

Village of Arden, Governance Task Force

Meeting Minutes: February 24, 2022

Attendance:

Committee members: Ray Seigfried (Chair), John Scheflen, Barbara Macklem, Lynda Kolski, Beverly Clendening, Steve Benigni. Absent Kate Threefoot
No guest attendees

The meeting was called to order at 7:45

New Business

1. Review of documents

A. Motions creating and defining the GTF

Resolution Passed by Town Assembly 9/27/21 to create a Governance Task Force

General

The Village of Arden Town Assembly is creating the Governance Task Force (GTF) to review and suggest changes to the Village of Arden's Governing documents including the Town Charter, ordinances, policies, and motions. The Governance Task Force shall conduct this review with the assistance of the Arden Committees, town residents, the Village attorney, and other parties they deem helpful. The GTF will work with Town committees that enforce ordinances to determine the need for potential updates. The GTF shall meet at least monthly and report their work at the quarterly Town Meetings.

Purpose

1. The Arden Charter and Town Committee structure have remained largely unchanged since their creation during the 1960's and 1970's. Since then, new ordinances and policies have continued to be added, edited and re-interpreted. Inconsistencies can create non-compliance with governing documents, confusion, piece-meal corrections and "work-arounds" to assure compliance.
2. In addition, today we live in an environment much different than just ten years ago. Given these challenges, it is time to evaluate our governing process and assure that we are living up to the community goals that we have set for ourselves as well as to evaluate our governing process against others throughout the state.

Governance Task Force Formation

*The GTF will be made up of five (5) residents of the Village of Arden, * including at least one from the Community Planning Committee, nominated by the Town Chair with*

consent of the Advisory Committee. The Town Assembly will approve the final members of the Task Force.

Topics for the GTF to consider include but are not limited to:

1. Village boundaries
2. Budget process and timeline
3. Voting

Output

The Task Force will present its findings within one year of its formation to the Town Assembly. A second year may be granted by the Town Assembly if needed. At its discretion, the Town Assembly will enact the recommendations of the Governance Task Force.

B. Resolutions passed by Town Assembly 1/24/22

The Advisory Committee asks the Town Assembly to amend the motion creating the Governance Task Force, the motion it approved at the September meeting of the Town Assembly, striking the words “five (5) residents” and replacing those words with “seven (7) residents”.

Approval of the slate of nominees for Governance Task Force. John Scheflen (CP), Ray Seigfried (Chair), Kate Threefoot, Barbara Macklem, Lynda Kolski, Beverly Clendening, Steve Benigni

The GTF [Government Task Force] shall conduct four (4) public meetings each year during the months of January, March, June and September which shall be open to all residents, Trustees and leaseholders of the Village. The GTF shall fix rules and regulations for the conduct of the meetings, provided that reasonable opportunity shall be afforded to all persons entitled to notice thereof to be heard at such meetings.

2. Rules and regulations for the conduct of the meetings

- The meeting will be ordered and adjourned by the chair or subtask force chair. The chair or sub chair will manage the operation of the meeting.
- A quorum for the GTF will be four members.
- The GTF will approve recommendations by majority vote.
- Every meeting will be posted on the web page at least seven days before the meeting. The notice will include the agenda, date, time, and location of the meeting. If the meeting is conducted by ZOOM then the link, ID, passcode and phone # will be shared.

- The GTF minutes will be maintained and, once approved, will be posted on the webpage.
- All meetings are open to the public. The chair will arrange for public comments at the end of each meeting. Given the work of the task force and the limited time to achieve such work attending public are asked to hold their comments until the end of the meeting reserved for public comment.
- Special public meetings will be held during the months of March, June, September 2022, and January 2023. These meetings will be dedicated for the public to provide comments. This first public meeting will be held on March 22 at 7:30 PM at the Buzz Ware Village Center.

3. GTF Structure

The overall structure of the GTF will be a function of two subtask forces and our general Task Force meeting. The entire Task Force will meet once each month and will have the opportunity to listen and comment on each sub-committee report. In between each GTF meeting, the two subcommittees will meet to do their work and report back to the full committee. Finally, recommendations to Town Assembly will be made by the full committee.

A. Sub-task force on ordinance, resolution, policy, motions, and procedures

Members: John Scheflen (Chair), Kate Threefoot, Beverly Clendening

Purpose

- Clearly define each governing legislation action
- Define each piece of legislation enacted by Arden and its appropriate application.
- Who can move to enact such legislation?
- When can someone move to enact this legislation?
- What is the process to approve the legislation?
- How can the legislation be modified, changed, or deleted?

B. Sub-task force on State Charter

Members: Ray Seigfried (Chair), Steve Benigni, Lynda Kolski, Barbara Macklem

Purpose

- To review the charter and recommend changes.

4. Meeting Schedule

Meeting of the whole GTF will be held on the 3rd Thursday of each month at 7:30 PM with the exception of March 2022. The March meeting will be held on the 31st (the 5th Thursday) to give the sub-task forces adequate time to meet.

5. Questions and comments from task force members

- a. *Can there be cross-over between sub-task forces? Can sub-task force members sit in on other sub-task force meeting?*

GTF members can participate in any sub-task force meeting but this may be redundant as each sub-task force will report to the full GTF at the monthly meeting and there will be opportunity for discussion and questions at this time.

- b. *Do rules on posting times and location of task force meeting hold for sub task force meeting?*

Yes.

- c. *What are the boundaries of our task?* This is defined by the GTF but we want to avoid getting lost in the minutia; we are striving to review the charter, policies, ordinances, etc. as a whole with a view of the big picture.

- d. *What is the hierarchy of the governance structure: charter, policies, ordinances, etc? How do all the pieces work together?* This will be task of the sub-task force on ordinance, resolution, policy, motions, and procedures.

Meeting was adjourned at 8:12.