

# MINUTES



**Commissioners of  
St Michaels  
Minutes Legislative Session - Closed Session  
Wednesday, April 24, 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 Legislative 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 and Town Planner - Steve Ball. With approximately 13 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 24th 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 Whittington stated that there had been a great turnout for the event held at the St. Michaels Library on Sunday, April 21st for the St. Michaels Museum. Commissioner Whittington also wanted to thank Mr. Eric Bridges for his donation of the dumpster for the May 5th clean up in Chester Park. Commissioner Breimhurst extended a thank you to those volunteers who helped with the Spring Clean-up of the Town of St. Michaels. Commissioner Mercier stated that he attended a really nice event held on April 23rd put on by the SMBA for the candidates of the 2024 election.

Rob Straebel reported that progress is being made at the SDCP administration building quite rapidly. Rob stated that the ADA bathroom is complete and the windows are currently being installed and should be completed by next week, if not sooner. Rob stated that ICSI, our IT Consultant will be installing the IT network sometime next week. Rob stated that we are seeking bids from moving companies to assist with moving desks, chairs and computers. Rob stated that tentatively we are looking at early June for the move into the SDCP administrative building. Rob stated that he sent out an email to the Commissioners regarding the exterior color of the two buildings and wanted their feedback on whether they wanted to entertain a different color. Commissioners agree to leave the color of "yellow" for the exterior paint color for those two buildings. Rob stated that the temporary equipment at the Marengo Street Water Treatment plant is up and running and able to produce 250 gallons per minute manually. Rob stated the inside of

the treatment plant has been painted, the framing inspection has been approved. Rob stated they're starting the electrical installation and the metal roof is going up today. Rob stated that staff have decided to change the Finance Director position to Finance Clerk and Bookkeeper due to the disconnect with the original Finance Director job title and what the candidates expected from a director level position. Finance Clerk/Bookkeeper is more suited to the responsibilities of this position. Rob stated that staff has put out a request for proposals for ADA improvements at the intersection of Fremont and Railroad Avenue. However, Rob stated we did not receive any bids back. Rob recommends that we re-advertise late summer and maybe make a Fall project. Rob stated that the Town has been awarded a \$100,000 local Open Space Grant from Talbot County for the purchase of the Environmental Concern property. However, Rob stated we haven't heard back regarding any determination for the \$1.6 million dollar state Open Space Grant.

Steve Ball stated that he is working on some grants for the nature trail. Steve stated that two grants are through the Federal Highway Administration and MDOT. Steve stated the first grant is for 80% of construction. The second one is to cover the match of the remainder of the first grant and of that match, 20% we would have to provide. Steve stated that the estimated grant amount is \$1.5 million. Steve stated he is also now working on the comprehensive plan with the Planning Commission. Steve stated that they are looking to have a public input meeting in June.

4. Comments from the Public

5. Special Presentation and Proclamations

a. HDC - Signs

Jim Fulton presented a mockup of the Historic Signs that would be strategically placed throughout the Town to let visitors know when they are entering the historic district. Mr. Fulton proposed the markers would be printed on heavy-gauge aluminum, similar to a traffic sign and be mounted on the same kind of post. Commissioners stated that they would like to see other designs offered and approved to move forward in the process. Rob Straebel suggested Mr. Fulton contact MDOT to ensure the signs pass their regulations as well.

b. Certificate of Achievement - Eagle Scout

Commissioner Breimhurst read the Proclamation for Certificate of Achievement - Eagle Scout for Jacob Bealefeld. Approved by Commissioners for Commissioner Breimhurst to present to Mr. Bealefeld at the ceremony scheduled for May 5, 2024.

6. Consent Agenda for Minutes and Events

a. Meeting Minutes 4.10.2024

Commissioner Whittington made a motion to approve the minutes for 4.10.2024, seconded by Commissioner Harrod. Passed by roll call vote, 4-0 in favor.

b. Event - Old Brick Inn, Kemp House - Wine Tasting

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

7. Resolution for Public Hearing

- a. Resolution 2024-01- Annexation Resolution - Boundary Lane - A RESOLUTION TO ANNEX CERTAIN LANDS OWNED BY THE COMMISSIONERS OF ST. MICHAELS, LOCATED ON BOUNDARY LANE, TOGETHER WITH A PORTION OF CERTAIN REAL PROPERTY OWNED BY THE STATE OF MARYLAND ABUTTING THE TOWN-OWNED PROPERTY TO THE EAST, AND A PORTION OF THE RIGHT OF WAY OF BOUNDARY LANE ABUTTING SAID TOWN-OWNED PROPERTY TO THE SOUTH, COLLECTIVELY COMPROMISING 4.633 ACRES OF LAND AND MORE OR LESS INTO

## THE TOWN OF ST. MICHAELS

Steve presented the Resolution 2024-01 - Annexation Resolution - Boundary Lane. Steve stated that the Commissioners have initiated an annexation petition related to 4.633 acres for a portion of Boundary Lane and San Domingo Creek Park. Once completed, this would unify the property to be within the Town's jurisdiction. On March 7, the Planning Commission reviewed the request and recommended that the Town Commission approve the Resolution for annexation of the property. Steve requests the Resolution 2024-01 to remain open for public hearing until May 22nd, to meet the advertising requirements and then approve for annexation. Commissioner Harrod made a motion to approve the Public Hearing extension, seconded by Commissioner Mercier. Passed by roll call vote, 4-0 in favor.

### 8. Ordinance for Public Hearing

- a. Ordinance No. 555 - Zoning Map Amendment - Boundary Lane - AN ORDINANCE OF THE TOWN OF ST. MICHAELS AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF ST. MICHAELS TO APPLY AN ORIGINAL ZONING CLASSIFICATION OF R1-RESIDENTIAL TO CERTAIN LAND ANNEXED TO THE TOWN OF ST. MICHAELS BY RESOLUTION NO. 2024-01

Steve presented Ordinance No. 555 - Zoning Map Amendment - Boundary Lane. Steve requests the Commissioners to continue with the Public Hearing until May 22nd to meet the advertising requirements and then approve Ordinance No. 555 to rezone the property from Talbot County zoning designation of Resource Conservation to a Town of St. Michaels zoning designation of Residential. Commissioner Whittington made motion to approve the Public Hearing extension, seconded by Commissioner Mercier. Passed on roll call vote, 4-0 in favor.

### 9. New Business

- a. Perry Cabin - Zoning Ordinance Text Amendment

Bruce Armistead, Esq. and Zach Smith, Esq. representing applicant, RDC Inn at Perry Cabin. Zach Smith presented an application to request to amend 340-11, definitions of the zoning code to allow "Hotel Condominium; and to amend 340-56 Table of Permitted Use to allow Hotel-Condominiums in the WD, Waterfront Development Zoning District; and to amend 340-71, to add supplemental use regulations that are specific to use and operation of such units. Commissioner Harrod made a motion for Mr. Smith to move forward with presenting to Planning Commission for review of consistency with the Comprehensive Plan, seconded by Commissioner Whittington. Passed by roll call vote, 4-0 in favor.

- b. Approve Water Utility Supervisor Job Description

Rob presented the new Water Utility Supervisor job description to the Commissioners for their approval. This will be Town employee, Craig Parks new title as he currently holds the water licensing requirements to manage a municipal water system. Commissioner Harrod made a motion to approve, seconded by Commissioner Mercier. Passed on roll call vote, 4-0 in favor.

### 10. Comments from the Public

### 11. Comments from the Commissioners

### 12. Commissioners Proposed Calendar 2024

### 13. 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

14. Closed Session Statement

The Commissioners will now vote to hold a Closed Session on this 24th day of April 2024. Please take a recorded vote to close the open session and go into closed session according to the following: 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 Mercier made a motion to go into closed session, seconded by Commissioner Harrod. Passed by roll call vote, 4-0 in favor.

15. Adjournment of Open 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.