

**August 9, 2017**

**Present**

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

**Call To Order**

President Boos convened the Regular Working Session of the Commissioners of St. Michaels at 6:00 p.m. in the meeting room of the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland, and the Pledge of Allegiance was recited.

**Announcements**

Commissioner Bibb said he had attended the bi-weekly meeting of the St. Michaels Fire Department as the representative of the Town. Commissioner Bibb said that the Fire Department would be holding certifying training for administering Narcan to overdose victims on Thursday, August 17<sup>th</sup> at 7:00 p.m. at the Fire House for emergency service personnel. Commissioner Harrod said she had attended the latest meeting on the expansion of the library and that the next meeting would be Tuesday, August 15<sup>th</sup> from 9 to 11 a.m. Commissioner Harrod also noted that a county-wide celebration of the 200<sup>th</sup> anniversary of Frederick Douglas was being planned for February 2018. Commissioner Bibb added that he would be signing up for an Emergency Preparedness certification course being offered over seven weeks beginning on September 11<sup>th</sup> at the Emergency Center in Easton. President Boos said that the Town Attorney recently made a very strong recommendation that the Commissioners and Town staff use only the Town email address for Town business. President Boos said that the Town Manager was going to make sure that all key employees are converted to the Town email address for official business. Mrs. Weisman said that she and Communications Manager Kim Weller had had lunch with the new general manager of the Inn at Perry Cabin, and noted that he was very excited to be here in St. Michaels.

As a final note, President Boos said that the Commissioners were making a change in the order of their meeting agendas, moving Comments from the Public to earlier in the meeting so that anyone who had comments need not wait until the end of the meeting to make them. President Boos then called for public comment.

**Comments from the Public**

Ann Hymes of Grace Street reported that the information box approved for Fredrick Douglas Park was already very popular with visitors. Ms. Hymes also questioned a recycling sign on the Higgins and Spencer property that appeared to have no purpose. President Boos thanked Ms. Hymes for her comments.

**Consent Agenda**

President Boos announced that a vote to approve the consent agenda would include departmental reports and disbursements for the month of July 2017, approval of a sign permit application for crayon placards for the SMASH program, and approval of the re-appointment of Chief Anthony Smith as representative from the Town of St. Michaels on the Talbot County Local Emergency Planning Committee. As there were no comments or requests from the Commissioners, President Boos called for a motion to approve the consent agenda as presented. Commissioner Bibb made the motion, which was seconded by Commissioner Myers, and which then passed on a roll call vote of 5-0 in favor.

### **Legislation for Discussion and Introduction**

- Charter Amendment and draft Resolution for Repair and Replacement of Reserve Funds

Mrs. Weisman noted that the draft was prepared as directed by the Commissioners at their last meeting and was intended to set the funds in place in the Charter, based on the Reserve Study produced for the Town. Mrs. Weisman said future amounts in the funds would need to be altered by resolution each time. Mrs. Weisman said the draft resolution was eligible for introduction at tonight's meeting, followed by a public hearing and vote at a future legislative session of the Commissioners. Mrs. Weisman said the resolution must then meet advertising requirements prior to its becoming effective. After a brief discussion, the Commissioners had no further comments and were comfortable with the draft. Commissioner Myers then suggested that he would work with staff to develop a first cut of suggested amounts for the funds. President Boos then called for introduction of the draft Resolution 2017-05. Commissioners Myers and Bibb introduced the resolution. Mrs. Warnick read the title of Resolution 2017-05 into the record as follows:

RESOLUTION 2017-05, A CHARTER AMENDMENT RESOLUTION OF THE COMMISSIONERS OF ST. MICHAELS, PASSED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE CONSTITUTION OF MARYLAND AND §§ 4-302(1) AND 4-304 OF THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE TO AMEND THE CHARTER OF ST. MICHAELS FOR THE PURPOSE OF ESTABLISHING CERTAIN FUNDS AS PART OF THE TOWN BUDGET; UPDATING CERTAIN FISCAL MANAGEMENT PROVISIONS; PROVIDING THAT THE TITLE OF THIS CHARTER AMENDMENT RESOLUTION SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO THE FINANCIAL MANAGEMENT OF THE TOWN OF ST. MICHAELS.

President Boos said the public hearing on the resolution would be held on August 23, 2017.

### **Items for Discussion**

- Town Office and Police Station Building Committee

Mrs. Weisman said that the Commissioners at their last meeting had directed the committee to look into green energy possibilities, and the impact of the County's Central booking concept on any potential building structure. Mrs. Weisman said the committee had visited other towns and looked at their police facilities, the result being that any facility would still need three holding cells, including a separate cell for juveniles, to hold suspects who were not ready for booking. Mrs. Weisman said most towns also had a training/event room not just for training, but also for meetings, or to use as an operations center during emergency situations.

President Boos said he had analyzed the original list of approximately twenty police station deficiencies, and all but five of those had been solved by the upgrades made by Commissioner Bibb and Public Works Director Jeff Richardson. President Boos noted that possibly the remaining five deficiencies could be solved by an addition to the current building, and further reconfiguration of the existing space, rather than a new building. After a discussion of some length, the Commissioners were in general agreement to look further into the costs associated with a rehabilitation of the police station.

Following another discussion of the Town Hall project, the Commissioners were in favor of putting a new Town Hall building on the Boundary Lane property that would include a welcome center and additional parking, but did not favor a combined use Town Hall/Police station.

- **Employee Manual and Policies**

Town Manager Jean Weisman said that staff had researched the policies of other towns and, while St. Michaels was in line with other municipalities for the amount of vacation and overtime, the Town's policies needed adjustment regarding a deadline by which vacation and overtime must be used. Mrs. Weisman said that changes in the regulations were recommended. President Boos said he favored a "use it or lose it" policy.

- **Fireworks Rules and Regulation**

After a discussion of some length, the Commissioners agreed that the regulations regarding fireworks needed further definition, including an increase in the penalty for violations. Commissioners Bibb and Myers agreed to meet with Jean Weisman to draft new language for the Code.

- **Commissioners' Calendar**

The Commissioners made changes and additions to the agendas for their scheduled meetings in August and September 2017.

### **Adjournment**

The public meeting was adjourned at 7:27 p.m. President Boos then called for a motion to move into Closed Session, pursuant to Maryland Code, State Government Art., Section 10-508 (a) (1) (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over who it has jurisdiction; (ii) any other personnel matter that affects one or more specific individuals. Commissioner Myers made the motion, which was seconded by Commissioner Bibb, and which then passed on a roll call vote of 5-0 in favor.

Respectfully submitted,

Suzanna Warnick  
Administrative Clerk

Public Handouts:

Agenda

Department Reports

Draft Charter Amendment Resolution No. 2017-05