



Commissioners of Barclay, Maryland  
Brian R. DeMoss, President  
William Wallace, Commissioner  
Norman Clough, Commissioner  
Deborah E. Bowden, Clerk/Administrator

**Agenda**  
**Barclay Town Meeting**  
**April 18, 2018**

**Town Meeting Hall, 101 Church Lane, Barclay MD 21607**

Meeting called to order

Pledge of Allegiance

Meeting Ground Rules

Old Business:

Presentation of February 21, 2018 meetings Minutes for acceptance

Presentation of Treasurer's Reports for acceptance

Public Safety Report – Sheriff's Office

Administrator Report

INTRODUCTION - CHARTER AMENDMENT RESOLUTION NO.: 2018-01. A CHARTER AMENDMENT RESOLUTION OF THE COMMISSIONERS OF BARCLAY, MARYLAND PASSED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE CONSTITUTION OF MARYLAND AND §§ 4-302(1) AND 4-304 OF THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE TO AMEND THE CHARTER OF THE TOWN OF BARCLAY FOR THE PURPOSES OF: 1) CLARIFYING AND UPDATING CERTAIN PROVISIONS OF THE CHARTER TO BETTER REFLECT THE PRACTICES AND PROCEDURES OF THE TOWN; 2) MAKING STYLISTIC AND GRAMMATICAL CHANGES; 3) CORRECTING MISPELLINGS AND INCONSISTENCIES; 4) AMENDING CERTAIN PROVISIONS RELATING TO THE DESCRIPTION OF THE CORPORATE BOUNDARIES OF THE TOWN, THE QUALIFICATIONS OF THE COMMISSIONERS, THE FILLING OF VACANCIES ON THE COMMISSION, VOTER REGISTRATION, THE APPOINTMENT, REMOVAL, AND POWERS AND DUTIES OF THE CLERK-TREASURER, THE PAYMENT AND COLLECTION OF TOWN TAXES, THE TOWN'S BORROWING AUTHORITY, THE EXEMPTION OF CERTAIN CONTRACTS AND PURCHASES FROM THE TOWN'S COMPETITIVE BIDDING REQUIREMENTS, AND THE TAKING OF THE OATH OF OFFICE BY CERTAIN ELECTED AND APPOINTED TOWN OFFICIALS; 5) PROVIDING FOR A VICE PRESIDENT OF THE COMMISSION AND THE POWERS AND DUTIES THEREOF; 6) DELETING PROVISIONS REGARDING THE RIGHT OF REFERENDUM WITH RESPECT TO ORDINANCES; 7) PROVIDING THAT A VIOLATION OF THE ORDINANCES OF THE TOWN MAY BE A MUNICIPAL INFRACTION OR A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING ONE THOUSAND DOLLARS FOR A MUNICIPAL INFRACTION AND A FINE NOT EXCEEDING ONE THOUSAND DOLLARS AND/OR IMPRISONMENT FOR A PERIOD NOT EXCEEDING THIRTY DAYS FOR A MISDEMEANOR; 8) PROVIDING THAT THE COMMISSION MAY DESIGNATE THE CLERK-TREASURER TO ACT IN LIEU OF AN ESTABLISHED BOARD OF SUPERVISORS OF ELECTIONS; 9) PROVIDING FOR THE CANCELLATION OF UNCONTESTED ELECTIONS; 10) PROVIDING FOR ABSENTEE BALLOTS; AND 11) SUCH OTHER MATTERS GENERALLY RELATING TO THE CONTINUED EXISTENCE AND OPERATION OF THE TOWN AND PROVIDING THE PROCEDURES TO BE FOLLOWED FOR THE EFFECTIVENESS OF THE CHARTER AMENDMENTS EFFECTUATED BY THIS CHARTER AMENDMENT RESOLUTION; PROVIDING THAT THE TITLE OF THIS CHARTER AMENDMENT RESOLUTION SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO THE CHARTER OF THE TOWN OF BARCLAY.

Wye Oak Plaque

Trap Hill Ditch / Drainage update



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**Norman Clough, Commissioner**  
**Deborah E. Bowden, Clerk/Administrator**

New Business:

Town Manager candidate

Correspondence:

Public Forum

Announcements:

The next Town Meeting will be Wednesday, May 16, 2018, 7:00 p.m. at Town Meeting Hall (Marvin Memorial Church), 101 Church Lane, Barclay, MD 21607

Adjourn

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**Minutes  
Barclay Town Meeting  
April 18, 2018**

**Town Meeting Hall, 101 Church Lane, Barclay MD 21607**

Present: Brian DeMoss, President  
Joseph Clough, Commissioner  
William Wallace, Commissioner  
Debbie Bowden, Clerk-Treasurer  
Margaret Pott  
Roseanna Maust  
Justin Crossley  
Celeste Wallace  
Flora Bordley  
Rolenia Demby  
Bessie Dickerson  
David Taylor  
Tony Winchester  
Ursula Ward  
Bill Ward  
Daniel Ward  
Angela Ward  
Thurston and June Harris  
Sammie Crossley  
David Semans

Commissioner DeMoss called the meeting to order at 7:00 p.m.

Old Business:

Minutes of the February 21, 2018, Town Meeting was presented. Commissioner Wallace moved to accept the minutes. The motion was unanimously approved with no further discussion.

Treasurer's Reports from February and March 2018 were presented. Commissioner Clough moved to accept the Treasurer's Report. The motion to accept the Treasurer's Report was approved with no further discussion.

Public Safety Report – Sheriff's Office – No report.

Administrator Report – Debbie Bowden reported on the following:

- Queen Anne's County tax differential – Under the County's budget, the Town will receive a rebate of in the range of \$10,000 to \$11,000 for public services that the Town provides
- Speed limit signs – SHA is undergoing a traffic engineering study

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- Comprehensive Plan update –update continues. Maryland Department of Planning has reviewed and provided input on the first draft. Waiting for review and input from Queen Anne’s County Planning.
- Zoning Administrator versus Code Inspector versus Enforcement – Mrs. Bowden provided clarification that the Zoning Administrator reviews and comments on the use of property, the Code Inspector inspects buildings and grounds, and enforcement is conducted for both. The Town must update its comprehensive plan and zoning ordinance and adopt up to date version of building codes and other codes before beginning enforcement. Further, the enforcement must be uniform and discreet.
- Sewer Project Update – Provided a list of property uses to the Town of Sudlersville for the purpose of determining sewer usage (i.e. EDU’s). Sudlersville is awaiting comments from state agencies on permit approvals, working on an updated Intergovernmental Agreement, and moving forward with the rate study.
- Welcome to Barclay street signs – State Highway Administration is producing State-issued signs “Welcome to Barclay” with the town new seal.

Introduction – Charter Amendment Resolution No.: 2018-01

A CHARTER AMENDMENT RESOLUTION OF THE COMMISSIONERS OF BARCLAY, MARYLAND PASSED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE CONSTITUTION OF MARYLAND AND §§ 4-302(1) AND 4-304 OF THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE TO AMEND THE CHARTER OF THE TOWN OF BARCLAY FOR THE PURPOSES OF: 1) CLARIFYING AND UPDATING CERTAIN PROVISIONS OF THE CHARTER TO BETTER REFLECT THE PRACTICES AND PROCEDURES OF THE TOWN; 2) MAKING STYLISTIC AND GRAMMATICAL CHANGES; 3) CORRECTING MISPELLINGS AND INCONSISTENCIES; 4) AMENDING CERTAIN PROVISIONS RELATING TO THE DESCRIPTION OF THE CORPORATE BOUNDARIES OF THE TOWN, THE QUALIFICATIONS OF THE COMMISSIONERS, THE FILLING OF VACANCIES ON THE COMMISSION, VOTER REGISTRATION, THE APPOINTMENT, REMOVAL, AND POWERS AND DUTIES OF THE CLERK-TREASURER, THE PAYMENT AND COLLECTION OF TOWN TAXES, THE TOWN’S BORROWING AUTHORITY, THE EXEMPTION OF CERTAIN CONTRACTS AND PURCHASES FROM THE TOWN’S COMPETITIVE BIDDING REQUIREMENTS, AND THE TAKING OF THE OATH OF OFFICE BY CERTAIN ELECTED AND APPOINTED TOWN OFFICIALS; 5) PROVIDING FOR A VICE PRESIDENT OF THE COMMISSION AND THE POWERS AND DUTIES THEREOF; 6) DELETING PROVISIONS REGARDING THE RIGHT OF REFERENDUM WITH RESPECT TO ORDINANCES; 7) PROVIDING THAT A VIOLATION OF THE ORDINANCES OF THE TOWN MAY BE A MUNICIPAL INFRACTION OR A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING ONE THOUSAND DOLLARS FOR A MUNICIPAL INFRACTION AND A FINE NOT EXCEEDING ONE THOUSAND DOLLARS AND/OR IMPRISONMENT FOR A PERIOD NOT EXCEEDING THIRTY DAYS FOR A MISDEMEANOR; 8) PROVIDING THAT THE COMMISSION MAY DESIGNATE THE CLERK-TREASURER TO ACT IN LIEU OF AN ESTABLISHED BOARD OF SUPERVISORS OF ELECTIONS; 9) PROVIDING FOR THE CANCELLATION OF UNCONTESTED ELECTIONS; 10) PROVIDING FOR ABSENTEE BALLOTS; AND 11) SUCH OTHER MATTERS GENERALLY RELATING TO THE CONTINUED EXISTENCE AND OPERATION OF THE TOWN AND PROVIDING THE PROCEDURES TO BE FOLLOWED FOR THE EFFECTIVENESS OF THE CHARTER AMENDMENTS EFFECTUATED BY THIS CHARTER AMENDMENT RESOLUTION; PROVIDING THAT

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THE TITLE OF THIS CHARTER AMENDMENT RESOLUTION SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO THE CHARTER OF THE TOWN OF BARCLAY. The Resolution will be presented for a public hearing at the May 16, 2018, Town Meeting. A copy of the Resolution will be available in the Town Office.

Wye Oak Plaque –President DeMoss continues to work on getting the plaque to commemorate the tree.

Trap Hill Ditch / Drainage update – No report.

New Business:

Town Manager candidate – Virginia Albers has expressed an interest in being considered for Town Manager. The Maryland Rural Development Corporation (MRDC) can provide a grant (match required) for Town Manager services. Mrs. Albers has four years of experience as Goldsboro Town Clerk-Treasurer and is trained in code enforcement. She is currently Greensboro’s Clerk-Treasurer, but will be leaving that position. The Commissioners would like to meet with Mrs. Albers and pursue this opportunity.

Speed signs – President DeMoss researched new speed signs. He spoke with State Highway Administration (SHA) – if the Town purchased the signs, it can be installed on right-of-way with a permit. No

REEB sign – President DeMoss spoke to someone at REEB about replacing its sign at the northeast corner of Routes 302 and 313. He offered that the Town would take down the old sign and install a new “Welcome to Barclay” sign at cost for a sign company.

Banner brackets – President DeMoss requested purchasing 16 banner brackets at cost of \$35.00 each. Mrs. Bowden noted that SHA informed the Town that banner can only be installed over SHA right-of-way for specific events, with a timeline of remaining up, and a permit must be obtained every time. However, if the banners are hung not over the SHA right-of-way, a permit is not needed. The Commissioners agreed that President DeMoss can purchase 20 brackets at \$35.00 each (total \$700.00) for banners to be installed not over SHA right-of-way.

Bushes in front of Town Meeting Hall – President DeMoss will remove the shrubbery in front of the Town Meeting Hall.

Correspondence:

No correspondence.

Public Forum:

David Taylor asked for clarification on the summary on the Agenda regarding the Charter Amendment Resolution No. 2018-01. Mrs. Bowden noted that was an error on the agenda. She read the correct summary for the record.



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Mr. Taylor suggested that the Commissioners consider changing the Charter further to require that the President of the Commission serve a one year term. The matter will be reviewed and considered during the Charter Amendment Resolution No.: 2018-01 public hearing on May 16, 2018.

Mr. Taylor expressed concern at the effectiveness of having banners facing away for SHA right-of-way. Consensus was that the banners will still be seen.

Rolenia Demby asked for clarification on Sudlersville's process of getting an interim loan. Sudlersville is working with two banks to get funds to start the project, but the project has not been started.

Justin Crossley encouraged the Commissioners to develop a real plan for clearing out the Trap Hill Ditch. President DeMoss opined that despite technically it being individual property owner responsibility, he feels that Town should provide the service of clearing the ditch to encourage water flow. Commissioner Clough noted that without it being cleared out upstream, the resources spent on clearing out the ditch in Town will not be a sustainable solution. The Commissioners will start conversations with property owners upstream, out of Town, to encourage them to clear out the ditch.

Daniel Ward asked for clarification on the additional charges for annexation. Mrs. Bowden explained that the \$510.00 annexation fee did not go to any other taxing authority at the county or state level and should not affect Mr. Ward's mortgage. However, the issue may be surrounding the additional taxes due because the property is now in Town – property in Town is assessed property tax for the County and for the Town. Mrs. Bowden will speak with any Town property owner about additional taxes offline.

Tony Winchester asked that the street signs showing the Town boundaries be moved to the actual boundaries. Mrs. Bowden noted that SHA is developing new signs, which should be installed at the actual boundaries.

Mr. Taylor asked for clarification on whether the Town is going to purchase speed signs. President DeMoss noted that no decision was made to purchase signs.

Mr. Winchester asked if there is a map of the Town boundaries. Mrs. Bowden replied that there is a map in the Town Office, and Mr. Winchester can coordinate with her to look at the map.

#### Announcements:

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Commissioner Wallace moved to adjourn. The meeting was adjourned at 8:00 p.m.

Respectively submitted by Deborah Bowden, Clerk-Treasurer