

The Mayor and Commissioners of the Town of Elkton

MINUTES

April 12, 2023

The Mayor and Commissioners of the Town of Elkton (the "Board") conducted a workshop meeting on this date at 12:00 p.m. The following persons participated in person or via computer: 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.; Finance Director Steven H. Repole, CPA; Director of Planning Jeanne D. Minner; Planning Assistant Quinn Krenzel; Director of Human Resources Andy Rodriguez; Director of Public Works J. Daniel Handley, PE; Public Works Infrastructure Coordinator Mark Turnbull; Public Works Internal Logistical Coordinator Bryan MacQueen; Chief of Police Carolyn Allen; Director of Parks & Recreation Mary C. Magaw; Assistant Town Administrator L. Michelle Henson; and Town Attorney John P. Downs, Esquire.

Mayor Alt called the workshop meeting to order at 12:00 p.m.

Mayor Alt advised the Board that the Town of North East will host the Maryland Municipal League Cecil Harford Chapter Dinner on April 20, 2023. He asked the Board for nominations for Chapter Vice President, Secretary and WILMAPCO representative.

Discussion - Fiscal Year 2024 Budget Elkton Police Department

Chief Rogers presented the Elkton Police Department (EPD) Fiscal Year 2024 (FY24) Budget.

Chief Rogers advised the Board that EPD is nearly fully staffed with Officers. She added that she is requesting an additional (5) positions in anticipation of Officers who will retire in the next few years.

Discussion ensued regarding anticipated development and population growth in the Town.

Discussion continued regarding space limitations within the Municipal Building (EMB). Chief Rogers stated EPD will utilize the building adjacent to the EMB for records, adding that EPD utilizes the former Community Room at the EMB for training space.

Chief Rogers reviewed her Capital requests, including updated rifles, a firearm simulator and (6) patrol vehicles.

Discussion - Fiscal Year 2024 Budget Finance Department

Mr. Repole presented the Finance Department FY24 Budget.

Mr. Repole stated the FY24 Budget includes upgraded billing software. Commissioner Piner questioned if the Town's current IT contractor will provide support for the new software. Mr. Repole answered in the negative, stating the new software package includes support.

Mayor Alt, referring to the National Opioid Class Action Suit and resultant payments to participating government entities, asked Mr. Repole to provide details regarding any payments received by the Town.

**Discussion - Fiscal Year 2024 Budget
Department of Parks & Recreation**

Ms. Mary Magaw presented the Department of Parks & Recreation (P&R) FY24 Budget.

Ms. Magaw stated the FY24 Budget is similar to the FY23 Budget, but includes a floor scrubber for the Neighborhood Community Center (NCC) gym. She stated the purpose of obtaining a floor scrubber for the NCC eliminates transporting the EMB equipment back and forth.

Discussion ensued regarding programs offered at the NCC.

Commissioner Broomell requested reinstating the Resident Guide.

Commissioner Piner requested a Public Address system for indoor and outdoor use.

Discussion ensued regarding security cameras in place at the NCC.

**Discussion - Fiscal Year 2024 Budget
Department of Planning**

Ms. Jeanne Minner presented the Planning Department FY24 Budget.

Mayor Alt noted no changes from FY23, and commended Ms. Minner for maintaining an annual surplus. Ms. Minner stated she maintains a surplus in the event matching funds are required by grant applications.

Ms. Minner advised the Board of the upcoming and required Comprehensive Zoning Review, which she anticipates will cost approximately \$100,000.

Discussion ensued regarding preparations for the 250th anniversary of Elk Landing.

**Discussion - Fiscal Year 2024 Budget
Department of Public Works**

Mr. Dan Handley presented the Department of Public Works (DPW) FY24 Budget.

Mr. Handley advised the Board that the Town's current trash and recycling contract expires in October, 2023, and added that a Request for Proposals (RFP) will be distributed to prospective

bidders. Mr. Handley noted that residents pay approximately \$33 per month for waste and recycling removal, and noting increases in landfill tipping fees, he added his expectation that fees will increase substantially under a new contract.

Commissioner Piner expressed his desire that residents are kept apprised of changes in collection services.

Discussion ensued regarding staffing levels at DPW. Mr. Handley stated he is not actively recruiting but requested the opportunity to offer a position to a suitable candidate.

Discussion continued regarding space limitations at the Jones Chapel nature center. Mr. Handley stated DPW deposits yard waste at this facility, negating landfill costs.

Mr. Handley stated the FY24 Budget includes funds for paving the EMB & DPW parking lots as well as the municipal lots at Howard Street.

Mayor Alt requested an update regarding the water meter replacement project. Mr. Handley stated the Friendship Heights area is the last section to complete.

Mr. Handley stated the FY24 Budget includes additional vehicles and equipment in anticipation of development growth. Mr. Turnbull stated the request for an additional Vector Truck provides a backup vehicle, adding that DPW utilizes the VAC truck continuously in various capacities.

Mayor Alt expressed his desire to initiate "reverse 911" to provide emergency text alerts to residents.

Public Comment

Ms. Norma Heck and Mr. Joseph Poe, residents of the 400-block of North Street, reiterated neighbors' concerns regarding trespassing and destruction of fencing between their properties and the NCC. Mayor Alt asked DPW to obtain a quote regarding construction of a fence on the NCC property adjacent to the rear of the properties in the 400-block of North Street.

Hearing no additional comments or questions, Mayor Alt adjourned the virtual workshop meeting at 1:24 p.m.

L. Michelle Henson
Assistant Town Administrator

A VIDEO RECORDING OF THIS MEETING RETAINED AT THE ADMINISTRATION
OFFICE