

TOWN OF BETTERTON
Mayor & Council Meeting
October 12, 2021 @ 7:00 P.M.
Betterton, MD 21610

Meeting was held via GotoMeeting link.

IN ATTENDANCE: Mayor Donny Sutton, Councilman Bill Fracassi, Councilman Wayne Gilchrest, Councilman Harry Marcy, Town Manager Tom Mogle, Town Clerk Sheila Dlugoborski, and Town Attorney Tom Yeager.

RESIDENTS: (in person and virtually via GoTo link) Dick and Ginny Story, Clyde Warden, Larry Crew, Cheryl Fracassi, Sharon Sutton.

MINUTES: *Councilman Fracassi motioned to approve the Mayor and Council Meeting minutes of the September 14, 2021 meeting. There was no Council Workshop meeting on September 28, 2021. Seconded by Councilman Pyfer; all in favor, motioned carried.*

FINANCIAL REPORT: *Councilman Fracassi motioned to approve the September 2021 financial report; seconded by Councilman Gilchrest; all in favor, motioned carried.*

SHERIFF'S REPORT: Mayor Sutton read the September report.

GUEST SPEAKERS: None

COMMITTEE REPORTS:

BCC: No Report.

BCDC: Ginny Story reported that the "Ark" Fishing Shanty was on display at the Rock Hall Fall Festival last Saturday. Thanked Larry Crew and Wayne Gilchrest for representing Betterton in Rock Hall. The Betterton Heritage Museum will be open on the weekends through the end of October.

PLANNING: Met last Monday. Asking Council to nominate and appoint another person to be on the board. Tom Mogle will be attending the MD Planning virtual conference the end of this month.

APPEALS BOARD: No Report.

ROADS: No Report.

PARK: The mister system should be shut down for the season.

SAFETY: No Report.

FIRE CO.: Dick Story reported that the fire company are re-doing their by-laws and expanding the board of directors from 5 to 8 directors with a designee from Council being one of them.

WATER/SEWER: Mayor Sutton read report submitted from Jeff Miller, Plant Operator.

SUSTAINABLE COMMUNITIES: Setting up a meeting in the near future.

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Trash: September 2021 – 11.59 Tons
Recycling: September 2021 - 3.10 Tons

Town Manager Report – Bayside—Still no word on final review. All homeowners have paid their contributions. Ericsson—Chris Rogers stopped by last week. He needs Ericsson maps with water and sewer. Jeff and Donny have maps. We need to make digital copies to send for Prelim. We also need to complete CDBG Semi-Annual Report. We are also waiting for a bill AECOM.

USDA—Email Terry Fearins and find out where we stand with sludge bed and future work with Ericsson. And why isn't the rep returning emails?

The Town Hall Park The Jewel needs repair and some parts replaced.

Maryland Rural Water to complete a water study to determine how much water is being used.

Road improvement report for SHA. Need to speak to Jeff, Wayne, Donny about the road work.

Follow up with T-Mobile Grant—contact architects. Get two more letters.

Follow-up with Betterton Beach task force. Virtual Meeting reviewing park surveys and recommendations. I contacted Myra to arrange a date for the meeting. Contact Joe Stock, Rick Bisgyer, Tom, and Pat for recommendations.

Pull email from Dave Dahlstrom for solar grant.

Galena about their mapping system.

Jeff and Town Manager Mogle are beginning the process of replacing a backup generator and installing outlets to the other pumping stations.

\$155,761.00—Total award for 2021

18,092.00—Retro pay to town employees working through COVID

\$137,669.00—Remaining

- HVAC replacement with new filter system
- Audio improvement for meetings
- Generator for pump station
- Locator and mapping service

Mayor Sutton asked when the work would begin on the tennis courts. Mr. Mogle stated that he is still waiting on the final approval on the grant. Thinking it would be mid-spring.

Councilman Marcy asked if the Bayside Bluff project is ready to go? Mayor Sutton replied that we are awaiting the final okay from MEMA and FEMA. Mayor Sutton asked Mr. Yeager to put into a form of a contract amendment with the awarded contractor stating that any damages to roads and/or infrastructure would be repaired/replaced at the contractors' expense in a timely manner.

Councilman Marcy asked about the status of the bid process of the Rigbie bank clearing. Mr. Mogle replied that he spoke with Bill Manners and the Rigbie Bluff Association provided the feedback to him with the terminology for the RFP. A representative from Unity Landscaping which specializes in bluff repair/reconstruction, will be onsite later this month and may be interested in submitting a proposal.

UNFINISHED BUSINESS:

Vote on HVAC system bids - Two bids were received.

1. AIRESERV Heating & Air Conditioning - All systems options \$6,480 with addition of PureAir air purifier \$2,850 totaling \$9,330. 2-year parts warranty and labor from Aire Serv of the Eastern Shore; subsequent 5 years on all parts from manufacturer.
2. Montgomery Heating and Cooling, LLC – Removal of old HVAC and install new systems with 10-year warranty and 1 year warranty on labor. \$15,266.00. Council will vote on at next meeting. Town

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Unfinished Business cont'd.

Manager is to verify with Montgomery Heating and Cooling if the new units include air purifiers and will all units be replaced.

Montgomery Heating and Cooling, LLC has also stated they can include an Aprilaire 2210 media filter (4" thick) which is a MERV13 filtration system at no extra cost. The filters run about \$45-\$50 per filter and we recommend changing them at least every six months and sometimes every three months depending on the season and traffic. Annual budget for operating expenses of the filters would be roughly \$100 - \$200. Generally speaking we don't have an 100% accurate COVID purification system as the data is not 100% conclusive yet. We usually recommend installing fresh air into the building to help dilute the air stream and even better an ERV or a system which exhaust air too-- this helps exchange and turnover the air in the building. An ERV option is usually around \$2,000 depending on options and feasibility but I would still recommend the Aprilaire filter and looking at adding the ERV at a later date, if necessary.

Vote on HVAC – Mayor Sutton stated that the town would be using funds from American Rescue Plan Act (ARP). Discussion on the difference between the two bids and what each are offering. *Councilman Fracassi motioned to accept Montgomery Heating and Cooling, LLC bid with provisions; Councilman Gilchrest seconded; all in favor; motion carried.*

NEW BUSINESS: None

OPEN FORUM: Suggestion for Ericsson Avenue signage to add small name plate for Crew's Landing Road.

Betterton business signage as you come in town – have Barbara's on the Bay removed and add the Betterton Heritage Museum.

Cheryl Fracassi commented that the mailboxes on Wheeler Avenue were knocked down. Asked who would be responsible for replacing the post and mailboxes. The ones that were put up during the re-construction of Wheeler Avenue were done through the grant. After some discussion, it was decided that the homeowners are to replace the mailboxes. There was also discussion about the mulch in the rain garden area of Wheeler Avenue and who's responsibility it is to replace said mulch and weed the area. It was decided not to continue with the mulch due to it clogging up the storm drains and was replaced with small gravel.

Town Attorney, Tom Yeager stated that the Internet Service provider leases were a 5-year lease, and the county is not interested in renewing the lease due to the fiber optics project through the county. At this time, they are on a month-to-month lease. Will need to send letters to current tower lease holders with new leases and increase the rental charge.

Larry Crew announced that the train show would be held the first weekend in December.

Clyde Warden commented that the play area at Town Hall would be good for an Eagle Scout project. Wayne Gilchrest also said that it would be a good project for the high school carpentry class.

ANNOUNCEMENTS:

Betterton United Methodist Youth Group – Ages 6 – 16. Oct. 22nd, Nov. 5th & 19th, 6:30 – 8 p.m. -
Dec. 11th Annual Christmas Party 3 – 5 p.m. at the Legion.

Betterton Legion – Open Mic night – Every Thursday beginning at 7.

Bingo on Sundays, doors open at 12:30 p.m. starts at 2.

Halloween Party – Saturday, Oct. 30th at 8 p.m.

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Motion was made by Councilman Marcy to close the October 12, 2021, seconded by Councilman Fracassi; all in favor; Motion carried.

Meeting adjourned at 8:24 p.m.
Respectfully submitted,

Approved:

Sheila Dlugoborski, Town Clerk/Treasurer

Town of Betterton

Profit & Loss Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Real Estate Taxes	198,514.82	215,500.00	-16,985.18	92.1%
4020 · Interest - R/E Taxes	1,892.47	2,000.00	-107.53	94.6%
4025 · RE Tax Penalty	0.00	50.00	-50.00	0.0%
4026 · Real Estate Tax Refunds	-1,457.38			
4030 · Personal Property Taxes	4,478.16	5,100.00	-621.84	87.8%
4040 · Cable Franchise	58.00	3,400.00	-3,342.00	1.7%
4050 · Income Taxes	4,992.11	32,000.00	-27,007.89	15.6%
4060 · Highway User Revenue	17,452.94	27,866.00	-10,413.06	62.6%
4070 · Traders License	0.00	50.00	-50.00	0.0%
4080 · Permits - Bld & Plbg				
Building	105.00	1,500.00	-1,395.00	7.0%
Rental	50.00	1,800.00	-1,750.00	2.8%
Total 4080 · Permits - Bld & Plbg	155.00	3,300.00	-3,145.00	4.7%
4085 · Critical Area Reforestation Fun	5,495.00	100.00	5,395.00	5,495.0%
4090 · Miscellaneous	402.55	2,500.00	-2,097.45	16.1%
4100 · Post Office Rent	850.00	2,550.00	-1,700.00	33.3%
4101 · Tower Rental	6,113.21	15,358.00	-9,244.79	39.8%
4110 · County Grant in Aid [Tax Diff.]	160,076.00	143,500.00	16,576.00	111.6%
4170 · Interest Income	132.95	500.00	-367.05	26.6%
Total Income	399,155.83	453,774.00	-54,618.17	88.0%
Gross Profit	399,155.83	453,774.00	-54,618.17	88.0%
Expense				
6000 · General Government				
6001 · Advertising	242.75	1,000.00	-757.25	24.3%
6002 · Elections	0.00	0.00	0.00	0.0%
6003 · Audit Fees	3,000.00	6,000.00	-3,000.00	50.0%
6004 · Legal Fees	1,493.50	3,000.00	-1,506.50	49.8%
6005 · Office Utilities	2,533.68	10,000.00	-7,466.32	25.3%
6006 · Office Capital	0.00	500.00	-500.00	0.0%
6007 · Contributions	0.00	450.00	-450.00	0.0%
6008 · Office Maintenance & Repair	1,787.54	3,500.00	-1,712.46	51.1%
6009 · Office Expense	1,704.53	4,500.00	-2,795.47	37.9%
6012 · Circuit Rider/Town Manager	0.00	0.00	0.00	0.0%
6014 · Engineers/Planners	0.00	0.00	0.00	0.0%
6015 · Dues & Subscriptions	2,092.56	3,000.00	-907.44	69.8%
6016 · Travel & Training	414.74	2,000.00	-1,585.26	20.7%
6017 · Meetings & Conventions	141.00	5,000.00	-4,859.00	2.8%
6018 · Holiday Party	0.00	300.00	-300.00	0.0%
6019 · Equipment Lease	613.35	1,920.00	-1,306.65	31.9%
6021 · Bank Charges	127.75	455.00	-327.25	28.1%
6022 · Insurance	12,838.00	7,500.00	5,338.00	171.2%
6023 · Planning & Zoning	0.00	100.00	-100.00	0.0%

Town of Betterton
Profit & Loss Budget vs. Actual
 July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
6024 · Board of Appeals	0.00	250.00	-250.00	0.0%
6030 · Critical Areas	0.00	0.00	0.00	0.0%
6040 · Debt Service (MPB Church)	7,731.12	23,200.00	-15,468.88	33.3%
6045 · Miscellaneous Expense	46.08	300.00	-253.92	15.4%
Total 6000 · General Government	34,766.60	72,975.00	-38,208.40	47.6%
6100 · Parks				
6101 · Operations & Maintenance	169.61	700.00	-530.39	24.2%
6102 · Utilities	715.62	1,300.00	-584.38	55.0%
6103 · Park Capital	0.00	1,500.00	-1,500.00	0.0%
Total 6100 · Parks	885.23	3,500.00	-2,614.77	25.3%
6200 · Public Works				
6201 · Street Lighting	3,447.37	13,000.00	-9,552.63	26.5%
6203 · Mosquito Control	0.00	650.00	-650.00	0.0%
6205 · Trash Collection (pick-up fee)	9,282.00	28,000.00	-18,718.00	33.2%
6206 · Recycling Fees	3,450.00	13,300.00	-9,850.00	25.9%
6209 · Truck expense	0.00	3,000.00	-3,000.00	0.0%
6210 · Shop Utilities	690.01	3,000.00	-2,309.99	23.0%
6211 · Shop Operations & Maintenance	359.98	1,750.00	-1,390.02	20.6%
6214 · Street Operations & Maintenance	1,319.98	6,500.00	-5,180.02	20.3%
6215 · Street O & M Rental Equipment	0.00	0.00	0.00	0.0%
Total 6200 · Public Works	18,549.34	69,200.00	-50,650.66	26.8%
6300 · Public Safety				
6301 · Inspections/Code Enf.	1,560.00	6,250.00	-4,690.00	25.0%
6302 · Appropriation to Fire Co	0.00	5,000.00	-5,000.00	0.0%
6303 · Police Overtime	1,349.66	5,000.00	-3,650.34	27.0%
Total 6300 · Public Safety	2,909.66	16,250.00	-13,340.34	17.9%
6560 · Personnel				
6562 · Payroll Wages	45,190.98	150,000.00	-104,809.02	30.1%
6563 · Council Wages	1,125.00	5,400.00	-4,275.00	20.8%
6564 · Benefits	6,889.08	15,000.00	-8,110.92	45.9%
6566 · Payroll taxes	4,546.60	11,500.00	-6,953.40	39.5%
6567 · Company Match	0.00	1,780.00	-1,780.00	0.0%
6560 · Personnel - Other	18,092.00			
Total 6560 · Personnel	75,843.66	183,680.00	-107,836.34	41.3%
Total Expense	132,954.49	345,605.00	-212,650.51	38.5%
Net Ordinary Income	266,201.34	108,169.00	158,032.34	246.1%

Town of Betterton
Profit & Loss Budget vs. Actual
 July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
4035 - Grants				
4035.2 - FEMA Grant Income	0.00	0.00	0.00	0.0%
4035.5 - Grant - Bayside Shoreline				
4035.6 - Resident Offset Income-Bayside	0.00	0.00	0.00	0.0%
4035.5 - Grant - Bayside Shoreline - Other	2,037.00	0.00	2,037.00	100.0%
Total 4035.5 - Grant - Bayside Shoreline	2,037.00	0.00	2,037.00	100.0%
4035.7 - Storm Management Wheeler/Baysid	0.00	0.00	0.00	0.0%
4036 - Grant - CBT - Greener Wheeler A	0.00	0.00	0.00	0.0%
4035 - Grants - Other	0.00	0.00	0.00	0.0%
Total 4035 - Grants	2,037.00	0.00	2,037.00	100.0%
Total Other Income	2,037.00	0.00	2,037.00	100.0%
Other Expense				
Capital Imps. W/ Grants				
6035.2 - FEMA Grant Expenses	0.00	0.00	0.00	0.0%
6035.3 - Rigbie Steps Expenses	4,784.50	0.00	4,784.50	100.0%
6035.7 - Storm Mgmt Wheeler/Baysid Expen	135.00			
6036 - Cap Imp Green Wheeler Ave Exp	0.00	0.00	0.00	0.0%
6041 - American Resuce Grant Expenses	0.00	0.00	0.00	0.0%
6042 - Ericsson Ave Expenses	108.00			
Capital Imps. W/ Grants - Other	0.00	0.00	0.00	0.0%
Total Capital Imps. W/ Grants	5,027.50	0.00	5,027.50	100.0%
Total Other Expense	5,027.50	0.00	5,027.50	100.0%
Net Other Income	-2,990.50	0.00	-2,990.50	100.0%
Net Income	263,210.84	108,169.00	155,041.84	243.3%

Town of Betterton - Water & Sewer Fund
Profit & Loss Budget vs. Actual
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · WWTP Income [Sewer]	68,091.00	275,000.00	-206,909.00	24.8%
4001 · User Fees-Sewer				
Total 4000 · WWTP Income [Sewer]	68,091.00	275,000.00	-206,909.00	24.8%
4010 · Bay Restoration Fees	243.00	1,000.00	-757.00	24.3%
4100 · WTP Income [Water]	34,690.75	115,000.00	-80,309.25	30.2%
4101 · User Fees - Water	3,750.00			
4105 · Hook Up fees - Water				
Total 4100 · WTP Income [Water]	38,440.75	115,000.00	-76,559.25	33.4%
4200 · W/S Administrative Income	59,900.00	64,500.00	-4,600.00	92.9%
4201 · Special Assessment	287.82	1,600.00	-1,312.18	18.0%
4203 · Interest Income	59.80	100.00	-40.20	59.8%
4204 · Late Fees				
Total 4200 · W/S Administrative Income	60,247.62	66,200.00	-5,952.38	91.0%
Total Income	167,022.37	457,200.00	-290,177.63	36.5%
Gross Profit	167,022.37	457,200.00	-290,177.63	36.5%
Expense				
5000 · WWTP Expenses [Sewer]				
5001 · Chemicals - WWTP	6,739.05	28,000.00	-21,260.95	24.1%
5004 · Lab - WWTP	4,817.74	20,000.00	-15,182.26	24.1%
5005 · Operator Back Up - Sewer	2,631.50	1,000.00	1,631.50	263.2%
5006 · Operations & Main. - Sewer	1,472.93	21,500.00	-20,027.07	6.9%
5007 · Oper & Main - Rental - Sewer	0.00	500.00	-500.00	0.0%
5008 · Sludge Expense - Sewer	667.32	3,000.00	-2,332.68	22.2%
5009 · Utilities - Sewer	12,930.06	50,000.00	-37,069.94	25.9%
5012 · WWTP Upgrade Bridge Loan	0.00	134,000.00	-134,000.00	0.0%
5013 · Legal Fees	0.00	500.00	-500.00	0.0%
5014 · NEW WWTP LEGAL FEES	360.00			
5015 · Equipment Warranty Expense	1,667.97	6,500.00	-4,832.03	25.7%
Total 5000 · WWTP Expenses [Sewer]	31,286.57	265,000.00	-233,713.43	11.8%

Town of Betterton - Water & Sewer Fund

Profit & Loss Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
5100 · WTP Expenses [Water]				
5101 · Chemicals - WTP	2,930.56	10,000.00	-7,069.44	29.3%
5104 · Lab - WTP	0.00	2,200.00	-2,200.00	0.0%
5105 · Operator Back up - Water	2,631.50	1,000.00	1,631.50	263.2%
5106 · Operations & Main. - Water	272.78	7,000.00	-6,727.22	3.9%
5107 · Oper & Main - Rental - Water	0.00	500.00	-500.00	0.0%
5108 · LP Gas WTP	0.00	2,000.00	-2,000.00	0.0%
5109 · Utilities - Water	692.89	2,000.00	-1,307.11	34.6%
5111 · WTP Capital Improvements	9,790.23	35,733.00	-25,942.77	27.4%
Total 5100 · WTP Expenses [Water]	16,317.96	60,433.00	-44,115.04	27.0%
5300 · W/S Administrative Expenses				
5301 · Audit	3,000.00	6,000.00	-3,000.00	50.0%
5302 · Bank Service Charges - W/S	0.00	50.00	-50.00	0.0%
5303 · Billing	1,989.25	1,300.00	689.25	153.0%
5304 · Conference & Meetings	0.00	1,250.00	-1,250.00	0.0%
5306 · Contingency	0.00	2,500.00	-2,500.00	0.0%
5308 · Dues & Subscriptions	3,424.50	700.00	2,724.50	489.2%
5309 · Insurance	12,838.00	7,000.00	5,838.00	183.4%
5310 · Miscellaneous Expense	50.50	300.00	-249.50	16.8%
5311 · Office Supplies	355.12	250.00	105.12	142.0%
5312 · Principal & Int Expense	23,175.00	14,000.00	9,175.00	165.5%
5313 · Travel & Training	300.00	1,000.00	-700.00	30.0%
Total 5300 · W/S Administrative Expenses	45,132.37	34,350.00	10,782.37	131.4%
6500 · Personnel				
6560 · Payroll Wages	17,109.39	67,934.00	-50,824.61	25.2%
6562 · Payroll taxes	1,299.81	8,000.00	-6,700.19	16.2%
6564 · Employee Benefits	4,679.58	18,000.00	-13,320.42	26.0%
6565 · Company Match	0.00	2,800.00	-2,800.00	0.0%
Total 6500 · Personnel	23,088.78	96,734.00	-73,645.22	23.9%
Total Expense	115,825.68	456,517.00	-340,691.32	25.4%
Net Ordinary Income	51,196.69	683.00	50,513.69	7,495.9%
Net Income	51,196.69	683.00	50,513.69	7,495.9%