

Attendance: Cookie Ohlson, Mike Curtis, Ed Rohrbach, Carol Larson, Jim Laurino, Jeff Politis, Steve Threefoot, Al Marks, Dave Michelson, Liz Resko, Gary Quinton, Elizabeth Varley, Brooke Bovard, Cecilia Vore, Barbara Macklem, Carl Falco

Advisory Chair, Steven Threefoot, commenced Advisory Meeting @ 1:36 P.M.

The purpose of this meeting is to discuss topics that the group normally does not have time to discuss during the normal course of the year.

Robert's Rules of Order – Will of the Assembly

Somebody turned in a written motion that was different from the verbal motion. The question is: How could we have handled it differently so that we could have voted on the intent of the motion.

If Chairman allowed the wording of the motion to be changed after the question was called, then it would have been an illegal vote. Town Charter states to follow Robert's Rules of Order unless the Assembly changes it by making a policy. How can we alter policy to allow that?

Suggestions/Comments

Suggests The Chair can say – the sense of the Town Assembly is that we suspend the rules here in order to consider a friendly amendment.

Suggest before the motion is seconded, ask for any clarification to verify that the way it is written is what we want to vote on. Clarification is before you have the discussion.

Suggestions A policy could be made

Jeff Politis will ask the Town's Parliamentarian in this particular case how could this have been handled. If Parliamentarian says Roberts Rules of Order do not allow this, then we can talk about how we might be able to change a policy.

Confusion about Procedures

Not clear on where something is going to be handled under a Committee Report, under Old Business or New Business.

Advisory by setting agenda decides what is the most efficient and clearest way for a topic to be presented by choosing under Committee Reports, New Business or Old Business.

Confusion about motions specifics

Suggest have Parliamentarian present at Town Assembly.

Committees are supposed to bring motions to Advisory meeting. The Advisory set and publishes the agenda that notifies all that a motion will be presented for a vote. We announce it so people can digest it, then attend Town Assembly to vote on it. This is not a policy and it is not a rule but it is a convenience. It is also the right thing to do. There is concern with people bringing a motion from the floor that was not discussed and published. That is deceptive. Many times a floor motion is tabled for that reason. FOIA says anything you are going to rule on has to be on the agenda. FOIA overrides state law. We agree with FOIA in concept but maybe the way we practice it can be modified for the Village of Arden. This is worth considering.

People are confused about the motion process. A cheat sheet on the process would be helpful. It could be read before each Town Assembly and or posted.

Vouchers

Chairman of each committee is responsible to provide the Treasurer and the Advisory Chair two names of members of their Committee who will be responsible for tracking expenditures, filling out and submitting voucher for reimbursements.

Contract Policy Reviewed

Contracts greater than \$10,000 signed by Village Chairman and Village secretary attests.

A contract that is longer than one year, signed by Village Chairman and Village secretary attests.

Expenses greater than \$2,000 need preapproval by officers.

Insurance coverage- Writing on the contracts that the work cannot begin until proof of insurance is provided. Any contractor who works for the Village needs to provide proof of a million dollars' insurance policy.

Waste Management

Jeff has an appointment scheduled for May 16 to review new contract and services. Decide if we want to renew contract. They are being sued by DNRC for mixing trash with recyclables. Three contracts each for the three villages with same terms but they are negotiated at one time.

Problems: Extreme difficulty to speak to someone. Company has grown too big. No local concern. Request to consider a local company.

Grants

Audit Committee needs copy of all grants.

Currently Arden is not eligible for a federal grant from The Department of Agriculture because our zip code is tied to Wilmington or technically Edgemoor mailing address rather than Arden. Brooke spoke to local and Federal Postmaster General to ask whether there was an opportunity to change the town's mailing address.

Law passed in the Senate some years ago that gave Arden the approval to use Arden as our address. The problem is that private entities have set up in their computer data bases the zip code of 19810 which is tied to the city of Wilmington not Arden.

Need to contact New Castle County to correct information. Jeff and Brooke will follow up on this to see if this can be corrected.

Update Arden Welcome Packet

Planning on updating the Arden Welcome Packet that is provided to all new leaseholders when they sign their lease. Cecilia met with the three Trustees about revising the information. She feels as though the present packet has outdated information that has some registration functions rather than a welcome function. Elizabeth Varley offered to provide a copy of the cover letter to be reviewed by the group to make sure it covers the important issues and includes such information

as Safety's, Civics' issues and ordinances etc. before it is instituted. The letter will direct them to the Arden Web Site that has a virtual Welcome Packet posted.

Updating Committees Responsibilities

Safety

Formally or informally at one time there was a process where Safety wrote parking tickets. Present method that is used to get people to adhere to the ordinances involves a lot of friendly face to face chats followed by several written reminders is not effective. Some leaseholders do not recognize Safety's authority, and County Police question if they have jurisdiction in the Ardens. Enforcing ordinances falls on town's Committees. Do we want some form of enforcement that's more immediate than our current process? Would like to put something like a ticket on the car because it is quicker and might be more effective. The way the statute is written it goes through the ordinances process which mostly applies to residents in some cases but it is mostly targeted at leaseholders providing enough parking. Residents are supposed to use that. When Safety informs a resident that they are in violation of Ordinance #7, they say talk to my landlord.

Recommendation to consider rewriting the Ordinance. As a municipal body we have to have a mechanism for enforcement. A mechanism that allows a more immediate response is useful. It does not have to be carried out every time but the ability to do it is important. The way to do that is rewriting or updating the existing Ordinance or maybe creating a sub- complimentary ordinance. Jeff Politis recommends that Safety do that and if they want some help from the broader community to request it.

Any Committee that has an Ordinance that they are responsible for should go back and read it and identify what would work and the most efficient way of enforcing through our process.

We can consider instead of a bunch of individual enforcement Ordinances to back up, we can talk about a Village Ordinance that would say these are the enforcement mechanism for breaking any of the Arden Ordinances.

Also look at Act to Reincorporate. It is easier to change the Act than it is to change Ordinances.

Look for clarity. Example: Budget (has a legal description but maybe needs something that would be clearer), Quarterly Town Meeting dates, mailing Town Assembly agenda, Fiscal Year starts March 25th.

Reinstate the sheriff. We have the power to have someone enforce Ordinances by creating a Town Constable, an official position.

Increase fines by 10xs.

Community Planning

Community Planning established the Vacant Housing Ordinances for the Ardens and presently continue to execute it. The execution of the Vacant Housing Ordinance should be a separate committee or should be the responsibility of the Officers who would monitor it and yearly identify leaseholds that are vacant, send out notices and if need be file a lien. In the last five years or so, Community Planning has been doing more execution and less planning. They need to move back to having more of a planning role.

Advisory

Advisory needs to do more inter-coordination with the Committees. As a group we need to understand that we need to work together and we need to know we are connected.

Budget

Suggest take a look more generally at budgets. Budget Committee can work with committees. Now is the time to look at it because September is the three-year budget. For the most part committees' budgets have not changed much in the last ten years and this might be why some of the work we want to do is not getting done.

Guidelines update

Budget and Audit do not meet monthly but they meet Town's expectations. All other committees are expected to meet at least monthly.

Website Posting

Each committee is responsible for posting their minutes and meeting times to Town Website. Officers will provide training to committee members on how to post. The problem with each committee posting to town website is turnover of members, constant training and too many people accessing town website. A suggestion could be to have Stephany post, (our web administrator whom we pay a modest fee per minute). Another suggestion, this is down the road, maybe have a part-time Town Administrator because the Secretary and Treasurer positions has grown much more over time. It will be harder to find people to fill these jobs.

Interaction between Trustees, Town, and Committees

Trustee before they transfer a lease, a notice is sent out to the Civic Committee and Forest asking if there are any issues that they are aware of that need to come before the transfers are made.

Sometimes committees are contacted to provide information immediately and this is not always possible. The Administrative Assistant would say to lawyers there has to be at least seven business days to process it. That is not something that is always adhered to but it is still a standard we try to achieve. There are two things here. How much time once we obtain documents from attorney and how much lead time do we have when we know something is needed.

Drawings/ surveys not updated with enlargements of house, added sheds, fences which could hold up the settlement of the leasehold for sale. The problem is the survey is not done until the sale is under contract. There is a timing problem with sharing information. Ideally if the leaseholder can notify the Trustees before listing the property, then if given enough time they can address survey issues so the sale is not delayed. Community Planning should take a look at this.

Maybe make Revocable Leases a part of our process. The idea of Revocable Lease was to have leverage. The requirement was that it had to be filed with the county so there was a record to show there was something there that was out of whack. So when a transfer happened, the new leaseholder would know that was the case.

ADA Compliance Status

As a general rule the town requirement is to have a plan to bring us up to ADA compliance. We need to do a self-survey. A group, probably Community Planning, to form a group. DelDot said the walkway on Harvey Road that Civic repaired met ADA requirement. We have started the process and we need to get a plan. We do not have to add sidewalks.

Documents

It is important to have town documents in a central location. We also need to set up for the Village a central electronic filing system to move documents back and forth and for record keeping. That will be on the agenda for this year.

Mailboxes

Off the table for a while because we are thinking of doing something different.

Social Media

Please limit Town business on social media. It is a good avenue to get information out there but not good for budget information updates and official Town business. We have official town emails.

Next Advisory Meeting

Each committee think about what you want to accomplish for this fiscal year. So that we all understand what each committee is trying to accomplish.

Meeting adjourned 3:59 P.M.

Respectfully submitted,

Elizabeth Resko

Secretary, Village of Arden