

**Regular Meeting
Town of Preston
December 5, 2011**

The regular meeting was called to order by Commissioner Gary Waltemeyer at 7:00 p.m. Also present were Commissioners Doug VanDerveer and Kathleen Barry, and Kim Gadow. Attendance: Donald Willoughby, Bryan Gadow, Doug and Melinda Robinson, Sam Sauca, Wes and Melinda Gilbert, Chad Nagel, Bob Lorenz, Town Attorney Walt Palmer and Abby Andrews of the Times-Record.

Doug made a motion to approve the minutes of the previous meeting as printed, seconded by Kathleen and unanimously approved.

Gary introduced Melinda Gilbert who is a member of the Preston Parks and Recreation Committee and was able to get us sponsors. She then made a presentation of certificates of appreciation to A.S.G. and Nagel's, who had representatives present. Hollingsworth and Riddleberger Agency and Provident State Bank will be presented later. Kathleen then presented Melinda Gilbert with an Honorary Citizenship award for all of her help, on behalf of the Commissioners.

Public Works Report: Commissioner VanDerveer read the Public Works report submitted by Dale Whitley for November, 2011, who said he:

- planted seven trees at the park
- raked leaves on Chambers St
- replaced the American flag in front of Town Hall
- patched holes on Railroad Avenue
- repaired the fire hydrant in front of 160 Main St.
- installed a street sign at Sunset and Main that had been stolen
- cleared a sewer blockage on Noble Ave. and cleaned approximately 1,000' of sewer mains in Town and cleaned the pumping station at the corner of Fooks Ave. and Main St.
- repaired a sewer cleanout at 107 Car-O-Lin Ct.
- replaced a water pump at the sewer plant
- put up two rails at the retention pond next to the Post Office
- put out late notices for water bills
- Due to the fire at 100 Maple Avenue:
 - secured the area and blocked off the street for four and one-half days
 - helped the demolition crew unload their equipment
 - put up plywood over the windows at Town Hall
 - put a large tarp over the roof to cover the damaged area
 - repaired a broken window at Town Hall
 - stay in touch with the clean-up crew to get our sidewalks open and the lot cleared

Administrative Report: Kim submitted the following report for November, 2011:

- processed: water/sewer payments, real estate taxes, various other accounts receivables, accounts payables, building permits, daily mail, deposits and payroll
- reconciled monthly bank statements
- responded to phone/visitor inquiries
- sent out violation notices for Cary Malkus
- sent Maryland State Retirement Administration biweekly reports
- issued dog licenses
- assisted accountant in preparing for annual audit

- assisted auditor for yearly audit
- corresponded with attorney regarding rental agreement for old Town Hall and contract for new webmaster
- Attended FEMA meeting for assistance for costs from Hurricane Irene
- met with adjuster regarding damage to old Town Hall.
- corresponded with and provided information to insurance company regarding damage to old Town Hall
- prepared and mailed cut-off notices for water/sewer bills
- prepared newspaper advertisement requesting bids for old Town Hall repairs
- communicated with contractors regarding repairs to old Town Hall
- corresponded with Maryland State Retirement Administration regarding audit
- prepared correspondence for Parks and Recreation committee
- corresponded with County and Zoning Board of Appeals regarding the County's request for a communications tower
- corresponded with surveyor regarding revised proposal for lagoon annexation
- corresponded with Caroline County Recreation and Parks regarding presentation and follow up information
- corresponded with Caroline County regarding municipal tax differential group
- prepared and mailed annexation letters

Unfinished Business: Gary said the inflow meter must be purchased for the lagoon and the price is \$3,977.00 with estimated shipping cost of \$30.00 and the recorder meter is an additional \$589.00. Doug made a motion that Public Works purchase the inflow meter from Environmental Products and Solutions for \$3,977.50 with estimated shipping cost of \$30.00 and purchase the inflow chart recorder from USA Blue Book for the additional \$589.95 for a total of \$4567.45, seconded by Kathleen and approved by all.

- Gary then mentioned the lagoon annexation. He said the Town received a proposal from Harry A. Smith, Jr. for \$2,000.00. Kathleen made a motion to accept the proposal from Harry A. Smith, Jr. for \$2,000.00 to survey the lagoon, seconded by Doug, approved by all.

New Business: Doug made a motion to pay the bills as submitted for November, seconded by Kathleen, unanimously approved.

The Commissioners changed the date of the next work session to December 19, 2011 and the next meeting to Tuesday, January 3, 2012.

Meeting was adjourned at 7:30 p.m. by motion made by Doug, seconded by Kathleen and carried.

Respectfully submitted,

Fran Johnson

On November 28, 2011, at 7:10 p.m., Commissioners Gary Waltemeyer, Doug VanDerveer, Nelson Anderson, Shane Dickinson and Kathleen Barry 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)(ii) to discuss personnel matters. All five Commissioners voted for closure. A closed meeting was held November 28, 2011 at the Preston Town Hall, from 8:00 p.m. to 8:26 p.m. Commissioners Gary Waltemeyer, Doug VanDerveer, Shane Dickinson, Kathleen Barry and Nelson Anderson, and Walter Palmer were present. The meeting was closed under OMA Article 10.508(a)(1)(i)(ii) to discuss personnel matters. The meeting was adjourned at 8:26 p.m. On November 28, 2011, at 8:26 p.m., the Special meeting was reopened by Commissioners Gary Waltemeyer, Doug VanDerveer, Shane Dickinson, Kathleen Barry and Nelson Anderson, and the Special Meeting was adjourned at 8:26 p.m.