

**TOWN OF SUDLERSVILLE**  
**Commission Meeting Minutes**  
**July 5, 2017**

**Present:** President Ronald Ford  
Commissioner Connie Engrem  
Commissioner William Faust III  
Commissioner Kevin Kerr  
Commissioner David Ruffner

**Town Manager:** Jo Manning

**Public:** Joseph Apple, SVFC Chief; Will Wallace, Faye Williams, and Larry Purnell

**President Ford called the meeting to order at 6:30 PM.**

**The Pledge of Allegiance was recited.**

**Minutes of the June 7, 2017 meeting:** The minutes of the June 7, 2017 meeting were reviewed. Mrs. Williams stated the election of the President was performed incorrectly at the last meeting. She explained after the nomination and vote; there was not a second and the voting results were not reflected in the minutes. After a review of the Charter and further discussion, it was determined no error occurred and procedures were accurately followed. Commissioner Faust stated there was an error in the recordation of the vote for the purchase of the lawn mower for the Town; he stated he abstained from voting on the purchase. A motion to accept the minutes with the vote change was made by Faust; a second was made by Kerr, a vote of 5-0 was entered.

**Minutes of the June 7, 2017 closed session:** The minutes of the June 7, 2017 closed session meeting were reviewed. A motion to accept the minutes as written was made by Faust, a second by Kerr; a vote of 5-0 was entered.

**MML Recap** – Ford asked everyone to share any information or comments from the recently attended MML Convention. Ford attended “How to conduct a meeting” session. He stated that per Roberts Rules of Order a solid vote would be reflected through a show of hands instead of voicing the vote. It was decided future votes will be via a show of hands. He also attended the seminar on Opioid-Heroin Epidemic and discussed the \$30 million earmarked by the State for work with this concern. Engrem shared she felt the opening ceremonies were very nice, enjoyed the guest speaker, and was impressed by the parade of towns. Kerr enjoyed the networking and visiting with the vendors. Faust agreed the vendors were very good this year and there was a business atmosphere throughout the convention.

**Fire Company:** Joseph Apple asked about the signs to be posted in front of the fire hydrants to deter parking. The cost to purchase signs for all hydrants is in excess of \$2,000. Manning researched and found Maryland Code Transportation Title 21 – Vehicle laws – Rules of the Road regarding the stopping, standing, or parking prohibited in specified places. Fire hydrants are one of these restricted places; this law is enforceable by the State Police and Sheriff’s Department. It was agreed a letter would be sent to the landlord of the vehicle that is parking in front of the hydrant on Linden Avenue and a notice will be placed on the vehicle. A motion was made by Faust to post a sign at each hydrant without a curb. No second was filed, motion fell. A motion was made by Kerr to purchase one sign to be placed at the hydrant on Linden Avenue and determine how many hydrants do not abut a curb for discussion at

the next meeting of the Commission. A second was entered by Ruffner, a vote of 4-0-1(Faust) was entered.

**MES Report:** was reviewed

**Sheriff Department:** there was no report

**Library:** there was no report

**Planning Commission:** there was no report

**Town Manager & Financial Report:** The report was reviewed. Jo stated she has requested information from SHA regarding sidewalk repairs along Church Street and Main Street due to complaints from last meeting.

**Code Enforcement:** The report was reviewed. Faust asked for the status of the letter to Adams stating fines were no longer waived and were being assessed. A discussion ensued regarding that previous fines have been paid in full, and court has been delayed due to a potential contract of sale on the property.

**Engineer Report:** there was no report

**Action Items:**

**Lawn Mower Purchase/Grass Cutting Contract** – Faust stated he felt purchasing a mower and utilizing the maintenance department to maintain the Town’s properties was not a good idea. He looked at mowers at the MML Convention with a price range of \$11,000 - \$14,000; does not understand how we received prices under \$8,000. Kerr made a motion we rebid the contract and ask for specific bids for each property, Faust seconded the motion with the amendment to not advertise but to only solicit those people that originally bid for the contract. Manning will discuss with attorney as to whether this can be done or if we need to readvertise. A vote of 5-0 was entered if we can avoid readvertising and go directly to the previous bidders.

**National Night Out:** Faust reviewed National Night Out is scheduled for August 1, 2017 from 5:30 PM – 8:00 PM at the Town Office. The following will be in attendance and will provide support: Ruritan Club with funnel cakes, Fellows Funeral Home will demonstrate new phone app for emergency information, Girls Scouts with sodas, Goldey Singh with Italian ice, QAC Sheriff’s Department with EMRAT, Emergency Management Services with paramedic 600, Sudlersville Volunteer Fire Company with trucks, music will be provide by Ira, and a moon bounce will be on site. Donations have been committed by KCI - \$300, Thomas Yeager, Attorney - \$100, and Fellows Funeral Home & Sudlersville Meat Locker – hotdogs. He stated he needs to register this event with National Night Out.

**Charter Review:** The Commissioners reviewed Section 5. It was determined that a section needs to be added clarifying responsibilities of the Town Manager with correction of Clerk/Treasurer’s responsibilities. Faust asked if a public hearing and review could be made for a limited number of sections versus the entire Charter due to its length. Manning will ask Yeager if we are able to hold more than one public hearing for the Charter.

**Sewer Allocation Inquiry from E. T. Kimble** – a discussion ensued regarding the relinquishment and reimbursement of sewer allocations. The ordinance adopted in 2015 states all previous ordinances have

been repealed and the costs of purchasing the allocations is not reimbursable. Manning will send information and question to Yeager.

**Public Comments:**

**Library:** Connie questioned the list of required information requested from the Library to plant trees along western border. Jo explained due to the proximity of the Library's property line to the building, we just need clarification to assure there are no issues with roots damaging the building or neighboring properties. Bill explained the Town did not approve raises for the library staff as there nothing was received from the Board of Trustees requesting a raise or evaluating the employees. Mr. Purnell stated employee evaluations were completed but were not shared with the Town. Connie shared that she and her husband, Henry are redoing the bannister on the handicap ramp. Bill asked why the Library Board will not open communication with the County Library. Purnell explained they had previously met but the Board did not want to relinquish control of the Library to the County; but would be glad to meet with them again to further discuss available options. Bill stressed the importance of someone from the Library Board attending the County's budget meetings to get support and available funding from the County; as well as meeting with Commissioner Jack Wilson to receive help with possibly acquiring computer equipment.

A motion to adjourn the meeting was made by Kerr, a second was made by Faust; a vote of 5-0 was entered at 8:10 PM

Respectfully submitted,

Elizabeth Jo Manning  
Town Administrator