

## **MINUTES**

### **COSM**

#### **Commissioners**

#### **COSM Work and Legislative Session**

**Wednesday, January 10, 2018, 6:00 pm - 8:00 pm**

**Edgar M Bosley Jr. Municipal Admin, Building**

**300 Mill Street, St. Michaels, MD 21663**

#### **I. Call to Order - Pledge of Allegiance**

President William Boos called to order the January 10, 2018 working and legislative meeting of the Commissioners of St. Michaels at 6pm in the meeting room of the Edgar M. Bosley, Jr. Municipal Building, 300 Mill Street, St. Michaels, Maryland. Also present were Commissioners Roy Myers and Joyce Harrod, Town Manager Jean Weisman, Zoning Officer Sarah Abel, Legislative Clerk Suzanna Warnick, and nine members of the public. Commissioner Michael Bibb and Commissioner Jaime Windon were absent.

#### **II. Agenda Amendments**

None

#### **III. Announcements from COSM and Staff**

Town Manager Jean Weisman announced that Commissioner Bibb would be attending the January Talbot County Chamber of Commerce monthly meeting next week. Mrs. Weisman also noted that several commissioners and staff will attend the Eastern Shore Association of Municipalities legislative dinner on January 23rd, and that she and Commissioners Harrod and Bibb would be attending an Academy for Excellence local government graduate leadership workshop offered at the end of January. Lastly, Mrs. Weisman said that 2018 is a year for elections, which will be held on Monday, May 7th, with two commissioners up for election. Mrs. Weisman added that the last day to file for candidacy, and to vote, will be Friday, April 6th.

#### **IV. Comments from the Public**

President Boos asked if any member of the public wished to speak on any topic. There were no comments.

#### **V. Special Presentation**

2017 Audit

Rick Tull, of Lank Johnson & Tull PA

President Boos then introduced accountant Rick Tull, of the Town's auditing firm, Lank, Johnston and Tull, who provided highlights of the 2016-2017 audit of the Town's finances as of June 30, 2017. Mr. Tull said the Town had received an unmodified statement, which he noted was the highest rating a town could receive in a financial statement audit. Mr. Tull read several paragraphs of the report, noting that the Town had assets of more than \$26 Million, and liabilities of \$2.7 million. Chairman Boos had questions on committed vs. unassigned funds. Mr. Tull said that many other towns are setting up funds to handle future costs.

## **VI. Consent Agenda for Minutes, Department Reports and Event Permits**

- **Minutes**

December 13, 2017 - COSM Regular Work & Leg Session

- **Department Reports for December 2017**

Public Works  
Disbursements  
Police Report  
Planning and Zoning  
Marketing and Communications  
Administrative

President Boos announced that approval of the Consent Agenda would include approval of the minutes for the meeting on December 13, 2017 and departmental reports for the month of December 2017. Commissioner Myers said he wanted to make a correction to the minutes, which he said he would give to Mrs. Warnick. Commissioner Boos then called for a motion to adopt the consent agenda as amended. Commissioner Myers made the motion, which was seconded by Commissioner Harrod, and which passed on a roll call vote of 3-0 in favor.

## **VII. Items for Discussion**

- **Noise**

Letters from residents - Austin and Andes

President Boos introduced Martha Austin and Joyce Andes of West Chestnut Street, who had comments regarding the noise ordinance. Mrs. Weisman said that contractor work on a Sunday back in the Fall prompted Ms. Austin and Ms. Andes to write to the Town regarding regulations on noise. Mrs. Weisman said the Zoning Officer had noted that contractors could work on Sunday's but could not exceed the established decibel levels, and violations should be reported to the police department. Ms. Austin said they were questioning work on Sundays, especially

since there are no hours for it listed in the Code. Ms. Austin said there should be at least one day a week when contract work is not allowed.

The Commissioners, the Zoning Officer and the residents outlined their interpretations of the Code. After a discussion of some length, the Commissioners agreed that the language in the noise ordinance needed to be clarified to restrict contractors working on Sunday. Mrs. Weisman said the Commissioners could direct staff to draft clarifying language. The Commissioners so directed staff. Residents Austin and Andes thanked the Commissioners for their consideration.

- Library Expansion

Dana Newman, Director and Pam Gardner, Architect will be in attendance

President Boos acknowledged representatives from the library, and introduced Dana Newman and Pam Gardner. He then called upon Mrs. Weisman for background. Mrs. Weisman said that there is a lot adjacent to the library property that is a Program Open Space lot belonging to the Town, and that the library was asking if the Town could give the Open Space lot to the library so it could use the space for their expansion project. Mrs. Weisman said that the planned expansion would exceed the allowed lot coverage and require a variance, whereas having the Open Space Lot would keep the library under the maximum lot coverage. Ms. Gardner then provided a brief history of the library and its value and significance for the Town and its visitors. The Commissioners and library representatives discussed the details of the single story addition, including parking and storm water management improvements. Ms. Newman said the extra space was needed to alleviate noise and congestion and expand the children's area, and the library was asking the Town to approve the 3,000 extra feet of space. Mrs. Weisman said it does make sense to add space towards Fremont Street and not take up parking on the Connor side. After some additional discussion, Chairman Boos said it was the Commissioners suggestion that the Library should first apply for a variance from the lot coverage restriction, and if the variance was denied for some reason, it would strengthen the Town's position in going to Program Open Space. Commissioner Myers and Chairman Boos said they supported the project, and Commissioner Myers suggested a letter of support. Mrs. Weisman said that staff would obtain a legal opinion from the Town's attorneys. Chairman Boos thanked the representatives for their presentation.

## **VIII. Commissioners Calendar**

- Request for calendaring:
  - Change to Zoning Code re definition of family and dwelling unit

- Farmers Market presentation and approval request

The Commissioners committed to a Closed Session on Jan 17th by a unanimous voice vote of 3-0 and other agenda items for the February meeting.

## **IX. Announcement of Future Meetings**

Jan 15 2018 - Office closed for Martin Luther King Jr. Day

December 6, 2017 - 6:00 pm Town Office - COSM Regular Work and Legislative Session

Jan 17 2018 - 6:00 - Town Office - COSM Special Session to discuss Police Building

Feb 14 2018 - 6:00 - Town Office - COSM Regular Work and Legislative Session

## **X. Adjournment**

The meeting was adjourned at 7:04 pm.

Public Handouts:

Agenda  
Department Reports  
Audit