

**Regular Meeting
Town of Preston
November 7, 2016**

The regular meeting was called to order by Commissioner Jerry Stallings at 7:00 p.m. Also present were Commissioners Doug VanDerveer, Nelson Anderson, Gary Waltemeyer, Robert Stacey and Town Manager Stacey Pindell. Attendance: Roy Geiser from TMG Group, Cathy Crowfoot, Maria Moxley, Tom Cheezum, Stacy Harrison, Theresa VanDerveer, Bill Willis, Steve Hildenbrand, P. Troy Plutschak, Robert Lorenz, Rosemarie Stacey, Sarah Hall, Christopher Hall, Kathleen Barry, Dawn Becker, Dale Whitley, Mike Patchett, Chris Rogers, Janine Wright, Connie Connolly from the Star Democrat, and Town Attorney Walt Palmer.

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

Jerry introduced Roy Geiser from TGM Group to review the 2015-2016 Audit. He reviewed the independent auditor's report and management's discussion and analysis which were an overview of the manual's statements. He covered the financial highlights for fiscal year 2016 which were:

- The Town's total net position for fiscal year 2016 increased by \$57,830 (2%), ending the year with a total net position of \$2,384,858. The Town's Water and Sewer net position is included in this figure.
- The Town's governmental fund balance increased by \$76,015 (8%), ending the year with a total fund balance of \$1,021,026.
- The Town's Enterprise fund net position increased by \$22,861 (2%), ending the year with a total net position of \$1,151,790.
- Preston started the fiscal year with no debt and no new debt was incurred during 2016. The net pension liability was \$171,106 as of June 30, 2016.

He also reviewed the net position of our revenues from the Town's business-type activities which increased \$52,317 (24%). Expenses from the Town's business-type activities decreased by \$11,664 (5%).

Police Report: Jerry read the police report for October 2016:

- 145 hours assigned with a total of 29 assignments
- 117 calls for service
- 1 reports taken
- 58 traffic stops
- 78 traffic violations – 10 citations and 68 warnings – 2 SEROS – 1 must appear
- 0 arrest

Public Works Report: Dale submitted the following report for October, 2016:

- Had pumped 1,608,600 gallons of water

- Had discharged 2,990,078 gallons of wastewater
- Cleared a sewer blockage at 112 Main St. We also cleaned approximately 1200 feet of sewer main.
- Located and dug up and reset a valve box in front of 301 Main St.
- Had also located a shut valve for the Fire Co. We dug it up and installed a valve box on it. Then we tested it to make sure it does shut off the water to the building. Had also dug up the service line to the building on the other side of the road and measured it to make sure of the size and type of pipe being used for the service.
- Had installed a new meter and pit at 301 Main St.
- Had installed a new meter and pit at 100 Noble Ave.
- Had installed a new meter and pit and riser at 121 Sunset Blvd.
- Had scraped and graded the road to the sewer plant.
- Had found a broken wire to the automatic gate to the sewer plant. We first repaired it to get it working. Then we dug it up and replaced it with a single piece of wire without any splices in it.
- Had replaced the flags on Main St. and in front of town hall.
- Had installed a new meter at 146 Main St.
- Had saw cut and repaired two places in the road on Apple Lane that had deteriorated over the years.
- Removed all the old Christmas lights and the posts from the tree at the elementary school. We also installed bulbs in all the new strands of lights that will go on the tree this year.
- Had serviced the Town truck.
- Had cut grass and sprayed weeds throughout town.

Administrative Report: Stacey submitted the following report for October, 2016:

- Responded to phone/visitor inquiries
- Sent out violation notices for David George
- Md. Dept. of Budget & Management - ADA reporting
- Prepared and mailed cut off notices
- 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

- David George referencing resident code violations
- AECOM regarding design proposal
- MDE regarding grant monies for design
- MCET regarding rate study (Maryland Center for Environmental Training)
- Caroline County Tax office regarding monies owed to Town on properties being sold
- CUSI regarding software question
- MD Dept. of Benefits & Management regarding benefit and system questions
- Tezla regarding issue with server

Planning & Zoning Report: report was submitted at the work session. The report follows:

1. We welcome our newest member to P & Z, Phillip Broussard. He lives in Tidewater Farms. He was sworn in at the 3 October Town meeting by Jerry Stallings
2. The Douglas House / Junior Order 154 Wright Street.
The owner has decided to demolish the building and has erected a 30' x 30' pole building to store items from the house. The permits have been issued.
3. 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. This issue has been referred to the County and a surveyor will try to resolve this issue sometime in May. To date we have not heard from the County, nor has a date been set to resolve this issue. We must remind the County of this issue.
4. The site at 146 Main Street at Lednum Ave. The house is under construction since July 2016. It is the first new house in Town to be sprinklered.
5. It was suggested we should develop an ordinance concerning undesirable type businesses such as "adult", but not limited to just that type. Denton has such an ordinance in place.
6. 230 Main Street- The owner/contractor Bryan Omohundro has started the renovations/addition to the house. Permits have been issued.
7. The Park Grant: Kathleen received an approval from DNR of the Board of Public Works Dept. to proceed with the project. We are waiting for the date of the delivery of the equipment to be set. It should be some time in October, early November.
8. 103 Back Landing Road- Fence line- The property has been surveyed by the owner's surveyor and found the south fence line is encroaching on the Town park property by approx. 4 feet to 8 feet. The fence is being relocated by the owner.
9. Water/Sewer rates - the last P & Z meeting of 13 Sept. with Doug, Jerry, Stacey, Leslie Grunden, Dawn, and Bob present. It was decided to set the sewer rate at \$96.75, water at \$67.50 with a min. usage of 7500 gal.per quarter. At the Town work session the ordinance 09-262016 was revised to read the sewer rate at \$64.50 water rate at \$45.00 with a min. usage of 5000 gal.per quarter. P & Z is suggesting the min. water usage be 7500 gal.per quarter vs. 5000 gal.per quarter.

10. Valero Adult magazines- It appears the adult magazines have been covered over with a cover page. This appears to be acceptable. A final decision will be forth coming from the commissioners.

The next P & Z meeting will be held on Tuesday 8 November 2016 at 7: pm.

The next Town work session will be held on Monday 24 October 2016 at 7: pm

The next Town meeting will be held on Monday 7 November 2016 at 7: pm

Planning and Zoning Commission

Bob Lorenz Chairman, Steve Hildenbrand, Rosemarie Stacey, Dawn Becker, Phillip Broussard

- **Ordinances:** Ordinance 09-262016 Water Sewer Rates. A motion was made by Doug to table this ordinance, seconded by Robert and unanimously approved.

New Business:

- A motion was made by Doug to accept the bills as presented, seconded by Gary and unanimously approved.
- A motion was made by Doug to accept AECOM's design proposal of \$330,000.00 referencing November 4, 2016 email from Chris Rogers invoicing not to start until January and payment due in February as presented, seconded by Nelson and unanimously approved.
- A motion was made by Doug to accept a Rate Study to be done by MCET at no cost to the town as presented, seconded by Nelson and unanimously approved.
- A motion was made by Doug to accept the quote submitted by LB Water in the amount of \$3095.17 for PVFC as presented, seconded by Nelson and unanimously approved.

Jerry opened the floor up to the public. Mr. Bob Lorenz stated that the picture in the paper shows a picture of our lagoon and actually is the retention pond for Tidewater Farms. Also Bob Lorenz mentioned that the town should form a committee for the new wastewater treatment plant and it be added to the agenda for the work session meeting to discuss. Steve Hildenbrand agrees with Bob Lorenz. Mr. Patchett who lives at 22808 Marsh Creek Road wanted to know what could be done about the drainage ditch next to his property. Stacey is to look into this to see what can be done.

Meeting was adjourned at 8:05 p.m. by a motion made by Doug, seconded by Nelson and unanimously carried.

Respectfully submitted,

Stacey Pindell

