it is your responsibility.

Larry Walker: Is the responsibility Legal liability? Meaning you have to do it? Mike Curtis: Yes.

Charles Robinson: Arden forests trees would be village responsibility? Yes

7.0 Trustees Report: Trustee: Mike Curtis

Finances:

We have copies of the quarterly financial report available tonight and are working with the auditor at Barbacane & Thornton to finalize the audit. When the audit is finalized, copies will be given to the Auditing and Budget Committees, Town Treasurer, Town Assembly Chair and Board of Assessors.

The Trustees' fiscal responsibility, as discussed during meetings with Village Officers, Assessors and Arden Budget Committee representatives in meetings this spring, is to collect land rent for each leasehold as determined by the Assessors, to pay New Castle County and School taxes, and to administer the trust which requires legal and professional services, e.g. the annual audit and insurance. New Castle County and School taxes include tax on property which appears on the copies of tax bills sent to leaseholders, as well as tax on all of the Arden land, which does not appear on the bills sent to leaseholders. The Trustees hold funds in reserve to account for uncertainty in the taxes billed, variability in the budgeting and assessment process, and variability in the collection of land rent. The amount of the Trustees Reserve on March 25, 2014, the end of the 2013-2014 fiscal year, and reported to the Assessors and Arden Budget Committee was \$182,309. In accordance with the shared fiscal responsibilities between the Trustees and the Village of Arden, the Trustees, along with Village Officers, Assessors and Arden Budget Committee, have agreed to a target minimum reserve of \$125,000.

Lease Transfers:

There have been two leasehold transfers since the March meeting. Jeffrey Stapen, 2100 Harvey Road and Evan Perry, Jennifer and Leslie Plymyer, 2107 Marsh Road.

Respectfully submitted,



Mike Curtis

Trustees' Report accepted

8.0 Treasurer's Report: Chair David Michelson

Dave reviewed the following reports: Balance Sheet, Financial Activity and Special Funds report as of June 23, 2014. Copies per attachment.

Barbara Shippy: Explain large variance between Actual and Budgeted. David: Actual is the amount spent to date, which represents first quarter of this fiscal year, (three months) and the budget amount represents twelve months projections for this fiscal year.

Barbara: Voucher process. David: Vouchers are approved by Committees and supported with documentation. David's function is to cut check based on funds available.

Barbara: Budget is not itemized. David: Budgets are presented as line items per cost center as approved by referendum on how much each cost center can spend within the fiscal year.

Al Marks: Playground Committee has not spent any money this Fiscal year. David will investigate amount listed as expenditures for this fiscal year.

David reviewed Financial Policies for 2014. (copy per attachment)

2014 Financial Policies Accepted

Treasurer's Report Accepted

9.0 Advisory Committee: Bill Theis

Advisory Report Jan 2014 None

10.0 Assessors Report: Gary Quinton read the following:

Assessor's Report 2014

This year's Board of Assessors adopted the principle of the Community Standard of Living Method of Arden Assessment in use since 1980 as the basis for determining total land rent.

The "Community Standard of Living Method of Arden Assessment" defines total "Full Rental Value" of the leaseholds as the sum of town expenses (both "non-budget" in the form of county and school taxes, and "budget" as embodied in the town's budget), and the cost of administering the trust, while maintaining a "prudent reserve". This method divides full rental value by acreage of land held privately in leaseholds, such divisions determined by assessors' formulas. The formulas, which are intended to reflect the relative value of leaseholds, are based on lot size, zoning privileges and location factors (see rates and factors below).

A majority of the Board of Assessors continues to endorse the principles of real estate practice in the wider community, which we embody as a multi-tier evaluation of leasehold area. The "A rate" is the base rate, common to all leaseholds - the first 7,116 square feet, using as our unit the area of the smallest leasehold in Arden.

The multiple domicile rate (the "**B rate**") is set this year at 80% of the "A rate", and charged to each leasehold that has the privilege under zoning regulations and allowance by the Trustees of establishing and maintaining more than one dwelling unit on the leasehold. For each dwelling unit beyond the first, the leasehold is charged the B Rate for an additional 7,116 square feet but is not charged for more than the actual area of the leasehold. The "**C rate**" is applied to the amount of land on a leasehold not covered by the A or B rates. It is assessed at 40% of the "A rate." The "**D rate**" is the commercial rate, only applied to one leasehold. It continues at a surcharge of 75%, with no deduction for frontage on Marsh Road. These rates were not changed from the prior year.

The specific location factors are as follows.

- | | |
|-------------------------------------------------------------------------------|------|
| 1. Leaseholds adjacent to Arden or Sherwood Forests | +10% |
| 2. Leaseholds fronting on Arden or Sherwood Forest by being across the street | +5% |
| 3. Leaseholds adjacent to or fronting on a communal green | +5% |
| 4. Leaseholds adjacent to Harvey Road and/or Marsh Road | -5% |
| 5. Leaseholds having driveway access only to Harvey Road and/or Marsh Road | -5% |

Notes

1. The specific location factor charges (in dollars) to be added to or subtracted from the sum of the Base Land Rent are obtained by multiplying the Base Land Rent for the leasehold by the appropriate specific location factors as given above.
2. Leaseholds having less than a 25 foot opening to the forest will not be charged a woods factor. More than that frontage to the forest will be considered a full access and charged a full factor.

3 Location factors 4 and 5 are additive if both are applicable.

Based on information obtained from the Budget Committee, the Village Treasurer and

the Trustees, the Board of Assessors presents the following report. In order to meet the 2015-16 forecast expenditures of \$740,709 and to produce a prudent reserve of \$191,311, the Board of Assessors has set the "A rate" for March 2015 at \$255 per one thousand square feet.

1) Forecast Expenditures

School & County Taxes	\$457,136
Trust Administration	\$32,900
Sherwood Forest Loan	\$16,176
Arden Town Budget	\$234,497
Total forecast expenditures	\$740,709

2) Forecast Revenue

Forecast Revenue from sources other than land rent*	\$ 58,300
Total Revenue from land rent	\$639,720
Total expected revenue	\$698,020

* (United Water tower, \$6k, Comcast/Verizon \$8.8k, BWVC Rentals \$22.5k, interest \$6k, \$15k Municipal street aid = \$58.3k)

3) Prudent Reserve

Expected difference between expenditures and revenue	\$(42,689)
March 2015 prudent reserve (\$182K Trust [Falco] + \$52K Village)	\$234,000
Target Prudent Reserve projected for March 30, 2016	\$191,311

Prudent Reserve was a focus for all assessor's boards using the "principles of the year," usually a percentage of the budget as a target. Since the division of the Trust and Village expenses in 2010, the Village has been able to gain more clarity on the variability of the expenses for both financial entities. A meeting was held with the Trustees in March 2014 to further clarify the fiduciary roles. The Budget Committee and Trustees agreed on the following:

1. Trustees fiscal responsibility is to collect land rent for each leasehold as determined by the Assessors and pay New Castle County and School taxes, which include tax on improvements, as well as tax on the Arden land, which does not appear on the copies of tax bills sent to leaseholders. The Trustees also require funds to "administer" this responsibility.
2. The Trustees must hold a Reserve to account for uncertainty in the taxes billed, variability in the budgeting process and variability in the collection of land rent. The money in arrears will be considered part of the Reserve.
3. Once the Trustees collect land rent, they will hold the monies necessary to pay taxes, Trust administrative budget, and the Trust Reserve. The remainder will be transferred to the town. In the May 2014 Assessors Meeting, two Trustees proposed the following for the Reserve in the Trust account going forward:

Cash to cover Arrearages	\$50K
Cash to cover Tax Variability beyond forecasted taxes	\$50K
Reserve for Trust Cash Flow	\$25K

The Trust Reserve of ~\$125,000 will be revisited annually by the Trustees and the Budget Committee prior to the Assessor's May meetings to provide guidance to the Assessors.

The Village Treasurer and Budget Committee chairman proposed that the Village Reserve be approximately \$50,000 based on a "Reserve for Cash Flow" of \$25,000 and a reserve amount of \$25,000. The Village Reserve of \$50,000 will be revisited annually by the Budget Committee (represented by the Chair of the Committee) and the Village Treasurer prior to the Assessor's May meetings to provide guidance to the Assessors.

This year's Assessor's Board recognized that the Village typically has under spent its budget and this has led to a Trust and Village reserve that is >\$230,000 at the present time. Over time, the current board recommends a reserve in total of \$175,000 based on the paragraphs above.

Given that the Village and Trust developed these principles this year, the Assessor's Board conservatively came to the conclusion that there is no need in the 2015 Assessment to raise the "A" rate in order to cover the expected increase in New Castle County taxes. Therefore, land rent will be the same in 2015 as 2014.

Page 4 (Signature & vote on Assessors final report 2014) & Page 5 (Examples of calculations) per attachments

No acceptance of report because Assessors are not a committee of the Town Assembly

11.0 Committee Reports :Reverse Order

11.1 Safety: Brooke Bovard No Report

11.2 Registration: Chair Cecilia Vore

Barbara Henry read the following:

June 23, 2014

Report to the Town Assembly

Registration Committee

The Committee conducted the Election of Officers and Standing Committees on Monday, March 24. Votes were counted on Tuesday, March 25, and results were posted the next day on the Village website and on bulletin boards. There were 91 ballots cast; 7 of these were absentee ballots.

At the June Advisory Meeting on Monday June 2, the Registration Committee was asked to research our legal requirements for mailing notices of Town Meetings and to advise the committee and the Town Secretary of our findings. This information was needed to see if we could eliminate the mailing of the minutes, which is expensive and time consuming. The Registration Committee was given this task because of its close work with the town secretary for mailings.

The Registration Committee convened on Tuesday, June 3, and elected Cecilia Vore chair.

The Committee then discussed the required notice of town meetings. Section 5 of the Act to Reincorporate requires that a written notice of the time, date and place of a Town Meeting be mailed to residents 5 days prior to the meeting. The Freedom of Information Act (FOIA), however, requires 7 days public notice and also that the agenda be included if available.

The Registration Committee agreed unanimously that use of a simple postcard notice of Town Meeting would comply with all existing legal requirements and approval of the Town Meeting was not needed to make this change. We agreed that posting minutes on the Village website and making printed copies easily available is an effective and much less expensive method of supplying residents with Town Meeting minutes. We informed the Secretary and Advisory Chair of our findings and opinion.

Respectfully submitted,

Cecilia Vore, chair

Questions:

Barbara Shippy: Does not support not receiving hard copy of town minutes since she has no WiFi.

Drafts of Minutes are on line within three weeks of Town Assembly and resident can request a hard copy. Saves the town \$3,000. Plan to have a hard copy available in Arden library and town office.

Steven Threefoot: This is a great adaptation of technology; and, at the same time, many of the Town Minutes booklets were never opened, much less read. One thing missing from this process is those who do not attend the meeting can look at the minutes ahead of time. He proposes that the advisory committee look at the idea of sending out a postcard to inform that minutes are available on line, in library and in town office.

Betty O'Regan commend the committees on their decision to save the Town resources.

Registration report accepted

11.3 Playground Committee: Al Marks

Playground committee has inspected equipment 1 x each month since last town meeting. June not included) The playground committee painted the swings and jungle gym. Playground Mulch is ordered and on its way. The Playground committee has also raised \$194.00 at the garage sale to go toward purchase of new equipment. Also 2, 20 " wide flat swing seats (not belts) are being ordered which is 3 " wider than the norm as per request from concerned folks in order to assure comfort with swinging.

The Playground committee has continued to pursue upgrading the playground closest to Millers road on the Arden Green. We have gotten feedback from the town and the expanded community. As we showed at the last town meeting, we are recommending adding a new natural style hillside slide.

A slide of this type provides multiple advantages over the use of more conventional playground equipment. First and foremost, it provides the safest slide while still providing maximum fun. The slide itself will be about one foot above the ground, because it is embedding in a hillside, the slide will be between seven foot to nine foot slide height and drop at a 30 degree incline. Because the slide will not be greater than one foot above ground, there really isn't a true fall zone.(only at the exit end) Hence, the slide will not need to be surrounded by mulch, limiting the long term maintenance needs and thus cost. The plan would be to plant grass (sod) on the hill and maintain it as part of the green. The hill itself, we believe will provide additional natural play area as kids can run up and down it, roll down it, etc. the hill can also provide future additions to the playground, such as natural steps, a tunnel thru it, a climbing experience, etc.

Our proposal is to build a mound starting around the Cherry Lane side of the green. (This location could change) Think of it as a plateau with a sixty foot diameter base (semi circle) rising from 1/2 of the circle to approx. seven to eight feet tall at its highest

point. The other quarter will have a pitch to allow for the 30 degree decline of the slide. The slide itself will be placed outside of the area of the Fells Oak (more description) and will face north to decrease as much direct sunlight as possible. The slide will be all metal, and manufactured by the same folks that the old slide was made by.

We are still determining the final cost of the slide and installation, just the slide is estimated to be around \$9,500 (large size) depending on size and design. There is of course additional cost for building the mound. We are hoping to have a community build to do the installation. For funding, we are hoping to limit the towns exposure to any increased land rent. Options for funding are a combination of fundraising, working with other committees who may be under spending their budget, the Shroder money, trustees, and county grants (looking for matching grant monies and labor reinvestment). As a last resort, we would request to spend some of the capital and maintenance fund.

We are asking for approval to move forward with the plans based on the funding pathways described. If we need to request funds via the capital and maintenance fund, the committee will come back to the town assembly for that approval of those funds as spelled out by the process to access the fund. Again, all other funding we are talking about would either work within the towns approved budget spend, or use money that does not come via land rent.

Questions:

Jeff Steen :

1) Questioned why the Fels Oak has not been adequately maintained? Jeff believes there was adequate mulch available based on his calculations (calculations available for playgrounds' review). Al Marks: The playground committee disagrees with quantity available calculations. The playground committee believes they have done the best they could, considering the limited resources available..

2) Proposes the Playground committee provide a plan before requesting money to fund project. Requirement: A detail comparison plan of traditional playground, natural mound playground and alternative playground, including costs, location of playground considered in light of historical landscape and children's preference. Suggests a plan be presented to a wider group including those who do not attend town meeting and their children.

Al Marks: An artist conception has been prepared and at the present time the playground committee does not know when it will be available for residence viewing. Playground Committee Report Accepted.¶

11.4 Forest Committee: Carol Larson

06-23-2014 Town Meeting Report for Forest Committee

Sewer work on St. Martin's Lane postponed. NCC representative Lorraine Gorman said they would contact us when the work is rescheduled. More erosion next to conduit.

Boundaries to be marked: ACRA project – ceramic markers

Schroeder Grant: work yet to be scheduled at Woodland Lane site. We will apply for Tree Planting Grants in August.

Path improvements – wood circles in muddy spots courtesy of Ed Rohrbach

Bridge replacements on Perkins Run in Sherwood Forest. Getting estimates.

Pertinent information from the American with Disabilities Act ADA

As I interpret it, the ADA asks that recreational facilities be made accessible – bath-

rooms, playgrounds, sports fields. Arden's forests do not have such facilities. The unimproved trails – especially in wilderness areas- are not required to be made accessible because it is in conflict with the concept of “wilderness”. I have yet to speak to the state and county folks, but the information about the federal ADA requirements are listed in our report online.

1.3.3 Access to Wilderness Areas

A significant number of trails in the United States are administered by the U.S. Department of Agriculture (USDA, including the U.S. Forest Service), the U.S. Department of the Interior (USDI, including the National Park Service, the Bureau of Land Management, and the U.S. Fish and Wildlife Service), and the Army Corps of Engineers. Some lands managed by these executive-branch agencies bear an additional Wilderness Area designation. In 1964, Congress passed the Wilderness Act to ensure that certain lands would remain free of roads and other types of development and that unimproved trails would constitute the only paths of access to these areas. Such wilderness lands were identified by Congress and were designated as the National Wilderness Preservation System (NWPS).

The Wilderness Act was enacted in 1964, before the recent gains in disability rights, and makes no mention of people with disabilities. Because the Wilderness Act prohibits the use of motorized vehicles and mechanized transport within federally designated wilderness areas (Wilderness Inquiry, Inc., 1992), some people have claimed that it discriminates against the rights of persons with disabilities, especially those who use electric-powered wheelchairs or scooters.

Congress sought to clarify the issue of access for people with disabilities to wilderness areas in Title V, Section 507(c) of the ADA (ADA, 1990):

Congress reaffirms that nothing in the Wilderness Act is construed as prohibiting the use of a wheelchair in a wilderness area by an individual whose disability requires use of a wheelchair, and consistent with the Wilderness Act no agency is required to provide any form of special treatment or accommodation, or to construct any facilities or modify any conditions of lands within a wilderness area to facilitate such use.

Thus, only assistive devices such as wheelchairs or scooters suitable for indoor use are eligible to enter wilderness areas. For example, a manual or powered wheelchair capable of traveling on off-road terrain would be permitted, while motorcycles, all-terrain vehicles (ATVs), off-highway vehicles (OHVs), and other vehicles with internal combustion engines are prohibited. Although wheelchair users are permitted to enter wilderness areas, land management agencies "are not required to construct any facilities or modify any conditions of lands within Wilderness to facilitate use by persons with disabilities" (Wilderness Inquiry, Inc., 1995). However, when modifications to protect the resource are made, land managers are encouraged to use accessible designs. For example, when a toilet is necessary to protect the resource from the impact of many visitors, land managers are "encouraged to make the toilet as accessible as possible within a primitive design" (ibid.).

Forest Committee will have an information booth at the Arden Fair. Invasive plant info and Tree Management will be featured.

Forest Committee Report Accepted

11.5 Community Planning: Ray Seigfried

June 2014 Community Planning Committee report to Town Assembly

Resolution of Participation in FEMA's Flood Insurance program

Community Planning Committee thanks both County Councilman John Cartier and Dave Carpenter coordinator of emergency planning management for their guidance to finalize our application to participation in the FEMA flood insurance program.

All paperwork is now completed and our application is before the state for approval. Pat Toman, Chair of Ardencroft, is expected to have his application completed soon. We should have approval in 4-6 months.

Progress with Vacant House Registration program

Liens for 5 vacant houses have been signed and are registered with the county. This completes the second year of this ordinance.

Conflict of Interest Policy

A conflict of interest policy was presented before the Advisory Committee for approval. It was recommended that Community Planning Committee obtain feedback from Arden and bring it before a Town Meeting for approval. With that in mind Community Planning will be hosting two open meetings on July 16 and September 17 Wednesday night 7:30 at Buzz Ware.

Committee Dispute Resolution Guideline

Community planning presented to Advisory Committee a Committee Dispute and Resolution policy for approval. After review of the draft policy it was decided to accept it as a guideline. The guideline provides a process to follow to resolve disputes between committees.

Memorial Gardens

Memorial Garden cleanup went well thanks to 24 volunteers. There is still some work to be done in the Garden, so if anyone wants to help, contact Ruth Bean and she can tell you what needs to be done. We received approximately \$1500 in donations. Bartlett Tree Service has performed the spring feeding and spraying.

Questions:

Tom Wheeler wanted to clarify that the voting to move Memorial Gardens from Community Planning to Civic and a second vote to moving it back from Civic to Community Planning was voted on at the Advisory level. Yes. Tom questioned if we are acting as a representative government?

Tom would like to be provided with the addresses of the five houses that Arden placed a liens on under Ordinance #15 Vacant Dwelling Housing. Information will be provided to Tom.

Community Planning Committee Report accepted.

11.6 Civic Committee Ed Rohrbach Valerie Hutchinson

Committee Report June 22, 2014

Roads:

We are working on filling the potholes and repairing other defects created by the severe weather this winter. We attempted to clear the storm drain at the foot of the stage at the foot of the stage, but that may not have been completely successful. We are still investigating the problem. We also laid down a new layer of stone on the lane behind the theater.

We are also working on improving drainage at the intersection of Pond Lane and Meadow Lane where a small spring has been undermining the pavement. Further work on the roads is anticipated.

Arborist consultant Russell Carlson RCA, BCMA inspected the condition of the Fels Oak, and made recommendations for its care, and for the removal of the area of mulch in the area formally occupied by the old slide removed last year by the Playground Committee. He found that the roots damaged by installation of the timber border around the playground equipment seem to be recovering nicely, and the tree is not suffering a major setback as a result. The tree also has an area of dead wood under the bark on the east side of the trunk. This is probably a result of a lightning strike sometime in the past. This could affect the health of the tree in the future, but the tree may also be able to recover completely on its own. In any case, there were no recommendations for treating it. We removed the mulch and restored the area according to Mr. Carlson's recommendations, and intend to continue to monitor the tree's condition.

The committee was approached by the Arden Club regarding the stage on the Memorial Garden property, which was recently granted an easement to remain there. It seems that the County would not approve the construction unless they go through a lengthy and expensive and approval process. They asked us if we would be agreeable to a land swap instead. We agree in principal, but advised them to clear this with the county first.

Next Civic Meeting is scheduled for July 1, 2014 (Tuesday) at 7 P. M. at the BWVC

Respectfully submitted

Edward Rohrbach Co-Chair

Questions:

Jeff Steen is satisfied with the plan that Civic will treat the area that is approx. 500 sq. ft., including the bench, in the same way as the other part was treated.

Tom Wheeler inquiring about the status of the burr located at Harvey and Little Ln.

United removed it and said they would replace it. Ed will find out.

Al Marks Little Lane reminder to replace berm.

Civic Report Accepted

11.7 Buzz Ware Village Center: Steven Threefoot

BWVC Committee Report to the June 2014 Arden Town Assembly

The Buzz Ware Village Center has welcomed the opening of the 2014 ACRA Summer Program today. For the next five weeks, the Buzz Ware will host the annual Summer Program which is open to children, grandchildren, and out-of-town house guests of residents of the three Ardens and the residents of the portion of New Castle County encircled by the villages. ACRA has full use of the facilities free of charge. During the ACRA Summer program, the only non-ACRA usage scheduled is by Awakened Heart on Sundays, village committee meetings at various times, and village office hours. We ask that any committee using the facility leave the room setups as found.

Committee Structure: The committee has structured itself into four areas: finance (Bill Theis), programming (Toby D'Alterio Ridings), website (Walt Borders), and maintenance (Randy Hoopes). Each member of the committee, excluding the chair (Steven Threefoot), leads one of the 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 the building manager (Beverley Fleming). The committee 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 (same address). We continue to add func-

tionality, and anticipate expanding the capability of the calendar portion of the website in the near future.

Programming: Between April 1 and June 22, the BWVC had an estimated 228 room-slots filled of the total 436 available room-slots. This represents a 52 percent overall use of the facility. A breakdown of the room-slots actually used finds 73 percent were paying patrons; 18 percent were village committees and ACRA; and the remaining 9 percent were community programs 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 is held during the Arden Fair. Weekly planning meetings began in May for the PPP. We are happy to report that all booth space is now reserved. At this time we are keeping a wait list. There will be some new and interesting vendors along with our favorite regulars. To date, we have received \$4,895.00 in vendor payments which goes toward the BWVC renovation fund. We need volunteers to help with decorating and set-up prior to the fair as well as greeters, ticket takers, and wizards for the day of the fair. Please contact Randy Hoopes for volunteer details.

Finance: The Treasure report includes information on the overall financial status of the BWVC. At an operational level, the committee has taken time over the past five months to review the charge rates for the rooms. We have published our standard rates on our website, and have communicated our multi-use rates to our multi-use patrons.

We are still in negotiations with our biggest user of the facility, Awakened Heart, on a multi-use extended agreement. 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.

Maintenance: The overall current state of the facility is good. We do have a number of smaller issues which we are addressing. We continue to look at the exterior color issue. This issue has been around for a while. We are evaluating repainting or re-stuccoing. The BWVC committee is waiting on additional recommendations and estimates from contractors. All options appear to be relatively expensive. Unless conditions require immediate action, the committee will report back to this body our plans prior to starting work.

One additional thing about maintenance, we are initiating regular "walk-a-rounds" by the committee to inspect the facility. As the I-495 experience has demonstrated, other eyes can be of great help, so we request you contact a committee member 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.

Finally, I do want to report that the chairs of the three villages have reached out to the BWVC committee in reference to concerns expressed at recent town meeting about representation of Ardentown and Ardencroft on the BWVC committee. We have been asked to provide input and suggestions on how to best to address this issue. To date, the committee has not met on this subject. We have a good deal of homework to do before we start discussing any changes to the current mode of representation on the committee. We will be as transparent about our portion of the process as we can be.

Respectively submitted,

Steven A Threefoot

Buzz Ware Village Center Report accepted

11.8 Budget Committee: Jeffrey Politis

Gary Quinton read the following statement.

The Chair of Budget Committee along with the Trustees, Arden town treasurer, and the Chair of Assessors met to determine the appropriate prudent reserve for both the town and the Trustees. The prudent reserve serves to provide cash flow while monies are collected and transferred as well as protect both the village and Trustees in case of an income shortfall. Budget Committee presented at the last town meeting the historic variation in the taxes vs the budget.

Based on the variation in estimating future taxes and time in collecting land rent, the group determined the appropriate reserve for the Trustees to be \$125,000. For the village, the potential cash flow demands at the beginning of a fiscal year suggested a prudent reserve for the village of \$50,000. The combined prudent reserve that was suggested to the assessors therefore was \$175,000. It is suggested that this reserve be discussed and altered as needed through annual discussions between Trustees, Town Treasurer, and the Budget Committee.

Budget Report Accepted

11.9 Audit Committee: Cookie Ohlson No Report

Audit Committee did not have an opportunity to review Audit Report.

11.10 Archives: Lisa Mullinax

Barbara Macklem read the following report:

The Museum and Archives Committee is pleased to announce that our annual exhibition celebrating the Shakespeare production in the Field Theatre is now open. The Shakespeare Guild has generously lent costumes not being used in this year's production for this display. In addition, the exhibition contains props from the Museum's collection, as well as remembrances from our oral histories. The Museum will be open one hour before each outdoor performance and we hope you will stop in and see the show before the show. The exhibition will be open through the Fair.

The t-shirt exhibition is also still hanging and will also be up through the Fair. Again this year we are partnering with ACRA and will hold another History Hunt through the villages' for the campers. We will also have a special Open Day at the Museum for the ACRA campers.

In October we will be opening a new, museum-wide exhibition to mark our Tenth Anniversary, celebrating 114 years of the Craft Shop!

Our regular hours are Sundays from 1 -3 and Wednesday evening from 7:30-9 and we look forward to your visit.

Respectfully written and submitted by

Sadie Somerville and Barbara Macklem for the Archives Committee

Archives Committee Report accepted.

12.0 Old Business None

13.0 New Business Mary Stevenson of 2101 Marsh Road lives behind the abandoned property located at 2037 Fire Lane. Wants to know what the town is doing about it. Ray Siegfried. The town has limited options and the town has filed a lien under Ordinance#15. John Cartier has been addressing this for sometime.

14.0 Good & Welfare: Sally and Aaron Hamburg decided to spend all the money they set aside for lecture and public art. It is now only for public art. There will be a call for entries with a budget of approx \$12,000 and will be asking for people to submit proposals for Public Art in Arden.

Meeting Adjourned 9:44 P.M

Respectfully submitted-
Elizabeth Resko
Secretary
Town of Arden

§

NOTES**Assets**

Arden B&L	\$153,297.23
M & T Checking Account	544,563.44
Vanguard Bequest Funds	232,796.10
Vanguard Reserve	<u>427.95</u>
Total Current Cash & Equiv	\$931,084.72

Income

Land Rent & Related Income	\$610,780.45
Investment Income All Sources	<u>4.73</u>
Total Income	\$610,785.18

Expenses




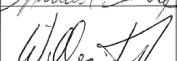
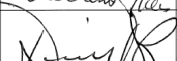
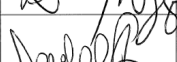

New Castle County	14.89
Rebates	0.00
Village of Arden	94,262.50
Insurance	1,517.00
Third Party Audit	0.00
Third Party Bookkeeping	660.00
Third Party Legal	250.00
Third Party Engineering/Other	0.00
General Administration	<u>1,530.16</u>
Total Expenses	\$98,234.55

Trustee: Mike Curtis

Admin. Asst:

ATTACHMENTS

THE 2014 BOARD OF ASSESSORS
Vote on Final Report (Signed 3 June 2014)

2014 Assessor	Assessor Signature	Assessor Vote
Tom Wheeler		YES
Gary Quinton		Yes
Warren Rosenkranz		Yes
Bill Theis		Yes
Denis O'Regan		YES
Joe del Tufo		Yes
Brooke Bovard		yes

Examples using 2015 RatesExamples of base rentals:

<u>Lot Size (sq ft)</u>	<u>Base Land Rent</u>
10,000	\$ 2,109
20,000	\$ 3,129
30,000	\$ 4,149
40,000	\$ 5,169
50,000	\$ 6,189

Examples of rate calculations:

1. A 20,000 sq. ft. lot containing one dwelling unit, on a village green and adjacent to a forest:

7,116 sq. ft. * \$255 / M sq. ft. (A Rate)	\$1,815
12,884 sq. ft. * \$255 / M sq. ft. * 40% (C Rate)	\$1,314
<u>Base Land Rent</u>	<u>\$3,129</u>
Forest Factor - \$3,129 / * 10%	\$313
Greens Factor - \$3,129 / * 5%	\$156
<u>Total Land Rent</u>	<u>\$3,598</u>

2. A 30,000 sq. ft. lot containing three dwelling units and adjacent to Arden Forest:

7,116 sq. ft. * \$255 / M sq. ft. (A Rate)	\$1,815
7,116 sq. ft. * 2 * \$255 / M sq. ft. * 80% (B Rate)	\$2,903
8,652 sq. ft. * \$255 / M sq. ft. * 40% (C Rate)	\$ 883
<u>Base Land Rent</u>	<u>\$5,601</u>
Forest Factor - \$5,601 / * 10%	\$560
<u>Total Land Rent</u>	<u>\$6,161</u>

END OF 2014 ASSESSOR'S REPORT

UNAUDITED
FOR DISTRIBUTION
AND DISCUSSION
PURPOSES ONLY
FOR ARDEN
TOWN ASSEMBLY

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

Checking/Savings		
1000 - TD Bank Operating Account	1,801	General operating
1005 - ING Direct	<u>127,568</u>	General operating
	129,369	Total General Operating
1005A - ING Direct	<u>30,060</u>	Capital Maintenance Fund
Total Checking/Savings - Village Funds	159,429	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	105,736	Schroeder Bequest
1033 - Vanguard Money Market	<u>267,029</u>	Schroeder Bequest
Total Schroeder Bequest	398,489	Total Schroeder Bequest
1030 - Arden Building & Loan	11,843	Hamburger Lecture Series
1031 - Arden Building & Loan	586	Buzzware Funds
1500 - Sherwood Forest	859,379	Original purchase price
TOTAL ASSETS	<u>1,457,542</u>	
LIABILITIES		
2000 - Accounts Payable	500	Barbacane Thorton - balance due on audit report
2010 - Payroll Taxes Liabilities	489	
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, 3 months.
Total Liabilities	61,595	
FUND BALANCES		
Buzz Ware Renovation Fund	9,832	
Lecture Series	11,843	
J Schroeder Bequest	398,489	
Memorial Garden	7,080	
MSA	27,815	
Capital Maintenance Fund	30,060	
Village - general fund	108,854	
Vacant Dwelling Fund	3,200	
Playground Equipment Fund	193	
Capital Assets - Net of Debt	<u>798,773</u>	
Total Equity	<u>1,395,946</u>	
TOTAL LIABILITIES & EQUITY	<u>1,457,542</u>	

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Special Village Funds

	BuzzWare 3/25/14-6/23/14	Buzz renovation 3/25/14-6/23/14	Hamburger Lecture Series 3/25/14-6/23/14	J. Schroeder Bequest 3/25/14-6/23/14	Memorial Garden 3/25/14-6/23/14	MSA 3/25/14-6/23/14	Capital/Maint/Re pairFund 3/25/14-6/23/14	Vacant Dwelling Fund 3/25/14-6/23/14	Playground 3/25/14-6/23/14
Revenue									
4000 - General Funds - Village	-								
4610 - Donations		139			2,538				193
4200 - Grant Revenue									
4300 - MSA Grant									
4400 - RantLab	3,890	1,915							
4510 - Franchise Fee Receipts									
4600 - Bequests									
4900 - Interest Income				72					
Total Revenue	3,890	2,054		72	2,538				193
Expenses									
6000 - Payroll & PR Taxes	3,053								
6300 - Administrative Expenses	3								
6310 - Janitorial Supplies	33								
6500 - Audit, Bidding, PR Expenses	15								
6520 - Professional Fees - Building Manager	650								
7020 - Utilities	922								
7060 - Licenses/Permits/Fees/Alarm/Monitoring	263								
7500 - Renovations									
7600 - Repairs & Maintenance	268								
8000 - Program Expense	28				1,302				
Total Expense	5,235				1,302				
Surplus (Deficit)	(1,345)	2,054		72	1,236				193
Carried forward fund balance		7,776	11,643	396,417	5,844	27,815	30,060	3,200	-
Fund balance		9,632	11,643	396,489	7,060	27,815	30,060	3,200	193

UNAUDITED
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TOWN ASSEMBLY

Village of Arden
Statement of Financial Activity
As of June 23, 2014

	<u>3/25/14-6/23/14</u>	<u>Budget</u>	<u>% to Budget</u>	
Revenue				
4000 - General Funds - Village	94,263	175,425	53.73%	
* 4100 - Donations, grants, rentals	2,720	-		
+ 4610 - Franchise Fee Receipts	2,276	15,100		
4900 - Interest Income	98	-		
Total Revenue	<u>99,357</u>	<u>190,525</u>	<u>52.15%</u>	
Expenses				balance left
8000 - Payroll & Payroll Taxes	2,670	12,184	21.91%	9,514
8300 - Administrative Expenses	817	9,300	8.79%	8,483
8800 - Audit, Bkping, PR Expenses	15	6,500	0.23%	6,485
8000 - Committee Expenses	13,698	75,465	18.15%	61,767
8010 - Contributions & Donations	5,900	5,900	100.00%	-
Confingency Fund	-	10,000	0.00%	10,000
8030 - Trash Service	13,874	55,000	25.23%	41,126
8000 - Debt Service	4,045	16,176	25.01%	12,131
Total Expense	<u>41,019</u>	<u>190,525</u>	<u>21.53%</u>	<u>149,506</u>
Surplus (deficit)	<u>68,338</u>	<u>-</u>		
Committee	<u>Actuals YTD</u>	<u>Budget</u>		balance left
Advisory	-	200	0.00%	200
Archives	-	1,440	0.00%	1,440
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	11,555	54,500	21.20%	42,945
Community Planning	250	1,000	25.00%	750
Forest	318	6,000	5.29%	5,683
Playground	1,575	3,000	52.50%	1,425
Registration	-	200	0.00%	200
Safety	-	2,000	0.00%	2,000
	<u>13,888</u>	<u>76,466</u>	<u>18.16%</u>	<u>61,767</u>

* \$2,676 Grant from the State for the Forest Committee
* Vertzon & Comcast Franchise Fees

June 2014

Presented to Village of Arden Town Assembly

Financial Policies – Village of Arden

Policy - Use of Contingency Funds Policy (May 2010)

Contingency funds are specified as part of a budget referendum. The purpose of the contingency funds is to cover unplanned village or committee expenses. Expenditure of contingency funds requires the pre-approval of three officers and should only be utilized when other mechanisms to cover the costs has been unsuccessful.

Policy - Expenditures of Greater than two-thousand dollars (April 2010)

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

Policy - Transferring of Funds between Budget Line-items (October 2009)

Funds may be shifted between budget items on the budget referendum by approval of the committee if all budget items are within the committee's responsibility or with the approval of the representative of all committees involved and a least one village officer. Transfer of funds is only allowed if the source account has sufficient funds available and that no standing vouchers are in place covering the funds.

Policy – Authorizing Payment of Funds (March 2009)

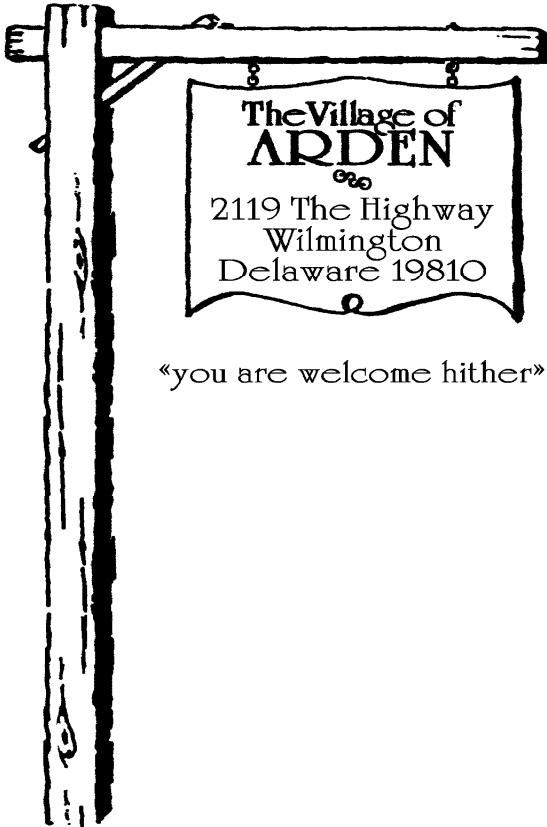
The authorization of payment of funds by electronic funds transfer or check, or by any other means, requires the approval of two Village Officers. Officers are not allowed to authorize payments to them self.

Policy – Obligations over \$10,000 (March 2007)

Obligations of Village funds of \$10,000 or greater, requires the signature of the Village Chair, or in the case the Chair is not available, the Secretary.

Policy – Contracts or Agreements with Commitments of One Year or Longer (September 2004)

All contacts and all agreements with duration of one year or longer require the signature of the Chair and the Secretary. (Note – the Charter of the Village of Arden specifies the signature requirements for executing contracts).



«you are welcome hither»