

**Regular Meeting  
Town of Preston  
December 1, 2014**

The regular meeting was called to order by Commissioner Douglas VanDerveer at 7:00 p.m. Also present was Commissioners Jerry Stallings, Nelson Anderson, Robin Wooters and Town Manager Stacey Pindell. Attendance: Town Attorney Walter Palmer, Andrew Sharp, Star Dem, Bob Lorenz, Steve Hildenbrand, and Lt. Ron Dixon, CCSD.

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

Doug introduced Chris Hall of TGM Group, who presented the 2013-2014 annual audit report. He reviewed the independent auditor's report and management's discussion and analysis which were an overview of the Financial Report and Audit Communications, dated June 30, 2014.

- Preston's total net position for fiscal year 2014 exceeded its liabilities at the close of the fiscal year by \$2,443,700, which was a decrease from fiscal year 2013 which was \$2,447,200. Preston's Water and Sewer net assets are included in this figure. The Town's total net position decreased by less than 1% from the last fiscal year.
- At the close of the current fiscal year Preston's governmental funds reported a combined ending fund balance of \$868,700, an increase of \$53,700 in comparison with the prior year. This is due to an increase in funding from the State of Maryland for highway user fees and a decrease in expenditures.
- Preston started the fiscal year with no debt and no new debt was incurred during 2014.
- Preston's Enterprise fund (Water and Sewer Fund) had a net loss of \$36,000, which was a decrease of \$82,800 over the prior year's net income. This was mainly due to the general fund not transferring funds this year.

Preston's total net position of the Town is \$2,443,700. However, \$1,178,300 of that figure represents investment in capital assets including infrastructure. The single largest investment in capital assets is the Town's investment in the water and sewer system. The net position of our business-type activities decreased approximately 3% to \$1,170,000. The Town can only use these net assets to finance the continuing operations of the water and sewer. The decrease is attributed to general increases in cost of equipment, electricity, insurance, manpower, etc.

**Police Report:** Lt. Ron Dixon presented the Police Report for November 2014:

- 130 hours assigned with a total of 26 assignments
- 116 calls for service
- 2 reports taken
- 53 Traffic stops
- 102 traffic violations – 51 citations and 47 warnings – 4 SEROS – 1 must appear

**Public Works Report.** Nelson read the Public Works Report.

- Pumped 1,562,400 gallons of water
- Discharged 1,499,046 gallons of wastewater
- Put a riser on a meter pit at 106 Main Street
- Repaired the sidewalk in front of 238 Main Street
- Repaired our surveillance cameras that overlook the pavilion and the bathroom at the park
- Replaced the water pump at the sewer plant that injects disinfection chemicals in the contact chamber.
- Rebuilt the chemical feed valve that controls the rate of chlorine we use. Both seem to be working well.
- Installed the entrance sign we restored at the park. I think it looks very good.
- Cleaned the inflow meter to the sewer plant twice.
- Installed a new blade and skid disks to the snowplow.
- Removed a tree at 302 Tidewater.
- Serviced the pick-up.
- Hauled a utility pole to the school so they could have it installed to replace the one that was knocked down this summer. It has been wired and it should be ready for the Christmas tree lighting this month. However the timer that was originally on it has not been installed
- The dry well at the pumping station at Fooks and Main was flooded. We were able to pump it down and we found the submersible sump pump had quit working. We replaced it. We also installed a 120 volt receptacle in the control panel for future use in case it happens again.
- Performed traffic control for Russell Paving when they milled and hot mixed the patches on Main Street.

**Administrative Report:** Stacey submitted the following report for November 2014:

- Responded to phone/visitor inquiries
- Sent out violation notices for Cary Malkus
- Processed:
  - water/sewer payments
  - real estate taxes
  - accounts receivables
  - accounts payables
  - building permits
  - daily mail
  - deposits
  - payroll
  - bank statements
- Worked with residents regarding building permit applications
- Corresponded with the following:
  - webmaster regarding website updates
  - MD Dept. of Benefits & Management regarding benefits

- Wayside Body Shop & LGIT re: Public Works claim
- Fire Marshall regarding park restroom investigation
- Board of Elections regarding Municipal Election materials
- MDE regarding inspection
- URS regarding public safety grant
- MSEC regarding energy grant

**Planning & Zoning Report:** Robert Lorenz presented the Planning and Zoning Report for November 2014.

Date: November 11, 2014

Present: Bob Lorenz, Steve Hildenbrand

Absent: Mark Murphy, Rosemarie Stacey, and one more new member.

Items reviewed:

- Sidewalk at Crumbs Cup Cakes 147 Main Street – On 9 October Bob met with Dan Warrington, Builder; Chris Waters, Surveyor; and Rochelle Outten, Md. State Highway Administration. To date we have not heard from SHA or the surveyor Chris Waters. Bob will contact persons involved to find out the status of the sidewalk.
- A letter was sent several months ago to Preston Auto Group atten. Dave Wilson concerning repairs to the sidewalks on Main Street (opposite the Auto Body Shop north side of Main Street). No response to date from PAG yet. This could be a hazard for children walking to school.
- Sidewalk ordinance is yet to be developed with the Town attorney Walt Palmer and Bob; waiting on comments from the commissioners.
- Tree removal 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 between the curb and sidewalk. It was decided to replace them with Eastern Red Bud or Dogwood trees. Dale will handle this. It should be noted we should keep a record of all the trees cut down in town and those planted. We are required to submit a yearly report to DNR.
- Bob received an email dated 9/8/14 from Dr. Linda Whitby of Oasis Foundation of Maryland. They are interested in developing 230 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 may be a rehab facility for drug and alcohol abuse. Copies of the e-mail were given to the member of P&Z and the Commissioners for further study and comments. One of the concerns is the proposed use of the facility is it’s within 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 the Commissioners. We are waiting on comments from the commissioners on this issue.
- Parking on street and off street parking, and what type vehicle is allowed in a residential driveway this may need revisiting. Bob will develop a future ordinance to be run past the town attorney and the commissioners. Waiting on comments from the commissioners.

- Handicap Parking – Immanuel Church is proposing a handicap parking area on the present lawn area facing Back Landing Road. It will have 8 handicap spaces with 3 additional spaces. It will be paved with asphalt and have two entrances one off Back Landing Road and one off Williamson Street. The project has been postponed due to the cold weather – winter. It is scheduled to start sometime in March.
- The Maryland State Highway Administration (SHA) and the Federal Highway Administration (FHWA) requested the Town review all the sidewalks for accessibility and conformance with the ADA (Americans with Disabilities) standards. Recently SHA has made all the sidewalks and curb cuts accessible, but we should review this and note any areas that may have been over looked.
- The next P&Z meeting will be held Tuesday 9 December at 7:00 p.m.

**Unfinished Business:** None.

**New Business:**

- A motion was made by Jerry to accept the bills as presented, seconded by Nelson and unanimously approved.
- A motion was made by Jerry to enter into a Memorandum of Understanding (“MOU”) to lend the Sheriff’s Department the handheld radios as outlined in the MOU, seconded by Nelson and unanimously approved.

The Commissioners reviewed the various community activities planned during December.

**Adjournment**

Meeting was adjourned at 7:19 p.m. by a motion made by Jerry, seconded by Nelson and unanimously carried.

Respectfully submitted,

Carol Steffy, Town Clerk