

TOWN OF SUDLERSVILLE
Commission Meeting Minutes
June 7, 2017

Present: President William Faust
Commissioner Ronald Ford
Commissioner Kevin Kerr (arrived late)
Commissioner Connie Engrem

Town Manager: Jo Manning

Public: Lt. Mark Meil, QACSO; Faye Williams; Mike Davis, Record Observer; Francis Kinnamon, SVFC; Sue Kidwell; Chris Stant, SVFC; Peter Bourne, KCI Engineering; Joseph Apple, SVFC Chief; Sheriff Gary Hofmann; Pam Wise, SVFC; David and Karen Ruffner; Thomas Yeager, Town Attorney.

President Faust called the meeting to order at 6:15 PM.

A motion to go into closed session to discuss personnel was made by Ford, a second was made by Engrem a vote of 3-0 was entered. The Commissioners discussed personnel salaries. They then discussed proposed procedures and expectations with Attorney Yeager. Commissioner Kerr arrived during the closed session. A motion to exit closed session was made by Kerr, a second was made by Engrem; a vote of 4-0 was entered.

The Pledge of Allegiance was recited.

Minutes of the May 3, 2017 meeting: The minutes of the May 3, 2017 meeting were reviewed. A motion to accept the minutes was made by Engrem; a second was made by Kerr, a vote of 4-0 was entered.

Ronald W. Ford and David Ruffner were sworn in by Marshall as Commissioners.

Organizational Meeting:

- President and Vice-President: Engrem nominated Ford for President of Commission. There were no other nominations. Ford took over the meeting as President. Faust nominated Kerr for Vice-President, Ford nominated Faust for Vice-President. A paper vote was taken: Faust 4 votes and Kerr 1 vote. Faust will be the Vice-President of the Commission.
- Meetings for FY 2018: After reviewing the meetings for FY 2018 a motion to approve was made by Faust, a second was made by Kerr; a vote of 5-0 was entered.
- Commissioners Tasks: After reviewing the list of Commissioners tasks it was agreed that Ruffner will cover street lights and be the Planning Commission liaison with no voting rights; Ford will review the financials; Engrem will be the Library Board liaison; Kerr will cover sidewalks; and Faust will cover infrastructure projects.

Fire Company: Joseph Apple stated that the fire hydrant at 118 East Main Street needs a no parking sign near the fire hydrant because they have noticed that people park there and block the fire hydrant. A motion to get a sign for all fire hydrants in town was made by Faust, a second was made by Kerr; a vote of 5-0 was entered. The fire company is applying to Maryland Department of Housing and Community

Development Community Legacy Grant program for their laundromat project. A grant with this funding agency must list the Town of Sudlersville as the applicant. A motion to support this application and be the grantee was made by Kerr, a second by Engrem; a vote of 4-0-1 was entered with Faust abstaining from the vote. In addition to the agreement to be the grantee, the Fire Company requested the Town provide a support letter for additional funding for a Rural Maryland Prosperity Investment Fund Grant. A motion to send a support letter was made by Kerr, a second by Ruffner; a vote of 4-0-1 was entered with Faust abstaining from the vote.

MES Report: The 2016 Drinking Water Quality Report was reviewed.

Neighborhood Watch: There was no report.

Sheriff Department: Lt. Mark Meil and Sheriff Hofmann discussed opening the North Substation at the Sudlersville Town Office. There have made numerous drug related arrests recently throughout the County. Hofmann stated that National Night Out is August 1, 2017. A motion to host a National Night Out on August 1, 2017 was made by Faust, a second was made by Ruffner; a vote of 5-0 was entered. Faust volunteered to set up this event. Ford asked how deputies and K-9s are being protected from substance exposure after hearing of a case where a deputy in Harford County was exposed during a drug related case. Hofmann explained the protective measures that are being taken. The Sheriff's Department will hold an open house of their new facilities Friday, June 9, 2017.

Library: Library Report was reviewed.

Planning Commission: The Planning Commission meeting was cancelled in May. Robert "Dave" Lettau volunteered to be on the Planning Commission. A motion to appoint Dave Lettau to the Planning Commission was made by Faust, a second by Engrem; a vote of 5-0 was entered. There is still one vacancy that needs to be filled on the Planning Commission and one vacancy on the Board of Appeals.

Financial Report: Discussion of the financial report was deferred to be discussed during the Budget discussion.

Town Manager: The report was reviewed.

Code Enforcement: The report was reviewed. Faye Williams requested an update on the Adams house at 117 West Main Street. Marshall stated that the court date was set for June 22, 2017 and a report would be available after that date. Faust stated that nothing has been done on the property in a while and made a motion to reinstate the fines and citations, a second was made by Ruffner; a vote of 5-0 was entered. A letter will be sent to the Adams' stating this decision.

Engineer Report: Peter Bourne reported no change with the Barclay Project. The Town is still in the mediation process for the WWTP. The Plant is 98% complete and operating, the contractor still has a few punch list items that need attention. There was a recent issue with pumps becoming inoperable; they were repaired by Hill's. A motion to recoup the money for repairs that the Town is not responsible for was made by Faust, a second was made by Ford; a vote of 5-0 was entered.

Action Items:

Public Hearing for Resolution 2017-01: Adoption of FY 2018 Budget: Ford opened the public hearing with the reading of the resolution. Sue Kidwell requested an overview of the closed meeting discussion. Ford stated discussion included salary adjustments, office hierarchy, and insurance benefits.

There was no other public comment. A motion to close the public hearing was made by Faust, a second was made by Ruffner; a vote of 5-0 was entered. A motion to approve Resolution 2017-01 with changes to the names and titles listed on the Resolution was made by Faust, a second was made by Kerr; a vote of 5-0 was entered. Manning asked if they had decided on if they wanted to contract grass cutting services or purchase a lawn mower with town maintenance staff responsible for cutting town grass. She stated that the Town could pay for the mower with about 11 cuttings based on what was paid for grass cutting in the past. A motion to purchase a mower and have town maintenance staff assume the responsibility of the grass cutting was made by Kerr, a second was made by Ruffner; a vote of 4-0-1 was entered, with Faust abstaining from the vote.

Resolution 2017-02: Ford read Resolution 2017-02 and asked Thomas Yeager to introduce himself. A motion to approve Resolution 2017-02 with changes to the names and titles listed on the Resolution was made by Faust, a second was made by Kerr; a vote of 5-0 was entered.

Community Clean up – Rebecca Smith: This topic will be placed on the agenda for July due to the absence of Ms. Smith.

Town Hall Rentals: Marshall stated there was a rental on Saturday, June 24, 2017. Faust stated that he will take care of opening and closing the doors for this event. Marshall will send out an email if there are any more.

Charter Review: The Commissioners reviewed Section 4. Manning mentioned a few minor changes where words were missing. A motion to make the recommended changes for section 4 was made by Faust, a second was made by Engrem; a vote of 5-0 was entered.

Public Comments:

Faust suggested contacting Jason Fellows at Fellows Helfenbein, and Newnam Funeral Home to provide a demonstration of an app that allows pertinent medical history documents, information, and reports be accessible to emergency personnel during a medical emergency event.

Engrem mentioned that there is a section of sidewalk in front of 208 North Church Street that needs to be fixed. Jo will call State Highway to discuss repairs to State Highway sidewalks. Faye Williams also mentioned fixing the curbing in front of 113 West Main Street and says she must step in water and mud when parking there. Mrs. Kidwell also complained of drainage problems at the intersection of Church Circle and Main Street.

A motion to adjourn the meeting was made by Engrem, a second was made by Faust; a vote of 5-0 was entered at 8:30 PM

Respectfully submitted,

Michelle Marshall
Town Clerk-Treasure