

The Mayor and Commissioners of the Town of Elkton

MINUTES

March 8, 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; Assistant Finance Director A. Beth Moran; Director of Building & Zoning Chip Bromwell; Director of Human Resources Andy Rodriguez; Director of Public Works J. Daniel Handley, PE; 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.

Discussion - Voices of Hope 2022 Update

Mr. Aaron Wright and Ms. Jen Ramunno, representing Voices of Hope (VoH), introduced themselves to the Board.

Mr. Wright stated the purpose of their appearance was to provide an overview of services provided by Voices of Hope to persons living with addiction. Mr. Wright provided a Power Point Presentation, a copy of which was placed in the record of the minutes.

Mr. Wright stated that Xylazine, which is an equine tranquilizer, is being added to illicit intravenous drugs, leading to acute wounds and possible amputation of limbs for users.

Discussion ensued regarding transportation of patients by VoH.

Mr. George questioned how VoH obtains funding. Mr. Wright stated VoH operates via grant funding.

Commissioner Broomell questioned if group homes are owned by VoH. Mr. Wright answered in the affirmative, stating the properties were obtained via fund raising.

Discussion ensued regarding management of the group homes and requirements for residency.

Discussion - Paris Foundation Update - Request for SubLease

Mr. Michael Brandon, representing the Paris Foundation, introduced himself to the Board. He stated the purpose of his appearance was to discuss plans to expand the facility and

subsequently obtain a long-term lease on property currently sub-let from the Maryland Rural Development Corporation (MRDC).

Discussion ensued regarding community services offered by the Paris Foundation at their current facility.

Mr. David Strouss, P.E., representing McCrone Engineering, presented a rendering of the proposed facility. He stated the planned facility is 2-story building with a 7,500 square foot footprint. He added that parking and stormwater management will be addressed as the project moves forward.

Mayor Alt queried the Board for a consensus to support the expansion of the Paris Foundation's facility and a subsequent long-term lease.

Mr. George stated the MRDC currently leases the entire 3.5 acre site, subletting 10,000 square feet of space to the Paris Foundation, adding that he will initiate a separate lease for the Foundation.

Discussion ensued regarding partnerships with other community based organizations, including the Judy Center and VoH.

Discussion - Fiscal Year 2024 Budget Presentations - Departments of Administration, Municipal Buildings, Building & Zoning and Human Resources

Administration

Ms. Henson presented the Fiscal Year 2024 (FY24) proposed budget for the Administration Department. She stated the budget has an overall decrease from FY23, based upon reduction of Overtime costs, adding her expectation that Professional Services costs will increase based upon consultation costs associated with the Special Tax District and Bond discussions.

Municipal Buildings

Ms. Henson presented the FY24 proposed budget for the Municipal Buildings Department. She stated the budget has an overall increase from FY23, based upon the construction of the Neighborhood Community Center (NCC), resulting in additional cleaning projects for the Custodian, such as the gymnasium and facility floors.

Mr. George advised the Board that a new floor cleaning machine will be obtained for the NCC at a cost of approximately \$15,000.

Building & Zoning

Mr. Bromwell presented the FY24 proposed budget for the Building & Zoning Department. He stated the proposed budget included relatively minor increases, including postage and advertising costs.

Discussion ensued regarding costs associated with sending notices of violations via Certified Mail.

Discussion continued regarding fees charged for grass cutting as a result of a Code violation. Mr. Bromwell stated the current fee is \$210 plus administrative costs. Mayor Alt expressed support for increasing the grass cutting fee.

Mayor Alt questioned the costs for filing cases with the Board of Zoning Appeals (BZA). Mr. Bromwell stated the current cost to file a case with BZA is \$350. Mayor Alt expressed support for maintaining the fee for homeowners, adding his support for increasing fees associated with commercial properties.

Human Resources

Mr. Andy Rodriguez presented the FY24 proposed budget for the Human Resources (HR) Department.

Mr. Rodriguez stated the budget is generally the same as FY23.

Mr. Rodriguez asked the Board to consider initiation of a wage policy based upon the Consumer Price Index (CPI) or other means. He stated he will discuss wages at the March 15th meeting.

Discussion ensued regarding results of a recent survey sent by HR to employees pertaining to the 2022 discretionary bonus. Commissioner Givens requested that surveys of this type should be shared with the Board.

Commissioner Givens advised the Board that he attended a meeting of the Rotary Club on March 6th. He commended a presentation from Elkton Alliance Executive Director Ms. Alicia Calhoun and Commissioner Massimiano for his remarks regarding upcoming events.

Commissioner Givens, referring to the work that Commissioner Massimiano puts into the Annual Fishing Rodeo, presented a donation to the event on behalf of Wrights AME Church. Commissioner Massimiano expressed his gratitude to Commissioner Givens and Wrights AME Church.

Mayor Alt requested an update on the Holly Hall property. Mr. Downs stated subdivision of the property is still in process.

Mayor Alt reported that Mr. Repole successfully placed the Town's funds from the American Rescue Plan Act (ARPA) into the Maryland Local Government Insurance Pool (MLGIP). Mr. Repole stated MLGIP provides a better return on funds than what could be offered locally, adding that the liquidity of the pool provides for withdrawing funds quickly in an emergency situation.

Commissioner Broomell, referring to the March 6th Planning Commission meeting, stated residents along a section of Muddy Lane expressed concerns regarding the planned Patriots Landing development, including requirements for potential water and sewer service from the Town.

Commissioner Broomell stated the residents expressed concerns regarding the locations of their mailboxes on the opposite side of Muddy Lane. She asked if the Post Office would consider relocation of the boxes.

Discussion ensued regarding the current conditions of Muddy Lane.

Commissioner Broomell stated the Town's Water Treatment Plant (WTP) must be taken offline during times of high turbidity. She questioned if the plant could be upgraded to accommodate flow during times of high turbidity.

Mr. George stated the current footprint of the WTP is restricted, adding that he reach out to Inframark, the Town's WTP operator, for additional information.

Mayor Alt, referring to the Board's discussion regarding Muddy Lane, stated Ms. Minner contacted Cecil County's Planning Director to request a study of the road by the Wilmington Area Planning Council (WILMAPCO) to determine what improvements, if any, could be made to the road.

Hearing no additional comments or questions, Mayor Alt adjourned the virtual workshop meeting at 1:40 p.m.

L. Michelle Henson
Assistant Town Administrator

A VIDEO RECORDING OF THIS MEETING RETAINED AT THE ADMINISTRATION
OFFICE

Mayor & Commissioners Workshop Meeting Minutes
March 8, 2023