

MAYOR AND COUNCIL
MARCH 17, 2014

Mayor Cerino called the meeting to order at 7:32 p.m. In attendance were Council members Liz Gross, Linda Kuiper, Samuel T. Shoge and Mauritz Stetson, W. S. Ingersoll, Town Manager, Jennifer Mulligan, Town Clerk, and guests.

Mayor Cerino asked if there were any additions or corrections to the minutes of the Mayor and Council meeting of March 4, 2014, the Pre-Bid minutes of February 28, 2014 and the Bid Opening for the Marina Engineering of March 7, 2014. **Mr. Stetson moved to approve all the minutes as submitted, was seconded by Ms. Gross and carried unanimously.**

Mayor Cerino stated that cash on hand in the banks was \$1,847,256.86 for unrestricted use. There was \$200,000.00 in the restricted use category, which was the donation from Washington College. The total funds on hand and in the banks was \$2,047,256.86.

Mayor Cerino asked for a motion to pay bills. **Mr. Stetson moved to approve payment of the bills as presented, was seconded by Ms. Gross and carried unanimously.**

Chief Baker presented the police report for February 2014. Chief Baker stated that he, along with office staff, was taking a first aid class on Tuesday, March 18th.

Chief Baker stated that on Thursday, March 20th the Police Building Committee would meet at 3:30 p.m. Mr. Shoge asked if the former Allstate Building on Philosopher's Terrace was being considered. Chief Baker stated that he would not rule any building out, but he thought that particular building may be too small.

Mr. Ingersoll stated that the bluebird boxes were installed at the Margo Bailey Community Park and thanked Mr. Erney Maher for his help. Mr. Maher stated that he has not seen an activity just yet, but hoped the bluebirds would find the houses soon.

Mr. Ingersoll stated that the Taste of the Town would be held on Sunday, April 27th from noon to 3:00 p.m. at the Fountain Park.

Mr. Ingersoll stated that there was one bid from Ziger/Snead for \$35,000.00 plus direct expenses such as travel and printing not expected to cost more than \$2,000.00, opened on March 14, 2014 for the engineering of the NEA Grant and it fell within budget. He said that this was a matching grant and the Town match would be \$25,000.00.

Mr. Ingersoll stated that the Marina Bid Opening was held on Friday, March 7th and three (3) bids were received as follows: DMS & Associates at \$39,950.00; Lane Engineering at \$40,000.00, and; McCrone, Inc at \$39,900.00. Mr. Ingersoll stated that the bid tabulations showed one ahead of the others, but all bids were being reviewed because they were so close. Bids also had to concur with Department of Natural Resources.

Mayor Cerino stated that when the marina bid was awarded, the next step will be to establish Charrette style meetings with the winning firm to help make the decisions about the vision for the marina. He said that all the stakeholders would be invited to the Charrettes.

Ms. Gross asked if the proposals received in the marina bid included raising the elevation of the marina area to deal with flooding issues. Mr. Ingersoll stated that the RFP did address that as a form of early site planning but not all bidders included it. He said that the early tabulations will include plans on construction of the documents, piers, bulkheads, launching ramps, and would probably have the upper hand in any future raising of the land.

Mr. Ingersoll stated that the website RFP was sent to the Mayor and Council and thanked Mr. Shoge for his work in making changes. Ms. Mulligan made a hard copy for each Councilmember. Mr. Ingersoll said that he would like to send out the RFP soon, with approval of the Council. Mayor Cerino stated that he would like to come to an agreement to send out the RFP at the Mayor and Council meeting of April 7, 2014.

Mr. Ingersoll stated that he had a request from Sultana Projects, Inc. for a letter of support to Richard Hughes at the Maryland Historical Trust, for the Sultana's capital grants application to aid in construction of the proposed education center at 200-204 S. Cross Street in Chestertown. **Ms. Gross moved to send the letter of support for Sultana Project's grant application, was seconded by Mr. Stetson and carried unanimously, with Mayor Cerino abstaining from the discussion of the matter and the vote.**

Mr. Ingersoll stated that each member of the Council was in receipt of Ordinance 01-2014 Establishing Chapter 71: Elections. Ms. Gross stated that this covered campaign finance disclosure and how to handle an election when there were many candidates vying for one position or in the case of a tie. Mr. Stetson stated that changes were made as suggested by the Council and there would be two (2) separate financial reports due from each candidate; one before and one after the election. Mr. Ingersoll stated that the section of the Charter allowing for the Ordinance should be cited in the purpose section of the Ordinance. The Council announced that this was the first reading of the Ordinance.

Mayor Cerino stated that the Town was found in violation of the Open Meetings Act for attending a meeting held at Washington College on March 22, 2013. He read from the finding was as follows: "The minutes of the March 22nd meeting shall act as participation of a quorum of the Councilmembers in a discussion about the uses that might be made of waterfront property in the Town. This discussion was Town business and we therefore find that the Council met at the Task Force Meeting. As the Council did so without giving notice of a Council meeting we conclude that the Council violated the notice provisions of the Act. The announcement at the March 18th Council meeting that the Councilmembers were invited to attend did not serve as notice to the public that others could attend". Mayor Cerino apologized on behalf of the Town for violating the Open

Meetings Act. Mayor Cerino hoped that the Town could now move on to the positives of the Task Force initiative.

Mayor Cerino stated that he met with members of the community to discuss the "Colonial Christmas in Chestertown". He said that was just a working name right now, but they were looking to hold the festivities over the weekend of December 5th and 6th this year. He said that the itinerary was growing and that a second meeting would be held on Monday, March 24th at 7:00 p.m. on the second floor of Town Hall.

Mayor Cerino stated that he has been emailing with a staff member of Comptroller Peter Franchot and that Mr. Franchot would like to come to Chestertown to meet with Town and business leaders in the community on Tuesday, May 6th at 2:00 p.m. He said that he thought the meeting could be held on the second floor at Town Hall.

Mayor Cerino stated that the first in a series of business forums was held on Monday, March 10th at the Big Mixx. He said that he would like to schedule the date for C-2 Downtown Commercial District. The Council decided to meet on Monday, April 14th at 7:00 p.m. in the second floor meeting room of Town Hall. Mr. Stetson noted that he would be out of Town on that date.

Mayor Cerino asked for ward reports.

Ms. Gross stated that all was quiet in Ward 1.

Ms. Kuiper stated that some of the businesses were still not shoveling their snow after a storm.

Ms. Kuiper asked if the sign she requested can be installed on the bypass where the Rails-to-Trails was not finished. Mr. Ingersoll stated that he sent a letter to MTA asking for permission to install a sign indicating no trespassing on the MTA land, but had not received a response to date.

Ms. Kuiper stated that the Farmer's Market brochures were taken over to the Kent County Tourism Department. She said that she was hoping that the Farmer's Market would be able to make more copies of the brochures for inclusion in the mailings.

Ms. Kuiper stated that the meetings of the Fountain Park Strategic Planning Committee were going well and a report should be available in April.

Mr. Shoge stated that things were running well in Ward 3. He said that he has been working on the RFP for the website and understood that Rock Hall and Galena were also putting out bids for their website redesign.

Mr. Stetson stated that he received many compliments on the blue bird boxes and said he hoped that the blue birds found them soon. He said that he would like an osprey pole in the park as well.

Mr. Stetson asked that when people arrive by car to the Margo Bailey Community Park they should leave the way they entered. He said that people are driving across the grass and onto a part of the trail, which was not meant for cars.

Mr. Stetson stated that the Executive Committee of the Friends of the Chestertown Dog Park met and would like to purchase an outdoor bulletin board. He said that although the money in their fund is from donations, their mission statement said that any funds spent would be approved by the Council. He said that it would be installed on the left hand side of the entrance into the Dog Park area. **Ms. Gross moved for the purchase of the bulletin board as proposed to be funded by the Friends of the Dog Park, was seconded by Mr. Shoge and carried unanimously.**

Ms. Gross asked if any headway was made on the walking path to Heron Point from the Margo Bailey Community Park. Mr. Ingersoll stated that it had been approved by Heron Point and would be done when the weather allows.

Ms. Holly Geddes stated that she wanted to express an idea for a parking garage off of Cannon Street where the Town yard exists. She said that the proposed parking area would be perfect as it was close to shopping and convenient for anyone visiting the downtown area, noting that the site was tucked away from the public view.

Mayor Cerino stated that the Town was already in the process of preparing the site to create the parking lot. Mr. Ingersoll said that the parking lot is being built in-house by the Town masonry crew. Mayor Cerino stated that there was a dramatic difference just from the vines being cleared and site being cleaned up and said he thought it would make a nice connection to the Rail-Trail and the basketball court. Ms. Gross stated that ultimately signage indicating where parking was located had to be installed.

Ms. Kuiper asked about the Sultana building on the Cannon Street yard. Mr. Ingersoll stated that the Sultana leases that space from the Town of Chestertown and he thought that the lease indicated that if they left the space, they either had to remove the existing building or it would revert to the Town of Chestertown's ownership. He said that he would get out the Sultana lease for the Council to review.

Mr. Ingersoll stated that the Town would control the water run-off on the parking lot and may use pervious pavers or pervious concrete as was done along the north end of Mill Street.

Ms. Nancy McGuire was in the audience and stated that when the DCA requested a parking lot off of Cannon Street, it was meant for merchant parking not visitor parking. She said that the merchants needed designated parking and if it was filled by everyone else, the parking problem would still exist.

Mr. Erney Maher thanked the Town for installing the blue bird boxes. He asked that people not bother the boxes because blue birds scare easily and would abandon the boxes if disturbed.

There being no further business, **Mr. Stetson moved to adjourn the meeting at 8:40 p.m., was seconded by Mr. Shoge and carried unanimously.**

Submitted by: 
Jennifer Mulligan
Town Clerk

Approved by:
Chris Cerino
Mayor

Yellow arrows are proposed walking paths to shopping.

Tan arrow points to Rails-Trail.



Red arrow indicates the width of two house lots on Cannon Street.

AGENDA
MARCH 17, 2014

UTILITIES COMMISSION MEETING

1. Minutes of the Utilities Commission meeting of February 18, 2014
2. Cash on hand and in the banks
3. Payment of bills
4. Mr. Sipes Report
5. Questions or comments

MAYOR AND COUNCIL MEETING

1. Minutes of Mayor and Council meeting of March 4, 2014, Pre-Bid Minutes of February 28, 2014, Bid Opening for Marina Engineering of March 7, 2014 and the Public Meeting for C-1 of March 10, 2014
2. Cash on hand and in the banks
3. Payment of bills
4. Police Report
5. Town Manager's Report
 - a. Taste of the Town, Sunday, April 27th noon to 3:00 p.m.
 - b. NEA – Our Town Bid Opening
 - c. Marina Engineering Bid Opening
 - d. Ordinance 01-2014 Establishing Chapter 71: Elections
6. Mayor Cerino's Report
 - a. Open Meetings Complaint
7. Ward Reports
8. Requests from the public to be on the agenda: Holly Geddes
9. Questions or comments