



VILLAGE OF ARDEN
TOWN ASSEMBLY
SEPTEMBER 28, 2020

AND

OCTOBER 5, 2020

Town Meeting Minutes



JANUARY 25, 2021
Next Town Assembly for the Village of Arden 7:30 p.m. Gild Hall
2119 The Highway, Arden, Delaware

MOTIONS/RESOLUTIONS PRESENTED

September 28, 2020 Town Assembly Meeting

Procedural Motion Danny Schweers, Advisory Chairman, moved that they adjourn meeting until Monday, October 5 at 7:30 pm.

Motion to Adjourn and reconvene was **approved by unanimous consent.**

October 5, 2020 Town Assembly Meeting

11. 3 Budget – Warren Rosenkranz

Motion:

Carol Larson moved to restore the Civic Committee’s budget line item back to \$58,000.

Zoom vote raised hand virtually

12 No (vote to leave the budget ballot as recommended by the Budget Committee).

37 Yes (vote to change the civic budget back to \$58,000). **Motion to amend budget approved.**

Procedural Motion

Motion to approve the Budget Ballot as amended (Civic restored budget \$58,000 & typo) to go out to referendum. **The motion was approved by unanimous consent.**

Forest-

Procedural (This is an appointment for the Town Assembly to approve the appointment). If there are no objections to Beverly Clendening being appointed to fill

the role from Jeff Martin on Forest Committee. By unanimous consent Bev has been appointed to Forest Committee.

Notice sent out to residents prior to Town Assembly:

Village of Arden Town Meeting Update – Process and Date Change to Oct 5 at 7:30 and Zoom info

By now you should have received our regular agenda card for the Town Meeting in the mail. It looks different as it shows two dates on it. Please do not be confused.

Our normal meeting date of Monday September 28, 2020 falls on Yom Kippur. As such, the Advisory committee voted to Change the date of the meeting to the following Monday – Oct 5, 2020.

In order to make this change properly, we felt that we would need to open our normally scheduled meeting on Sept 28 and motion to adjourn and reconvene the meeting on Oct 5. This is the only agenda item for Sept 28 and as it is a procedural motion, it does not require a quorum. Thus, there is no need to attend the meeting unless you wish to participate in this motion. Again, this is procedural to formally allow us to move the meeting to avoid conflict with the holiday.

Please plan to attend the Town Meeting on Monday Oct 5 at 7:30 pm. This will be a virtual meeting using the Zoom platform again. The link for the meeting is below. I have also included a phone number for anyone who wishes to call in.

Phone: +1 312 626 6799

I will send out Zoom instructions as we get closer to the meeting.

Feel free to contact me with questions

Jeffrey

September 28, 2020 Zoom Town Assembly Meeting

Attendance: Jeff Politis, Danny Schweers, Skip Bailey, Liz Resko, Steven Benigni, Marcia Scheflen, Jennifer Borders, Barbara Macklem, Beverly Clendening and Cecilia Vore., Garry Quinton & David Mickelson

Jeff Politis, Town Chair, called meeting to order at 7:28 p.m.

Danny Schweers, Advisory Chairman, moved that they adjourn meeting until Monday, October 5 at 7:30 pm. **Motion** to Adjourn and reconvene was **approved by unanimous consent.**

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Elizabeth Resko

Village Secretary.

October 5, 2020 ATTENDANCE

Skip	Bailey	Cookie	Ohlson
Beverly	Barnett	Ron	Ozer
Steve	Benigni	Jeffrey	Politis
Jennifer	Borders	Pam	Politis
Walter	Borders	Gary E	Quinton
Brooke	Bovard	Elizabeth	Resko
Marianne	Cinaglia	Grace E	Ressler
Beverly	Clendening	Deborah M	Ricard
Mike	Curtis	Tobv	Ridings
Alton	Dahl	Clav	Ridings
Carol	DiGiovanni	Ed	Rohrbach
Dorinda	Dove	Keith	Rooney
Carl	Falco	Angela	Rooney
Simon	Hamermesh	Iris	Roseman
Barbara	Henry	Warren	Rosenkranz
Elaine	Hickey	Marcia	Scheflen
Brian	Killian	John	Scheflen
Scott	Kushner	Dannv	Schweers
Carol	Larson	Vicki	Scott
Barbara	Macklem	Elizabeth	Varley
Julia	McNeil	Cecilia	Vore
David	Michelson	Mary	Young
Dela	Mullenberg Bryan	Larry	Walker
Garv	Mullinax	Laura	Wallace
Lisa	Mullinax	Ian	Westerhouse
Betty	O'Regan	Tom	Wheeler
Denis	O'Regan		

1.0 Call to Order – Chairman Jeffrey Politis called meeting to order at 7:36 p.m.

2.0 Approval of Minutes - June 2020 Town Assembly Minutes approved as written by unanimous consent.

3.0 New Residents – Andrew Larason was not at meeting but all welcomed him.

4.0 Recognition of Departed

Kate S. Sayer, age 78 of Arden, DE passed away on July 15,2020. Kate was an English and Theater educator in several schools in the state of Delaware. Many say she was an educator like none other. Her door was always open to friends and family. She and her husband, Marvin, were known for their festive Christmas parties. Their summers were spent with friends and family at Kate’s beloved lakeside cabin on Long Lake in the Adirondacks.

Scott Davidson (February 18, 1957 to June 22,2020)

He and Rebecca Fisher were married at First Unitarian church and raised two children, Julia and Collin. Scott was known for his warm presence, sense of humor and his music. Scott, a percussionist, often played for worship services and in the community. Scott’s influence is deeply felt by all who knew him.

Lizzie Asta Broadbent was born in Copenhagen, Denmark, March 22, 1935. She moved to the United States in her 20's to marry Walter Broadbent Jr., whom she met when he was stationed in Germany during the Korean War. They lived in Arden and raised three daughters and countless dogs. She was an avid traveler. Her door was always open, and the wine ready. Lizzie was a member of the Danish Brotherhood in Morton, PA and volunteered her time visiting patients at the Delaware State

Psychiatric Hospital. She was a fixture among the dog walkers and bench sitters of "The Green" in Arden and thrived in their company.

Ryan J. Scanlon

Ryan passed away unexpectedly at his home. He was 34 years old. He was born in Newark and graduated from the former Upattinas School, Glenmoore, Pa. Ryan was an outdoor enthusiast. He especially enjoyed hunting and fishing. Ryan had a knack for lightening the mood. He is survived by his parents, Joseph and Diane Scanlon, and brother Sean, all are residence of Ardentown. (Fun Fact provided by Elizabeth Varley: regarding the name" Upattinas" school. It is pronounced phonetically – Up at tee-nas because the women's name was Tina and she was up a hill. So, you would say up at tinas to go to school).

Joseph Abraham Rosenthal

Greenville - Age 88, passed away Sunday, September 27, 2020. Joe met the love of his life, Joan Langer, at the wedding of his brother. They celebrated their 65th wedding anniversary the summer before Joan's passing earlier this year. Joe served in the United States Army in Ft. Dix, NJ, before the couple moved to Wilmington, DE, where Joe developed a successful law practice. Over his life, Joe wove his loves and passions together into a unified whole, into what he called "a gem of a life." Whether it was his life with Joan, his commitment to the law and his colleagues at Rosenthal, Monhait, Gross & Goddess, doting on his grandchildren, ice skating, gardening, playing chess, listening to opera, studying history and politics at the UD Osher Lifelong Learning Institute, or enjoying food and wine - he loved them all utterly and completely. Joe was also the Village attorney for many years and the father of our current Village attorney, Ted Rosenthal.

Nancy Covert

Elizabeth Varley added that Nancy Covert passed recently. She was the daughter of Kay Ferman and they lived on Walnut Lane. She lived in the Arden as a teenager and a young married woman. Her and her husband, Jack, lived in the “Chicken coop” and then they moved over to where Connie and Russ live. After Jack finished his masters at UD, they moved to Centerville, MD. She was an elementary school teacher.

Ann Green

Vickey Scott said that Anna Green recently moved out of Arden the beginning of the year and passed away this September.

A moment of silence.

5.0 Visitors - None

6.0 Town Chair’s Communication Report - Chair Jeffrey Politis

Communications from the Chair.

Since the last town meeting....

1. Welcome to our second Video Town Meeting. Thanks to everyone who has Zoomed in or called in. As this is our second time using this format for the Town Meeting, I wanted to remind people some to the protocols we will follow.
 - a. Please mute your line. I have the ability to mute all lines, but would prefer to have each of you mute your own line. If we get too much disturbance, then I will mute and unmute lines as needed
 - b. If/When you wish to speak, please use the “raise hand” feature in Zoom. To use it, go to “participants” at the bottom of the screen. In the window that opens, you will find a button that says “raise hand”.

Click on it. You should see a hand show up next to your name. I will recognize you and you can unmute and begin speaking.

- c. For those on audio only, you will need to unmute your phone and ask to be recognized.
 - d. We will not be doing a voice vote for any motion. Where appropriate, I will use Robert's Rules' method of unanimous consent. I will simply state, if there are no objections, then the motion passes. I will pause to allow for objections and if none, then the motion will pass by unanimous consent. For cases where we will need a vote, then we will do a hand vote for those on Zoom and then do an individual vote for those on the phone.
 - e. We will explain the process for secret ballot at the time if a secret ballot is required.
2. There are two updates with regard to the lawsuit filed against the Village of Arden by Ms. Carol DiGiovanni. As you may recall, the Village agreed to a settlement regarding the process in which we use the Pendulum Funds while we seek a court resolution in terms the use of the funds fell within the restrictions of Johanna's will. Last Friday, our case was heard in the court of chancery by Judge Travis Laster, who indicated that he would provide a ruling in the next 30 days. Additionally, we continue to negotiate the structure of the trust that, if approved by the Town Assembly, will govern the Funds going forward. Once we have more structure, we can schedule public meetings to review and comment on it.
 3. As part of the Cares Act, NCC received relief money to support the county needs in handling the Covid 19 pandemic. The county in turn has earmarked

some of those funds for the Village of Arden. There are significant restrictions in the use of these funds, but they can be used to cover Covid related expenses. I have completed the required paperwork for the Village to be able to access these funds and have already begun working with the treasurer and other committees to identify where these funds can be used to support the Village.

4. We continue to make adjustments within the Village in terms of how we are handling the Covid 19 pandemic. I want to thank everyone for doing your part in following the guidelines and helping to keep our neighbors safe. I am sure that we will hear from different committees tonight what they have done, are trying to do, or will do in terms of continuing to handle the pandemic. We continue to monitor changes in the guidelines from the state as well as communicate with the state questions and concerns. Managing in this environment is not an easy task, and I want thank the committees for their diligence in this work.

5. As you know, we have experienced several significant storms over the last couple of months. Meadow Lane suffered significant damage during the August storms – the entire road delaminated. Repairing this damage was a significant expense to the Village. I have been in talks with Rep Seigfried and Sen Cloutier seeking financial support to the Village to help us recover the costs of this repair. Sen Cloutier confirmed with me last week that we will receive some reimbursement soon, but is still working through the details in terms of where the money will come from. I am guessing you hear more details about this work from the Civic Committee, who did an excellent job managing such a large project.

6. Additionally, I encourage everyone to please continue to look out for your neighbors, especially during these types of events. They are scary. Please also report power outages, fallen trees, etc. For Village issues, such as trees down, you can contact the Civic or Forest Committee depending on where the tree has fallen, as well as the Safety Committee.

7. Over the last couple of months, the Village has seen a significant amount of vandalism – mostly directed towards yards signs. People have knocked them down, stolen them, and recently plastered signed with political stickers. This most recent event on Sept 26 occurred throughout the three Villages and stickers were not only put on yard signs, but also cars, and at least one Village stop sign. This is unacceptable – period. It is important that any act of vandalism – no matter how small be reported to the non-emergency police number at 302-573-2800.

Reporting these events allows the Village to work with police to prevent additional crimes. I believe the Safety Committee will likely comment more.

8. If you haven't already done so, please go to the Village website at arden.delaware.gov and sign up for my email distribution. I don't send many emails, but would like to eventually get the full Village so that we can communicate quickly when necessary.

9. Lastly, a reminder that this meeting is being recorded and please state your name when you speak.

Let's have a respectful and deliberative meeting.

Thanks

So submitted,

Jeffrey Politis,
 Town Chair, Village of Arden.

Communications Report - Thank you!

7.0 Trustee Report – Carl Falco

The Trustees have several items to report this evening:

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

County taxes	\$111,516.76
School taxes	\$379,336.35
Total County and School taxes paid	\$490,853.11
Rebates to individual leaseholders from New Castle County	\$40,257.02
Total paid	\$531,110.13

Regarding rebates, the rebates to individual leaseholders are calculated from programs issued by the State of Delaware or New Castle County (not the Trustees). One program gives a Property tax credit up to \$400, and the other a tax exemption. The County program called **Real Estate Exemption** is a tax exemption for those who are 65 and over before July 1 of the year for which you are applying for exemption, and who fit the financial and residency requirements. The other program, issued by the

State but administered by the County, is called **Senior School Property Tax Credit**.

That program is based on your turning 65 before June 30th of the year in which you apply, and also has a years of residency requirement. We encourage you to apply.

There is a filing deadline to qualify for the upcoming tax year. Please contact the New Castle County Property Assessment (302) 395-5520 for either application and for any questions that you have. The County is helpful with filling out 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).

New Castle County may generate a Supplemental Tax Bill after a leasehold transfer and/or after a new construction Building Permit has been closed. If any Village of Arden leaseholder receives this type of invoice from the County, please promptly notify the Trustees of Arden by phoning 302-475-7980 or emailing trustees.of.arden@gmail.com. You should not pay this bill. The Trustees will pay it.

Lease Transfers - There have been two transfers since the June Meeting: 2319 Walnut Lane to Andrew Larason (2319 Walnut Lane, LLC); and 2309 Woodland Lane to Bob Erenburg and Ellie Hansen (Melton).

Respectfully submitted,



Senior Trustee

Questions/Comments

- Marianne Cinaglia would like to know what the Trustees are doing about Frank Akutowicz house (2007 Harvey Road)?

Trustees have tried to contact the current leaseholder, Alfons Akutowicz. They

offered to purchase back the leasehold from him. Very little response from him other than he always pays his land rent. There is nothing else the Trustees can do. The Village made a county complaint for code violations and the county has written him up for a number of code violations. All of those code violations have been removed and it is not clear as to why. Jeff has put out a question to the county officer to try to understand. He has not heard back from them on this matter. There are a number of Vacant Housing Ordinance liens on this leasehold which has not been paid. Need to determine how much the village wants to pursue from a legal standpoint in terms of Vacant Housing. Safety Committee requests the town pursue more aggressively from a safety point of view.

- Skip update on senior residency rules for senior tax credit. Three-year residency requirement if moved to Delaware between January 2013 to December 2017. It's ten years if move to Delaware on or after January 1, 2018.

Trustees Report - Thank you!

8.0 Treasurer's Report – Skip Bailey

Skip reviewed Statement of Financial Position, Statement of Financial Activity and Statement of Fund Balance as of September August 31,2020 (copy of Statements in Attachment section following minutes).

Treasurer's Report – Thank you!

9.0 Advisory Committee Report – Danny Schweers

The Advisory Committee met on Tuesday, September 8, 2020, the day after Labor Day, to set the agenda for this meeting. We also discussed what unanticipated village

expenses might arise due to COVID-19, the use of Schroeder funds in light of the continuing lawsuit, and possibly providing space at the Buzz Ware for parents to use in various ways.

Every year at this time, the Advisory Committee is responsible for finding at least 14 eligible residents willing to serve on the Board of Assessors. The 15 nominees so far are: Brooke Bovard, Chris Junk, Michelle Lauer, Albert Marks, Roderick MacDonald, Denis O'Regan, Csongor Pinter, Gary Quinton, Deborah Ricard, John Scheflen, Vicki Scott, Elizabeth Varley, Tom Wheeler, Larry Walker, and Laura Wallace. We welcome additional nominees at this time. Their names will go on the ballot to be mailed to all eligible residents.

Danny Schweers, Chair, Advisory Committee

Advisory Report- Thank you!

10.0 Board of Assessors – Mark Wood

No Report

Since no Alternative Assessment has been presented in September, then June's Assessment is the assessment that will be abided by.

Board of Assessors Report – Thank you!

11.00 Committee Reports presented in Alphabetical Order

11.1 Archives – Lisa Mullinax

The Arden Craft Shop Museum re-opened in July under state guidelines to protect the

safety of our volunteers and guests. We are open during our normal hours of Wednesdays, 7 to 9:30 p.m., and Sundays, 1 to 3 p.m. Please send an email to ardencraftshopmuseum@gmail.com to let us know when you plan to visit. That way, we can control the number of visitors.

We were pleased to participate in the Arden Artisans Trail in September with a mini outdoor exhibit. We are still welcoming visitors to our current exhibit, “15 Years, 15 Treasures,” which will continue through next year.

On Sunday, October 18, we will open an additional exhibit in the Bernie Schwab Community Room at the Museum to recognize the 100th anniversary of women’s suffrage and the 70th anniversary of the founding of Ardencroft.

“Equality, A Tradition in the Ardens” celebrates how this core value has been realized in craftsmanship and the arts, business, housing, education, sports and public life.

Please join us for the opening on Sunday, October 18, 2020, from 1–4 p.m. for socially-distanced viewing and light refreshments.

We continue to welcome researchers and tours and continue to organize our collection and our digital assets with the help of volunteers.

Respectfully submitted,

Lisa Mullinax, Chair

Archives Report – Thank you!!

11.2 Audit - Cookie Ohlson

The Audit Committee, Cookie Ohlson, Laura Wallace and Debbie Ricard, met on

September 9, 2020 to review the vouchers and accounts for Arden. All is in order.

Cookie Ohlson, Chair

Audit Report- Thank you!

11. 3 Budget – Warren Rosenkranz

The Budget Committee was told the Prudent Reserve was too low by the Senior Trustee, and Chair of Town Assembly. To adjust this shortfall many of the Committees voluntarily reduced their Budgets by 10% or more.

The 2021-2022 Budget Ballot was submitted to the Town Secretary and is ready for approval by referendum.

Questions/Comments Budget Committee Report

- Budget Process Reviewed

Jeff explained that this is the Budget Committee's recommendation on what will be voted on. Before the Town Assembly would approve the budget to go out to referendum, you can recommend an amendment or make a motion for that amendment and would vote on the amendment at the assembly level. If amendment was approved, then adjust the budget before it goes out for a vote to the community.

- **Motion:** Carol Larson moved to restore the Civic Committee's budget line item back to \$58,000.

Zoom Vote raised hand virtually

12 No (vote to leave the budget ballot as recommended by the Budget Committee).

37 Yes (vote to change the civic budget back to \$58,000). **Motion to amend budget approved.**

- **Procedural Motion**

Motion to approve the Budget Ballot as amended to go out to referendum. **By unanimous consent the motion was approved.**

- Typo Error

Gary Quinton -The budget amount \$88,550 (top of page) do not equal \$87,570 (bottom of page). The \$87,570 proposed budgeted expenses is the correct amount per Warren. The top of page change from \$88,550 to \$87,570 proposed budget expenses and the line under neath that will also change the total expenditure amount.

Budget Report – Thank you!

11.4 Buzz Ware Village Center – Denis O'Regan

Management:

Pam Cohen continues as our Building Manager. She's been doing a great job. Your first line of communication is through the Contact form on the website or manager@ardenbuzz.com. The Buzz telephone is 302-475-2818. Emails to the Chair of the BWVC are sent to bwvc@arden.delaware.gov.

Community Programs and other activities:

- Most programming has been on hold, since the onset of the COVID pandemic.
- The twice a week community event Strength and Mobility continues as a virtual, online activity. We're happy to report that donations continue to be received. The information on this activity can be found on the ardenbuzz.com website at the bottom of the home page.

- We are reviewing all requests for activities and events that conform to state safety guidelines and can be managed safely by our staff. Meeting and events that are being held, can be found on our website calendar. A few rentals are being accommodated.
- Manageable activities include those with reliably low or moderate attendance, which can provide for appropriate social distancing. Our building manager, in coordination with the Buzz Ware committee, will determine if planning and staffing is adequate to assure safe use of our community center.

Financial:

- Obviously, the COVID Pandemic has negatively impacted the income of the Buzz.

Building Maintenance and Improvements

- We have used the “down time” of COVID to undertake and complete retiling of all halls of the Buzz and are in the process of hanging murals painted by Linda Celestian.
- We are in discussions with an HVAC contractor that has performed maintenance in the Buzz. Work being considered includes air purification and upgrades to air handling. We believe at least some of the work will be paid for with Covid grant money.

The Buzz Committee is looking forward to getting things back to normal, whatever and whenever that is.

Respectfully submitted,

Denis O'Regan

Chair, Buzz Ware Village Committee

Comments/Questions Buzz Ware Village Center

The over 80s event is cancelled this year due to Covid.

Buzz Ware Village Center Report – Thank you!

11.5 Civic – Steven Benigni

The Civic Committee has been quite busy recently, mostly due to the storms of early August. Water runoff from the second storm caused major damage to Meadow Lane, resulting in the need to resurface the street from near Harvey Road to Pond Lane. After receiving bids from three contractors, the committee contracted with McKenna American LLC to resurface the street and add a concrete swale with underground drain pipe. The project was completed on September 10th. Special thanks to area residents for their patience. Thanks also to Beverly Barnett, Alton Dahl, Heidi Hoegger, and the other Meadow Lane residents for bringing an important water runoff issue to our attention!

The \$24,200 resurfacing fee depleted the fiscal year's entire Municipal Street Aid allotment of \$18,888, with the remainder coming from the committee's current year village allocation. With MSA funds already spent, the committee is analyzing projected paving needs and prioritizing them with the intent of spreading the projects out over the coming years as needed.

The committee appreciates the efforts of our residents who regularly clear off storm drains following periods of heavy rain. To be more thorough and consistent in the future, we will arrange for drains to be inspected and debris removed after storms. (Please feel free to continue what you have been doing. We can finish up that much quicker with your help.)

Speaking of clogged storm drains, a major source of debris comes from the autumn leaves, many of which are not always disposed of properly. With the season upon us, we want to remind residents to follow the village's leaf removal policy. The leaseholder is responsible for maintaining the right-of-way along the road adjacent to the leasehold. (The right-of-way is the village's land between the property line and the paved road.) Leaseholders and/or residents may not dump leaves from the leasehold onto their right-of-way or village roads, woods, or paths. Violations may subject a leaseholder to payment for the cost that the village incurs to clear the right-of-way.

Collected leaves can be placed in cans or bags as yard waste for pick up by Waste Management. Burning of leaves is prohibited by State of Delaware regulations. We encourage leaf composting or mulching on leaseholds.

The committee is proceeding with the removal of several dead or dying trees. Sad to say, but the large white pine at the southwest corner of the Arden Green is showing a lot of stress in its old age. This mighty tree was planted for the Soldiers and Sailors Memorial area at that corner, but has grown with two leaders (stems), resulting in a growing split at the center of the tree. We have talked to arborists and considered static cabling, where we would drill into the tree to keep the leaders from splitting apart, but that would require aerial inspection every other year because the drilling will introduce decay into the tree. Visit the tree and wish it well. With heavy hearts, we are resigned to removing it.

Various landscaping projects on the greens are being planned, and we encourage volunteers to help us carry out these plans. Please contact Carol Larson if you'd like to pitch in.

We are finalizing design plans with Delaware Correctional Industries to provide replacements for all the village street signs, a great many of which are damaged, missing, or in poor condition. The new signs will be similar to signs erected by Ardentown, but with narrower lettering for increased legibility.

Plans for replacing the trash containers along the greens are proceeding. The new design will address the useability complaints we received from Waste Management. We are also adding recycling containers.

We've had a number of weddings and other events at the Frank Stephens Memorial Theater, for which we're revising our online reservation application.

We continue to receive suggestions and concerns through our civic@arden.delaware.gov email account. We appreciate your input and will continue to address these issues as they arise.

Steve Benigni

Civic Committee Chair

Questions/Comments Civic Report

- The new street signs will be made of a cedar wood.
- The company who repaved Meadow Lane is McKenna America, LLC.

- Jeff read a letter from Jeff Steen.

Jeff Steen's letter is in response to an article published in the Arden Page titled 'Farewell to a Tree'. The large white pine tree located on the SW corner of the Green is being removed because it has been determined that it is a safety issue. Jeff disagrees that tree needs to be removed and details why he believes

otherwise. Also, Ed Rohrbach & Al Marks do not believe it is a safety issue or that is it dying. In addition, they think it add to the scenic view of the Green. Steve, Chair of Civic, is going to obtain additional reports.

- Brooke - Point of Order Procedures for reading letter and or statements during Town Assembly need to be inserted in an orderly way. Procedure is needed.
- Jeff - Point of Oder has been heard. Thank you.

Civic Report – Thank you!

11.6 Community Planning – Jennifer Borders

- **Election of new member**

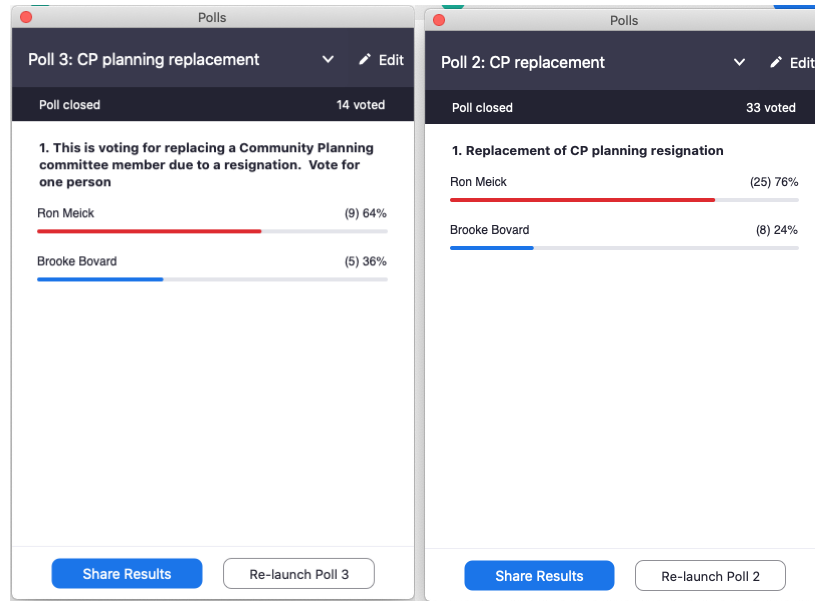
The Community Planning Committee voted to nominate Ron Meick to fill out the term of Jeff Martin, who is moving out of Town. Ron has previously served on the Committee and will be a valuable member. Thank you, Jeff, for your service on the Committee and to the Town.

Registration held the following election (Quorum confirmed)

Committee nominated Ron Meick.

Nominations from Floor: Brooke Bovard.

Poll 2 is for those who could not vote in Poll 1



Vote Count (Combined Poll #1 and Poll #2)

Ron Meick 33 votes

Brooke Bovard 11 Votes

Result: Ron Meick is the replacement for Community Planning

The annual vacant dwelling review was completed and it was found that there continues to be two unoccupied leaseholds. Notifications to the leaseholders were sent out by the Town Secretary.

Work continues on exploring a new web site for Arden in conjunction with Delaware’s Government Information Center. They may be able to provide design, training and free hosting.

o **G -Ardeners update**

From Toby Riddings about the Community Garden at the BWVC: There were a record number of villagers participating in the garden this year, probably due to folks being at home because of Covid-19. There were 21 gardeners total: 13 gardeners from Arden, 1 from Ardentown and 7 from Ardencroft.

The garden was fruitful and provided a much-needed opportunity to commune with nature and fellow gardeners.

Regrettably, due to the Covid-19 we were unable to host our annual Harvest Brunch.

- **Guidance Policy**

Community Planning is working on a “Guidance Policy” for current and future Planning Committees. Tonight, we would like to bring the written policy to the Town Assembly for feedback. We are working towards a vote on the new policy at the January Town Meeting.

[An introduction and the full draft Guidance Policy are attached to this report.]

Introduction

The New Community Planning Committee Guidance Policy

Purpose

The purpose of this Guidance Policy is to clarify and give specificity to the Community Planning Committee (CPC) description so that the Committee can operate from year to year in a focused and consistent manner that furthers its mandate “to plan the physical and cultural future of the Community” (see page 3 for full CPC description). No changes have been made to the existing CPC description. The intention of this Guidance Policy is not to replace that document, but rather to aid the Committee in carrying out its goals and enlist the help of Town Assembly, committees, Trustees, and residents to do so.

Process

As the new Community Planning Committee got to work in the spring of 2019, a need was identified for more clarity and specificity around the Committee’s

description. The heart of the description says that CPC should “plan the physical and cultural future of the Community and advise the Town Assembly and Trustees on all matters relating to the betterment and development of Arden”. What does the “physical and cultural future “mean? What’s most important to the Town? What do “betterment and development” mean? How can we go about advising the Trustees and Town Assembly when we don’t know what is most important? What tasks-- long-term-- are important to the Town? What “future” is intended in this description—the next year, five years, ten, more? We realized that we needed to elucidate answers to these questions for the CPC to move forward in a way that fulfills the goals of the Committee’s description. And, we had to have a way to extend the projects of the Committee beyond year-to-year elections if we had a reasonable chance of implementing three-, five-, or ten-year plans for the Town. We also realized that the large sweep of the Committee’s description allows for projects, plans and the focus of CPC to change. Future committees need to have flexibility to address Town issues as they come up from year to year as well as be sure to continue the work of implementing longer-term plans. We have endeavored to allow for that by creating a document that is specific enough to give guidance while broad enough to allow for flexibility.

Drafting

To draft this Guidance Policy a six-step process is being followed:

1. Research—

Review of the existing CPC description as well as minutes from CPC and Town Assembly; research of Arden’s historical community-defined goals through documents such as the founding documents, the National Register of

Historic Places applications, and the Landmark status application. Focus on what the community-defined goals of the Village are. *

3. Drafting—

Draft of the document over the course of the year with members of the CPC, Trustees and residents to be able to fulfill the goals of the Committee description and the community defined goals of the Village.

4. Feedback—

Invite discussions and feedback on draft Guidance Policy from other Town committees, officers and the Trustees.

5. Revise—

Revise documents to reflect feedback.

6. Discussion and vote at Town Meeting—

Bring to Town Assembly for discussion at September 2020 Town Meeting.

Hold public meeting(s) to allow for more input if TA thinks appropriate. Bring to January Town Meeting for a vote.

Conclusion

The Community Planning Committee wishes to enlist the help of the Town to finalize and approve a Guidance Policy that will provide more clarity and focus for the actions of the Committee. To achieve this, a Guidance Policy must be both broad and specific, both consider Arden's past and its future. For these reasons, we bring the new Community Planning Committee Guidance Policy for approval to the Arden Town Assembly. We welcome feedback at any time at planning@arden.delaware.gov.

* The CPC identified the following community-defined goals after reviewing founding

documents, the National Register of Historic Places applications, and the Landmark status application. These goals were used to write the Guidelines Policy.

- a. Promote the arts in all forms
- b. Preserve the single tax land reform principles of Henry George
- c. Advance the stewardship of communal lands for residents and the greater environment
- d. Encourage cultural, racial, ethnic and economic diversity
- e. Foster a sense of community
- f. Foster community involvement and volunteerism
- g. Support Town Meeting and direct democracy

Community Planning Committee Guidance Policy

Community Planning Committee Description

“The Community Planning Committee shall consist of five residents of Arden, elected by a majority of those voting at the regular March meeting. The term shall be two years, three members elected on the odd numbered years and two on even numbered years.

“It shall be the duty of the Community Planning Committee to plan the physical and cultural future of the Community and to advise the Town Assembly and Trustees on all matters relating to the betterment and development of Arden.”

1“Long Range Planning is the responsibility of the Committee with the advice of the Trustees and the Advisory Committee.”

DRAFT POLICY STARTS HERE

The role of the Community Planning Committee (CPC) is to assist the Town Assembly, Town Committees and Trustees to develop and implement plans that preserve and improve the Village of Arden. These plans should support current and future community-defined goals of the physical, cultural and social development activity of the Village of Arden.

To implement this the CPC will:

1. Develop and review short-term and long-range plans based on community-defined goals. The Committee assists the Town and Assembly to develop goals by communicating with other Town committees, Trustees, surveys of residents to identify preferences and, if appropriate, referenda. Community-defined goals and long-range plans should be surveyed and reviewed at 10-year intervals at minimum.

2. The following long-range plans should be developed and maintained for the Village by the CPC. Each plan will be created in conjunction with the appropriate Town committee(s) if any:

- a. a community-wide environmental stewardship plan including forests, greens, leaseholds, and storm water management with input from Ardentown and Ardencroft.

- b. a zoning, land use, and development strategy that takes into account New Castle County, State and federal regulations as well as Arden community character.

For example, this could include considerations of population, housing growth/density, potential expansion of boundaries, development or annexation of existing or adjacent areas, redevelopment, abandoned housing policies, parking policies, Americans with Disabilities Act, and common grounds.

- c. a cultural health of the community plan that strategizes how to nourish,

preserve, and develop the arts, culture and understanding of the history of Arden.

d. a periodic review of our documents, systems of governance, facilitation of participation in our direct democracy form of government, updating of The RedBook including associated policy statements, and efforts to foster volunteers throughout the community.

3. Each year the newly elected members of CPC should review existing and develop new specific tasks for the committee that are in alignment with and further the goals and plans that are described in the CPC description and this document. Tasks should include:

a. monitoring of local, State and federal trends, policies and legislation to take advantage of or anticipate the impact upon the Town or residents.

b. creating or developing short-, medium-, and long-term plans as per above.

c. assisting the Town Secretary to collate records of Town committee projects, policies and ordinances that will be provided annually to newly elected committees to ensure governance continuity and maintain institutional memory.

d. continuing oversight of the Arden Memorial Gardens, the G-Ardeners community garden at the Buzz Ware Village Center, and Vacant Dwelling Ordinance

15 implementations.

e. other tasks as approved by the committee or assigned by the Town Assembly.

4. Proposed projects developed within CPC will be approved, returned for further drafting/research, or rejected by the Town Assembly. If a project is approved, the Town Assembly or Advisory Committee will assign the project

to the applicable committee(s) for implementation with the assistance of CPC, if needed.

Footnotes

1. Minutes of the January 1968 Town Meeting establishing the Community Planning Committee.
2. Page 5, "Village of Arden Handbook" -- Red Book, July 29, 1996 edition.

Questions/Comments Community Planning

Elizabeth Varley referenced 2d.

Wants to clarify the part of 2d that reads "Review of our systems of government"?

Reviewing documents, Ordinances, policies from sense of continuity and consistency.

Brooke Bovard - The village is paying NCC for two kinds of planning functions: she suggests Community Planning to check with NCC to determine what those functions are before the Village takes those payments back.

Beverly Barnett - Concerned that the policy will not provide room for the vast pool of talented committee volunteers.

Barb Macklem - There is an enormous number of tasks outlined in the draft for the committee (who are all volunteers). How does the committee feel they can accomplish all of these tasks? It's a long-term process over s multiple years.

Tom Wheeler is concerned about the proposed scope of the CP Guidance policy. He points out that the town approves major decisions; therefore, the town is not a representative government. We operate like a House of Representatives; in that we do not turn over the management of the town to committees.

Tom wants to further comment about “Review of our systems of government”. In essence the committee wants to read documents. But more importantly, what was not answered was What about systems of government? He believes we are going beyond what we want to give any one committee. We signed a lease when we move to Arden that has a Charter. There are certain expectations and one of those expectations is that the whole thing is not upended because we all “got crazy one night” and approved something. The Assembly does have that history.

Cecilia agrees with Tom and would like to also caution against coming up with projects that duplicate responsibilities that other committees already have and already doing.

Public Meeting is in order.

Community Planning Report – Thank you!

11.7 Forest – Carol Larson

Community Wildlife Habitat:

Recently, the Ardens, as an initiative of the Gardeners Gild and the Arden Forest Committee, registered as a **Community Wildlife Habitat™** with the National Wildlife Federation. With this registration, the Ardens are sending a clear and powerful message that caring people, working together, can help wildlife, wild places and the health of the environment. Registration is the first step to certification. By certifying our community, the Ardens are making a long-term commitment to citizen education about providing habitat for wildlife and employing sustainable gardening practices. As a community, we get points toward certification by completing tasks, such as registering leaseholds as Wildlife Habitats, holding native plant sales, holding

educational programs, and even making an announcement at a town meeting. We will be getting credit for a lot of things we already do, but there is still room for improvement. We hope that many more of you will join the effort to achieve certification in the coming months. For information on how to be involved with the process, read your Arden Page and join the Forests of the Ardens Facebook Page. Jill Althouse-Wood is the point person for the Community Wildlife Habitat team. If you have questions or want to be involved, you can reach out to her.

After the summer storms, we worked on clearing paths and removed a large beech that was heaving over the garage of 2005-7 Millers Road.

We are engaged in an ongoing discussion with our neighbors at Sunset Farms. They objected to our fencing the border. However, they have a history of dumping excess leaves, clippings and debris in the woods. We put a hold on fencing but will put it up if we see evidence of dumping. We are working to have sod removed at their contractors' expense. We had requested Schroeder funds to help with the expense of recovering the area. We will revise and resubmit when we are certain of the situation with the neighbors.

Please DO NOT pile leaves, branches, or grass clippings in common areas and NOT in the woods. The soil is damaged, weed seeds spread from the waste and deep leaf and brush piles keep us from replanting and prohibit native plants from reviving.

Monitoring the Sherwood restoration site. Dave Jones has new monitoring equipment so we can test the water at the restoration site to assess the success of the project.

Invasive species management: It's the season for stilt grass pulling and knotweed treatment. We are mapping invasive in order plan our attack seasonally. Bev Clendening is researching a digital mapping system (iMap invasives) and we are considering drones to map ivy during the winter.

Our New Fire/Indian Circle Permit is on the website and will eventually be digital. Take a look to see all the great safety tips.

Jeff Martin will be leaving us. We have been lucky to have him on the committee, and to benefit from his expertise and concern for the forest.

Tree City: Arden has been a Tree City for 13 years. We will be celebrating this with the Shakespeare Gild. We will plant a tree at the Field Theater as a replacement for the onstage red maple which is leaning and has some damage.

The following report is from Foresite Associates regarding the Water Quality Master Plan (WQMP). They offer the following update:

- We've visited the site on four separate occasions including during significant storm events to evaluate the desktop analysis and review specific locations
- General watershed characteristics were mapped through computer techniques as well as notes from the field.
- We visited Meadow Lane and met with Arden representatives and then the contractor who was completing paving and drainage improvements.
- Watersheds were developed and analyzed within Arden and characterized for general topographic form and impervious cover.
- We have identified 10 sub-watersheds to Arden and we've completed a preliminary impervious surface analysis for each watershed, impervious cover is a key indicator of stormwater runoff quality and quantity.
- Studies suggest that impervious cover be held to between 11 and 12 % to maintain water quality and healthy ecosystems.
- We have identified Arden as a whole as approximately 16% impervious cover
- The watersheds within Arden range from 6.5 to 30.5 % impervious cover.

- Our current work focuses on developing a suite of stormwater treatments that could be designed, permitted, and installed to treat and address portions of the excess impervious cover.

We are happy to present at the next meeting, please put us on the agenda and keep us posted on the date and time. We are also available for an interim meeting with you and other committee members as a smaller group prior to the next public meeting.

Forest Appointment

This is an appointment for the Town Assembly to approve the appointment.

If there are no objections to Beverly Clendening being appointed to fill the role from Jeff Martin on Forest Committee. By unanimous consent Bev has been appointed to Forest Committee.

Forest Report – Thank you!

11.8 Playground – Larry Walker

Since March, the Arden Playgrounds have been closed at the recommendation of the Governor, but in September with the Governor's Phase Three Re-Opening, the Playground Committee decided to reopen the playgrounds to use, except for the basketball court. The Committee had serious concerns that social distancing would not be maintained on the court, should there be several people playing. The Committee chose to largely follow that manner that New Castle County Parks used in re-opening their public parks. Appropriate signs have been posted on both Greens that encourage wearing masks and maintaining social distancing, while notifying the public that the equipment is NOT regularly sanitized.

A Playground Equipment Safety Inspection was made prior to the re-opening, and all equipment was adult tested for safety. One infant swing seat on the Village Green was found to be defective, and removed from service, with a new swing on order. All other equipment is in safe condition.

Submitted by

Barbara Henry

Playground Committee

Playground Committee Report - Thank you!

11.9 Registration – Cecilia Vore

The Registration Committee will conduct the annual Budget Referendum and the election of the Arden Board of Assessors in October and November. If you are a current resident, 18 years of age or older, and have lived in the Village of Arden for 6 months or more, you are eligible to vote in this election.

Please notify the Registration Committee tonight if there are any changes to the eligible voters in your household, or if you are new to the village, so we can add you to the list of residents. You can send a private message through the “chat” box to Cecilia or “Registration” or send an email to Registration@arden.delaware.gov.

The Committee completed its annual review of the residents list over Zoom meetings on Sept 30 and Oct 1. The current number of eligible voters is: 374. We continue to update the list up to the date of the Budget Referendum.

A budget referendum must be passed by over 50% of all eligible residents. The 7-member Board of Assessors is elected using the Hare System of Proportional Representation, one type of ranked-choice voting. There are links to some good explanations of the Hare System on the village website: arden.delaware.gov.

Assessors nominees are invited to post a position statement on the town website. Simply fill out the form on the website homepage. Information on how voters can read those statements is included on the ballot instructions and on the website.

Ballots will be mailed on Oct. 19. Please notify the Registration Committee if you are an eligible voter and you do not receive ballots in the mail by Oct. 23. The deadline for returning ballots is 7 pm, Tuesday, Nov. 17, when ballots will be counted at the Buzz Ware Village Center. The public is welcome to observe and to assist the committee with the count, while following the Governor's Covid safety guidelines and the current use rules at the BWVC. Results will be posted on the bulletin boards and the Village website the day following the vote count.

The committee has delivered 12 welcome packets to new residents this year. If you are a new resident, and haven't received one, send a message through the chat box tonight or by email to Registration.

Respectfully submitted,

Elizabeth Varley

Registration Report – Thank you!

11.10 Safety – Brooke Bovard

The Safety Committee formally convened on September 24th, 2020. At that time, Brooke Bovard was elected Chair and Steve Harcourt was elected Secretary. It is a

relief, at least to your chair, to have accomplished this. Our meetings henceforth are scheduled for the 3rd Thursdays of the month, via zoom, at 7 pm.

We are planning to finish installing our Fire Lane signage before winter. It is both illegal and unsafe to park on fire lanes, which provide access for emergency vehicles to households in distress. Remind your contractors.

The Safety Committee has continued to keep track of dog issues, legal signage, and nuisance issues. Don't make nuisance issues. BUT, if you experience nuisance issues you don't actually cause, please be willing to talk to the police about it, as well as the Safety Committee.

Which brings us to the destruction and defacement of political signs and both private and public property. Here I'm going to bullet points.

1st: in some places, defacing political signs carries severe penalties. Whoever is doing this is committing a crime, and the police are investigating.

2nd: it is commonly understood that small instances of anti-social activity, like littering and vandalism, contribute to a climate of lower property values and increased crime. Due to that, I am BEGGING people to report such crimes to the police non-emergency number. I am willing to be, shall we say, firm, with our community police liaison. But if she looks at their records and we see that only a few percent of the issues reported in social media actually wind up reported, I can hardly complain that they aren't responding.

3rd: The Safety Committee is always here to lend an ear, or help out with neighbor

issues. If anyone, OF ANY POLITICAL POINT OF VIEW, feels that their right to a free expression of their political views is compromised, I personally will defend those rights. However, touching other people's stuff, or doing things to our traffic signs, is right out. Don't do that. Keep an eye out for your neighbors, particularly during weird weather events. Buddy up.

And a moment for safety as regards our federal (not municipal) election process. Everyone has both the right and, in my opinion, the responsibility, to vote. You may vote by mail, you may vote in person early, you may vote in person at your polling place, you may vote online, you may vote by depositing your mail in ballot at the department of elections, and I understand there are neighbors who are willing to drop them off for you, if you're worried about the mail. And, if you are not currently registered, you have this week to get it done. The only hazard to your safety is in not voting. It is our formal request that you make a plan and vote. So, here's the list: If you have a problem with your neighbors, ideally communicate with them, but feel free to ask us to. If there is actual crime, tell the police. It really helps to have those on record. There is a safe way to vote. So, vote.

Thank you,

Brooke Bovard, for Safety

Questions/Comment Safety Report

Danny lives on Harvey Rd where signs are placed in his yard without permission. The law permits placing political signs in what is considered the "rights-of-way" (edge of road). Brook encourages groups to reach out to leaseholder or to her for permission.

Safety Report – Thank you!

12.0 Old Business – None**13.0 New Business**

Talking about creating a study hall space at the Buzz Ware Village Center for ACRA age children for two days a week (paid for Arden residents by COVID money). At present not seeing a big demand for this service. Poll results at this point is 6 responses representing 12 children. As a community we are looking for ways to help each other.

14.0 Good & Welfare

Pam Politis – ACRA is struggling to provide our programing. Solicitation this year was by drop box. ACRA is planning a Halloween event (not at Gild Hall due to COVID but they will do something). Thinking about pumpkin trail along the green with socially distance package of treats for children wearing masks.

Cecilia – BLM sign was defaced. Thanks, to our kids for peeling off stickers. This gave Cecilia a lot of joy. She gave a big shout out to Pam for the beautiful flowers she received

Brooke - University of Lynchburg, where Brooke's son is a student, is happy to report due to the diligence of all they have zero cases of Covid. Tiernan just completed his Sir Andrew Aguecheek in Twelfth Night. It was edited, socially distanced and held outside and it will be on YouTube sometime and Brooke hopes all check it out.

5.0 Motion to Adjourn

Adjournment meeting at 10:32 p.m.

Respectfully submitted,

Elizabeth Resko, Town of Arden Secretary

All are welcome Hither

Postcard reminders and agenda will be mailed prior to next Town Assembly meeting

Please note: Those attending Town Meetings are eligible to vote are 18 years of age
*or older

Attachments Follow next page

Trustees of Arden		
Financial Report		
Town Meeting Oct 5, 2020		
Current Assets		
Arden B&L Bequest Funds	\$	24,139.07
Vanguard Bequest Funds	\$	230,788.89
Arden B&L (Reserve)	\$	117,530.16
M & T Checking Account	\$	118,199.64
Vanguard Federal Money Market Fund	\$	452.96
Total Cash & Equity	\$	491,110.72
Land Rent Receivable	\$	25,070.39
Total Current Assets	\$	516,181.11
Income & Expenses		
Income Mar 25-2020-Oct 5-2020		
Land Rent & Related Income	\$	721,695.97
Other Income-All Sources	\$	15,489.05
Total 2020-21 Operating Income	\$	737,185.02
Expenses Mar 25-2020-Oct 5-2020		
Village of Arden	\$	100,000.00
Trust Administration*	\$	10,795.27
New Castle County and School Tax	\$	490,853.11
Tax Rebates to Leaseholders	\$	40,257.02
Total 2020-21 Expenses	\$	641,905.40
Surplus or (Deficit)	\$	95,279.62
*(Salary, Payroll Tax, Legal, Audit, Bookkeeping, Office Rent, Oper:		

2021 – 2022 ARDEN BUDGET BALLOT

for the expenditure of Town funds for the fiscal year beginning March 25, 2021, and ending March 24, 2022

See accompanying notes to Fiscal Year 2021-2022 Arden Budget Ballot on back of this form.

PROJECTED INCOME			PROJECTED EXPENSES		
	Notes		Non-Budget Expenses		Notes
Land Rent	1	\$ 757,522	County Taxes	5a	\$ 113,642
Delaware Municipal Street Aid	2	\$ 19,446	School Taxes	5b	\$ 433,611
Interest and Other Income	3	\$ 23,050	Trash Service	6	\$ 76,099
Buzz Ware Village Center	4	\$ 30,000	Trust Administration	7	\$ 26,787
			Village Non-budget	8	\$ 51,488
			Buzz Ware Operations	9	\$ 30,000
			Buzz Ware Renovation Fund	9	\$ 2,000
			Delaware Municipal Street Aid	10	\$ 19,446
Total Projected Income		\$ 830,018	Total Non-Budget Expenses		\$ 753,075
Reserve Funds	3	\$ 97,570	Proposed Budget Expenses		\$ 86,550
TOTAL Funds Available		\$ 927,588	TOTAL Expenses		\$ 841,625

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.

I approve of the entire budget.....

I 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	11	\$ 0	<input type="checkbox"/>	Safety Committee: General	20	\$ 1,700	<input type="checkbox"/>
Archives Committee	12	\$ 1,620	<input type="checkbox"/>	Safety Speed Enforcement	21	\$ 500	<input type="checkbox"/>
Board of Assessors	13	\$ 50	<input type="checkbox"/>	Buzz Ware Support	22	\$ 4,500	<input type="checkbox"/>
Budget Committee	14	\$ 50	<input type="checkbox"/>	Donations – ACRA	23a	\$ 1,800	<input type="checkbox"/>
Civic Committee	15	\$ 52,200	<input type="checkbox"/>	Donations – Arden Page	23b	\$ 500	<input type="checkbox"/>
Community Planning Committee	16	\$ 400	<input type="checkbox"/>	Donations – Arden Library	23c	\$ 1,080	<input type="checkbox"/>
Forest Committee	17	\$ 7,200	<input type="checkbox"/>	Donations – Fire Companies	23d	\$ 1,600	<input type="checkbox"/>
Playground Committee	18	\$ 3,800	<input type="checkbox"/>	Donations – Arden Club	23e	\$ 500	<input type="checkbox"/>
Registration Committee	19	\$ 270	<input type="checkbox"/>	Contingencies	24	\$ 10,000	<input type="checkbox"/>

TOTAL PROPOSED BUDGET EXPENSES: \$ 87,570

Policies below are for information only. Policy adoption is addressed at town meetings.

1. The total approved expenditure limits the fiscal year (FY) 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 Town Treasurer.
2. There are funds that are available to the Village and its committees that are outside of the scope of this budget and are governed by policies set up by the Village.
3. Income received by a committee outside of this budget 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.

***Notes to 2021-2022 ARDEN BUDGET BALLOT • Prepared August 2020**

INCOME:

1. **Land Rent** – Based on Assessors' report from June 2020 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 2021.
3. **Interest and other income** – Income from the following sources:
 - a. Rights-of-way
 - i. Cable – \$8,500
 - ii. Antenna – \$6,500
 - b. Investment income – \$7,950**Reserve** – Combination of Trustees' Prudent Reserve (\$65,000) and Town's Prudent Reserve (\$10,000) and accrued capital fund of \$30,000.
4. **Buzz Ware Village Center** – Estimated income for 2020/21 based on projected revenues from rentals, programs, grants, and donations.

NON-DISCRETIONARY EXPENSES:

5. **Property Taxes** – The New Castle County property and school taxes are grossed up to include rebates paid to qualifying leaseholders.
6. **Trash/Recycle Service** – Current contract with Waste Management expires in 2021. New 3-year contract includes a 3% annual increase.
7. **Trust Administration**
 - a. Audit – \$5,166
 - b. Professional/Legal – \$6,166
 - c. Administrative/Operations – \$12,981
 - d. Office Rent – \$2,472
8. **Village Non-budget**
 - a. Operation and Legal Fees – \$21,020
 - b. Insurance – \$12,020 (Trust and Village)
 - c. Salaries – \$11,460/Bookkeeper \$5,150
 - d. Payroll taxes – \$1,848
9. **BWVC Operations** – Estimated expenses for operating the facility and running programs. This entry includes all utilities, payroll, licenses and fees to operate the building. This entry does not include insurance expenses for operating and maintaining the facilities (note 5). **BWVC Renovation Fund** from Arden of \$2,000 matches other villages' recent annual contributions.
10. **Delaware Municipal Street Aid (MSA)**– Annual street aid is decided in the actual fiscal year, so this is an estimate. MSA is a pass-through expense and the village will spend only what the state provides.

DISCRETIONARY BUDGET EXPENSES:

NOTE: The Budget Committee asked each committee to consider reducing its budget by 10% to help offset the unexpected county tax increase. Forest, Safety, and Audit (which technically has no budget), agreed to reduce their budgets.

11. **Advisory Committee** – \$50 decrease
12. **Archives Committee** – \$160 decrease
13. **Board of Assessors** – \$50 decrease
14. **Budget Committee** – \$50 decrease
15. **Civic Committee** – \$5,800 decrease
16. **Community Planning** – \$100 decrease
17. **Forest Committee** – No change (10% decrease 2020-2021)
18. **Playground Committee** – No change
19. **Registration Committee** – No change
20. **Safety Committee** – No change (10% decrease 2020-2021)
21. **Speed Enforcement** – Harvey Rd. including signage and upkeep on state roads. – No change
22. **Buzz Ware Support** – \$500 decrease
Village support for BWVC based on prior years' experience in Maintenance & Operations. These funds would only be used in case of budget income shortfall from rentals.
23. **Town Expenses**
 - a. ACRA Donations – \$200 decrease
 - b. Arden Page Donations – No change
 - c. Arden Library Donation – \$120 decrease
 - d. Fire Companies Donation – No change
 - e. Arden Club Donation – No change
24. **Contingencies** – No change.

**BALLOTS MUST BE RECEIVED BY 7:00PM
TUESDAY, NOVEMBER 5th**

UNAUDITED
FOR DISTRIBUTION
AND DISCUSSION
PURPOSES ONLY
FOR ARDEN
TOWN ASSEMBLY

Village of Arden
Statement of Financial Activity
As of August 31, 2020

	<u>3/25/20- 8/31/20</u>	<u>Budget</u>	<u>% to Budget</u>	
Revenue				
^ 4000 - General Funds - Village	100,000	217,210		
4100 - Donations, grants, rentals	-	-		
+ 4510 - Franchise Fee Receipts	4,322	17,821		
4900 - Interest Income	-	-		
Total Revenue	<u>104,322</u>	<u>235,031</u>		
Expenses				balance left in budget
6000 - Payroll & Payroll Taxes	7,525	13,298	56.59%	5,773
@ 6300 - Administrative Expenses	14,578	38,190	38.17%	23,612
8000 - Committee Expenses - see detail below	15,274	75,650	20.19%	60,376
8010 - Contributions & Donations	5,800	5,800	100.00%	-
Contingency Fund	-	10,000	0.00%	10,000
8030 - Trash Service	29,004	70,672	41.04%	41,668
Total Expense	<u>72,181</u>	<u>213,610</u>	<u>33.79%</u>	<u>141,429</u>
Surplus (deficit)	<u>32,141</u>	<u>21,421</u>		
Committee	<u>Actuals YTD</u>	<u>Budget</u>		balance left in budget
Advisory	-	50	0.00%	50
Archives	504	1,800	27.99%	1,296
Board of Assessors	-	100	0.00%	100
Budget	-	100	0.00%	100
Buzz Ware - general operating support	-	5,000	0.00%	5,000
Civic	9,782	58,000	16.87%	48,218
Community Planning	-	500	0.00%	500
Forest	3,807	7,200	52.87%	3,394
Playground	115	400	28.75%	285
Registration	-	300	0.00%	300
Safety	1,066	2,200	48.46%	1,134
	<u>15,274</u>	<u>75,650</u>	<u>20.19%</u>	<u>60,376</u>

+ Franchise fees - \$2,234 from Verizon & \$2,088 from Comcast

^ Trustee's transferred \$100,000 land rent to Village

@ Administrative expenses include insurance premiums of \$12,060

UNAUDITED
FOR DISTRIBUTION
AND DISCUSSION
PURPOSES ONLY
FOR ARDEN
TOWN ASSEMBLY

Village of Arden
Statement of Financial Position
As of August 31 2020

Checking/Savings		Notes
1000 - TD Bank	159,846	
1010 - TD Bank MSA Checking Account	1,372	Municipal Street Aid BuzzWare \$449, Schroeder \$15,578, Village
1032 - Arden Building & Loan	35,990	\$19,963
1050 - Fidelity Investments - net value @ 8/31/20	411,418	Schroeder Bequest - initial investment \$301,002
Total Cash	608,626	
LIABILITIES		
2000 - Accounts Payable, Current Liabilities, PR Tax Payable	11,637	
FUND BALANCES		
Buzz Ware Renovation Fund	42,649	
J Schroeder Bequest	426,996	
Memorial Garden	7,496	
Municipal Street Aid	1,372	
Capital Maintenance Fund	30,000	
Village - cash available to meet budgeted expenses	46,498	
Vacant Dwelling Fund	41,978	

UNAUDITED
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AND DISCUSSION
PURPOSES ONLY
FOR APDEN
TOWN ASSEMBLY

	BuzzWare 3/25/20-8/31/20	Buzz renovatio's 3/25/20-8/31/20	J. Schreder Bequest 3/25/20-8/31/20	Special Village Funds Memorial Gardes 3/25/20-8/31/20	MSA 3/25/20-8/31/20	Capital/Maine pafFund 3/25/20-8/31/20	Vacant Lawteng Fund 3/25/20-8/31/20	Playground Grant 3/25/20-8/31/20
Revenue								
4020 - General Funds - Village								
4010 - Donations	1,278	-	-	1,000	-	-	-	-
4120 - Program Revenue	388	-	-	-	-	-	-	-
4330 - Grants	-	-	-	-	11,070	-	-	33,785
4430 - Rentals	2,130	-	-	-	-	-	-	-
4520 - Vacant Property Registration Fees	-	-	-	-	-	-	-	-
4920 - Interest & Dividend Income	8	-	2,854	-	-	-	-	-
SPEC (solar credit)	540	-	-	-	-	-	-	-
9920 - Unrealized gains on investments	-	-	37,220	-	-	-	-	-
Total Revenue	4,389		40,074	1,530	11,070			33,785
Expenses								
6030 - Payroll & Payroll Taxes	7,854	-	-	-	-	-	-	-
6300 - Administrative Expenses	60	-	-	-	-	-	-	-
6310 - Janitorial Supplies	115	-	-	-	-	-	-	-
7020 - Utilities (gas, electric, water, telephone)	1,403	-	-	-	-	-	-	-
7050 - Licenses/Permits/Fees/Alarms/Monitoring	430	-	-	-	-	-	-	-
7620 - Repairs & Maintenance	300	11,186	-	-	-	-	-	-
8030 - Program Expenses	2,385	-	-	2,722	11,070	-	-	-
Total Expense	12,651	11,186		2,722	11,070			
Surplus (deficit)	(8,408)	(11,186)	40,074	(1,392)				33,785
Carried forward fund balance		53,805	388,922	8,588	1,372	30,000	41,978	
Fund balance		42,549	426,996	7,496	1,372	30,000	41,978	33,785

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