

QUEENSTOWN COMMISSIONERS

April 28, 2021

PRESENT: President Tom Willis, Commissioner Bryon Callahan, Commissioner Al Hardee, Town Manager Amy Moore, Town Clerk Aaron Horney, Town Attorney Lyndsey Ryan

WORK SESSION CALLED TO ORDER AT 6:30 PM

The purpose of the work session was meet with Harold Veasel to discuss a possible code enforcement position with the Town. Mr. Veasel is the current zoning inspector/code enforcement for Queen Anne's County. Commissioners wish to have someone who will do patrols through town once a week and issue notice letters/citations on property maintenance violations observed. Currently MDIA does patrols and the Town Manager issues letters/citations. Focus will be on front yard compliance via inspections and rear yard compliance via a complaint-based system. Mr. Veasel interested in position. Commissioners will discuss further on possible offer to be made to Mr. Veasel. Currently, MDIA charges \$75 per hour to do patrols once per week. Also discussed were potential changes to current property maintenance codes. Mr. Veasel stated County grass height is max 9 in. vs. Town which is 6 in. Commissioners discussed possibility of aligning notice times and fees for violations more with those for the County. Will discuss further in future meeting.

Pres. Willis motion to close the work session at 6:58pm. Comm. Callahan second. VOTE: 3 aye – 0 nay.

REGULAR MEETING CALLED TO ORDER AT 7:01 PM

GUESTS –

- **Teresa O'Boyle** - Outdoor yoga classes at Community Park
Ms. O'Boyle and Carol Ibex of Foundations Island Yoga were present to discuss the possibility of holding yoga classes at the Queenstown Community Park or the Waterfront Park area on a weekly basis. Possible hold class on Saturdays beginning May 22 at 9am. A fee would be charged for class with reduced rates for Queenstown residents. Commissioners agreed would be a benefit for the community and were agreeable with allowing the use. Suggested using the fields at the Community Park as more open area to allow people to spread out while participating. Town Clerk will be contact person for Ms. Ibex and will put notices up on Town website/newsletter.

PUBLIC WORKS – Amy Moore

- Steve Roberson and MD Rural Water will be in town May 5 to further investigate leak on Main St. Also have company scheduled on May 6 to waterjet sewer line to get camera in the line.
- Chris Ritch has been checking manhole water levels last few days. Greg Smith suggested using chart recorder instead which will automatically document water levels in manhole. Town has one available. Would need to be connected by electrician. Commissioners agree to use chart recorder.
- Ditch next to R&D Electric last cleaned 2-3 years ago. Maintenance needed on ditch, causes issues with flooding, poor drainage in area. Received quote from John English to clear ditch. Commissioners agree necessary to have John English perform maintenance on ditch.

- Ditch on MD 456 near Royal Farms was cleared last year but now has overgrown cattails, etc. SHA usually maintains and is responsible for cleaning ditch but informed not sure when will be able to maintain ditch or how often. Stated Town could clean ditch if desired or Town may have Royal Farms clean ditch. Stated drainpipe under US 301 is higher than ditch so some water will sit in area before draining regardless. Commissioners agree town should maintain ditch area on a monthly basis.
- Ditch behind Town Office in need of clearing/overgrown. Partly on town property and partly on private property. Possibly have John English look at area and recommend solutions – clearing, new piping, etc. Ms. Moore will contact Mr. English and personal property owners regarding possible clearing of ditch area.
- Got quotes for new tires for town truck from 3 vendors. Mr. Tire came in lowest. Will contact to purchase install tires.
- Fence at Royal Farms/Queenstown Village area to be installed around end of May.

PLANNING – Matt Reno

- Expects Planning Commission to agree to forward Trails Master Plan to Commissioners for potential adoption at next meeting.
- Observed vehicles parked at boat landing without permits. Sent pictures to Ms. Moore. Ms. Moore stated area was being monitored and flyers placed on violators as warnings. Pat Bowell stated she was at landing and was told by Sheriff's Deputy that area was restricted to permits holders only. Ms. Moore stated a large pink sign will be installed at landing also informing of new restrictions.

FINANCE COMMITTEE – Pat Bowell

- Attended MML webinar regarding American Rescue Plan funding. City/towns divided into 1) those who get federal block grants already and 2) all others. Both groups subdivided into A) populations above 50,000 and B) below 50,000. Queenstown in group B, has no block grants and below 50,000 population. Group B money will come from Federal Gov. to the State on May 10. State then has 120 days to confirm scheduled amount is no more that 75% of town's annual budget, then will begin sending first half of money. Money will come in two lumps, must be spent by 2024. Treasury Dept. expected to issue guidelines for what the funding can be used for on May 10.

TOWN CLERK – Aaron Horney

- **Treasurers/Finance Report**
 - General Fund - \$155,485.26
 - Water/Sewer Fund - \$56,479.38
- **Minutes**
 - March 24, 2021 – Regular meeting
Comm. Hardee motion to accept minutes as written, Comm. Callahan second.
VOTE: 3 aye – 0 nay.
 - April 19, 2021 – Special meeting
Comm. Hardee motion to accept minutes as written, Comm. Callahan second.
VOTE: 3 aye – 0 nay.
 - April 19, 2021 – Closed Session
Comm. Hardee motion to accept minutes as written, Comm. Callahan second.
VOTE: 3 aye – 0 nay.
- **Correspondence/Requests/Info – Sent and Received**
 - Boat ramp signs ordered/picked up. Should be put up this week.

TOWN MANAGER – Amy Moore

- Previous discussion of going to two Commissioner Meetings per month. Commissioners agree preferable to have two meetings per month. Commissioner Hardee suggested still having available via Zoom and record meetings for viewing on Town website, also suggests one meeting be afternoon meeting. Discussion on best times/days of week. Comm. Hardee motion to have two meetings per month beginning in May on the 2nd Tuesday at 3:30pm and 4th Wednesday at 6pm. Comm. Callahan second. VOTE: 3 aye – 0 nay.
- Submitted request to the Boat Act Advisory Committee regarding establishing a 6-knot speed limit in Queenstown Creek with signage and consideration for channel dredging. Committee will meet tomorrow to discuss 2021 requests and contact Town if further info needed.
- Sent letters out for property maintenance violations in the last week. Will follow up.

OLD BUSINESS

- I & I project
No updates.
- Water Tower & Infrastructure project
 - Interim Financing
On hold pending final decision by Commissioners by June 1.
- Dudley Property – Status Update
Deed has been signed and received. Final subdivision plat was approved and recorded. Payment for land has been sent to Dudley.
- Wheatland's Project
Rauch has talked to Waterman about w/s needs. Appears Town can accommodate sewer needs without upgrades to plant. Would need to make discharge permit adjustments and amend county master w/s plan. Ms. Ryan sending info to Waterman attorney Joe Stevens on impact fees.
- Speeding on Main St
No updates.
- Boat ramp improvements
Rauch has applied for construction permit. Made some revisions to/resubmitted application to State. Will check if has been received and what turnaround time will be. Will provide town with list of contractors once permits have been issued.
- Boat landing parking and signage
Previously discussed.
- Revised Boat Slip Rental Agreement – review and approve
Changes made to agreement sections 5 & 22 following previous worksession. Pres. Willis motion to accept the new slip agreement. Comm. Hardee second. VOTE: 3 aye – 0 nay.
- Town Dock projects
DNR requested changes in Rauch scope of work. Changes made to allow acceptance by DNR. Documents reflecting changes provided to Commissioners for review before next meeting. Rauch preparing full bid package. Will work on ad requirements with Ms. Ryan. Will advertise for dredging also. Revisions made to construction permit app regarding finger piers and resubmitted to State. General description for Harbormaster duties being worked on. Comm. Hardee raised concern regarding transient docking once finger piers go in. Designate one slip for transient docking a possibility.

NEW BUSINESS

- Code enforcement discussion. Ms. Ryan stated an independent contractor agreement can be set up for this position. Pres. Willis motion to negotiate job description/rates with Harold Veasel regarding his replacing the Town's current code enforcement program with MDIA. Comm. Callahan second. VOTE: 3 aye – 0 nay.
- Comm. Hardee inquired about discussion on setting up contract with town plumber. Should set up meeting with plumber to discuss. Pres. Willis stated should set up guidelines for any contractor agreement to use before discussions with plumber. Ms. Ryan can work on general contract that can be suited toward any contractors.

ATTORNEY UPDATES

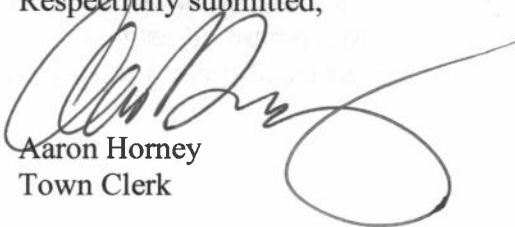
- No updates.

PUBLIC COMMENT

- Matt Reno inquired about development on Thompson Ave. What are the development rights/responsibilities agreement for the development? Is it being upheld? Allowed to be rentals? Grass in open areas not being maintained. Some fencing going up in yards-have permits? Ms. Ryan stated grass is HOA responsibility to maintain. Ms. Moore stated letters are going out to property owner regarding grass and will investigate fencing.

There being no further business, Pres. Willis motion to close the meeting at 8:26pm. Comm. Hardee second. VOTE: 3 aye – 0 nay.

Respectfully submitted,



Aaron Horney
Town Clerk