

QUEENSTOWN COMMISSIONERS

October 27, 2021

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

MEETING AND PUBLIC HEARING CALLED TO ORDER AT 6 PM

- **ORD. 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**
 - Lonnie & Shirley Anthony of 116 Dudley Ave. had several comments. Proposed prohibition on chain link fences- 25 properties currently have, would they have to use different type of fencing if replacing their fence? Would be considered maintenance? Ms. Ryan stated removing/replacing entire fence would require using different type. Could replace sections with same type as maintenance. Proposed property line placement requirement- how to maintain other side? Who would be responsible for maintaining side facing out? Should allow a few feet off property line to provide access for maintenance. Reference to “breast height” in Section 2, (I), [9] c. – should change to hard measurement as breast height could vary.
 - The Commissioners agree these comments warrant further review of the proposed ordinance. A meeting will be scheduled to discuss possible amendments to the proposed ordinance.
 - Willis motion to close the Public Hearing at 6:29 pm Callahan second. VOTE: 3 aye – 0 nay.

REGULAR MEETING CALLED TO ORDER AT 6:29 PM

GUESTS

- Di Quynn-Reno

Ms. Quynn-Reno was present to provide info on the annual Queenstown Yard Sale. All 25 spaces were sold plus 8 households throughout town participating. Proceeds from space reservation fees this year were \$221 which will be donated to the Queenstown Volunteer Fire Department. A total of over \$2,500 has been donated to the QVFD over the last 15 years of the annual yard sales.
- Sergeant Chris Amoia (Queen Anne’s County Sheriff’s Office)

Sgt. Amoia reported recent updates for Queenstown. Have been stopping oversized trucks using Dudley Ave. Mainly informing drivers/companies at this point- sending letters reminding of the prohibition to known companies and warning against repeat violations. Speeding through town seems to be lessening- still maintaining a presence in town but have not issued many speed tickets. Also informed that USPS has an internal police department. Can make complaints regarding carrier speeding, etc. to the postal service- will address with their drivers directly. Sheriff’s Office has worked with them with good results.

PUBLIC WORKS – Amy Moore

- Still in need of spare pumps/mixers at WWTP. Should have a spare of all equipment available to provide quick replacement in case of any failures. Had discussed previously in January but have not addressed yet. Had obtained quotes for equipment at that time. Can obtain updated quotes for next meeting. Should obtain asap as equipment may take several weeks/months to ship out.
- Ms. Ryan informed that electrical damages at the plant resulting from recent lightning storms should be covered by insurance.
- Received proposal from R&D Electric to retrofit town center light poles to LED lights. Would be \$125 per pole at 25 total poles for a total of \$3,125. Hardee motion to accept R&D proposal, Callahan second. VOTE: 3 aye – 0 nay.
- Maryland Ave. sidewalk issues- David Sears provided quote of \$4,500 to address issues. Cost to address additional areas of concern in town would total \$6,850. Typically, Town splits costs of sidewalk repairs with property owners. Charter states property owners are responsible for sidewalk maintenance costs. Ms. Moore will determine which repairs are Town’s responsibility

and which are shared responsibility. Ms. Ryan will research liability concerns with sidewalks-who is responsible for accidents/injuries resulting from faulty sidewalks.

- WWTP Operator Greg Smith accumulated \$720 worth of overtime hours during the recent rain/lightning storms. Operating company Susquehanna has opted not to bill the town for this time as a show of appreciation for the Town's continued business with them.
- Bob Rauch inspected sidewalks/roads in Steamboat Village development in preparation of transferring maintenance responsibility to Town. Commissioner Hardee not in agreement with idea of Town assuming maintenance responsibilities for portions of driveways in the ROW in the development. Ms. Ryan will investigate development agreement to determine if Town is required to assume maintenance of driveways.
- Still investigating possible flaws in new pavement in Queenstown Harbor. Commissioner Hardee will be looking at area to identify if any areas needed to be addressed.

PLANNING

- *No updates.*

FINANCE COMMITTEE – Amy Moore

- Town Audit draft has been completed and reviewed. Should be getting final copies in next day or so.
- Highway User Revenue report has been completed and submitted to SHA.

HARBORMASTER

- *No updates.*

TOWN CLERK

- Treasurers/Finance Report
General Fund- \$166,198.62 / Water/Sewer Fund- \$263,502.18 / ARPA Fund- \$342,387.99
- Minutes
 - September 22, 2021 (Closed Session)
Willis motion to accept as written. Hardee second. VOTE: 3 aye – 0 nay.
 - October 12, 2021 (Regular Meeting)
Willis motion to accept with correction. Callahan second. VOTE: 3 aye – 0 nay.
 - October 12, 2021 (Closed Session)
Willis motion to accept as written. Hardee second. VOTE: 3 aye – 0 nay.
- Correspondence/Requests/Info – Sent and Received
No updates.

TOWN MANAGER

- AT&T will begin equipment replacement work on the Wall St. tower on Nov. 1. Crane will be on site- will not block traffic or driveways. Notice has been mailed to property owners in area informing of work and crane presence.
- Town representative Hugh Odom suggests Town wait on any negotiations with AT&T for new lease agreement until above work has begun. Town will contact Mr. Odom after work begins.
- Critical Area Commission reviewing recently adopted Ord. 21-04. Once approved by CAC, ordinance will become effective.
- Upstairs office work ongoing, lighting to be installed. New door to be installed in main lower office.
- RESOLUTION 21-106 RESOLUTION OF THE QUEENSTOWN COMMISSIONERS TO DEDICATE THE MONTH OF NOVEMBER 2021 AS MUNICIPAL GOVERNMENT WORKS MONTH (*eligible to introduce and adopt*)
Willis motion to introduce and adopt Resolution 21-106. Hardee second. VOTE: 3 aye – 0 nay.
- Ms. Faye Burns was nominated for Volunteer of the Year for 2021 for her work in Queenstown including the establishment of the Little Free Library at the Queenstown Community Park.

Willis motion to acknowledge Ms. Burns as the 2021 Volunteer of the Year. Hardee second. VOTE: 3 aye – 0 nay. Ms. Burns will be formally acknowledged at a future meeting.

- Closed session planned for later in meeting not needed tonight as information still needed before discussion. Will have closed session at later date.

OLD BUSINESS

- I & I project
Rauch to provide scope of work/cost estimate for 10 top areas of I&I concern. Ms. Ryan has verified Town procurement ordinance allows non-bidding for engineering services- would qualify for ARPA funding use.
- Water Tower & Infrastructure project
 - Interim Financing
 - ⊙ Bond counsel – Letter of Engagement
Bond counsel required for interim financing. Cost of counsel will be covered by USDA.
Hardee motion to approve engagement letter. Callahan second. VOTE: 3 aye – 0 nay.
 - ⊙ RESOLUTION 21-105 -A RESOLUTION OF THE TOWN COMMISSIONERS OF QUEENSTOWN TO DECLARE ITS OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES WITH PROCEEDS OF DEBT TO BE ISSUED BY THE TOWN OF QUEENSTOWN (*eligible to introduce and adopt*)
Callahan motion to introduce and adopt Resolution 21-105. Willis second. VOTE: 3 aye – 0 nay.
- Wheatland's Project
 - *Forest Conservation Plan review*
Rauch has completed review- had some minor comments. Has forwarded to Mr. Waterman/DMS.
- Speeding on Main St
 - *Previously discussed.*
- Boat ramp improvements
Pre-bid meeting held Oct. 26- one contractor present at meeting. Several bid packages have been picked up. Bids are due by Oct. 28.
- Town Dock projects
 - *Construction/dredging updates*
DNR approved recommendation to award project to Big Island Ventures for dredging. Also modified original grant of \$50,000 to now \$100,000 to complete dredging. Stabil Solutions began terrathane injection work on Oct. 25. Stopped briefly for utility marking work. Will resume work on Oct. 28.
- Wall St. water tower maintenance
 - *Exterior work scheduled for Spring 2022*
 - *AT&T equipment replacement*
Previously discussed.
- Review and updates to Town Codes and Ordinances (*Fall 2021*)
No updates.
- Control Room Renovation
 - *Discuss plan renovations – no bids received*
Contacted several companies- no interest/bids. Have discussed with Town employee Brian Miller- could possibly do work if plans simplified by replacing metal studs specified with wood studs. Ms. Ryan suggests having plans redrawn using wood instead of metal studs then sent to two contractors to see if any interest. If no interest Mr. Miller may begin work. Work should qualify for ARPA funding under circumstances.
- 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 (*eligible for adoption*)

Will postpone consideration to adopt until further discussions at future meeting.

- Zoning Ordinance Amendment – ORDINANCE NO. 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 (*public hearing scheduled for 11/17/21*)

Received comments from Becky Booth regarding proposed ordinance. Will include comments as record for scheduled public hearing. Ms. Booth will be submitting additional comments.

- Channel dredging
No updates.
- Old Wharf Lane -Stormwater
Rauch has submitted scope of work for engineering service at a cost of \$10,000. Ms. Ryan has verified Town procurement ordinance allows non-bidding for engineering services- would qualify for ARPA funding use.
- Water/Sewer Connections Code – proposed clarifications & revisions
Commissioners are still reviewing.
- Zoning map – correction needed
Zoning map erroneously includes parcel on map not annexed into town. Can be corrected via resolution without public hearing, however, must go before Planning Commission for review first.

NEW BUSINESS

- Commissioner Hardee notices gate at Outlet Tower was open while at the Outlet Center. Observed two people walking dogs within tower property area. Feels better security is needed at location and need to reiterate importance of locking the gate to public works employees and anyone authorized to enter the area.

ATTORNEY UPDATES

- Ms. Ryan stated a need to work on developing a fine structure addressing overweight truck usage on Dudley Ave.

PUBLIC COMMENT

- *None.*

There being no further business, Willis motion to adjourn the meeting at 7:54 pm. Hardee second. VOTE: 3 aye – 0 nay.

Respectfully submitted,


Aaron Horney
Town Clerk-Treasurer