

**COMMISSIONERS OF RIDGELY
OCTOBER 2, 2017
TOWN MEETING
AGENDA**



7:00 PM OPENING/PLEDGE OF ALLEGIANCE

APPROVAL OF THE SEPTEMBER 6, 2017 TOWN MEETING MINUTES and SEPTEMBER 6,
2017 CLOSED SESSION

STAFF REPORTS

CLERK-TREASURER

- APPROVAL TO PAY BILLS

DIRECTOR OF PUBLIC WORKS

CHIEF OF POLICE

FINANCIAL ASSISTANT

RVFD

HISTORICAL SOCIETY

OLD BUSINESS

- MARYLAND AVENUE PROPERTIES
- AIRPORT RUNWAY TAXES

NEW BUSINESS

- TOWN HALL IMPROVEMENT PROJECT – DEBBIE PFEIL, KCI TECHNOLOGIES, INC.
- CHRISTMAS OPEN HOUSE
- OCTOBER 4, 2017 NO POWER AT TOWN HALL

PUBLIC COMMENT (LIMITED TO 3 MINUTES)

COMMISSIONERS OF RIDGELY
OCTOBER 2, 2017
TOWN MEETING



Thank you for attending.

PLEASE PRINT NAME CLEARLY

Joe Riley

David G. Smith

Tonya Wilson

Eric Kellner -KVFD

Norma P. Pratt

DEBBIE PRATT

Lauren Good

**COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT ***

Name of public body Ridgely Date of Meeting: 10.2.17

1. Did you give "reasonable advance notice" and keep a copy or screenshot?
2. Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable, but at least 24 hours before the meeting?
3. Did you make arrangements for the public to attend?
4. Is someone prepared to keep minutes in writing or, otherwise, to run the equipment for minutes in the form of live and archived video or audio streaming?
5. n/a If part of this meeting might be closed to the public, have you first:
 - Made sure that the public body designated a member to take training in the Act? (eff. 10/1/17)
 - Made sure that the topic to be discussed falls entirely within one or more of the 14 "exceptions" that allow the closed session? (see over for the list)
 - Given notice of the open meeting to be held right before the closed session, so that the presiding officer can hold the required public vote to close?
 - Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete this compliance checklist at the open meeting and keep it to attach to the minutes? (eff. 10/1/17)
 - Equipped the presiding officer to prepare a written statement with the required disclosures? (for a model form with instructions, go to <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>)
 - Equipped the presiding officer to limit the closed session discussion to the exceptions and topics cited on the written closing statement?
 - Arranged for closed-session minutes to be kept and adopted as sealed?
 - Equipped someone in the closed session to keep a record of each item of information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the date, time, and place, persons present, and subjects discussed?
6. Have you arranged for the preparation, the adoption as soon as practicable, and posting online if practicable, of minutes of the open meeting, including summaries of any prior closed sessions, and this form (when required), completed on this side?

**This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings on or after 10/1/2017, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.*

**STATUTORY AUTHORITY TO CLOSE SESSION
(THE FOURTEEN “EXCEPTIONS”)
General Provisions Article § 3-305(b)**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of an individual with respect to a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related to the acquisition;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) To discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

**COMMISSIONERS OF RIDGELY
OCTOBER 2, 2017
TOWN MEETING MINUTES**

The Commissioners of Ridgely met on the above date at 7:00 pm in the Ridgely House for the October Town Meeting. The following were in attendance: President John Hurley, Commissioner John Buckle, Clerk-Treasurer Stephanie Berkey, Director of Public Works David Crist, Chief of Police Gary Manos, Assistant Clerk-Treasurer Melissa Leonard, Financial Assistant Gerald Sutton, Corporal Seward Ewing, RVFD Chief Eric Kellner, Joe Riley, Tonya Wilson, Norma Pinkney, Debbie Pfeil and Lauren Good.

President Hurley opened the meeting with the Pledge of Allegiance.

Commissioner Buckle made a motion to approve the minutes of the September 6, 2017 closed session and town meeting, 2nd President Hurley, approved.

STAFF REPORTS

CLERK-TREASURER

Commissioner Buckle made a motion to approve paying the bills, 2nd President Hurley, approved.

Total General Funds Reconciled \$181,722.24

Total Sewer Funds Reconciled \$403,276.77

Total Water Funds Reconciled \$191,680.14

An engagement letter from Lindsey Rader from Funk & Bolton was presented to the Commissioners for acceptance and signature. She will be the bond counsel for the USDA loan for the town hall renovations. Commissioner Buckle made a motion to accept the engagement letter, 2nd President Hurley, approved. The letter was signed.

DIRECTOR OF PUBLIC WORKS

Director of Public Works David Crist addressed the Commissioners (no written report submitted). The 150th event was successful and there were no problems. Leaf pick-up will begin soon. The split rail fence at Martin Sutton Park has been vandalized. He would like to replace the fence with chain link. The Commissioners agreed to the chain link fence. Upcoming work includes getting ready for the car show on October 15th. The town attorney approved a letter to be sent to Lister Estates homeowners regarding the trees.

CHIEF OF POLICE

Chief Manos presented his report to the Commissioners (attached).

FINANCIAL ASSISTANT

Jerry Sutton addressed the Commissioners. The audit went well. We are waiting for the final audit report. It should be ready for the November meeting. We do know that there will be another positive fund balance increase. Awaiting the final numbers.

RVFD

Chief Eric Kellner addressed the Commissioners. They had 15 suppression calls. A UTV was obtained free from forestry and is in service. They are having an open house on October 8th at the fire company for fire prevention month. There will be a little chief and queen contest. The 150th celebration went well.

HISTORICAL SOCIETY

Gerald Sutton wanted to thank everyone for their help for the 150th celebration. They would like to determine what the train station will be used for in the future.

OLD BUSINESS

The Commissioners discussed that there were no bids on the Maryland Avenue property and how to proceed. Both Commissioner Buckle and President Hurley would like to wait until Commissioner Casey is present at a meeting before they decide.

Patrick Thomas, the Town Attorney, sent via email his recommendations for how to proceed with the request from Michael O'Brien to abate the runway portion of the property taxes of the airport. State law prohibits the exemption for a municipal government to apply the abatement. He recommended changing the Annexation Resolution which would allow the abatement for a specific period of time (typically 3 – 5 years). The tax office indicated that the property is in foreclosure. Patrick suggested waiting on these changes depending on what happens with the foreclosure. The Commissioners decided to wait for the next meeting when Commissioner Casey returns and perhaps we will have more information on the status of the property.

NEW BUSINESS

Debbie Pfeil, KCI Technologies, Inc. gave an update on the town hall improvement project. (ATTACHED). She requested an additional work authorization for KCI Technologies, Inc. to complete project administration in the amount of \$5,000 under the existing professional service contracts. Commissioner Buckle made a motion to approve, 2nd President Hurley, approved. She discussed the change order requests (in attached report). Commissioner Buckle made a motion to approve the change order requests, 2nd President Hurley, approved.

There was a discussion about the upcoming holiday open house and the condition of the meeting room. The Commissioners agreed that the train station should be used for visits with Santa and that we will donate cookies for the event.

October 4, 2017 there will be no power at the town hall due to the renovations. The Commissioners agreed to close the town hall for the day.

PUBLIC COMMENT

There was no public comment.

The meeting was adjourned at 7:20 pm.

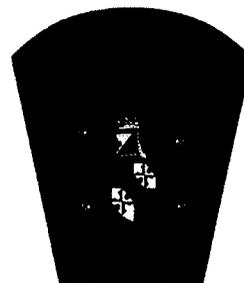
Respectfully Submitted,
Stephanie Berkey, CMC
Clerk-Treasurer

Ridgely Police Department

2 Central Avenue, Ridgely, Maryland 21660

Phone: 410 634-2151

Fax: 410 634-8083



September 2017 Police Report

Calls for Service	604
Property Checks	260
Community Policing	153
Assist Other Agency	16
Traffic Violations	97

On Saturday September 9th the Department along with the Maryland State Police and Caroline County Sheriff's Office conducted a Sobriety Check Point on Rt. 480 (Ridgely Road).

We had no incidents to report for the 150th Celebration. The event was well attended and the Department would like to thank the Greensboro Police Department, Federalsburg Police Department, Caroline County Sheriff's Office, Maryland State Police and the Caroline County Fire Police for assisting us throughout the day.

Chief Manos represented the Department during a service for First Responders at Cavalry Baptist Church in Denton.

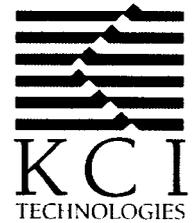
The next Chief's Coffee Social is scheduled for October 21st. My guest will be Cara Callaway of Child Protective Services/Social Services Caroline County. We will be meeting at the 9 Central Diner @ 8am until 10am.

We applied for and were awarded a matching grant to replace out dated body armour for two (2) officers. The grant will cover approximately \$1000 of the \$2000 cost.

Respectfully Submitted,

Gary M. Manos
Chief of Police

TOWN OF RIDGELY, MD



TOWN HALL IMPROVEMENT PROJECT UPDATE (10/2/17)

1. Project Meeting Reports:

- Highlights provided
- #1 July 12, 2017
- #2 July 17, 2017
- #3 July 21, 2017
- #4 July 28, 2017
- #5 August 3, 2017
- #6 August 11, 2017 Monthly USDA & Town Meeting
- #7 August 17, 2017
- #8 August 25, 2017
- #9 August 31, 2017
- #10 September 8, 2017
- #11 September 14, 2017
- #12 September 19, 2017
- #13 September 22, 2017
- #14 September 29, 2017

2. Communication:

- Harper & Sons / Brandywine Design Guild LLC weekly meetings
- KCI Technologies Inc. / Town Finance Officer / USDA / Harper & Sons / Brandywine Design Guild LLC monthly meetings (Next meeting is October 6, 2017)
- Town Commissioners Monthly Updates unless pertinent information needs to be distributed and/or approved for schedule/financial changes
- Inquiries/Questions and/or Requests from Commissioners and Staff go the Project Manager
- Project sign has been approved by USDA and is now onsite.

3. Financials:

- Requesting Change Orders & Partial Payments be signed by the Town Clerk/Treasurer upon review and approval by the Project Manager as well as signatures from the Project Architect & Contractor as long as the changes do not increase the final bottom line of the \$1 million project total. The Project Manager will email all the Commissioners with an update on Change Orders and the Schedule for input prior to approval as well as elevate the items to the Commissioners during a meeting that may need a vote.
- An additional Work Authorization will need to be approved by the Commissioners for KCI Technologies Inc. to complete Project Administration in the amount of \$5,000.00 under the existing professional service contracts. This amount is allocated in the budget for \$10,000 and we are requesting \$5,000.00 to complete the Project Administration task.
- Harper & Sons Payments:
 - 7/1/17 – 7/31/17 \$ 37,427.58 (approved)
 - 8/1/17 – 8/31/17 \$227,383.69 (approved)

9/1/17 - 9/30/17 \$184,682.52

NOTE: It has been reviewed/approved by Project Architect, Project Manager & is to be reviewed by USDA. Since we have crossed the 50% completion threshold, no further retainage will be withheld per the contract item 5.1.8

- **Change Order #001 = \$19,929.00 (Schedule 23 days (end date of October 31st) APPROVED**
 - COP #1 - Rebuild wall section at west elevation \$10,072
 - COP #2 – North enclosed porch steel column replacement \$ 5,968
 - COP #3 – Insulation in 1st & 2nd floor exterior wall cavities \$ 3,889

- **Change Order #002 = \$215.00 Credit (Schedule 6 days (end date of November 6th))**
 - COP #4R – Install R15 Wall Insulation \$ 1,942
 - COP #5 – Install Wall Sheathing \$ 3,749
 - COP #6 – Replace deteriorated sill beams & misc. framing evidence room \$ 3,874
 - COP #7 – Selection of Alternate #2 for revised fascia/gutter detail \$ 8,500 (credit)
 - COP #9 - Reconcile QA2/UP2 Allowance for moisture damaged sheathing \$ 1,280 (credit)

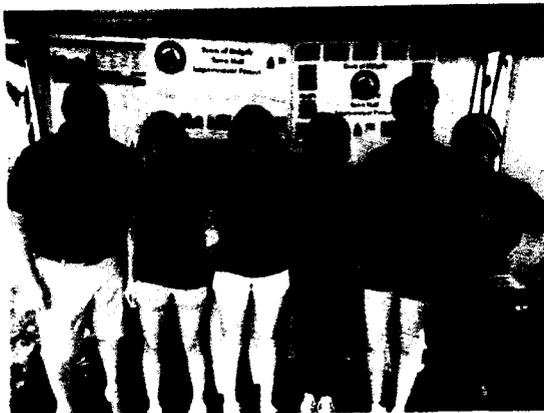
- **Change Order #003 = \$5,212.00 (Schedule 0 days (end date of November 6th))**
 - COP #8- Replace deteriorated sill beam northeast enclosed porch \$ 504
 - COP #12-Reconcile QA1/UP1 for Damaged Windows/Door Opening \$ 3,150
 - COP #13-Reconcile QA3/UP3 for Damaged Exterior Wall Studs \$1,190 (credit)
 - COP #14-Proposed Porch Replacement @ police station entrance \$2,748

4. Schedule:

- Notice to Proceed started on July 11, 2017 and ends within 90 consecutive days (October 8th)
- CO #001, CO #002 & CO #003 increased total days by 29 (November 6th)

5. Public Involvement Mitigation:

- Memorandum of Agreement signed by the Town, USDA & MD State Historic Preservation Officer on July 11, 2017.
- KCI Technologies Inc. showcased the Town Hall Project, including a historic timeline of the structure at the Caroline Summerfest in Denton on August 18th and 19th. The booth promoted and provided information for Federal and State Historic Tax credit programs. Members of the Ridgely Historical Society were also invited to attend and participate.





- Letter sent to the Ridgely Historical Society on July 31, 2017 regarding the option for salvageable materials as well as the invitation to participate in the public involvement mitigation events. They signed for the letter and no communication has been received by the organization.

Respectfully submitted by: Debbie Pfeil – Associate/Planning Manager
KCI TECHNOLOGIES, INC.
debbie.pfeil@kci.com
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