

**COMMISSIONERS OF RIDGELY
NOVEMBER 6, 2017
TOWN MEETING
AGENDA**

7:00 PM OPENING/PLEDGE OF ALLEGIANCE

PRESENTATION OF CHALLENGE COINS

APPROVAL OF THE OCTOBER 2, 2017 TOWN MEETING MINUTES

STAFF REPORTS

CLERK-TREASURER

- APPROVAL TO PAY BILLS

DIRECTOR OF PUBLIC WORKS

CHIEF OF POLICE

FINANCIAL ASSISTANT

- HERB GEARY, TGM GROUP DISCUSSION OF FY17 FINANCIAL AUDIT

RVFD

HISTORICAL SOCIETY

- TRAIN STATION

OLD BUSINESS

- 106 MARYLAND AVENUE PROPERTY
- RIDGELY AVIATION, LLC REQUEST FOR TAX ABATEMENT

NEW BUSINESS

- DEBBIE PFIEL KCI TECHNOLOGIES, INC. – TOWN HALL IMPROVEMENT PROJECT

PUBLIC COMMENT (LIMITED TO 3 MINUTES)

**COMMISSIONERS OF RIDGELY
NOVEMBER 6, 2017
TOWN MEETING**

The Commissioners of Ridgely met on the above date at 7:00 pm in the Ridgely House for the November 2017 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, Financial Assistant Gerald Sutton, Herb Geary, Debbie Pfiel, Cathy Schwab, Rick Schwab, Ron Markey, Kelly & Doug Hayman, Delores Reep, Kevin Hurd, Bruce Pelly, Joe Riley, TL Larimore, Cathy Makel, Sgt. Gordon Geesey, Officer Ross Harper, Brenda Walls, Joe Anderson, Orrell Saulsbury, Jean Saulsbury, Linda Moore, Norma Pinkney, Joe Parlanti, Martin Sokolich, Shelly MacFarland, Kim & Ted Wold, Brian Hurd, Irene Aspell, Paul Aspell, T.S. Chase, Joe Anderson and Berl Lovelace.

President Hurley opened the meeting with the Pledge of Allegiance.

The Commissioners presented challenge coins to the following people for their dedication and service to the Town of Ridgely: Martin Sokolich, Kim & Theodore Wold, Paul & Irene Aspell, Betty Jean and Dale Mumford, Delores Klingehoefer, Delores Reep, Linda Moore, Kelly Hayman, Orrell & Jean Saulsbury and Joe Parlanti.

Commissioner Casey made a motion to approve the minutes of the October 2, 2017 town meeting, 2nd Commissioner Buckle, approved.

**STAFF REPORTS
CLERK-TREASURER**

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

Total General Funds Reconciled \$208,283.79

Total Sewer Funds Reconciled \$353,612.94

Total Water Funds Reconciled \$141,838.27

DIRECTOR OF PUBLIC WORKS

Director of Public Works, David Crist, presented his report to the Commissioners (attached). Lister estates tree and sidewalk work continues. The bids for the heating and air conditioning upgrade project were presented for review. Commissioner Casey made a motion to select the bid from Connor, Inc., 2nd Commissioner Buckle, all in favor, approved.

CHIEF OF POLICE

Chief Gary Manos presented his report to the Commissioners (attached). The body armor grant was approved and 2 new vests were purchased for the officers. The new truck should be delivered next month. Shelby McFarland made a presentation to Chief Manos of a donation \$700 for the K9 dogs.

FINANCIAL ASSISTANT

Gerald Sutton thanked the staff for their help with the audit. Herb Geary from TGM Group discussed the FY17 Financial Audit. Once again the town received an unmodified opinion, which is the highest recommendation an auditor can give. Mr. Geary discussed the general fund balance. It is good that it continues to grow. The GFOA wants the minimum to be 3 months of operating expenses in the general fund. The water and sewer funds look great. The staff was well prepared and ready for the audit. Next year we will need to do a single audit in addition to the regular audit because of the USDA funding we are receiving for the renovations to the town hall. The town is good fiscal shape and he encouraged us to keep up the good work.

RVFD

Chief Erik Kellner was not present.

HISTORICAL SOCIETY

Cathy Schwab discussed the 150th celebration and the plans for the train station and the hours of operation. The Schwab's are glad to give tours as needed. Their phone number is on the building to call to arrange a tour. They have received many historical items as donations to display in the station. The Historical Society would like to hold their meetings at the train station moving forward on the first Thursday of each month. They are working on the Sesquicentennial Booklet and hope to have it produced soon. Joe Anderson has helped with the town clock. They are still working on the repairs. December 15 will be Christmas on Bell Street from 5-7 pm. December 2 will be the Lions Club parade and Santa will be in the train station there as well. There are only a few items left to finish on the station to close out the project.

OLD BUSINESS

The Commissioners discussed the property at 106 Maryland Avenue. They gave Clerk-Treasurer Stephanie Berkey the authorization to hire a realtor to list the property.

The Commissioners discussed the earlier request for a tax abatement from Michael O'Brien of Ridgely Aviation, LLC. The town has been informed that the property is being foreclosed on. The Commissioners agreed that they will not consider Mr. O'Brien's request until he can prove that the property is not being foreclosed on.

NEW BUSINESS

Debbie Pfiel, KCI Technologies discussed the town hall renovation project. As of today, the updated schedule next 30-45 days are critical, follow the project communication plan. All questions must be forwarded to Debbie. Next meeting is November 17. Approval for the payout request - Debbie requested to have it held contingent upon receiving paperwork. The Commissioners agreed. An update on schedule was submitted. 13 rain days extends it to November 19th. Contractor requests December 4 as substantial completion and December 15th punch out list for closeout. The changes for the porch were discussed. A discussion followed. The Commissioners agreed to the new schedule with the proper change orders. Motion by Commissioner Casey, 2nd Commissioner Buckle, all in favor.

PUBLIC COMMENT

Dawn Chase addressed the Commissioners on behalf of New Beginnings United Methodist Church. They are interested in trying to connect into the town's water and sewer system. David Crist said that they are out of town limits which needs commission approval. Then we would need to know what the water/sewer will be used for and would need MDE approval. Water would be easier than sewer to extend. Costs were discussed.

James Miller had a similar request in knowing if he could extend water and sewer services at his property as well on Wayman Street.

Jerry Sutton presented the original key to the city that was presented to Glen and Ida Davis in 1955 for the floodlight dedication to the park, to the Historical Society.

The meeting was adjourned at 8:00 pm.

Respectfully Submitted,
Stephanie Berkey, CMC
Clerk-Treasurer

COMMISSIONERS OF RIDGELY
NOVEMBER 6, 2017
TOWN MEETING



Thank you for attending.

PLEASE PRINT NAME CLEARLY

Donald L. Smith

Delores K. Reep

Forrest Conrad Krott

KEVIN HURD

Bruce Pelly

HERB GEAM

DEBBIE DESILV

Joe Riley

L. Lasciano

Shelby MacFarland

Kelly Hayman

Doug Hayman

Cathy & Rick Schwab

Nonna Pinkney

KIM & TED WOLD

Brenda Wfalls

Brian Hurd

Wendy Aspell

Paul Aspell

Janet Chase

Joe Anderson

James Miller

JEANNE SAULSBURY

Ovell Salsbury

BERL L LOVE/ACE

Linda S. Moore

JOE PARLANI

MARIN Sokouct

TURN OVER



COMMISSIONERS OF RIDGELY

The Town of Ridgely would like to honor you for the time, effort and dedication that you have given to our great Town. We know there are plenty of other things you could be doing, but we appreciate the volunteerism you have given to us. With that said, please accept this challenge coin as a token of our appreciation:

“November 2017”

**“P&Z President”
Martin Sokolich**

**“Bumpouts”
Kim & Theodore Wold
Paul & Irene Aspell**

**“Holiday House Tours”
The Mumfords
Delores Klingelhofer
Delores Reep
Linda Moore
Kelly Hayman
Orrell & Jeanne Saulsbury**

Joe Parlanti of “CTS”



Welcome to
Ridgely, Maryland
1887-2017

Commissioners of Ridgely
Public Works Department Report
Commissioners Meeting
November 6, 2017

SEWER

- 86 days holding capacity
- All reports have been completed and sent to MDE

WATER

- All reports have been completed and sent to MDE
- Flushed Hydrants

PUBLIC WORKS

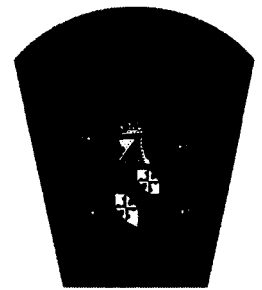
- 22 locates
- 5 loads of brush
- 19 rubble pick ups
- Swept streets
- Worked on allies
- Patched pot holes
- Mowing grass
- 6 emergency call outs
- Lister Estates tree work still in progress
- All tree planting is done for the year
- Total spent in Lister so far \$22,570
- Servicing equipment
- Picking up leaves once a week

Ridgely Police Department

2 Central Avenue, Ridgely, Maryland 21660

Phone: 410 634-2151

Fax: 410 634-8083



October 2017 Police Report

Calls for Service	614
Property Checks	279
Community Policing	149
Assist Other Agency	6
Traffic Violations	64

During the first week of October the Ridgely Police Department assisted the Denton Police Department with a Special Enforcement Initiative.

Members of the Ridgely Police Department took a lead role in planning the traffic and safety aspect of the Ridgely Pharmacy Car Show. Our department members worked on the traffic and security plan for more than 10 months to ensure that the event was safe and the traffic flow was orderly. We received so many compliments about our town. We had no issues to report during the event. We would like to thank the Caroline County Sheriff's Office, Wicomico County Sheriff's Office, Denton Police Department, New Carrollton Police Department, and the Ridgely Fire Department for assisting us.

The Department attended the Greensboro Police Departments Open House and stressed the cooperation between the two departments.

Commissioner Casey and I had the pleasure of attending the new Caroline County Sheriff's Office's Training Center's ribbon Cutting Ceremony. The facility is in Denton and will be used by area departments for joint training and meetings.

I held my second Chief's Coffee Social at the 9 Central Diner. My guest was Cara Callaway from Social Services/Child Protective Services. Cara's presentation was very informative. The next coffee social is anticipated to take place in January.

The Department participated in the National Prescription Drug Take Back Day with the Sheriff's Department and the Denton Police Department. In all we collected 45 pounds of prescription drugs that will not make it back on to our streets.

Trick or Treating went well this year. We had no incidents to report. After speaking with the residents in the Lister Estates community we blocked traffic going into the community and only let those residents that lived in Lister Estates drive a vehicle into that area. We strictly enforced the use of unregistered vehicles in town this year and received very positive feedback.

Respectfully Submitted,

Chief Gary M. Manos

50-60% to operating

24% current

EC 18%

Den 90%

Greens 84%

Send Cathy pics.

TOWN OF RIDGELY, MD



TOWN HALL IMPROVEMENT PROJECT UPDATE (11/6/17)

- **Project Meeting Reports:**
 - #1 July 12, 2017
 - #2 July 17, 2017
 - #3 July 21, 2017
 - #4 July 28, 2017
 - #5 August 3, 2017
 - #6 August 11, 2017 Monthly USDA & Town Meeting
 - #7 August 17, 2017
 - #8 August 25, 2017
 - #9 August 31, 2017
 - #10 September 8, 2017
 - #11 September 14, 2017 Monthly USDA & Town Meeting
 - #12 September 19, 2017
 - #13 September 22, 2017
 - #14 September 29, 2017
 - #15 October 6, 2017 Monthly USDA & Town Meeting
 - #16 October 12, 2017
 - #17 October 20, 2017
 - #18 October 27, 2017
 - #19 November 3, 2017

- **Communication:**
 - Harper & Sons / Brandywine Design Guild LLC weekly meetings
 - KCI Technologies Inc. / Town Finance Officer / USDA / Harper & Sons / Brandywine Design Guild LLC monthly meetings (Next meeting is November 17, 2017)
 - Town Commissioners Monthly Updates unless pertinent information needs to be distributed and/or approved for schedule/financial changes
 - Inquiries/Questions and/or Requests from Commissioners and Staff go the Project Manager
 - Project sign has been approved by USDA and is now onsite.

- **Financials:**
 - Requesting Change Orders & Partial Payments be signed by the Town Clerk/Treasurer upon review and approval by the Project Manager as well as signatures from the Project Architect & Contractor as long as the changes do not increase the final bottom line of the \$1 million project total. The Project Manager will email all the Commissioners with an update on Change Orders and the Schedule for input prior to approval as well as elevate the items to the Commissioners during a meeting that may need a vote.

 - Harper & Sons Payments:
 - 7/1/17 – 7/31/17 \$ 37,427.58 (approved)
 - 8/1/17 – 8/31/17 \$227,383.69 (approved)



GENERAL CONTRACTORS

- **Needed to shutdown building power and attach/reattach generator transfer switch and rebuild police entry porch to get enough siding area ready to install. The porch rebuild was addressed in CO #3. When we were ready, we had to wait for siding sub to work us due to scheduling and rain.**
- **North porch windows were ordered in advance prior to north porch being demoed. This made fitting and trimming the windows that were ordered ahead tougher and more time consuming to install. Large door at North porch was received on 10/11/17, all North porch windows were raised for horizontal mullions to align and avoid conflict with MHT.**
- **North porch steel columns took longer to install due to existing construction conditions. The North porch and the entire building have NO footings, and jacking and installing columns took longer than expected. Should have asked for more time, as addressed within the CO for the steel columns.**
- **North porch windows were revised to be field mullied together instead of as detailed on project drawings. While this was a better design, it required multiple field verifications and on-site cooperation by Ron, Milford and Joe Zebleckes. All of this resulted in a better finished product. Interior trim details are still being resolved.**
- **Two areas of rotten sills were repaired at North porch. These were dealt with as a COP, and additional time should have been requested.**

**COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT ***

Name of public body Commissioner of Hagerly Date of Meeting: November 6, 2017

1. Did you give "reasonable advance notice" and keep a copy or screenshot?
2. Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable, but at least 24 hours before the meeting?
3. Did you make arrangements for the public to attend?
4. Is someone prepared to keep minutes in writing or, otherwise, to run the equipment for minutes in the form of live and archived video or audio streaming?
5. N/A If part of this meeting might be closed to the public, have you first:
 - Made sure that the public body designated a member to take training in the Act? (eff. 10/1/17)
 - Made sure that the topic to be discussed falls entirely within one or more of the 14 "exceptions" that allow the closed session? (see over for the list)
 - Given notice of the open meeting to be held right before the closed session, so that the presiding officer can hold the required public vote to close?
 - Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete this compliance checklist at the open meeting and keep it to attach to the minutes? (eff. 10/1/17)
 - Equipped the presiding officer to prepare a written statement with the required disclosures? (for a model form with instructions, go to <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>)
 - Equipped the presiding officer to limit the closed session discussion to the exceptions and topics cited on the written closing statement?
 - Arranged for closed-session minutes to be kept and adopted as sealed?
 - Equipped someone in the closed session to keep a record of each item of information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the date, time, and place, persons present, and subjects discussed?
6. Have you arranged for the preparation, the adoption as soon as practicable, and posting online if practicable, of minutes of the open meeting, including summaries of any prior closed sessions, and this form (when required), completed on this side?

**This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings on or after 10/1/2017, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.*

**STATUTORY AUTHORITY TO CLOSE SESSION
(THE FOURTEEN “EXCEPTIONS”)
General Provisions Article § 3-305(b)**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of an individual with respect to a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related to the acquisition;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) To discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.