

Coordinating Committee Agenda

Wednesday, May 7th at 7:00pm, Virtual

Attendees: Ben Gruswitz, Jenn Abernethy, Don Lipari, Lisa Surbrook, Chris Raia, Jeff Tindall, Lorna Lee, and Linda Toman.

1. March [Minutes](#) approval
2. Officer Updates
 - Chair Report: Executive session
 - Treasurer Report: Discussion of [proposed FY26 budget](#) line items
 - More money needed FY26 than FY25 due to a number of reasons.
 - We do not have a tree planting grant or holdover of funds for that
 - Finance Committee line item includes an audit for \$5,000 grant
 - Legal fund reserve for \$2500
 - Chair stipend for \$1500
 - Environment Committee line item for \$1500 more than last year
 - The items above are expected to be discussed and potentially reduced or eliminated based on the discussion and votes on
 - Adjusted for inflation, this budget reflects a reasonable ask for FY26. The past couple of years have asked less of the Association due to grants, etc.
 - Secretary Report: After the election, Jenn will reach out to Committees with reminders (including calendar reminders) as well as with requests for FY26 meeting dates to populate the calendars, websites, and bulletin boards.
3. Committee Reports
 - Registration Committee: Linda Toman reported. Ballots were mailed a little later than our timeline due to printing issues (a couple of days), which will be remedied next year. 21 ballots have been returned thus far in the mailbox, and Jenn took them to Linda. Jenn and Linda carefully put labels on envelopes for the ballots. Next year, we need to make sure we have a thorough list of eligible voters. Some names were on labels for those who cannot vote yet and were weeded out at that time. Approximately 184 ballots were mailed out to eligible voters. At present, there is no one running for Chair. If anyone is interested, we can mount a write-in campaign for unreturned ballots. If anyone is interested in running at the meeting, the plan is to make a motion to nullify any write-in names and nominate/vote for that person on the floor at the meeting. While the Committee was about to get enough people to run,

the ultimate goal is to have diversity of choice and at least one more person running than positions are available.

- Finance Committee: Lorna Lee reported. There are few firms willing to do municipal audits. Arden has done audits for approximately \$10,000 in the past, and Ardentown has not. Arden has a scaled down procedure now. Lorna talked to a firm that had audited Arden and is familiar with our municipality structure. They also work for the town of Bellefont, which has a similar structure as far as democracy is concerned. Bellefont decided on agreed upon procedures ahead of time for the audit, which is not a full audit and costs \$5,000. Arden is doing fewer agreed upon procedures for approximately \$1,000. Lorna reached out to the Directors. The \$5,000 line item is in the proposed FY26 budget; however, the Village's side of things are being overlooked by the Finance Committee. There doesn't seem to be a driving reason for this audit unless the Directors agree to opening their books and procedures as well. The line item will stay for now, but ultimately, the cost is not worth it for the Village's side of things alone. There is no suspicion of wrongdoing or criminality, which was made clear to the firm that Lorna spoke to. Don shared that a fee for such an audit would benefit the Village if there were new processes, procedures, etc.
- Environment Committee: Lisa Surbrook reported. Now that Earth Day and Arbor Day are over, the Committee is looking at an Ardencroft Forest Stewardship Policy. The goal is to add leasehold management to that policy. The Committee is working with Arden and Ardentown as well. There is nothing set in stone or changed about Delmarva, so few points will be shared at the meeting. The report at the Village Assembly meeting will include that the policy is being discussed and the Committee plans to share it at the September 2025 meeting. Jenn will share as Chair that there are ongoing discussions with Delmarva and updates will be shared when available, so that information does not need to be included
- Safety Committee: Jeff Tindall reported. The Committee has taken wording into consideration based on comments from the February Village Assembly meeting, particularly regarding private vs. public land. The Committee is looking into a revised parking ordinance to present for the first time in September 2025, with a focus on no-parking zones like at paths and handicap accessible areas. One possible solution is to put up signs in areas where there will be no parking and/or paint curbs where applicable. Those signs will make more sense to put up once an

ordinance is in place. It's still an important point to address the County side of Willow Way. There are county parcel maps and the 1953 ArdenCROFT plan that shows the Village owns Willow Way. Another point the Safety Committee discussed were the vegetation encroaching on signs (i.e. house near St. Edmond's). The Safety Committee plans to send a letter to the new owner, who is currently working on the house but does not yet live there. Ben Gruswitz mentioned that the Transportation Plan Committee is discussing sight lines for cross walks, etc. Plans for those cross walks will most likely include trimming vegetation to get into compliance.

- Public Works: Chris Raia reported. The ADA-compliant patios are installed. Pauline A. Young swings are now replaced. We are waiting for One Thousand Hands Horticulture to tamp down the edges for the mulch. Their machine is broken at the moment. Chris is in contact with two people at the University of DE with extensive knowledge of Pauline A. Young in order to put together an interpretive sign for the park. The 75th Anniversary Committee will then get quotes to install the sign. It will be installed by the patio. Ken Morrison will work on authorized projects—the Springhouse Path handrails, the trash corrals at both parks, the Curtis Bridge refresh, the rebuild of Rocky Walk, and the bulletin boards on Sunset Lane. A structural engineer came and looked at the Curtis Bridge due to concerns about the foundation. The engineer is confident that the foundation will last. There will be mulch ordered for the existing playground equipment and grass seeding at the Beech Lane park where there are some bald patches. The bridges look clean—there doesn't seem to be a need to power wash them this year. Power washing beats up the wood as well, so it's better not to do it if it's not necessary. The Committee will do a pothole patch on our roads this year. They will survey areas and get quotes for that. There is another failing/eroded stormwater drain at the end of Beech Ln on the cul-de-sac, which will be fixed.
- 4. The meeting was adjourned at 8:30pm. The next Coordinating Committee meeting will take place on Wednesday, September 3 at 7:00pm [Virtual] to discuss plans for the September 2025 Village Assembly meeting.