

## The Mayor and Commissioners of the Town of Elkton

### MINUTES

August 27, 2014

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 Robert J. Alt; Commissioners Charles H. Givens, Sr.; Mary Jo Jablonski; Earl M. Piner, Sr.; and Daniel R. VanReenen, Jr.; Town Administrator Lewis H. George, Jr.; and Administration Office Secretary L. Michelle Henson. Also in attendance: Finance Director Steven H. Repole, Assistant Finance Director A. Beth Moran; Jeanne D. Minner, Director of Planning; J. Daniel Handley, Director of Public Works; Town Attorney John Downs, Esquire and Associate Lisa Hamilton, Esquire.

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

#### **Presentation – KCI Technologies, Inc. – Well House #5 Proposal**

Mr. George introduced Ms. Lijie Li, P.E., PhD, to the Board. Ms. Li stated the purpose of her appearance was to provide a proposal from KCI Technologies, Inc., the Town’s engineering firm, regarding design of a Well House, water treatment process, and obtaining of applicable permits, etc., for well #5, located to the west of the Waste Water Treatment Plant.

Mayor Alt questioned if the site included a water tower. Mr. George answered in the negative. Mayor Alt questioned if the water would be treated at the Town’s Water Treatment Plant. Mr. George answered in the negative, stating the water would be treated at the Well House and incorporated into the existing distribution system.

Mayor Alt questioned the expected production of Well #5, and asked if it was a backup to the existing system. Mr. George answered Well #5 was permitted at 100,000 gallons per day (gpd), stating it was a backup to the existing system.

Mayor Alt questioned if Major Facilities fund would be utilized for Well House #5. Mr. George answered in the affirmative.

Commissioner VanReenen requested clarification of numbers and locations of the Town’s Wells. Mr. George stated Well #1R, permitted at 100,000 gpd, was located behind the Crossroads Shopping Center; Well #2R, permitted at 100,000 gpd, was located at 14 ½ Walter Boulden Street; Well #3, permitted at 500,000 gpd, was located behind the Wal Mart; Well #4, which was not yet constructed, was permitted at 500,000 gpd, and located on the Southside LLC property. He added the Well House for Well #2R would be completed prior to construction of Well House #5.

Mr. George stated he would present the Well House #5 Proposal for approval at the September 3, 2014 Mayor & Commissioners meeting.

### **Discussion – Finance Department Overview**

Mr. Steven Repole, Finance Director, and Ms. A. Beth Moran, Assistant Finance Director, provided a Power Point Presentation overview of the duties of the Finance Department. A copy of the presentation was placed in the record of the minutes.

Commissioner Givens, noting the Payroll duties conducted by the Finance Department, questioned if bi-weekly paystubs included vacation accruals. Mr. Repole answered in the affirmative. Commissioner Givens questioned which employees completed bi-weekly timesheets. Mr. Repole answered all employees completed bi-weekly timesheets.

Mayor Alt questioned if Real Property Taxes were collected by Cecil County. Mr. Repole answered in the affirmative.

Commissioner Jablonski questioned why credit card payments were not accepted at the Finance Department. Mr. Repole replied that acceptance of credit card payments by the Finance Department differed from a credit card transaction with a retailer, in that a retail credit card transaction the seller provided a percentage of the payment to the credit card vendor. He stated the Town could not amend fees to offset percentages paid to vendors. He suggested placement of a payment kiosk, adding that customers would still be charged a convenience fee.

Commissioner VanReenen questioned if money orders could be accepted for payment. Mr. Repole answered in the affirmative. Ms. Moran added ATM's were located close to Town Hall.

### **Discussion – Speed Hump Policy**

Mr. George, referring to the Town's current Speed Hump Policy, stated the Town, upon receipt of a citizen's request for installation of speed humps, initiated a survey of residents of the affected street, followed by a traffic study conducted by EPD. Using a recent request for speed humps as an example, he stated the Town received 34 responses from 132 mailed surveys which included self-addressed, stamped envelopes. He stated 19 of the 34 respondents requested speed hump installation, stating a situation was developing in which a minority of taxpayers could request speed humps at the request of all taxpayers, adding speed humps cost \$2,500 - \$3,000 each.

Mr. George stated he wanted to update the Board in order to initiate a conversation regarding possible amendments to the Speed Hump Policy in order to invest taxpayer funds in the most efficient manner.

Discussion ensued regarding alternative traffic calming devices. Mayor Alt stated he recently spoke with a resident who suggested using an hourglass shape in order to narrow roads, resulting in slowing of traffic.

Commissioner Givens agreed that narrowing of a road resulted in traffic calming, adding the design High Street adjacent to Union Hospital have a perception that the road narrowed.

Commissioner Jablonski, referring to a resident's request for speed hump installation in the Thomson Estates neighborhood, stated the particular area was actually in Cecil County, adding that Cecil County does not install speed humps.

Commissioner VanReenen stated the speed humps installed in his neighborhood were an effective deterrent to speeders. He suggested that speed humps be required in new developments

### **Discussion**

Commissioner Jablonski shared an invitation to attend an event commemorating the retirement of Raymond Skinner, Secretary, Maryland Department of Housing and Community Development, on September 18, 2014.

Mr. George, referring to a presentation by Standard Solar for a solar farm located adjacent to the Waste Water Treatment Plant on Route 40, queried the Board for a consensus regarding pursuing the proposal.

Mayor Alt asked the Board to consider the proposal for discussion at the September 3, 2014 meeting.

Hearing no additional business to come before the Board, Mayor Alt adjourned the workshop at 4:52 p.m.

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L. Michelle Henson  
Administration Office Secretary

AN AUDIO RECORDING OF THIS MEETING IS RETAINED AT THE ADMINISTRATION  
OFFICE