

**Regular Meeting
Town of Preston
October 6, 2014**

The regular meeting was called to order by Commissioner Doug VanDerveer at 7:00 p.m. Also present was Commissioners Jerry Stallings, Nelson Anderson, Gary Waltemeyer and Robin Wooters, and Town Manager Stacey Pindell and Town Attorney Walter Palmer. Attendance: Andrew Sharp, Star Dem, JoAnn Hunley, Russell Dukes PVFC and Bob Lorenz.

Gary made a motion to approve the minutes of the previous meeting minutes as presented, seconded by Jerry and unanimously approved.

Police Report: Jerry read the police report for September 2014:

- 125 hours assigned with a total of 25 assignments
- 119 calls for service
- 4 reports taken
- 68 traffic stops
- 94 traffic violations – 21 citations and 71 warnings – 2 SEROS – 2 must appear
- 2 arrest

The Commissioners did agree to have extra coverage for Halloween and the night before, and Sheriff's Department has been informed.

Public Works Report: Nelson read the Public Works Report for September 2014:

- Had pumped 2,196,500 gallons of water.
- Had discharged 638,721 gallons of wastewater.
- Had continued to install our supply of new meters.
- Had repaired a main valve at the end Noble Ave and put it back in service.
- Had repaired our garage door at the shop again. It may need replacing in the future.
- Had a state inspection of our water tower, water wells and treatment plant. It seemed to go well but, I haven't received the report yet.
- Did our sampling for lead and copper in town. We took 10 samples and lead was not detected in any of the samples. We did find trace amounts of copper in 8 of the samples. The amount was so small that no action is required to remove it.
- Cleaned the manhole just before the lagoon. We also cleaned the inflow sensor.
- Had shut down the sewer plant for cleaning. We pumped down and swept both contact chambers and the discharge tank.
- Had shut off the water to a home on Main St. that had a fire.
- Had repaired water leaks at 125 Sunset, 136 Lednum and 3690 Choptank.
- Had also read all the meters in Town.
- Had continued to cut grass and spray weeds.

Administrative Report: Stacey submitted the following report for September 2014:

- Prepared and mailed water bills
- Responded to phone/visitor inquiries
- Completed additional paperwork for annual audit
- Prepared and printed newsletter for mailing with the water bills
- Sent out violation notices for Cary Malkus
- Sold boat ramp permits for Caroline County
- Attended tax differential work group
- Processed:
 - water/sewer payments
 - real estate taxes
 - accounts receivables
 - accounts payables
 - building permits
 - daily mail
 - deposits
 - payroll
 - bank statements
- Worked with contractors, residents and building inspectors regarding building permit applications
- Corresponded with the following:
 - webmaster regarding website updates
 - Town Attorney regarding Mutual Aid Agreement
 - Sue Simmons regarding Recreation & Parks
 - Verizon regarding water tower lease
 - Resident regarding complaint
 - Dunns & Bradstreet regarding grant
 - Systems Award Management regarding grant

Planning & Zoning Report: Robert Lorenz presented the Planning and Zoning Report for September, 2014. Date 9 September 2014

Present: Bob Lorenz, Steve Hildenbrand, Rosemarie Stacey

Absent: Mark Murphy, and one more new member.

Items reviewed:

1. Sidewalk at Crumbs Cup Cakes 147 Main Street –No progress on the installation of the new sidewalk. The sidewalk was a requirement of certificate of occupancy. The building has been occupied for some time, but no sidewalk. Bob has rough drafted a letter which will be sent to the owner for compliance.
2. A letter was sent months ago to Preston Auto Group atten. Dave Wilson concerning repairs to the sidewalks on Main Street. Our Town manager Stacey called Wendy Melvin of PAG; we are awaiting her response. Stacey will call Wendy on the status.
3. Verizon Lease: The lease has been signed by the commissioners. We (P&Z) should approve the future location of any buildings and the extent of the fencing around the water tower.

4. Sidewalk ordinance is yet to be developed by the Town attorney Walt Palmer and Bob. (The owner is responsible to maintain the sidewalk free of snow, debris and passable, One of the issues to be determined is who is responsible for the repairs and the cost of the repairs?. Town street sidewalks you should follow the County's recommendations for methods, materials and specifications. State road sidewalks you should follow the States Highway(SHA) recommendations for methods, materials and specifications. The question is who is responsible for the repairs and cost of the repairs?)

5. One of the commissioners has proposed a memorial garden to be developed at the north east corner of the park. A presentation drawing should be developed to show the layout of the memorial garden on 8 1/2 x 11 paper for distribution to the public in order to raise funds for this project.

6. Tree removable Tidewater Farms- The Town has a Forest Conservation ordinance passed May 2003. All the trees -13- requested to be removed are in the right of way area as addressed in a memo from the Maryland Dept of Natural Resources dated 10 Oct.2009 Road Tree Law. Dale Whitley has addressed this issue in a memo dated 10-13-2011. Questions arise as to : who determines the tree is to be removed?, who applies for and pays for the permit for each tree? who notifies the forester (Kathy Kronner)? who cuts down and disposes the tree (tree over 20 feet tall) and pays for this? who pays for the new tree and its location? who is responsible to repair / replace the sidewalk and the cost?)

7. Two properties have been purchased at 149 and 151 Main Street. 151 has been demolished on 28 August 2014 for additional parking for the church. (10,100 s.f.) 149 will be demolished when the present tenant is relocated.

8. Bob received an e-mail dated 9/8/14 from Dr. Linda Whitby of Oasis Foundation of Maryland. They are interested in developing 239 Main Street (the old Provident Bank building) for "improving or restoring health, or treating or preventing disease." The property is zoned C-1 Neighborhood Commercial. Professional offices are a permitted use but under 3,000 s.f., the building is 5533 s.f. It appears this maybe a rehab facility for "The face of drug and alcohol abuse includes our children, adults, seniors, veterans, the working wounded, the disabled and thousands of employed voters. The hundreds of people released from pain management create a large percentage of new heron users." Copies of the e-mail was given to the members of P & Z and the Commissioners for further study and comments. One of the concerns is the proposed use /facility is that it's with-in 500 feet of a fully occupied elementary school which is under major renovations for the next two years. P & Z will respond to Oasis Foundation after receiving comments from P & Z members and the Commissioners have been reviewed.

9. Political sign removal is noted in the P & Z code page 13 para. 8.02(9) They can be placed 30 days before the election and removed 15 days after the election day.

10. Parking on street and off street parking, and what type vehicle is allowed in a residential driveway may need revisiting. Bob will develop a future ordinance to be run past the town attorney and the commissioners.

11. Handicap Parking- Immanuel Church is proposing a handicap parking area on the present lawn area facing Back Landing Road. It will have 10 handicap spaces with 8 additional spaces. It will be paved with asphalt and have two entrances one off Back Landing Road and one off Williamson Street. Drawings have been prepared and are out for bids now.

12. Stacey has attended a seminar sponsored by Maryland State Highway Admin. (SHA) and the Federal Highway Administration (FHWA) on requirements for ADA (Americans with Disabilities Act) for sidewalks and curb cuts access. They requested the Town review all the sidewalks for accessibility and conformance. Recently SHA has made all the sidewalks and curb cuts accessibility, but we should review this and note any areas that may have been over looked. Jerry Stallings and Bob has volunteered to help with this task.

The next P & Z meeting will be held on Tuesday 14 Oct. 2014 at 7: pm.

The next Town work session will be held on Monday 29 Sept. 2014 at 7: pm

The next Town meeting will be held on Monday 6 Oct. 2014 at 7: pm

Unfinished Business: None.

New Business:

- A motion was made by Jerry to accept the bills as presented, seconded by Gary and unanimously approved.
- Halloween will be observed October 31, 6-8 p.m.
- Jerry made a motion to donate \$50 to Preston Volunteer Fire Company in memory of Holland Fisher, seconded by Gary and unanimously approved.
- Robin moved that the Town donate a 8” x 8” brick, \$65.00 each, in the new Healing Garden in memory of Holland Fisher for his many years of service to the Town as Police Chief, and in memory of Reginald Maquire, Jr., for his many years of service as a Commissioner.

Russell Dukes, PVFC, was present and discussed operation of the hydrants throughout town. A survey should be completed to determine the size of each hydrant connection.

Adjournment

Robin made a motion to adjourn the regular meeting at 7:50 p.m ; the motion was seconded by Jerry, and unanimously carried.

Respectfully submitted,

Carol Steffy, Town Clerk

Gary made a motion at 7:32 p.m. to go into closed session to discuss employee issues under OMA 10-581 (a) Part 1 and 11. Nelson seconded the motion, and there was a unanimous vote. Gary made a motion to open the closed meeting under OMA 10-581-(a) Part 1 and 11, at 7:32 p.m. The motion was seconded by Nelson, and there was a unanimous vote. Jerry made a motion to adjourn the closed session and re-open the meeting; Gary seconded the motion, and there was a unanimous vote at 7:50 p.m.

