

COMMISSIONERS OF RIDGELY  
SEPTEMBER 6, 2017  
TOWN MEETING



Thank you for attending.

**PLEASE PRINT NAME CLEARLY**

JOE ANDERSON

Spencer Carroll

Jim Hinc

LISA Russell

Guy Murphy

David Smith

Michael O'Brien

Ryan Slipp



COMMISSIONERS OF RIDGELY  
SEPTEMBER 6, 2017  
TOWN MEETING  
PUBLIC COMMENT LOG

**ALL PUBLIC COMMENTORS MUST SIGN THE PUBLIC COMMENT LOG**

NAME (PLEASE PRINT)

ADDRESS

Guy Murphy  
LISA Russell - CCYSA

12635 Ridgely RD.  
GREENSBORO, MD.

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

The Commissioners of Ridgely met on the above date at 7:00 pm at the Ridgely House for the September 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, Cathy and Rick Schwab, Joe Anderson, Archie Carroll, Teri Hinch, Lisa Russell, Guy Murphy, Michael Obrien and Ryan Slipper.

President Hurley opened the meeting with the Pledge of Allegiance.

Commissioner Casey made a motion to approve the minutes of the August 7, 2017 town meeting, 2<sup>nd</sup> Commissioner Buckle, approved.

**STAFF REPORTS**

**CLERK-TREASURER**

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

Total General Funds Reconciled \$176,286.58

Total Sewer Funds Reconciled \$368,608.99

Total Water Funds Reconciled \$167,457.89

Clerk-Treasurer Stephanie Berkey addressed an issue that was brought up by Chad Dean at the August 7, 2017 town meeting. In the meeting Mr. Dean publicly accused the town of not properly advertising for the April 2017 town election. He stated that it was not posted properly based on the fact that he did not personally see it and had planned to run for town commissioner. He accused Ms. Berkey of not following the law of the town charter regarding elections. Attached in minutes is a copy from the Charter of the Town of Ridgely, Section 5 Elections (notice) – "The Commissioners of Ridgely shall cause a notice of each annual election for a Commissioner or Commissioners of Ridgely to be given by publication, of the time and place of such election, in some newspaper of general circulation, printed and published in Caroline County, or posted in three (3) conspicuous places in the Town of Ridgely for at least seven (7) days before any election. Also attached in the minutes is a copy of the certificate of publication for the notices that were published in both the Star Democrat (paper and online) and Times Record (paper and online). That would have been all that was necessary, according to the charter, but the announcement was also posted on the town website (ridgelymd.org) and posted in the Town Hall and Post Office. According to the Charter of the Town of Ridgely, proper protocol was followed.

**DIRECTOR OF PUBLIC WORKS**

Director of Public Works David Crist presented his report to the Commissioners. Public Works is keeping an eye on all of the hurricanes that are forming right now. We have had a lot of rain and are hoping Maryland is spared.

**CHIEF OF POLICE**

Chief Gary Manos presented his report to the Commissioners. National Night Out was a success. All of the town employees helped.

**RVFD**

Chief Eric Kellner was not present.

**FINANCIAL ASSISTANT**

Gerald Sutton addressed the Commissioners. The audit begins September 11<sup>th</sup>.

**HISTORICAL SOCIETY**

Not Present

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

KCI Technologies (not present) submitted via the Clerk-Treasurer a report on the Town Hall Renovation Project. They requested that additional services need to be approved by the Commissioners for existing professional service contracts. A request to increase additional services in the amount of \$2,500 for the Brandywine Design Guild, LLC to continue to perform part time inspection services. Commissioner Casey made a motion to approve, 2<sup>nd</sup> Commissioner Buckle, approved.

**PUBLIC COMMENT**

John Murphy wanted to discuss the street light that he requested. He feels that the town should bear the cost of the street light installation.

Lisa Russell from CCYSA. They appreciate the use of Martin Sutton Park. They would like approval to put a mini shed at the park for their equipment. She gave a description of the shed. A discussion followed. The Commissioners agreed that it would have to be a very secure shed. Commissioner Casey made a motion to approve, 2<sup>nd</sup> Commissioner Buckle, approved.

Archie Carroll reminded the Commissioners that President Hurley bad mouthed him at a previous meeting. It was a recorded meeting. He was not happy that derogatory remarks were not put into the official record. He is questioning what other items are not put into official record. It was suggested that he submit how he would like for the minutes to read and they could be amended by a vote at a future meeting.



Michael O'Brien from Ridgely Airpark was back to discuss the taxes at the Ridgely Airpark. The Commissioners discussed that they had met with council at 6:00 pm that evening in a closed session and they have agreed to abate the runway portion. The town attorney is in the process of determining how to proceed. He will be receiving a letter from the town attorney explaining the decision in detail. There was a discussion about how he could connect into the water/sewer system. He discussed future plans for building t hangers.

Joe Anderson with the Ridgely Car Show Foundation discussed the car show on October 15<sup>th</sup>. Everything is on track and ready to go.

Gerald Sutton updated everyone on the plans for the 150<sup>th</sup> celebration. The parade is going to be very big. There are many vendors. There will be free rides for the kids and the train station dedication will take place.

The meeting was adjourned at 7:32 pm.

Respectfully Submitted,  
Stephanie L. Berkey, CMC  
Clerk-Treasurer

9/6/2017

## COMMISSIONERS OF RIDGELY BANK ACCOUNTS

<u>PNC BANK</u>	<u>DATE RECONCILED</u>	<u>RECONCILED BALANCE</u>	<u>CURRENT BALANCE</u>
GENERAL FUND CHECKING	7/31/2017	\$34,687.67	\$37,404.60
HRA ACCOUNT	7/31/2017	\$10,577.71	\$9,357.57
 <u>PROVIDENT STATE BANK</u>	 <u>DATE RECONCILED</u>	 <u>RECONCILED BALANCE</u>	 <u>CURRENT BALANCE</u>
PSB SF SEWER SAVINGS MONEY MARKET	7/18/2017	\$4,044.98	\$4,044.98
GENERAL FUND CHECKING ACCOUNT	7/31/2017	\$75,796.68	\$16,076.09
SEVERANCE ACCOUNT	3/31/2017	\$33,039.76	\$33,039.76
POLICE SAVINGS ACCOUNT	3/31/2017	\$16,010.60	\$25.00
RPD K-9 DONATION FUND	3/31/2017	\$100.08	\$100.08
 <u>MD LOCAL GOV'T INVESTMENT POOL</u>	 <u>DATE RECONCILED</u>	 <u>RECONCILED BALANCE</u>	 <u>CURRENT BALANCE</u>
GENERAL FUND SAVINGS (PNC BANK)***	7/31/2017	\$1,378.73	\$1,378.73
WATER FUND (PNC BANK)	7/31/2017	\$167,457.89	\$191,538.31
SEWER FUND (PNC BANK)	7/31/2017	\$364,564.01	\$398,922.40
 <u>QUEENSTOWN BANK</u>			
QUEENSTOWN BANK POLICE Donations/Sleazed MONEY	3/31/2017	\$4,695.35	\$4,695.35
 TOTAL GENERAL FUNDS (RECONCILED)		\$176,286.58	
TOTAL SEWER FUNDS (RECONCILED)		\$368,608.99	
TOTAL WATER FUNDS (RECONCILED)		\$167,457.89	

## Section 5

## CHARTER

## Section 5

**Section 5. Same; notice, voters' qualifications, procedure. 2**

- (a) Notice. The Commissioners of Ridgely shall cause a notice of each annual election for a Commissioner or Commissioners of Ridgely to be given by publication, of the time and place of such election, in some newspaper of general circulation, printed and published in Caroline County, or posted in three (3) conspicuous places in the Town of Ridgely for at least seven (7) days before any election.
- (b) Voters Qualifications. Inhabitants residing within the corporate limits of the Town, qualified to vote for Delegate to the General Assembly of Maryland, who have been residents of said Town for at least thirty (30) days prior to registration and who are:
- (1) citizen of the United States and
  - (2) 18 years old on or before the next Town election;
  - (3) not convicted of a disqualifying crime;
  - (4) not under guardianship for mental disability shall be qualified to vote for the office of Commissioners of Ridgely.

Applications for registration to vote for Commissioner of Ridgely at the annual election held therefore on the fourth Monday of April, 1937, and all subsequent annual elections held under this Charter may be received by the Town Office, Monday through Friday, 9:00 a.m. to 4:00 p.m. during the year.

- (c) Statement of Candidacy. Any person desiring to become a candidate for the office of Commissioner of Ridgely shall, at least 10 days prior to the election, file with the Clerk-Treasurer, a written statement of such candidacy on a form which the Commissioners shall prescribe by ordinance.
- (d) Ballots; procedure. Immediately upon the expiration of the time for filing certificates of candidacy by the respective candidates, the Clerk of Ridgely shall cause to be published in one or more newspapers published in Caroline County, or posted in three conspicuous places in the Town of Ridgely, the names of all candidates as they are to appear upon the official ballot. The Clerk shall cause the official ballots to be printed on plain white paper of uniform size and to be delivered to the Judges of Election, and to no other person. On the ballots shall appear the name or names of all the candidates for Commissioner or Commissioners of Ridgely arranged alphabetically and, immediately following, the words "For Commissioner of Ridgely;" shall be printed on the ballot. Preceding the names of the candidates shall be plainly printed in black ink a direction to the voters: "Vote for one (or two or three as the case may be) by making a cross (X) mark in that square which is opposite the name of the candidate to be voted for," and a black line shall be printed immediately under the name of each candidate extending to a square opposite the name of each candidate.

2. Note: Constitution of Maryland, Article I, Section 9; see Article 23A, § 46, Corporations-Municipal, Annotated Code of Maryland; Article 33, §§ 3 and 4, Annotated Code of Maryland.

APG Media of Chesapeake, LLC  
P.O. Box 600  
29088 Airpark Drive  
Easton, MD 21601

03/10/17  
2692653

# CERTIFICATE OF PUBLICATION

STATE OF : MARYLAND

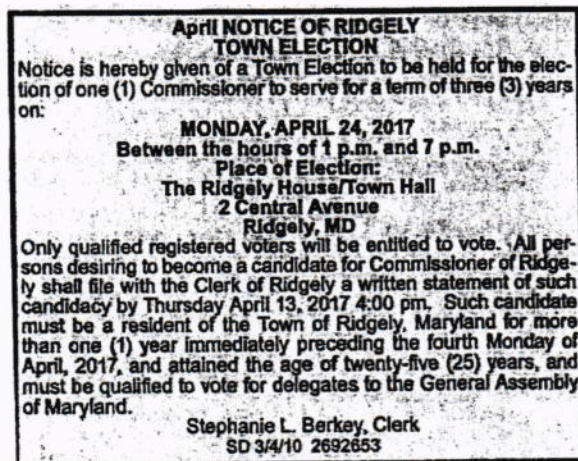
COUNTY OF: Talbot County

This is to certify that the annexed legal advertisement has been published in the publications and insertions listed below. "April 24 Town Election..." was published in the:

The Star Democrat	03/03/17
The Star Democrat	03/10/17
stardem.com Online	03/03/17
stardem.com Online	03/10/17



David Fike  
President & Publisher





APG Media of Chesapeake, LLC  
P.O. Box 600  
29088 Airpark Drive  
Easton, MD 21601

03/08/17  
2692666

# CERTIFICATE OF PUBLICATION

STATE OF : MARYLAND

COUNTY OF: Caroline County

This is to certify that the annexed legal advertisement has been published in the publications and insertions listed below. "April 24 Town Election..." was published in the:

Caroline County Times Record 03/08/17  
carolinetimesrecord.com Online 03/08/17



David Fike  
President & Publisher

<p><b>April NOTICE OF RIDGELY TOWN ELECTION</b></p> <p>Notice is hereby given of a Town Election to be held for the election of one (1) Commissioner to serve for a term of three (3) years on:</p> <p><b>MONDAY, APRIL 24, 2017</b> <b>Between the hours of 1 p.m. and 7 p.m.</b> <b>Place of Election:</b> <b>The Ridgely House/Town Hall</b> <b>2 Central Avenue</b> <b>Ridgely, MD</b></p> <p>Only qualified registered voters will be entitled to vote. All persons desiring to become a candidate for Commissioner of Ridgely shall file with the Clerk of Ridgely a written statement of such candidacy by Thursday April 13, 2017 4:00 pm. Such candidate must be a resident of the Town of Ridgely, Maryland for more than one (1) year immediately preceding the fourth Monday of April, 2017, and attained the age of twenty-five (25) years, and must be qualified to vote for delegates to the General Assembly of Maryland.</p> <p><b>Stephanie L. Berkley, Clerk</b> <b>TR 3/8 2692666</b></p>
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**Commissioners of Ridgely**  
**Public Works Department Report**  
**Commissioners Meeting**  
**September 6, 2017**

**SEWER**

- 69 days holding capacity
- All reports have been completed and sent to MDE
- Pump Station at School St has been repaired

**WATER**

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

**PUBLIC WORKS**

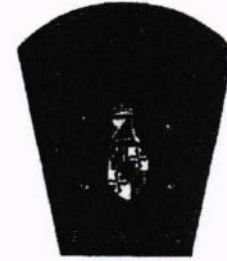
- 13 locates
- 4 loads of brush
- 12 rubble pick ups
- Swept streets
- Worked on allies
- Patched pot holes
- Mowing grass
- Inspecting RR Station project daily
- 2 emergency call outs
- Trees work still in progress
- Servicing equipment
- Mulching parks

# Ridgely Police Department

2 Central Avenue, Ridgely, Maryland 21660

Phone: 410 634-2151

Fax: 410 634-8083



## August 2017 Police Report

Calls for Service	634 (530)
Property Checks	286 (232)
Community Policing	174 (133)
Assist Other Agency	12 (20)
Traffic Violations	181 (112)

The Police Department assisted by the other town employees hosted National Night Out. We served food, provided handouts our K9's did demonstrations and we had a puppet show for the kids.

Chief Manos hosted a Chief's Coffee at 9 Central Diner. The social was well attended by other law enforcement personnel, community leaders and citizens. We are planning on hosting the event quarterly.

Chief Manos assisted the Sheriff's Office with a Heroin overdose in Hillsboro. Narcan was administered and the victim was resuscitated and began to breathe normally. Training for administering NARCAN is available through the Caroline County Health Department.

Corporal Ewing responded to a Disturbance/Domestic and was confronted by an individual as he exited his patrol vehicle. The disorderly man attempted to assault Corporal Ewing and was Tased. He was placed under arrest and later released by the District Court Commissioner after posting a bond.

Chief Manos addressed the staff at Ridgely Elementary School before the start of school. Looking forward to working with the staff of RES and the children.

Respectfully Submitted,

Gary M. Manos  
Chief of Police

## TOWN OF RIDGELY, MD

### TOWN HALL IMPROVEMENT PROJECT UPDATE (9/6/17)



#### 1. Project Meeting Reports:

- Highlights provided
- #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
- August 21, 2017 (email update-Ron on vacation)
- August 29, 2017 (email update-Ron on vacation)

#### 2. 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 September 14, 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.

#### 3. 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.
- Additional Services will need to be approved by the Commissioners for existing professional service contracts. A request to increase additional services in the amount of \$2,500 for Brandywine Design Guild LLC to continue to perform part time inspection services. This amount would be transferred from the "inspection fee" project line budget, which currently has \$3,500.
- Partial Payment for Harper & Sons, Inc. completed for \$37,427.58 during 7/1/17 - 7/31/17 (reviewed/approved by Project Architect, Project Manager & USDA)
- Change Order #001 = \$19,929.00 total (reviewed/approved by Project Architect, Project Manager & USDA )
  - COP #1 - Rebuild wall section at west elevation \$10,072
  - COP #2 - North enclosed porch steel column replacement \$ 5,968
  - COP #3 - Insulation in 1<sup>st</sup> & 2<sup>nd</sup> floor exterior wall cavities \$ 3,889
  - New contract total including change order #001 is \$798,133
  - Schedule based on CO #001 increased by 23 days (end date of October 31<sup>st</sup>)



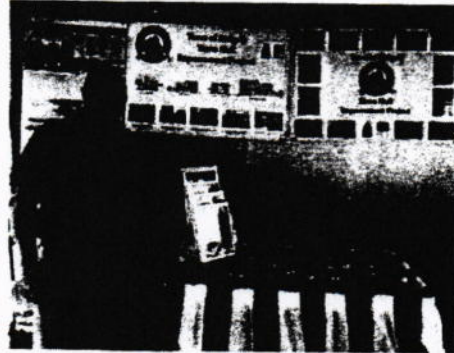
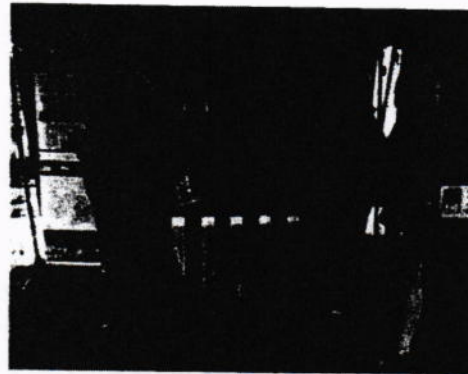
- Awaiting credit of \$8,500 for the alternate deleting decorative trim beneath the gutters per the Town at the preconstruction meeting.

**4. Schedule:**

- Notice to Proceed started on July 11, 2017 and ends within 90 consecutive days (October 8<sup>th</sup>)
- CO #001 increased by 23 days (end date of October 31<sup>st</sup>)

**5. Public Involvement Mitigation:**

- Memorandum of Agreement signed by the Town, USDA & MD State Historic Preservation Officer on July 11, 2017.
- KCI Technologies Inc. showcased the Town Hall Project, including a historic timeline of the structure at the Caroline Summerfest in Denton on August 18th and 19th. The booth promoted and provided information for Federal and State Historic Tax credit programs. Members of the Ridgely Historical Society were also invited to attend and participate.



- Letter 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. They signed for the letter and no communication has been received by the organization.

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