

**Regular Meeting
Town of Preston
June 6, 2011**

The regular meeting was called to order by Commissioner Gary Waltemeyer at 7:00 p.m. Also present were Commissioners Nelson Anderson, Kathleen Barry, Doug VanDerveer and Shane Dickinson, and Kim Gadow. Attendance: Michelle Barry, Steve Hildenbrand, Jimmy Doran, Chief Marcus Trise, Abby Andrews of the Times-Record and Attorney Walter Palmer.

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

Police Dept. Report: Chief Trise gave his report for May:

- 105 open business inspections
- 4 arrests
- 31 citations issued
- 22 calls for service

He said the Unified Crime Report from the FBI crime statistics show the Town of Preston had a 37% drop in crime in 2009 compared to the prior year.

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

- repaired the spotlight at the east end welcome sign
- performed minor repairs at the park bathroom
- replaced shingles blown off the pavilion
- cut down and removed three dead, diseased trees at the park
- repaired the chemical feed pump at the water plant
- removed the blower motor at the discharge tank at the sewer plant for repairs
- replaced a stop sign at Fooks Ave. and Sunset Blvd.
- made general repairs and maintenance to the Town's lawnmowers
- installed a manhole ring and cover in front of 122 Main St.
- cleaned approximately 1,500' of sewer lines in Town
- helped prepare the Town Hall parking lot for paving, and closed the park for paving and maintenance to the walking trail
- worked with Bramble contracting and State Highway on the paving project in town.
- cut grass, weed eating, spraying weeds in Town, at the park and lagoon and sewer plant

Administrative Report: Kim submitted the following report for May:

- processed accounts receivables
- reconciled monthly bank statements
- responded to phone/visitor inquiries
- processed building permits
- issued boat permits for Caroline County
- sent out violation notices for Cary Malkus
- processed mail daily
- calculated and mailed corporate tax bills
- ran ads in paper for 2011-12 budget hearing
- processed and mailed invoices
- processed and made deposits
- process payroll
- sent Maryland State Retirement Administration biweekly reports
- sent out water cut off notices
- met with accountant
- opened, reviewed, and checked references for audit proposals
- corresponded with computer tech during transfer of Quickbooks to server
- corresponded with computer tech for Docuexplorer update
- arranged for grass cutting for two properties on Main Street

- attended annual meeting for Maryland Retirement Coordinators
- contacted Key One to work on meeting room door
- communicated with PaveMaster regarding any issues they had during the paving project

Ordinances: Gary introduced Ordinance #52611 Ordinance to Amend Existing Ordinance “Control of Weeds, Grass and Littering”, Section 5.3.3 of Chapter 5, Article 111, which basically increases the allowable height of grass and weeds from 6” to 8”. The second reading will be June 27th and will become effective 21 days after adoption.

Unfinished Business: Commissioner Waltemeyer said the Town auditor recommended that, with our highway user’s funds being cut back so much, we move our street lights payments from our highway fund to our general fund and this has been done.

New Business: Doug made a motion to pay the May, 2011 bills as submitted, seconded by Shane and unanimously approved.

- Gary then brought up the fire company filling pools outside town limits. Kim said the Fire Chief said people outside of Town want their pools filled but the fire company does not want to use the Town water without being charged for it. They can continue telling them no or the Town can charge them. The matter was tabled until the fire company can be talked to and to inquire of companies rates that fill pools.
- Gary said two proposals were received for our 2010-11 audit. One from TGM Group estimated at \$15,000.00, and the other from MHM for \$16,500. to \$19,000. Kim said she checked their references and MHM does a very thorough job. Doug liked TGM because they handled more municipalities. Doug made a motion to select TGM Group as our auditor for 2010-11.
- Gary said the fireproof filing cabinet was discussed at the work session to hold personnel files, banking, petty cash and backup tapes. Kim said new ones run from \$2,400. to \$3,000. However, she priced a used one for \$1,295. Doug made a motion to purchase the fireproof cabinet for \$2,400. or the least amount possible, seconded by Kathleen, unanimously carried.
- Gary said there was a credit card in the past but it was not in the name of the Town. He said the Town should have one and Kim has looked into Mastercard and Visa. Kim said they both offer government credit cards. Kathleen suggested Kim call to determine if there is an annual fee. Gary said it was already determined the card should be in the Town Manager’s name and all purchases must be approved by the Commissioners. Kathleen made a motion that the Town start a Mastercard or Visa credit card, going with the lowest annual fee, a government card, seconded by Doug, unanimously approved.
- Gary said the park grant acknowledgement sign is funded by grant money and is estimated at \$181.55 and includes the sign and installation. Doug made a motion to order the sign from “Signs by Tomorrow” for \$181.55, seconded by Shane and unanimously carried.
- Gary discussed Maryland Emergency Management Agency – Hazard Mitigation Plan Update invitation. Kathleen called to see if someone from the Town should attend and was told it was primarily aimed at areas in danger of flooding after hurricane damage and we did not have to attend. Kathleen volunteered to attend if the Town pays her mileage since it is in Reisterstown. No one had any objections to her attending or to paying her mileage.
- Gary said regarding the carnival Donald Willoughby said he hadn’t received any response from the Town, Kim said the Town has not received anything regarding it. A discussion was held regarding police protection for the carnival. Gary said he doesn’t think the Town should be paying for the extra police protection, but the Fire Company or Lion’s Club should be paying for it out of their profits. Gary made a motion not to pay for the additional police protection, Kathleen seconded, unanimously approved.
- Gary said Dale would have no problem box scraping the road on the Lion’s Club property and he told Mr. Quidas he would run it by the Commissioners as a community gesture. The Commissioners agreed that Dale get in touch with Ed Quidas and arrange for the box scraping.
- Gary suggested getting a grants administrator. Kathleen said she thinks the Town should solicit a volunteer for grant writing and investigating what grants are out there and available, by putting it in the newspaper and by word of mouth. Gary said grant writing is very complicated and you would probably have to pay. He doubts you will find a volunteer. Kathleen said she will put it on the website.
- Kim advised the next meeting is scheduled for July 4th. Doug suggested the meeting be changed to the following Monday, July 11th. The other Commissioners were in agreement.

- Kathleen advised she is attending the Eastern Shore Association of Municipalities meeting and asked if anyone else wanted to go. No one else was interested.
- Michele told about an incident that took 1 to 1-1/2 hours to get the Sheriff's deputy to file a complaint. Gary suggested Sheriff Bounds come to the next regular meeting to discuss coordinating Preston Police Department's schedule with Caroline County.
- Doug said the Tattoo Shop had their grand opening and he attended. Doug said the owner does a lot of fund raisers for various organizations.
- Shane asked the status of the water tower cleaning and Kim said it is still pending.

Doug made a motion to go into closed session, seconded by Shane, unanimously approved, to interview a prospective police officer and discuss personnel matters. The closed meeting was adjourned at 8:57 and the commissioners had no report for the regular meeting.

Meeting was adjourned at 8:57 p.m. by motion made by Doug, seconded by Kathleen and carried.

Respectfully submitted,

Fran Johnson

On May 23, 2011, at 8:35 p.m., Commissioners Gary Waltemeyer, Doug VanDerveer, Shane Dickinson and Nelson Anderson 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)(ii),(7),(8), to discuss personnel matters and obtain legal advice. All five Commissioners voted for closure. A closed meeting was held May 23, 2011 at the Preston Town Hall, from 8:35 p.m. to 9:05 p.m. Commissioners Gary Waltemeyer, Doug VanDerveer, Shane Dickinson, Kathleen Barry and Nelson Anderson, and Kim Gadow and Walt Palmer were present. The meeting was closed under OMA Article 10.508(a)(1)(ii),(7),(8), to discuss personnel matters and obtain legal advice. The meeting was adjourned at 9:05 p.m.

On May 23, 2011, at 9:05 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 9:05 p.m.

On June 6, 2011, at 8:27 p.m., Commissioners Gary Waltemeyer, Doug VanDerveer, Shane Dickinson, Nelson Anderson 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)(ii),(7),(8), to discuss personnel matters. All five Commissioners voted for closure.

A closed meeting was held June 6, 2011 at the Preston Town Hall, from 8:27 p.m. to 8:57 p.m. Commissioners Gary Waltemeyer, Doug VanDerveer, Shane Dickinson, Kathleen Barry and Nelson Anderson, and Kim Gadow and Jimmy Doran were present. The meeting was closed under OMA Article 10.508(a)(1)(ii),(7),(8), to discuss personnel matters and interview a police department applicant. The meeting was adjourned at 8:57 p.m.

On June 6, 2011, at 8:57 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 8:57 p.m.