

**COMMISSIONERS OF RIDGELY
FEBRUARY 5, 2018
TOWN MEETING**

The Commissioners of Ridgely met on the above date at 7:00 pm in the town hall for the February 2018 town meeting. The following were in attendance: President John Hurley, Commissioner Leonard John Buckle, Commissioner Anthony Casey, Clerk-Treasurer Stephanie Berkey, Director of Public Works David Crist, Chief of Police Gary Manos, Assistant Clerk-Treasurer Melissa Leonard, Officer Jeff Christopher, Financial Assistant Gerald Sutton, Debbie Pfiel KCI Technologies, Terri Fearins USDA, Joe Anderson, Rick and Cathy Schwab, Eric Kellner, Connie Zaruba, Bill Zaruba and Megan Maloney.

President Hurley opened the meeting with the Pledge of Allegiance.

President Hurley opened the public hearing for Charter Amendment 2018-01 amending the Charter regarding town elections. He read the opening statement of the proposed charter and allowed for discussion and comments. It was discussed that the section of the town charter regarding elections had been reviewed by our town attorney. The section pertaining to candidates was vague and unclear regarding write-in candidates and the attorney had suggested a Charter Amendment to clarify that and other parts of the code regarding elections. Many times there is only one candidate running for office. In order to save the costs associated with the election, this amendment will eliminate the need for an election when only one qualified candidate has signed up to run for office. The last day to file for candidacy will now be by close of business on the first Monday in April. The public was welcomed to discuss the amendment and ask questions. Commissioner Casey made a motion to close the public hearing, 2nd Commissioner Buckle, the public hearing was closed.

Commissioner Buckle made a motion to approve the minutes of January 8, 2018 town meeting and the January 25, 2018 workshop meeting, 2nd Commissioner Casey, approved.

STAFF REPORTS

Commissioner Buckle made a motion to approve paying the bills, 2nd Commissioner Casey, approved.

Total General Funds Reconciled - \$654,324.77

Total Sewer Funds Reconciled - \$388,512.03

Total Water Funds Reconciled - \$177,578.13

There was a counter on the offer for the Weese property of \$59,000 which the Commissioners discussed. They agreed to counter back at \$50,000.

The bids for the new carpet and flooring were discussed. After reviewing the bids, Commissioner Buckle made a motion to select the bid from Tuckahoe Floor Covering, 2nd Commissioner Casey, unanimous approval.

DIRECTOR OF PUBLIC WORKS

David Crist presented his report to the Commissioners. He is looking into getting

certified and licensed for mosquito spraying. Equipment costs would be about \$15,000. He is continuing research on this. He would like to do spraying every 2 weeks. A discussion followed. He will continue to get more information.

CHIEF OF POLICE

Chief Manos presented his report to the Commissioners. It was a busy month for the department. Report is attached.

RVFD

The Commissioners presented the tax differential check to the fire company. Chief Kellner gave his report to the Commissioners. There were 24 fire calls last month. The awards banquet was last month and he thanked the Commissioners and Police for attending. They have submitted an application to FEMA fire fighters grant for a new fire truck.

FINANCIAL ASSISTANT

Gerald Sutton addressed the Commissioners. He thanked the staff and commissioners for input with the budget revision that will be presented later this meeting.

HISTORICAL SOCIETY

Cathy Schwab presented the bids for the timer to be installed on the outdoor lights at the train station. Commissioner Buckle made a motion to accept the bid of Rays Electric, 2nd Commissioner Casey approved. President Casey congratulated Cathy on being on the Caroline County Tourism Board.

OLD BUSINESS

Commissioner Buckle made a motion to approve Charter Amendment Resolution No. 2018-01 regarding town elections, 2nd Commissioner Casey. President Hurley abstained from the vote because this amendment would affect him as the outgoing Commissioner up for re-election. The motion passed.

NEW BUSINESS

President Hurley introduced Ordinance No. 2018-379 FY Budget Revision.

Debbie Pfiel KCI Technologies discussed the town hall project closeout. The report is attached.

Votes as follows:

Final contractor pay application – Commissioner Casey made a motion to accept per USDA approval, 2nd Commissioner Buckle, approved.

Statement of acceptance from the town – Commissioner Casey made a motion to approve signing the letter, 2nd Commissioner Buckle, approved. President Hurley signed the letter.

Historic mitigation for the project was discussed and is in attached report.

Terry Fearins, USDA discussed the loan for the town hall renovations and the Community Facilities grant. There are no prepayment penalties for the loan. The extra payments go to the end of the loan. It is an automatic debit from the

checking account. Closing is anticipated for the middle of March. A discussion followed.

Commissioner Casey made a motion to borrow \$820000 from USDA, 2nd Commissioner Buckle, all in favor, approved.

The Commissioners discussed the proposed SHA changes to the intersection at MD 480 and Central Avenue. SHA wants to put a 4 way stop at this intersection and not a stop light. The traffic pattern will be changed and new paint applied. A discussion followed.

The Ridgely Lions Club requested a donation to their Fuel Up To Play 60. Commissioner Casey made a motion to donate same as last year, 2nd Commissioner Buckle, approved.

NCHS Educators Rising submitted a donation request. The Commissioners indicated a personal appearance would be required for a donation.

PUBLIC COMMENT

Cathy Schwab commended everyone involved in the town hall project.

Bill Zaruba is concerned about the recycling area in town. The lights are out. He would also like to see the lines painted on Central Avenue extended. The Commissioners responded that no town owned streets are painted.

Melissa Leonard made a request for a donation to the Caroline Cougars Cheerleading for their trip to nationals. Commissioner Casey made a motion to donate \$500, 2nd Commissioner Buckle approved.

The meeting was adjourned at 7:57pm.

Respectfully Submitted,
Stephanie Berkey, CMC
Clerk-Treasurer

Commissioners of Ridgely
Public Works Department Report
Commissioners Meeting
February 5, 2018

SEWER

- 59 days holding capacity
- All reports have been completed and sent to MDE
- Completed DMR QA Study

WATER

- All reports have been completed and sent to MDE
- 1 Emergency disconnects

PUBLIC WORKS

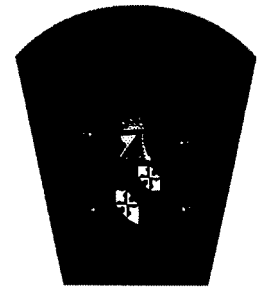
- 17 locates
- 2 loads of brush
- 5 rubble pick ups
- Worked on allies
- Patched pot holes
- 3 emergency locate call outs
- Servicing equipment
- Ran electric and installed lights in new pole shed
- Trimmed trees
- Sent yearly tree report and recertification in to DNR

Ridgely Police Department

2 Central Avenue, Ridgely, Maryland 21660

Phone: 410 634-2151

Fax: 410 634-8083



January 2018 Police Report

| | |
|-----------------------|-----------|
| Calls for Service | 658 (781) |
| Property Checks | 376 (491) |
| Community Policing | 144 (135) |
| Assist other Agencies | 6 (7) |
| Arrests -Thefts | 2 (2) |
| Traffic Violations | 28 (68) |

A member of the Department has been on extended sick leave. He is expected to return to full duty at the end of the month. We have been filling in with our part time officers and making shift changes to maintain coverage.

Sergeant Geesey and his partner K9 Keitha passed their re-certification for Drugs and Tracking. The report that I received stated that they did outstanding. Corporal Ewing and his partner K9 Ranger are to test in March.

We were able to purchase two (2) new laptops using grant money. The cost of the laptops was \$3990. We were able to secure \$3600 in grant funds.

I attended the Ridgely Volunteer Fire Department Installation of Officers Banquet. It was an honor to administer the Oath of Office to the newly elected officers.

Myself and Pfc. Harper attended two retirements for officers from Denton Police Department and the Caroline County Sheriff's Office. Each retiree was presented with a Certificate of Appreciation for their service to our residents.

Pfc. Christopher was able to develop a suspect from the three (3) burglaries we had last fall. We have reached out to the State's Attorney's Office so that we can present the case to the Grand Jury.

Respectfully Submitted

Gary M. Manos
Chief of Police

TOWN HALL IMPROVEMENT PROJECT - FINAL REPORT (2/5/2018)

Project Construction USDA Closeout Checklist

1. As-Built final drawings - submitted
2. Change Orders 1 – 6 Approved/submitted
3. Final Contractor pay application – *requesting vote tonight for final pay application*
4. Field Test – N/A
5. State & County Highway Department acceptance – N/A
6. State Health Department – N/A
7. Contractor Release of Liens & Consent of Surety- submitted
8. Certificate of work completion from Architect – submitted
9. Statement of acceptance from the Town – *requesting vote tonight for project closeout*
10. Balance Sheet showing the status of all funds – *requesting vote tonight for borrowing*
11. Certificate of Insurance from the borrower, covering general, auto, liability, and comprehensive workman's compensation, fire insurance policy, and a fidelity bond for the person designated to handle collection – *Stephanie to provide to USDA*

Community Facilities USDA Grant (\$50,000)

| | |
|--|--------------------------------------|
| 1. Fire Alarm System | \$18,282 (paid to Contractor) |
| 2. Outdoor Camera & Front Door Intercom System | \$ 6,992 (no action taken yet) |
| 3. Recess 6 pull fire alarm stations | \$ 3,277 (no action taken yet) |
| 4. North Porch exterior step overlay | \$ 2,704 (denied by Town) |
| 5. Carpet / kitchen flooring | \$ |
| | <hr/> |
| | \$28,551 |

Public Involvement Historic Mitigation

- Memorandum of Agreement signed by the Town, USDA & MD State Historic Preservation Officer on July 11, 2017.
- Outreach Tasks Completed:
 - July 31, 2017 sent to the Ridgely Historical Society on July 31, 2017 regarding the option for salvageable materials as well as the invitation to participate in the public involvement mitigation events.
 - August 18 & 19, 2017 Caroline County Summerfest Event
 - December 2, 2017 Ridgely Christmas Parade Open House in the Train Station
- Tasks to Complete within one year (*no later than July 12, 2018*):
 - Additional outreach to be conducted after Completion at a Town Meeting
 - Salvage List with items and who received them
 - Final report to be completed and submitted

Respectfully submitted by: Debbie Pfeil – Associate/Planning Manager
KCI TECHNOLOGIES, INC.
debbie.pfeil@kci.com
Office: 302.318.1133 | Mobile: 302.270.3515

COMMISSIONERS OF RIDGELY
FEBRUARY 5, 2018
TOWN MEETING



Thank you for attending.

PLEASE PRINT NAME CLEARLY

Terry Fearnas

~~John Anderson~~

Robert L. Keltner

Eric Keltner Ruff

Coppie Zaruba

Bill ZARUBA

DEBBIE PFEIL

Cathy & Rick Schwab

Megan Maloney
