

QUEENSTOWN COMMISSIONERS

September 22, 2021

PRESENT: President Tom Willis, Jr., Commissioner Al Hardee, Commissioner Bryon Callahan, Town Manager Amy Moore, Town Clerk Aaron Horney

REGULAR MEETING CALLED TO ORDER AT 6:05 PM

Prior to tonight's meeting, Commissioners Willis, Hardee, and Callahan and Ms. Moore met at Thompson Ave. at 5:30pm to examine present conditions of the roadway regarding lane, shoulder, and ROW widths. No decisions or actions were taken during this meeting.

GUESTS

No guests were present.

PUBLIC WORKS – Amy Moore

- Thompson Ave. road width/parking issues. Will discuss further pending review of original plans approved for the development
- 1 VFD control at WWTP is down resulting in 1 EQ pump not working- only 1 online. Should be getting replaced Sept. 23. A pressure transducer was also down due to a bad wire. Has been repaired and is now working.
- Water testing for lead/copper required every 3 years- last done in Sept. 2018. Will be testing 10 houses throughout town. Will collect samples from households on Sept. 29. Participating households will receive copy of test results.
- O'Rourke parking issue. Mill down pavement instead of cutting to remove? Could be done while Pavemaster is in town for other paving work. Pavemaster stated would do milling at no charge. Will do work either Sept. 24 or 27. Commissioners agree to have milling done at O'Rourke address.
- Town Office renovation. 2 proposals received. Cain Home Improvement- est. cost \$1,857.00 + cost of crown molding. Matt Grimm- est. cost \$1966.50 + cost of paint. Town Attorney confirmed no conflict of interest regarding Paul Cain as Planning Commission member. Commissioners agree proposals are similar in cost. Are familiar with Mr. Grimm's previous work as well. Hardee motion to accept Matt Grimm proposal. Callahan second. VOTE: 2 aye – 0 nay. Willis abstained.
- Performing sidewalk/street/curbing inspections- compiling list of areas of concern.
- Charity Lane speed bump ordered. Expect delivery by Sept. 23. Will install shortly thereafter.
- Concert Park stage. Purchase one for future use? Have electric permanently installed? Change location in park for future use? Best dates/times for concerts? Commissioners will discuss at future meeting.

PLANNING

No updates.

FINANCE COMMITTEE

No updates.

HARBORMASTER

No updates.

TOWN CLERK

- Treasurers/Finance Report
General Fund - \$85,994.32
Water/Sewer Fund - \$149,739.67
American Recovery Protection Act Fund account established at Queenstown Bank - \$342,377.67
- Minutes
 - September 7, 2021
Hardee motion to accept as written. Callahan second. VOTE: 2 aye – 0 nay. Willis abstained.
- Correspondence/Requests/Info – Sent and Received

- American Legion requesting donations for Wreaths Across America 2021 Christmas effort. Monetary donation or paper/printing for printed materials would be appreciated. Town donated \$1,000 in early 2021. Commissioners agree to donate paper/use of printer to American Legion for current WAA effort. Ms. Moore may donate time to do printing on office machine.
- Halloween- have usual hours? Hardee motion to have trick or treating hours at 6pm-8pm on Oct. 31. Callahan second. VOTE:: 3 aye – 0 nay.
- Town Christmas Tree- Arborist Pat Bowell has been unable to locate suitable live tree to plant. Recommends not planting live tree as insufficient space on town property to place. Commissioners agree to use 14' cut live tree as have done in the past.

TOWN MANAGER

- Town Hall Meeting- Commissioner Hardee would like to have informal meeting to engage with public. Was well attended when last held in 2019. Methodist Church is available on Wed./Fri. nights. Commissioners agree to schedule meeting for October 13 at 6pm.
- Lex Birney has informed he will cover the cost of the town Sept. fireworks for this year. Will be sending an invoice to Mr. Birney for cost of fireworks.
- No parking sign installed on gate at end of Old Wharf La. to address Urquhardt concerns about Town space there. Will be installing more signs along Old Wharf La. Contacted Urquhardts about interest in selling portion of property in use by the Town to the Town. Stated would be complicated to sell- offered to buy Town portion from Town instead. Commissioner Hardee suggests meeting with Urquhardts to discuss possible solutions to issues present at location as do not want to lose location as important to town. Callahan motion to offer extending fencing on existing fence line to waterline to prevent entrance into Urquhart property. Hardee second. VOTE: 3 aye – 0 nay.
- Jay Friel has inquired about available water/sewer capacity for possible commercial development project. Provided him recent Rauch sewer capacity report. Payment received from Birney for Queenstown Harbor Golf EDUs reserved. Barry Waterman questions about what is required to reserve capacity/what project approval level entitles one to do so.

OLD BUSINESS

- I & I project
Rauch will be providing scope of work. Town Attorney still investigating requirements regarding ARPA procurement requirements. Town ordinance provides procurement exemption for attorneys, engineers, etc.
- Water Tower & Infrastructure project
Interim Financing on hold pending Town Attorney Lyndsey Ryan's return. Working on temporary access to site for test well- should take about a month. Will begin working on permanent access point to site.
- Wheatland's Project - *Forest Conservation Plan review*
No updates.
- Speeding on Main St
No updates.
- Boat ramp improvements
Bid package being modified as showed parking lot improvements in error- will take about a week then can put out to bid. Tidal Wetlands Impact permit app sent to MDE- waiting for approval. Gillespe should deliver ramp concrete slabs around beginning of October- should see if can hold off until later date.
- Town Dock projects
Dredging has been put out to bid, will hold a prebid meeting on Sept. 28. Bids due by Oct.8. Terrethane injection Notice of Acceptance sent to Stabil Solutions with contract. Construction to be put out to bid at future date.
- Water tower maintenance
Review of Liquid Engineering scope of work showed lettering on one side only of tower. Both sides would be additional \$3,000. New total price would be \$52,165 for tower work including new vent needed. Callahan motion to accept new price of \$52,165 for tower maintenance work. Hardee second. VOTE: 3 aye – 0 nay.
- Review and updates to Town Codes and Ordinances (*Fall 2021*)
On hold pending return of Town Attorney.
- Control Room – *Bids due 9/27/21*
No attendees at prebid meeting on Sept. 14. Bids due by Sept. 27.
- Zoning Ordinance violations – Boats/trailers in yards and driveways

Updated proposed amendments for review following previous meetings discussions. Next step if acceptable is to put in ordinance form for introduction. Comm. Hardee stated length limitation currently in effect is missing in new amendments- wants to make sure remains in place. Commissioners agree to put proposed amendments plus length requirement into ordinance form for possible introduction.

- American Rescue Plan Act

No updates.

- Fence regulations - ORDINANCE NO. 21-06 AN ORDINANCE OF THE TOWN OF QUEENSTOWN TO AMEND SECTION 94 OF THE QUEENSTOWN ZONING ORDINANCE TO ESTABLISH HEIGHT, AREA, AND BULK REQUIREMENTS FOR FENCES WITHIN TOWN (*Public hearing 10/27/21*)

Introduced at prior meeting. Scheduled for public hearing on Oct. 27.

- Channel dredging

Have applied for Waterway Improvement Grant of \$100,000 for engineering work. Isaac Wilding of DNR believes funding can be obtained from State for project- likely will be 2-3 years before dredging could begin.

- Old Wharf Lane – Stormwater

Rauch providing scope of work. Town Attorney still investigating requirements regarding ARPA procurement requirements. Town ordinance provides procurement exemption for attorneys, engineers, etc.

- Water/Sewer Connections Code – proposed clarifications & revisions

Proposed amendments provided for Commissioners review. Will defer until next meeting.

NEW BUSINESS

No updates.

ATTORNEY UPDATES

No updates.

PUBLIC COMMENT

- **Becky Booth** – If already registered to vote in Federal/State elections, anything special needed to vote in Queenstown Commissioners Election? Ms. Moore stated no, you are eligible to vote in Town elections if so. Town Office can verify if resident is registered.

Private ownership of waterfront property- how far out into the water is considered private property? Commissioners debated whether mean high or low tide is the general line. State law suggests mean high tide line.

Vehicle parking on yards- any ordinances prohibiting? If not, any considered? Boats in driveways leading to some cars being parked in yards. Ms. Moore stated to her knowledge nothing currently prohibiting parking vehicles on lawns. Possibly look into for future ordinances to address.

Willis motion to close the regular meeting to enter a Closed Session at 7:52pm to discuss personnel matters. Callahan second. VOTE: 3 aye – 0 nay.

(Closed Session authorized by Section 3-305(b) of the General Provisions Article of the Maryland Annotated Code)

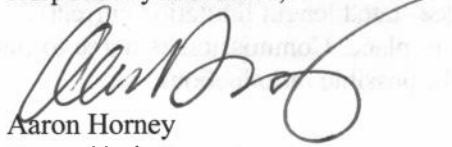
Willis motion to leave Closed Session and return to regular meeting at 8:19pm. Hardee second. VOTE: 3 aye – 0 nay.

Hardee motion to disband the public works Foreman position due to current workload not requiring need for position and as Town Manager currently oversees all public works employees. Willis second. VOTE: 3 aye – 0 nay.

Hardee motion to revise the public works Foreman and Laborer positions descriptions. Callahan second. VOTE: 3 aye – 0 nay.

There being no further business, *Willis motion to close the meeting at 8:20pm. Callahan second. VOTE: 3 aye – 0 nay.*

Respectfully submitted,



Aaron Horney
Town Clerk-Treasurer