

QUEENSTOWN COMMISSIONERS
May 23, 2018

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

SPECIAL MEETING CALLED TO ORDER AT 6:30 P.M.

Commissioner Hardee motioned to enter into Closed Session at 6:31 p.m. to obtain legal advice from attorney regarding wastewater matters. Motion seconded by Commissioner Schuster.

Vote: 3-aye, 0-nay

Commissioner Schuster motioned to adjourn the Closed Session at 6:48 p.m. Motion seconded by President Willis. Vote: 3-aye, 0-nay

REGULAR MEETING CALLED TO ORDER AT 7:00 P.M.

GUESTS:

- Tom Chandler, Shore Christian Fellowship
Mr. Chandler informed the Commissioners that they received and reviewed the Town's counter proposal to the purchase of the property, but advised that they would have to decline the offer. Since the Town installed the culvert pipe along Old Wharf, people have driven across the church parking lot when the chain is up. He said the only way they see to correct that is either install the chain and post type fencing they suggested or remove the culvert pipe. They feel that their last offer to the town was fair and reasonable and is requesting the Commissioners reconsider. They would like an answer by June 30th if possible, and he advised that they plan on closing off access to parking area on July 31st. The Commissioners advised they would take a look at the property again, discuss and get back to them with their decision.

PUBLIC WORKS –

- Need to purchase some new flag poles and flags. Commissioner Hardee advised he could obtain for us at cost.
- President Willis would like us to obtain a portable flow meter for us to check the amount of sewer flow in some areas of town. Ms. Moore will check with Tidewater.

PLANNING –

- Ms. Moore advised that the Planning Commission is working on updates to the Zoning Ordinance following the adoption of the Comprehensive Plan.

FINANCE COMMITTEE – No updates

TOWN MANAGER/CLERK

Treasurer's Report -

General Fund checking	\$167,764.52
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Water/Sewer Fund checking	\$ 98,116.85
WWTP Project checking	\$ 13,498.34

Minutes –

Commissioner Hardee motioned to accept the April 25, 2018 Closed Session minutes as written. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

OLD BUSINESS:

- Town Attorney, Brynja Booth, provided an update on the wastewater treatment plant –

The plant is almost complete, with just a couple of punch list items remaining. In January 2018 the Town started with a new operator, who is doing an excellent job and is very proactive. The prior operator’s contract expired December 31, 2017. The plant is designed for 200,000 gpd, can operate up to 300,000 gpd, and is a membrane bio-reactor system. The membranes are produced by Ovivo. Processing of sewer inflow occurs through the membranes.

In January 2017, there was damage found in the membranes. An exact cause couldn’t be found, but it is believed to be prior operator error. George, Miles & Buhr (GMB), design engineer for the plant, performed required tests at that time and the membranes were working. The Town worked out a warranty agreement with Ovivo, which was approved in December 2017.

In February 2018, the town experienced a large rain event. Where the town normally has a flow of 70,000-80,000 gpd, it was then up to 200,000 gpd. This influx of large amounts of flow is contributed to rainwater/groundwater. Because of the large flows, the membranes, already damaged, could not keep up with processing the flow fast enough. The new operators worked with Ovivo to try to improve and increase the processing of flow. The town brought in outdoor storage tanks for emergency overflow.

Ovivo has been working closely with the town on way to rectify the problem. The town had another manufacturer take a look and give a price for replacement of the membrane with the Kubota brand.

The town received a proposal from Ovivo to replace the membranes in kind, or with a newer option with 20% more surface coverage for the same price. The replacement of all four membranes will cost \$30,000. Ovivo will supply onsite support of the installation and two days of training following the upgrade. The town is not obligated to pay for the membranes until one year following installation to ensure working properly.

The town also approved camera work of the sewer lines to determine areas of infiltration, as well as grouting work to repair areas found to date.

Ms. Booth recommends the town accept the Ovivo proposal of the higher capacity membranes for \$30,000.

President Willis motioned to accept the Ovivo 480 model of membranes at the price of \$30,000, with delivery expected approximately the third week in June. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

- Commissioner Hardee advised that he received a call from Ms. Marjorie Lantz regarding Royal Farms. She said the signs seem to be making a difference with trucks parking and idling overnight. She said it has been a lot better.

- Commissioner Hardee announced that the Town picnic will be June 23rd from 3-7 p.m. We will send out invitations with a request for RSVP. Town will be providing hamburgers and hotdogs, as well as child and adult activities, and live music. Committee will meet again June 4th. President Willis advised that the Lions Club is meeting and will give us a proposal to prepare the food for us.

NEW BUSINESS

- PROPOSED ORDINANCE 18-02 – AN ORDINANCE OF THE TOWN OF QUEENSTOWN ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019, AND ESTABLISHING A TAX RATE OF .1726 PER \$100 OF ASSESSED REAL PROPERTY VALUE AND A TAX RATE OF .44 PER \$100 ON ALL COMMERCIAL OR BUSINESS PERSONAL PROPERTY AND PUBLIC UTILITIES; AND ALSO ADOPTING AN ENTERPRISE BUDGET FOR THE TOWN'S WATER AND SEWER OPERATIONS

President Willis advised that there are no rate increases proposed over current year.

President Willis motioned to introduce Ordinance 18-02 and hold a budget hearing on June 5, 2018 at 6:30 p.m. Motion seconded by Commissioner Schuster. Vote: 3-aye 0-nay

ATTORNEY UPDATES – Brynja Booth

No updates at this time

PUBLIC COMMENT

No public comment

At this time, President Willis motioned to adjourn the meeting in the Town Office and have the Commissioners meet at the Queenstown Park to look at the park/church property. Motion seconded by Commissioner Schuster. Vote: 3-aye, 0-nay

The Commissioners met at the Queenstown Park, looked over options for the property, and agreed to reconsider the church proposal. An ordinance will be drafted for introduction approving the purchase of the property.

There being no further business at this time, President Willis motioned to adjourn the meeting at 7:45 p.m. Motion seconded by Commissioner Hardee. Vote: 3-aye, 0-nay

Respectfully submitted,



Amy W. Moore
Town Clerk

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.

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

Date: 5/23/18 Time: 6:32 PM

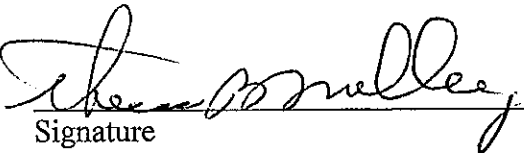
- (2) LEGAL AUTHORITY FOR CLOSING PUBLIC MEETING OR GOING INTO EXECUTIVE SESSION (circle the section of the law which authorizes the closed session):

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;

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.

5/23/18
Date


Signature

Thomas B. Willes, Jr.
Printed Name

President.
Title