

**Advisory Committee**  
**Quarterly Meeting Minutes**  
**January 3, 2022**

Danny Schweers, Advisory Chairman, presented the following Agenda:

**AGENDA:**

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

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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 Report
- 2g) Committee Reports in Z-A Order
- 2i) Old Business
- 2j) New Business
- 2k) Good and Welfare
- 2l) Adjourn

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- 3) Old Advisory Committee Business
    - 3a) Arden Governance Task Force
    - 3b) Formation of new trust to handle Schroeder funds
  - 4) New Advisory Committee Business
    - 4a) March election of officers and committees
    - 4b) Web maintenance
  
    - 4c) Who are officers of Village?

Who sits on Advisory Committee?

- 4d) Elect, appoint, or hire a parliamentarian?
- 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, Jennifer Borders, Deborah Ricard, Beverly Clendening, Simon Hamermesh.

**Guests:** Carol DiGiovanni, Marianne Cinaglia.

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

**AGENDA:**

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

2) **Set Agenda of Next Town Meeting** for January 25, 2022.

- Advisory Committee Report – Nominations for Officers & Committees. Submit nominees to [Advisory@arden.delaware.gov](mailto:Advisory@arden.delaware.gov), Governance Task Force: #1 Motion to expand from 5 to 7 members, #2 Motion Approval of the slate of nominees.
- Community Planning: Vote for proposed preliminary projects for ARPA spending.
- Budget - Fill vacant position.
- Old business - Motion regarding mask mandate requirement for all public Village buildings.
- New business - Definition of “officer”

**Motion to approve Agenda. Unanimously passed.**

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**TYPICAL TOWN MEETING AGENDA:**

2a) Call to Order

2b) Approval of Minutes

2c) Recognize

New: Mike Zazzu, Brandon Scott and Kile Jobson, Mary Kennedy Wong

Departed Residents:

2021: A year in review of those of our friends, neighbors and relatives that we lost:

Ronald William Nair, Milton Isaac, John A. Covert (aka Jack), Nancy S. Covert, Jill Brandner, Sandra J. Hulton, Charles Brodigan, Marjorie Mabrey, Linda Vandever Scott, Dan Williams, Linda Ann Parks, Jennifer Coope Alzner, Erhard “Hardy” F. Hoegger, Peter A. Willis, Lis Downes, Hal E. Goodwin, Jr., Linda Eaton, Rev. Canon James D. Von Dreele, Bill Williams, Ginny Gotides, Sally Hamburger, Laura Rowell, Jane Haggard, Ruth Bean.

2d) Visitors

2e) Reports by Officers and Trustees

- Town Chairman’s Communications Report – Jeff Politis

Jeff welcomes anyone who wants to help organize public meeting for the Schroeder Trust. He believes it should not be him but, if need be, he will organize and move it forward. There is an overall process and that is what needs to be worked out. First step is to present draft for town

review and modify as needed and then hold public meetings about the forming of the trust to put the Schroeder funds into.

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

Officer up for reelection:

Town Chair (Yes)

Advisory (No) Nominee Brooke Bovard

Treasurer (Yes)

Secretary (Yes)

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.

2f) Assessors – Deborah Ricard

2g) Committee Reports in Descending Order.

- Safety – Brooke Bovard (absent)  
Simon Hamermesh representative for Safety;  
Incumbents: Stephen Harcourt (?), John DiGiacoma(?). Need 4 nominee's total.
- Registration – Cecilia Vore  
Incumbents: Dela Bryan(?) Barabara Macklem (no)  
Report on the November referendum, including the post office problem.

Make announcements about Covid procedure for March's elections.

Deadline candidate March Advisory meeting.

Event: Meet the Candidates is scheduled for March 12. (Announce two times: Registration Report and Good & Welfare)

- Playground – Larry Walker

Incumbents Barbara Henry (?), Larry Walker (yes)

Routine inspection made.

Will apply for ARPA funds.

- Forest - Carol Larson

Incumbents: David Jones (?), Beverly Clendening (yes).

Nominees: Lisa Wolfe, Eric Reed.

Report on upcoming Ivy Festival posted in ArdenPage.

On January 15<sup>th</sup> Forest will find out if they will receive grant funds in the amount of \$1,600 from Delaware Invasive Species Council. Schroder funds are not available.

Fence in woods needs to be addressed before installation.

- Community Planning – Jennifer Borders

Incumbents: John Scheflen (Yes), Mark Wood (?).

How town should spend ARPA funds. The application form is on website and the deadline is January 12<sup>th</sup>. These applications will be submitted to the lawyer that the town has engaged to help them vet each project for its eligibility. Hoping to receive a response prior to the town meeting so they have a sense if they should move forward on any one particular project. First public meeting was in November, it was well attended and it was in-person, great ideas were recorded. The second meeting is scheduled for January 6 at 7 via Zoom. Still at preliminary stages of soliciting ideas.

On Postcard: Vote for proposed preliminary projects for ARPA spending.

Cecilia and Community Planning are discussing rank choice voting if there are at least 10 proposals.

- Civic – Steve Benigni.

Incumbents: Steve Benigni (Yes), Carol Larson (?).

Apply for ARPA funds.

- BWVC –Betty O’Regan (Absent)

Danny will reach out to Betty

Incumbents: Debbi Sheiker (?) and Mary Young.

- Budget – Deborah Ricard

Incumbents: Vicki Scott (Yes), David Gerbec (Yes).

Nominees: Bob Erenburg

They will submit a nominee to complete Nick Stalloni’s term.

Postcard: Fill vacant position.

Jeff points out if someone is nominated from the floor, Cecilia and he will have to work out the logistics.

No budget report in January.

- Audit – Cookie Ohlson

Incumbents: Cookie Ohlson (Yes),

- Archives - Lisa Mullinax

Incumbents: Sadie Somerville (?), Elaine Hickey (?)

## 2h) Old Business

Last Town Assembly a face mask mandate presented by Jennifer Borders was tabled due to lost quorum. **Motion** to put under Old Business discussion of a mask mandate and listing it on Agenda Postcard. **Motion approved.** If running

late (9 pm) during the town meeting, a motion to amend agenda to bring it forward. Jennifer sent email after this meeting with the following motion: “I move that individuals ages 2 and up are required to wear a face covering while visiting any indoor business or space open to the public in the Village of Arden. This includes but is not limited to the Buzz Ware Village Center, the Arden Gild Hall, the Oddporium, and the Arden Craft Shop Museum.

There are three exceptions:

1. A child under 2 years of age.
2. A person who is presenting in front of an audience and is properly distanced from the audience.
3. A person with a disability who cannot wear a mask, or cannot safely wear a mask for reasons related to the disability.

This mandate can be rescinded by a vote at a future Town Assembly meeting.

2i) New Business

2j) Good and Welfare

Event: Meet the Candidates is scheduled for March 12. (Announce two times: Registration Report and Good & Welfare).

2k) Adjourn

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### 3) **Old Advisory Committee Business**

3a) Formation Arden Governance Task Force

Jeff referred to the final amended motion that was passed at the September Town Assembly. He focused on the section that reads: Governance Task

Force is made up of 5 residents from the Village including at least one from Community Planning nominated by town chair with consent of Advisory. Jeff is looking for consent from Advisory board for the members lists that he selected with input from Community Planning. If consent is given, it will go to January's Town Assembly.

#### Developing list

He created a list of names of people he thought would be interested, added anyone who self-expressed interest, and asked many to reach out to anyone they knew who would be interested. He did not reach out to everyone on the list. If they were interested, he met with them face to face anywhere from one hour to two hours. He primarily talked about what he thought the committee needed to be made up of, what their interest was in being a part of the task force and to make sure that they understood that this was a real working task force. He emphasized that this is going to be work and it is going to be a lot of work. Things that were under consideration was flexible. As best he could, he wanted a mix of: ages, newbies, people who have been here for a while. The motion asks for five residents. After talking to everyone and gaining an understanding how much more work there was, and most people agreed, it would probably be better to have seven people instead of five. It has been suggested to start work with five, but Jeff's concern was bringing people on after the task force had met and started work: then it's a catch up for them. If you start with seven and someone drops out for whatever reason, still enough people to work. He tried to come up with a group of people with wide variety of thoughts and better to add as much diversity of thought and do it up front.



**Motion #1**

Motion to make a motion at Town Assembly to expand the Governance Task Force from 5 to 7 members. **Motion Approve Unanimously.**

Postcard: list as part of Advisory Report

List of 7 members:

John Scheflen (Community Planning's appointment)

Ray Seigfried (Chairman)

Kate Threefoot

Barbara Malcklem

Lynda Kolski

Beverly Clendening (newbie)

Steve Benigni (newbie)

For members who travel for months it's not a problem as long as they have access to Zoom and they are available for meetings; then they can do their work away from home.

**Motion #2**

a) Motion looking for **consent from Advisory** on his list of nominees: John Scheflen (CP), Ray Seigfried (Chair), Kate Threefoot, Barbara Macklem, Lynda Kolski, Beverly Clendening, Steve Benigni. **Motion Approved Unanimously.**

b) **Motion for Town Assembly: Approval** of the slate of nominees for Governance Task Force.

c) Jeff presented **a motion to Amended agenda** by adding two motions for the Governance Task Force. Motion to amend agenda approved.

3b) Formation of new trust to handle Schroder funds will be posted on website.

#### 4) **New Advisory Committee Business**

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

A year ago, one committee failed to find a sufficient number of nominees. This prompted Danny to rethink if committees need help in finding nominees.

This year, Danny is planning on reaching out to assist and also would like to elicit the Advisory board to also help.

##### 4b) Website Maintenance

Cecilia - Rob Whitehead is the Village IT specialist who is paid hourly on an as needed basis. There is now a web support team that consist of Cecilia (leader), Carol Larson, Jen Borders, Liz Resko. Cecilia sent out to all committee Chairs, and she will resend it, a list of tasks that the web support group can assist/teach/perform for members to clean up their webpage: posting minutes, formatting headlines, etc.

Here are some of the tasks the web support group performed so far. They have posted minutes, cleaned up long lists of posted minutes, fixed password problems and broken links, to name a few tasks.

Rob has renewed the accounts that were about to expire for our hosts. He moved the BWVC website to its own website because the person who was hosting them is no longer available. He set up new electronic calendars by using a software called “jot form” which allows electronic forms to be filled out and submitted from our website. The form will not only transmit the typed in data but also the template of the form. Currently, Trustees have a tree removal

electronic form; and Community Planning has electronic forms for ARPA applications.

If you need help, contact web support group. If they can't fix it or assist you, Cecilia will fill out a job request form and authorized Rob to do so.

Cecilia also has a list called Best Practices. She will also send this to all. An example is Simon's idea about consistent labeling of your files, like posting minutes. All should be standardized with same format naming.

Future goal has to do with document storage. What we need to save for public record, continuity for committees as they change members, and where are we going to save them. A plan is in the works for the group to meet with Rob to select a platform for storage that is secure and user friendly.

Cecilia is requesting committees to perform the following clean-up of their website page:

- Remove old presentation (uses lots of storage space) out of media library.
- Webmail. - Many are having their committee mail forward to their personal email. Those emails are still sitting on the web mail. Please delete old emails. Save any you need to, but the rest please delete. After January 30<sup>th</sup> Cecilia will place an order for Rob to delete all emails that are dated earlier than January 30, 2019.

4c) Who are officers of Village?

Danny read the following:

“Because there is some confusion as to the meaning of the word “officers” in Village documents, the Advisory Committee, wishing to ratify a practice of long standing, makes the following motion to the Town Assembly.

**MOTION:** The word “officers” in Village documents, refers to the Chairs of the Town Assembly and Advisory Committee, the Village Secretary, and the Village Treasurer. Calling them “officers” shall not confer any additional responsibilities on those holding these offices; that is, they shall have only those responsibilities authorized by the town charter or approved by the Town Assembly.”

Marianne Cinaglia - Asks all to refer to the red binder labeled ‘Government Manual’ that she assembled, which consists of all pertinent Arden Government documents. Fifteen (15) copies were provided to the then Chair of each committee and officers. Marianne believes the definition of “officers” is “Anyone who actions are defined by an organization”. Since all elected personnel are elected position of duties in the Charter or the Deed of Trust, the lease or the Town Assembly document, then it seems to Marianne that all elected personnel, committee members included are “officers” by general reaction. Marianne is requesting for example of the word “officers’ in the town documents that already exist.

Carol DiGiovanni believes “you are trying to take something that doesn’t exist and you are trying to make it exist.” She does not know if this is legal. Danny’s understanding is “that it is common in organizations for practices to evolve without authorization of governing authority. The cure for that is to ratify an existing practice”.

Simon Hamermesh asks to enunciate as to what the powers of the officers are. He thought they were “officers” until this motion was presented and now, he realizes that this motion is to generate that power. He asks can you

demonstrate where this is written because he believes it is a valid question that needs to be answered. Two questions: What does it mean to be an “officer” and is it the case that you are not actually an officer?

Beverly Clendening did a “Officer” search on the Village website under Red Book and found the following results: Trustee, Officers & Chairs, Committees and Officers, List of Officers: Town Assembly Chair, Town Secretary, Town Treasurer and Advisory Chair. She asks is this not what is in the Red Book?

Carol is saying there is no documentation that they were ever made officers.

Marianne wants to clarify that she was talking about a government manual that takes out only the official documents that are on that website and puts them together. She believes there is a lot of material in the Red Book that is on the website are “opinions” not based on facts. The Red Book that she assembled titled Government Manual only contain facts according to Marianne. She wants them to understand that there are two different books.

Jennifer Borders – Agrees that there are inconsistencies and that is exactly why the Governance Task Force is being created. Instead of trying to debate and nit-pick n whether there is or is not an official wording needed, Jen suggests to wait for the Governance Task Force to review it and indicate what is or is not needed. A section in the Act to Incorporate under committees of Town Assembly section 6a “The Town Assembly may elect such officials including a Treasurer and such agents, committees and commissioners of the Village which the Town Assembly may deem proper and necessary for the management of the Village”.

Cecilia - In the Charter, it says that anything that is not specifically defined in the Charter may be defined, created, addressed by the Town Assembly. So, the

Town Assembly has the power to take care of this. As long as Cecilia has been a resident, the town has been electing these four positions and addressing them as officers.

Jeffrey - To clarify, there are places where the officers are mentioned. When the Treasurer position was defined (2007 or 2008) a line in the motion read “the Treasurer will act as one of the officers including the town Chair” the town approved this motion and acknowledge Advisory Chair as an officer. Defined as one of the officers of those three officers. This is the official record and Marianne Cinaglia agrees with Jeff. Jeff refers to the Red Book titled Government Manual to tab 4 (Marianne’s binder) which defines town “officers” as being these four officers. Marianne says all the material in her book was taken from the original Red Book.

Jeff to answer Simon’s question. The Trustees were no longer writing the checks and therefore, the Treasurer’s position was formed and now the Officers were the official signatures of the checks. The officer’s authority is only what is given by the Town Assembly and the Charter. When the Pendulum Fund was modified, it specifically mentions duties of the officers to approve the use of the funds with the consent of the town meeting. Same with the vacant housing funds; it lists officers to approve them. They are not in the historical documents. They are motions throughout the Town Assembly referring to the officers and clearly referring to the officers of those four positions. He understands that people cannot find the exact document that says this or that. It is riddled in our history that the town officers are defined by these three and now fourth officers’ position in 2007 when the Treasurer position was approved. Even though it is already defined in his mind, Jeff still supports the Definition of “officer” motion to be presented to the Town Assembly and let the Town Assembly decide once and for all. Already defined

in Red Book, at least one document in Treasurer's motion, and as a group, title "officers" in multiple policies set at the Town Assembly.

**Motion** was presented by Danny to present a Motion to Town Assembly and have Advisory present it under New Business: Definition of "officer". Raised hands 5 yeas 4 nays & 2 abstained. Motion is Approved. (For the record 1 officer voted yes, 1 officer No and 2 officers abstained). **Motion Approved.**

Danny suggests to separate the Parliamentary position from the Advisory Chair Position. Elizabeth Varley suggest that this would be better served by the Governance Task Force.

#### 5) **Guests Comments and Questions**

Marianne spoke to a professor at the University about providing organization to the Governance Task Force. They would be willing to host a session and talk about how to organize discussions about government issues. Jeffrey likes the idea and says once the Governance Task Force is formed, he encourages that they pull all the outside resources they can. If there are experts who are willing to help, Jeff encourages to take advantage of it.

#### 6) **Adjourn** 10:03 P.M.

Respectfully submitted,  
Elizabeth Resko,  
Village Secretary