

Coordinating Committee Minutes

11/6/24 [Virtual Meeting]

Those in attendance: Ben Gruswitz, Jenn Abernethy, Jeff Tindall, Chris Raia, Linda Toman, Lisa Surbrook, Ken Rosenberg, Don Lipari

1. Call to Order and Minutes Approval: The meeting began at 7:15pm due to technical issues. The September 2024 meeting minutes were approved unanimously.
2. Officer and committee updates
 - a. Environment Committee: Lisa Surbrook reported. The tree planting event is on Saturday, November 9 from 10:00AM - 2:00PM. The trees were delivered this morning (11/6). Davey Tree will be planting their portion of the trees tomorrow (11/7) and Friday (11/8). Lisa will be with them for portions of those days. Lisa is currently discussing a Forest Stewardship Policy with Ben. The policy is meant to exempt us from County ordinance related to outside storage of debris, as brought up at the September Village Assembly meeting. Ben recommends that we re-visit this ordinance after the November Village Assembly meeting, after the Environment Committee has more time to review it in preparation for an Ordinance proposal. Arden has one now that we can draw from, but there is nothing listed on the Ardentown site.
 - b. Finance Committee- Ken Rosenberg reported on behalf of Lorna Lee. The most recent meeting was on October 23, 2024. There was a minor correction to the September 18, 2024 minutes at that meeting [the spelling of a member's name]. There was no unfinished business. The new business discussed was an external audit of Village Assembly finances. The Finance Committee is investigating CPAs and getting some quotes to propose to the Village during the 2025 Budget Meeting. At the meeting, there was a public hearing of rental values of lands in ArdenCROFT. The two directors there provided valuable insight. The Committee recommends to the Directors that there be no change to: 1. the current land rent rates; 2. the current structure of charging a flat rate for all properties, regardless of location; and the current discounted rate for properties greater than 10,000 square feet. If the County reassessment results in an overall tax increase then it may be prudent to raise the land rent rates. The next meeting is scheduled for March 19, 2025.

- c. Public Works Committee- [7:54pm - end of meeting] Chris Raia reported. Public Works met on October 15 with four existing business items: the rotted Rocky Walk Bridge, the water running across Rocky Walk, a pothole, and drainage next to Greenbriar Path. Two new business items were sign overgrowth at Upper Greenbriar and Councilman John Cartier offered to aid Village infrastructure at the last Village Assembly meeting. There is a money problem with our bridges. We need to replace Rocky Walk immediately. There will be one more meeting about what to do with the Curtis Bridge. The top boards have been popping off of it in the last month. The way to go is for Ben and Don and Chris to sit down and review what we have for funding and what avenues we might have to rectify those two items first. Public Works has also paused the paving and potholes. We had gotten good prices on tarmac work but there was an additional 10% or so added once the company came up and walked the job with Wayne. The addition wipes out our MSA funds. Do we want to do a quick cut and patch or do we want to get this work done? There is a lot of spider webbing and failures at different areas of the Village. Ben mentioned a grant that we've applied for as well as potential contributions from local politicians. If we get that raise, that might help with this money issue. Chris reported that we will have to renew or solicit quotes for the Curtis Bridge. The structure of it was not in the original quote. Ben noted that we need to obligate some of our funds toward these projects by the end of the year by December 31, 2024 for ARPA funds, which dictates a timeline for more quotes. We won't hear about the ORBT Grant until the New Year, so we can assign funds to certain projects and get contracts contingent upon what we'll be able to complete with and without the ORBT Grant. Ben has a comprehensive spreadsheet of initiatives that the Committee can refer to. Further discussion ensued regarding the projects, seeking grants, seeking funds, and seeking quotes.
- d. Registration Committee: Linda Toman reported. She will get the yard signs out on Tuesday, November 12. There are two new residents in ArdenCROFT in the old Borsello residence. Linda will deliver those packets tomorrow (11/7). Chris Raia reported that there is a new owner near him on April Lane, but the owner does not seem to have moved in yet. If anyone knows of any new residents that Registration might not know of, let Linda know.
- e. Safety Committee: Ben reported on behalf of official Safety Chair Jeff Tindall. There are potential updates on ordinances for the leash law and

overnight street parking. Those ordinances have been discussed, in part, but we're not sure if that will be New Business in November at this time. Jeff Tindall then reported that the Safety Committee discussed blocking off one side of the road on West Greenbriar Rd. during the next Arden Fair. The Safety Committee acclimated a new member, Vaughn Byarm, at their recent meeting.

- f. Treasurer: Don Lipari reported. No big changes. Don called in a message to Evergreen regarding a message they sent to Ben. He's waiting for a response from them. Things seem to be okay regarding this message.
- g. Secretary: Jenn Abernethy reported. A goal moving forward is for Committees to use the ArdenCROFT logo, colors, and fonts for agendas and meeting minutes. Jenn will put templates in Committees' Google Drive folders as well as email templates to Committees. They're called "Committee Meeting template" and "Committee Agenda template." She'll also send a checklist to remind everyone of FOIA compliance, if that's helpful for you. Jenn reminded Committees to send agendas at least one week in advance so she can post them on two different websites and two bulletin boards. Meeting minutes should be sent approximately one week afterward, if not earlier. We're getting to a really good place with FOIA compliance and communication. Please also forward Committee reports in advance of the ArdenCROFT Village Assembly meetings to Jenn. This helps with timeliness of the minutes in general. Jenn asked if everyone and their partners would be willing to go paperless, and everyone in attendance agreed.
- h. Chair: Ben Gruswitz reported. With four meetings a year now, Committees should have an idea about budget needs, committee openings, etc at the Village Assembly meeting in February 2025. We could encourage people to put their names forward as candidates for Committees at the February meeting as well. Ideally, we can give residents an idea of what our Committees do and what a member would take on if elected. Candidates can have a statement of why they're interested in that position when they're running. Committees can finalize a draft budget and ballot in March 2025 to be posted on the Village website with public comment available for thirty or so days. Ben will sketch out what that is and send reminders in January about starting the process. We would add a Coordinating Committee meeting at some point to help prepare for that. Jeffrey Politis is meeting with a group soon to draft a town manager position for Arden, a proposal that ArdenCROFT might consider as a part-time position. Ben will update



everyone on that. Ben has not sent the letter to Delmarva about asking them to change the location of their lines but will do so now that the election is over and local politicians are more able to assist now that campaigns and elections are over.

3. Upcoming Village Assembly meeting agenda topics and management
 - a. There might not be much, if any, New Business. The Poultry Committee has not communicated anything to Ben about the meeting.
 - b. The 75th Anniversary/Park Dedication Special Committee will include a recommendation in their report, but we do not have information from the County yet to propose an Ordinance to designate our parks to be recognized by the County and the State rather than a parcel owned by the Ardencroft Association.
4. Executive Session: 7:48 - 7:53pm
5. [Public Works report between the Executive Session and Adjournment. Refer to 1D above under "Officer and committee updates."]
6. Adjournment: The meeting adjourned at 8:16pm

Respectfully submitted,

Jenn Abernethy

Village Assembly Secretary