

**QUEENSTOWN COMMISSIONERS**  
**February 28, 2018**

**PRESENT:** President Thomas B. Willis, Jr., Commissioner Holger Schuster, Commissioner Al Hardee, and Town Attorney Brynja Booth.

**CLOSED SESSION:**

President Willis motioned to call the meeting to order at 6:45 p.m. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

President Willis motioned to enter into Closed Session for the purpose of discussing personnel matters. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

Commissioner Hardee motioned to adjourn the Closed Session at 7:00 p.m. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

**MEETING CALLED TO ORDER AT 7:04 P.M.**

**GUESTS:**

**Marjorie Lantz – Olde Point Lane**

- Advised she has been putting up with trucks idling at Royal Farms every day for the past 6 years. One morning at 3:00 a.m. they were power washing the parking lot. Wants to see the Town do something about it.
- Ms. Moore advised that she had spoken with Chris Bollino, Operations Manager for Royal Farms. He indicated that a system could be set up whereby a complaint can be called in to their Helpdesk and the operator on call would take the complaint and contact the Sheriff's Department for enforcement.
- Mrs. B.J. Lynch was also present. She informed the Commissioners the truck noise is very intrusive and had she known how bad it was, she would not have purchased her home.
- Town will continue to work with Royal Farms to rectify the situation.

**Pastor Tom Chandler – Shore Christian Fellowship (SCF)**

- Was present representing the church with a new proposal to address the parking and land issues at the park. The previous proposal was for a 20 ft. x 283 ft. section of land. The new proposal offered would provide the Town with a 30 ft. x 283 ft. section of land, in exchange for the Town paying \$4,000 (as was offered in the earlier proposal). The Town would also be expected to cover all fees associated with the transfer of the property, install a second entrance culvert to facilitate park traffic into a park parking area, purchase and have installed a paddock-style fence to run along the new property line, purchase and have installed from the driveway to the corner of Main St. and Old Wharf Lane, a low post-and-chain type fence to prevent vehicles from driving over recently installed culvert pipes, purchase and install professionally manufactured signage to mark both the SCF and park entrances. SCF wants approval of all fences and signage, and they would like to see the work completed by June 30, 2018.

- The Commissioners advised Mr. Chandler that they would review the proposal, take into consideration their request, and get back to them at a later date. The Commissioners agreed that they would need to physically look at the site as well.

#### **SWEARING IN OF NEW PLANNING COMMISSION MEMBERS:**

Town Attorney, Brynja Booth, administered the Oath of Office to Perry Stutman and Loretta Hohmann, new members to the Queenstown Planning Commission.

#### **PUBLIC WORKS –**

- Ms. Moore advised that she obtained a quote from Mobile Dredging and Video Pipe for the emergency camera work needed on three sections of sewer piping that may be a source of groundwater inflow or infiltration. MDVP quoted the work to be done at \$335 hr., which includes the cleaning and CCTV of various 8” sewer lines. They anticipate the work to take approximately two days, depending on what they find.
- President Willis motioned to contract MDVP to do the work as described and quoted. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

#### **PLANNING – Phil Snyder**

- Congratulated the Commissioners on adopting the Comprehensive Plan. He advised that the Planning Commission is moving forward to work on the comprehensive re-zoning of the Zoning Ordinance to make sure it complies with the Plan, as well as possible revisions to the signage section.
- The Commission elected new officers for 2018 as follows:
  - Phil Snyder – Chairman
  - Matt Reno – Vice Chairman
  - Loretta Hohmann – Secretary

#### **FINANCE COMMITTEE – Patricia Bowell**

- Ms. Bowell advised that she completed the Tax Set-Off request for Queenstown and Ms. Moore submitted it to the County. The County Commissioners will be meeting with the Town’s on March 14<sup>th</sup>, with individual meetings slated for March 21<sup>st</sup>. The County public hearing on the Tax Set-Off is Tuesday, March 27<sup>th</sup>. Both Ms. Moore and Ms. Bowell will be in attendance at these meetings.

#### **TOWN MANAGER/CLERK-TREASURER – Amy Moore**

- On-site meetings with WWTP operator and other Tidewater staff, as well as Public Works Foreman Chris Ritch regarding the large inflow and membrane issues
- Performed additional property inspections with Mike Bowell for zoning and property maintenance violations
- Met with President Willis and Jason Lytle, GMB engineer, regarding the few remaining punch list items for the wastewater treatment plant.

#### **Minutes –**

President Willis motioned to accept the October 18, 2017 minutes as written. Commissioner Schuster seconded. Vote: 2-aye, 0-nay (Commissioner Hardee abstained)

President Willis motioned to accept the October 25, 2017 minutes as written. Commissioner Schuster seconded. Vote: 2-aye, 0-nay (Commissioner Hardee abstained)

President Willis motioned to accept the January 16, 2018 Special meeting minutes as written. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

President Willis motioned to accept the January 16, 2018 Closed Session minutes as written. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

President Willis motioned to accept the January 24, 2018 minutes as written. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

President Willis motioned to accept the January 24, 2018 Closed Session minutes as written. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

President Willis motioned to accept the February 20, 2018 Special meeting minutes as written. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

**Treasurer's Report -**

General Fund checking	\$221,089.99
Water/Sewer Fund checking	\$205,098.41
WWTP Project checking	\$ 13,498.34

**Correspondence/Other –**

- Rauch Engineering submitted a letter of intent and brief outline on our behalf for DNR's Community Resilience grant in the amount of \$55,000. This grant funding would provide for developing a study that would lead to a stormwater management plan incorporating "green" infrastructure for the town to deal with the tidal flooding issues surrounding existing storm drains. There had been discussion in a previous meeting with Mr. Rauch regarding addressing the stormwater issues in town. While the normal protocol would be for Mr. Rauch to approach the Town about this funding, he had the opportunity to apply on our behalf and wanted to ensure the Town had a stake in the funding opportunity. The next phase, which is due March 2<sup>nd</sup>, is the full proposal write-up for funding, which they will submit.

**NEW BUSINESS:**

**Resolution 18-101 – A Resolution of the Commissioners of Queenstown to Adopt a Job Description for the Position of Town Manager/Clerk-Treasurer**

- President Willis advised this document is a tool, and may not be followed to the letter. There will be times that duties may change and new ones added or subtracted in day-to-day duties.
- President Willis motioned to adopt Resolution 18-101. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

**Board of Appeals Appointments**

- President Willis motioned to appoint the following to the Board of Appeals:

- John Fitzgerald
- Patricia Howell
- Geoff Leech
- David Simison (alternate)

Motion seconded by Commissioner Schuster. Vote: 3-aye 0-nay

#### **Finance Committee Appointment**

- President Willis motioned to re-appoint Jo Cunningham to the Finance Committee. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

#### **ATTORNEY UPDATES – Brynja Booth**

- Would like to hold a short Closed Session about code enforcement at the end of the meeting.

#### **PUBLIC COMMENT**

- Di Quynn-Reno – Time for the 5<sup>th</sup> Annual Egg Tappin' contest. It will be held on Saturday, March 31<sup>st</sup> at noon at the Park. She advised the Town usually takes care of obtaining the prize – a chicken dinner. Ms. Moore advised she would take care of it.
- Paul Cain – Steamboat Avenue – believes his neighbor has cleared out the trailer and restored it to a mobile tattoo business. The trailer is in and out of the property, and is sometimes being parked in the street. The Town should be fining him. Ms. Booth informed Mr. Cain that the Town has made significant progress with the property and the owner. The trailer and property were inspected, and appeared to be in compliance. Should evidence arise that requires further investigation, the Town will do so.

President Willis motioned to close the regular meeting at 8:00 p.m. to enter into Closed Session for the purpose of obtaining legal advice from Counsel on a code enforcement issue. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

President Willis motioned to adjourn the Closed Session and reconvene into regular session at 8:10 p.m. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

There being no further business at this time, President Willis motioned to adjourn the meeting at 8:11 p.m. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

Respectfully submitted,



Amy W. Moore  
Town Manager/Clerk-Treasurer

TOWN OF QUEENSTOWN

**CLOSED MEETING/EXECUTIVE SESSION RECORD**

A public body that meets in closed session may not discuss or act on any matter not permitted under the Maryland Statute summarized below. The public meeting law does not apply to executive functions, quasi judicial functions, or chance encounters or social meetings.

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- (1) DATE AND TIME OF PROPOSED CLOSED MEETING OR EXECUTIVE SESSION:

Date: 2/28/18 Time: 6:45 PM; 8:07 PM

- (2) LEGAL AUTHORITY FOR CLOSING PUBLIC MEETING OR GOING INTO EXECUTIVE SESSION (circle the section of the law which authorizes the closed session):

Open Meetings Act, Maryland Code Annotated, General Provisions Article, § 3-305(b) (2014)

- (1) discuss:

(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or

(ii) any other personnel matter that affects 1 or more specific individuals;

- (2) protect the privacy or reputation of individuals with respect to a matter that is not related to public business;

(3) consider the acquisition of real property for a public purpose and matters directly related thereto;

- (4) consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

- (5) consider the investment of public funds;

- (6) consider the marketing of public securities;

- (7) consult with counsel to obtain legal advice;
- (8) consult with staff, or other individuals about pending or potential litigation;
- (9) conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to the public security, including:
  - (i) the deployment of fire and police services and staff; and
  - (ii) the development and implementation of emergency plans;
- (11) prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
- (14) before a contract is awarded or bids are opened, discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

(3) TOWN BOARD, AGENCY, OR COMMISSION PROPOSING CLOSED OR EXECUTIVE SESSION:

Commissioners of Queenstown.  
 (Name of Board, Agency, Commission, or Committee)

(4) IDENTIFY TOPIC(S) PROPOSED FOR DISCUSSION IN CLOSED SESSION:

*1st closed session*  
Discuss personnel matters (employee performance and board appointments).

*2nd closed session*  
Legal advice on a code enforcement / amendment issue.

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(5) MEMBERS OF BOARD, AGENCY, COMMISSION, OR COMMITTEE PRESENT AT PUBLIC MEETING AT WHICH CLOSED SESSION REQUESTED:

<u>Name</u>	<u>Vote on Closure</u> (circle correct vote)
Alton Hardee	<input checked="" type="radio"/> For <input type="radio"/> Against
Tommy Willis	<input checked="" type="radio"/> For <input type="radio"/> Against
Holger Schuster	<input checked="" type="radio"/> For <input type="radio"/> Against
	For/Against
	For/Against

(6) TIME CLOSED SESSION CONVENED:

6:45 PM; 8:02 PM *Second closed session*

TIME CLOSED SESSION CONCLUDED:

7:00 PM; 8:11 PM

(7) PERSONS PRESENT AT CLOSED SESSION:

Al Hardee, Tommy Willis, Hogie Schuster,  
Amy Moore, Buyya Booker

(same persons present at both)

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(8) PLACE CLOSED OR EXECUTIVE SESSION HELD:

Queenstown Town Office

(9) PURPOSE OF AND TOPICS DISCUSSED AT CLOSED SESSION:

Discuss employee performance  
and Board appointments.

Legal advice on code enforcement /  
potential amendment

(10) SUMMARY OF ACTIONS TAKEN AT CLOSED SESSION, IF ANY:

No action - discussion only.

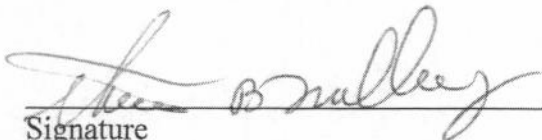
**CERTIFICATE OF PRESIDING OFFICER**

I hereby certify that I am the presiding officer of ~~the~~ Commissioners of Queenstown  
public board, agency, commission, committee, or other public body of the Town of  
Queenstown, Maryland. I further certify that by a majority vote on the 29th day of  
February 2018, the aforesaid agency, board, committee, or commission voted to  
hold a closed meeting for the purposes, and to discuss the topics, set forth above, and that  
no other topics were discussed, and that the foregoing is a true record of the closed



meeting described herein. The Clerk is directed to maintain this document as a public record of the Town of Queenstown, and to append the same to the minutes of the next public meeting of the aforesaid agency, board, committee, or commission.

2/28/18  
Date

  
Signature

Thomas B. Miller, Jr.  
Printed Name

President  
Title