

QUEENSTOWN COMMISSIONERS

June 22, 2022

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

WORK SESSION CALLED TO ORDER AT 5:33PM

Town Engineer Bob Rauch and WWTP Consultant Geroge Frigon discussed findings showing membrane issues at the WWTP may be caused by the presence of too much chlorine during the membrane cleaning process. Mr. Frigon presented a proposal from Micro-Tech Designs to collect and integrate plant operations data from various sources to be used to determine best options for reconfiguring plant operations computer systems. Process will improve operations and future membrane cleaning processes. Proposal cost at \$1,580. Believes costs to upgrade cleaning process would be \$8,000-\$10,000. Also discussed were Microdyne upgrades requested for plant to accept. Frigon believes all acceptable except inspection schedule terms. Ms. Ryan reviewing to determine how to proceed- will need estimated cost of upgrades before any acceptance. After discussion, Willis motion to accept Micro-Tech Designs proposal for data extraction. Callahan second. VOTE: 3 aye – 0 nay. Willis motion to close the work session at 5:55pm. Callahan second. VOTE: 3 aye – 0 nay.

PUBLIC HEARING CALLED TO ORDER AT 6:00PM

- **PROPOSED ORDINANCE 22-06** – AN ORDINANCE OF THE TOWN OF QUEENSTOWN TO AMEND THE TOWN'S WATER AND SEWER CHARGES TO INCREASE THE MONTHLY WATER CONSUMPTION RATE AND SEWER CONSUMPTION RATE BY EIGHT PERCENT (8%) PER YEAR FOR THE NEXT FIVE FISCAL YEARS, COMMENCING JULY 1, 2022 AND ENDING JULY 1, 2027
 - Ms. Moore stated a minor correction on Ords. 22-06 & 22-07 was made. The 7/1/22 Volumetric Water Charge for >7,000 gallons was corrected from \$3.87 to \$3.88.
 - There were no public comments on Ordinance 22-06.

- **PROPOSED ORDINANCE 22-07** - AN ORDINANCE OF THE TOWN OF QUEENSTOWN ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 AND ESTABLISHING A CONSTANT YIELD TAX RATE OF \$.2217 PER \$100 OF ASSESSED REAL PROPERTY VALUE AND A TAX RATE OF .55 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, WHICH INCLUDES AN INCREASE TO MONTHLY WATER AND SEWER CONSUMPTION RATES BY EIGHT PERCENT (8%)
 - There were no public comments on Ordinance 22-07.

Hardee motion to close the public hearing at 6:03pm. Willis second. VOTE: 3 aye – 0 nay.

REGULAR MEETING CALLED TO ORDER AT 6:04PM

GUESTS

- **Paul Cain** - Parking of trucks in Town Center
(Mr. Cain cancelled and was not present.)
- **Town Engineer Bob Rauch** – Overview of ongoing Town projects.
(An overview of projects discussed is attached to the minutes.)

Also discussed were significant cost estimate increases for to the new water tower/line replacement project due to material/labor increases. Estimated cost in 2017 was \$3,075,221. Estimated cost in 2022 now \$7,292,711. Suggests if choosing to go forward to include increases in PER and going back to USDA for increased loan funding and possible loan forgiveness amounts. Ms. Ryan has meeting scheduled with USDA scheduled on July 12 to discuss options for moving forward.

PUBLIC WORKS

- Suggestions for signage changes at the entrances to Dudley Ave. suggested by resident Lonnie Anthony to discourage thru truck traffic were reviewed by the Commissioners. Mr. Horney made minor changes to suggestions to comply with regulations. Commissioners ok with suggestions as outlined.
- Mowing schedule has been developed for public works employees to ensure all areas are completed on a weekly basis.
- Suggestion to take brush collected by the Town to Bakers outside of Queenstown or Grasonville dump instead of the Centreville dump as is currently done and change days brush taken to them to save costs to Town. Commissioners agree with suggestions.
- Paving to resurface the park basketball court and install new swale on Charity Lane scheduled for week of July 4.
- Brick sidewalk repairs in Town Center areas have been completed.
- Playground repairs expected to begin in October due to supply chain issues.

PLANNING

(nothing to report)

FINANCE COMMITTEE

(nothing to report)

HARBORMASTER

- Previous Harbormaster Matt Reno resigned the position of Harbormaster. Commissioners agree to appoint Lane Cole as Interim Harbormaster until a replacement can be found. Position will be advertised in Town Newsletter.
- Current boat slip vacancy- Commissioners agree Mr. Cole will work with Ms. Moore/Mr. Horney to review current slip positions to determine any reassignments needed to accommodate person currently first on waitlist in order to fill vacancy.

TOWN CLERK

1. Treasurers/Finance Report
 - Gen. Fund - \$153,694.66 W-S Fund - \$154,782.42 ARPA Fund - \$315,041.38
 - Current CD Values – GF \$439,038.23 WS \$447,095.68
2. Minutes
 - May 10, 2022 (Closed)
Willis motion to approve as written. Callahan second. VOTE: 3 aye – 0 nay.
 - May 31, 2022 (Work Session)
Willis motion to approve as written. Callahan second. VOTE: 3 aye – 0 nay.
 - June 7, 2022 (Regular Meeting)
Willis motion to approve as written. Callahan second. VOTE: 2 aye – 0 nay. Hardee abstained from voting as was not present for this meeting.
3. Correspondence/Requests/Info – Sent and Received
(nothing to report)

TOWN MANAGER UPDATES

- Ms. Moore, Mr. Horney and Comm. Willis recently attended MML convention to attend classes and vendor expos. Queenstown also had a booth at the expo this year.
- Met with the Premium Outlets Manager Ricky Orellana and discussed upgrades to landscaping/signage planned in near future. Mr. Orellana expressed interest in the Outlet Center hosting Town events in the future in hopes of increasing business/foot traffic at the Outlets. Possibly involve local charities, QVFD, etc. Ms. Moore stated will keep in mind as Events Committee begins meeting to discuss ideas.

OLD BUSINESS

INFRASTRUCTURE

1. I & I project
2. New Water Tower & Infrastructure Project
 - a. Interim Financing
 - b. Bond Counsel
3. Wall St. water tower maintenance
4. Old Wharf Lane -Stormwater
5. Wall St. water line replacement
(All infrastructure projects previously discussed by Bob Rauch)

MARINE PROJECTS

1. Boat ramp improvements
Final payment to contractor ready for approval. Idea for docking area at ramp submitted by Matt Reno for review by Commissioners. Pres. Hardee stated belief that there is a need for a dock at the ramp. Can discuss further at later date.
2. Town Dock projects
 - a. Construction/dredging updates
(previously discussed by Bob Rauch)
3. Federal Channel dredging
Received grant agreement for \$100,000 DNR grant for preliminary engineering. Requires Town to issue a Request for Proposal for engineering work or put out to bid. Should Town draft and have Rauch bid or have Rauch draft? Commissioners agree to have Town draft with DNR and Ms. Ryan's assistance. Also, FY2023 Congressionally Directed Spending earmark request by Town was approved and advanced by Senator Cardin to State Senate and Appropriations Committee for potential funding of \$250,000. Final list of projects and levels funded to be released by Fall 2022.

POLICY

1. Review and updates to Town Codes and Ordinances (2022)
2. Water/Sewer Connections Code – proposed clarifications & revisions
3. Breezeline (Atlantic Broadband) renewal/Options
4. Codify ordinances adopted since last update
5. Update Building Codes
(no updates to Policy matters)

DEVELOPMENT PROJECTS

1. Wheatland's Project
 - a. Impact study
 - b. DRRA
Ms. Ryan stated a need to determine new costs/funding figures to Town in light of information provided by Bob Rauch discussed previously before deciding how to move forward. Will know more following meeting with USDA on July 12.

OTHER

1. Speeding on Main St
2. American Rescue Plan Act
(no updates to Other matters)

NEW BUSINESS

1. **PROPOSED ORDINANCE 22-06** – AN ORDINANCE OF THE TOWN OF QUEENSTOWN TO AMEND THE TOWN'S WATER AND SEWER CHARGES TO INCREASE THE MONTHLY WATER CONSUMPTION RATE AND SEWER CONSUMPTION RATE BY EIGHT PERCENT (8%) PER YEAR FOR THE NEXT FIVE FISCAL YEARS, COMMENCING JULY 1, 2022 AND ENDING JULY 1, 2027. ***(Eligible for adoption)***
Willis motion to adopt Ordinance 22-06. Hardee second. VOTE: 3 aye – 0 nay.

2. **PROPOSED ORDINANCE 22-07** - AN ORDINANCE OF THE TOWN OF QUEENSTOWN ADOPTING A GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 AND ESTABLISHING A CONSTANT YIELD TAX RATE OF \$.2217 PER \$100 OF ASSESSED REAL PROPERTY VALUE AND A TAX RATE OF .55 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, WHICH INCLUDES AN INCREASE TO MONTHLY WATER AND SEWER CONSUMPTION RATES BY EIGHT PERCENT (8%). ***(Eligible for adoption)***
Willis motion to adopt Ordinance 22-06. Callahan second. VOTE: 3 aye – 0 nay.

ATTORNEY UPDATES

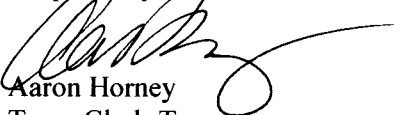
Ms. Ryan stated the request by Queenstown Harbor Golf Course to relocate growth allocation on their property by reverting certain areas from LDA back to RCA designation and change designation of the point area of the property from RCA to LDA. Ms. Ryan looked into if would be possible to accomplish administratively as the request would not result in additional growth allocation to them but instead shifting existing acreage. Since has spoken with Critical Areas and can not shift from LDA to RCA administratively as there is no procedure for such a request. Would have to go through the growth allocation process for point redesignation which would require more growth allocation. Ms. Ryan can relay findings to QHGC. Commissioners not willing to issue further growth allocation at this time. Should also have meeting with Critical Areas to discuss if any methods to revert LDA to RCA possible due to specific characteristics present at area mentioned.

PUBLIC COMMENT

(no public comments)

There being no further business, Hardee motion to close the meeting at 7:30pm. Callahan second. VOTE: 3 aye – 0 nay.

Respectfully submitted,



Aaron Horney
Town Clerk-Treasurer

Town of Queenstown
Current Status of Town Projects
RAUCH inc.
Town Council Meeting – June 22, 2022

- **Terrathane Injection – 1st & 2nd Avenue Pier Repairs**
 - Contractor: Stabil Solutions
 - Project Completed on 11/1/21
 - No Issues
 - Recommendation Made to TOQ for Final Payment 11/5/21

- **Dredging – 2nd Avenue Pier**
 - Contractor: Big Island Ventures
 - Project Completed on 2/9/22
 - As Built Survey & Soundings Conducted on 2/11/22
 - No Issues
 - Recommendation Made to TOQ for Final Payment 2/23/22

- **Boat Ramp Replacement – Skipjack Cove Lane**
 - Contractor: Big Island Ventures
 - Project Completed on 4/29/22
 - Final Walk Through Conducted on 5/4/22
 - No Issues
 - Recommendation Made to TOQ for Final Payment 6/15/22

- **Pier Repairs – 1st & 2nd Avenue**
 - Pre-Bid Meeting Held on 2/8/22
 - Only Big Island Ventures Attended Meeting
 - ESC Plans Submitted to QASCD on 7/8/21
 - Bid Received From Maverick Construction, LLC on 2/22/22
 - No Other Bids Received
 - TC Voted to Reject All Bids 3/8/22

*Commissioners agree to bid out in 3 separate projects (Paving, Plumbing, Elect.+Decking)
Rauch will begin working on bid documents.*

- **Water and Sewer Code**
 - Updates to the code were proposed to the Commissioners
 - Language added to allow application, inspection, reinspection fees
 - Language added to allow fines for non-compliance
 - Completed February of 2022
 - Considered complete pending further direction from the Town

- **I & I**
 - **Prioritized Sewer Line Replacement Recommendations and Cost Estimates**
 - Completed in January of 2022 pending further direction from the Town
 - **Complete Sewer Replacement**
 - Funding application submitted to MDE Water Quality Revolving Loan Funding in 1/31/22 for entire sewer replacement for the Town
 - Total funding request: \$7,765,000
 - Priority funding draft list release expected: End of June 2022
 - Monitoring release
 - Other potential funding sources: USDA Rural Development
 - **Old Wharf Road Sewer Replacement**
 - Design Complete
 - Bidding Documents Complete
 - Cost Estimate Complete

- **Existing Wastewater System Capacity Evaluation (2022 Update)**
 - Completed in February of 2022 pending further direction from the Town

- **Existing Water System Capacity Evaluation**
 - Completed in May of 2022 pending further direction from the Town

- **Preliminary Engineering Report – Water System Upgrade**
 - PER Updated to reflect Repair and maintenance of Wall Street water tower
 - Comments from USDA on updated PER have been fully addressed
 - Completed June of 2022
 - Cost estimates have been updated – June 2022
 - Environmental Report has been updated to reflect the project scope change
 - Clearinghouse process completed – June 17, 2022
 - Comments and letters received on June 17 and will be integrated into the PER
 - PER will be ready to re-submit to USDA by the end of June upon integration of comments and letters from MDP Clearinghouse received June 17th, 2022.
 - Concurrence is expected within 30 days.

- **Water System Project**
 - Test well completed
 - Water quality and drawdown tests completed with good results
 - Tests support drilling of the proposed 8” production well
 - Permit applications submitted
 - State Highway Administration
 - Access Permit
 - MDE
 - Water Tower

- Water Main
 - Water Treatment
 - Comments received in June 2022
 - Comments are minimal and will be addressed by July 2022
- Critical Areas Commission
 - Plan review for Tower, well, and treatment site
 - Approved March 2022
- Required permit approval anticipated by September 2022
- Bidding is anticipated to be complete in November 2022
- Construction to begin, pending financing, in December 2022
- **Old Wharf Road Drainage**
 - Design Complete
 - RFP Complete
 - Meeting with adjacent property owners complete
 - Adjacent **MD. Ave.** Drainage problem identified
 - Field Survey Complete
 - Design Complete
 - Cost Estimate and revised RFP in process
 - Private property Drainage Problem
 - Fieldwork complete

EXAMPLES OF AVAILABLE GRANT/LOAN PROGRAMS THE TOWN OF QUEENSTOWN QUALIFIES FOR

Grants.gov – Best sourcing for all available public and private grant opportunities. Ability to search by key work and other criteria.

- **PARKS/CONSERVATION**
 - **DNR**
 - Community Parks and Playgrounds – DNR. grant funding assistance to restore existing park and green space systems and create new park and green space systems in the municipalities. Types: development of new parks; rehabilitation of existing parks; 3) expansion or improvement of existing parks; 4) purchase and installation of playground equipment; 5) development of environmentally oriented parks and recreation projects; 6) development of new trails or extension of existing trails; 7) creation of access points to water recreation resources; 8) acquisition of land to create new parks. 100% Funding. Deadline: August 24, 2022
 - DNR Project Open Space – Provides financial and technical assistance to local subdivisions for the planning, acquisition, and/or development of recreation land or open space areas. Deadline: July 1.
 - Rural Legacy – Funding to preserve large contiguous tracts of land and to enhance natural resource, agricultural, forestry and environmental protection

while supporting a sustainable land base for natural resource based industries. The program creates public-private partnerships.

- Clean Up and Green Up Maryland - \$5,000 to local groups and nonprofit organizations to develop community-based leadership and volunteer-based activities to eliminate litter and implement beautification and greening initiatives.

- **COMMUNITY DEVELOPMENT/HISTORIC**

- **MD Historic Trust – MD Heritage Program & Preservation MD–**

- Funding for Historic Renovations

- **DHCD – MD Department of Housing and Community Development. Programs include:**

- Community Development Block Grant – Projects fit one of three categories: 1) benefits persons of low- and moderate- income; 2) eliminates slum and blight; 3) Meets an urgent need of recent origin that threatens public health and safety. Eligible projects: 1) housing; 2) public facilities (water/sewer; streets; childcare, senior or community centers; shelters); 3) Economic development projects. State notifies eligible communities.
 - Community Legacy Program -
 - Rural MD Council – Funding for joint county/municipal projects- infrastructure and other projects.

- **WATER/WASTEWATER/INFRASTRUCTURE**

- **MDE**

- Bay Restoration Funding – Wastewater Program Upgrades to ENR standards for WWTP plants. Can now be used to include combined sewer overflow abatement, rehabilitation of existing sewers, and upgrading conveyance systems, including pumping stations. Project types: Improvements to existing wastewater systems (e.g., CSO/SSO abatement and sewer rehabilitation); Sewer extensions to connect homes on septic systems to a BNR/ENR WWTP; Nitrogen reduction using best available technology at shared community septic systems; and Stormwater (MS4) projects undertaken by local governments with a system of charges. –
 - Water Quality and Drinking Water Revolving Loan Funding – Provides assistance to local governments for the acquisition, construction, rehabilitation, and improvement of publicly owned water, sewer and wastewater supply facilities throughout the State. Applications accepted Dec.-Jan annually. Loan/loan forgiveness program.

- **USDA**

- Rural Development – Revolving loan and grant programs for water/wastewater, community facilities, cooperative grants, rural energy, housing.
<https://www.rd.usda.gov/priority-points/program-chart>

- **SIDEWALK/PEDESTRIAN ACCESS/BIKEWAYS/TRAILS**

- **MDOT**

- Fund 33 – For sidewalk reconstruction to meet ADA guidelines. Considered at locations where no other project is planned. Criteria: Projects must be along a state highway; within a half mile of transit, government and public facilities; not limited to Priority Funding Areas; do not require any funding participation from the local jurisdiction. Revolving funding.
 - Fund 79 – New Sidewalk Construction for Pedestrian Access. Construct new sidewalks along the state highway system where none exist.
 - Fund 88 – Bicycle Retrofit – Provides bicycle facilities along the state highway system to promote connectivity or address safety. Improvements may include on-road facilities (marked bicycle lanes or marked shared-use lanes) or off-road facilities, such as shared-use paths.
 - Kim Lamphier Bikeways Grant – Supports wide range of bicycle network development activities, including projects that maximize bicycle access, fill missing links in the state’s bicycle network, and enhance last-mile connections to work, school, shopping and transit. The Bikeways Program seeks to leverage past investments in bicycle facilities, complement existing state, local, and federal programs, and promote biking as a fun, healthy transportation mode. Deadline: June 2. 20% match.
 - TAP – Transportation Alternatives Grant – Reimbursable federal aid funding program for transportation-related community projects that strengthen the intermodal transportation system. TAP funds projects that enhance the cultural, aesthetic, historic, and environmental aspects of the system. The program funds projects that create bicycle and pedestrian facilities, restore historic transportation buildings, convert abandoned railway corridors to pedestrian trails, and mitigate highway runoff. Deadline: April. 20% match.
- **RESILIENCY, FLOOD PROGRAMS**
 - **Chesapeake Bay Trust**
 - Watershed Assistance Grant – Chesapeake and Coastal Service - Partnership with DNR & MDE. Watershed restoration project designs and permitting and for watershed planning and programmatic development. The ultimate goal will be improved water quality in the Maryland portion of the Chesapeake Bay watershed. .Type 1: Project Design: Up to \$100,000 for design of stormwater best management practices; Up to \$150,000 for design of stream restoration practices. Type 2: Watershed Planning and Program Development up to \$75,000. Deadline: August 25, 2022. Match encouraged, but not required.
 - **FEMA Hazard Mitigation (HMA) Programs**
 - Building Resilient Infrastructure and Communities- Provides an opportunity to implement mitigation prior to a disaster. BRIC is an annual, nationally competitive program and funding is based on the previous year's nationwide disaster expenses. Application due in March.
 - **U.S. Fish and Wildlife - NFWF**

- National Coastal Resilience Fund – Funds conservation projects that restore or expand natural features such as coastal marshes and wetlands, dune and beach systems, oyster and coral reefs, forests, coastal rivers and floodplains, and barrier islands that minimize the impacts of storms and other naturally occurring events on nearby communities. Due date: end of April.
 - Chesapeake Bay Stewardship Fund – Innovative Nutrient and Sediment Reduction Grants to accelerate the rate and scale of water quality improvement projects. Due: Nov. Release date: Early 2022. \$7-10M. Small Watershed grants – Implementation (\$75-\$500,000) and Planning and Technical Assistance (up to \$75,000)
 - **DNR**
 - Chesapeake and Coastal Grants Gateway – Projects must fall into one outcome category: Outcome 1 – Accelerate recovery and restoration of natural resources by implementing non-point source pollution reduction projects; Outcome 2 – Enhance capacity to understand and effectively plan to address flood risks associated with a changing climate; Outcome 3 – Utilize natural and nature-based infrastructure to enhance resilience to climate change; Outcome 4 – Improve student ability to take action benefiting Chesapeake and coastal ecosystems through outdoor learning and stewardship; Outcome 5 – Foster sustainable development and use of Maryland waterways with projects that benefit the general boating public. Solicitation issued – July. No match requirement.
 - **MDE**
 - Comprehensive Flood Management Grant Program - Infrastructure repairs, watershed restoration, and emergency protection work associated with a flood event. Projects that mitigate flooding and climate change. Long lead times.
- **MARINE PROGRAMS**
 - **DNR**
 - Marine Sewage Pumpout Facility Grants – DNRs Chesapeake and Coastal Service - Provides a reimbursement of up to \$15,000 to marinas for the purchase and installation of marine sewage pumpout facilities. Grant funding is also available for a reimbursement of pumpout operations and pumpout operations and maintenance, pumpout upgrades and replacement. This program is funded by the Federal Clean Vessel Act (75%) with supporting funds (25%) from the Maryland Waterway Improvement Fund.
 - **Coastal and Marine Habitat Restoration Grants**
 - **NEP Coastal Watersheds Program**
- **TRANSPORTATION**
 - **USDOT**
 - RAISE – Rebuilding American Infrastructure with Sustainability and Equity. Discretionary grant program. Wide variety of transportation projects for surface transportation infrastructure that have significant local or regional impact. \$1M+ awards.
- **ENERGY UPGRADES**
 - **EWIP – MDE – Funding for energy upgrades such as solar fields.**

- **CPACE** – Updating building envelope, creating energy efficiencies.
https://www.energy.gov/sites/prod/files/2017/10/f39/FL1710_WIP_CPACEv2.PDF
 - **DSIRE** - <https://www.dsireusa.org/>. Database of State Incentives for Renewables and Efficiency.
 - **REAP** – Rural Energy for America Renewable Energy systems.
<https://www.rd.usda.gov/programs-services/energy-programs/rural-energy-america-program-renewable-energy-systems-energy-efficiency-improvement-guaranteed-loans>
 - Small businesses in rural areas. High efficiency energy systems. Loans up to 76% of total eligible project costs. Grants up to 25%.
- **IJA FUNDING – INFRASTRUCTURE BILL**
 - **IJA overview:**
 - State of Maryland total funding allocations are: \$7.4B. That funding breaks down to:
 - \$4.1B for highway restoration
 - \$409M for bridge repairs and new construction
 - \$1.7B in public transportation improvements
 - \$844M in water infrastructure improvements
 - \$15B for MDE’s Drinking Water Revolving Loan Funding dedicated solely to lead service line replacements.
 - State of Maryland funding allocations translate to \$1,250 for every resident.