

Coordinating Committee Agenda

9/4/24

1. Call to order at 7:06pm
2. May [Minutes](#) approval
3. Elected Officials Retreat follow-up
 - o [FOIA Compliance Committee Checklist](#)
4. Officer and committee updates
 - o Goals, issues, successes
 - o Volunteer events
 - o Policy or ordinance update recommendations in the works

Environment

- o Went over details of August 14th meeting
- o Tree permits- new procedure on Ardencroft website. Download a tree removal permit from the Ardencroft website, <https://ardencroft.delaware.gov/tree-removal-permits/>. Send an email to Environment@ardencroft.delaware.gov and notify us that you have a tree removal permit request. A representative from the Environment Committee will visit your leasehold to review the tree in question and give approval. A signed copy of the tree permit will be returned to you and a copy kept on file by the Environment Committee. Scott Bowers and Kevin Nemeth will be taking the lead on tree permits.
- o John Wendroth will take the lead on the TEDI tree planting. John, Scott, Lisa and Ben will meet in the next few weeks to identify areas where trees are going to be planted and determine next steps for clearing those areas of multiflora rose and other invasives. Jeannie Stith and Lisa Surbrook will work on planning a volunteer event to assist with clearing and planting.
- o Scott Bowers and Lisa Surbrook will take the lead on determining plans for clearing invasive plants, plans for the future of this area, tree watering and possible grants to transform this area.
- o Kevin Nemeth and Lisa Surbrook will take the lead on the Vegetation Survey and coordinate with Will Ryan and Ben Gruswitz to determine project status and schedule.
- o Events: Jeannie Stith and Lisa Surbrook will take the lead on event planning. Events for 2024/2025 include: TEDI Tree area clearing/planting (Fall 2024), Earth Day Clean UP and Arbor Day Celebration (April 2025), Invasive Plant Clearings (Winter 2024, Spring 2025), Wood Walks (Spring 2025 and Fall 2025).
- o New Business: Creek Health – this is a new topic to discuss and determine if there are state resources to have the creek tested. Kevin Nemeth will do some more research.

Finance

- o Lorna had shared with Ben the desire for an ordinance for parking on Willow Way [something Safety can draft]
- o Finance Committee is pursuing transparency with the Ardencroft Association

Registration

- o Will share election report regarding numbers, process, etc. at the September meeting

- Are lawn signs in the purview of the Registration Committee? (Linda has been putting them out, but that doesn't mean it's the job of the Registration Committee.)

Public Works

- Boy Scout Bridge is almost completely rotted but has been repaired
- Waiting on funding for capital improvements
- Tributary has popped up from a tree falling over. Chris Raia proposed a simple service bridge but now PW might use stone to elevate that area instead.
- Culvert repair at the end of Beech Lane to repair a runoff spot
- Paving and potholes: solicited from two vendors scenarios from patching potholes to cut-and-fill of all failed surfaces to complete repaving of April Lane cul-de-sac and Evergreen. Both have more than 50% failure. Peninsula Paving was responsive and competitive for the most comprehensive scenarios. PP then increased the price by \$10,000. Still significantly less than our previous paving company. Will work with Ben and Don. We get some money each year for Municipal Street Aid, so we do have about \$50,000. We get less each year for this. This decision can be extended further to see if there's matching funds.

Safety

- [See "Finance Committee" above.] Suggested ordinance for parking on Willow Way (residents and non-residents)
- Discussion of recent dog issues. Sent letters to owners. Google form created to make a complaint to the Safety Committee. Third parties cannot make the complaint, so residents must report it if they see it. The website can direct residents to report. Suggested ordinance for fines.
- The Committee is currently 2 people due to a resignation, so we can wait until the Committee is at 3 people again.

Treasurer

- Will meet with the Finance Committee. Don will "show and tell" what he does so Finance can oversee it. They will also discuss the role they have taken on for the Assessors, including a formula for determining land rent and the stipulation that 2 public meetings per year must be held to accommodate that.

Secretary

- Postcards will be sent out to remind residents of our Sept 16 meeting
- We'll set up an opt-in/opt-out for paperless information.

Chair

- See below

5. New and noteworthy topics

- Village Meeting Lawn Signs
 - Chris Raia designed new lawn signs
 - Ben purchased 10 signs
 - Linda Toman will distribute to volunteers to put out before the September meeting
- Village website
 - Ben went through the website to show everyone what's on there.
 - Free email addresses for each Committee that each committee member will receive an email if used

- Committees should think about what content they want on their page on the website.
- We can link to initiatives and resources, etc. throughout the website.
- We'll discuss it quickly at the September meeting in the secretary's report
- Ardencroft Association still needs to take away content and link to new content on the Ardencroft website
- New special committees
 - Aging in Place
 - Sam Cocca will chair this
 - Three Ardens
 - Transmission Lines
 - Ben is the contact for this
 - Met with our attorney Ted to figure out how to manage the Delmarva tower situation
 - Anniversary Committee (update)
 - Dan Rubin will chair it. Kathleen Jost had to step down.
- St. Edmond's signs
 - Letter of support to reduce speed limit sign (along with Marini's Produce)
 - Seeking variance for new signs at their entrances close to the road [Ben showed a rendering]
- Budget and ballot process
 - Committees should be nominating people, finding people to run for available positions
 - Committees should be helping with budget drafts when it comes to their own needs
 - In the past, we did a March draft and May vote. Now we have 4 meetings a year, with a gap of February to May. We can put out a draft of the budget on the website and seek public comment ahead of time [without having it ready in February]. This would potentially call for another Coordinating Committee meeting between February and May.
- Town Manager position concept
 - Discussion of paid position among the three Ardens—compliance, contracts, etc. needed to be attended to. Someone can be paid to attend to these details.

- Arden is putting this forth in their budget process. If it moves forward, we can look into that.
 - This would make the Chair position and other positions more manageable
 - It would mean more land rent but also it could be funded differently if we're able to get more grants, etc.
6. New/Unfinished business topics to manage management
- Safety vacancy vote
 - Ben asked Vaughn Byarm if he's still interested. Vaughn came in 3rd in the last election. We would hold a vote and he would serve the remainder of Tiffany's term.
 - [ORPT Grant resolution](#)
 - We're applying for this. Due date is the same as Sept. Village Assembly
 - Different projects outlined for revitalizing the Village
 - Need to hold a vote at the meeting that the Village supports it and it will be taken on by Public Works. Vote will be an addendum to the submission draft.
 - Transmission lines
 - Seek approval from the Village to send a letter and "[story map](#)" requesting relocation study. Looking at feasibility of moving lines out of ArdenCROFT entirely and onto CSX tracks. Ardentown is seeking this as well.
 - [Draft ordinance](#) establishing new infrastructure ban and existing infrastructure impact free
 - Hoping both of these efforts will convince Delmarva that we are a lot to deal with, and they should seek other options
 - Question: the proposed lines double back to get to the substation. Is the second set of lines actually needed?
 - Empowered Committees in ordinances
 - Need to change Tree Removal ordinance to give Environment Committee leasehold jurisdiction
 - Temporary exception resolution and permanent Enviro responsibility
 - Opportunity to take all empowered committees assignments out of ordinances and just keep a [list](#) of who to go to for these functions.
 - This would allow us to modify as needed without new ordinances each time



- These specific tasks can also be listed on our website
- Parking and dogs being on leashes can be tabled till November
 - Executive Session (8:25pm-8:35pm)
 - Other items
 - Ardentown is sending the link to the [story map](#) ahead of their meeting. Should we do the same? We'll share if they do.
- Adjourned at 8:37pm

Respectfully submitted,

Jennifer Abernethy

Village Secretary