

**Advisory Meeting Minutes
As of March 6, 2017**

Attendance: Jeff Politis, Gary Quinton, Al Marks, Ed Rohrbach, Ray Seigfried, Carol Larson, Cookie Ohlson, Mike Curtis, Jim Laurino, Lisa Mullinax, David Michelson, Elizabeth Varley, Brooke Bovard, , Liz Resko, and Barbara Macaklem.

Guest: Danny Schweers, Carol DiGiovanni

Public Notice

Village of Arden Advisory Committee Meeting

7:30 PM at BWVC

Monday, March 6, 2017

AGENDA

PUBLIC SESSION

Acceptance of January 2017 Minutes

ITEMS for MARCH TOWN MEETING AGENDA

Officers' Report

Trustees Report

Committee Reports

Committee Issues – planned discussion topics at Town Meeting

Expected Motions, resolutions, etc.

Final March Election Slates

Old business items (?)

New business items (expected)

Agenda order

Refreshments

Committee Round Table Discussion

Trustees

Officers

Committees

Guests

Adjournment

Public Session

Call to Order - Chair Jeffrey Politis, called meeting to order at 7:36 P.M.

Approval of Minutes – January 2017 Advisory Minutes approved

(Clarification: remove “FOIA does not relate to Arden” and insert

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“Because we are a direct democracy and not a representative government, we need to better understand how FOIA applies to Arden.”)

ITEMS for March TOWN MEETING AGENDA

Treasurer’s Report - Financial Statements will be as of March 27, 2017. All vouchers to be submitted up to March 26. Audit will be sometime in early April. Auditor will be reviewing books on the 15th.

Communication - Jeffrey Politis - Received another note from FOIA. The Village was out of compliance because our website did not list the Village FOIA coordinator, which is the Village Secretary. This has been corrected and is now listing Coordinator on Village website and the Village is now in compliance.

Elections of Officers & Committees - Barbara Macklem – Each March are elections for officers and committees. She circulated a draft of nominees and asked each committee Chair to initial on the line if the nominees for your committee are accurate. When it is known that it is accurate, then a real draft ballot will be printed and posted to Village website. (draft following minutes),

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Brooke - When will the absentee voters have a copy of it?

When all information is verified to be accurate and then it is posted to website. As of yet the Registration has not received any requests for absentee ballots. Requests have to be made by March 20.

Al Marks – What are qualifications for absentee ballot?

It could be business related, family care, vacation, booked out of town. There are very few restrictions. Must have an affidavit in order to receive an absentee ballot.

Counting ballots on Tuesday the 28th in BWVC at 7:30 P.M.

Jeff – At close of Advisory Meeting will be the finalization of the ballot. Cannot accept any more nominations at close of this meeting.

Committee Reports

Committee Reports Ascending order

Forest – Carol Larson - Forest along with Community Planning will present **motion** to purchase 5 Mill Race Road and funding source.

Setting Agenda - Jeff

Registration will read a statement about the elections. Elections run through the entire meeting.

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Joint Motion

Standard agenda except after the Officers & Trustees' Report, Forest/Community Planning Committees' Joint **Motion** Proposing Arden to Purchase Property at 5 Mill Race Rd. Limits on Discussion: Allotted time twenty minutes for discussion and twenty minutes for the motion. If more time is needed, suspend meeting agenda or go back to regular agenda and suspend this discussion. That would be up to the Town Assembly to vote on it. Agenda Motion: all agreed to present Purchase Property at 5 Mill Race Rd after Trustees' Report.

Motion to be published before Town Assembly on Village website, and will post to bulletin boards and any other place Jeff thinks feasible.

Jeff will be responsible to post signage (street signs) for announcements of Town Assembly.

**Committee Issues – planned discussion topics at Town Meeting
Expected Motions, resolutions, etc.**

Open Discussion Topics

5 Mill Race Road

Ed – Where is the right-of-way or easement for the sewer pipe that is in the area of creek and property? If it belongs to the county, the Village does

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not get the land that goes all the way to the edge of the creek because that is still county land.

5 Mill Race Road Funding

Jeff is in the process of trying to obtain county and state matching funds. Not sure if information about matching funds will be available in time to report at Town Assembly. The motion will be asking for funds up to a certain amount from the Pendulum Fund with the idea to continue through closing to trying to obtain matching funds.

Pendulum Fund Process

Jeff will review at the Town Assembly the Pendulum Fund process and its restrictions. Jeff posted in Arden page a link to the Pendulum Fund. Because it is a process that is approved by the Town Assembly, a vote for this motion would be approving an exception to the process. Because the Town Assembly has the ability to override any process. Jeff wants to be clear that the process for using Pendulum money is written out, the Town Assembly process has the ability to override this process. This is a policy that is posted on Village Website under committee/budget/financial policies.

Refreshments will be responsibility of Forest Committee

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Reports will be presented in Ascending order

FOIA requires town's and committees' meeting minutes to be publicly available. Jeff asks those committees who have not posted their minutes last year to please post to Village website. If they do not know how to post, please contact the Village secretary who will demonstrate procedure.

Audit presently does not maintain minutes. Suggested they write up minutes which could include: attendance, date of meeting, areas of discussion or audit procedures. Commencement and adjournment of meeting time.

Audit does not have an audit tab from the drop-down menu of committees listed on Village website. Need to contact Stephanie to create Audit Committee on Village website.

Community Planning put together a fact sheet and specifically states what points need to be in minutes. Needs to be updated and will post updated version. Audit Committee can review.

Officers/Committee emails - Some officers/committees' emails posted on website are incorrect. Needs to be addressed.

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Passwords - Need to provide each committee with their own password to sign on to Village website.

Motion to adjourned 8:21 P.M.

Respectfully submitted

Elizabeth Resko

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DRAFT

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Please initial your
Committee to indicate
approval.
Mark any changes
CLEARLY.

2/22/17

27, 2017

s are for
me.

ch office

Election of Committees & Officers at start of meeting. Ballots may be completed through
You must be 18 years or older and a resident of Anden (primary residence) to vote in this

TOWN ASSEMBLY CHAIR vote for 1

Jeff Politis

TOWN SECRETARY vote for 1

Liz Resko

Committees electing 2

AUDIT vote for 2

- Roger Garrison
- Jean Mullin
- Jacqi Tanzer
- Laura Wallace

REGISTRATION vote for 2

- Barbara Henry
- Mary Murphy
- David Nordheimer
- Jan Westerhouse
- Mark Wood

Committees electing 3 members. Vote for 3 for each committee.

ARCHIVES vote for 3

- Maria Burslem
- Barbara Macklem
- Lisa Mullinax
- Grace Ressler
- Marcia Scheffen
- Beth Stevenson

COMMUNITY PLANNING vote for 3

- David Jones
- Ron Meick
- Denise Nordheimer
- Warren Rosenkranz
- Ray Seigfried
- Sally Sharp
- Mary Young

BUDGET vote for 3

- Rendy Bechler
- Denise Nordheimer
- Diane Postell
- Warren Rosenkranz
- John Schoffen
- Bill Theis

FOREST vote for 3

- Jill Allhouse-Wood
- Jennifer Borders
- Dela Bryan
- Chris Junk
- Carol Larson
- Elizabeth Varley

BWVC vote for 3

- Maria Burslem
- Denis O'Regan
- Toby Ridings
- Nadiv Shapira
- Debbi Sheiker
- Sharon Simmons
- Mary Young

PLAYGROUND vote for 3

- Eric Braunstein
- Kevin Gargan
- Kim Griffith
- Daryl Holcomb
- Frank Maier
- Ruth Panella

CIVIC vote for 3

- Mick Fitzharris
- Harold Kalmus
- Carol Larson
- Liz Resko
- Rick Smyth
- Melissa Wellington

SAFETY vote for 3

- Brooke Bovard
- Rick Ferrell
- Tegan Harcourt
- Rowan Harcourt-Brooke
- Chris Junk
- Amber Klements
- Steve Tanzer

DK