

## MINUTES

### COSM

#### Commissioners

#### COSM Working and Legislative Remote Meeting

Wednesday, April 29, 2020, 6:00 pm - 8:00 pm

#### Virtual Zoom Meeting

- I.

Call to Order - Pledge of Allegiance

- President Boos called to order a remote regular session of the Commissioners of St. Michaels at 6:00 p.m. Present were Commissioners William Boos, Michael Bibb, Joyce Harrod, Dennis Glackin, and Jaime Windon, Town Manager Jean Weisman, Police Chief Anthony Smith, Legislative Clerk Suzanna Warnick and members of the public. The Pledge of Allegiance was recited.

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- II.

Agenda Amendments

- There were no changes to the agenda.
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- III.

Announcements from COSM and Staff

- Town Manager Jean Weisman provided an update on the July 12th election, noting that decisions on voting will be made closer to the date, and will depend on changes in the pandemic regulations. Mrs. Weisman said the waterman's dock is completed at the Watermen' Park at Back Creek and the slips are fully rented. Mrs. Weisman also noted the lottery for kayak rack space took place in April and all spaces are rented. Mrs. Weisman said that Schumer Construction would be starting work on the culvert on Grace Street next week and there would be some Grace Street residents accessing their property via a portion of the Nature Trail, probably through the end of May. Mrs. Weisman noted that no construction trucks would be using the trail and that the Town would be putting out a Constant Contact email to residents. Commissioner Bibb said that the Maryland Municipal League (MML) had cancelled the conference in Ocean City but would be hosting a virtual conference, including classes at a reduced rate. Commissioner Glackin commended Jean Weisman and Communications Manager Kim Weller for their work in getting information to the public during the virus situation, including daily reports. There were no other Commissioner's comments. President Boos encouraged the public to write in comments on the budget and asked Mrs. Weisman for any written comments so far. President

Boos said public comments would also be taken following the public hearing on the budget, and every comment would be read and answered.

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- IV.

Comments from the Public

- There were no public comments on the budget.
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- V.

Public Hearing - Budget  
Ordinance No. 508

- AN ORDINANCE OF THE COMMISSIONERS OF ST. MICHAELS TO SET THE TAX RATE AND ADOPT THE BUDGET FOR FISCAL YEAR 2021
- Mrs. Weisman read the title of Ordinance No. 508 into the record as noted above. President Boos opened the public hearing on Ordinance No. 508 and encouraged public commenters to include their name and address in written remarks. President Boos said this was his fourth budget and he reflected that the most significant source of income for the Town was from real estate taxes paid by property owners. President Boos said that tax payers were entitled to clean, safe drinking water and public safety, and that he had confidence in the Public Works department to monitor and support the water system and in the quality and dedication of the Town's police department to ensure the public safety. President Boos said that the budget process had those priorities in mind and he commended Jean Weisman for her work in the preparation of a very comprehensive budget for the Town. In conclusion, President Boos said he supported this budget and called for public comment.

Mrs. Weisman then read the Exhibit List for the public hearing into the record as follows:

#### Exhibit List

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|---------------|--|
| Exhibit No. 1 | Copy of the draft Ordinance No. 508 dated April 16, 2020.  |
| Exhibit No. 2 | Copy of the Tax Rate and Budget Public Hearing Notice to be held on April 29, 2020, which was posted on the bulletin board in the Town Office, Post Office and on the Town Website, and published in the <i>Star Democrat</i> and Chesapeake Internet on April 21, 2020. |
| Exhibit No. 3 | Affidavit of Publication from the <i>Star Democrat</i> for notice of Tax Rate and Budget Public Hearing.   |

Mrs. Weisman then gave a brief synopsis of the budget. Mrs. Weisman said the budget process took into account revenue that could be lost as a result of the economic shutdown associated with the virus. Mrs. Weisman said the tax rate was kept at 52.4 cents, and the budget only decreased by \$20,000 this year, or

one percent. Mrs. Weisman said other tax rates remained the same, but there were decreases in income tax and in the accommodations and amusement taxes. Mrs. Weisman explained other budget line items, including funding that had moved forward from last year's budget to cover planned expenditures. Mrs. Weisman also noted budget cutbacks made for the MML convention, a hold on salaries, and reductions in departmental budgets where practicable.

There were no comments from the public. Commissioners Bibb and Harrod said they favored delaying the Town Office project. President Boos called for any additional comments from the Commissioners. There were none. President Boos then said he was prepared to introduce the budget ordinance and called for another introduction. He added that draft Ordinance No. 508 would be eligible for a vote at the Commissioners' next meeting on May 12, 2020. He then called on Mrs. Weisman to read any public comments on the budget. Mrs. Weisman said there was a comment from "Jim" thanking Commissioners Bibb and Harrod for suggesting a "worse case" budget that could be adjusted later, and from Mike Estrella of E. Chew Avenue who asked what percentage of the Town's revenue comes from property taxes. Mrs. Weisman said 38 percent of revenue comes from property taxes. Commissioner Windon also introduced Ordinance No. 508. President Boos called for public comment once more and then, hearing none, closed the public hearing. Commissioner Glackin suggested a loan program to help jump-start town businesses was worth exploring and should be put on an agenda, especially if the Town has un-used fund balances in some of its accounts. Mrs. Weisman said the Town has a contingency fund. Commissioners Harrod and Windon agreed with Commissioner Glackin's comments, but Commissioner Windon said waiting to see some of the effects on businesses might make for better targeted assistance, given a changing situation. There were no additional comments.

VI.

Agenda for Minutes and Department Reports

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Minutes

March 11, 2020 - COSM Work and Legislative Session

March 13, 2020 - Emergency Session

March 18, 2020 - Special Work Session

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Department Reports

Police

Disbursements

Year to Date

Profit and Loss

Planning and Zoning

Public Works

Administrative

Marketing and Communication

- President Boos said approval of the Consent Agenda would include approval of departmental reports and minutes for the month of March 2020, and made a motion that the Consent Agenda be approved as presented. Commissioner Harrod seconded it. Mrs. Weisman said she had some minor corrections to the minutes but that she would work with staff. Mrs. Weisman then called the roll and the motion passed on a vote of 5-0 in favor.
- VII.

#### Bids and Contracts

##### DHCD Grant to replace roof at St. Michaels Community Center

- Mrs. Weisman said the Town had a Maryland Department of Housing and Community Development (DHCD) grant to replace the roof on the Community Center. Two prior bid processes had fallen through but the Town had recently received a third bid from Phil Jones Contracting and DHCD has approved it. The bid was in the amount of \$29,145 for two phases plus extra for any additional sheathing required. Mrs. Weisman said she was recommending that the Commissioners approve the bid. President Boos made a motion to approve the bid of Phil Jones Contracting for the roof replacement in the amount of \$29,145 plus extra for sheathing. Commissioner Harrod seconded it. There was no additional discussion. Mrs. Weisman called the roll and the motion passed on a vote of 5-0 in favor.
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- VIII.

#### Resolution for Discussion and Possible Vote

##### Resolution 2020-06

- A RESOLUTION TO EXTEND THE TIME FRAME FOR SIGNS ALLOWED ON UTILITY POLES ON TALBOT STREET PER CHAPTER 340-40 (18) OF THE CODE OF THE TOWN OF ST. MICHAELS IN ORDER TO HONOR THE GRADUATING SENIORS OF ST. MICHAELS HIGH SCHOOL DURING THE COVID 19 PANDEMIC

Mrs. Weisman read the title of Resolution No. 2020-06 into the record, a resolution extending the time frame for signage on telephone poles honoring graduating St. Michaels High School seniors in light of the Covid19 pandemic. Mrs. Weisman said the Town's Code only allows signage on poles from September to April and this resolution would extend the time through June 15th under the current State of Emergency. President Boos made a motion to adopt Resolution No. 2020-06 and Commissioner Harrod seconded it. The Commissioners agreed that the decision on the sign design should be left up to the school and the Alumni Association. Mrs. Weisman called the roll and the motion passed on a vote of 5-0 in favor. Mrs. Weisman also read public comments approving of the resolution.

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- IX.

Items for Discussion  
Hand Sanitizer Stations

- Commissioner Bibb proposed to install hand sanitizing stations along Talbot Street and in every parking lot and park in St. Michaels. Commissioner Bibb said the Town could apply for State grants to pay for them, that he was recommending 10-12 stations at approximately \$400 each. Commissioner Bibb said the stations meet ADA requirements. Commissioner Glackin had concerns about how stable the stations were and Commissioner Harrod asked who would maintain them. Commissioner Bibb said the Public Works crew could maintain the stations and replace bags of sanitizer. Commissioner Bibb added that delivery would take approximately 12 weeks due to a backlog. Commissioner Windon said she opposed the project because there were currently no visitors to the town, the stations are costly, ugly giant pieces of plastic. Commissioner Windon said sanitizers could be added to Town bathrooms, and but noted that all restaurants in Town are going to be required to provide hand sanitizer in order to re-open and most people do and will have their own personal supply. Commissioners Glackin and Harrod suggested that the matter be studied further and discussed again at the next meeting. Mrs. Weisman read two public comments. Mike Estrella and Donna Hunt of East Chew Avenue said they carry their own sanitizer and Chris Thomas of E. Maple said the project would likely be a duplication of effort given that hand sanitizer will be a State requirement for all businesses to reopen. There was no further comment.

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- X.

Comments from the Commissioners

- Commissioner Windon said the Farmer's Market successfully opened last weekend and was very well organized. Commissioner Windon said the Market thinks they need a port-a-potty and wanted permission from the Commissioners to place one on the public lot. There was no opposition from the Commissioners. The Commissioners also asked staff to look into another trash can for the market.

Chief Smith said he needed a radio for the new police car being purchased this year, because the Talbot Center is no longer supplying them. Chief Smith said he would look into grant money for it, but may need to apply to the Commissioners for an additional \$5600.00 for the radio and installation.

Responding to a public question, Mrs. Weisman said that the culvert project on Grace Street would necessitate some Grace Street residents (possibly 4 or 5

people) using the portion of the Nature Trail from Grace Street to Railroad Avenue to access and leave their property.

- XI.

#### Calendaring

- Commissioner Bibb wanted to have a discussion of an opening plan to be submitted to the Governor's office. Chief Smith said his information from the State was that opening would be a three-stage process and President Boos suggested it be part of the next agenda and include a specific list of discussion items. Mrs. Weisman said the next agenda would include the discussion of the sanitizer stations, voting on the budget, and the Chief's request for a radio. There were no additional comments from the Commissioners or the public.

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- XII.

#### Announcement of Future Meetings

- May 12 2020 - 6:00 pm - Virtual Zoom Meeting for COSM Regular Work and Legislative Session

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- XIII.

#### Adjournment

- The meeting was adjourned at 7:15 p.m.