

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

August 19, 2020

In order to comply with Governor Larry Hogan's declaration of a State of Emergency as part of Maryland's response to COVID-19, and in order to limit public gatherings during this time, the Mayor and Commissioners of the Town of Elkton (the "Board") conducted a virtual meeting on this date at 12:00 p.m. The following persons participated via computer and/or telephone: 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; Director of Public Works J. Daniel Handley, P.E.; Director of Planning Jeanne D. Minner; Senior Administrative Specialist L. Michelle Henson; and Town Attorney John P. Downs, Esquire.

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 August 5, 2020 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 or amendments.

**ACTION:** The financial report and the bills submitted for payment were approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Givens and approved by all present.

### **Opening - Request for Proposals**

Adaptive Re-use Feasibility Study Regarding Former Elkton Council Hall Building  
Located at 110-112 North Street, Elkton, Maryland

Ms. Jeanne Minner stated the Town received proposals from 8 firms regarding the above referenced Request for Proposals (RFP). She stated the RFP is funded through Department of Housing & Community Development Tech Grant Assistance. The proposals were read and a copy was placed in the record of the minutes. The proposals are as follows:

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Price</u></b>
Design Collective	601 East Pratt Street, Suite 300, Baltimore, MD	\$24,360
Buchart Horn, Inc. York	445 West Philadelphia Street, York, PA	\$15,000
Kimmel Bogrette Architecture	482 Norristown Road, Blue Bell, PA	\$13,500
Clark & Rinehart	136 West High Street, Elkton, MD	\$13,500
Cooperson Associates	1504 North French Street, Wilmington, DE	\$15,900
Studio Jaed	2500 Wrangle Hill Road, Suite 110, Bear, DE	\$16,000
George, Miles & Buhr, LLC	206 West Main Street, Salisbury, MD	\$16,400
Frederick Ward Associates	5 South Main Street, P.O. Box 727, Bel Air, MD	\$15,510

Ms. Minner stated she will review the proposals and provide a recommendation of award.

#### **Budget Amendment 2020-14**

Mr. Repole presented Budget Amendment 2020-14 to recognize both the revenue received (\$11,000) for Subdivision fees and related expenditure incurred (\$11,000) for Planning & Zoning expenses greater than the amounts budgeted.

**ACTION:** Budget Amendment 2020-14 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

#### **Budget Amendment 2020-15**

Mr. Repole presented Budget Amendment 2020-15 to amend the original budget (\$140,041) by the over-expended account funded by High User Revenue.

**ACTION:** Budget Amendment 2020-15 was approved on a motion made by Commissioner Broomell. The motion was seconded by Commissioner Piner and approved by all present.

#### **Budget Amendment 2020-16**

Mr. Repole presented Budget Amendment 2020-16 to amend the original budget (\$2,595) for the over-expended account for Mosquito Control.

**ACTION:** Budget Amendment 2020-16 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

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

Mayor Alt announced a Community Cleanup will take place August 21-23 in the Patriots Glen, Washington Woods, Meadows at Elk Creek and Chapel Run neighborhoods.

#### **Commissioner Givens' Report**

Commissioner Givens noted that the Neighborhood Community Center continues to move forward.

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

Commissioner Massimiano stated he is working on art projects downtown, and will contact Parks & Recreation for possible artwork at the Neighborhood Community Center.

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

Commissioner Piner stated that when intermittent closures of Delaware Avenue during storm cleanup operations are necessary, motorists should be given notice farther in advance, as opposed to signage placed near the closure. Mr. Handley stated he will follow up with the State Highway Administration.

### **Public Comment**

Mr. Tim Rothermell questioned the status of the Board's previous discussion regarding community input pertaining to the hiring of a new Police Chief.

Mayor Alt stated that the requested language to encourage diversity of candidates had been added to the posting for the Police Chief position.

Mayor Alt stated that the hiring committee is made up of the Town Board, stating that the Board represents Elkton's 16,500 citizens. He said the 5 members of the Board equate to 250 years of residency in Elkton.

Mayor Alt stated that Mr. George as Town Administrator has the final decision, adding that the Board will be involved in the process. Mayor Alt stated that a citizen committee will not be created to pick the next Chief of Police.

Mr. Rothermel questioned if the Town will require residency for the position. Mayor Alt stated that the residency issue will be addressed at a later time.

Mr. George stated that he is unaware of any government entity in the United States that permits a citizen committee to hire for a position. He stated that the hiring and interview process of any employee includes discussion of personal information, which cannot be dispersed to the public.

Mr. Rothermel stated that a search committee was utilized previously. Mr. George stated that a search committee has not been utilized in his 30 years as Town Administrator, adding that he has hired a number of Chiefs of Police in that time period.

Commissioner Givens noted that a citizen committee was used during the term of former Mayor James Crouse, adding that the process was conducted only once in his 20 years of service.

Mayor Alt stated that while everyone will not agree regarding the hiring process, all opinions will be heard and respected.

Hearing no additional business to come before the Board, Mayor Alt adjourned the virtual meeting at 12:22 p.m.

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L. Michelle Henson  
Sr. Administrative Specialist

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.