

MINUTES

COSM

Commissioners

**COSM Working Session - Virtual and In-Person
Wednesday, August 11, 2021, 6:00 pm - 8:00 pm
Edgar M Bosley Jr. Municipal Admin Building
300 Mill Street; PO Box 206
St. Michaels, MD 21663**

- I.
6:00 - Call to Order for Working Session - Pledge of Allegiance
- President Bibb called to order the live and remote 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. The Pledge of Allegiance was recited.

II. Agenda Amendments

- There were no agenda amendments.

III. Announcement of Prior Closed Session

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The Commissioners met in closed session on July 30 2021 at 10:00 am pursuant to Maryland Code, under the Open Meetings Act, General Provisions Article Section 3-305(b) 1: To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; and any other personnel matter that affects one or more specific individuals; 7: To consult with counsel to obtain legal advice; and 8: To consult with staff, consultants, or other individuals about pending or potential litigation.

- President Bibb announced that a Closed Session was held on July 30th as noted above.

IV. Announcements from COSM and Staff

Commissioner Harrod asked where the Town stood on masks. President Bibb said that a constant contact email had been issued and updated signage was in place stating that members of the public, and un-vaccinated employees, must wear a mask when entering a Town facility. Commissioner Harrod also asked about the lighting on North Street. President Bibb said the Housing Authority had ordered light shields for North Street with expected delivery in 12 weeks. Interim Town Manager Jeff Rhodes said that he and Finance Clerk Kathy Eglseder would be meeting with the Town's auditors - Lank, Johnston, and Tull - on Monday at the Town office for the annual fiscal year-end audit. Mr. Rhodes also noted that a meeting with the State Highway Administration (SHA) was scheduled for August 19th at SHA offices in Chestertown, Maryland. President Bibb said Commissioner Windon had resigned and the Commissioners would be seeking a replacement. Commissioner Breimhurst and Commissioner duPont thanked Commissioner Windon for her service and said her presence would be

missed. Commissioner Breimhurst then outlined the accomplishments of the Commissioners since the election. Commissioner Breimhurst's remarks are made a part of these minutes, along with strategic guidelines for the Town.

V. Comments from the Public

- Roy Myers of E. Chestnut Street asked about masks in a meeting structure. President Bibb said any member of the public attending an in-person meeting must wear a mask and any employee or board member who has not been vaccinated must also wear a mask. Chris Thomas of E. Maple Avenue asked about whether the guiding principles have been voted on or adopted by the Commission. Commissioner Breimhurst said it is a document that was reviewed and agreed to by the Commissioners. Mr. Thomas also asked about budgeting and the mechanics of the goals outlined. Commissioner Breimhurst suggested that the Town become an enterprise zone like other communities to help foster new enterprises, including minority businesses. Commissioner Harrod asked about allowing food trucks as an enterprise business. Carol Parlett of Talbot Street asked for more information on the Commissioners' plans as related to residents' rights.

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

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Minutes

July 28 2021 - COSM Legislative Session

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Department Reports for December 2020

Police
Disbursements
Year to Date
Profit and Loss
Planning and Zoning
Public Works
Administrative
Marketing and Communication

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Events

- Public Event Application from the CBMM, for a Annual Boat Auction on September 4, 2021, held on the grounds of the CBMM, from 8am to 5pm, approx 500-700 attendees

- President Bibb asked if there were any questions or comments on the Consent Agenda. The Consent Agenda included minutes for July 28, 2021, departmental reports for the month of July 2021, and an event application from the Chesapeake Bay Maritime Museum for its annual Boat Auction on September 3, 2021. There were no questions or comments. President Bibb then called for a motion to approve the Consent Agenda. Commissioner duPont made the motion to approve the Consent Agenda as presented. Commissioner Breimhurst seconded it, and the motion passed on a roll call vote of 4-0 in favor.

VII. Ordinance for Discussion

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Ordinance No. 527 - Chpt 340 - Off Street Parking and Fee-In-Lieu

- AN ORDINANCE TO AMEND THE CODE OF THE TOWN OF ST. MICHAELS, CHAPTER 340 ZONING: TO AMEND ARTICLE XIV OFF-STREET PARKING, LOADING AND UNLOADING, FOR PURPOSE OF UPDATING THE CODE IN REGARDS TO REMOVAL OF EXISTING PARKING AND USE OF FEE-IN-LIEU FUND

Ordinance No. 527 was discussed on July 28th and Introduced on same by Commissioners Breimhurst and duPont. Public Hearing will be on the 25th of August with a possible Vote.

- Mrs. Warnick read the title of Ordinance No. 527 as noted above, and noted that a public hearing and possible vote on the ordinance was scheduled for the Commissioners' August 25th legislative session. The Commissioners discussed procedures and timing for discussion . Jeff Knapp of the Planning Commission referred to a letter than Planning Commission member Helen Herman sent to the Commissioners. He noted that the word "significantly" should remain in the amendment, otherwise the Planning Commission would have no latitude. Chairman Knapp said that if there are objections to the decisions of the Planning Commission, the Board of Appeals is the next step. Chairman Knapp reiterated that the Planning Commission feels strongly that the word should remain to afford them some flexibility. Commissioner Harrod had some corrections to the signature section of the ordinance, namely the removal of Commissioner Windon's name and adding Commissioner Bibb as President. There was no further discussion of Ordinance 527.

VIII. Items for Discussion

Fremont Street Parking

- Cost estimate provided by Planning Commission
- Jeff Knapp, Chairman of the Planning Commission, opened the discussion of the Fremont Street lot noting that Town Engineer Casey Rauch had modified the drawings for the Commissioners including reducing the number of parking spaces from 28 to 24 to accommodate storm water management and plantings. Chairman Knapp said Rauch Inc. had provided an estimate, and the cost for the design of the gravel lot would be approximately \$8,300, which could be paid from the existing parking fund. Chairman Knapp speculated that the project would probably take about two months, following the choice of a contractor selected from the bidding process. After some discussion, the Commissioners gave their consensus for Rauch Inc. to go forward with the design of the Fremont Street lot.

Chris Thomas of the Planning Commission said he had met with the business owners that would be affected by the parking changes on Talbot Street and at least four of the restaurants said they welcomed a 24-hour loading zone for deliveries.

Mr. Thomas said there was concern about fixed times for the loading zone because deliveries were often unpredictable due to continuing supply chain delays. Mr. Thomas said the loading zone would also serve for pick up of take-out orders. The Commissioners were in support of the 24-hour zone.

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Water Department Land Lease with Town

- Commissioner duPont opened the discussion and provided an update and explanation of the Water Department land-lease project. Commissioner duPont said he hoped that this program would generate profit to put toward a new well for the Town.

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Talbot County Health Dept. Complaint

- The Commissioners discussed possible restrooms or porta-johns for the park at Back Creek, following an inquiry by the County Health Dept. The Commissioners agreed that the matter should be researched to see if permanent facilities would make sense. Commissioner duPont suggested that if a permanent facility was approved, that the same design as the Mill Street facility be replicated to maintain uniformity of the look of such facilities in the Town.

IX. Comments from the Public

- Mrs. Weller read two comments from the public, both of which asked for clarification of the mask re-instatement.

X. Comments from the Commissioners

- Commissioner duPont provided an update on the new trash pickup plan, noting that the system would likely be 3-tiered - residential, light commercial and heavy commercial. Commissioner duPont said he anticipated the new system would be in place by July of 2022.

XI. Commissioners Calendar

- The Commissioners discussed agenda items for their meetings in August and September 2021. The Commissioners changed the September 8th meeting to Tuesday, September 7th.

XII. Announcement of Future Meetings

- August 25 2021 - Legislative Session

September 6 2021 - Office Closed for Labor Day

- President Bibb announced future meetings and noted that offices would be closed for Labor Day on Monday, September 6th.

XIII. Adjournment

- The meeting was adjourned at 7:05 p.m.