

**Town of Preston
105 Back Landing Road
Regular Meeting 7pm.
November 1, 2021**

Attendees: Doug Vanderveer, Robert Stacey, Nelson Anderson, Savannah Winston, Gary Waltemeyer, Amber Korell

The regular meeting was called to order by Commissioner Doug VanDerveer at 7:00 pm.

Comm. Waltemeyer made a motion to approve the minutes of the previous meeting as presented and was seconded by Comm. Winston and unanimously approved.

Police Report for October 2021

130 hours assigned with a total of 26 assignments

- 227 Calls for service
- 3 Reports taken
- 84 Traffic Stops
- 104 Traffic Violations
- 0 Arrest

Public Works Report -

- pumped 1,794,100 gallons of water
- pumped 1,303,672 gallons of wastewater
- hauled a small mound of dirt from the shop to the sewer plant to be spread around at a later date.
- repaired another water leak on Car-O-Lin Ct.
- flushed out the decanters at the sewer plant (twice) when the flow was backing up. They have been flowing since. While doing that we discovered a leak in the tank of our sewer machine. We repaired it and we are back in service.
- pressured washed the backhoe and greased all the fittings.
- had two sewer complaints last month. One was on private property which made it the homeowners responsibility. And one we were able to clear using our force cup (a five-foot plunger made for use in cleanouts).
- trimmed trees on Chambers St. for the sidewalk crew.
- also replaced 3 valve boxes and 4 curb boxes when they were exposed during the sidewalk excavation.
- also found an old fire hydrant base under the sidewalk. We cut it off 12 inches below ground and the sidewalk was poured over it.
- removed a hydraulic cylinder from our tractor and had a new seal installed when it began leaking. It was returned and is back in place and working properly.
- had low pressure complaints in the Tidewater development. We found that the fire company was training in the area and that was the cause of the low pressure. Because the system was disturbed, we flushed all the hydrants in Tidewater.
- replaced the front brake pads on the town truck.
- finished filling out the application for the towns sewer discharge permit and it has been sent to MDE.
- cut grass and sprayed weeds.

Administrative Report – Amber Korell

- **WWTP:**
 - Worked with various Departments on our WWTP, and had our construction final walk through with MDE and GMB last week
 - 10-5-2021 Toured our WWTP with Mr. Goldberg and his associates
 - 10-7-2021 LGIT completed an appraisal of our new WWTP and I met with Delmarva Business Solutions to discuss ways they may be able to save us money in the future if we give them a chance to compete.
- **Town Business:**
 - The Town and our Codes Officer inspected properties and sent out violation notices and failure to get permit letters.
 - PW completed a CODE grass cut at 205 Main Street and 104 Maple-both buildings are empty and no one responds to letters sent. We will continue to maintain and invoice the property owner.
 - Contacted several tree companies for the Chambers Street job, Tree Experts from Preston ended up donating the work to the Town. Work was completed this morning.
 - Image Asphalt is scheduled to be almost complete the sidewalk on Chambers Street, forming and pouring the new section at the end near railroad by end of the week.
 - T-Mobile and Southern Corrosion have been working together to get where they need to be in order for T Mobile to submit for permit. Once we receive the permit and it is approved per SC, we will get our tower lease in order for them to sign.
 - Completed 2021 Quarterly tax deposits and filings
 - 10-29-2021 Met with owners of The Red Shef Food Truck, whom are VERY passionate about Preston and would like to work together with the Town to create a Scholarship Program to award one of our CRHS students from Preston. I will put together a packet for a future meeting to present, we are looking to begin after Christmas for the 2022 graduating class year.
- **Planning and Zoning**
 - Planning and Zoning are meeting monthly working on the Comp. Plan. We added two new volunteer members to the Board: Sharon Gutz and Pastor David Motley- CONGRATS and THANK YOU
 - Met with PZ Chairperson to discuss Building Permit Procedures
 - Attached you will find a copy of our Building Permit chart with FY21-22 permits that have been issued so far this year.
 - Began re-organizing our Zoning Code so the Table of Contents coincides with the actual code. Once complete each PZ member will receive a copy. After the Comp. Plan is complete, I think we should review our PZ Code and bring it up to date as well.
- **Parks and Recreation**
 - Preston's last Vendors Market was October 16th. Bounce Back Inflatables from Preston donated the bounce house for the day and was well attended. We had a FREE jazz musician from Tidewater Farms play in the park during the event and received GREAT feedback from patrons.
 - We have been working on Events in the Park for the FY 21-22 ending June 30th and for FY 22-23 starting July 1. Donation letters have been sent out for the 22-23 event year and CCAC has been contacted about grants available to use again this year.

Planning and Zoning – RoseMarie Stacey

Date: 11-1-2021

1. Preston Permit Process:

-Rose Marie Stacey met with Town Manager on 10-27-2021 to discuss the process for submission and approval of permits.

2. Section 10 of the Planning and Zoning Regulations:

-Section 10 of the PZ Regulations gives authorization to the Planning Commission for oversight, and approval of building permits in Preston. Issued permits must be in conformance with provisions of the Ordinance, unless the Planning Commission receives a written order from the Appeals Board in the form of an administrative review or variance as provided by the ordinance.

-Section 10 also establishes the position of a Town Zoning Inspector. Currently, the Town does not have a Zoning Admin. We discussed this position. While the town pays MDIA for building code compliance /inspections and PMC for Town Code Enforcement, we do not have a dedicated Town Zoning inspector

-PZ recommends the Commissioners review the following process for permit application and review the requirement for a Town Zoning Inspector.

Ordinances /Resolutions:

November Proclamation “Youth Homelessness Awareness Month”

Desiree Jefferson the Youth Coordinator for His Hope Ministries presented the Town with the following proclamation: **Proclamation for National Homeless Youth Awareness Month 2021**

WHEREAS, The Town of Preston, MD proclaims the month of November as National Homeless Youth Awareness Month and

WHEREAS, the purpose of National Homeless Youth Awareness Month is to raise awareness and educate the citizens of Preston about the homeless youth crisis, the issues that these young people face, the many reasons young adults (18-24) are homeless, and the role citizens can play in ending youth homelessness,

WHEREAS, His Hope Ministries is committed to providing emergency shelter and supportive services as well as meals and other supportive services to young adults (18-24) experiencing housing instability or homelessness.

WHEREAS, the Commissioners of The Town of Preston, MD recognize that hunger and homelessness continue to be a serious problem for many young adults (18-24), individuals and families in Caroline County, particularly during the COVID-19 pandemic; and

WHEREAS, the intent of National Homeless Youth Awareness Month is consistent with the activities of His Hope Ministries and all His Hope Ministries Programs,

New Business

-Comm. Waltemeyer made a motion to approve the bills for October 2021; Comm. Winston seconded the motion. All approved.

-Comm. Winston made a motion to approve the Proclamation for the Month of November “Youth Homelessness Awareness Month” as presented by His Hope Ministries; comm. Anderson seconded the motion, all approved.

-Comm. Anderson made a motion to approve Image Asphalt C/O #1 **Chambers** Street Sidewalk extension in the amount of \$14,616.00, Comm. Stacey seconded the motion. All approved.

-Comm. Anderson made a motion to approve Image Asphalt C/O #2 Chamber Street Sidewalk CR-2 Stone installation up to \$8,000, Comm. Winston seconded the motion. All approved.

-Comm. Anderson made a motion to approve the Preston Complex Cleaning Quote from Blank Slate Cleaning Company in the amount of \$140.00 a month, Comm. Winston seconded the motion. All approved.

-Comm. Anderson made a motion to adjourn the meeting at 7:25 pm; Comm. Winston seconded the motion, all approved.

The meeting adjourned at 7:25pm.

Respectfully Submitted by: Amber Korell