

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

December 20, 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; Director of Planning Jeanne D. Minner; Planning Assistant Quinn Krenzel; Director of Human Resources Andy Rodriguez; Director of Building & Zoning Charles A. Bromwell; Director of Public Works J. Daniel Handley, P.E.; Assistant Town Administrator L. Michelle Henson; Town Attorney John P. Downs, Esquire.

Mayor Alt called the meeting to order at 12:00 p.m. and lead the participants in the Pledge of Allegiance.

ACTION: The minutes of the December 6, 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 Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

Budget Amendment 2023-07

Mr. Repole presented Budget Amendment 2023-07 to recognize Insurance proceeds in the amount of \$103,857 for repairs associated with damages associated with a water leak and subsequent flooding at the Elkton Municipal Building.

ACTION: Budget Amendment 2023-07 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

Budget Amendment 2023-08

Mr. Repole presented Budget Amendment 2023-08 to recognize Critical Area reimbursement of \$7,000 for Planning & Zoning Engineering Costs.

ACTION: Budget Amendment 2023-08 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

Budget Amendment 2023-09

Mr. Repole presented Budget Amendment 2023-09 to recognize the receipt and expense of Elkton Downtown Façade Grant Funds in the amount of \$43,741 through the Community Legacy Program. He stated the grant funds are paid to the Alliance Façade Program via the Town of Elkton.

ACTION: Budget Amendment 2023-09 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Budget Amendment 2023-10

Mr. Repole presented Budget Amendment 2023-10 recognize the receipt of Grant Funds in the amount of \$173,816 for the purchase of (7) License Plate Readers.

ACTION: Budget Amendment 2023-10 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

Budget Amendment 2023-11

Mr. Repole presented Budget Amendment 2023-11 to pay off the balance of a vehicle loan from Fiscal Year 19 in the amount of \$271,767 in order to save interest expense that was greater than current interest earnings.

ACTION: Budget Amendment 2023-11 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

Budget Amendment 2023-12

Mr. Repole presented Budget Amendment 2023-12 to recognize American Rescue Plan Act (ARPA) funded expenditures in the amount of \$1,487,290.

ACTION: Budget Amendment 2023-12 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Holiday Decorating Contest

Mayor Alt announced the following winners of the Holiday Decorating Contest:

- 1st Place: Ms. Crystal Johnson
- 2nd Place: Ms. Suzanne Besante
- 3rd Place: Ms. Nicole Raymont
- 4th Place: Mr. Matthew Hiland

Mayor Alt stated winners will receive gift cards from local businesses in the following amounts:

1st Place: \$125
2nd Place: \$75
3rd Place: \$60
4th Place: \$40

Mayor Alt, noting that the contest is limited to residents who reside within Town limits, expressed his desire to include all residential water and sewer customers, regardless of whether they reside in or out of the municipal limits of Elkton. It was the consensus of the Board to permit all Elkton's residential water and sewer customers, regardless of residency.

Town Administrator's Report

Memorandum of Understanding - Cecil County Finance Department Collection of Special Tax District Funds

Mr. George, referring to the Southfields Special Tax District (STD), stated the Town entered into a Memorandum of Understanding (MOU) with the Cecil County Finance Department (County) for collection of real property taxes within the STD. Mr. George stated the County subsequently increased the cost of collection of the special taxes, resulting in an amended MOU. He presented the amended MOU for approval, placing a copy in the record of the minutes.

ACTION: The amended MOU between the Town and Cecil County Finance Department for collection of real property taxes within the Southfields Special Tax District was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Givens and approved by all present.

Mayor Alt's Report

Southfields Sports Complex Project - Preliminary Non-Binding Term Sheet

Mayor Alt stated the Board has been in consultation with Attorneys regarding the planned Sports Complex (SportsPlex) at the Southfields Planned Unit Development. Mayor Alt stated the Board met with Town Counsel regarding the Preliminary Non-Binding Term Sheet, which provided an overview of the Town's potential obligations under the bonds associated with the SportsPlex. Referring to the discussion, Mayor Alt asked the Board to authorize him to execute the Term Sheet.

ACTION: The request to authorize Mayor Alt to execute the Preliminary Non-Binding Term Sheet was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Massimiano and approved by all present.

Mayor Alt presented his suggested amendments to the upcoming Resident Guide. Agreeing with Mayor Alt's suggested amendments, it was the consensus of the Board to request the changes.

Mayor Alt stated the planned increases in water and sewer rates were effective November 1, 2023 and would be reflected on the February 1, 2024 billing. He asked Mr. Repole to push the effective date to February 1, 2024, which would be reflected on the May 1, 2024 billing.

Mr. Repole expressed concerns regarding delaying of the increased fees, adding that the water / sewer fund is operating at a deficit.

Mayor Alt acknowledged Mr. Repole's concerns, and asked the Board for approval of pushing the effective date of water / sewer rate increases to February 1, 2024, to be reflected on the May 1, 2024 billing.

ACTION: The request to push the effective date of water / sewer rate increases to February 1, 2024, to be reflected on the May 1, 2024 billing, was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

Mayor Alt reported that he will conduct a tour of Town Hall for a group of Girl Scouts on December 28th at 10:00 a.m.

Mayor Alt stated he received an invitation to visit 2nd graders at Thomson Estates Elementary. He asked the Board to consider visiting the school as well.

Mayor Alt stated the Town received queries regarding cancellation of trash / recycling collection service at individual residences. He stated that while it is not an easy decision, it is in the overall interest in the Town as a whole to deny requests to cancel individual trash / recycling collection service. He said the Board's responsibilities include keeping the Town clean and safe, and queried the Board for a consensus to deny requests to cancel individual trash / recycling collection services.

It was the consensus of the Board to deny individual cancellation of trash / recycling collection services.

Commissioner Broomell's Report

Commissioner Broomell questioned if meetings will be scheduled with Mr. George and Department Heads to discuss the Board's goals for 2024. Mayor Alt answered in the affirmative, adding that he will create and forward a schedule to Mr. George and Department Heads.

Commissioner Broomell wished all in attendance a Merry Christmas.

Commissioner Givens' Report

Commissioner Givens expressed appreciation to Chief Rogers and EPD Officers who participated in a Santa Claus ride through Town. Chief Rogers thanked Public Works for providing the transportation for Santa.

Commissioner Piner's Report

Commissioner Piner asked Mr. George to contact the State Highway Administration and request maintenance of the Bridge Street and North Street bridges.

Commissioner Piner wished all in attendance a Merry Christmas.

Commissioner Massimiano's Report

Commissioner Massimiano wished all in attendance a Merry Christmas.

Public Comment

Mr. Edgar Rhoades expressed concerns regarding the recent increase in trash / recycling collection fees, stating he will omit the increased fee from his payment. Ms. Moran advised the Board that water / sewer / trash/recycling collection is billed as one charge. She stated that payments are processed for the entire fee, adding that a bill not paid in its entirety will be an unpaid bill.

Motion for a Closed Meeting

ACTION: Pursuant to State Government Statutory Authority to Close Session, General Provisions Article, §3-305(b) (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; and (7) To consult with counsel to obtain legal advice on a legal matter; Commissioner Givens made a motion for a Closed Meeting. The motion was seconded by Commissioner Piner and approved by all present.

Mayor Alt announced the meeting would not reconvene.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 12:40 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
December 20, 2023

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