

**Village of Arden**  
**Advisory Meeting**  
**June 5, 2017**

**Attendance:** Cookie Ohlson, Jeff Politis, Ed Rohrbach, Elizabeth Varley, Elaine Hickey, Ray Seigfried, Warren Rosenkrantz, Ruth Panella, Al Marks, Denise Nordheimer, Carol Larson, Danny Schweers, Brooke Bovard & David Michelson.

**Guest:** Carol DiGiovanni, Marianne Cinaglia.

**Call to Order** -The meeting was called to order at 7:36 P.M. at Buzz Ware Village Center by Danny Schweers, Advisory Chair.

**Minutes** -The Minutes of March 6, 2017 Town Assembly and Advisory Retreat Minutes of May 20, 2017 were approved (March not a correction, but information that was not known at time of Advisory Meeting - Sadie is secretary of Archives).

**Treasurer Report** – No motions. Every June, review the Financial Policies (Financial Policies on website need to be updated. Last policy needs to be added).

**Communications Report** – Suggested to point out that anyone can request a ballot vote. Procedural - someone would make motion, seconded and immediately voted on motion with no discussion.

**Assessors' Report** – Chairs absent, no representative present.

They will present final report and will read their report right after the Trustees' Report.

**Committee Report Order** – will be presented in reverse order.

**Safety** - Brooke would like to have a visitor from New Castle County speak at our Town Assembly about why we have to change our traffic control signs/ speed limit signs. Ray suggests that Safety invite the NCC representative to a Safety meeting with its committee members to sort out this issue and then invite them to the Town Assembly to explain.

**Registration** – Elaine Hickey passed out a list of committee members with contact information to be verification.

**Playground-** Ruth Panella - No motions.

**Forest-** Carol Larson - No motions.

**Community Planning** – Ray Siegfried – No motions.

**Civic** – Ed Rohrbach, Al Marks - Discussion and potential motion - A proposal to install a small pavilion over one picnic table located outside BWVC. Funding would be Civic’s budget. ADA compliant.

**BWVC** – Denis O’Regan, Walter Borders – Absent, no representative present.

**Budget-** Denise Nordheimer- No motions. Would like to describe briefly the purpose of the Budget Committee.

**Audit** – Cookie Ohlson - No motions.

**Archives** -Lisa Mullinax- Absent, no representative present. Liz will contact Lisa to see if any motions will be presented.

**Hospitality** -Playground Committee

**Old Business** - None

**New Business** -

Motions should be written.

Marianne Cinaglia wants to present two (2) motions.

\*Motion to reconstitute the Legislator Reference Committee.

\*Motion to form Ad Hoc Committee to study the creation of Town Assembly Forum Site. Jeff suggests presenting idea to Community Planning first in order for it to be vetted by a small group because this is significant. Once it is presented at Town Assembly it can go under New Business. He will leave the decision up to Marianne as to how she wants to handle this.

### **Other Questions**

Carol DiGiovanni

Verified that a policy was established that all motions are to be written. Jeff explained the custom is set by Town Assembly and by the Chair that has been established outside of Roberts Rules. Roberts Rules allows for customs to be established.

### **(June 2016 - 6.0 Communications Report: Policy on presentation of Motions at Town Assembly (written and clarification of intent)**

9. For the time being, as has been our custom, all motions must to be submitted in writing or be written down at the time the motion is being presented. At the time the motion is presented, we will confirm the written motion matches the motion maker's intent before a second is recognized and the motion read into the meeting.)

Town email address is a work in progress.

### **May 20 Advisory Retreat Meeting - Continuation of Discussion**

### **FOIA Freedom Of Information Act -Meetings Notice Compliance**

## Meeting Notice Requirement

To be in compliance with FOIA when holding public meetings, FOIA requires posting notices 7 (seven) days before you hold a meeting. The notice must include: time of the meeting, location of the meeting and posting a brief agenda. The notice must be posted outside of the location where the meeting will be held.

## Discussion about posting agenda location

Suggest posting agenda notifications on back of BWVC bulletin board. It was pointed out that a wheelchair would not be able to access the back of the board and therefore would not be ADA compliant. Based on that, need to be discussed further.

This is a proposal that needs to be presented to Civic Committee and to BWVC.

Another suggestion is to post message board on outer wall of BWVC, since there is a paved walkway up to the building and meet ADA requirement. For now, post Agenda to front of bulletin board. If there is a change, Danny will let the group know.

You can post standard agenda to meet requirement of FOIA notification. However, if something in addition to the standard agenda comes up that is important for the town to be aware of, then it must also be listed on agenda. All motions must be listed on agenda. Agenda can be updated up to the last minute prior to Town Assembly provided you are aware of the change.

Registration presently holds their meetings in a member's home. From now on they will hold their meetings at the BWVC.

Mail boxes for each committee, officer and Trustees. Officers will work with Buzz Ware Village Center about location, type of mailboxes, number of boxes. Would like to install mailboxes similar to Arden Club mailboxes.

Conflict of Interest Policy - Chairs of each committee are responsible for informing all members and make them aware of policy.

Conflict between Committees was discussed in depth about a years ago. Will locate minutes for discussion.

Contracts Policy - Committee members cannot sign contracts. Only Town Chair can sign a contract. Typically, if the expenditure is \$2,500 or less and is within the committees' budgets, the committee has the authority to spend. Committees are spending based on invoicing not based on contracts. Anything that is a continual obligation, the Chair will sign.

Village of Arden Handbook (red book) is being put on line. Cecilia is taking the table of contents from the "Red book" and linking it to the up to date documents that are already on the website. Everything that is in the red book of 1996 is on the website. When did the Legislative Reference Committee dissolve? Will investigate.

**(January 23, 2006 - 13.1 (pg 15)**

**Motion:** The Legislative Reference Committee shall be dissolved effective with tonight's meeting. The duties previously assigned to this committee shall be reassigned as follows: The Town Secretary shall codify new governing documents as they are created. A copy of this Handbook shall be available for quick reference at the Town Meeting. Volunteers will codify past documents. The Town Secretary will add them to the Handbook as the past records are organized. The Chairperson of the Advisory Committee shall act as parliamentarian at Town Assembly Meetings. The chair shall offer for review and interpretation any codified reference pertinent to the discussion on the floor and shall provide points of parliamentary procedure as they arise during meeting. The document known as the Red Book, which contains descriptions of committee duties and Arden ordinances, shall be maintained by the Registration Committee for dissemination to new residents.

**Motion Approved).**

Founding Documents - Advisory Chair is not listed as an Officer and when did that happen? Connee McKinney is researching along with Liz.

Blank page insert - Marianne suggested at last Town Assembly a blank page divided into 10 sections with only the committees' names listed so people could ask questions of committee if they had any be included in the Budget Referendum. An extensive discussion to address her suggestion is detailed in the Advisory Retreat minutes. It was not clear as to what she was trying to achieve with mailing check list. Marianne further adds that she is concerned about direct democracy and she does not believe we are in compliance. Denise suggests some data is needed. The question is - Why do you not attend town meetings? She strongly emphasizes to pay attention to the specific reasons why they do not attend. Elizabeth Varley believes there are many reasons why people do not attend town meetings but a major one she points out is many people are satisfied with the way things are and they do not feel compelled to attend. She does not believe that people (not everybody) have been turned off by the town meetings. Chair cautions about saying we are 'not in compliance with direct democracy'. Not in compliance makes it sound like our meetings are illegal and they are not. At every Town Meeting, we have a quorum and we do what we are supposed to do. Based on Ruth's many years living in Arden she does not see any benefit in making committees have another task. It is already difficult to encourage people to run for committees. Committee members work very hard to meet the requirements. She can't see adding onto it by an outlet that is going to allow myriad questions that a committee will have to respond to. If they ignore it, then they are remiss. We have other outlets for people to call or contact us with their concerns. Overall the group expressed not supporting this idea.

Jeff said officers will choose another date for luncheon (May 20 was cancelled) and will get back to the group.

There was a Motion for Adjournment, which was seconded and approved. Meeting ended 9:25 P.M.

Respectfully submitted,

Elizabeth Resko

Village Secretary