Advisory Committee

Quarterly Meeting Minutes

January 4, 2021

Danny Schweers, Advisory Chairman, presented the following Agenda:

Meeting ID: 865 7670 4023 Passcode: 055257
or telephone 301 715-8592 same ID & passcode

AGENDA:
1) Acceptance of Previous Minutes
2) Set Agenda of Next Town Meeting

TYPICAL TOWN MEETING AGENDA:
    2a) Call to Order
    2b) Approval of Minutes
    2c) Recognize New and Departed Residents
    2d) Visitors
    2e) Reports by Officers and Trustees
    2f) Assessors
    2g) Committee Reports in Descending Order
    2h) Old Business
    2i) New Business
    2j) Good and Welfare
    2k) Adjourn
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3) Old Advisory Committee Business
    3a) Posting of Minutes on Website
    3b) COVID-19 Expense Reimbursements
4) New Advisory Committee Business
    4a) March Election of Officers and Committees
    4b) Website Maintenance
    4c) Voting methods at town meetings
5) Guests Comments and Questions
6) Adjourn

Attendance: Danny Schweers, Jeff Politis, Cecilia Vore, Cookie Ohlson, Carol Larson, Elizabeth Varley, Lisa Mullinax, Larry Walker, Steve Benigni, Skip Bailey, Warren Rosenkranz, Jennifer Borders, Brooke Bovard.

Absent: Denis O'Regan, Deborah Ricard

Guests: Carol DiGiovanni, David Claney.

Call to Order – Danny Schweers, Advisory Chair, called meeting to order at 7:35p.m.

The following agenda was presented:

AGENDA:
1) **Acceptance of Previous Minutes** (September 2020) approved as presented.

2) **Set Agenda of Next Town Meeting** for January 25, 2021.

The following Agenda was unanimously approved:

° Visitor – Foresite Associates to present update on Storm Water Management Plan.

° Advisory Committee Report – Nominations for Officers & Committees. Submit nominees to Advisory@arden.delaware.gov

° Community Planning Guidance Policy Motion

TYPICAL TOWN MEETING AGENDA:

2a) **Call to Order**

2b**) Approval of Minutes**

2c) **Recognize New
and
Departed Residents:** Ronald William Nair (Aileen Flannery's husband), Milton Isaac, John A. Covert (aka Jack), and Jill Brandner of Ardentown.

2d) Visitors
- (5 minutes for presentation and 5 minutes for Q & A)

  Andrew Hayes, Forsite Associates, Inc., Sr. Engineer and Landscape Architect will present an updated Water Management Plan.

- (2 minutes each) At this point, they have not contacted Village to let us know if they are planning on attending:

  Representative Larry Lambert of the 7th district

  Councilman John Cartier of the 8th district

2e**) Reports by Officers and Trustees**

- Town Chairman's Communications Report – Jeff Politis

  Updates. Cares Act money received COVID will be covered by Jeff or Skip.

- Trustee - Carl Falco

- Treasurer - Skip Bailey

  Audit is complete and is being reviewed.

  Established an interest-bearing account at TD bank.

- Advisory – Danny Schweers

  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 Town Assembly. All committees are responsible for having complete slate of nominees. Submit nominees to Danny. Note: absentee ballots will be accepted**.**

  (Standard procedure: List at bottom of postcard. Cecilia will draft ballots and provide to Danny who will **post in February's Arden Page).**

2f**) Assessors** – Deborah Ricard

Incumbants: They are meeting this week.

2g) **Committee Reports** in Descending Order.

- Safety – Brooke Bovard

  Incumbents: Brooke Bovard (yes), Chris Junk (yes) and Steve Tanzer (?)

There was a collision on the corner of Harvey Rd & Orleans Rd that tore down the signage, (to all the different villages) which needs to be replaced.

- Registration – Cecilia Vore

  Incumbents Marcia Scheflen (yes) and Elizabeth Varley(yes).

  Summary Report on the November referendum (all posted to Village website).

- Playground – Larry Walker

  Incumbents Erick Braunstein(?), Daryl Holcomb (?) and Frank Maier(?).

  Routine inspection and switch out old mulch with new mulch under playground equip.

- Forest - Carol Larson

  Incumbents: Jilll Althouse-Wood (yes), Jennifer Borders (no), and Carol Larson (yes).

  Developing a policy on reducing population of deer.

- Community Planning – Jennifer Borders

  ° Incumbents: Jennifer Borders (yes), Ron Meick (?), and Grace Ressler (yes).

  ° Motion to approve Community Planning Guidance Policy.

  Will make accessible on website. Send copy to Jeff to distribute in an email blast.

  Maybe summarize introduction to policy and read the policy in its entirety.

  Show policy on Jeff's screen during meeting.

  Suggested order to present:

      Read policy,

      Q&A,

Read motion,

Pro/con discussion to accept resolution,

Motion on floor.

- Civic – Steve Benigni.

Incumbents: Rick Ferrell (yes), Harold Kalmus (Harold says "no" Steve says "maybe"), Mark Wood (yes).

Nominee: Ed Rohrbach.

A shout out of thanks to Skip, Treasurer, from Civic Committee for his providing Civic with continual updated budgetary information. Very helpful.

  ° Rick Ferrell is putting together a road maintenance scheduling process so the committee can prioritize the to-do list over the next few periods and spread expenses as far as paving is concerned.

  ° Update on road painting and street signs. Due to Covid, signs ordered are on hold until further notice.

  ° Update on Adopt-a-Drain program.

  ° Plans to try to preserve the majestic White pine on the Green.

- BWVC – Denis O'Regan (absent)

Incumbents: Maria Burslem (?), Toby Ridings(?), Denis O'Regan (?)

Danny will reach out to Denis.

What with Covid, the Buzz has not had rentals resulting in loss of revenue to be discussed.

- Budget – Warren Rosenkranz

Incumbents: Csongor Pinter (yes), Deborah Ricard (yes), Warren Rosenkranz (yes)

Nominees: Carol DiGiovanni, Brooke Bovard.

No budget report in January.

- Audit – Cookie Ohlson

  Incumbents: Deborah Ricard (?), Laura Wallace (?).

- Archives - Lisa Mullinax

  Incumbents: Maria Burslem (?), Barbara Macklem(?), Lisa Mullinax (?).

  New mini exhibit: Equality in the Ardens.

  No Covid funds required.

  Archive Committee description for the Village website that was voted on is not the one that is currently posted to the Village website. Lisa will locate the voted-on version for posting.

2h) **Old Business**

2i) **New Business**

2j) **Good and Welfare**

2k) **Adjourn**

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3) **Old Advisory Committee Business**

3a) **Posting of Minutes** on Website - Danny will review the website to see who is behind on postings.

3b) **COVID-19 Expense Reimbursements** – Covid money was used to install air purification systems in the Buzz, Zoom expenses, Buzz chemicals, Civic signs. Jeff in process of submitting form for reimbursements. Estimate $17,500 reimbursement from CARES ACT.

Meadow Lane anticipate reimbursement of $22,000 at end of the month. Cathy Cloutier was working on it before her leave in which it had another level of state processing.

4) **New Advisory Committee Business**

4a) **March Election of Officers and Committees**

4b) **Website Maintenance**

Danny informed officers that he is no longer web master of the village website as of January 1, 2021. He suggests hiring an outside computer technician on an

ad hoc basis for maintenance of Village website, but warns that it could be expensive. Suggest secretary contact Green Wing Solutions in Wilmington, Rowan, Smith Bridge Technology which is Larry Strange, or find a technician. Jeff contacted legal local governments, different municipalities to see who they used and we can contact those recommendations.

Types of troubleshooting network problems the Village is looking to address: Fix Webmail, forward town committee emails to personal emails account, design and implement an/or fix electronic forms to forward directly from website to a specified person, etc. Webmaster responsible for functions of the website and email. Would not include computer software hardware.

Danny's Advisory report will inform the town and make a recommendation. Skip will advise as to which budget line-item will pay for IT services.

4c) **Voting methods at town Zoom meetings**

Concerns for accuracy of Hand-Raising Voting and Poll Voting Methods used for Zoom town meetings.

Typically votes are Voice Votes where the Chairman determines the relative strength and volume of calls of ayes and nays and decides which side prevails unless it is specifically a poll (secret ballot). However, Zoom meetings make it impossible to have Voice Votes because it is hard to hear a good representation. Therefore, Zoom meetings all have been by Hand-Raised Votes and/or Poll Votes (secret ballot).

Concern about if people are voting twice when using the survey button. The only way to count all participants is to conduct two Polls. First Poll is for single screen (1 person per computer) who use the virtual hand- raise button and second Poll is for anyone on a double screen (2 or more people to one computer) count raised-hands and Chair calls out the names to confirm accuracy and records vote.

Phone call-ins are identified by the Chair who calls out their name and records their vote.

Although no voting errors have been identified, the committee agreed to try the Roll Call Voting Method for all votes and see how it works out. If it is "clunky" or too "time consuming" or for whatever reason it doesn't work, then will return to Hand-Raised and/or Poll Vote Methods. Jeff suggests the procedure for Zoom Roll Call Voting Method would be to call names (first, last

name on participants computer screens) on the participation list starting at the top and check them off.

 In March will need to figure out how to vote by secret ballot. Secret ballots use poll method. If results are close, then table the vote, can't vote at the meeting. Details to be worked out. Jeff will state that it is illegal to vote twice in a municipal election.

Cecilia will verify if the request is for a paper ballot or a secret ballot.

Accountability of one vote per person. Reconcile by count participating/eligible voters to actual vote results.

4d) Warren Rosenkranz presented Motion on behalf of Deborah Ricard to **video record Zoom Town Assembly** meeting and make it available after meeting. Motion was withdrawn.
Discussion:

You can record a public meeting. However, in the past it was requested to video tape town meeting and it was rejected.

Two objections:

1) Not the way we would record the meeting. It could diminish people's desire to speak if they believe they're being recorded and it is being made public.

2) The point of the town meeting is to get interaction. People may want to listen in and they can read the minutes or they can attend the meeting. You would need consent from the Town Assembly to record.

We announce at the beginning of each Town Assembly that a voice recording is being made for the convenience of the Town Secretary. Once minutes are approved, the voice recording is erased. Will provide Carol with policy.

5) Guests Comments and Questions

6) Adjourn 10:02 pm

Respectfully submitted,
Elizabeth Resko,
Village Secretary