

MINUTES

COSM

Commissioners

COSM Work and Legislative Remote Session

Wednesday, September 9, 2020, 6:00 pm - 8:00 pm

Virtual Remote Meeting

- I.

Call to Order - Pledge of Allegiance

- President Michael Bibb called to order a remote meeting of the Commissioners of St. Michaels at 6:00 p.m. Also present were Commissioners Jaime Windon, Joyce Harrod, David Breimhurst and T. Coleman (Tad) duPont, Town Manager Jean Weisman, Meeting host Kimberley Weller, Police Chief Anthony Smith, Police Lieutenant Jeffrey Oswald, Officer Jason Adams, Legislative Clerk Suzanna Warnick, and approximately 29 members of the public. The Pledge of Allegiance was recited.

-

II. Agenda Amendments

- There were no agenda amendments.

-

III. Announcements from COSM and Staff

- President Bibb thanked Lieutenant Oswald for his good work over the weekend directing people to wear their masks. Town Manager Jean Weisman said the Town was in the middle of its annual audit conducted by Delaware-based auditors Lank, Johnston and Tull. Mrs. Weisman said the auditors were working remotely this year in coordination with Kathy Eglseder, the Town's finance clerk. Mrs. Weisman also noted that Cathy Hower, the Town's landscape specialist, and member of the Parks and Recreation Committee, would be leaving to begin her retirement this Fall.

-

IV. Comments from the Public

- Casey Hen_____, one of the moderators of a residents' discussion website, questioned whether parking in front of the Brewery could be made more obvious to the public. President Bibb said the Commissioners were looking into the overall parking issue on Talbot Street and throughout Town. Mrs. Weisman said any parking spaces added or taken away from Talbot Street/Route 33 would need to be reviewed by the State Highway Administration.

V. Special Presentation

- Parking Study

- Planning Commission Parking Committee

- President Bibb called upon Jeff Knapp, Chairman of the Planning Commission, who provided background on the Planning Commission's parking committee and referred them to the material provided. He particularly cited revisions he had made to the potential parking areas on Boundary Lane and Mill Street. Mr. Knapp said he had calculated the upgrade costs for the Boundary Lane temporary lot (16 spaces) at \$2,100.00 and the Mill Street lot upgrade (50 spaces) at slightly less than \$5,000.00, and that funding was available from the existing parking fund. Helen Herman gave a brief overview of the committee's research and signage suggestions. Commissioners Harrod and Windon said they liked the signage suggestions. Chairman Knapp said the committee would like some input and direction from the Commissioners on the two lots and the signage. Chairman Knapp said the committee would also like the Commissioners' permission to consult Zoning Consultant Peter Johnson on a limited basis, using funds left over from the zoning re-write. Commissioner Breimhurst said he liked the committee's ideas and wanted to get signs up right away. Commissioner Breimhurst also suggested a pathway from the Mill Street lot to Honeymoon Bridge to help direct visitors into town. Chairman Knapp said the committee would have more information for the Commissioners' next meeting on safety issues on specific streets, street signage, and parking on Talbot Street. Planning Commission Chairman Knapp reviewed the list of directives the parking committee needed to move ahead: 1. permission to upgrade the Boundary Lane and Mill Street properties for temporary parking lots; 2. permission to go ahead with the signage plans for parking; 3. agreement to place an updated presentation by the parking committee on the agenda for the Commissioners' next meeting, and 4. permission to use Peter Johnson as a consultant.

Commissioner duPont said he supported the upgrade for parking on Boundary and Mill Street and recommended that the committee read a prior parking study done by Laurence Pratt, as well as the two Redman Johnston reports done in 1986 and 2002. The Commissioners also discussed alternative design, color and material for the parking signs.

President Bibb called for a motion to approve the upgrade on the two lots. Commissioner Windon made the motion to approve the improvement of the Boundary Lane and Mill Street properties for parking, as set forth by the parking committee. President Bibb seconded it and the motion passed on a voice vote of 5-0 in favor.

Commissioner Breimhurst made the motion to have Public Works create three parking signage samples for the Commissioners' review. Commissioner Bibb seconded it, and the motion passed on a roll call vote of 5-0 in favor.

The Commissioners approved using Peter Johnson as a consultant using funds left over in the zoning re-write contract.

Police Chief Anthony Smith reviewed the number of legal parking spaces on Talbot Street and advised consulting with the State Highway Administration (SHA) pending any changes. Chief Smith also raised safety issues, and suggested signage to educate and reinforce safety procedures. The Commissioners asked Chief Smith to make recommendations available for their next meeting. The Commissioners specifically discussed the need for a stop sign at Chew and Harbor, the removal of three parking spots on Cherry Street, and painting curbs in the 600 block of S. Talbot Street.

The Commissioners discussed the need to number/identify the town boatslips. Commissioner Bibb said he had worked with Lieutenant Oswald to make a list of the slips, and the slips will be numbered.

VI. Ordinance for Consideration and Vote

- 6th Extension of State of Emergency
Ordinance No. 517
- AN EMERGENCY ORDINANCE DECLARING A SIXTH EXTENSION OF THE STATE OF EMERGENCY IN THE TOWN OF ST. MICHAELS AS A RESULT OF COVID-19 INITIALLY DECLARED PURSUANT TO EMERGENCY ORDINANCE NO. 506 AND EXTENDED PURSUANT TO ORDINANCE NOS. 507, 509, 511, 514 AND 516; PROVIDED THAT THE TITLE OF THIS EMERGENCY ORDINANCE SHALL BE DEEMED A FAIR SUMMARY, AND GENERALLY RELATING TO A CONTINUING STATE OF EMERGENCY IN THE TOWN OF ST. MICHAELS
- Mrs. Weisman explained that Ordinance No. 517 simply extends the State of Emergency by 60 days. She noted that the difference between this ordinance and the one from last month is that Ordinance No. 517 allows the Commissioners to resume having meetings in person if practicable, with all public safety concerns being observed according to State guidelines. After some additional discussion, Mrs. Weisman read the title of Ordinance No. 517 into the record as noted above. Commissioner Breimhurst made the motion to adopt Ordinance No. 517 as written. Commissioner Bibb seconded it, and the motion passed on a roll call vote of 5-0 in favor.

VII. Consent Agenda for Minutes, Department Reports and Event Permits

- •

Minutes
August 12 2020 - Work & Legislative Session

- Department Reports for August 2020
 - Police
 - Finance - Disbursements for August Year to Date
 - Profit and Loss
 - Administrative
 - Public Works
 - Planning and Zoning
 - Marketing and Communications

- Event Permits
 - Boy Scout Campout - October 16 2020 With Cabin opening ceremony for Cabin Dedication, 2 Eagle Scout Awards, Flag burning ceremony and Tree Planting Originally scheduled for April 2020, but postponed due to COVID-19 pandemic.

- President Bibb announced that the Consent Agenda consisted of minutes and departmental reports for the month of August 2020, as well as an event permit for a Boy Scout Campout in October

2020. The Commissioners removed the Campout event from the Consent Agenda for discussion. Commissioner Breimhurst made the motion to approve the Consent Agenda minus the event permit. Commissioner Windon seconded it and the motion passed on a roll call vote of 5-0.

The Commissioners discussed possibly requiring a consent form from the parents to release the Town from any liability should any of the Campout participants contract Covid-19 on Town property. The Commissioners also discussed whether the Scout building is a Town building. Mrs. Weisman said that the Town insures the building. Commissioner Breimhurst suggested that now that the Town has invested in the rehabilitation of the Scout Cabin, perhaps a Conditions of Use Agreement should be drawn up to clarify responsibilities. Jean Weisman said she would research any prior existing agreement and discuss a Conditions of Use Agreement, as well as the need for a consent form, with the Town's attorney. The Boy Scout Campout permit was tabled until the Commissioners' October 13th meeting.

VIII. Items for Discussion

- Cost of resuming meetings in meeting room for in-person meetings
- Equipment - space - safety
- Mrs. Weisman said she had contacted Chris Thomas and received a proposal from him regarding the costs to resume in-person meetings by the Commissioners. Chris Thomas' quote was \$772.00 per meeting, and sneeze guards for the Commissioners cost \$52.00 each. Commissioner Breimhurst said the Town should work toward live streaming meetings and liked Chris Thomas' proposal in the meantime. Commissioners DuPont and Windon concurred. Commissioner Windon added it was nice to have Chris Thomas' proposal but she still did not favor in-person meetings. The Commissioners agreed to accept Chris Thomas' proposal and to have him go ahead and get the necessary hardware to adapt the meeting room, and Mrs. Weisman said the staff training part of his proposal could wait until the Commissioners had an in-person meeting coming up.
-

Review of Commissioner Rules of Procedure

- - Set day of meetings
- Possible two meetings per month - Working Session and Legislative Session
- The Commissioners discussed the meetings portion of their Rules of Procedure. President Bibb said he favored staying with a Wednesday meeting and suggested going back to two meetings a month - the 2nd and 4th Wednesday, to separate the work and legislative sessions. Mrs. Weisman said that Commissioner Breimhurst would like a Constant Contact email to go out on the morning following the meeting that would be a Summary of Actions by the Commissioners. Commissioner Breimhurst said that given the month's delay in approval of minutes, this would help keep the public up to date on a real-time basis. The Commissioners were in general agreement on the meeting changes. Mrs. Weisman said she would prepare the draft Resolution (2020-07) for the next meeting.
- Boy Scout Shed

- President Bibb said the Boy Scouts want to put a 11' x 16' storage shed on the property near the recently renovated cabin. President Bibb said all funds for the shed have already been donated - a total of \$20,000 - \$10,000 for the building and 10,000 for lights, and a permit and permission from the Historic District Commission had been received. President Bibb said the shed will be sided to look exactly like the cabin. After some discussion, President Bibb made a motion to approve the placement of the shed on the Town's property. Commissioner duPont seconded it and the motion passed on a roll call vote of 5-0 in favor.

Passive Traffic Calming

Legacy Trees

David Breimhurst opened the discussion of traffic calming in St. Michaels, suggesting a committee to look into passive traffic calming solutions. He also recommended that the Town develop a policy on legacy trees. The Commissioners directed staff to have Parks and Recreation research the matter of legacy trees, and to add traffic calming as consideration for the Planning Commission's committee on parking.

-
-

Accommodation Tax

- Commissioner duPont opened a discussion of the accommodations tax and delinquent payers. Commissioner duPont said that there should be a penalty for those businesses that are more than 60 days in arrears. Mrs. Weisman said that Talbot County collects the tax, sends out collection notices and has penalty policies in place. Commissioner duPont said he would like the Commissioners and the Town Manager to think about what penalties the Town could impose for delinquent accounts, and Mrs. Weisman said she would research the amounts for another meeting.
-

Review of Budget FY21

- Commissioner duPont opened a discussion of the budget and cost-cutting measures, suggesting that public works and the police department maintain log books for fuel costs and on the daily work of the staff. Commissioner DuPont said he would continue to research cost-cutting in all departments, including health care costs, and encouraged everyone to think of ways to economize. The Commissioners also agreed the Town should hold back on capital spending for the time being until there was a better understanding of the economic impacts of the pandemic, and to have regular budget discussions as part of every meeting.

IX. Commissioners Calendar

- - CBMM Economic Report
- Town Manager Jean Weisman and the Commissioners discussed agenda items for their meetings in September and October 2020. The Commissioners agreed to postpone the presentation by the Maritime Museum and agreed to have a second meeting in September on September 23, 2020. Commissioner Windon said she would talk to some parents about their Covid concerns for Halloween prior to the meeting on the 23rd.
-

X. Comments from the Commissioners

- Mrs. Weisman said that Communications/Tourism manager Kim Weller would like to resume social media advertising of the Town that costs little or nothing to pursue. The Commissioners unanimously agreed that social media advertising should go ahead.
-

XI. Announcement of Future Meetings

October 12 - Office closed for Columbus Day

October 13 or 14 - COSM Working and Legislative Session

XII. Adjournment

- The meeting was adjourned at 9:20 p.m.