

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

The regular meeting was called to order by Jerry Stallings at 7:00 p.m. Also present were Commissioners Doug VanDerveer, Robert Stacey, Gary Waltemeyer and Town Manager Stacey Pindell. Attendance: Dale Whitley, Cathy Crowfoot, Robert Lorenz, Dawn Becker, Kathleen Barry and Lt. Ron Dixon.

Meeting minutes:

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

Police Reports for June 2016 and July 2016 were presented by Lt. Ron Dixon:

- 155 hours assigned with a total of 31 assignments
- 117 calls for service
- 3 reports taken
- 37 traffic stops
- 47 traffic violations
- 1 Total Arrests
- 10 Citations; 36 warnings

- 135 hours assigned with a total of 27 assignments
- 129 calls for service
- 9 reports taken
- 48 traffic stops
- 72 traffic violations
- 1 Total Arrests
- 21 Citations; 47 warnings

Public Works Report for June and July 2016: Dale presented his reports:

Report for the month of June 2016

- Pumped 2,465,500 gallons of water
- Discharged 2,353,381 gallons of wastewater
- Installed new batteries in the speed sign and have had it out three times and it has worked great.
- Installed a new injection quill at the water treatment plant for the chlorine feed.
- Removed one of the aerators from the lagoon to clear a blockage. We have re-floated it and it is working great.
- Installed a new sign post at Lednum and Main that was hit by car. It was the last one we had of that type so we ordered more.
- Repaired a light in the men's room at town hall.

- Trimmed trees on Division St. that were hitting the tops of cars when they went through.
- Put up flags on Main St.
- Secured the storm drain in the carnival grounds parking lot with caution tape.
- Picked up a load of cold patch for street repair.
- Hired a contractor to install two valves in the water main. One valve was on Main St. and has not been able to be turned for several years. The other valve was on Sunset Blvd. and had been removed to repair a broken water main last year. It is now back in service.
- Read all the water meters in town.
- Cut grass, sprayed weeds and trimmed weeds throughout town all month.

July 2016

- Pumped 2,524,700 gallons of water
- Discharged 2,343,088 gallons of wastewater
- Took down the flags on Main St.
- Serviced the town truck
- We had two problems with the chemical feed at the sewer plant. First we had to unclog an injector and we also had a vacuum leak develop that we repaired.
- Repaired the chlorine pump at the water plant. We discovered a leak and were able to repair it quickly with parts on hand.
- Repaired a water leak on Maple Ave.
- Repaired a water leak on Back Landing Rd.
- We supervised a new connection to our sewer main. All went well and we have not had any problems so far.
- Removed a couple of trees that had fallen on the town right-of-way between 100 Main and 108 Main.
- Trimmed trees at the park.
- Painted the curb at Maple and Williamson and the edge of the walk at town hall.
- We replaced a water meter on Maple Ave. that quit working.
- We had one water complaint and one sewer complaint. Both were easily resolved. The water complaint cleared up before we could address it and the sewer complaint was inside the home and not in the town main.
- We had a water pressure complaint from the fire co. and have found the water pressure at the hydrants to be close to the same as the last time they were tested. Some were a couple pounds lower and some were a couple pounds higher.
- We had a bad storm come through town on July 13th. While our storm drains were overwhelmed at first; they did catch up, once the rain subsided. We had a home on Main St. get flooded with a couple of inches of water. However our storm drains in town were flowing until they got to the edge of town where the drainage ditches were clogged with brush.
- We also cut grass and sprayed weeds all month.

Administrative Report for June:

- Responded to phone/visitor inquiries
- Sent out violation notices for David George
- Completed new budget year rollover
- Mailed newsletter and Annual Drinking Water Quality Report with water bills
- Spoke with Chris Rogers, AECOM, regarding PER & ER.
- Contacted Jones Boys for Concert in the Park event
- Worked with accountant to perform year end transfer
- Attended mandatory Annual Retirement Coordinator Meeting
- Attended MML Convention

Processed:

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

Corresponded with the following:

- Webmaster regarding website updates

Administrative Report for July:

- Responded to phone/visitor inquiries
- Sent out violation notices for David George
- Assisted ASG with audit preparation
- Sold dog tags for Caroline County Humane Society
- Sold boat ramp permits for Caroline County
- Worked with accountant regarding end of year

Processed:

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

Corresponded with the following:

- USDA regarding Search Grant
- AECOM regarding proposals for design and engineering services
- LGIT Helpline attorney regarding an employment issue
- Webmaster regarding website updates

The Planning and Zoning reports were submitted at the work session. The report follows for June and July:

4 June 2016

Items reviewed:

1. We have approved section 39 pages 146 to 152 Commercial and Residential Development Design Guidelines of the Zoning code, adopted ordinance no. 2016-06062016 on 6 June effective date 27 June 2016.
2. The Douglas House / Junior Order/ Preston Council Etc. at 105 (154) Wright Street. The owner has decided to demolish the building and erect a 30' x 30' pole building to store items from the house. Gene Harris will apply for a demolition permit and provide a drawing showing the location of the proposed pole building.
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.
4. The site at 146 Main Street at Lednum Ave. Footings have been poured and approved by MDIA. The masonry walls, piers and anchor bolts are complete.
5. It was suggested at the Town meetings; there should be an update on the progress of the proposed sewer facility, also we should mention that the water/sewer rates are being revisited. Just for the public's information.
6. P&Z would like to be included in any correspondence with the Town's code enforcer.
7. FYI- It appears the consignment store, Junk in the Trunk, at Main and Chambers Streets is out of business. Also the copula on top of the park pavilion looks like it needs attention.
8. It 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.
9. 168 Main Street. (next to the old Town Building) Presently vacant for some time. Has four apartments. A person met with the absentee owner who showed some interest in purchasing the house, Built in 1870 zoned R-2 multi-family.

10. 147 Mill Street.-Owner is interested in installing a garage and swimming pool. Waiting on the site plan showing the locations.
11. 274 Tidewater Circle.- The existing in-ground pool must be fenced in. The forestation area must be continuous thru Tidewater Farms development. Waiting for final site plan showing the fence location.
12. 230 Main Street- A person is interested in buying the house and putting an addition at the rear of the house. We will need a site plan from a surveyor and a location of the addition. The site is very small, zoned R-1 single family, two off street parking spaces are required.
13. Pierson's Comfort Group (port-a-pot) whose office and storage area is located at Chambers and Mill Streets apparently has leased some space behind the Sisk warehouse. There must be over 100 units stored. The Town is not aware of this area being used for that purpose. The concern is the odor that can be generated by the large of number of units stored.
14. The State Highway Admin. (SHA) indicated some time ago they will up-grade the sidewalks on Main Street and Maple Ave. At this time we are not sure of the status of this project.
15. The Maryland Planning Commissioners Assoc. is requesting we renew our membership for the year 2016-2017. They require the names, home address, and e-mail address of all members of Planning and Zoning, and members of the Board of Appeals.

July 2016

Items reviewed:

1. The Douglas House / Junior Order/ Preston Council Etc. at (105) 154 Wright Street. The owner has decided to demolish the building and erect a 30' x 30' pole building to store items from the house. The permits are ready to be picked up.
2. 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.
3. The site at 146 Main Street at Lednum Ave. The house is under construction now; framing has started.
4. It was suggested at the Town meetings; there should be an update on the progress of the proposed sewer facility, also we should mention that the water/sewer rates are being revisited. Just for the public's information.
5. P&Z would like to be included in any correspondence with the Town's code enforcer.

6. FYI- It appears the consignment store, Junk in the Trunk, at Main and Chambers Streets is out of business. Also the copula on top of the park pavilion has been refurbished..

7. It 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.

8. 147 Mill Street.-Owner is interested in installing a garage and swimming pool. Waiting on the site plan showing the locations.

9. 230 Main Street- A person Bryan Omohundro is interested in buying the house and putting an 516 sq.ft. addition at the rear of the house. There were no objections to his request from all those present. P & Z recommends the request be granted provided Bryan receives consent from the neighbors on either side. We would like to have his response in writing.

10. Pierson's Comfort Group (port-a-pot) whose office and storage area is located at Chambers and Mill Streets has leased space behind the Sisk warehouse. There must be over 200 units stored. The Town was not aware of this area being used for that purpose. The concern is the odor that can be generated by the large of number of units stored, spillage of sewage, they are cleaning some units. The site is bounded by residential on two side and business park at the rear, and adjacent to storm water ponds. The entire site is stoned.

11. The State Highway Admin. (SHA) indicated said they will up-grade the sidewalks on Main Street and Maple Ave. It appears this will happen in the Spring of 2017.

12. We noticed the amount of water pumped and the amount discharged is approx. doubled.

March pump 1,573,700 discharge 3,013,000. April pump 1,570,000 discharge 3,014,000. May pump 1,645,000 discharge 2,792,000. Why is this happening?

13. P & Z are currently reviewing the water usage for all businesses and establishing a rate classification. This will eventually be done for all businesses, houses, apartments in the Town. This will used in the future to establish the new rates once the cost of the sewer plant cost is established. We plan to meet in the near future to continue this process.

New Business:

Pay Bills for June and July 2016. On a motion of Doug second of Bob, and unanimously approved, the Commissioners voted to authorize payment of the bills as presented for June and July 2016.

AECOM proposal for \$29,500.00

On a motion of Doug, second of Gary, and a unanimous vote, the Commissioners approved the entering into the ER proposal with AECOM for \$29,500.00.

Preston Elementary PTA Donation. The PTA donated the total cost of the Christmas lights, in the amount of \$640.64. The Commissioners voted, on a motion of Gary, second of Bob, and a unanimous vote, to donate \$100.00 to the Preston Elementary PTA toward the cost of the lights.

Adjournment. On a motion of Doug, second of Gary, and a unanimous vote the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Carol Steffy, Town Clerk

On July 25, 2016, Commissioners Jerry Stallings, Doug VanDerveer, Gary Waltemeyer, Nelson Anderson 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 and Robert Stacey, Walter Palmer, Stacey Pindell and Dale Whitely were present. A decision was made to terminate an employee.