

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

January 3, 2024

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.; 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 Director Jeanne D. Minner; Planning Assistant Quinn Krenzel; Director of Human Resources Andy Rodriguez; Human Resources Specialist Danielle Pelagatti; Director of Building & Zoning Charles A. Bromwell; Director of Public Works J. Daniel Handley, P.E.; Assistant Town Administrator L. Michelle Henson. Commissioner Robert M. Massimiano and Town Attorney John P. Downs, Esquire were excused from the meeting.

Mayor Alt announced that Commissioner Robert M. Massimiano would not be in attendance.

**ACTION:** The minutes of the December 20, 2023 meeting were approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner 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 Piner and approved by all present.

**Town Administrator's Report**

**Proclamation P1-2024 Rev. Martin Luther King, Jr. Birthday**

Mr. George presented Proclamation P1-2024, commemorating the 95th birthday of the late Rev. Martin Luther King, Jr. A copy of Proclamation P1-2024 was read and placed in the record of the minutes.

**ACTION:** Proclamation P1-2024 Rev. Martin Luther King, Jr. Birthday was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present.

**Administrative Services Agreement - MuniCap**

Mr. George presented an Administrative Services Agreement between the Town and MuniCap. He stated the agreement provides MuniCap with the responsibility for developing the Special Taxes associated with each property in the Special Taxing District (STD), the proceeds of which will fund the public improvements associated with the Southfields Planned Unit

Development (Southfields). He stated MuniCap will transmit the STD data to Cecil County Finance, which will then collect the Real Property Tax associated with each property.

**ACTION:** The Administrative Services Agreement between the Town and MuniCap was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Broomell and approved by all present.

Mr. George stated he is meeting with State Highway Administration officials to discuss the Board's request for maintenance of the Bridge Street and North Street bridges.

### **Mayor Alt's Report**

#### **Reappointments to the Board of Zoning Appeals**

Mayor Alt wished all in attendance a Happy New Year.

Mayor Alt requested the Board's approval to reappoint Mr. Sam Goldwater to the Board of Zoning Appeals for the term February 1, 2024 - March 31, 2027.

**ACTION:** The request to reappoint Mr. Sam Goldwater to the Board of Zoning Appeals for the term February 1, 2024 - March 31, 2027 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present.

Mayor Alt requested the Board's approval to reappoint Ms. Kelly Bedder to the Board of Zoning Appeals for the term February 1, 2024 - March 31, 2027.

**ACTION:** The request to reappoint Ms. Kelly Bedder to the Board of Zoning Appeals for the term February 1, 2024 - March 31, 2027 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Mayor Alt stated he will attend Cecil Night in Annapolis on January 11th, adding it is an opportunity to network with State Legislators.

Mayor Alt acknowledged the Elkton Police Department's participation in the Polar Bear Plunge on February 2nd. Chief Rogers stated Cecil County Law Enforcement has created a team to participate in the fund raising event. Mayor Alt requested the Board's approval to donate \$500 to the event.

**ACTION:** The request to donate \$500 to support the Elkton Police Department's participation in the Polar Bear Plunge on February 2nd was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Mayor Alt stated he will appear on an upcoming episode of Cecil TV with Mr. Grant Handley.

### **Commissioner Givens' Report**

Commissioner Givens requested Code Enforcement in the 200-block of East High Street.

Commissioner Givens announced the 34th annual birthday commemoration the late Rev. Martin Luther King, Jr. at Five Rivers Church on Monday, January 15th.

### **Commissioner Broomell's Report**

Commissioner Broomell wished all in attendance a Happy New Year.

Commissioner Broomell questioned the responsibility of return of trash receptacles during flood events. Mr. Handley stated he will follow up with property owners.

Commissioner Broomell questioned the status of a flood study conducted by Underwood Associates.

Ms. Minner stated the Town received a DNR grant to determine alternatives for dealing with the flooding issue. She stated she is working with Underwood to determine if they are able to move forward under the parameters of the referenced grant, or if another entity would be contracted.

Commissioner Broomell relayed a request from Commissioner Massimiano to address the sidewalk and street trees in the 100-block of West Main Street. Discussion ensued regarding street tree maintenance.

### **Public Comment**

Mr. Robert Muller, representing Singerly Fire Company, provided an overview of recent activities at Singerly. He announced the annual Antique Show will be held on February 10-11, adding that the event snow date will be the following weekend.

Mr. Muller reported an increase in respiratory illness.

Mr. Muller stated Harford Memorial will close on February 6th.

Mr. Muller stated Singerly will distribute smoke detectors at no cost to Cecil County residents.

Ms. Alicia Calhoun stated the Sips and Sweets event will be held at the Elkton Alliance on Friday, January 5th.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 12:30 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](http://www.elkton.org). The minutes, in hard copy format, are retained indefinitely by the Town of Elkton, Administration Office, 100 Railroad Avenue, Elkton, Maryland 21921.