

**Regular Meeting
Town of Preston
December 7, 2015**

The regular meeting was called to order by Commissioner Douglas VanDerveer at 7:00 p.m. Also present were Commissioners Jerry Stallings, Gary Waltemeyer and Robert Stacey, and Town Clerk Carol Steffy. Attendance: Walter Palmer, Katie Willis, *Star Democrat*; Steven Hildenbrand, Roy Geiser, TGM; Helen Boss-Bruner, Del Boss, Maria Moxley, Kathleen Barry, Stephanie Dalton, and Ron Dixon, CCSD.

Meeting minutes:

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

Audit Report. Roy Geiser, TGM Group, presented the annual audit for year ending June 30, 2015, and he reviewed the report with the Commissioners.

- Preston's total net position for fiscal year 2015 exceeded its liabilities at the close of the fiscal year by \$2,327,028, which was an increase from fiscal year 2014 which was \$2,316,075. Preston's Water and Sewer net assets are included in this figure. The Town's total net position increased 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 \$945,011, an increase of \$76,313 in comparison with the prior year. This is due to a decrease in expenditures.
- Preston started the fiscal year with no debt and no new debt was incurred during 2015. The net pension liability was \$131,481 as of June 30, 2015.
- Preston's Enterprise fund (Water and Sewer Fund) had a net loss of \$41,210, which was an increase of \$5,125 over the prior year's net loss.

Police Report was presented by Lt. Ron Dixon

- 125 hours assigned with a total of 25 assignments
- 107 calls for service
- 0 reports taken
- 28 traffic stops
- 31 traffic violations – 2 citations and 28 warnings – 1 SEROS – 0 must appear

Public Works Report for November 2015:

- Pumped 1,673,400 gallons of water
- Discharged 1,922,774 gallons of wastewater
- We pulled the #1 aerator out of the lagoon for repair. We had an electrician check it and were told to replace the cord that feeds it from shore. We did that and re-floated it but still had problems. We then had an electrician service the electrical

panel. He checked all connections and tightened everything up. We re-floated it and it has been working since.

- Scraped and graded the driveway to the sewer plant.
- Patched Rail Road Ave. and spread crusher run out at the bad areas.
- Got estimates on paving it and turned in the totals to the commission.
- We flushed all the hydrants in town.
- Painted several hydrants and color coded the tops, and will continue to get the rest done.
- Repaired a meter lid at 146 Main St.
- MDE came and took water samples from our water tower for analysis.
- Removed a small bush at Division and Fooks after a complaint that it blocked vision.
- Repaired a light at the shop and on town hall.
- Replaced the belt on the automatic gate at the sewer plant.
- Put out door hangers for late water bills.
- Put root treatment in the sewer main at the west end of town heading east.
- Cleaned approximately 2, 400 feet of sewer mains.

Administrative Report for November 2015:

- Responded to phone/visitor inquiries/email
- Prepared agendas, attended meetings, prepared minutes
- Notice to paper and public regarding November 23 meeting
- Emails and calls with AECOM representatives regarding study
- Prepared and submitted Highway User Revenue Grant

Processed:

- water/sewer payments
- accounts receivables
- accounts payables
- building permits
- daily mail
- deposits
- payroll

Corresponded:

- With Caroline County Tax Office regarding filing of deeds, outstanding Monies owed to Preston
- Board of Elections regarding Municipal Election Material

Planning & Zoning Report for November 2015:

Items reviewed:

1. We currently revisiting section 39 pages 146 to 152 Commercial and Residential Development Design Guidelines of the Zoning code, as requested by the Commissioners.
2. The house at 146 Main Street was demolished. The garage and shed buildings still remain. A developer has shown some interest. He is aware the new house must be sprinklered. We will need a site plan showing the proposed house with the set back lines.

3. The Douglas house / Junior Order/ Preston Council Etc. at 105 Wright Street is over grown with shrubbery and in a state of disrepair. The owner should decide to restore the structure or have it demolished. It is an historic building built in 1880.
4. There are two dead trees one at 103 Harmony Road and one at 105 Harmony Road which could be a hazard and should be removed.
5. A person representing Dollar General called recently who has an interest in locating a store in our Town, on the empty lot at Payne Roar and Main Street East corner across from the bank.
6. Preston Gym- 215 Railroad Ave. - An architect has been engaged by the new owners. The drawings will be completed soon and will be submitted to the Town for the building permit.
7. Sidewalks- A letter was received from SHA indicating they will be upgrading the sidewalks on Maple Ave. and Main Street. approx. 3000 lin.ft. Which will be ADA compliant. The work should begin sometime in the spring or summer 2016
8. It has been brought to our attention a strip of land 25'x261'on Maple Ave. /Choptank Rd. in front of Choptank Transport is in question. It appears the County line and the Town line are not the same. P & Z are not sure why. This issue should be referred to surveyor who did the Town's corporate boundary lines.
9. The forestation areas behind the houses of Tidewater Farms has not been inspected for conformance to the forestation ordinance. The area at the rear of each property is approx. 35 feet. For the inspections we would need permission from each property owner. The inspections could be done aerial by using Google maps. We would have a printed map each time we view the properties.
10. The Maryland General Assembly has directed the Maryland Department of Planning to change the 6 year review cycle of the comprehensive plan to a 10 year review cycle period. All planning commissions must include in their annual report a narrative on the comprehensive plan implementation status and the growth tier map (see letter from Maryland Dept. of Planning dated 1 September 2015)

New Business:

Pay Bills for November 2015. On a motion of Gary, second of Robert, and a unanimous vote, the Commissioners approved payment of the bills for November 2015.

Park Grant Application expenses. The Commissioners moved to reimburse Kathleen Barry for expenses incurred for preparation and submission of the grant for the park improvements. On a motion of Jerry, second of Gary and a unanimous vote the Commissioners approved payment to Kathleen Barry for the copy expense, Staples \$97.00, and the toll and mileage for submission of the application, which fees would be generally around \$150.00. The invoice for services for preparation of the grant is being held at this time.

Commissioner's comments:

Bob stated the speed sign should be kept in the police garage, and the batteries charged up. This is a matter for Dale.

Jerry noted that Stacey is expected to return to work and he commended Carol on the job done while Stacey has been out on medical leave. The Commissioners appreciate Carol filling in during this time.

Gary noted that vacancies remain on several boards; members are needed for the Appeals Board and Board of Election as well as Planning and Zoning and Ethics Board.

Public comments:

Bob Lorenz complimented the Commissioners on the way they handled the Dollar General issue that it was done in a professional manner.

A discussion followed about the status of the General Dollar locating in the Town, and the limited number of locations available to them.

Adjournment - Meeting was adjourned at 7:35 p.m. on a motion of Jerry, second of Robert.

The work session scheduled for December 28, 2015, will be cancelled.

Respectfully submitted,

Carol Steffy, Town Clerk