

Arden Advisory Quarterly “Zoom” Meeting Minutes

June 1, 2020

Advisory Chair presented the following Agenda:

Advisory Committee

Monday, June 1, 2020, 7:30 p.m.

via Zoom.us teleconference

Meeting ID: 828 6172 3219 Password: 780183

or telephone 301 715-8592, same ID & password

AGENDA:

- 1) Acceptance of Previous Minutes
- 2) Introduction of new Treasurer, Skip Bailey,
and new committee chairs
- 3) Amendments to Previously Created
Town Meeting Agenda:

 - 3a) Call to Order
 - 3b) Approval of Minutes
 - 3c) Recognize New and Departed Residents
 - 3d) Visitors
 - 3e) Reports by Officers and Trustees including
annual reading of financial policies
 - 3f) Board of Assessors — Assessment Report
 - 3g) Committee Reports in Descending Order
 - 3h) Old Business
 - 3i) New Business
 - 3j) Good and Welfare-----
- 4) Refreshments for Town Meeting
- 5) Old Advisory Committee Business
 - 5a) Posting minutes to website
 - 5b) Advisory Retreat
- 6) New Advisory Committee Business
 - 6a) Forest Project using Schroeder Fund Interest
 - 6b) How to pay special COVID-19 expenses
 - 6c) Email Address Updates
- 7) Set Town Meeting Agenda
- 8) Guests Comments and Questions
- 9) Adjourn

Attendance: Danny Schweers, Jeff Politis, Skip Bailey, Elizabeth Varley, Brooke Bovard, Larry Walker, Carol Larson, Mark Wood, Steven Benigni, Denis O'Regan, Cookie Ohlson, Lisa Mullinax, Warren Rosenkranz

Call In: Barbara Macklem, Mark Wood

Guests Zoom: Carol DiGiovani, Deborah Ricard

Arden Advisory "Zoom" Meeting commenced at 7: 31 p.m.

AGENDA

- 1) Acceptance of March 14, 2020 Special Advisory and March 2, 2020 suspended Advisory Meeting Minutes. Both minutes approved as presented.
- 2) Introduction of new Treasurer, Skip Bailey, and new Civic Chairman, Steve Benigni

Skip Bailey

- David Michelson will remain as bookkeeper until Skip has transitioned into new Treasury position.
- Cookie requests that Skip attend next Audit Committee meeting on June 10 at Buzz (outside). He will need to bring his computer, bank statements (all accounts) & vouchers.
- Skip is set up with Village email and he is using treasure@arden.delaware.gov.
- All communications should go to Skip, not David.
- Skip confirms that he will not be changing any of the processes put into place by David.

- 3) Amendments to Previously Created Town Meeting Agenda.

3a) Call to Order

3b) Approval of Minutes

3c) Recognize New and Departed Residents –

Mary Murphy, Gregory Slates son, Mo & Blake Bayley.

3d) Visitors

Since it is the last meeting before elections, probably will be contacted by Ray Seigfried and other candidates. As of yet he has not heard from anyone. (Time limit 2 or 3 minutes).

3e) Reports by Officers and Trustees including
annual reading of financial policies

- Town Chairman’s Communications Report – Jeff Politis
Update on the Hazardous Mitigation Plan

- Trustee - Elizabeth Varley

- Treasurer – Skip Bailey Review Financial Policies
Danny points out that the purpose of the annual review of the Financial Policies is that this is the time for people to look at policies and suggest amendments. They will need to be reviewed, not just highlighted. Jeff and Skip will meet prior to “hybrid - telecommunication/zoom” Town Assembly to figure out the best way to present Financial Statements, Treasurer’s Report & Financial Policies.

Danny suggests posting reports to Village website at least a week prior to June Town Assembly meeting, and then have it on screen as it is being reviewed at town meeting.

- Advisory – Danny Schweers

3f) Board of Assessors - Mark Wood will present Final Assessment Report

3g) Committee Reports in Descending Order (*Descending: Jan & June. Ascending: March & Sept*)

Safety – Brooke Bovard

- Contact to list on the Village website: safety@arden.delaware.gov

Registration – Cecilia Vore (absent)

- Barbara Macklem - Contact to list on the Village website: Registration@arden.delaware.gov
- Registration will be reporting the results of the March elections.

Playground – Larry Walker

- Contact to list on the Village website: Playground@arden.Delaware.gov. Larry would like gov email forward to his personal account.
- PG will monitor Covit-19 State of Delaware guidelines for opening playground and follow recommended safety measure of social distancing and wearing of masks. Will install 3 Covid- 19 safety signs and inspect equip prior to opening up. They are concerned about liability. Jeff will pass the liability issue to Village lawyer.
- Need to determine how best to utilize the State of Delaware Grant for Playground Equipment upgrades.
- No plan. No reason to present a motion because there is not enough information at this time.

Forest- Carol Larson

- Contact to list on the Village website: Forest@arden.delaware.gov and keep listing Carol's personal Cell #.
- Upcoming Project: Defining border with Sunset Farms, who have encroached for many years. Moved to install a fence, removing invasive plants, installing a mulch barrier and planting appropriate plants. This plan was received with much push back from neighbors. This project needs some financial support and the committee plans to apply for the interest in the Schroeder fund.
- Forest Committee will announce Storm Water Master Management Plan has been awarded the grant and they have signed the contract. (Several committees worked on making this happen: Safety, Civic, Forest, Community Planning). Audit Committee would like a copy of grant.

Community Planning – Mark Wood

- Contact on Village website leave Mark Wood's personal contact until new Chair.
- Mark was elected Chairman, but he will be stepping down. Election to fill the position will be held. Brooke Bovard nominates herself. The committee is responsible to present a nominee.
- Mark Wood will present a **Motion** to create an Education and Governance subcommittee. (Per March 2, 2020 Advisory Meeting

- He will send wording of motion to town secretary. He will write up why they are presenting a motion and allow time for Q & A prior to presenting it for a vote. (Time limit defined beforehand). Brooke requests that presentation be all laid out, so we do not have to go over it).

Civic – Steven Benigni.

- Contact to list on the Village website: Civic@arden.delaware.gov
And list Steven's number. 717 887 5693
- Mick Fitzharris has resigned. Election will be held and it is the responsibility of the committee to present nominees to fill position.
- Steve will talk to Arden Archives about history of soldiers' Memorial. And he will talk with Safety about signage.

BWVC – Denis O'Regan

- Contact to list on the Village website: BWVC@arden.delaware.gov
and Ardenbuzz.com.
- A special meeting to address June 13th Mary Murphy Memorial outdoor service. Limited indoor use for bathroom and food served.
- Will report on limited overall reserved use of the Buzz.

Budget – Warren Rosenkranz

- Contact to list on the Village website: Budget@arden.delaware.gov
Warren would like gov email forwarded to his personal account.
Note: Replies to .gov e-mails that are forwarded to your personal e-mail, will be from your personal e-mail account.
- Denise Nordheimer resigned and Csongor Pinter's name will be submitted for nominee.

Audit – Cookie Ohlson

- Contact to list on the Village website: Audit@arden.delaware.gov
and forward to arden@aol.com and continue to list Cookie's
Cell# 302 529 7959.
- Enter the town office by the back door. Do not walk through the building to access office. Cookie requests all wear a mask at the June 10th Audit meeting, which will be held outside, weather permitting.

Archives - Lisa Mullinax

- Continue listing Lisa's phone number on Village website.
- Delaware is allowing reopening museums on June 17th. A discussion about the Delaware regulations & protocol to follow will be part of the regular Archives monthly meeting. Will report status at TA as to when and how to reopen to visitors.

3h) Old Business

3i) New Business

3j) Good and Welfare the season for graduations.

4) Refreshments for Town Meeting

Hospitality – 2020

On hold till we have an in-person meeting: Playground is next, whenever that is
(Playground - Sept, Registration -Jan 2021 & Safety - March 2021)

5) Old Advisory Committee Business

5a) Posting minutes to website

Danny congratulated Safety Committee, who sent some of their minutes, and we will post them. The next batch to be in PDF format.

Daryl Holcomb of Playground Committee said he will send the minutes that he has from when he was Chair. We ask for them to be in PDF format for posting. (March Advisory Meeting: Larry Walker, the new Chair, said he will assist in obtaining these minutes and he will post them to the Village website).

5b) Advisory Retreat

6) New Advisory Committee Business

6a) Forest Project using Schroeder Fund Interest retroactive

6b) How to pay special COVID-19 expenses

o Jeff Politis - Covid -19 expenses money.

There is money available (\$15,000) through January for any expenses incurred that are directly related to Covid-19. If money is already budgeted, then it would not count. It is retroactive and is going forward. If there are things we need to do from a safety perspective, and it is Covid-19 specific, then we can apply for funds. Brooke suggests purchasing masks for any public gathering in which people might forget to bring their masks. Any ideas please contact Jeff.

6c) Email Address Updates

7) Set Town Meeting Agenda

Hybrid Meeting (Zoom info ID, PW & phone #)

Treasurer - Report Review Financial Policies

Three (3) elections: Civic, Community Planning and Budget

BOA - Final Assessors Report

Community Planning **Motion** to create an education/governance committee
(present following the Assessors Report)

Agenda Approved

8) Guests Comments and Questions

o Carol DiGiovanni

To address Carol Larson's request for Schroeder funds for Upcoming Project: Defining border with Sunset Farms encroachment. Carol DiGiovanni read an email she sent to Forest Committee as follows:

: ----- Forwarded Message -----

From: carol digiovanni <cmdigiovanni@yahoo.com>

To: Forest Committee <forest@arden.delaware.gov>; Carol Larson <carol2339@verizon.net>

Cc: Advisory Chair <advisory@arden.delaware.gov>; Jeff Politis <j_politis@yahoo.com>

Sent: Thursday, May 28, 2020, 08:20:18 PM EDT

Subject: Spending Johanne's Money

Carol,

I see on the Agenda for Advisory Meeting June 1, 7:30 pm, Item 6.a. Forest Project using Schroeder Fund Interest.

I guess the message has not yet gotten through to you that Schroeder monies cannot be spent; yes, not even the interest, until the Trust is created delineating how those monies can be spent. The Village needs to agree how the trust is going to be set up, then go through all the steps required in the Trust before the Village can spend \$\$ from Trust. Meanwhile, you can't touch the money.

Just to add, my attorney spoke to Rosenthal about spending Schroeder monies in the past. When I found out about this recent attempt to spend Schroeder funds, I let my attorney know. He in turn left voice mails for Rosenthal to return his call. As yet, they have not spoken. It is apparent that the communication on this topic has broken down somewhere amongst Rosenthal, Politis and yourself.

Sincerely,

Carol DiGiovanni asks Carol Larson, Chairman of Forest, why she thinks she can bring this request (use of Schroeder Funds) to Town Assembly? Jeff Politis – We get our direction around the lawsuit from the town attorney and we will follow the process that we have set up and move-on forward from that.

- Arden Page Notice

Brooke Bovard - Due to not holding our TA meeting in person where hard copies cannot be made available and voting could be complicated by Zoom, she suggests that Danny, Chair of Advisory, write up and direct people to the Village website about upcoming three elections to fill committee positions and review of Financial Position and other bulletin items. Lisa Mullinax says if she receives this information in a day there is time to post to Arden Page. Danny agreed to address it immediately. Also, Lisa Mullinax will list in the Arden Page a couple of Zoom tutorials for people who never used Zoom prior to TA. Offer at least 3 dates.

○

Voting via Zoom & Audio

- Chat feature on Zoom is not anonymous. Two or more people at one computer can use Chat feature to vote, but must identify each person. With many voters it would be a very long process, and cumbersome.

- Set up poll - Allows everyone to poll and receive instant feedback. Poll would omit those calling in and those using chat feature. Problem is if more than one person is voting from one computer. It also undermines the need to have as few screens as possible. Some clunkiness still to be worked out. Whoever is hosting the meeting (in this case the Village Chair) can share the results immediately. This approach does not cover everyone and still needs to be figured out.

- Recommend offering Zoom training sessions at various times to Arden community prior to TA Zoom meeting. Arden Zoom Account has a max of 500 participants allowed

- Zoom voting concerns:

 - Concern with cyber security

 - Technical skill challenge for some

 - Government meeting was to be via audio not video

- Audio Public meetings do not allow everyone to vote. Suggestions on how to handle election voting as follows:

 - On a separate date and time people can go to BWVC and vote as was done for the March elections.

 - If motion is presented, not concerned for anonymous, because votes are by raised hands. For replacement of a member of a committee the vote would be hand vote. But if there are two people for one position, then it becomes a paper ballot.

 - For those who choose audio participation: when it comes time to vote, they can send an e-mail to Registration Committee. Small population of e-mail voters that loses anonymity. Or fill out a paper ballot and delay results.

- Hybrid Meeting

Outdoor meeting for those who want to attend in person. (Maybe set up a tent and the \$15,000 might qualify for Covid-19 expense). And zoom and audio for other participants. Requires a lot of coordination. Voice Vote unanimously to hold a hybrid June Town Assembly meeting. Approved.

(Wifi at BWVC is questionable. Think holding meeting at the Moonlight theater because their Wifi is better. Need to talk to Club Chair.

Jeff will reach out to the Governor's office and to the Village Parliamentarian for guidance.

Mailing Agenda postcard list Zoom Meeting information (ID, PW & phone#).

Form a quick sub-committee to obtain approval from sub-committee to see how to run the town meeting in the best possible way, which is not going to be the ideal way.

The sub-committee will be comprised of: Jeff Politis, Village Chair, a member from Registration Committee, Danny Schweers, Chair of Advisory, and Brooke Bovard, member of Advisory.

There has to be some acceptance that the group will not be able to get a perfect scenario, but the group will do the best they can under the circumstances.

Officers/Committee Reports

How to handle officer/committee reports that are normally available at TA:

- Jeff can send out in a blast email

- Reports post to website so people can read and print their own copy of report before TA. Also, send reports to Liz and they will be shared from computer

- A couple of copies at the bulletin board.

9) Meeting Adjourn 9:21 p.m.

Respectfully submitted,
Elizabeth Resko,
Village Secretary