Town of Rising Sun Mayor & Commissioners Town Meeting Minutes

Let it be remembered that the Mayor and Board of Commissioners of the Town of Rising Sun held a Town Workshop Meeting on the 3rd floor of Town Hall on Tuesday evening May 8, 2012. For the record the meeting place and time were duly posted as required.

<u>MEMBERS IN ATTENDANCE</u>: Mayor Thomas S. Mumey, Commissioner Stephen Naughton Commissioner Chris Callahan, Commissioner Joanne Osborne. Commissioner August Pierson

MEMBERS ABSENT: None

<u>STAFF/CONSULTANTS PRESENT</u>: Town Administrator Calvin A Bonenberger, Jr. Town Clerk Rhonda Harmison

GUESTS: See Attached List

<u>MEETING OPENING</u> — The meeting was called to order at 7:00 PM by Mayor Thomas S. Mumey, followed by a pledge of allegiance and a moment of silence.

<u>APPROVAL OF MEETING MINUTES</u> –Mayor Mumey asked for any corrections to the April 24, 2012 Town meeting minutes. Commissioner Naughton voted, seconded by Commissioner Osborne to approve the minutes as recorded. Motion passed 4-0.

<u>PRESENTATIONS</u>, <u>ORDINANCES AND RESOLUTIONS</u> — Mayor Mumey introduced and read into the minutes Proclamation 2012-03 John Denver recognition, reporting that Mr. John Denver is being elected president of the State Fireman's Association.

MAYOR'S REPORT - Mayor Mumey reported on the following;

• Election Board Appointments: Mayor Mumey appointed the following to the Election Board.

Barbara Shallcross - 538 Pearl St Judy Miller - 12 Cherry Street Joan Donahue - 7 Brinker Ct.





- New meeting format: reporting that he would like to formerly introduce a new meeting format, which you have before you tonight, stating that at previous Town Meetings, we have discussed dividing the business of Town Government into two distinct meeting formats, one to be held as a "workshop" at the beginning of each month and a second meeting of the month to be held as a "business meeting". Mayor Mumey also stated that unless there are issues with a quorum, cancellations due to inclement weather, scheduling conflicts or holidays that fall on a regularly scheduled meeting night, there will be no change in the monthly meetings being held on the 2nd and 4th Tuesday of each month. Mayor Mumey read into the minutes his thoughts on the direction and future of our Town, stating that the Town has been operating under a de facto mode for nearly forty years and over the years although changing times and evolution of our responsibilities as elected officials, the Town has incorporated various policies and procedures in order to efficiently operate under this form of government and tonight I wish to introduce another layer of this evolution. Mayor Mumey explained the definition of a Council Manager form of Government, defining the role of the appointed Manager and the various staff position that oversee the administrative operations of the Town. Also adding that these professionals implement the policies for the Board, and advises the Board of the progress and status of these functions
- Sandi Didra Civil Trial: Mayor Mumey read into the minutes the Town's final statement regarding the settlement of the civil trial with the Town's previous Clerk Treasurer Ms. Sandi Didra, stating that the Town is looking forward to leaving this painful chapter of the Town's history behind us and looking forward to even better and stronger relationships between our Town residents and the business community.
- 12th Annual Rising Sun Boys and Girls Club Youth Celebration Dinner: Reminding the Commissioners that the dinner will be held Wednesday at the North East Fire Hall and social hour starts at 5:00 pm and dinner to follow at 6:15 pm.
- Annual Town Meeting: reminding everyone that the next meeting of the Mayor and Commissioners will also be the Annual Town Meeting.





TOWN ADMINISTRATOR'S REPORT - Mr. Bonenberger reported on the following:

- Resolution 2012 02 titled; Fee Schedule Use of Park Fees. Mr. Bonenberger introduced and read into the minutes Resolution 2012–02. The Board expressed an interest to vote on this resolution at the next business meeting.
- Resolution 2012-03 titled; Creation of Street Banner Sponsorship Program. Mr. Bonenberger introduced and read into the minutes Resolution 2012–02 The Board expressed an interest to vote on this resolution at the next business meeting.
- Resolution 2012-04 titled; Fee Schedule Street Light Banner Sponsorship. Mr. Bonenberger introduced and read into the minutes Resolution 2012-04. The Board expressed an interest to vote on this resolution at the next business meeting.
- Insurance Carrier meeting; reporting on a meeting with the insurance carrier involving a slip and fall claim, involving frozen water on Cooper St, stating although he cannot go into details due to the pending legal case we are confident that the source of the frozen water does not appear to be from the Town's water distribution system, and we have provided depositions to the attorneys.
- Job openings; reporting that we are still conducting interviews for candidates to fill the position of a part time Minute Taker and an Administrative Assistant.
- Sunfest; reminding everyone that Sunfest will be held Saturday June 2nd in the Town Square, also stating that our staff is working with the Greater Rising Sun Chamber for final preparations. Meetings with the Sunfest Committee are being attended by him and the Chief of Police.
- Casino Impact Grant Seminar; reporting that he attended the Cecil County local community impact grants seminar reporting that the application deadline is due May 31st.
- Meeting with Octoraro Watershed; reporting that he is coordinating a meeting for the next phase of design of planning and zoning for Triangle Park.





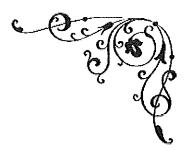
<u>FINANCIAL MANAGEMENT:</u> – Mr. Bonenberger reported on the following;

- Budget Process; reporting that he is finalizing the proposed budget for 2012-2013 and asked the Board for availability to attend a budget meeting Monday May 14th at 6:30 PM.
- Trash Collection Estimates; reporting that we are soliciting bids for contract.
- Health Care Pricing; reporting that we are soliciting bids for contract.
- Funding Strategies; reporting that we are identifying and developing optional revenue sources for significant road restoration and sidewalk projects.
- Engagement Letter from Auditor; We have been notified that at the end of May an
 engagement letter will be coming from the Auditor to perform 2011 Fiscal Year Audit.
- Monthly Financials; The Town accountant will be available to present the monthly financials at the next business meeting on May 22, 2012.

<u>PUBLIC WORKS</u> – Mr. Bonenberger reported on the following:

- Pot hole repairs; reporting that our crews have been making repairs to various pot holes to include the one on Sunrise Circle which was caused by a leak in the Town's water line due to the plastic piping that was installed by the developer.
- Pearl St. Pot Hole; reporting the we have made the preliminary saw cuts on Pearl St, near Mount to fix the restoration area that was damaged earlier this year due to a water leak.
- Vacant Property Mowing; reporting that we have begun mowing the front yards of vacant properties in Town and the cost for this service will be placed on the property for tax sale in February of each year.
- Cherry Street Sidewalk Replacement Prices; reporting that we have secured three quotes for the repair of roughly 2000 lineal feet of sidewalk along Cherry street between Queen and Wilson. The prices range from 70K to the 80K,





- Community Sidewalk Drainage and Road Restoration Estimates: reporting that we have met with the Town engineer to follow up on previous targeted areas and candidates for sidewalk and road way restoration. Reporting that we asked the engineer to break these projects into various categories outline below;
 - a. Mount St Intersection road way improvements, traffic flow and ADA compliance.
 - b. Repaving of Pearl St. from Mount to Town Square, to include replacement of sidewalks, using a monolithic curb or a raised curb.
 - c. Repaying of Mount St. from the intersection at Haines Ave running north to Pogue Ave., to include the re-crowning of Mount St. and Pogue Ave. to facilitate water flow to the existing storm water drain.
 - d. Replacement of sidewalk and curbing, using a monolithic curb or a raised curb.
 - e. Installation of additional storm water culverts along Mount St. from the intersection at Haines Ave. running north to Poque Ave.

<u>BUILDING</u>, <u>PLANNING</u>, <u>ZONING</u> <u>AND</u> <u>CODE</u> - Mr. Bonenberger reported on the following:

- McDonalds Drive Thru Expansion; reporting that we are processing the 11 conditions approved by the Board of Appeals related to McDonalds request for a second drive thru and coordinating plans that were submitted to the Towns engineers for review.
- Next Planning and Zoning Meeting; reporting that we are working to reschedule the meeting due to the meeting falling on a holiday.
- Potential Variance Request; reporting that we are reviewing a potential application for a local dry cleaning establishment looking to install a new sign that is proposed to be much larger than what is permitted in the zoning district.
- Dollar General Store; reporting that despite the rumors the Dollar General Store will not be relocating within the Town limits.





• Fire Sprinklers; reporting that we are reviewing an application for a new home request on a vacant lot at Summer Hill located on the corner of Britton and Little Brick. Mr. Bonenberger explained that this has raised the issue of water shut off and separate connections. Mr. Bonenberger asked the Board members if they would like him to formalize an ordinance for consideration that would require a separate water service for fire sprinklers and also would they like him to include a monthly base charge.

<u>SEWER & WATER</u> – Mr. Bonenberger reported on the following:

- Sewer Plant Engineering Oversight; reporting that we are working with the engineers and have begun planning for the submittal of various drawings for engineering review and approval for the new sewer plant.
- Construction Contractor Mobilizing Equipment; reporting that the contractors are mobilizing equipment at the new sewer plant and they have begun the identification of trees that must be removed to make way for the new plant.
- Water and Sewer Impact Fees; reporting that we met today with the consultants in reference to charges and justification of the required impact fees for any future connection to the new sewer plant.
- Water and Sewer Moratorium; reporting that due to very aggressive efforts to curb ICI and fix water leaks, we do have some existing capacity that could be allocated.
- Utilities Rates Analysis; reporting that we are working on a County wide analysis comparing our current water and sewer rates with other Towns, and we are coming in around the middle.
- Water Meter Retrofit Program; reporting that we are in the final stages of inspection and approval of proceeds which will be potentially be several thousand dollars.
- Monthly Utility Billing; reporting that the monthly bills were mailed out May 1st.
- Shut Offs; reporting: reporting that the number of shutoffs has decreased and the next schedule of shut off is May 15th.





- 30 Day Billing Feedback; reporting that the Town is monitoring response to the 30 day billing cycle stating that we have received favorable feedback of the conversion although we have received some complaints due to the lack of credit card payment options.
- Late Utility Penalty Fees; reporting that we have not implemented late fees as previously approved by the Board allowing a grace period for the residents to get accustomed to the new 30 day billing. We anticipate moving forward with late fees in the June billing cycle.
- Utility Bills Sent to Property Owners; reporting that mailing utility bills to the resident and the owner has created controversies over the past few months resulting in some double payments, and in accordance to our ordinance we are not supposed to mail notices to tenants in rental properties.

PUBLIC SAFETY - Mr. Bonenberger reported on the following:

- Parking Enforcement; reporting that a directive has been given to all personnel in reference to parking enforcement around Town, reminding them that enforcement should be equal, impartial and at their discretion.
- Contract for the Management and Dispatch Software; reporting that the Town attorney will review the contract for the purchase of the Report Management and Dispatch software being purchased as part of the BJAG grant.
- Cop Vu Video Recorder; reporting that the Police Department has agreed to field test this personal video recording device that attaches to the officer. This video allows a Judge, and Supervisors to have a view of what an officer encounters on any call for service.

Chief Peterson reported on the following:

• An Evening With The Chief; reporting that an evening with the Chief of police will be an information sharing and education avenue for the community to informally "sit and chat" about issues related to public safety. Chief Peterson explained that the citizens of the Town of Rising Sun are the eye and ears of the police department, however currently citizens have no easy outlet to share their concern. An evening with the Chief will provide the Chief with





a forum to educate the public in methods of gathering the necessary information that may assist law enforcement.

• Buckley Avenue Parking; reporting that he has received a complaint from a resident concerning parking located at the end of Buckley Avenue near west Main St. stating that vehicles traveling south on Buckley Avenue are forced to cross over the lane marking into the opposing lane of travel due to parked cars at that location and his proposal to eliminate the hazard is to remove the two parking spaces at the end of Buckley Avenue allowing a wider road for turning.

CITIZEN'S INPUT - None

<u>ADJOURNMENT</u> – With no other business before the board a motion was made by Commissioner Pierson to adjourn meeting adjourned at 9: 20 PM.

Respectfully submitted

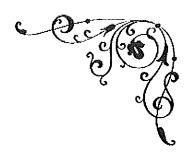
Rhonda Harmison

Town Clerk

Motion to approve the minutes made by Commissioner Chris Callahan, seconded by Commissioner Stephen Naughton at the May 22, 2012 Town Meeting

Motion Passed $\underline{4}$ $\underline{0}$





DECLARATION AND VERIFICATION OF AUTHENTICITY

I, Rhonda Harmison Town Clerk for the Town of Rising Sun, Maryland, do herby certify that the above and foregoing minutes are a true, perfect and complete copy of the Minutes adopted by the Mayor and Commissioners of the Town of Rising Sun, Maryland, and is identical to the original thereof appearing in the official records of the Town of Rising Sun, Maryland and the same has not, since its adoption, been rescinded or amended in any respect.

IN TESTIMONY WHEREOF, I have hereunto set my hand and have affixed the seal of the Town of Rising Sun as of this 21st day of May 2012.

Respectfully submitted

Rhonda Harmison

Town Clerk

CERTIFICATE & TOWN SEAL

(STATE OF MARYLAND)

(COUNTY OF CECIL)

(TOWN OF RISING SUN)