

Advisory Quarterly Meeting

March 1, 2021

The following agenda was presented by Danny Schweers:

Meeting Notice
Advisory Committee
Monday, March 1, 2021, 7:30 p.m.
via Zoom.us teleconference

Meeting ID: Passcode: telephone 301 715 8592

AGENDA:

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

TYPICAL TOWN MEETING AGENDA:

- 2a) Call to Order
- 2b) Election of Officers and Committees
- 2c) Approval of Minutes
- 2d) Recognize New and Departed Residents
- 2e) Visitors
- 2f) Reports by Officers and Trustees
- 2g) Assessors
- 2h) Committee Reports in Ascending Order
- 2i) Old Business
- 2j) New Business
- 2k) Good and Welfare
- 2l) Adjourn

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- 3) Old Advisory Committee Business
 - 3a) Website Maintenance
 - 4) New Advisory Committee Business
 - 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, Denis O’Regan, Deborah Ricard, Barbara Macklem

Guests: Carol DiGiovanni

Call to Order – Danny Schweers, Advisory Chair, called meeting to order at 7:33p.m.

The following agenda was presented:

AGENDA:

1) **Acceptance of Previous Minutes** (January 2021) approved as presented.

2) **Set Agenda of Next Town Meeting** for March 22, 2021.

The following Agenda was unanimously approved:

- Elections of Officers & Committee Members.

The following statement usually is printed at bottom of Postcard, but due to zoom meeting ballots cannot be distributed. Cecilia will modify statement.

****Ballots distributed start of meeting; voting continues throughout meeting.**

Eligibility, candidates’ statements, sample ballots at arden.delaware.gov**



TYPICAL TOWN MEETING AGENDA:

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

2a) Call to Order

2b) Elections of Officers & Committees (present at beginning of meeting)

- Barbara Macklem – Each March is elections for officers and committees. Verification of nominations was confirmed to be accurate. Spelling correction BWVC: Katey.

**Final list of nominees for Election of Committees & Officers,
March 22, 2021**

Officers

ADVISORY CHAIR: Danny Schweers

TOWN ASSEMBLY CHAIR: Jeffrey Politis

TOWN SECRETARY: Liz Resko

Committees electing 2

AUDIT: Deborah Bricker, Megan Murphy King, Deborah Ricard, Laura Wallace

REGISTRATION: Stevie French, Kelly Gillen, Danielle Munroe, Marcia Scheflen, Elizabeth Varley

Committees electing 3

ARCHIVES: Maria Burslem, Ellen Dolmetsch, Tanya Lazar, Barbara Macklem, Lisa Mullinax, Vicki Scott

BUDGET: Brooke Bovard, Jeanne Covert, Csongor Pinter, Deborah Ricard, Warren Rosenkranz, Nick Stalloni

BWVC: Maria Burslem, Michelle Lauer, Betty O'Regan, David Reese, Toby Ridings, Katey Scobell

CIVIC: Rick Ferrell, Harold Kalmus, Chris O'Connor, Sachin Puranik, Ed Rohrbach, Mark Wood

COMMUNITY PLANNING: Jennifer Borders, Brooke Bovard, David Gerbec, Ron Meick, Pam Politis, Grace Ressler

FOREST: Margot Al-Taweel, Jill Althouse-Wood, Keri del Tufo, Drew Jordan, Carol Larson, Grace Ressler

PLAYGROUND: Simon Hamermesh, Zachary Houck, Mike Klein, Sachin Puranik, Madeline Rogers, AJ Stalloni

SAFETY: *electing 1 only; (insufficient number of candidates to elect 3):* Brooke Bovard, Carol DiGiovanni, Chris Junk

This is the final draft ballot which will be posted to Village website.

Policy: At close of Advisory Meeting will be the finalization of the ballot.
Cannot accept any more nominations at close of this meeting.

- Ballots

Registration will post a ballot to town website to print, sign, place in your own envelope. On top left corner of envelope print and sign your name, and drop off at Town mailbox (the deadline to drop off ballot is 3 pm, Thursday, March 25th).

On March 22, the actual ballot will be posted to the town website.

Unable to print: Contact Cecilia Vore or Barbara Macklem who will deliver a paper ballot. Also, can request an absentee ballot by March 15th. Many reasons are listed to request an absentee ballot, including cannot print ballot.

Counting of Ballots

Thursday, March 25, 2021 at Buzz Ware Village Center at 3:30 p.m.

2c) Approval of minutes

2d) Recognize New and Departed Residents

Departed: Sandra J. Hulton, Charles Brodigan, Marge Mabrey

2e) Visitors 5 minutes –

2f) Officers/Trustees

- Town Chairman's Communications Report – Jeff Politis
 - Hazardous Mitigation Plan
 - Continuing Operations Plan

- DelDot work on Harvey and Marsh Rd. Jeff and Brooke of Safety Committee will determine who will present report on the question of ownership of liability and long-term maintenance concerns.

- Trustee - Carl Falco
- Treasurer – Skip Bailey
- Advisory – Danny Schweers

2g) Assessors – Deborah Ricard

Public meetings May and June

2h) Committees Reports (Ascending Order)

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

- Archives - Lisa Mullinax
- Audit - Cookie Ohlson
- Budget – Warren Rosenkranz
- BWVC - Denis O'Regan

Event May to announce reopening outside.

- Civic – Steve Benigni
- Community Planning – Jen Borders

Discussion about revising Ordinance #15 Vacant Dwelling.

- Forest- Carol Larson
- Playground – Larry Walker
- Registration – Cecilia Vore
- Safety - Brooke Bovard

2i) Old Business

2j) New Business

Governance Review

Jeff wants to know if the group agrees that there is a need to have a Governance review of town documents (i.e., Charter, Ordinances) by creating an ad hoc committee of the Town Assembly (one-time, short-term committee task) and after review make suggestions. An example to updating the Town Charter would be the Avery property, and the Race Mill Rd property which have not been added to the Charter.

Brooke Bovard and Carol DiGiovanni reference Delaware State code stipulates long-term plan is required to annex property to the Village. Carol Larson and Jen Borders referenced CPC Guidance Policy in which it was determined due to the small size of the Village no need for a long-term plan.

Refer to documents listed after minutes.

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k) Good and Welfare

l) Adjourn

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3) Old Advisory Committee Business

Officially, Danny has stepped down as webmaster of the Village website. All thanked Danny for his many years of excellent volunteer website service to the community. Big Thanks by all!

Danny announced that there is a new tech support person by the name of Rob Whitehead (not been formalized as of yet) who will help with website and the technical pieces of computers (i.e., data backup). The procedure to request tech support from Rob will be all communications goes through the Village

secretary (Liz Resko) except for BWVC. For BWVC website, there would be a separate contract and communications goes through BWVC (Chair or manager. Not clear).

Budget for this would come from Admin budget or could go into contingency budget. Going forward, suggest to create a separate line item under Admin.

- 4) New Advisory Committee Business
- 5) Guests Comments and Questions
- 6) Motion to Adjourn 8:56 p.m.

Respectfully Submitted,

Elizabeth Resko,

Village of Arden Town Secretary

Next Advisory Quarterly Meeting is June 7, 2021, 7:30 p.m. at the BWVC or zoom.

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Governance Review Documentation

Carol DiGiovanni sent group

You can read the entire De Code Title 22 Municipalities Chapter 7:

<https://delcode.delaware.gov/title22/c007/index.html>

Carol Larson

I attach the document that shows how a Municipal Strategy (population under 2000) differs from a Comprehensive

Plan. <https://stateplanning.delaware.gov/lup/documents/comprehensive-plan-checklist-guide.pdf>

Jen Borders

At the CPC Guidance Policy Sub-Committee in June of 2020, we determined that a Comprehensive Development Plan was not in order since we are under 2000 in population. However, we also determined that a Municipal Development Strategy is required and should be created by the Village. This will help us in annexations and development. See Minutes of that meeting below.

The checklist found by Carol Larson will be very helpful in creating that and the documents provided by Carol Di. are excellent for context. Thank you both.

Minutes CP Guidance Statement Sub-Committee June 11, 2020 Present: Jennifer Borders, John Schefflen, Carol Larson-- all via Zoom Review of May meeting minutes: John's draft wording attachment was deleted. The current, "Description Guidance Statement Working Draft" was discussed and modified. Item 2. b. of the draft: While it was determined that the State does not require a "Comprehensive Development Plan" since the Village population is under 2000 (<https://stateplanning.delaware.gov/lup/comprehensive-plan.shtml>), a "municipal development strategy" should be created by the Village. It was noted that not much "development" happens in Arden since it is very stable and that the document currently being drafted is a first step to creating such a strategy. We agreed to add in language that reflected the State guidance. Modifications to paragraph 2. b. were discussed. Jennifer drafted the following: b. a zoning, land use, and development strategy that takes into account New Castle County and State regulations as well as Arden community character. For example, this could include considerations of population, housing growth/density, potential expansion of boundaries, development of existing or adjacent areas, redevelopment, leaseholds, abandoned housing policies, parking policies, and common grounds. The word "leaseholds" was discussed since that is the purview of the Trustees. It was decided to leave it in for the moment pending further review. Item 3. c. of the draft: Is continuing oversight by CPC of the Arden Memorial Gardens and the G-Ardeners plot next to the BWVC appropriate? These two things do need to be overseen by an elected Town committee. However, Civic Committee may be the more natural home for these two groups.

Plus, they have a budget and CPC does not. The groups act independently, for the most part, and when they need anything they are usually financed in part by Civic. It was agreed that Jennifer will talk to Barbara Henry about the Memorial Gardens and to Toby Ridings about the G-Ardeners to see if moving them to another committee makes sense. Item 4 of the draft: It was determined that item 4 was duplicative of item # 5 and deleted. The timeline for this drafting process was discussed. It was agreed that after any modifications that the CPC may have during the regular committee meeting, this sub-committee would try to finalize the draft and bring it to the full CPC for final approval at the July meeting. It would then be sent out to all Town committees, the Trustees, and Advisory for feedback. After receiving feedback and making any needed modifications, it is proposed to bring the draft to the September Town Meeting. A goal for final approval was set for the January Town Meeting. The next meeting of the CP Guidance Statement Sub-Committee is Thursday, July 9, 7PM.