

Village of Arden
Advisory Meeting Minutes
January 7, 2019

Attendance: Danny Schweers, Jeff Politis, Cecilia Vore, Denise Nordheimer, Cookie Ohlson, Carol Larson, Elizabeth Varley, Ruth Panella, Al Marks, Mark Wood, Brooke Bovard, Lisa Mullinax, Denis O'Regan.

Guests: Carol DiGiovanni, Warren Rosenkranz, David Claney & Marianne Cinaglia.

Call to Order – Danny Schweers, Advisory Chair, called meeting to order at 7:34 p.m. at Buzz Ware Village Center. He presented the following agenda:

REVISED Meeting Notice

Advisory Committee

Monday, January 7, 7:30 p.m.

Buzz Ware Village Center

UPDATED AGENDA

- 1) Acceptance of Previous Minutes
- 2) Discussion of Items to be Listed on
Town Meeting Agenda
 - a) Approval of Minutes
 - b) Recognize New and Departed Residents
 - c) Visitors
 - d) Officers
 - e) Trustees
 - f) Assessors
 - g) Committees
 - h) Old Business: Creation of Ad Hoc Parking Task Force
 - i) New Business

- j) Good and Welfare
- 3) Refreshments for Town Meeting
- 4) Old Advisory Committee Business
 - a) Safety Concerns for Town Meetings
- 5) New Advisory Committee Business
 - a) March Election Nominations
 - b) Reinstate Legislative Reference Committee?
 - c) Update Treasurer's job description?
- 6) Guests Comments and Questions
- 7) Set Town Meeting Agenda
- 8) Adjourn

AGENDA

1) Acceptance of September 2018 Advisory minutes approved as presented.

2) Discussion of Items to be Listed on Town Meeting Agenda:

- a) Approval of Minutes
- b) Recognize New and Departed Residents
- c) Visitors 5 minutes Ray Siegfried
- d) Officers

d) Town Chairman's Communications Report – Jeff Politis

Jeff Politis Nominee

Motion will be presented pertaining to the lawsuit for 5 Mill Race Rd.

The motion will be asking for the legal aspect around the question within to be decided by the court and the governing aspect to go through more settlement process that will be further defined later. This will allow dealing with the legal aspect. How to deal with the governance process settlement will have to be worked through. Jeff will work with

the Village lawyer on the wording prior to January Town Assembly. The town lawyer suggests present the motion where you can split the two officially: do legal case and deal with the governance aspect separately.

Motion

Elizabeth Varley presented motion moved that this item (lawsuit) be brought forward to the town under Advisory Committee as the last item under that report. **Motion seconded & approved.**

e) Trustee will announce new trustee Carol Larson (Trustee Report follows Communications Report)

d) Treasurer - David Michelson absent

Treasury position is a two-year term and David is not up this year.

Reminder: if anyone needs budget numbers, contact David. Bookkeeper has not been hired yet. Will keep posted on status of hire and budget for it.

d) Advisory – Danny Schweers

Danny nominee.

Nominations for Officers and Committees will be presented under the Advisory report. Also, further nominations will be taken from the floor of Town Assembly. Will continue accepting nominees until March 4 meeting. By Town Meeting, all committees are responsible for having complete slate of nominees. Submit nominees to Danny. Note: absentee ballots will be accepted. (Put this at bottom of postcard if there is room).

Cecilia will draft ballots and provide to Danny who will post in February's Arden Page.

f. Assessors – Mark Wood

g. Committees Reports (Descending Order)

(Descending: Jan & June. Ascending: March & Sept)

Safety - Brooke

Bovard nominee.

Total nominees 6.

Registration – Cecilia Vore

Need 4 nominees.

Elizabeth Varley nominee. (Neither Barbara nor Jan is running again.)

Playground – Daryl Holcomb absent

Ruth Panella speaking for Daryl.

Total 6 nominees (submitted 2 names).

Forest- Carol Larson

Total 6 nominees. (Only need 1. Have 5).

Schroder Fund request for a week-long event called Earth Day to Arbor Day, which is April 22nd. At end of that week Forest is planning to take precisely a tenth of an acre and remove all invasive plants and replant

them to see which ones are the most persistent. The money is for the native plants, which cost approx. \$750.

Jeff commented he will review Procedure to request Schroder Funds.

Procedure to request Schroder Funds

Arden.Delaware.gov/budget/policies

1. Committees may request Endowment Fund Grants from the Town Officers at any time.

2. At every Town Meeting, one of the officers will announce all the new grant requests received by them (if any) since the last Town Meeting. Also, at every Town Meeting, the Treasurer will report the current status of the Endowment Fund and how much is available for the officers to grant.

3. Following that Town Meeting, the Town Officers will review the new grant requests. They will then discuss those new grant requests at the next Advisory Committee Meeting. For example, if a grant request is announced at the January Town Meeting, it will be discussed at the March Advisory Committee Meeting.

4. With the guidance of the Advisory Committee, the Town Officers will make their final decision on the grant requests and announce it at the next Town Meeting. For example, if a grant request was first announced at the January Town Meeting and discussed at the March Advisory Committee Meeting, the Officers' decision will be announced at the March Town Meeting.

Community Planning – Mark Wood

Member Ray Siegfried resigned. His term is up in March. Put forth name and if there are no nominees from floor (Chair will ask), then it is a voice vote. Election to serve for remainder of his term (two months).

Civic – Al Marks.

Total nominees 6.

Not an Agenda Item: St Martins Lane – The leasehold surveys mark a right of way that is different than what we currently know it to be. The rights of way are defined and the survey is different from that. Either the survey is incorrect or resolve where the right of way is. That needs to be clarified & resolve between Civic and Trustees.

BWVC – Denis O'Regan

Total nominees 6.

Standard report that will cover new website, introduce Pam Cohen as the Buzz Ware manager, provide BWVC phone number and Pam's new gov email address.

Budget- Denise Nordheimer

Total nominees 6. Denise will not be running again.

Budget will present 3-year forecast.

Audit – Cookie Ohlson

Total nominees 4.

Archives -Lisa Mullinax

Total nominees 6.

h) Old Business

Motion to create an Ad hoc Parking Task Force

Motion - Move that the Town Assembly create a Parking Task Force to consist of 11 members; that would be one representative each from Civic, Community Planning, Safety, BWVC and Playground. One representative from the Arden Club and five (5) community members to be elected by Town Assembly at the Town meeting following the approval of this motion.

Jeff – At the last Advisory we agreed to present all motions at the end of meeting (Advisory Meeting June and Sept 2018). It was brought up that a long time ago there was a motion made in town meeting that said motions for committees will be done during committee reports. If that motion does exist and was approved, then he does not believe this committee has the authority to overrule a Town Assembly vote.

Jeff does not see a problem with placement of motion for this Town Assembly since there are no committee motions.

- i) New Business
- j) Good and Welfare

3) Refreshments for Town Meeting

Hospitality – 2019

January Budget

March BWVC

June Civic

September Community Planning

4) Old Advisory Committee Business

- a) Safety Concerns for Town Meetings. Need to schedule a public community

meeting. Put on March Agenda.

5) New Advisory Committee Business

a) March Election Nominations

b) Reinstate Legislative Reference Committee?

Marianne Cinaglia read the following:

Request to Reconsider Activating a Bylaws or Legislative Reference Committee

Advisory Committee Members should think about issue before making a decision.

*Review of minutes before Reincorporation Act (Town Charter) indicate that a ByLaws Committee was an appointed standing committee. Legislative Reference Committee established in 1991. An Addendum to the Act to Reincorporate was planned. I could not find anything with this title. The committee was formally eliminated in 2006 with duties reassigned.

Why Arden Needs a Bylaws or Legislative Reference Committee

Even though responsibilities of Legislative Reference Committee were reassigned when committee was disbanded, they were never added to “official duties” of assignees. Therefore, nobody is really in charge of Arden’s government documents and procedures.

- No updates in Motion Listing since June 26, 2017. Motion index goes no further back than 1999. I believe this is a valuable tool and should be extended to cover all the minutes.
- There are missing motions in the present collection.
- There is a Savings Clause in the Town Charter that may be important in last bylaws passed by Village of Arden by referendum in fall of 1956.
- We should clarify when a referendum vote is necessary should be clarified.
- Is the delineation of committee duties and responsibilities up to date?
- Why are some committees mentioned in the Charter and others are not?
- Are committees fulfilling their obligations? Registration Committee and an up-to-date listing of residents required for every referendum and meeting?
- Should the Treasurer’s position have been added by Ordinance?
- Is there an official listing of Treasurer and duties?
- Is there an official listing of duties and responsibilities of groups that are not mentioned in the Charter?

- What is the method of changing duties and responsibilities of officers and committees? Is an ordinance required?

Suggestions to Start Examination and Updating Existing Records

- Each committee appoint two people to go through records looking only for issues that involve that particular committee. appointees can be members of the committee or people who ran for committee membership, former committee members and were not elected.
- Determine a deadline for completing task of search minutes for relevant material for individual committees.
- Determine who is responsible for issues in minutes that fall outside of committee responsibility.
- Have each committee write list of their duties and responsibilities using present list and then have one group write total list in a common format.

To Enact

Write a motion that includes:

A charge

Appointment of a non-elected standing committee. Can this be done by Assembly vote or is Ordinance required. Motion to create committee can include original members and how to replace them.

Marianne Cinaglia

019 January Advisory Committee Meeting

Marianne also questions if Advisory should post a more complete Agenda on the website? She feels Forest request for \$700 from the Pendulum Fund should be on the agenda.

Comments

Cecilia agrees the Legislative Reference Committee does not need to be an elected committee. This is a task for volunteers who have an interest, skills and a passion for it. Suggest a need to describe what you want this committee to do. She points out that the Village website has extensive history under each committee.

Brooke Bovard

The discussion and the issues that were addressed tonight all demonstrate the tension we have between a very insular, informal oral tradition-based community that is trying to move from the nineteenth to twenty-first century

without actually having made a stop at the twentieth at all. There are places where volunteerism and where technology can help us. Brooke believes there are limitations on that. Because even if we have every motion, there is still going to be an interpretative place where people will disagree. She does not think it needs a formal change at this time. She suggests let's see where it goes and let everyone evaluate for themselves to see what needs improvement, what needs documentation and then if we see a place for more help.....

Denise Nordheimer

She believes each volunteer brings their own skill set & style to fulfilling their responsibilities. That it is very organic. It appears Marianne wants certainty. She wants a book. Everything to be more static. However, Denise believes it evolves based on who is leading the committee and the volunteers who are available. She thinks Marianne is proposing a gigantic rabbit hole within a rabbit hole. As for herself, speaking as a volunteer committee member, she says there is no way she would have the time to go back in time and review every motion that effected the committee.

Danny Schweers, Advisory Chairman asks how does this committee want to move forward? Danny says if Marianne wants to see something specific happen, he suggests she bring a motion to the Advisory Committee so committee can provide feedback on motion. Once reviewed, then it is publicized before the Town Assembly. Danny likes a lot of what Marianne is saying but thinks it is too nebulous.

c) Update Treasurer's job description?

Warren Rosenkranz asks about the status of hiring a bookkeeper.

A bookkeeper has not been hired yet and the Treasurer is still doing the same job duties. Nothing has changed. When the description needs to be changed it will be taken care of. The question of continuing to pay Treasurer during transitioning bookkeeper will be addressed.

6) Guests Comments and Questions

7) Set Town Meeting Agenda

Motion:

Jeff Politis presented a **motion** to suspend the agenda in order to finalize Agenda for Town Assembly. **Motion Seconded & Approved.**

Jeff Politis presented **Motion** to approve Agenda as we discussed.

The Agenda as discussed is as follows:

Advisory – Elections of officers & Committees members.

Motion regarding lawsuit 5 Mill Race Rd. Presented as last item.

Old Business – Motion to create an Ad hoc Parking Task Force.

Motion Seconded & Approved Town Meeting Agenda as discussed.

8) Adjourn 9:44 p.m.

Next Advisory Meeting is scheduled for March 4, 2019, 7:30 p.m. at the BWVC.

Respectfully submitted,

Elizabeth Resko

Village Secretary

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