

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

## **MINUTES**

March 13, 2013

A public meeting (workshop) of the Mayor and Commissioners of the Town of Elkton (“the Board”) was held on this date at 4:00 p.m. with the following persons present: Mayor Joseph Fisona, Commissioners Charles H. Givens, Sr.; Charles E. Hicks, V (arriving at 4:25 p.m.); and Mary Jo Jablonski; Town Administrator Lewis H. George, Jr.; Finance Director Steven H. Repole; Elkton Police Chief William E. Ryan; Planning Director Jeanne D. Minner; Director of Parks & Recreation Mary Magaw; Human Resources Director Laura Brown; Administration Office Secretary L. Michelle Henson; and Town Attorney H. Norman Wilson, Jr. Commissioner Earl M. Piner, Sr. was excused from the meeting.

Mayor Fisona called the workshop to order at 4:00 p.m.

### **Elkton Police Department Facility**

Chief Ryan, referring to a recently-completed Elkton Police Department Facility needs assessment, provided illustrations and architectural models regarding the proposed facility, located adjacent to the Town’s Wastewater Treatment Plant (WWTP). Chief Ryan stated the planned facility provided greater security and space efficiency than the current station.

Mr. George stated he asked Messrs. Todd Frey and Bryan Morgan of KCI Technologies, Inc., the Town’s engineering firm, to attend the workshop and provide a proposal to perform site engineering for both facilities. He said it was more efficient to review the site plans simultaneously in order to accommodate stormwater management regulations and planned utilities, as well as determine the most efficient use of space for parking, etc.

Discussion ensued regarding the proposed facility’s location in relation to the proposed Recreation / Community facility. Discussion continued regarding the size of the proposed facility.

Mayor Fisona stated the Recreation / Community facility should be completed first, and the EPD facility should be planned for the future. Mr. George stated it was more efficient to complete the site work for both facilities, even if completed in phases.

Discussion ensued regarding placement of the facilities on the site. Discussion continued regarding locations of fields. Ms. Minner reminded the Board that the area south of the site was encumbered by the Historic Elk Landing site. Ms. Minner stated the Elk Landing Board expressed concerns that lights on the proposed fields would interfere with the Elk Landing site, and said they asked for screening to separate the modern use from the historic site.

Mayor Fisona queried the Board for a consensus regarding KCI Technologies providing site engineering for both facilities. It was the consensus of the Board to engage KCI Technologies to provide site engineering for both facilities.

Discussion continued regarding the physical locations of each facility on the parcel. Mr. George stated he would ask Mr. Frey to provide a few variations of building placement on the site.

#### **Discussion – Parks & Recreation Fiscal Year 2014 Budget**

Ms. Mary Magaw, Director of Parks & Recreation, presented the Parks & Recreation Fiscal Year 2014 Budget. A copy of the budget was placed in the record of the minutes.

Ms. Magaw stated her primary request was to increase wages for Part Time staff. She stated she wanted to retain part time employees who returned year after year, saying good employees were difficult to find.

Discussion ensued regarding replacement of outdated computer equipment. Ms. Magaw stated she was requesting additional funds for training and education, and replacement of an old desk.

Commissioner Hicks stated funding for maintenance and replacement of playground equipment should be increased. He said neighborhood playgrounds were important to families, especially those new to an area.

Ms. Magaw, referring to two neighborhood playgrounds, stated vandals damaged the equipment soon after it was repaired. She said the playground equipment located in the Town's park was in better shape.

Discussion ensued regarding pavilions and equipment in Meadow Park.

#### **Discussion – Planning Department Fiscal Year 2014 Budget**

Ms. Jeanne Minner, Planning Director, presented the Planning Department Fiscal Year 2014 Budget. A copy of the budget was placed in the record of the minutes.

Ms. Minner stated the proposed budget included a request for replacement of outdated computers and an increase in costs associated with a new large-format printer.

Discussion ensued regarding engineering and consultant fees.

Mayor Fisona questioned the status of the way-finding signs. Ms. Minner stated she was in discussions with KCI Technologies regarding use of the talent of Department

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of Public Works employee Ed Dowell. She said KCI would submit the designs to the State Highway Administration (SHA).

Mayor Fisona advised the Board that the Fiscal Year 2014 Budget would include cuts to Highway User Revenue (HUR) funds.

Commissioner Givens noted that Ms. Laura Brown, Director of Human Resources, was in attendance, and asked if she had any questions for the Board.

Ms. Brown, referring to a planned Needs Assessment of the Human Resources Department, questioned if the assessment was of the Human Resources Department or of the Director. Commissioner Givens stated the Human Resources Department had several Directors over the past few years, and the Board was hoping to identify tools to assist the department. Commissioner Hicks concurred with Commissioner Givens, stating the goal was to increase efficiency of the department.

Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 5:05 p.m.

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L. Michelle Henson  
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED  
AT THE ADMINISTRATION OFFICE