

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

## **MINUTES**

April 10, 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; Mary Jo Jablonski and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven H. Repole; Assistant Finance Director Beth Moran; Elkton Police Chief William E. Ryan; Director of Parks & Recreation Mary Magaw; Human Resources Assistant Kathy Saienni; Administration Office Secretary L. Michelle Henson; and Town Attorney H. Norman Wilson, Jr.

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

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

Mr. Steven Repole, Finance Director and Ms. Beth Moran, Assistant Finance Director, presented the Finance Department Fiscal Year 2014 Budget.

Commissioner Givens questioned if Finance Department employees were insured. Ms. Moran stated the employees in the Finance Department were bonded.

Commissioner Givens questioned if each department had its own copier lease, or if all copier equipment was combined under one umbrella. Mr. Repole stated the Town leased copiers from one company, but the equipment was not under one lease. He stated the copiers were leased under State contract prices, which meant the price was the same if the lease was for one or a hundred copiers.

Discussion ensued regarding diminishing parking ticket revenue and increases in costs for office supplies and minor equipment, such as printers.

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

Mr. Lewis George, Town Administrator, presented the Administration Department Fiscal Year 2014 Budget.

Mr. George reviewed the budget items, including Professional Services for Legal Fees, Engineering Services, Information Technology (IT), and advertising of Public Notices, Ordinances and Resolutions.

Commissioner Piner expressed concerns regarding costs associated with IT services.

Commissioner Givens, referring to the request regarding attendance at the Maryland Municipal League (MML) Summer Convention, asked Mr. George if he attended other training opportunities. Mr. George answered in the negative, citing cost concerns for various training events that were typically held in areas of the country that required an airline flight to attend. Commissioner Givens stated Mr. George was an asset to the Town and its constituents, stating training was worth the investment. Commissioner Hicks concurred with Commissioner Givens' comments.

### **Discussion – Human Resources Fiscal Year 2014 Budget**

Mr. George and Ms. Kathy Saienni, Human Resources Assistant, presented the Human Resources Department (HR) Fiscal Year 2014 Budget.

Mr. George stated expenses associated with Unemployment Insurance were increasing due to the Federal government's extension of unemployment payments from 21 weeks to 99 weeks. Ms. Saienni added there were not as many claims as previously anticipated.

Discussion ensued regarding costs associated with hiring and testing of new employees, immunization costs for Department of Public Works (DPW) Water/Sewer Crew employees, and required anti-discrimination training for all employees.

Mr. George stated HR had not been assigned a vehicle, adding he would coordinate loaning a vehicle from another department to HR in order for staff to travel to regulatory hearings and training events.

Discussion ensued regarding advertising costs associated with recruitment.

Commissioner Givens questioned if a formal record of employee attendance was kept. Discussion ensued regarding a formal attendance roster.

Discussion continued regarding costs associated with requested minor equipment, the updated employee manual, and continuing education.

Ms. Saienni stated the request for new HR software included HR services and hiring modules. Discussion ensued regarding recruitment and follow up procedures.

### **Mark Clark Design Group – Parks & Recreation Facility Plan**

Mr. Mark Clark introduced Mr. Richard Rinehart and Ms. Allison Clark of Clark Design Group, and Mr. Brian Morgan of KCI Technologies (KCI), the Town's engineering firm, to the Board. He stated the purpose of their appearance was to discuss the amended concept site plan for the planned Parks & Recreation Community / Recreation Facility. He stated the new site plan included the proposed Elkton Police Department (EPD) Facility.

Mayor Fisona advised Mr. Clark that the Historic Elk Landing Foundation requested to be included regarding the plans.

Mr. Rinehart provided a Power Point presentation of the new site plan. A copy of the presentation was placed in the record of the minutes.

Discussion ensued regarding proposed showers for the Parks & Recreation Facility. Ms. Magaw stated she did not want showers in the facility. She stated if the Board wanted showers in the facility, they would be locked with limited access. She said the showers would only be made available during leagues and tournaments. Commissioner Hicks concurred with Ms. Magaw's concerns regarding accessibility to the showers.

Commissioner Givens stated a facility such as the one proposed needed showers for adult users. Commissioner Jablonski expressed concerns regarding sanitization of the showers. Commissioner Givens stated cleaning of showers would be included in the custodian's duties.

Commissioner Piner expressed support for showers for the facility.

Mr. Clark stated he needed a decision from the Board regarding the showers, as the plumbing plans would be drawn soon. Mr. Clark stated the space could be allocated and the plumbing infrastructure could be placed, and the area could be used as storage if the Board decided not to move forward with installation of the showers.

Mayor Fisona queried the Board for a decision regarding installation of showers. Commissioners Givens, Jablonski and Hicks expressed support for installation of 2 showers (one for male and one for female users). Commissioner Hicks stated he did not support installation of showers at the facility.

Mr. Clark stated he would provide samples of floor materials.

Discussion ensued regarding lighting and use of high efficiency fixtures.

Mr. Clark stated the Heating, Ventilation and Air Conditioning (HVAC) engineer would attend the May 1, 2013 Mayor & Commissioners meeting to provide information regarding the HVAC system.

Mr. Clark advised the Board that the amended proposed facility was larger than originally designed, which would result in higher design fees from his firm.

Mr. Brian Moore presented 2 site plans for the proposed Community / Recreation and EPD Facilities. He stated the difference between the site plans was the physical placement of the buildings and screening between the facilities. He stated the addition of the proposed EPD Facility would increase fees associated with site plan engineering, and

added he would work with the State Highway Administration (SHA) regarding a dedicated entrance for the EPD facility.

Mayor Fisona queried the Board for a consensus regarding the site plans. It was the consensus of the Board to move forward with site plan #2. A copy of the site plan was placed in the record of the minutes.

**Discussion – Fiscal Year 2014 Budget**

Mr. Repole stated the Board used General Fund Balance to balance the Budget over the past couple of years. He stated Town revenue continued to decline as expenses continued to increase. He said the Board could not continue to use fund balances to offset budget deficits, and advised the Board that a decision regarding a tax increase was necessary. Mr. Repole stated the Board adopted the Constant Yield Tax Rate (CYTR) for 5 years in a row, which resulted in no tax increases for citizens.

Commissioner Hicks questioned if Mr. Repole could provide projections of revenue and expenses for the Board. Mr. Repole stated he would do so after processing all department expense requests.

Mr. George advised the Board that a special workshop meeting should be held to discuss the Fiscal Year 2014 Budget prior to the May 15, 2013 Public Hearing, at which time the budget would be presented for adoption.

Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 6:26 p.m.

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L. Michelle Henson  
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED  
AT THE ADMINISTRATION OFFICE