

MINUTES



**Commissioners of
St Michaels
Minutes Working Session - Closed Session
Wednesday, April 10, 2024, 5:00 pm - 8:00 pm
Etherton Hall, Christ Church
103 Willow Street
St. Michaels, MD 21663**

1. 5:00 pm - Call to Order for Working Session - Pledge of Allegiance

Commissioner Breimhurst, President, called to order a live and remote Working Session of the Commissioners of St. Michaels at 5:00 p.m. in St. Michaels, Maryland and the Pledge of Allegiance was recited. Present at the meeting were Commissioners Joyce Harrod, Katrina Whittington and Al Mercier. Other Representatives included Town Administrator - Rob Straebel, Town Clerk - Kristen Payne, Public Works Operations Manager - Brian Thompson and Chief - Jeff Oswald. With approximately 10 members of the public and Zoom present as well.

2. Announcement of Closed Session

The Commissioners will vote to go into Closed Session following this open session on this 10th day of April 2024 under the General Provisions Art. Sub-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; any other personnel matters that affects one or more specific individuals.

Commissioner Breimhurst stated that the Commissioners would be going into closed session following the open session.

3. Announcements from COSM and Staff

Commissioner Breimhurst stated that the public may have noticed large orange hoses on reels. Easton Utilities will be working on laying fiberoptic lines through the Town for internet service. Commissioner Mercier stated that Friday, April 12, 2024 there will be a group gathering to do a Town clean-up event. Brian Thompson and his crew will be out helping also.

Rob Straebel stated that on North Street drainage work, Public Works was out last week cleaning out some of the drainage ditches and culverts. Regarding the stormwater management on that street, Tyler's Contracting will be out this Friday, April 12, jetting the culverts and removing debris in hopes of getting the water flowing where it should be. Rob states that it will take an engineering approach and a comprehensive look at the public Right of Way and the private lands and regrading for proper stormwater management. Rob stated that we have finalist interviews for the Financial Director position tomorrow, Thursday, April 11th. Commissioner Mercier has offered to assist. We have three finalists, six candidates all together. Rob stated that our website development is progressing. We have a basic homepage structure and the basic layout completed. The San Domingo Creek Administrative Building ADA Compliant Bathroom that Bathroom Recovery has been working on, should be completed in the next 7-10 business days. Rob stated that the windows for the Administrative Building will be shipped this week and installed sometime in April. Rob stated that the exterior painting will not start along with the carpet being completed until all of the windows have been fully installed. Rob stated that ICSI will begin

the network setup sometime in April.

Kristen Payne announced the candidates for the upcoming Election that is taking place Monday, May 6 at Etherton Hall, Christ Church from 7am - 7pm. Kristen also stated who would be assigned to be Judges for the Election as well as how to apply for Absentee Ballots.

4. Comments from the Public

5. Consent Agenda for Minutes Events and Department Reports

a. Meeting Minutes 3.27.2024 & Department Reports

Commissioner Harrod made a motion to approve Meeting Minutes from 3.27.2024 and Department Reports, seconded by Commissioner Mercier. Passed on roll call vote, 4-0 in favor.

b. Event - SMCC Concerts in the Park

Commissioner Mercier made a motion to approve, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

c. Event - SMCC Block Party

Commissioner Mercier made a motion to approve, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

d. Pole Sign Event - SMMHS Senior Portraits

Commissioner Mercier made a motion to approve, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

6. Ordinance for Introduction

a. Ordinance No. 557 - Budget and Mill Levy - AN ORDINANCE OF THE COMMISSIONERS OF ST. MICHAELS TO SET THE TAX RATE AND ADOPT THE BUDGET FOR FISCAL YEAR 2024-25

Rob Straebel introduced Ordinance No. 557 to adopt Budget and set the Tax Rate for the 2024-25 Fiscal year. Rob stated that staff recommends Commissioners schedule two Public Hearings for May 8th to solicit input on the proposed tax rates and input on the proposed 2024-2025 fiscal Year Budget. Commissioner Breimhurst made a motion for a Public Hearing to be held on May 8, 2024 to adopt the Budget, seconded by Commissioner Whittington. Passed by roll call vote, 4-0 in favor. Commissioner Mercier made a motion for a Public Hearing to be held on May 8, 2024 to set the Tax Rate, seconded by Commissioner Harrod. Passed on roll call vote 4-0 in favor.

7. New Business

a. SMBA RFP Marketing Discussion

Rob introduced Jenn Smith from the SMBA who would like the Town to consider an RFP for marketing agency services. Jenn Smith presented a draft RFP that she created to the Commissioners for their approval to move forward in seeking bids. There are \$25,000 in the 2023-24 Budget for Tourism and Communication, of which, \$5,000 has been earmarked for the 2024 July 4th fireworks. Rob stated that there is \$25,000 budgeted for the Tourism and Marketing in the proposed 2024-25 Budget. Commissioners approve to move forward with sending the RFP for marketing agency services.

b. Shelving Repurpose Bid

Rob stated that staff had advertised for bids for a new shelving system at the San Domingo Creek Administration Building. Two bids were received for \$8,720 and

\$14,972 to install new shelving. The current filing system in the Mill Street Administration Office includes shelving on a floor track system that was previously installed by StorageLogic. Rob states that this is too heavy to install over the crawl space in the new administration office. Rob states that staff recommends we take a different approach and to move all wall-mounted shelving and the tracked shelving system in the current Town Office archive room to the building adjacent to the San Domingo Creek Administrative Building. This building is on a concrete slab which will support the weight of the tracked system. Rob stated we requested a quote from StorageLogic to disassemble and reassemble the track shelving system and relocate the wall-mounted shelves. Their proposal was \$9,450 which included moving all the files. Rob states staff and Public Works are able to relocate the files which results in a \$3,600 deduction from the original proposal. Total costs would be \$5,850. By consensus Commissioners approve to move forward with StorageLogic for \$5,850 to repurpose the existing shelving.

8. Comments from the Public
9. Comments from the Commissioners
10. Commissioners Proposed Calendar 2024
11. Announcement of Future Meetings

The following will be held at Etherton Hall moving forward:

March 13, 2024 - COSM Working Session
March 27, 2024 - COSM Legislative Session
April 10, 2024 - COSM Working Session
April 24, 2024 - COSM Legislative Session
May 8, 2024 - COSM Working Session
May 22, 2024 - COSM Legislative Session
May 27, 2024 - Memorial Day Town Office Closed

12. Closed Session Statement

The Commissioners will now vote to go into Closed Session. This meeting will be closed under General Provisions Art. Sub-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; any other personnel matters that affects one or more specific individuals.

Commissioner Harrod made a motion to go into closed session, seconded by Commissioner Whittington. Passed on roll call vote, 4-0 in favor.

13. Adjournment of Open Session
14. Adjournment of Closed Session

Public Participation: All comments from the public will be taken during the period set aside for "Comments from the Public." The "Comments from the Public" portion of the Commission agenda shall have a limited time period as determined by the Commissioners, and shall be at the beginning and at the end of each agenda. To be recognized, a member of the public should raise his or her hand and wait to be recognized by the President. Comments and questions should be kept brief and to the point, and be directed to the President.