

Arden Advisory Quarterly Meeting Minutes
June 6, 2022

Attendance: Sachin Puranik, Jeffrey Politis, Skip Bailey, Elizabeth Varley, Simon Hamermesh, Cecilia Vore, Larry Walker, Carol Larson, Bev Clendening, Steve Benigni, Betty O’Regan, Deborah Ricard, Lisa Mullinax, Ray Seigfried, Jennifer Borders.

Absent: Helen Ohlson

Advisory Chair, Sachin Puranik, convened meeting at 7:34. p.m.

Motion to Approve Agenda for September 27, 2022 Town Assembly: (Accepted Unanimously)

- Treasurer’s Report - Review Financial Policies
- Advisory - Possible Motion regarding relationship with Fidelity bank.
- Assessors - Present Final Assessment Report
- Safety - Motion to approve DolDot’s plan for Harvey Rd & Orleans Rd.
- Playground Committee - Motion to fill vacancy position
- Forests Committee - Motion to fill vacancy position
- Old Business - Schroeder Trust Discussion

Departed Residents: Elaine Carolyn Parcels Fryer, Katherine Satinover, Marge Roberts, John Conner, Judy Morris Armstrong, Roy Jackson. Will write a brief comment.

Treasurer’s Report - Skip Bailey

Financial Policies

Will review Financial Policies. It's mainly a point of reminder. A projector will be set up. At a minimum, Skip will read each policy title.

Possible Motion

Jeff Politis, Town Chair, and Skip Bailey, Treasurer, are listed as holders on the Fidelity Account by name not by town position/title. In the event both should die at the same time, it goes to probate. Meaning there is no beneficiary. Fidelity financial advisor suggests to present a motion that would state the relationship with the ` . specifications of compliance when reporting at end of process. Jennifer, Jeffrey and Skip will meet to discuss further on this. In the meantime, if committees are ready for funds, go ahead and request them because they do not want to hold things up.

Assessors- Deborah Ricard

Present Final Assessment Report

Committee Reports will be presented in descending order

Safety – Simon Hamermesh

Motion to acknowledge and accept the plans from DelDot to install an ADA compliant curb at Harvey Rd & Orleans Rd and to accept ownership after it is installed. Simon will send written motion to Town Secretary, and he will post it to the Village website home page & Safety Committees website page. Jeff will send out an email blast before June Town Assembly.

Playground – No Chairman at this time

Larry Walker commented on the following:

Need to convene a meeting and formally elect a Chair ASAP. Sachin Puranik will be resigning from the Playground Committee and a motion to fill his vacant position will be presented.

Forest – Co-Chairs: Carol Larson & Bev Clendening

Motion to fill a vacant position.

Archives- Lisa Mullinax

Archive will take care of beverages and snacks for the June Town Assembly.

Governance Task Force - Ray Seigfried

GTF will report on a \$15,000 retainer to identify specialist firm that has helped other local governments in making changes to their Charters. They have scheduled a public meeting in June.

Old Business - Schroeder Trust Discussion

The goal is to try to mesh the desires of the town into some wording to construct the Schroeder Trust. They want to craft a document that reflects compromising views. There appears to be a lack of understanding as to how the trust will work, what does it do, etc. That was why they held two open question and answer public meetings with the town attorney, but few attended. Marianne Cinaglia created a circle diagram to help visually understand the trust and its workings. Jeff Politis will include it in the email blast and provide it for the town meeting. Next public meeting is scheduled for June 8. Skip will present it under Old Business.

New Advisory Committee Business

- Cecilia - Web support team, a.k.a SWAT team.

e-mails

They want to make sure that all committees are using arden.delaware.gov. When there is town business, reply from gov email.

- Post minutes on website.

A committee member should be selected to be in charge of posting committee minutes and any information they want on their webpage.

Simon offered to assist with posting/editing website and the SWAT team is there to train and provide support. A list of reference for Word Press tutorials will be provided soon.

- Cloud storage for the Village

Jeff and Rob have been researching cloud storage services for Village documents. Right now, a lot of the town documents are on individual committee members' personal computers that need to be moved over to town archives and also be accessible to committees. They need the storage to be user friendly, keep expense low, have sufficient data storage, security, etc. In the long run, Jeff would like to go beyond a backup on line and move more towards a file sharing; committees can share, and between committees can share. There would be a few administrators, one of the administrators is the secretary who has oversight of all documents and would have access to all documents.

- Gild Hall Town Meeting

Normally, the Gild Hall is automatically reserved for Town Meetings, but since Covid, it might be best to contact the Arden Club and reserve it. Last meeting a motion was approved to hold all town meeting in- person.

- Hybrid Advisory meeting

Many committees are holding remote monthly meetings because they like it, it's convenient and manageable due to their small size. By posting their zoom sign-in information on their web page, it meets FOIA requirement for public accessibility. Even though there is nothing in the By-laws saying they have to hold meetings in-person, Jeff prefers in-person because he believes the quality of the meeting is more satisfying. Nonetheless, he understands if someone cannot attend due to health, vacation, business, then Zoom is fine. Since Advisory is larger in attendance than the committees and there is concern about technical manageability, they agreed to have a hybrid for September Advisory meeting with a discussion following to see how it went. Strongly suggest if you can make it, to attend in-person.

- Uninsured sub-contractors & Village Liability

Independence Insurance of America says there is more flexibility for committees in hiring practices for individual to perform odd, small jobs (leaf removal, raking, etc.) and by so doing will not put the Village in a liability/risk position.

The “uninsured sub-contractor” who performs small jobs who are not town employees, who do not have insurance liability certificates and the job might be a one-time event rather than hourly are insured by the Village. From an insurance point of view, the uninsured individual is treated as if they were an employee. If they get hurt, the Village Workman Compensation Insurance will cover the injury. If they do damage, it is the Village liability that covers damage. If they did something that was negligent that was outside of the contracted

terms/activity, that is not covered. In essence, the liability to the town is no more than if they were an employee.

- o Rosh Hashanah, the High Holy Days, will occur during the September 27, 2022 Town Assembly.

All agree that it is a courtesy to many in the Village for the board to try to come up with a solution because they believe it would be bad form for a government body to hold a meeting during a religious holiday.

The good news is there is an opportunity to plan three months ahead. The importance is to inform all about the upcoming rescheduling and how it will work.

Potential Solutions:

If they have to hold the September Town Assembly meeting as scheduled, the Charter clearly states that if the Town Chair can't run the meeting, then the Advisory Chair would run the meeting.

Town Assembly dates are set in the Charter. The Advisory Committee cannot change it. In order to change date, need to notify all and convene Town Assembly meeting in which a motion will be presented to reconvene. First order of business is to suspend meeting until the designated date in which they reconvened. Since the holiday ends on Tuesday, then the meeting would have to be rescheduled for the following Monday, October 3. September is when the budget referendum is approved. The timetable is set on when the Town Assembly is meeting; therefore, it is moveable. It could be announced in Jeff's Communications Report but probably should be in Advisory's Report, TBD. The report will say something to the effect that they noticed this, they are working on a plan and the likely plan is to move the meeting to October 3rd. There will be more as to when it will happen.

Motion to adjourn

Respectfully submitted,

Elizabeth Resko,

Village Secretary