

The Mayor and Commissioners of the Town of Elkton

MINUTES

July 17, 2013

The Mayor and Commissioners of the Town of Elkton (the "Board") held their second regularly scheduled meeting in July on this date at 7:00 p.m. The following persons were present: Mayor Joseph L. 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; Acting Police Chief Matthew Donnelly; Planning Director Jeanne Minner; Administration Office Secretary L. Michelle Henson and Town Attorney H. Norman Wilson, Jr., Esquire.

Mayor Fisona called the meeting to order and led the Pledge of Allegiance.

Notice of Closed Meeting

On Wednesday, July 3, 2013, at 7:58 p.m., during a regularly scheduled meeting of the Mayor and Commissioners of the Town of Elkton (the "Board"), a Closed Meeting was requested and approved by all present pursuant to State Government Article § 10-508 (1) to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees or officials over whom the Town has jurisdiction; and (ii) any other personnel matter that affects one or more specific individuals. Attendance: Mayor Joseph Fisona; Commissioners Charles H. Givens, Sr., Charles E. Hicks, V; Mary Jo Jablonski and Earl M. Piner, Sr.; Administration Office Secretary L. Michelle Henson and Town Attorney H. Norman Wilson. Mr. Larry Polanski, Human Resources Consultant, was also in attendance.

ACTION: The minutes of the July 3, 2013 meeting were approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Givens 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 Jablonski. The motion was seconded by Commissioner Givens and approved by all present.

Budget Amendment 2013-019

Mr. Repole presented Budget Amendment 2013-019 to increase the Parks & Recreation Facilities Upgrade expense budget by \$114,000. This amount included \$43,000 from Building Permits for Recreation Revenue, which was received in excess of the budgeted amount, and \$71,000 from the Fund Balance for the Parks & Recreation Facility upgrade.

ACTION: Budget Amendment 2013-019 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Hicks and approved by all present.

Budget Amendment 2013-020

Mr. Repole presented Budget Amendment 2013-020 to increase the budget for the Department of Public Works Street Repaving by \$403,500 from the Restricted Fund Balance for Road Restoration. Mr. Repole explained the money came from the State of Maryland Highway User Revenue fund.

Presentation of Certificate of Recognition

Elkton Police Chief William E. Ryan, Ret.

Mayor Fisona asked Chief Ryan to approach the front of the room for a presentation of a Certificate of Recognition regarding his employment with the Elkton Police Department from January 24, 2005 until his retirement on July 12, 2013.

Mayor Fisona expressed appreciation to Chief Ryan for his service to the Town. Commissioners Givens, Hicks, Jablonski and Piner echoed Mayor Fisona's comments, noting Chief Ryan's leadership and strength of character.

Special Presentation

Mayor Fisona announced a special presentation prior to the Elkton Chamber & Alliance report. A clip of the "Undercover Boss" television show was provided, in which Philly Pretzel Factory franchisee Mr. Marques Chandler was featured. After the clip was shown, Mr. Chandler addressed the Board, stating he was very thankful for the support he received from the Elkton community. He stated his franchise was an example of how a small business could succeed with hard work.

Elkton Chamber & Alliance

Report of Board of Directors

Mr. Roger Owens, Chairman of the Board, Elkton Chamber & Alliance, (the Alliance) introduced himself to the Board. He introduced Vice Chairman Larry Crouse, Treasurer Marybeth Sniadowski Cole, Design/Arts & Entertainment District Chair Margie Blystone, Economic Restructuring Committee Chair Kathy Kunda, and Promotion Committee Chair Jessica Price. Mr. Owens stated the purpose of their appearance was to provide an update on Elkton Chamber & Alliance activities.

Mr. Owens announced that the Department of Housing and Community Development's Secretary Raymond Skinner and his staff planned a tour of the downtown area from 9:30 a.m. until 11:30 a.m. on Tuesday July 23, 2013.

Mr. Owens stated the members in attendance would provide narration for an accompanying Power Point presentation, a copy of which was placed in the record of the minutes.

Mr. Crouse stated the goal of the Organization Committee was to build consensus and cooperation among all who have a role in the revitalization process. He stated the committee worked to recruit members in order to help revitalize the downtown area. Commissioner Givens questioned how a new business owner would be convinced to join the Alliance. Ms. Cole stated new business owners and citizens are welcomed as a new family member would be.

Commissioner Piner expressed support for the work done by the Alliance. He questioned how the Town would manage economic development and special events without the Alliance. Ms. Cole stated the Alliance existed on minimal funding, adding that most of the work done by the Alliance was accomplished by volunteers. She stated if the Alliance did not exist the Town would have to fund Economic Development entirely, which could cost upwards of \$200,000 to \$300,000.

Commissioner Hicks thanked the Alliance Board members for their presentation, stating it was a good opportunity to educate citizens regarding what the Alliance does for the Elkton community.

Ms. Kunda, referring to the new technical park being constructed in Newark, Delaware, stated Elkton was geographically in a great location to take advantage of the growing technical industry.

Mayor Fisona questioned if the Alliance had specific plans to bring business to the downtown area. Ms. Kunda stated the Alliance was awaiting a “Business Enterprise Zone” designation, expected at the end of July 2013. She stated the designation would entice larger businesses to invest in the area, adding that large businesses, located on busy highways such as Route 40, typically supported the smaller, specialty businesses that grow in downtown areas.

**Severn Trent Environmental Services
Water / Wastewater Treatment Services Report – Months of May & June
2013**

Mr. Ken Benner, Area Manager, Severn Trent Environmental Services, presented the Water/Wastewater Treatment Services report for the months of May & June 2013. A copy of the report was placed in the record of the minutes.

Mayor Fisona questioned if the recent heavy rains negatively impacted the Town’s Water Treatment Plant (WTP). Mr. Benner stated heavy rain events could endanger operation of the WTP due to the flooding caused by debris backing up under the Delaware Avenue Bridge. He stated he would speak with the Maryland Department

of the Environment (MDE) to request permission to remove the sediment from under the bridge.

Commissioner Jablonski questioned the timeline for removal of the debris from the previous flood event on Delaware Avenue. Mr. George stated the State Highway Administration (SHA) was likely coordinating with their contractor to remove the material. Commissioner Givens requested an invitation to SHA to discuss the Delaware Avenue Bridge and road flooding issues with the Board.

Town Administrator's Report Gateway Sign Project

Mr. George stated SHA previously contacted the Town as well as Perryville officials regarding placement of gateway signage along Route 40. He stated SHA would install the sign at the twin bridges on Route 40, facing eastbound traffic, and added that SHA would landscape the area, but the Town was responsible for creating and submitting the design to SHA for approval. Mr. George suggested a less expensive alternative was to request a duplicate of the Route 213 / Frenchtown Road gateway sign.

Mayor Fisona queried the Board for a consensus regarding requesting a duplication of the Route 213 / Frenchtown Road gateway sign, and placing it at the Route 40 twin bridges, facing eastbound traffic. It was a consensus of the Board to request a duplicate sign for placement at the Route 40 twin bridges, facing eastbound traffic.

Ordinance 7-2013 Major Facilities Charges – Presented for Adoption

Mr. George presented Ordinance 7-2013 Major Facilities Charges for adoption. He stated Ordinance 7-2013 was accepted by the Board for introduction at the July 3, 2013 meeting. He stated Ordinance 7-2013 removed a previous provision allowing a property owner to receive credits for disconnection of water and sewer service, which could be allocated to another property. Mr. George read the applicable verbiage and placed a copy of Ordinance 7-2013 into the record of the minutes. He stated Ordinance 7-2013, if approved, would become effective August 6, 2013.

ACTION: Ordinance 7-2013 was approved for adoption on a motion made by Commissioner Jablonski. The motion was seconded by Commissioner Hicks and approved by all present.

Old Business

Commissioner Hicks questioned if Mr. George knew the timeline for completion of the curb on the northeast side of the intersection of East High and South Streets. Mr. George stated he would get the information from Department of Public Works (DPW).

Mayor Fisona's Report

Mayor Fisona stated the Town invoiced a property owner for removal of items that had been deposited on the sidewalk in front of his property. He stated the property owner was requesting a waiver of the bill. Mayor Fisona queried the Board for a decision regarding waiver of the fees. It was the consensus of the Board to not waive the fees.

Mayor Fisona stated he received notice from the State Highway Administration (SHA) that the right turn lane at the southern end of Delancy Road would be extended. He stated SHA was reviewing construction of roundabouts at the intersection of Muddy Lane and Red Hill Road and Route 279 and Blue Ball Road.

Commissioner Jablonski's Report

Commissioner Jablonski stated CGI Communications approached the Town with a proposal to produce a video introduction of Elkton, which would be sponsored by local businesses. Mayor Fisona stated the video was a good opportunity to showcase Elkton, at no cost to taxpayers. Mayor Fisona queried the Board for a consensus to engage CGI Communications to produce the video. It was the consensus of the Board to engage CGI Communications to produce a video showcasing Elkton.

Public Comment

Mr. Robert Litzenberg, referring to previous discussions regarding issues relating to flooding near the Delaware Avenue Bridge, suggested the Board invite State Senator Pipkin and Delegate Smigiel to join discussions with SHA.

Motion to Adjourn

Hearing no additional business to come before the Board, Mayor Fisona requested a motion to adjourn the meeting.

ACTION: The request to adjourn the meeting was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Mayor Fisona adjourned the meeting at 9:03 p.m.

L. Michelle Henson
Administration Office Secretary

Mayor & Commissioners Meeting Minutes

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AN AUDIO AND 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.