

**The Mayor and Commissioners
of the Town of Elkton**

October 18, 2023

The Mayor & Commissioners of the Town of Elkton (the "Board") held a regularly scheduled meeting on this date at 12:00 p.m. The following persons attended the meeting either in person or virtually: Mayor Robert J. Alt; Commissioners Jean A. Broomell; Charles H. Givens, Sr.; Robert M. Massimiano; and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Director of Finance Steven H. Repole; Assistant Finance Director A. Beth Moran; Elkton Police Chief Carolyn Rogers; Planning Assistant Quinn Krenzel; Director of Human Resources Andy Rodriguez; Human Resources Specialist Danielle Pelagatti; Director of Building & Zoning Charles A. Bromwell; Department of Public Works Logistics Coordinator Bryan MacQueen; Assistant Town Administrator L. Michelle Henson; Town Attorney John P. Downs, Esquire.

Notice of Closed Meeting

On Wednesday, October 11, 2023, during a regularly scheduled meeting of the Mayor & Commissioners of the Town of Elkton (the "Board"), a Closed Meeting was requested and approved by all present pursuant to State Government Statutory Authority to Close Session, General Provisions Article, §3-305(b) (7) To consult with counsel to obtain legal advice on a legal matter. Attendance: Mayor Robert J. Alt; Commissioners Jean A. Broomell, Charles H. Givens, Sr., Robert M. Massimiano and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Director of Finance Steven H. Repole; Chief of Police Carolyn Rogers; Assistant Town Administrator L. Michelle Henson; and Town Attorneys John P. Downs, Esquire and Steven Bers, Esquire.

Mayor Alt called the meeting to order and led those in attendance in the Pledge of Allegiance.

ACTION: The minutes of the October 4, 2023 meeting were approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present with no corrections.

ACTION: The Financial Report and the bills submitted for payment were approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Massimiano and approved by all present.

Commissioner Givens stated the upgrades to the Town's Financial software resulted in user friendly reports.

Commissioner Broomell questioned the timeframe for updated utility bills. Mr. Repole stated updates to utility bills will take additional time.

Charter Amendment §C9-4 Collective Bargaining for Non-Sworn Employees

Mayor Alt stated the Board met with counsel to discuss a request to amend the Town Charter to provide for creation of a collective bargaining unit for non-sworn employees. He asked the Board for a vote to move forward with drafting a Resolution amending the Town Charter vs. placing before the Town voters via referendum at the May 14, 2024 Municipal Election, adding that the Resolution will be presented at the November 1, 2023 meeting.

Mr. George added that the Resolution, if approved by the Board, will become effective 50 days after its acceptance.

ACTION: The request to move forward in drafting a Resolution amending Town Charter §C9-4 for the purpose of creation of a collective bargaining agreement for non-sworn personnel was approved on a motion made by Commission Piner. The motion was seconded by Commissioner Massimiano and approved by all present.

Town Administrator's Report

Proclamation P55-2023 Economic Development Week October 23-27, 2023

Mr. George presented Proclamation P55-2023, proclaiming October 23-27, 2023 as Economic Development Week in Elkton. A copy of Proclamation P55-2023 was placed in the record of the minutes.

ACTION: Proclamation P55-2023 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

Discussion - Annual Budgetary Supplement for Singerly Fire Company

Mr. George stated he and Mr. Repole reviewed a request from Singerly Fire Company to amend the Town Charter to provide for defined contribution on an annual basis. Mr. George asked the Board to consider an annual supplemental contribution which is based upon the Town's financial status vs. amending the Town Charter by defining a specific amount.

Commissioner Broomell expressed support for Mr. George's suggestion, stating it is a fiscally responsible course of action.

Mayor Alt concurred with Commissioner Broomell, stating a supplemental contribution provides flexibility for future Boards.

Public Works Agreement - Southfields of Elkton Capital Development LLC

Mr. George presented a Public Works Agreement (PWA) between Southfields of Elkton Capital Development LLC and the Town regarding construction of public improvements associated with the Southfields Planned Unit Development.

ACTION: The PWA between Southfields of Elkton Capital Development LLC and the Town regarding public improvements associated with the Southfields Planned Unit Development was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Givens and approved by all present.

Right of Entry Agreement - Sandy Island LLC
Regarding Property Located at 101 West Main Street

Mr. George, referring to fire-damaged property located at 101 West Main Street, stated he contacted Sandy Island LLC, the owner of record, to obtain permission for a structural analysis which is to be conducted by an engineer engaged by the Town.

Mr. George requested the Board's approval of a proposal from Frederick Ward Associates to conduct the analysis at a cost of \$5,000.

Mayor Alt expressed his desire that the Town could place a lien against the property to recoup the cost.

Commissioner Massimiano questioned the timeframe for completion of the analysis. Mr. George stated his expectation that the analysis, if approved by the Board, will occur within the month.

ACTION: The proposal from Frederick Ward Associates to conduct a structural analysis of the property located at 101 West Main Street was approved on a motion made by Commissioner Broomell. The motion was seconded by Commissioner Givens and approved by all present.

Mayor Alt's Report

Mayor Alt stated the annual Maryland 5 Star Event at Fair Hill will take place during the weekend of October 19-22.

Mayor Alt stated the Cecil County Rotary Club recently raised funds to support the renovation of the Elkton Library Business Center.

Commissioner Massimiano's Report

Commissioner Massimiano expressed appreciation to the Cecil Whig reporter Matt Hubbard for a recent article about Commissioner Massimiano's service.

Commissioner Massimiano thanked the Cecil County Chamber of Commerce for their recent bonfire event.

Commissioner Piner's Report

Commissioner Piner requested trimming of a tree located at the north west corner of the intersection of Bow Street and Railroad Avenue, stating the limbs are blocking the Stop sign.

Commissioner Broomell's Report

Commissioner Broomell asked the Board to provide attendance information for the upcoming Christmas Gala.

Commissioner Broomell queried when notices will be delivered to residents regarding the Town's transition to a new trash / recycling collection contractor. Mr. MacQueen stated delivery of notices commenced this week.

Discussion ensued regarding pickup and disposal of carts associated with the Town's former hauler.

Commissioner Broomell questioned the status of installation of a pad for placement of a basketball hoop at Danford Drive. Chief Rogers stated she is in communication with property owners of the neighborhood to arrive at a solution for all parties.

Public Comment

Ms. Pat Opal announced the annual Halloween Parade is scheduled for Friday, October 20th at 7:00 p.m.

Mr. Robert Muller, representing Singerly Fire Company, thanked the Board for its ongoing support of Singerly.

Mr. Muller stated Singerly will host a Trunk or Treat event at 300 Singerly Road on October 27th and will host an Open House on November 11th.

Chief Rogers stated the Department of Emergency Services will host a train derailment table top exercise on November 2nd.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 12:50 p.m.

L. Michelle Henson
Assistant Town Administrator

**A VIDEO RECORDING OF THIS MEETING RETAINED AT THE ADMINISTRATION
OFFICE**

Note: The minutes of regularly scheduled public meetings conducted by the Mayor and Commissioners of the Town of Elkton, following their approval, are posted at www.elkton.org.

Mayor & Commissioners Meeting Minutes
October 18, 2023

The minutes, in hard copy format, are retained indefinitely by the Town of Elkton, Administration Office, 100 Railroad Avenue, Elkton, Maryland 21921.