



Town of Sudlersville
200 South Church Street-Sudlersville, MD 21668
(410) 438-3465 - Fax: (410) 438-3376
townoffice@townofsudlersville.org
www.townofsudlersville.org

Sudlersville Public Hearing & Commission Meeting-March 2, 2022

Welcome & call to order

Pledge of Allegiance

Public Hearing-CHARTER AMENDMENT RESOLUTION NO. 2022 – 01

A Resolution of the Town of Sudlersville, Maryland for Purposes of Amending the Charter of the Town of Sudlersville to Revise the Residency Requirement to Qualify as a Candidate in a Town Election. Changing a two-year residency to a one-year residency.

Public Comment-

Adjourn Public Hearing

Open Sudlersville Commission Meeting

Approval of Minutes from February 2, 2022 meeting (attached)

Finance Report (attached)

Reports

- Fire Company
- Sheriff's Department
- Library Report
- Engineer Report
- Planning Commission Report
- Code Enforcement report (attached)
- Maintenance Report (attached)
- Barclay Extension Update-Rate Study

Old Business--DelMarVa Wfi

- Munibilling/Water Bills
- George Henckel(Lauren)
- Holiday Award
- Employment Application (attached for your review)

New Business-Charter Amendment Sudlersville Ordinance No. 2022-01(vote)
-Properties for sale (Open bids)

Public Comment

Adjourn Next Meeting- April 6, 6:30pm

Open Executive Session-To discuss a legal matter with counsel.

Adjourn Executive Session

Sudlersville Commission Meeting

February 2, 2022

President Griffith called the Sudlersville Commission Meeting to order at 6:30pm. The pledge of allegiance was led by Chad Angelini and those present were: President Griffith, Commissioner Leonard, Commissioner Comegys, Commissioner Kerr, Commissioner McMullen, Attorney Tom Yeager, Virginia Albers, Clerk, ET Kimble, Allen Boyles, Scott Kinnamon, Eric Paniere, Troy Alexander, Faye Williams, Glen Pyle, Billy Faust, Anthony Yoder, Dale Larrimore, Chris Stant, Dena Simperts, Frank Williams, Reese Coleman, Ron Ford, This meeting was recorded. On-line were: Karen Ruffner, Sue Elter, Andi & John Haag, Jay Prather, Caitlin Fairbanks, Greg Harris, Brenda Stant.

Meeting Minutes-Virginia disseminated the January 5, 2022 meeting minutes. A motion was made by Larry and seconded by Lauren to approve the January 5, 2022 meeting minutes. The motion passed unanimously.

Finance Report – was reviewed and discussed. (attached)

Codes Enforcement-attached

Maintenance Report-attached.

Library Report-attached.

Fire Department-Fire Chief Angelini reported that they received a grant to proceed with the Feasibility Study for the old Middle School property. The town had sent a letter of support for this and Chad said that the FD appreciates the support. He added that Kurt Wise was President Sudlersville Volunteer Fire Department.

Planning Commission – Reese Coleman attended the meeting and reported that the PC was still looking to fill a vacant seat for a 5-year term. Permit issues with owners of 106 N. Church Street-no permit or inspections on file for dormers that were constructed a year ago. A letter was sent to the property on the corner that was struck by a car.

Barclay Wastewater Collection Project Update-

Plans 85% complete

Specifications 50% complete

Users -74 residential, 8 commercial, 4 stub outs. (vacant lots)

Red Speed-Cameras installed. Keith stated that he had been in touch with Sheriff Hofmann and they are working on procedures with the cameras. The entire audience and those on-line have concerns with the speeding issues in Town of Sudlersville.

DelMarVa WiFi-Contract expires February 28, 2022. Tom sent a letter requesting that the equipment be removed from the Town Tower. No response yet.

Water/Sewer Bills- Were done in-house this month. Still waiting on Munibilling to complete the change over process.

Property owned by the Sudlersville Commission at 115 John George Street. Lot 1 – 7.246 Acres was posted on the website and we will be accepting bids to review at the March 2, 2022 meeting.

Parcel 97 is a small strip of land owned by the Sudlersville Commission on Main Street. Posted for sale and will be accepting bids to open at the March 2, 2022

Sudlersville Charter Resolution No-22-01 was introduced.

A Resolution of the Town of Sudlersville, Maryland for purposes of amending the Charter of the Town of Sudlersville to revise the residency requirement to qualify as a candidate in the Town election. Changing the residency from two-years to one-year.

Virginia was asked to post on the website and publish in the local newspaper for 4 weeks. A Public Hearing is scheduled to be held at the March 2, 2022 Commission meeting.

Keith discussed the need to hire a part-time employee in the office. Virginia comes in 20 to 30 hours per week. Lauren made a motion, which was seconded by Larry to hire another part-time employee for more office coverage and to assist with duties. The motion passed.

Name	Yay	Nay	Abstain
Griffith	x		
Comegys	x		
Leonard	x		
McMullen	x		
Kerr	x		

Keith announced Queen Anne's County Ordinance Draft 2021-09
An act concerning an amendment to the definition of a Shooting Club within
Queen Anne's County Code as set forth.

After this ordinance was reviewed and discussed by the Commissioners, they
decided not to take a stand/or opinion in this matter. It is not located in the
Sudlersville Town Limits and would not affect the town.

The Commission discussed holding a joint workshop with the Sudlersville
Planning Commission to connect with sharing the Office Clerk and make sure
they are on the same page for matters of business. The joint meeting was
scheduled for February 10th.

Public Comment-

- (1) Jay Prather-Speeding on Rt. 300 is a serious issue. Opposed to gun
range. He can hear shooting from his garage.
- (2) Allen Boyles-parcel not zoned right for the project. Town should not
take a position.
- (3) Ron Ford not in favor of Shooting Range. Also, he also offered to assist
Keith with some welding for the tractor's snow plow.
- (4) E. T. Kimble-Project not the Town's battle.
- (5) Sue Elter. Thanked us for speed camera's. Would like to see sidewalk
path extend further out Church Street.
- (6) Glenn Pyle-Gun Range project next door to his house. Not in favor.
- (7) Reese Coleman-questioned the street parking on Miller Street. Says it
should be one side only.

The Sudlersville meeting adjourned at: 8:42 pm. Larry motioned and Kevin
seconded.

Name	Yay	Nay	Abstain
Griffith	x		
Comegys	x		
Leonard	x		
McMullen	x		
Kerr	x		

Respectfully submitted,
Virginia L. Albers

March 2, 2022**Deposits February 1 thru 28, 2022**

2/8/22	Sewer payments	\$ 4,921.65
2/15/22	Sewer payments	6,171.32
2/15/22	Sewer payments	353.76
2/21/22	Sewer payments	1,990.95
2/21/22	Sewer payments	2,312.17
2/28/22	Sewer payments	1,801.19
2/15/22	LGIT and Personal Property	2,977.31

Expenses February 1 thru 28, 2022

2/2/22	Phillips Garage-fuel	\$ 60.48
2/2/22	Morgan Lofland-Payroll	23.20
2/2/22	DelMarVa Power	1,392.57
2/2/22	DelMarVa Power	25.56
2/2/22	DelMarVa Power	71.66
2/2/22	DelMarVa Power	9.30
2/2/22	DelMarVa Power	36.08
2/2/22	USPS (stamps for billing)	174.00
2/2/22	QAC Public Works	51,760.36
2/2/22	Bonnie Schelts (payroll)	132.98
2/2/22	Tammy Short (payroll)	117.74
2/2/22	Brian Johnson (snow removal)	600.00
2/10/22	Keith Griffith (supplies)	180.72
2/10/22	Atlantic Broadband	200.50
2/10/22	Choptank Electric	41.58
2/10/22	Morgan Lofland (payroll)	46.40
2/10/22	NAPA (supplies)	244.12
2/10/22	Shore United	300.00
2/10/22	DelMarVa Power	242.77
2/10/22	Keith Griffith (payroll)	1,096.79
2/10/22	Tammy Short (payroll)	124.67
2/10/22	Virginia Albers (payroll)	1,241.29
2/10/22	Bonnie Schelts (payroll)	177.32
2/17/22	Morgan Lofland (payroll)	75.40
2/17/22	Tammy Short (payroll)	117.75
2/17/22	Bonnie Schelts (payroll)	147.76
2/17/22	Tom Yeager	795.00
2/20/22	Millington Hardware (supplies)	23.39
2/24/22	APG Media (ad)	93.00
2/24/22	ET Kimble (supplies)	45.36
2/24/22	Growmark fs (heat oil)	2,387.75
2/24/22	Verizon	33.88
2/24/22	Bonnie Schelts (payroll)	193.79
2/24/22	Tammy Short (payroll)	166.23
2/24/22	Morgan Lofland (payroll)	85.70

SUDLERSVILLE MAINTENANCE REPORT

WEEKLY DUTIES:

Clean office weekly and 2X on weeks we have meetings

Clean storm drains 3x per week if necessary

Clean heavy debris and trash from streets

Miss Utility ticket locates and responses

Haul debris to landfill

ADDITIONAL WORK PERFORMED:

Toured WWTP with QAC employee Gene Rogers and he pointed out some things that they have recently had installed and brought some things to my attention he thought we could do to make the plant more presentable during inspections and make it easier to stay on top of. Cut all the trees, weeds, and vines along the fence at the park and hauled the debris to the dump. The vines along the back of the shop are going to possibly require a genie boom to remove them from the gutters and get them completely removed and controlled. We will know more as the summer approaches and I can evaluate what is dead. Disassembled the snowplow and tracked down parts. They are no longer making hydraulic rams for this plow but I was able to locate a company that believes they will be able to get them. I was able to get all of the parts for the snow plow and I completed the repair Sunday morning. Met with Maryland Planning Department member to discuss the issues found during the smoke test and the potential for some potential annexation within the town of Sudlersville and he notified me that just the state will be having some upcoming funding available through MDE that should definitely be on the towns radar and that we should apply for the funding and utilize it to make some upgrades within the town. He believes that there will be money there for the Town of Sudlersville if we apply. Had a few issues with Miss Utility tickets as they were working through some issues due to changing how they issued tickets but that all seems to be corrected by them and working properly. Had a meeting about the Barclay extension and discussed the fact that we seem to be spinning tires and Attorney Yeager reached out to the people and stressed the need for this project to start gaining some traction. Some items that were in the office were removed and trashed in my roll off containers. There is still quite a bit of trash that could be discarded of in the office but the remaining items the commission will need to offer their input on. I went and looked at the tree that Pam Price mentioned trimming by standing on her lawnmower and the commission needs to decide if they want the town maintenance department to take care of that tree as it is on private property. I spoke to Robert that assists the town with maintenance about some potential work that needs to be done that would require two people be involved to perform. He is going to have limited availability moving forward due to his new job so the town may want to see what he is able to and willing to do within the town of Sudlersville for the maintenance department. I went and

looked at the building hit by a car and the potential of possibly marking it off with caution tape and it doesn't seem like a safe option to tape it off as it will cause pedestrians to have to walk closer to the roadway at the corner of 300 and 313 and the speeders that have been of obvious concern within the town this makes for a far more dangerous situation for the pedestrians. I cleaned the storm drain at the East end of Miller Street and it seems to be a major issue with drainage in that area. The lines that run from the drain are packed with debris and sludge and will probably need to be jetted out when Mr Utility is here running cameras for the storm drains. Correcting this will go a long way toward a potential correction to the drainage issues on Miller Street. While driving the F350 maintenance truck I noticed a severe shake any time that you approached speeds of around 45 to 50 MPH. I removed the wheel and noticed a small amount of play in the hub assembly which I rectified by tightening the bolts and it only required minimal effort to snug them up. The wheel and tire were also impacted by some mud that I was able to clean off wire brush and put the tire back on. The shake left the truck and it appears to be operating as normal now. I cleaned out the majority of the trash at the WWTP shed that someone had junked up over the years. QAC waste operators would like to be able to store some things in there that they use at the WWTP lagoons. There are a couple doors that need to be replaced so that it can be secured from birds and critters. I have the materials to perform this task if the commission would like to move forward with this project. The library would like to have a larger deck built to replace the existing deck on the front of the building, they would like to have something where patrons could sit outside and read books during the warmer weather. There is also some concrete repair work that needs to be performed on the ramp which I feel will be a fairly easy repair to make. I repaired two large holes in the ground where the generator is at the WWTP with sacrete. I had initially placed a small amount of sacrete in the first hole to ensure it was going to correct the problem as it appeared the hole was similar to a sink hole, after giving it plenty of time to evaluate I mixed and added an additional 600 pounds of concrete to the remaining low spots and corrected the issues. I cleaned a lot of clutter out of the maintenance shop and will begin to organize the remaining items so that it will be easier to move around in the shop and work on things. I am currently in the process of planning out the area for the new sink in the water tower building since the sink and cabinet are falling apart and are in desperate need of replacement. I will be getting direction from QAC employee Billy Bowen as to what size he would like everything to be as he is the one that performs the testing for the county. I have the sink and plumbing materials and we just need to decide if we would like to purchase or build a sink base. We probably have enough material to perform this job as well. The door on the food pantry blew off for the 4th time and I think that it needs to be 1 door with a latch as opposed to two doors to correct this problem. If the commission would like me to handle this repair it will only be a minimal amount of time correcting the issue. Met with Alan Quimby and went over the design that the county uses for sewer cleanouts that they feel is the only way to keep them from being destroyed my mowing or unintended abuse. I will be sharing this with the commission to see if they would like to look into costs for purchasing these materials or go another route. Billy Bowen from QA county public works spent a significant amount of time diagnosing potential water leaks throughout the town as we noticed that the water usage within the town had a tremendous spike for about 2 weeks. We were able to finally locate 2 major leaks at properties and were able to get in contact with the owners and turn the water off. I went to Ron Fords shop with the tractor and plow and we believe that a remedy Ron has suggested will correct the issue with the plow and it destroying rams due to not having stops in certain places. I continued several of the projects that I have referenced above and have minimal work remaining to bring the all to completion.

CHARTER AMENDMENT RESOLUTION NO. 2022 – 01

A Resolution of the Town of Sudlersville, Maryland for Purposes of Amending the Charter of the Town of Sudlersville to Revise the Residency Requirement to Qualify as a Candidate in a Town Election.

WHEREAS, Section 4-301, *et seq.* of the Local Government Article of the Annotated Code of Maryland authorizes the Town Commissioners from time to time, to amend, supplement or change, by resolution, the Town Charter;

WHEREAS, the Charter of the Town of Sudlersville contains a residency requirement to qualify as a candidate in a Town Election;

WHEREAS, the current two-year residency requirement unduly limits the pool of qualified candidates for Town office;

WHEREAS, a one-year residency requirement expands the pool of qualified candidates, and is more consistent with the qualifications needed to be a candidate for office in other municipalities in the region; and

WHEREAS, it is in the best interest of the Town to amend its Charter to change the residency requirement to qualify as a candidate for office from two-years to one-year;

NOW, THEREFORE, BE IT HEREBY resolved this ____ day of March 2022, by the Commissioners of Sudlersville that Section 2-2 of the Charter of the Town of Sudlersville be amended to read as set forth below:

Section 2-2. Qualifications

Commissioners shall have resided in the Town at least ONE [two] year[s] immediately preceding their election and shall be qualified voters of the Town.

* Wording in brackets is to be stricken, and wording in capital letters is to be added.

It is further resolved that a fair summary of this Charter Amendment Resolution shall be published four (4) times at weekly intervals in a newspaper of general circulation within a period of forty (40) days following the adoption of this Resolution;

It is further resolved that a copy of the Resolution shall be posted at the town hall for a period of forty days following the adoption of this resolution and made available for public inspection; and

It is further resolved that the title of this Resolution or a condensed version thereof shall be deemed to be, and is, a fair summary of this Resolution for publication purposes.

BY AUTHORITY OF THE
COMMISSIONERS
OF THE TOWN OF
OF THE TOWN OF SUDLERSVILLE,
MARYLAND

ATTEST:

Keith Griffith, President

Virginia Albers, Clerk

Town of Sudlersville

Part Time Assistant Clerk Position

The Town of Sudlersville is seeking a motivated, organized, and friendly person to fill the assistant clerk position. This position will require flexible work hours and may include some night work. This person will be assisting the ~~Town Clerk~~ with implementation of the daily activities of the Town to promote an open and transparent government. Experience in an office setting, preferably in a government position, is required. Applicant should have experience in use of Quick books, Microsoft office programs, Outlook. Preparation of meeting minutes and agendas, website updating and other administrative tasks. Water billing and code enforcement experience is a plus.

Applications may be obtained in person at Sudlersville Town Hall , 200 Church St, Sudlersville MD or via email at townoffice@townofsudlersville.org

Application deadline is March 15, 2022

TOWN OF SUDLERSVILLE
EMPLOYMENT APPLICATION

Date: _____

APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

Mailing address (if different): _____

Phone Number: _____ Email address: _____

Are you authorized to work in the United States? _____

EDUCATION

Do you have a high school diploma or GED? _____

Name and address of your High School _____

Did you attend College? _____ Did you graduate? _____

Name and address of the college(s) you attended:

Degree obtained: _____ Major _____

Other Education you obtained (certificate programs, training etc.):

Other skills/qualifications/hobbies you have that may be useful for the position you are applying for:

Do you have Quick books experience? _____ What is your level of experience?
Beginner Intermediate Expert (circle one)

If yes, what versions have you used? _____

What computer programs do you have experience with? (e.g., Microsoft word, outlook)

EMPLOYMENT EXPERIENCE

Are you currently employed? _____ May we contact your current employer? _____

What date are you available to start? _____ What days/times are you available to work?

Do you prefer Full time or Part Time? _____

What pay per hour are you expecting for this position? _____

Previous Employment

Most Recent Employer Name _____ Phone number _____

Supervisor _____ Your title/job _____

Date started _____ Last day of work _____

Job Duties:

Previous Employer 1

Name _____ Phone number _____

Supervisor _____ Your title/job _____

Date Started _____ Last Day of work _____

Job duties:

Reason you left:

Previous Employer 2

Name: _____ Phone number _____

Supervisor _____ Your title/job _____

Date started _____ Last Day of work _____

Job duties:

Reason you left:

Previous Employer 3

Name: _____ Phone number _____

Supervisor _____ Your title/job _____

Date started _____ Last Day of work _____

Job duties:

Reason you left:

References: Please provide 3 work references and 2 personal references below. Include name, address, phone number and email address. (If more space is needed use back of form)

Applicant Statement

I understand and authorize the Town of Sudlersville to conduct a background check, drug test and to contact the references provided prior to employment and I also acknowledge that random drug testing may occur during my time of employment with the company if I am selected for this position.

I certify that all answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application. In the event of employment, I understand that false or misleading information given may result in immediate discharge.

I further certify that I am physically and mentally able to perform the duties of the position.

Applicants Signature

Date

For Office Use Only:

Date application accepted _____

Authorized personnel _____

Recommend for hire _____

Date of Hire / Rejection _____

Start date _____