

**August 10, 2016**

**Present**

Commissioners Jaime Windon, Roy Myers, Joyce Harrod, Michael Bibb and William Boos, Town Manager Jean Weisman, and Administrative Clerk Suzanna Warnick. two members of the public present.

**Call to Order**

President Roy Myers called to order the regular work session of the Commissioners of St. Michaels at 6:00 p.m. in the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland, and the Pledge of Allegiance was recited.

**Public Announcements**

Mrs. Weisman provided an update on the State Highway Administration's plans for upgrading Talbot Street, noting that she and Public Works Director Jeff Richardson had walked Talbot Street and discussed parking and crosswalks. Mrs. Weisman also noted that Governor Hogan would be visiting St. Michaels on Sunday and would be making remarks at the Steamboat Building on the Museum grounds.

**Consent Agenda**

President Myers announced that a vote to approve the items on the consent agenda would include approval of department reports for the month of July 2016. President Myers also noted that the disbursements for July 2016 totaled \$ 730,342.80, and included the following:

- \$6,730.00 to Bryan Ausley for Boy Scout Cabin refurbishment
- \$17,687.54 to URS Corp. for Arsenic Engineering & Administration
- \$12,760.50 to JF Acquisition LLC for Gas Pump contract
- \$26,847.99 to George & Lynch for Phase V Street contract
- \$413,863.64 aggregate to Johnston Construction Company for Arsenic Removal Project
- \$3,000 to St. Michaels Museum for FY17 appropriation
- \$3,000 to St. Michaels Community Center for FY17 appropriation
- \$1,000 to SMYLE for FY17 appropriation
- \$7,500 to Talbot Co. Library for St. Michaels Branch for FY17 appropriation
- \$5,000 to SMASH for FY17 appropriation
- \$30,000 to St. Michaels Fire Dept for July installment of FY17 appropriation
- \$4,000 to Bay Hundred Community Pool for FY17 appropriation

Commissioner Boos suggested that a quarterly profit and loss statement be made public and Ann Borders of Cherry Street agreed, adding that it could be placed on the web site. President Myers asked if the Commissioners wanted to remove any item from the consent agenda for discussion on the regular agenda. There were no requests. As there were no public questions or comments, President Myers then called for a motion to approve the items on the consent agenda as presented. Commissioner Harrod made the motion, which was seconded by Commissioner Bibb, and which then passed on a roll call vote of 5-0 in favor.

**Boards and Commission Appointments**

- Board of Zoning Appeals – 1 vacancy for alternate – open-ended term
- Ethics Committee – 1 vacancy - 3 yr term expires Dec 2016 -
- Waterways Management Advisory Board – 1 vacancy – 3 yr term expires Dec 2017
- Parks and Recreation Advisory Board – 1 vacancy – 3 yr term expires Dec 2017

President Myers said he had met with the three candidates for board positions and found all to be eminently qualified for any of the positions. President Myers said he had discussed the applicants' preferences with regard to the three openings and made a motion for appointments as follows:

John E Hunnicutt – full time resident – appointment to the Ethics Committee, replacing Mark Nestlehutt for the 3-year term expiring December 2016

Dennis Glackin – not yet a full time resident – appointment as Alternate to the Board of Appeals for an open-ended term

John Garland – full time resident – appointment to the Waterways Committee replacing the late Helen Van Fleet for the remainder of a 3-year term expiring in December 2017

Commissioner Windon seconded the motion, which passed on a roll call vote of 5-0 in favor. There were no applicants from the open position on the Parks and Recreation Advisory Board.

### **Ordinance for Discussion and Possible Introduction**

- Ordinance No. 479 – Surplus Property 110 S Fremont and 109 Conner Street

President Myers called upon Jean Weisman, Town Manager, who provided an overview of the proposed Ordinance and subsequent Amendment to the St. Michaels Community Center Community Garden Lease Agreement. Mrs. Weisman said that this proposal was discussed on July 27, 2016, and noted that the St. Michaels Community Center Community Garden Committee has requested another 5 year lease of the subject property, with the current lease expiring October 14, 2016.

As there were no comments or discussion by the Commissioners or the public, and since there were no substantive changes made to the draft Ordinance, President Myers called for introduction of Ordinance No. 479. Commissioners Windon and Harrod introduced the ordinance, and Mrs. Warnick then read the title into the record as follows:

ORDINANCE NO. 479, AN ORDINANCE OF THE COMMISSIONERS OF THE TOWN OF ST. MICHAELS TO DECLARE CERTAIN REAL PROPERTIES OWNED BY THE TOWN OF ST. MICHAELS KNOWN AS 110 S. FREMONT STREET AND 109 CONNOR STREET SURPLUS PROPERTY; TO DECLARE THE TOWN'S INTENT TO CONVEY THE RIGHT TO USE THESE LANDS TO THE ST. MICHAELS COMMUNITY CENTER FOR A PERIOD NOT TO EXCEED FIVE (5) YEARS; SAID LANDS TO BE UTILIZED AS A COMMUNITY GARDEN UNDER THE SUPERVISION OF THE ST. MICHAELS COMMUNITY CENTER COMMUNITY GARDEN COMMITTEE

President Myers noted that a Public Hearing and possible vote would be held on August 24, 2016, with the effective date of the Ordinance being September 22, 2016. Staff was directed to finalize the lease agreement with the changes for signage after the ordinance is voted on.

### **Topics/Items for Discussion**

- Habitat for Humanity tax credit requests

President Myers called upon Mrs. Weisman, who provided background on the requests. She noted that Habitat for Humanity had asked to have taxes abated on their property on B rooks Lane until the 6-7 houses are built and purchasers can take over payment of the taxes. The Commissioners had a brief discussion, after which President Myers called for a motion to abate the taxes on the Habitat property. Commissioner Bibb made the motion, which was seconded by Commissioner Windon, and which then passed on a roll call vote of 5-0 in favor.

- Bathrooms on Harbor Road

Commissioner Bibb opened the discussion, and asked whether the Town provides port-a-potties at any area where there are public boat slips. Mrs. Weisman said no. Commissioner Bibb said there are pleasure boaters that relieve themselves in public areas because there are no facilities. Commissioner Boos said he did not want Town money spent for such a minor issue. Commissioner Windon said it is difficult to legislate good behavior. Mrs. Weisman said that violators can be ticketed by police according to the Town's Code. After a brief discussion, the Commissioners agreed to have the Police Chief look into the matter, and to table the discussion pending his report.

- **Wayfaring Signs**

Communications Manager Kimberly Weller opened the discussion of wayfaring signage. Mrs. Weller said that other towns of St. Michaels' size and level of sophistication generally hire a consultant to advise the town on the content and consistency of design of signage throughout the Town. Mrs. Weller said she had obtained two quotes from signage consulting companies and was recommending that St. Michaels retain professional help for the signage and mapping to ensure cohesiveness. Mrs. Weisman said that the State Highway Administration would not help with wayfaring signage but would be flexible on placement. After a discussion of some length, the Commissioners agreed that professional help was necessary and directed staff to go ahead with developing an RFP. Ann Borders of Cherry Street and Mike Estrella of E. Chew Avenue said they supported hiring a professional company to address the project. Mrs. Weisman said there was money in the budget reserved for the project and asked the Commissioners to supply staff with a wish list of signage and ideas that could then formulate the basis of the RFP.

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- **Town Designations – Main Street vs. Arts and Entertainment**

Kimberly Weller opened the discussion on Town designations with research she had done on other towns on the Eastern Shore who had embraced arts and entertainment districts for grants or tax credits. Mrs. Weller said such projects are usually linked to affordable housing projects and require extensive reporting. Mrs. Weller said the Town is pursuing its own ways to leverage arts and entertainment projects for the benefit of the Town, rather than participating in a formalized A&E program. The Commissioners supported Mrs. Weller's in-house approach. Mrs. Weller said that her research had concluded that participation in the Main Street program was unnecessary and that grants are already available to St. Michaels through sustainable projects, and Mrs. Weller noted that reporting and regulation was even more burdensome than the A&E programs. The Commissioners again supported Mrs. Weller's approach. Mrs. Weller did say she would look into the Main Street America program at the Commissioners' request at some time in the future.

### **Comments from the Public (Residents and Taxpayers)**

Mrs. Weisman provided an update on the property swap between the Town and the Museum in response to a question from Ann Borders of Cherry Street.

### **Comments from the Commissioners**

There were no additional comments.

### **Commissioners' Calendar**

The Commissioners discussed their agenda items for meetings in September and October 2016.

### **Announcement of Future Meetings/Events**

- August 24, 2016 – 6:00 – Town Office – COSM Regular Legislative Session
- September 5, 2016 – Town Office closed for Labor Day
- September 14, 2016 – Not in Session
- September 28, 2016 – 6:00 – Town Office – COSM Regular Work and Legislative Session

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**Adjournment**

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Suzanna Warnick  
Administrative Clerk

**Public Handouts:**

Agenda

Department Reports

Arts and Entertainment and Main Street Programs

Wayfaring Signage report

Ordinance No. 479 – surplus property

St. Michaels Community Center Community Garden Lease Agreement