

**Regular Meeting
Town of Preston
December 6, 2010**

The regular meeting was called to order by Commissioner Gary Waltemeyer at 7:00 p.m. Also present were Commissioners Doug Vanderveer, Shane Dickinson, Nelson Anderson and Kathleen Barry, and Mimi Willis. Attendance: Ellery Adams, Maria Moxley, Bob Lorenz, Abby Andrews from the Times-Record, and Attorney Walter Palmer.

The minutes of the previous meeting were accepted as submitted by a motion made by Doug, seconded and carried.

Police Dept. Report: No report was received from Chief Trise for November, 2010.

Public Works Report: Doug read the November Public Works report submitted by Dale Whitley, who said he:

- repaired the pump for Well #2
- located a lost division valve on Apple Lane and a lost hydrant valve on Main St. with new metal detector
- cleaned sewers on Railroad Ave., Noble Ave., Chambers St. and Sunset Blvd.
- had to have sewer machine repaired
- received sewer complaint at 122 Main St. and cleaned it out with the sewer machine.
- dug a test hole on Railroad Ave. looking for a water line, but could not find it.
- checked all the manholes in town and opened all but 2 on Main St. which may have to be replaced
- put together furniture for town hall
- cleaned out attic of old town hall and moved boxes to another building
- turned off the water to old town hall, purged the water lines and drained the radiators and boiler, and put antifreeze in the drains.
- had the #1 pump at the East end pumping station repaired at Hill's Electric.
- put out late notices to all customers with overdue water bills
- put up Christmas wreaths on Main St.

Administrative Report: Mimi gave her report:

- processed bills for payment
- calculated and mailed corporate tax bills
- processed accounts receivable
- reconciled monthly bank statements
- processed 3 building permits
- collect all past due water bills
- worked on new building
- M.S.R.A. bi-weekly reports sent
- got quote on Maple Ave. sidewalks. Called 3 companies – received one response
- arranged to have electricity turned on for Christmas lights at school and street by December 1, 2010
- in process of changing all charge accounts, etc.
- called S.H.A. and they have postponed paving Main St. until the Spring of 2011
- corrected and submitted Police State Aid Grant. Worked with ASG on bookkeeping for 2 days
- mailed regrets letter to applicants for Town Manager
- Created a Manager's duties notebook
- working on completing request for reimbursement of funds on the Town Bldg. grant.
- Comcast will be in on December 14 to install phone system.
- called in 2 street light outages

Unfinished Business: Gary asked Mr. Palmer about the Room Rental Agreement and Mr. Palmer itemized his changes. Doug requested he add "no decorations, signs or notices to be allowed on walls or ceilings".

- Gary asked Bob the status of the new building. Bob said there are a couple of unfinished items before drawing the final payment, which should be about \$6,000.00. A discussion was held regarding the panic bars which have not been installed. Bob said they were in the original proposal and contract. Doug said he thought they were an add-on. Gary asked Mimi to check the original drawings to see if they were included.
- Commissioner Waltemeyer said a bill was received from Gary's Cleaning Service for \$122.50 for cleaning the old building on December 11th. Kathleen made a motion to hire Gary's Cleaning Service to clean the old building at \$122.50, which was seconded and unanimously carried.

New Business: Nelson motioned to pay the November bills, seconded and unanimously approved.

- Gary said a donation request was received from Deanna Dietrich for Christmas food boxes for Social Services recipients to feed 10 residents in and around Preston. Kathleen requested the donation be increased from last year's \$50.00 to \$250.00 so each recipient would receive a \$25.00 Food Lion gift certificate. Gary explained there is only so much that can be spent for donations and it has already been used. Bill Willis then advised that he is donating the \$250.00 paid to him as a part year Commissioner back to the Town and he suggested it be used for this donation. Doug made a motion to use the \$250.00 donated back to the town by Bill Willis for the food baskets, seconded and unanimously carried.
- Gary advised the Caroline County Commissioners inauguration is tomorrow at 11 a.m.
- Kathleen suggested the Town pay an internet bill for the President of the Commission. Gary said he is not interested in the internet.
- Gary said Scott VonDenBosch submitted a bid estimate for cabinets in the Police Dept. for \$825.00. He suggested it be tabled until the work session. Mimi suggested buying a cabinet. Kathleen said there is a place in Easton that sells cabinets real cheap.
- Gary said regarding replacing the town sign on the west end of town for \$1,900.00, the Commission decided to let it go until Spring.
- Gary said \$2,585.12 for the police door is too much. He suggested a steel door. Mimi said you can't buy them already made and they must be customized. Nelson made a motion to reject the bid as presented, seconded and unanimously carried.
- Gary said Caroline County is asking for \$600.00 for mosquito spraying this year, \$175.00 more than last year. Nelson made a motion to accept the bid for \$600.00 for mosquito control, seconded and unanimously approved.
- Gary then advised that a decision was made to hire Tina Walter and will start on December 20th. Doug said as of January 1st the office hours will be 9 – 4:30.

Gary then asked if anyone in the audience wanted to say anything.

Ellery said it was a pleasure to see five commissioners together. He also said he wanted to express his personal appreciation of Mimi Willis for what a great public servant she is.

Bob Lorenz said the New Zoning Map will be posted on a wall including parcel numbers. Mimi said the Town did not have the equipment to change the map so a concerned citizen, David Dalton, changed it for the Town, which saved a lot of money.

Bill wished everyone Merry Christmas and Happy New Year.

Mimi said the next work session is December 27th.

Gary gave credit to Abby Andrews of the Times record for the fine article she wrote on Mimi.

Meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Fran Johnson

On November 16, 2010, at 7:00 p.m., . Commissioners Gary Waltemeyer, Kathleen Barry, Shane Dickinson and Doug VanDerveer voted to hold a Special Meeting to consider a motion to go into an executive or closed meeting, under OMA Article 10-508(a)(1)(i), to discuss personnel matters. Commissioners Waltemeyer, Barry, Dickinson and VanDerveer voted for closure. Commissioner Anderson abstained.

A closed meeting was held November 16, 2010 at the Preston Town Hall, from 7:00 p.m. 7:40 p.m. Commissioners Gary Waltemeyer, Kathleen Barry, Shane Dickinson and Doug VanDerveer, and Mimi Willis were present. The meeting was closed under OMA Article 10.508(a)(1)(i), to review applications and set in dates for interviews. The meeting was adjourned at 7:40 p.m.

On November 16, 2010, at 7:41 p.m., the Special meeting was reopened by Commissioners Gary Waltemeyer, Kathleen Barry, Shane Dickinson and Doug VanDerveer, and the Special Meeting was adjourned at 7:42 p.m.

On November 22, 2010, at 6:55 p.m., Commissioners Gary Waltemeyer, Kathleen Barry, Shane Dickinson and Doug VanDerveer voted to hold a Special Meeting to consider a motion to go into an executive or closed meeting, under OMA Article 10-508(a)(1)(i) and (ii), to discuss personnel matters. All four Commissioners voted for closure.

A closed meeting was held November 22, 2010 at the Preston Town Hall, from 7:05 p.m. to 8:32 p.m. Commissioners Gary Waltemeyer, Kathleen Barry, Shane Dickinson and Doug VanDerveer, and Mimi Willis and 3 applicants were present. The meeting was closed under OMA Article 10.508(a)(1)(i) and (ii), to discuss personnel matters and interview applicants. The meeting was adjourned at 8:32 p.m.

On November 22, 2010, at 8:33 p.m., the Special meeting was reopened by Commissioners Gary Waltemeyer, Kathleen Barry and Doug VanDerveer, and the Special Meeting was adjourned at 8:34 p.m.

On November 23, 2010, at 6:00 p.m., Commissioners Shane Dickinson and Doug VanDerveer voted to hold a Special Meeting to consider a motion to go into an executive or closed meeting, under OMA Article 10-508(a)(1)(i) and (ii), to discuss personnel matters. Both Commissioners voted for closure.

A closed meeting was held November 23, 2010 at the Preston Town Hall, from 6:00 p.m. to 7:35 p.m. Commissioners Shane Dickinson and Doug VanDerveer and three applicants were present at separate interviews. The meeting was closed under OMA Article 10.508(a)(1)(i) and (ii), to discuss personnel matters. Interviews were held for three applicants. The meeting was adjourned at 7:35 p.m.

On November 23, 2010, at 11:01 a.m., the Special meeting was reopened by Shane Dickinson and Doug VanDerveer, and the Special Meeting was adjourned at 7:36 p.m.

On December 2, 2010, at 6:05 p.m., Commissioners Gary Waltemeyer, Kathleen Barry and Doug VanDerveer voted to hold a Special Meeting to consider a motion to go into an executive or closed meeting, under OMA Article 10-508(a)(1)(i) and (ii), to discuss personnel matters. All three Commissioners voted for closure.

A closed meeting was held December 2, 2010 at the Preston Town Hall, from 6:05 p.m. to 6:50 p.m. Commissioners Gary Waltemeyer, Kathleen Barry, and Doug VanDerveer. The meeting was closed under OMA Article 10.508(a)(1)(i) and (ii), to discuss personnel matters. One interview was conducted and the meeting was adjourned at 6:50 p.m.

On December 2, 2010, at 6:51 p.m., the Special meeting was reopened by Commissioners Gary Waltemeyer, Kathleen Barry, and Doug VanDerveer, and the Special Meeting was adjourned at 6:52 p.m.