

**Arden Civic Committee Agenda**

**Tuesday, July 14, 2020**

**7:30 p.m. via Zoom Meeting**

**Call to Order**

**Approval of June 9, 2020 Minutes**

**Categories**

- Administrative
  - Meeting Procedures
  - MSA Report
  - 2020-2021 Budget
  - Excel Spreadsheet
  - Theater Reservation Calendar
- Roads / Drainage
  - Repair/Repaving Strategy
  - Road Condition Analysis
- Projects / Grants
- Permits / Reservations
  - Status of Requests
- Maintenance Projects
  - Field Theater Seat Board Replacements
  - Road Sign Replacements
  - Entrance Stile Steps
  - Trash Can Holders
  - Missing Plexiglass Cover at The Buzz
- Tree Work
  - The Buzz's Solar Panels
  - Follow-up on Identified Trees
- Greens
  - COVID-19 Group Activity Policy and Signs
  - Signage for Memorials
- Seasonal Contract Oversight
  - Snow Removal: Prep Fee Refund
- Miscellaneous

**Other Old Business**

**New Business**

**Adjourn**

**Zoom Meeting Information**

Meeting Link:

<https://zoom.us/j/480638694?pwd=SEE5dEZmN09jaFNQeUZCSE1OWIFsUT09>

Meeting ID: 480 638 694

Password: 537947

One tap mobile

+13126266799,,480638694# US (Chicago)

+16468769923,,480638694# US (New York)

This information is also online  
at [www.arden.delaware.gov](http://www.arden.delaware.gov) on  
the Civic Page.

## Arden Civic Committee

Tuesday, July 14, 2020

7:30 p.m. via Zoom Meeting

**Attendance:** Steve Benigni, Rick Ferrell, Carol Larson, & Halold Kalmus

**Call to Order** - Steve Benigni, Chairman commenced Zoom meeting at 7: 35 p.m.

**Approval of minutes** - June 9, 2020 Minutes & Special Meeting June 29, 2020.

Approved as presented

### Categories

- Administrative
  - Meeting Procedures

Steve expressed his intent to comply (in the spirit of the law) with suggested procedures for Committee Chairman's as outlined in Danny Schweers's email as follows:

Jen,

(3) To update the Arden website, go to:

<http://arden.delaware.gov/wp-admin/>

and enter the following username and password:

communityplanning

O\$cUCbtdeL

(2) Post meeting time, place and agenda on the official town bulletin board attached to the Buzz Ware Village Center, the board nearest the front doors. If not meeting in person, post Zoom login info.

(1) I asked you about email account in an earlier email.

(4) Visitors to meetings may only speak when called upon by the chair.

At Advisory Committee meetings, I give them a chance to speak at the end of the meeting. For that matter, no one is allowed to speak unless recognized by the chair. We are usually a lot looser about this requirement. Get someone to take minutes! I did it for Community Planning for four years or so.

You will do well. New to town, I was elected to Archives and soon elected chair. Hah!

--Danny

- MSA Report (Municipal Street Aid)

Budgeted amount for MSA is approximately \$19,000 (Annual Report filled out by the Treasurer). Any unspent funds roll over. Currently \$1,372 carry over from last year.

- 2020 2021 Budget

Annual Civic budgeted amount is \$58,000 (\$19,000 is included). It does not roll over if you do not spend it. As of May 1<sup>st</sup>, expenditures of \$3,333.

Steve would like to have a more formal approach in determining the annual budget amount and what rationale the group used to come up with the suggested budget amounts. Over time he would like to fine tune budget line items. Until that happens, the group will request the usual budget amount of \$58,000.

Policy for unspent funds is to return to Village rather than to spend it down.

- Excel Spreadsheet

Building a zero-base budget. To date the following is known:

Pesticide costs Carol will send to Steve for reimbursement.

Container enclosures \$4,000 to \$5,500 plus cost of containers.

Street Signs \$3,300 plus cost of insulation.

Tree removal unknown

Road maintenance contingent on road survey

Snow removal unknown

As Steve receives information, he will continue to update spreadsheet and share with group.

- Theater Reservation Calendar

The idea is to have a Field Theater reservation calendar on line allowing members access to view bookings and amend as necessary. In time,

might want to work in conjunction with the club or other committees so that there is a master calendar interconnected. Steve and Liz will get together to work on calendar

Pages Alive group started rehearsing at the Field Theater. No formal agreement as of yet. (They need to fill out form on line and provide date of performance and whether electric is needed, or any special requirements. List all rehearsal dates and sign off on rules of use. Need a committee member to make sure they comply with parking, COVID distancing and set up & clean up.)

It is a free event, but they are planning on accepting donations. Believe the policy is if it is free and open to the public, no charge. It's for one performance night.

- Roads / Drainage
  - Repair/Repaving Strategy
  - Roads Condition Analysis

Two-part analysis:

- a) What needs to be done?
- b) What is the short-term, long-term plan?

Rick will evaluate roads and make recommendations. He will also evaluate trash areas to see if there is anything that needs to be done part and parcel with that work.

- The Club House Path stretches from Harvey Road to the Gild Hall. Along each side of the path are two leaseholds (Michelle Lauer, Danny Schweers) that have bamboo that is encroaching and breaking through the asphalt path. Arden Club/Civic share maintenance responsibility of

the path. If the two leaseholds choose to keep their bamboo, a barrier would need to be installed. Civic will have to decide do they continue paving (presently very thick and does not prevent bamboo shoots popping up) or create a natural foot path? Also, bicycle barriers, which were installed by Civic Committee, are not in ADA compliance. Very expensive to rip up asphalt. Carol & Rick will research possible grants. Agreed to table for now

- Projects / Grants
  - Possible grant to create natural foot paths (tabled)
- Permits / Reservations
  - Status of Requests
- Maintenance Projects.
  - Field Theater – At least three (3) seat boards need replacement. They were refinished a few years back and Carol was concerned about matching the wood. Harold will contact Dave Claney to replace them
  - Road Sign Replacements by Department of Corrections.
    - a) Order all signs at one time instead of piecemeal.
    - b) Current lettering is thick and difficult to read. Order thinner font.
    - c) Determine who will install signs
    - d) Some poles need to be replaced
    - e) Determine where to store signs until they are installed.
  - Entrance Stile Steps - Harold had someone check them out and confirmed that they are in good shape and are sound. Nothing needs to be done.
  - Trash Can Holders

For the record, Steve read Warren Rosenkranz's email to group about this issue.

Cost of enclosure is approx. 15% of total cost of job. (Single pad approx. \$1,330 Double pad approx. \$1,700. Double: at Buzz & end of Village Green). Most of the expense is the cost of the concrete pads. The reason being there is not enough concrete work to bring in a concrete truck. So, it's more labor intensive by having to mix concrete at pads or nearby neighbors where there is a water source and wheelbarrow to site. Need a pad because it would be very muddy without it. For functionality, concrete & slate would work. Decided to use concrete which is functional, will be enclosed & cheaper.

- Missing Plexiglass Cover at Buzz

Right now, due to COVID, there is a strong demand for plexiglass.

That said, Carol spoke to Denis, who assured her this week he expects it.

Denis said as of today, it will be installed in one week.

- Tree Work

- The Buzz's Solar Panels

Carol took care of branches on roof

- Follow-up on Identified Trees

There are approx. six (6) trees that need arborist to provide tree assessment analysis and several dead trees to be removed by Ron Tree Service. Both are very busy and they will schedule us as soon as possible.

- Greens

- COVID-19 Group Activity Policy and Sign

Steve put up smaller signs at the bulletin boards backstop at Buzz.

The group will update rules/policies in accordance with the state of Delaware

- Signage for Memorials
  - Walt Whitman Memorial - Display the actual 1915 newspaper article and mounted it on top of stone. Also incorporate an explanation and identifying that this area is the WWM. Group likes the steel mount. (Picture rendered by Harold Kalmus follows minutes).
  - The next step is to look at cost. Steve will try to locate source of 1915 article.
- Sherwood Green - Plantings
  - BWVC is only responsible for potted plants and window boxes. The other planting is Civics responsibility. The island of plants has specific native plants. Carol would need to consult with Mike Klein or a new person to prune that area. Carol will obtain an estimate. Need to find out if they want to continue with the ornamental grasses (sea oats) that are planted in the island and are not native plants. Susan Rothrock offered to assist in identifying plants that should not be in the grouping. Determine if a weed cover is needed to keep weeds at a minimum. Agreed to mulch Soldiers and Sailors Memorial to keep weeds down.
- Village Green - Vegetation
  - Carol will look at the Village green for clearing up any unwanted patches of bushes. There is a tree growing out of a bush on Inn Lane near Woodland lane. She will make a list & prioritize it so they can approach clean up in sections: Village green, BWV, (backstop of Sherwood green, Corner of Millers & Orleans(right-of-way), Stile garden (Azalais).
  - Carol decided to first mulch Soldiers and Sailors Memorial and check out the Walt Whitman to make sure it is not overgrown. Carol will check ground cover to see if mulch is needed. (mulch around bench)

- Seasonal Contract Oversight

Snow Removal: Prep Fee Refund since there was no snow.

Mark Wood was supposed to check with them to see if they were willing to return \$200 prep fee. Rick will contact Mark to see if he talked to them and then they will work it out.

- Miscellaneous

Arden Page lists Civic meeting as 1<sup>st</sup> Tuesday of each month. Sometime back the meeting was changed to 2<sup>nd</sup> Tuesday of each month and for now will continue meeting on 2<sup>nd</sup> Tuesday.

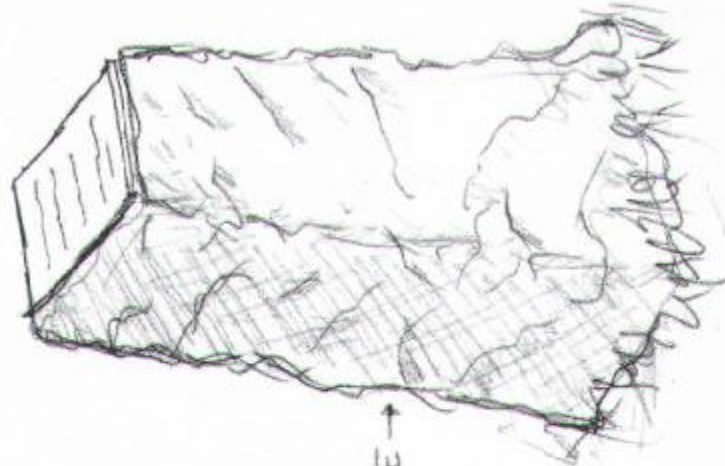
Planning on changing the meeting from 2<sup>nd</sup> Tuesday to 2<sup>nd</sup> Monday of each month. Will defer the change till September in order to provide sufficient notice of change (September's Arden Page, Bulletin Board, Website) and will need to confirm that it is available with BWVC zoom scheduling.

Adjourned 8:52 p.m.

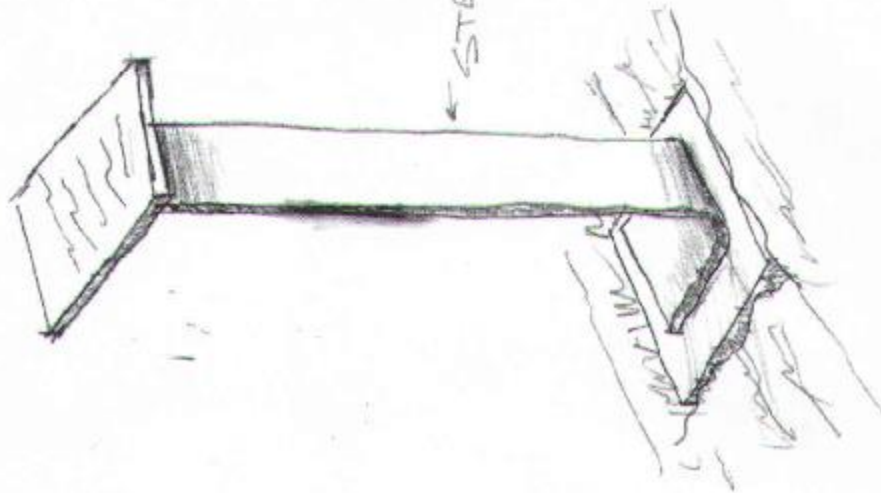
Respectfully submitted,

Elizabeth Resko, Village Secretary





← STONE →



← STEEL →

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