

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

### **MINUTES**

February 21, 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.; Elkton Police Chief Carolyn Rogers; Director of Finance Steven H. Repole; Planning Director Jeanne D. Minner; Human Resources Director Andy Rodriguez; Assistant Town Administrator L. Michelle Henson and Town Attorney John P. Downs, Esquire.

### **Notice of Closed Meeting**

On Wednesday, February 14, 2024 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) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

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 February 7, 2024 meeting were approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano 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.

### **Budget Amendment 2024-03**

Mr. Repole presented Budget Amendment 2024-03 to amend the FY2024 Sewer Fund Capital Budget by \$8,900 for the purchase of a 2.5 yard loader bucket.

**ACTION:** Budget Amendment 2024-03 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present.

### **Introduction - Maryland American Water**

Mayor Alt stated he met with Maryland American Water at the 2023 Maryland Municipal League (MML) Summer Convention, subsequently requesting a presentation to the Board.

Messrs. Barry Suits, Charlie Piekanski, Christian Volk, Jeff Barton, Simon Scarlett, J. W. Walker and Ms. Kristina McGee, representing Maryland American Water, introduced themselves to the Board. Mr. Suits stated the purpose of their appearance was to provide an overview of water and wastewater treatment services provided by Maryland American Water.

The group provided an overview of services offered by Maryland American Water via a Power Point Presentation, a copy of which was placed in the record of the minutes.

Discussion ensued regarding treatment processes, ownership and maintenance of facilities and infrastructure and customer billing procedures.

Commissioner Broomell queried if Maryland American Water assisted with the water allocation permitting process through Maryland Department of the Environment (MDE). Mr. Piekanski answered in the affirmative.

### **Discussion - Elkton Colored School Museum & Cultural Center, Inc., Request for Capital Funds**

Commissioner Piner stated that WJZ-TV aired a news item on the Elkton Colored School Museum & Cultural Center, Inc. (the Center) on Tuesday, February 20th. He stated Pastor R. Kevin Brown joined the meeting via Zoom to provide an update to the Board.

Pastor Brown expressed his appreciation to the Board for supporting the Center, adding that State Senators Cardin and Van Hollen also offered financial support for the project. He asked the Board to consider a donation of \$250,000 to the Center.

Mayor Alt asked Pastor Brown to send his request in writing.

Wrights AME Church Pastor Burns expressed appreciation to the Board for their support of the Center.

### **Town Administrator's Report**

#### **Resolution R1-2024 Surplus Vehicles - Department of Public Works**

Mr. George presented R1-2024 for the purpose of declaring certain vehicles from the Department of Public Works (DPW) as surplus and authorizing the sale of the vehicles.

**ACTION:** Resolution R1-2024 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

### **Resolution R2-2024 Unassigned General Fund Balance Reserve Policy**

Mr. George presented Resolution R2-2024 for the purpose of establishing financial policies pertaining to the Unassigned General Fund Reserve, Debt as a Percentage of Value, Debt Service as a Percentage of Total General Fund Expenditures, and Total Fixed Costs as a Percentage of Total General Fund Expenditures.

**ACTION:** Resolution R2-2024 was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Givens and approved by all present.

### **Resolution R3-2024 Post Employment Accrued Vacation Distribution for Department Managers**

Mr. George presented Resolution R3-2024 for the purpose of establishing a policy regarding post-employment accrued vacation distributions to the department managers.

**ACTION:** Resolution R3-2024 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Mr. George reminded the Board that the Town of Elkton turned 202 years old on February 7th.

### **Mayor Alt's Report Reappointment - Planning Commission**

Mayor Alt requested the Board's approval of the reappointment of Mr. William Muller to the Planning Commission for the term March 31, 2024 - February 28, 2029.

**ACTION:** The request to reappoint Mr. William Muller to the Planning Commission for the term March 31, 2024 - February 28, 2029 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

Mayor Alt, referring to the Board's previous discussion regarding water and sewer hookup fees associated with apartment complexes, asked the Board to consider placing apartment complexes in the same category as hotels, vs. the current classification as individual dwelling units.

### **Commissioner Massimiano's Report**

Commissioner Massimiano commended the Elkton Alliance for the recent Winter Lights Parade event, stating it was a success.

### **Commissioner Piner's Report**

Commissioner Piner echoed Commissioner Massimiano's comments regarding the Winter Lights Parade event.

### **Commissioner Givens' Report**

Commissioner Givens stated the Winter Lights Parade Event was a great addition to Downtown activities.

Commissioner Givens queried Mr. Repole regarding operations in the Finance Department. Mr. Repole stated staff is working together during the absence of a key employee.

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

Commissioner Broomell commended the Elkton Alliance for the Winter Lights Parade Event.

### **Public Comment**

Ms. Margie Blystone thanked the Board for their positive feedback regarding the Winter Lights Parade Event.

### **Motion for a Closed Meeting**

Mayor Alt requested a Closed Meeting Pursuant to State Government Statutory Authority to Close Session, General Provisions Article, §3-305 (b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals Commissioner Massimiano made a motion for a Closed Meeting. The motion was seconded by Commissioner Broomell and approved by all present.

Mayor Alt announced that the Public Meeting will not reconvene.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 1:39 p.m.

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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).

Mayor & Commissioners Meeting Minutes  
February 21, 2024

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