

GTF Meeting Minutes Thursday, June 22, 2023

Attendees: Ray Seigfried, John Scheflen, Lynda Kolski, Barbara Macklem, Steve Benigni, Kate Threefoot, Bev Clendening

The meeting called to order by Ray at 7:34

By-laws

Review of changes related to the 1957 by-laws discussed at the meeting of June 15.

- Charter Section 5(b) add at the end: "The business of the special meeting shall be the confined to the subject mentioned in the call."
- Add between current 5(e) and 5(f), the following statement: "A referendum shall be held as noted in the Charter or by a majority vote by the town assembly."
- Add a new section, before the current Section 16. Section 15: Amendments "Changes to the charter shall be approved by referendum before being presented to the State Assembly."

The By-laws subcommittee recommends that the by-law will be repealed. Items from by-laws Section 5 and 6 should be re-written as a policy.

John shared a draft of a statement concerning the 1957 By-laws. See Appendix A. This document may need to be revised for clarity. The Sub-committee will work on this. This document contains recommendation for how the by-laws should be handled and the subcommittee recommends that it be presented along with a new policy to cover Sections 5 and 6 of these by laws. John also shared a draft policy on the "Conduct of Town Meeting." This Policy is attached in Appendix B with suggested changes.

Ordinances, Policies and Procedures

A document written by John summarizing the definitions and the Ordinance and Policies sub-TF recommendations was presented. This document is intended to serve as an introduction to Ordinances, Policies and Procedures. Paragraph 4, last sentence needs to be changed to agree with change to the Charter suggested by this committee. [Change "two consecutive meetings" to "two consecutive meeting, whether regular or special."] All but the first sentence of the third paragraph dealing with fines and penalties will be deleted because the GTF will be recommending significant changes to this part of the Charter. Recommendation 1 regarding proposed committee review of motions to add, revise or repeal an ordinance was discussed at length. There were numerous suggestions about how this might be implemented, including:

- require that motions on Ordinances be presented to the Advisory committee with possible further referral to a committee.
- add language to the charter that states that motions to add, revise or repeal ordinances must appear on the agenda for the meeting at which they will be read for the first time.
- create a policy dealing with the process of making changes to ordinances.

Ray requested that the sub-TF should work on this document before the next meeting. He suggested that the document begin with the definitions and then list the recommendations for policies have to do with each category: ordinance, policy etc.

Ordinance #1 and #2: John's final recommendation for these 2 ordinances is to repeal. A question was raised about the speed limit. County Motor vehicle code sets the speed limit at 25 mph on neighborhood streets. It is possible to get an exception to this if an engineering study is done. We have 20 MPH speed limits. It is not clear whether Arden has an exception to County code for this. Ray will check this.

Ordinance #3 is complete.

Ordinance #4: no change suggested. Recommend that Forest and Civic Committee do what the ordinance says they will do. Ordinance #12 is the same as Ordinance #4; get rid of it.

Ordinance #5: recommendation to repeal. NCC ordinance is better than Arden's and will replace our ordinance.

Ordinance #6 revise to update the excavation permit.

Ordinance #7 recommend to. repeal and follow County Code. The issue of fireworks was raised. A clause could be added to Ordinance #4 to restrict the use of fireworks.

Ordinance #8-10 repeal all.

Ray met with Budget Committee, Auditors, Trustees about the difference in timing between when the land rent is set, when the budget is set, when we collect land rent and when school taxes, etc. are due. Ray created a table to show the time frame for assessment, budget, fiscal year, school and county taxes. 80% of land rent goes to school and county taxes. If taxes are increased this happens in the middle of our fiscal year. We have the prudent reserve and contingency funds to deal with this but this might be better to fix the disconnect between Arden and County fiscal year. Ray suggests that the timelines for budget and assessment be taken out of Charter and putting it into an ordinance so it can be changed easier.

Meeting in July

Ordinances 11, 13, 14 and 15

Finish Policies, resolutions

Charter Sections 6-9

Discussion about Budget

Change schedule July 20 meeting to July 13

Meeting adjourned at 9:41

Appendix A: By-Laws (presented by John Scheflen)

BY-LAWS

The Governance Task Force has been provided with several sets of By-laws for the Village of Arden. We have assumed that the 1957 By-Laws, which are the most comprehensive and most recent and which were brought forward by the savings clause of the 1968 Act of Reincorporation, are the current By-Laws.

All of the provisions of the 1957 By –Laws are included in the Charter of the Village of Aden as proposed to be amended by the Governance Committee, except Article V- Rules of Order and Article VI – Order of Business.

The Governance Task Force recommends that the By-Laws be repealed and that Article V and Article VI be included in a new Policy on the conduct of meetings of the Town Assembly. A proposed policy is attached.

The repeal of the By Laws requires the approval of residents voting at a Town meeting followed by a referendum vote of a majority of residents. The adoption of a policy for conduct of meetings requires approval of a majority of residents voting at a Town Assembly.

Appendix B:

VILLAGE OF ADEN CONDUCT OF TOWN MEETINGS

This Policy governs the conduct of meetings of the Town Assembly. It supplements the provisions of the Charter relating to meetings of the Town Assembly.

Rules of Order

All meetings of the Town Assembly shall be governed by the rules of parliamentary practice according to the most recent Robert's Manual.

No person shall speak twice on the same motion while another who has not spoken desires to be heard.

Upon request, any question shall be decided by rising vote.

A vote by secret ballot shall be taken on any question if requested by a qualified resident who is present and voting except that, upon such a request being made, this rule may be suspended by a two-thirds voter of the registered voters present and voting.

Order of Business

The order of business at regular meetings of the Town Assembly shall be as follows:

1. Call to Order
2. Approval of minutes
3. New Residents
4. Recognition of the Departed
5. Introduction of Guests
6. Report of Officers and Trustees
7. Committees Reports
8. Old Business
9. New business
10. Good and Welfare of Arden
11. Adjournment