

**MINUTES  
COMMISSIONERS OF POOLESVILLE  
April 4, 2022**

**\*\*\* This meeting was conducted live and streamed with live time posting to YouTube. Notice of the meeting date, time and agenda were posted in advance, physically at the Town Hall, on the Town's Website, and on social media. Prior to the start of the meeting, it was confirmed that the public could view the meeting on YouTube.**

**CALL TO ORDER:**

President Brown called the meeting to order at 7:00 P.M. All Commissioners were in attendance as well as Town Manager Yost, Town Attorney Gullo and Town Engineer Strong.

**PLEDGE OF ALLEGIANCE:**

Commissioner Eck led the Pledge of Allegiance.

**Public Hearings:**

**Resolution 001-22 – Water & Sewer Rates**

Jerry Klobukowski testified and ask questions regarding the rate structure water use only rate and if the Bay Fee was tax deductible.

**Ordinance NO. 219 – FY23 Budget and Tax Rate**

Jerry Klobukowski testified and asked questions regarding the tax rate vs. tax yield and fireworks costs.

**Announcements:**

Commissioner Reed recognized Greg Wims for being an advocate for Poolesville.

Commissioner Eck welcomed the Heather Soskin Studio, announced the April 7 opening for Poolesville Vision, the April 23 ribbon cutting ceremony for Essence Ballet, the April 28 Grape Crush Facility opening and the April 27 PACC gathering. He also announced the Chamber was soliciting for advertisements and thank Valarie Dickerson for her work in getting the 11 pallets of aid shipped to Poland.

**Commissioner Reports:**

Commissioner Cook reported that the events are moving forward on schedule and the Fishing Tournament is scheduled for May 7<sup>th</sup>. She also noted that camp counselor applications are being accepted a Town Hall until the 18<sup>th</sup>.

Commissioner Radigan provided a summary on the April 13 Planning Commission agenda.

Commissioner Reed reported on the Sustainable Poolesville Committee having a table at Springfest and help promote a campaign for litter collection.

President Brown gave an update on the Fair Access Committee, announced the April 28 D-2 County Council candidates debate and the May 22, County Executive's candidate's forum. He also discussed the development of a high school ribbon cutting ceremony and \$250,000 that has been set aside by Montgomery County to develop a Program of Requirements for a community center.

**Approval of Minutes**

Commissioner Eck made a motion to approve the March 7, 2022, minutes. Motion was seconded by Commissioner Radigan. Motion carried 5-0.

Commissioner Eck requested the March 21 minutes be amended to include a thank you from the Commissioners to Jerry Klobukowski for his hard work over the years to help correct tax duplication issues. Commissioner Radigan motioned to approve the minutes as amended. Seconded by Commissioner Reed. Motion carried 5-0

### **Public Comment**

Tom Kettler informed the Commissioners that he had purchased properties on Hughes Road and would be developing.

### **Old Business**

#### Employee Capacity Study

Antisha Walley and Richard Hanks of MMC Consulting presented the report. After a short discussion, the Commissioners thanked them for their work.

#### Employee Handbook

Manager Yost presented a redline version for review. After a discussion, Commissioner Radigan motioned to approve as revised and effective April 18, 2022. Seconded by Commissioner Reed. Motion carried 5-0.

### **New Business**

#### UPN Grant Request

Lynn & John Rolls discussed the upcoming UPN Friday the 13<sup>th</sup> event and funding requirements. They requested a grant of \$1,000. After a short discussion, Commissioner Reed motioned to approve the 1,000 mini grant request. Seconded by Commissioner Eck. Motion carried 5-0.

#### Appointments to Boards and Commissions

The Commissioners discussed the list of reappointments and one new appointment. They also discussed developing an agreed upon process. Commissioner Eck motioned to approve the reappointment list that included; Leigh Peper to the Ethics Board, Laura Eckert and Pilar Garrett to the Board of Zoning Appeals, Gayle Partain and Doug McKenney to the Parks Board, Chuck Stump, Karen Anderson, Jocelyn Harris, William McDonald and Laura Dunlop to the board of Elections, and Lynn Schaeber, Kevin Schramm, Jim Brown and Link Hoewing to the Fair Access Committee. Seconded by Commissioner Radigan. Motion carried 4-1 with Commissioner Cook opposed.

Commissioner Eck motioned to appoint Adam Sroka to the Fair Access Committee. Seconded by Commissioner Reed. Motion carried 4-1 with Commissioner Cook opposed.

#### Water Rates/Pools

Manager Yost detailed a proposed process of checking out a water meter from Town Hall for the purpose of filling pools and being charged a water only rate of \$9.00/1,000 gallons. The Commissioners will take up the issue on April 18 as part of the water rate adoption process.

#### Farmers Market

Town Attorney Gullo provided an explanation of how other jurisdictions handle Markets and the insurance requirements. After a discussion no decisions were made and staff is to investigate costs associated with event type insurance for the next meeting.

### **Town Manager Report**

Town Manager Yost reported on the following:

Department supervisors are scheduled for leadership training for the end of the month.

Several staff members are scheduled for a 2-day web training seminar for later this month.

A grant writing services RFP has been developed and is scheduled to go out in May so that proposals are received for the new fiscal year.

Staff has submitted a streetscape grant for Congressman Trone's FY 23 Community Project Funding. His office will be able to submit a total of 15 projects from Maryland's 6<sup>th</sup> congressional district.

Staff has been initiating financial assessment recommended changes – QuickBooks financials are now set up to be accessed by multiple users with their own passwords and automatically backs up to the cloud every day. The banking accounts are now set up for multiple users also.

Two of the flashing crosswalk signs were damaged in the recent windstorm. Steel poles will replace all 4 of the aluminum poles that currently exist. Three of the poles will be in place soon and parts are on order for the fourth.

Budget Worksession – March

### **Adjournment**

Commissioner Radigan motioned to adjourn. Seconded by Commissioner Reed. Motion carried 5-0.

A full video of the meeting can be viewed at YouTube. Com, search Poolesville, Commission