

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

MINUTES

January 10, 2024

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.; Director of Building & Zoning Charles A. Bromwell; Director of Human Resources Andy Rodriguez; EPD Lt. Ron Odom; Administrative Assistant Catheline Adams; and Town Attorney John P. Downs, Esquire. Assistant Town Administrator L. Michelle Henson was excused from the meeting.

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

Employee of the Quarter Award - 4th Quarter 2023

Mr. Rodriguez presented the Employee of the Quarter Award to Elkton Police Department (EPD) Records Department members Carole Mause, Bruce Edwards, Aaron Holmes, Ciera Gonzales and Gabriella Gonzales.

Employee Service Awards

Mr. Rodriguez acknowledged lengths of service for the following employees:

Jeff Chandler 5 years

Bryan MacQueen 10 years

James Vanziel 10 years

L. Michelle Henson 20 years

Southfields Update - Mr. Ray Jackson

Mr. Ray Jackson, representing Stonewall Capital, Developer of the Southfields Planned Unit Development (Southfields) introduced himself to the Board. He was joined by Mr. Tom Miner of Frederick Ward Associates (FWA), Mr. Ryan Humphrey of Morris Ritchie Associates (MRA) and Mr. Mike Browne of Sideline Properties.

Mr. Jackson stated the preconstruction meeting occurred earlier in the day, adding that construction of the boulevard and related infrastructure is scheduled to commence on January 11th.

Mr. Jackson, referring to the Board's previous waiver of Major Facilities Fees associated with the single family homes, requested a similar waiver for the planned multi-family phase.

Discussion ensued regarding creation of the Southfields Special Tax District (STD) and construction of the required infrastructure for the development.

Mr. George advised the Board that Major Facilities Fees are utilized for indirect costs of water distribution and wastewater treatment and disposal.

Mayor Alt stated the intent of the Major Facilities Fees waiver was for single family development, not multi-family units such as the planned apartments.

Mayor Alt advised Mr. Jackson that the Board will consider his request and provide a follow up response.

Mr. Browne advised the Board that Sideline Properties plans to request a waiver of Major Facilities Fees.

Mr. Jackson expressed concerns regarding fees incurred associated with plan review by the KCI Technologies, the Town's Engineer.

Mr. Miner expressed concerns regarding the number of follow up comments associated with KCI's review of plans.

Discussion ensued regarding the plan review process.

Mayor Alt expressed his desire for a meeting with Planning Director Jeanne Minner and associated engineering firms.

Proposal - John R. Seiberlich, Inc. for Engineering and Development of a Final Cost to Replace (9) Roof Top Units and Associated Materials in Addition to Roof and Insulation at Affected Portion of Municipal Building

Mr. Bromwell stated (9) heating, ventilation and air conditioning (HVAC) units atop the Municipal Building were in need of replacement, stating the project will involve removal the units as well as a substantial amount of ductwork and the supports for each unit, which extend through the roof. He noted that the existing roof is at the end of its useful life. He advised the Board that the roof showed evidence of water infiltration below the roofing material.

Mr. Bromwell provided a series of photographs of the roof and affected units, copies of which were placed in the record of the minutes.

Mr. Bromwell advised the Board that the project will involve HVAC technicians, an electrician, a roofing contractor and a plumber. He stated the plumber will be required to perform work on the natural gas line that supplies the system.

Mr. Bromwell presented a proposal from John R. Seiberlich, Inc. for engineering and development of the final cost to conduct the project at a cost of \$60,000. He stated the entire project is estimated to cost \$1.2 - \$1.3 million. He stated if Seiberlich is chosen to conduct the project, the \$60,000 fee will be included in the final cost of the project. He added that the units atop the building are currently serviced by Seiberlich.

Mayor Alt queried the Board for a consensus to accept the proposal from Seiberlich. It was the consensus of the Board to accept the proposal from Seiberlich.

Commissioner Broomell questioned the status of the Town-owned building at 219 North Street. Mr. George responded that the original plan was to use the building for additional offices and/or storage however the building is in substandard condition. He suggested that the building should be demolished.

Mayor Alt asked Mr. Bromwell to obtain costs associated with demolition of the Town-owned building at 219 North Street.

ACTION: Pursuant to State Government Statutory Authority to Close Session, General Provisions Article, §3-305 (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 Broomell made a motion for a Closed Meeting. The motion was seconded by Commissioner Givens 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 workshop meeting at 1:05 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. The minutes, in hard copy format, are retained indefinitely by the Town of Elkton, Administration Office, 100 Railroad Avenue, Elkton, Maryland 21921.