

The Mayor and Commissioners of the Town of Elkton

MINUTES

August 20, 2014

The Mayor and Commissioners of the Town of Elkton (the “Board”) held their second regularly scheduled meeting in August on this date at 7:00 p.m. The following persons were present: Mayor Robert J. Alt; Commissioners Charles H. Givens, Sr.; Earl M. Piner, Sr.; Daniel R. VanReenen, Jr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven H. Repole; Elkton Police Department Chief Matthew Donnelly; Administration Office Secretary L. Michelle Henson; and Town Attorney John P. Downs, Esquire. Commissioner Mary Jo Jablonski was excused from the meeting.

Also in attendance: Department Managers J. Daniel Handley, Director of Public Works; Mary Magaw, Director of Parks & Recreation; and Laura Brown, Director of Human Resources.

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

Mayor Alt announced that Commissioner Jablonski would not be in attendance due to a previous commitment.

Notice of Closed Meeting

On Wednesday August 6, 2014, at 8:41 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 to discuss (1) (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. Attendance: Mayor Robert J. Alt; Commissioners Charles H. Givens, Sr.; Mary Jo Jablonski; Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Administration Office Secretary L. Michelle Henson; and Town Attorney John P. Downs, Esquire and Associate, Lisa Hamilton, Esquire.

ACTION: The minutes of the August 6, 2014 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 Givens. The motion was seconded by Commissioner VanReenen and approved by all present.

Severn Trent Environmental Services

Water / Wastewater Treatment Services Report – Months of June and July 2014.

Mr. Ken Benner, Area Manager, Severn Trent Environmental Services, provided the Water/Wastewater Treatment Services Report for the months of June and July 2014. A copy of Mr. Benner’s report was placed in the record of the minutes.

Mr. Benner stated he continued to investigate water pressure issues in various service areas of Town, including the Patriots Glen neighborhood.

Commissioner VanReenen questioned if the increased water pressure in Patriots Glen was the result of increased water flow. Mr. Benner answered in the affirmative.

Mayor Alt questioned if the fire company communicated with Severn Trent during circumstances in which additional flow was needed during fire-fighting activities. Mr. Benner stated the fire company did contact Severn Trent under certain circumstances. Chief Donnelly interjected a call for additional water pressure normally came via the Department of Emergency Services.

Town Administrator’s Report

Project 2013-003 Raceway Sediment Removal Project Bid Opening

Mr. George stated the Town received four bids for the Water Treatment Plant Sediment Removal Project #2013-003.

Mayor Alt questioned the amount originally budgeted for the project. Mr. George stated \$350,000 was originally budgeted for the project.

Mr. George unsealed and announced the Water Treatment Plant Raceway Sediment Removal Project 2013-003 Bid amounts. The Bid results were as follows:

<u>Name</u>	<u>Address</u>	<u>Bid Price</u>
BrightFields, Inc.	801 Industrial Street, Suite 1 Wilmington, Delaware 19801	\$201,825.48
Eastern States Construction Service, Inc.	702 First State Boulevard Wilmington, Delaware 19804	\$222,900.00
JJID, Inc.	100 Julian Lane Bear, Delaware 19701	\$318,872.00
Reybold Construction	106 East Scotland Drive Bear, Delaware 19701	\$222,224.00

Mr. George recommended tentative approval of the low bidder, Brightfields, Inc., contingent upon checks of references and other requirements.

ACTION: The request to tentatively accept the bid submitted by Brightfields, Inc., contingent upon checks of references and other requirements, was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner.

Discussion

Commissioner Piner questioned if the Town had previous experience with Brightfields, Inc. Mr. George answered in the negative.

Mayor Alt questioned if the cost of the project was lower than the amount of the awarded grant. Mr. George stated Maryland Community Development Block Grant funds were being utilized for 75% of the project costs.

Recognizing a motion by Commissioner Givens and a second by Commissioner Piner, Mayor Alt requested a vote. The motion was approved by all present.

Historic Elk Landing Zebulon Hollingsworth House Mold Remediation Recommendation

Mr. George stated a heater failure in January 2014 resulted in water damage and subsequent mold growth in areas of the basement, first, second and third floors of the Historic Elk Landing Zebulon Hollingsworth House. He stated a claim was filed with the Town's insurer and, as part of the process, bids were received from two companies experienced with mold remediation, adding mold spores would be measured prior to and after remediation to confirm a decline in spore content.

Mr. George stated B & M Cleaning bid \$17,895.00 for mold remediation and Atlantic Environmental Solutions bid \$9,950.00 to conduct the process. He requested approval of the bid from Atlantic Environmental Solutions.

ACTION: The request to accept Atlantic Environmental Solutions bid of \$9,950.00 for mold remediation at the Historic Elk Landing Zebulon Hollingsworth House was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner.

Discussion

Commissioner VanReenen questioned the amount of reimbursement from the Town's Insurer, the Local Government Insurance Trust. Mr. George stated the Town's Insurer paid \$15,000 toward the claim.

Recognizing a motion by Commissioner Givens and a second by Commissioner Piner, Mayor Alt requested a vote. The motion was approved by all present.

Old Business

Commissioner Givens, referring to previous discussions regarding placement of pedestrian safety signage at 2 crosswalks on East High Street, questioned the status of the installation. Mr. Handley stated he would order the signage.

Commissioner VanReenen, referring to existing pedestrian safety signs on East High Street, questioned the height of the signage. Mr. George stated the signage was installed pursuant to State of Maryland standards.

Commissioner VanReenen, referring to previous discussions regarding replacement of valves leading to the Water Treatment Plan (WTP) raceway, questioned the status of the installation. Mr. George stated he applied for a Permit from the Maryland Department of the Environment in order to draw down the race to allow inspection of the existing pipes and headwall.

Commissioner VanReenen questioned the status of combining the ponds collectively known as Howards Pond. Mr. George stated the plan had not yet proceeded as a project, as the WTP Raceway Dredge Projected required completion prior to moving forward. Mayor Alt agreed with completing the WTP Raceway Dredge Project prior to initiating the Howards Pond project.

Mayor Alt's Report

Mayor Alt stated he recently attended a grant award ceremony in Berlin, Maryland. He stated the Town was awarded a Community Development Block Grant (CDBG) for \$440,000 in order to rehabilitate the Walnut Hill Water Tower. He stated the project would complete rehabilitation the Town's 4 water towers. Mayor Alt added the Town's status regarding low- to moderate-income demographics recently changed, resulting in the Town's inability to apply for CDBG funding until the next review of income data.

Mayor Alt reported he met with representatives of the Maryland Transportation Authority regarding the status of the Elkton Train Station. He stated the project was not yet in the funding stage, and the Board would have to commit about \$40,000 per year for 3 years to initiate the process. He stated if the Board committed the funds the next step would be to identify funding sources for \$20 million to get the project underway. He stated he would keep the Board posted regarding any updates he received.

Commissioner VanReenen questioned who would be responsible for the \$20 million cost. Mayor Alt answered the Town of Elkton would be responsible for the \$20 million cost, adding that funding sources would be sought.

Commissioner Givens questioned the location of the proposed station. Mayor Alt stated the proposed location was to the rear of the Cecil College Railroad Avenue building, utilizing the existing parking area.

Mayor Alt stated it was made clear to him that the Town's project would not move forward until the Perryville Facilities Project was completed, the date of which was projected at 2019.

Mayor Alt reported the Department of Public Works, in cooperation with the Finance Department, was moving forward with meter inspection / sealing as recommended by the Town's recently conducted Water Audit.

Mayor Alt announced the Crab Crawl event on September 13, 2014 in North East, a fundraiser benefitting the Cecil County Library North East branch.

Mayor Alt announced Chesapeake City's Conquer the Bridge run/walk event, scheduled for October 4, 2014.

Mayor Alt, referring to a news article by Ms. Cheryl Mattix, Cecil Whig, stated Cecil County was chosen to host a Bass Master Fishing Tournament in 2015, stating it was an important event, drawing an estimated 30,000 visitors to the county during the week of August 13-17, 2015, with an expected impact of \$2 million.

Commissioner Givens' Report

Commissioner Givens questioned the status of parking meters located in the downtown area. Mayor Alt stated the Board had not yet reached a decision regarding the meters, noting the Town had not yet hired a Parking Enforcement Officer.

Commissioner Piner questioned the status of the situation without having a Parking Enforcement Officer. Chief Donnelly stated he received no complaints during his routine visit downtown.

Commissioner VanReenen questioned the areas that were assigned by the Parking Enforcement Officer. Chief Donnelly stated the Parking Enforcement Officer's assigned areas, in addition to parking meters in Town, were area shopping malls, the Wal Mart and residential areas with permit parking or 2-hour parking limits.

Commissioner VanReenen suggested amending the parking limit from 2 hours to 3 hours in certain areas, adding that the Town could phase out its aging parking meters and utilize parking "kiosks". Commissioner VanReenen questioned the anticipated revenue from parking fees. Mr. Repole answered \$23,000 in revenue was budgeted for parking fees in Fiscal Year 2015.

Commissioner Givens, referring to previous discussions regarding diversity recruitment, questioned if the Town would amend its process to reach a broader area. Chief Donnelly responded employment opportunities were advertised in area newspapers, at colleges, and state wide via the Maryland Municipal League.

Commissioner Givens questioned if employment opportunities were shared between law enforcement agencies. Chief Donnelly answered in the negative.

Commissioner Givens, stating he understood the competition for recruits, questioned how the Town was “sold” to potential officers. Ms. Brown reiterated Chief Donnelly’s statements, stating salary and benefit information was provided to potential recruits.

Commissioner VanReenen’s Report

Commissioner VanReenen asked Chief Donnelly to provide an example of why someone would want to join EPD. Chief Donnelly stated EPD was a great place for a new officer to work, due to the opportunity to conduct various levels of Police work. He stated EPD had an excellent pension plan, health and medical benefits, as well as leave and other benefits.

Commissioner VanReenen, referring to a notice received regarding compliance with grant funding for EPD, questioned the status of the issue. Mr. George stated the Town was responding to the query.

Commissioner VanReenen, referring to previous discussions regarding yard waste collection, questioned why clippings could not be placed in trash cans for removal by DPW. Mr. Handley stated grass was collected using suction equipment, adding that clippings that were contaminated with various materials ranging from trash and metal to ornamental grasses could clog and/or damage the equipment.

Commissioner VanReenen, referring to previous discussions regarding utilizing Comcast Cablevision for news alerts, questioned the status of obtaining a channel for the Town. Ms. Henson replied Comcast had been contacted and she was awaiting a response. Mayor Alt stated he would like to see broadcast of Mayor & Commissioner meetings. Commissioner VanReenen concurred with Mayor Alt’s comments.

Commissioner VanReenen, referring to a citizen’s previous comments regarding economic development efforts in Elkton, expressed support for creation of an Economic Development Center and hiring of an Economic Development Director for the Town. He stated economic development should encompass Information Technology Parks & Recreation

Commissioner VanReenen requested continual updates to the Town’s website, asking for inclusion of all events and email updates.

Commissioner VanReenen stated his goal to promote Elkton and attract business. Mayor Alt concurred with Commissioner VanReenen, stating he wanted the Board to work together and develop a plan to attract business to Town.

Public Comment

Ms. Jasmine Howell, referring to recent events in Ferguson, Missouri, urged the Board to promote diversity and public relations within EPD.

Mr. Richard Lemen stated he had been attending Mayor & Commissioner meetings for over a year, stating the meetings were an education in democracy. He stated school students should be encouraged to attend as part of Social Studies curriculum.

Mr. Lemen, referring to the recently completed Warner Road Water Tower Rehabilitation and the upcoming Walnut Hill Water Tower Rehabilitation Projects, questioned if the paint used in the projects was warranted. Mayor Alt stated paint products of the nature used in the projects were typically warranted for several years however workmanship, or actual application was typically warranted for 1 year.

Mr. Lemen, referring to previous discussions regarding a proposed “solar farm”, questioned the status of the proposal. Mayor Alt stated the Town was awaiting follow up from Standard Solar, which presented the original proposal.

Mr. Ronald Waldrup questioned if area schools had a Parent Advisory Board. Commissioner Givens stated a Parent Advisory Board was a function of the Cecil County Public School system.

Ms. Sherry Kennedy, President of the Chapel Run Homeowners Maintenance Corporation, expressed support for utilizing containers to store grass clippings for pick up.

Ms. Pat Opal expressed support for utilizing storage containers for grass clippings.

Former Commissioner C. Gary Storke, referring to Mr. Benner’s comments regarding the installation of an altitude valve to increase water pressure in the Patriots Glen neighborhood, questioned if the Board was going to move forward with Mr. Benner’s recommendations. Mayor Alt, noting the valve’s \$10,000 cost, stated the Board would take action upon the recommendation of the Town Administrator.

Mr. Robert Litzenberg asked the Board to consider staffing costs associated with Economic Development, and asked the Board to determine the costs associated with the Alliance over the years during which the Alliance was in existence.

Mr. David Wiseman, referring to the previous “Color Vibe 5k” questioned if the Town had invoiced the event sponsor. Mr. Repole answered in the affirmative.

Mayor & Commissioners Meeting Minutes
August 20, 2014

Mr. Litzenberg expressed concerns that he was approached by a person requesting money during the early morning hours as he was leaving the hospital.

Mr. Wiseman, referring to an event scheduled in Meadow Park on September 6, 2014, questioned if Police would be present. Chief Donnelly answered in the affirmative. Mr. Wiseman questioned if the sponsor would provide security. Mayor Alt stated the Town would provide Police under any circumstances.

Hearing no additional business to come before the Board, Mayor Alt 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.

Commissioner Givens adjourned the meeting at 8:48 p.m.

L. Michelle Henson
Administration Office Secretary

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.