

**Regular Meeting
Town of Preston
February 1, 2016**

The regular meeting was called to order by Commissioner Douglas VanDerveer at 7:00 p.m. Also present were Commissioners Jerry Stallings, Gary Waltemeyer, Robert Stacey, Nelson Anderson and Town Manager Stacey Pindell. Attendance: Walter Palmer, Katie Willis, *Star Democrat*; Dale Whitely, Superintendent, Steven Hildenbrand, Dawn Becker, Russell Dukes, PVFC, Bob Lorenz, Kathleen Barry, Rosemarie Stacey, and Captain James Henning, CCSD.

Meeting minutes:

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

Police Report for January 2016 was presented by Captain James Henning:

- 135 hours assigned with a total of 27 assignments
- 114 calls for service
- 1 report taken
- 43 traffic stops
- 62 traffic violations – 17 citations and 41 warnings – 4 SEROS – 2 must appear

Public Works Report for January 2016:

- Pumped 1,580,900 gallons of water
- Discharged 2,131,564 gallons of wastewater
- Removed all Christmas decorations from Main St. and shut down the tree in front of the elementary school.
- Repaired a water leak at the water building and one at 100 Noble Ave.
- Shut off the water at 410 Linchester and at 113 Main St at the request of the customer.
- Cleared a sewer blockage at 112 Main St.
- Cleaned approximately 600 feet sewer mains in town
- Scraped and graded the driveway to the sewer plant
- Built and installed a new ramp at the chemical room at the sewer plant
- Relocated the contactor permits required sign at each end of town
- Scraped Railroad Avenue
- Installed snow removal equipment on town truck and came in to clear snow
- Serviced the town dump truck
- Removed all snow removal equipment from town truck and cleaned it and put it away

Administrative Report for January 2016:

- Responded to phone/visitor inquiries/email
- Prepared agendas, attended meetings, prepared minutes

- Emails and calls with AECOM representatives regarding PER and grant applications
- Met with Choptank to talk about sewer hook-up
- Contacted several towns for water-sewer rates
- Completed State Aid for Police Grant application
- Completed 2015 W-2, 1099's and Reports to State and Federal Agency
- Tour of Trappe's Wastewater Treatment Plant

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
- Emergency Services regarding weather
- Maryland Dept of Budget and Management regarding Affordable Care Act reporting
- Maryland Department of Taxation regarding Choptank Transport
- MDE regarding PER
- Walt Palmer regarding Choptank Transport
- Sara from County regarding surplus
- Tenant regarding lease at Old Town Hall

Planning & Zoning Report for January 2016:

Items reviewed:

1. We are currently revisiting section 39 pages 146 to 152 Commercial and Residential Development Design Guidelines of the Zoning code, as requested by the Commissioners. Steve will present his suggested revisions at the next Town work session Monday 25 Jan. 2016.
2. The Douglas House / Junior Order/ Preston Council Etc. at 105 Wright Street is over grown with shrubbery and in a state of disrepair, it appears to be structurally unsound. The owner should decide to restore the structure or have it demolished. It is an historic building built in 1880. The Town's code enforcer should contact the owner.
3. 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. The trees are not in the road right of way and therefore are the responsibly of the owner.
4. 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.

5. Velero 233 Main Street - Most of the protective post have been knock over and/or missing along with the forestation signs. There are many tire ruts in the forestation area of Tidewater Farms. We suggest the Town should write a letter to Velero asking them to please restore the damage areas behind their building. P& Z will draft a suggested letter for the commissioners to review and sign.

6. The empty lot at 146 Main Street at Lednum Ave.: A site plan has been submitted by Chris Waters surveyor date 12-15-15 showing the proposed location of a 32'x32' house with a 50' set back off of Main Street. The rear yard is 10' it should be 25'. The existing houses from Lednum to Maple street are set back approx. 27' to 29' from the curb line of Main Street. If the proposed house was set back the same distance it would line up with all the houses and improve the streetscape. P&Z is requesting the commissioners to waive the 50' set back to 27' to 29' thus aligning all the houses on Main Street.

7. The Christmas tree at Preston Elementary School; the position of the Board of Education is the tree is on their property and is their responsibility for maintenance that tree like any other tree. They will also assume the electrical costs for the lighting of the tree. The celebration of the lighting of the tree and the maintenance of the lighting system at this time is in question. The details of this should be worked out with the Town and the Preston School. It was suggested a committee could be formed by the Town to work out the details with Preston Elementary School.

8. We discussed connection of Choptank Transport (a business outside of the corporate limits of Town) to the Town's sewage system. There are many unresolved issues that need to be addressed. They should be review at the next Town's work session 25 January 2016.

9. 114 Chambers Street Pierson Port-A-Pot: This company has moved in to the old Gadow Auto Body Shop. It is zoned Industrial. They store port a pots. They moved in without notifying the Town and did not fill out the required forms. We have some concerns; No sewage generated from these units or their trucks are to be put into the Town's sewer system, the smell they can emit when in their "clean state" very hot summer days is unacceptable. The operation is next to residential areas; it not a pretty site to look at these solider lined up. They must be stored out of public view.

10. Good news! Dawn Becker who lives in Tidewater Farms has agreed to be a member of the Planning and Zoning commission. Welcome aboard Dawn!

New Business:

Pay Bills for January 2016. On a motion of Gary, second of Nelson, and unanimously approved, the Commissioners voted to authorize payment of the bills for January 2016.

Lease Agreement for Old Town Hall 172 Main Street. On a motion of Jerry, second of Bob, and a unanimous vote, the Commissioners agreed to renew the lease for another year at \$350.00 per month.

Waive setback requirements. 146 Main Street. The home was destroyed by fire and the contractor proposes to set the new home within the front yard setbacks to be more in line with the other homes in the area. Planning and Zoning recommends waiving the minimum setback requirements as shown on a sketch submitted. The Commissioners, on

a motion of Jerry, second of Nelson, and a unanimous vote, moved to waive the minimum setback requirements to permit construction of the home as proposed.

Park Grant preparation. Payment to Kathleen Barry. On a motion of Jerry, second of Bob, and a unanimous vote, the Commissioners approved payment of the original invoice of \$1,300.20, and also to pay one percent of the awarded amount when that award is received.

Choptank Transport. On a motion of Gary, second of Bob, AECOM is to prepare a Memorandum Of Understanding between the Town and Choptank Transport addressing all issues noted in AECOM C. Rogers' January 18 email to town manager, issues noted by the Town Engineer, and any additional substantive issues raised by either parties or their representatives regarding the proposed sewer connection by Choptank Transport. The MOU is to be completed for approval at the February 22, 2016 meeting. Motion was carried on a majority vote in favor (VanDeveer abstaining; Waltemeyer, Stacey, Anderson and Stallings affirmative).

Jerry Stallings informed the Commissioners of proposed legislation to address the sprinkler system requirements, and the Commissioners agreed a letter shall be sent in support of the proposed changes to the sprinkler law.

Adjournment. On a motion of Jerry, second of Gary, and a unanimous vote the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Carol Steffy, Town Clerk

On January 25, 2016, Commissioners Doug VanDerveer, Nelson Anderson, Gary Waltemeyer, Jerry Stallings and Robert Stacey voted to hold a Work Session on February 1, 2016, at 6:00 p.m. to discuss Choptank Transport connection to the sewer system.

On January 25, 2016, Commissioners Doug VanDerveer, Nelson Anderson, Gary Waltemeyer, Jerry Stallings and Robert Stacey voted to hold a Special Meeting on February 8, 2016, at 7:00 p.m. to discuss alternatives for sewer system upgrades.

On January 25, 2016, Commissioners Doug VanDerveer, Nelson Anderson, Gary Waltemeyer, Jerry Stallings and Robert Stacey voted to go into an executive or closed meeting, under OMA Article 10-508(a)(1) to discuss a personnel matter. Commissioners Doug VanDerveer, Nelson Anderson, Gary Waltemeyer, Jerry Stallings, Walter Palmer, Stacey Pindell and Dale Whitely were present. A decision was made to take corrective action for an employee.

