

**Regular Meeting
Town of Preston
September 8, 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. Also present Town Manager Stacey Pindell.
Attendance: Lt. Ronald Dixon, Robert Lorenz, Steve Hildebrand, Walt Palmer and Carol Steffy.

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

Police Report: Lt. Ron Dixon read the police report for August 2014:

- 135 hours assigned with a total of 26 assignments
- 125 calls for service
- 3 reports taken
- 96 traffic stops
- 118 traffic violations – 20 citations and 98 warnings – 0 SEROS – 2 must appear
- 1 arrest

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

- Had pumped 2,310,300 gallons of water
- Had discharged 2,026,893 gallons of wastewater
- Had put out flags along Main St. to support the freedom ride.
- Had dug up a water valve on Noble Ave. for replacement. However we found that it and the surrounding pipe had been encased in concrete. Had backfilled the job and will attempt a repair later.
- Chlorine pump at the water plant failed. We replaced it with a new one and everything is back to normal.
- Had cleared debris from the inflow meter at the shop 4 times.
- Uncovered a manhole on Main St that was covered up by the Highway department. This was done so the School could have their lateral videoed. Afterward we recovered the manhole with cold patch.
- The utility pole that holds the electric meter for the Christmas tree at the school was knocked down by a delivery truck. We were told by Delmarva power that this was our responsibility to replace. We replaced it and put all hardware back on it. However we noticed a day later that the county had removed the meter pan, the breaker box and the timer. This equipment will have to be replaced before we can hook up the electric to the tree.
- Had repaired both lights at the welcome signs
- Had also replaced the flood lights around Town Hall.
- Had also repaired the Exit light over the back door in the meeting room. While doing that we replaced the batteries in all the emergency lights in Town hall and the meeting room.

- On Friday August 29th we had to replace our colorimeter so we could continue testing the chlorine levels in town over the holiday weekend.
- Had cleared a sewer blockage on Williamson St.
- Had replaced several meters in town.
- We did School crossing for the first week of School. Since then the school crossing guard has returned to work.
- Had cut grass and sprayed weeds all month.

Administrative Report: Stacey submitted the following report for August, 2014:

- Attended mandatory Maryland State benefits training
- Prepared and mailed cut off notices for water bills
- Sent out violation notices for Cary Malkus
- Worked 4 days with auditor to complete annual audit
- Worked 2 days with accountant to prepare for annual audit
- Sold boat ramp permits for Caroline County
- Prepared and emailed Updates & Events to residents
- Corresponded with the following:
 - Other Town Office's regarding Code Enforcement
 - Walt Palmer regarding Water Tower lease
 - CUSI regarding software question
 - Various title companies for monies owed to the Town
- Processed:
 - water/sewer payments
 - real estate taxes
 - accounts receivables
 - accounts payables
 - building permits
 - daily mail
 - deposits
 - payroll
 - bank statements

Planning & Zoning Report: Robert Lorenz presented the Planning and Zoning Report for August, 2014.

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 will write 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. To date we have not heard anything concerning Verizon; the lease will be signed by the commissioners at their next meeting. We (P&Z) should approve the future location of the building and the extent of the fencing.

4. The zoning code is complete and on line.

5. The Livery Stable 167 Main Street has been sold to PNC Bank for \$200,000 on 18 June 2014.
 6. The new building code books for the year 2015 have been ordered. They are International Building Code (IBC), International Residential Building Code (IRC), Handicap code ICC/ANSI A117.1-2009, and the International Property Maintenance Code (IPMC). These codes are revised and published every three years.
 7. 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?)
 8. One of the commissioners has proposed a memorial garden to be developed at the north east corner of the park. A preliminary sketch has been drawn.
 9. 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?
 10. Two properties have been purchased at 149 and 151 Main Street. 151 is slated to be demolished for additional parking for the church. Waiting for the surveyor to complete his work. 149 will remain as a residence.
 11. Some interest has been noted on the old bank building at 239 Main Street. The zoning is C-1 Neighborhood Commercial. Suggested use a funeral home (a special exception) also a medical offices, (a permitted use).
 12. Political sign removal is noted in the P & Z code page 13 para. 8.02(9) Can be placed 30 days before the election and removed 15 days after the election day.
 13. 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.
 14. 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. Bob has volunteered to help with this task.
- The next P & Z meeting will be held on Tuesday 9 Sept. 2014 at 7: pm.
The next Town work session will be held on Monday 25 August 2014 at 7: pm
The next Town meeting will be held on Monday 8 Sept. 2014 at 7: pm

Unfinished Business:

- Jerry made a motion to approve the minutes of July 2014 meeting as presented, seconded by Nelson and unanimously approved.
- Jerry made a motion to approve the bills of July 2014 as presented, seconded by Nelson and unanimously approved.

New Business:

- A motion was made by Gary to accept the bills for August 2014, seconded by Jerry and unanimously approved.
- A motion was made by Jerry to accept the Verizon Tower Lease, seconded by Nelson and unanimously approved.
- Gary made a motion to donate \$50 to Queen Ann-Hillsboro Volunteer Fire Company in memory of Bill Cooper, seconded by Jerry and unanimously approved.
- Gary made a motion to donate \$50 to the Elks National Foundation in memory of Reginald Maguire, seconded by Jerry and unanimously approved.
- Robin made a motion to accept the 10% increase to HCM, seconded by Gary and unanimously approved.

Robin mentioned the plans for the Healing Garden in the park. She is gathering information on sizes and costs of bricks, as well as making plans for funding the project.

Jerry mentioned the school supplies and food drive had an excellent response. Donations of school supplies were presented to the Preston Elementary on August 26th. The drive will continue until October 4, the rain date for the Alex and Shiloh concert in the Park.

Meeting was adjourned at 7:29 p.m. by a motion made by Gary, seconded by Nelson, and unanimously carried.

Respectfully submitted,

Carol Steffy, Town Clerk

On July 28, 2014, at 7:47 p.m. Commissioners Doug VanDerveer, Jerry Stallings, Nelson Anderson, Gary Waltemeyer and Robin Wooters voted to go into executive session or closed meeting, under OMA Article 10-208(a) (7) to consult with counsel on a legal matter. All five Commissioners voted for closure. A closed meeting was held July 28, 2014 at Preston Town Hall from 7:47 p.m. to 7:50 p.m. Commissioners Doug VanDerveer, Jerry Stallings, Nelson Anderson, Gary Waltemeyer, and Robin Wooters; Walter

Palmer, Esq., and Carol Steffy, Town Clerk were present. The meeting was closed under OMA Article 10.508(a)(7) to consult with counsel on a legal matter. A decision was made. The meeting was adjourned at 7:50 p.m.