

**COMMISSIONERS OF RIDGELY
MEETING & WORKSHOP
SEPTEMBER 19, 2011**

The September Commissioners Meeting and Workshop were held on the above date at the Ridgely House. The following were in attendance: President Dale Mumford, Commissioner Linda Epperly-Glover, Commissioner Anthony Casey, Town Administrator Diane Wojcik, Clerk-Treasurer Stephanie Berkey, Assistant Clerk-Treasurer Melissa Leonard, Water and Wastewater Superintendent David Crist, Chief of Police Gary Foster, Codes Administrator Cary Malkus, Jack Hall, Jerry Sutton, Archie Carroll, Rick & Cathy Schwab, Martin Sokolich and Dan Devilio.

President Mumford called the meeting to order and led the pledge of allegiance and a moment of silence in honor of our military and those that were affected by the recent hurricane.

A motion was made by Commissioner Epperly-Glover to approve the minutes from the August 15, 2011 meeting, 2nd by Commissioner Casey, approved.

PUBLIC HEARING

President Mumford opened the public hearing concerning the application of Mr. & Mrs. Archie Carroll for the rezoning of 4+ acres, adjacent to the Cowbarn, on the west side of Cowbarn Road, approximately 200 yards north of the intersection of Cowbarn Road and Bell Street, as a Redevelopment Overlay District, by which the construction of 36 town houses would be permitted. President Mumford administered the oaths. Mr. & Mrs. Carroll's application and a copy of each of the plats referred to in that application were introduced into evidence as Exhibit 1. The certificate of publication from the Times-Record of a notice marked A was introduced as Exhibit 2. The hearing proceeded and the only public comment was from Cathy Schwab who indicated that she believes this would be good for Ridgely and that she hopes to see some children move into the townhomes to utilize the nearby parks.

President Mumford closed the public hearing and opened the regular meeting.

TREASURER'S REPORT: Stephanie Berkey reported the fund balances – total general funds \$127,451.27, total sewer funds \$194,283.30 and total water funds \$79,221.55. Commissioner Epperly-Glover made a motion to pay the bills, 2nd by Commissioner Casey, passed. Stephanie reported that the town is in the process of setting up credit cards as a form of payment. We should be up and running in October, but to cover the costs of the fees charged to the town for credit purchases, we need to charge an administrative fee of \$5.00 per transaction. A resolution to establish the administrative fee was introduced. Attorney Jack Hall indicated that it should be an ordinance instead of a resolution as it non-authorized fee. Jack Hall will prepare the ordinance.

POLICE REPORT: Chief Foster reported that there is an increase of public intoxication in town and that they have been working hard to crack down on the offenders. There was some damage to the police department that occurred during the recent earthquake. The parking signs for the Pop Warner field are in and should be up for the next game. The online application for the State Aid for Police Protection (SAPP) grant has been submitted. It needs to be signed and at the Governor's office by October 4th. The second police vehicle is being delivered Wednesday and the electronics and consoles are ordered. Chief will look into seeing what we can get for the old vehicles to see what we can save on tags and insurance. President Mumford said that we need to plan a year to purchase computers and equipment instead of a car.

W/WW & PUBLIC WORKS: President Mumford introduced David Crist as the new Director of Public Works. David announced that we have hired Buddy Vanskiver as a new public works employee. Presently, we have 113 days holding time, even with the hurricane. Meters are being read this week. Underground Construction will be here this winter to fix the valve. The snow plow has been ordered. We lost 39 days holding time with Hurricane Irene and there was 12 containers of storm debris and David is working on getting out letters for the brush that will not be picked up. David provided 3 prices for the purchase of a mule for public works. Commissioner Casey made a motion to purchase the mule from Atlantic Tractor for \$10,540.66, Commissioner Epperly-Glover 2nd unanimous approval. There was a discussion about the Vortex pumps that are in Lister Estates. David asked for some direction on the sidewalk issues in town. Tree roots are a problem and root deflectors may help. Diane said that she would give David a list of the sidewalks that need attention. There was a discussion about requiring the use of biodegradable bags for leaf pick-up. This may become a requirement in the future and David will look into the cost of having the town provide the bags for residents. Public works is planning on having a leaf pick-up before Thanksgiving and again before Christmas.

TOWN ADMINISTRATOR'S REPORT: A copy of the Town Administrator's Report is attached. Ordinance 343 was introduced at the previous meeting and needs to be passed tonight. It corrects a previous number. Commissioner Epperly-Glover made a motion to pass Ordinance No. 343, Commissioner Casey 2nd, motion passed.

Delmarva Power has indicated that we do not use enough KWH to warrant a 50% deduction on the new HVAC units. Because of this, Diane proposed that we replace the unit that is not working and one other. This would cost approximately \$15,000 - \$17,000. Commissioner Epperly-Glover made a motion to approve the purchase of 2 units, 2nd Commissioner Casey, motion passed.

Diane presented a timeline history of the property at 23589 Chicken Bridge Road. They are again requesting to be tied into the town's water system. There was a discussion and it was decided that the earlier decision would stand. Diane will send them a letter.

Diane requested that assistance be given to the Christmas light committee up to the amount of \$1,600. Commissioner Casey made a motion to approve up to the amount of \$1,600, Commissioner Epperly-Glover 2nd, passed.

The Commissioners signed a letter prepared by Diane that welcomed Ken Decker to the County and requests a meeting with the County.

Diane has been working hard trying to get Ridgely recognized as a "Sustainable Community". This designation would qualify us for more grant funding. To qualify for submitting the application, we have to pass a resolution and appoint someone to complete the application. Commissioner Epperly-Glover made a motion to accept Resolution No. 2011-05, supporting participation in the Sustainable Maryland Certified Municipal Certification Program. Commissioner Casey 2nd, passed. Commissioner Epperly-Glover made a motion to have Diane Wojcik complete the application, 2nd Commissioner Casey, passed. Commissioner Casey made a motion to accept the contract for professional planning services from Gradecak Associates, Inc., Commissioner Epperly-Glover 2nd, approved.

Diane requested the Commissioners allow her to attend the MML Conference in Cambridge October 31 – November 2 for at least one day. The Commissioners agreed.

There was a discussion about the solar project. The Commissioners agreed that a meeting with Alan Gorsuch to discuss this further and Diane will set up the meeting for next week.

Diane presented the new contract for her position as Municipal Administrator, allowing her hours to be increased to 35 hours a week. The Commissioners signed the contract.

OLD BUSINESS: There is still a vacancy on the Planning Commission.

NEW BUSINESS: President Mumford said that the Commissioners are in the process of making salary schedules and that evaluations need to be tied to pay. The Commissioners are meeting next week to discuss. Jerry Sutton said that he did a 2 month review of the budget and he believes it looks good so far. We are about 1 ½% under budget. Payroll is high because we have had employees leave and have had to do payouts for them.

Cowbarn/Façade Easement: It was determined by Jack Hall that the Commissioners needed to wait on the vote in order to amend the ordinance and to go over a few last items. The vote will be at the meeting in October.

HISTORIC COMMISSION: They are requesting 2 port-a-pots for the fall fest in October. The Commissioners approved 2 handicap units for the fall fest. Cathy presented a book that was compiled by Rev. Morganstern about the caboose. Rick has been in contact with sandblasters for estimates for the caboose. MES has promised a dumpster. Cathy had flyers for the Fall Festival and is hoping to get students that need service learning hours to help out at the festival. Ridgely Elementary is going to be doing some artwork for the train station. The Fall Festival will be rain or shine. The Ridgely Phone directory is coming along. The last of the Rails to Trails grant money has come in.

Archie Carroll proudly announced that there was an article in the paper honoring his daughters and the Hollingsworth-Riddleberger Agency as inductees into the prestigious "Nationwide Hall of Fame." Congratulations!

Commissioner Epperly-Glover made a motion to adjourn the meeting, Commissioner Casey 2nd, the meeting was adjourned at 9:00pm.

Respectfully Submitted
Stephanie L. Berkey
Clerk-Treasurer