

QUEENSTOWN COMMISSIONERS

October 12, 2021

PRESENT: President Tom Willis, Jr., Commissioner Al Hardee, Commissioner Bryon Callahan, Town Manager Amy Moore, Town Attorney Lyndsey Ryan

REGULAR MEETING CALLED TO ORDER AT 4:02 PM

GUESTS

Chelsea & Nick Crossen – present to discuss an idea for a Christmas light house decorating contest. Logistics would include offering 1st, 2nd, and 3rd place with prizes. Dates for evening viewings could be set, and residents would walk around with a map showing the houses participating and vote on their favorites. Additionally, votes could be cast via Facebook, allowing out-of-town participants. Participants would pay an entry fee of \$5. Hot cocoa could be sold the night(s) of scheduled viewings. If the contest is successful, different decorating categories could be added for future years. The Commissioners were all in favor of the contest. The first viewing could be the night of the official Tree Lighting Festivities, December 10th from 6-9 p.m. Prizes would be offered by the Town this year in the form of gift certificates to local businesses. Willis motioned to offer gift certificates in the amounts of \$200/1st, \$100/2nd, and \$50/3rd places. Callahan second. VOTE: 3-aye, 0-nay

PUBLIC WORKS – Amy Moore

- Memo from George Smith regarding on-going electrical issues at the wastewater plant. The plant has experienced multiple electrical issues during thunderstorms and power supply issues that have caused pump motor damage, damage to motor control center PLC's, loss of PLC programs and damage to variable frequency drives. Storms and lightning strikes have been the main culprit. Mr. Smith recommended steps be taken to prevent future electrical issues and offered to assist with the recommendations: 1) Obtain cost quotes to install lightning protection on main motor control center, grit removal control panel, blower control panel, raw pump station control panel and the EQ tank control panel. 2) Obtain cost quotes to install live over/under voltage protection on the main three phase service to the plant. 3) Obtain cost quote to have all three main motor control centers professionally cleaned, and all wire lugs inspected and tightened. Ms. Moore advised she gave authorization to obtain cost estimates on 10/5/21. Discussion ensued about surge protection and if the damages would be covered by insurance. Ms. Ryan requested a copy of the memo be forwarded to her for review. Once quotes are received, ask Mr. Smith to meet with Commissioners to discuss.
- Ms. Moore advised that Mark Mayberry expressed concerns with the size of the outfall pipe that goes into the creek from the catch basin on Charity Lane. The pipe under the road to the catch basin is 24", and from there it is reduced to 14" underground to the outfall area into the creek. He experiences water backup on his property during heavy rains and believe the pipe sizing is the problem. Commissioner Callahan advised that some of the ditch area had been opened up as was very overgrown. He stated he advised town employee Chris Ritch to continue opening up the ditch all the way to the large pipe.
- Joe Koegel – 7105 Maryland Ave., contacted President Willis regarding a drainage issue on his property he feels is brought on by the lack of sidewalk and street grades in front of his driveway. President Willis advised he met with concrete contractor David Sears and requested a price to replace a section of the sidewalk to include some height to act as a barrier to water running down the street. Commissioner Callahan suggested contacting Stabil Solutions to see if they could inject foam under sidewalk to raise the back side. Ms. Moore will contact SS and ask them to look at area.
- Thompson Ave. Extended – appears developer built to standards approved by the Planning Commission. Before Town takes over, will need to bring back up to original standards, as some areas of shoulder is not to specified 6 ft., and is overgrown with grass. Bringing up to original standards should help with the parking situation in that area. If not, Town will have to consider no parking on both sides of the street. Question as to who owns the street – need to look into that.
- Steamboat Village – Sidewalk Letter of Credit – Jay Friel has asked that letter be released. Ms. Moore advised that Bob Rauch was asked to inspect and has reported that they are generally in good shape but will double check the design documents. Noted there are some minor grading issues. He will provide a final report. Commissioners agreed to hold up on releasing letter of credit at this time.

- Harbor Lane paving – Commissioner Hardee received a complaint that there were sections uneven and that there were divots in the pavement. Lane Cole and Ms. Moore had inspected but could not find any areas. Commissioner Hardee will look into matter further.
- Gravely lawnmower has broken down again – good for remainder of fall with one mower. Will look into a new mower over the winter, with the assistance of Commissioner Callahan.

PLANNING – Amy Moore/Mike Bowell

- Planning Commission reviewed a concept plan presented on behalf of Lacross Homes for an office building and garage bays on the Kevin Dey property fronting Rt. 301. Access would be from Melvin Ave. Comments were provided regarding traffic, drainage, outdoor storage, etc. They will come back with revised plans.
- R.B. Baker & Sons requested County to rezone their 10-acre parcel at corner of Rt. 301 & Cherry Lane to Suburban Commercial, with a land use change to Rural Business Employment area and commercial mixed use. This property is not in the town limit but is in our growth area. Planning Commission reviewed and found the change would be consistent with our Comprehensive Plan and they voiced no objection to the request.
- Drainage plans approved for 700 Del Rhodes Avenue following review and favorable recommendation from Town Engineer.

FINANCE COMMITTEE – Pat Bowell

- Reviewed draft audit and prepared the Management and Discussion Analysis. Audit looks good. There is an increase in unfunded pension plan and needs to show as a liability in the audit.
- Working on the Highway User Report, which is due 10/25/21. Since no paving was done last year, there may be a surplus that we would have to earmark for next year. As trails are part of the highway system, will be looking into costs associated with the Trails Master Plan to include in report.

HARBORMASTER

No updates.

TOWN CLERK – Amy Moore (in absence of Town Clerk Aaron Horney)

- Treasurers/Finance Report
General Fund - \$93,854.17
Water/Sewer Fund - \$299,246.07
American Recovery Protection Act (ARPA) Fund - \$342,377.67
- Minutes
 - *September 22, 2021- Regular Meeting - Willis motion to accept as written. Hardee second. VOTE: 3 aye, 0 nay*
 - *October 7, 2021 – Special Meeting – Willis motion to accept as written. Callahan second. VOTE: 3-aye, 0-nay*
 - *October 7, 2021 – Closed Session – Willis motion to accept as written. Hardee second. VOTE: 3-aye, 0-nay*
- Correspondence/Requests/Info – Sent and Received
None

TOWN MANAGER

- Request from Christina Law for town to waive the Liability and Indemnification Agreement she entered into for the repair of her sewer line so she can sell the property “as is”. New owner would assume the Agreement and be responsible for the repairs. Buyer is aware of the issue and the Agreement. She inherited the property following the death of her father and funds are limited. Commissioners discussed, and in order to be consistent, they are not inclined to release her from her liability. Suggested she ask the purchaser to pay for the repairs up front.
- Sent a refinement request to the Critical Area Commission for our Critical Area amendment to the Queenstown Zoning Ordinance recently adopted by Ordinance 21-04, which amended Article IV, Part III of the CA Overlay District. Waiting on response.
- Municipal Government Month is November. Will have a resolution prepared acknowledging such. Also usually select a Volunteer of the Year. Lane Cole would like to nominate Faye Burns for her work on

implementing and maintaining the Little Library at the Town Park. Clerk asked that any other nominations from staff should be submitted by next meeting.

- Discussion on November and December meetings, due to holidays:
 - November – meet 11/9 @ 4:00 p.m. and 11/17 @ 6:00 p.m.
 - December – meet 12/7 @ 4:00 p.m. only
 - Holiday party for staff and volunteers – 12/9 @ American Legion – have catered
- Ordered election signs to post
- Requested closed session at end of meeting to discuss personnel matter

OLD BUSINESS

I & I project

Town Attorney to verify procurement requirements for Bob Rauch, as plan to use ARPA funds

Water Tower & Infrastructure project

Town Attorney determining whether bond counsel is required for interim financing.

Wheatland's Project - Forest Conservation Plan review

No updates.

Speeding on Main St

No updates.

Boat ramp improvements

Bid documents finalized, and advertising begins this week. Contractors also being solicited by engineer. Pre-bid meeting 10/19, with bids due 10/28.

Town Dock projects

Dredging – one responsive bidder – price significantly over budget. Ms. Moore has contacted DNR requesting additional grant funding if available.

Terrathane injection – contract executed by Willis

Wall St. water tower maintenance

Town Attorney reviewed terms and conditions of contract and has requested some changes. Ms. Moore will follow up with contractor.

Review and updates to Town Codes and Ordinances (Fall 2021)

On hold pending return of Town Attorney.

Control Room

No bids received. Ms. Moore contacted Rauch for additional contractor information. Made contact with five, with only one requesting bid information. Will also check with local contractors.

Zoning Ordinance violations – Boats/trailers in yards and driveways

Ordinance 21-07 – An ordinance of the Town of Queenstown to amend Section 8 of the Queenstown Zoning Ordinance to include specific definitions and to amend Section 67 of the Queenstown Zoning Ordinance to permit the storage and parking of one recreational vehicle and equipment provided certain setback and size requirements are met. Ordinance introduced by Hardee, Callahan second. VOTE: 3-aye, 0-nay. Public hearing scheduled for 11/17/21 at 6:00 p.m.

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

Channel dredging

No updates.

Old Wharf Lane – Stormwater

Town Attorney to verify procurement requirements for Bob Rauch, as plan to use ARPA funds

Water/Sewer Connections Code – proposed clarifications & revisions

Under review

Town Hall Meeting

Scheduled for 10/13 at 6:00 p.m. at Calvary United Methodist Church

NEW BUSINESS

Zoning map correction

Current zoning map shows an error (a portion of Dudley property is depicted as being within the town boundaries but was not part of annexation). Town Attorney will review and advise on correction steps to be taken.

ATTORNEY UPDATES

No updates.

PUBLIC COMMENT

No public comment

Willis motion to close the regular meeting to enter a Closed Session at 5:51 p.m. 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 5:58 p.m. Callahan second. VOTE: 3 aye – 0 nay.

There being no further business, *Willis motion to close the regular meeting at 5:58 p.m. Callahan second. VOTE: 3 aye – 0 nay.*

Respectfully submitted,



Amy W. Moore
Town Manager