

Attendance: Danny Schweers, Brooke Bovard, David Michelson, Jeff Politis, Lisa Mullinax, Al Marks, Mark Wood, Denis O'Regan, Jennifer Borders, Elizabeth Varley, Larry Walker, Deborah Ricard, and Cecilia Vore.

Guests: David Claney, Carol DiGiovanni, & Mariann Cinaglia.

Call to Order – Danny Schweers, Advisory Chair, called meeting to order. June 2019 Advisory Minutes were approved as presented.

Presented the following agenda:

AGENDA

- 1) Acceptance of Previous Minutes
- 2) Discussion of Items to be Listed on
Town Meeting Agenda

 - a) Call to order
 - ~~b) Election of Officers and Committees~~ remove. Present as part of Advisory Report.
 - c) Approval of Minutes
 - d) Recognize New and Departed Residents
 - e) Visitors
 - f) Officers/Trustees
 - g) Assessors
 - h) Committees in Descending Order
 - i) Old Business
 - j) New Business
 - k) Good and Welfare

- 3) Refreshments for Town Meeting
- 4) Old Advisory Committee Business:
Do we need a vote at Town Meeting to
only take motions under new business?
- 5) New Advisory Committee Business
- 6) Set Town Meeting Agenda
- 7) Guests Comments and Questions
- 8) Adjourn

AGENDA

- 1) June Advisory minutes were approved as presented.
- 2) Discussion of Items to be Listed on Town Meeting Agenda:
 - a) Call to order.
 - b) Approval of Minutes
 - c) Recognize New and Departed Residents (L. Hoopes, Bob Salway)
 - d) Visitors:
 - e) Officers/Trustees

Communications Report - Jeff Politis

Recorded minutes

The Town Minutes are recorded for the purpose of accuracy in transcribing minutes to hard copy. Once that is established, they are recorded over. Recently, there was a FOIA request for the recorded minutes which they were provided since we still had them. A discussion about document management process to address specifically recordings that people are comfortable with or not record. The recordings are not the official record of the town meeting. The official record of the town meeting is the written minutes that were presented and approved at Town Assembly. Need a town policy to be clear if the minutes are forever FOIAble or we hold them for a certain period of time. Jeff consulted legal counsel who advised the Town Assembly to decide the matter.

Update on Vacant Housing Fund

Several Committees expressed interest in a water management plan & there was a request to use the Vacant Housing Fund as matching funds. The grant application was applied for on August 28 and in October we will find out if grant is approved. The officers met as the process states that was presented at town meeting. The committees met and presented proposal to Community Planning who reviewed plan. Note - It is brought up at town meeting not for approval but to mention it. It is the Officers who approve it. The officers met and they agreed that it is an appropriate use of the funds and they approved it. Danny further added that the process was developed by Community Planning. The officers in terms of approving or disapproving are following the policy set up by Town Assembly on the recommendation of Community Planning.

September 2016 11.6 Community Planning - **Motion to Establish Policy**
Policy Establishing Expenditures from the Registration of Vacant Dwellings Ordinance #15
Purpose

Motions/Resolutions Presented

This policy is designed to define both the purpose and process for use of funds collected from the *Annual Registration of Vacant Dwelling and Registration Fees Ordinance #15*. Use of this fund is restricted to the indented purpose of the Ordinance which is to protect the public health, safety and welfare of Arden and to encourage civic engagement throughout the Village.

Process

All collected money from the Ordinance will be accounted for as a separate Village fund in perpetuity.

Any resident of Arden can submit a project to spend this fund by presenting it before a Committee. If the Committee accepts the project it will send the project to Community Planning Committee for their review and incorporate it in their report at the next Town meeting.

Community Planning Committee will review the project to ensure that it meets the purpose of the fund and if so present it to the Village Officers for final approval.

The Village Officers will review the project and have the final approval for the expenditure of this fund.

Motion Questioned called

Policy to establishing expenditures from Registration of Vacant Dwelling Ordinance #15

Motion Passed Unanimously.)

Trustee – Carol Larson (absent)

Treasurer - David Michelson

Advisory - Danny Schweers

Danny will submit 14 Assessors nominations. Al Marks submitted his name.

On postcard mailing of agenda include: - Submit nominations to
Advisory@arden.delaware.gov

f) Assessors - Mark Wood

The assessors report remains on agenda even if there is no Report.

This is the opportunity to present Alternative Assessment.

If no alternative assessment is presented at September TA, then June's will be the official assessment.

g) Standing Committees Reports (Ascending Order)

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

Archives - Lisa Mullinax

Audit – Deborah Ricard

Budget - Brooke Bovard - 2020/2021 Budget Ballot Referendum.

BWVC - Denis O'Regan

Civic - Al Marks

Community Planning – Mark Wood

Forest- Jennifer Borders

This is not on Septembers Agenda_- Need to address policy for approval reservations forms for use of Greens, Forest, Field Theater & Indian Circle. The forms are currently being routed to Civic Committee via the Village secretary. Would like forms to be routed to respective Committee Chairs.

Playground – Daryl Holcomb (absent)

Ray Siegfried, Congressman, will announce money available to upgrade playground equipment.

Registration – Cecilia Vore will provide fall referendum on how it will be conducted.

Safety – Brooke Bovard will discuss fire lanes and emergency access.

Cecilia request Safety Committee to address visibility issues. Sees this as a dangerous situation (i.e., Harvey & Orleans). Jeff believes it is a right-of- way issue throughout the town. The question is what process do we want to follow? It is a step by step process. We need to take a more active role like sending letters to leaseholders. Right now, its complaint driven. Cecilia believes it should be the responsibility of a committee, which one she is not sure. She remembers when the Civic Committee use to walk around town twice a year and observed obstructions or visibility issues. Believed it used to be Civic Committee but now thinks it might be Safety's responsibility.

h) Old Business

Jeff may have an update on the lawsuit

i) New Business

j) Good and Welfare

3) Refreshments for Town Meeting

Hospitality for: September is Community Planning Committee. However, Mark Wood, Chair of Community Planning, requested to switch with Forest Committee who agreed. Remember Mark, CP, owes us some hospitality.

4) Old Advisory Committee Business

- Where to present motion at the Town Assembly

Jeff agrees that for the most part, Motions should be part of Committee reports. However, there are times when that is not feasible and big issues need to be presented at the beginning of town meetings rather than end of Committees reports. Cecilia points out that the purpose is to set the agenda in order to run the meeting efficiently. Jeff doesn't think it is an efficiency problem since on the average the Town Meetings run till about 930, but rather the problem is where should things be talked about? It's a matter of how to maintain a certain amount of efficiency. The known can be efficient. It is the unknown that can get bogged down. Jeff suggests keep motion that the town voted on dated September 1986 (**September 1986** Town Assembly Quarterly Meeting Minutes (page 187) **Motion:** Moved that Town Assembly handle all business of a committee at the time of the report. This would include not only discussion of the report but also any motions and old or new business. **Motion passed.**)

5) New Advisory Committee Business

6) Set Town Meeting Agenda

Advisory - Danny Schweers -Danny will submit 14 Assessors nominations.

Assessors - Mark Wood

If no alternative assessment is presented at September TA, then June's will be the official assessment

Budget - Brooke Bovard - 2020/2021 Budget Ballot Approval (was agreed after meeting)

Motion to set September 23, 2019 Town Assembly Agenda. Seconded & Approved.

7) Guests Comments and Questions

Marianne Caniglia organized an Officer/Committee manual that was well received and appreciated by all. She organized town village information from various sources (red book, village website, etc.) that included but was not limited to Ordinances, Policies, Charter, etc. The reference binder is indexed for easy access, so all users will be on the "same page" during a meeting. She will provide a binder for each Committee and for all Officers so that it can be used in meetings as a quick reference tool. A big Thank You to Marian Caniglia for her hard work.

8) Meeting was Adjourned 9:50 p.m.

Next Advisory Meeting is scheduled for Monday, January 6, 2020, 7:30 p.m. at the BWVC.

Respectfully submitted,
Elizabeth Resko,

Village Secretary