

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

## **MINUTES**

October 10, 2012

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; Elkton Police Chief William E. Ryan; Zoning Administrator J. Craig Trostle, Jr.; Director of Planning Jeanne D. Minner; Director of Parks & Recreation Mary Magaw; Director of Public Works Daniel Handley; Director of Human Resources Laura Brown; 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 – Short and Long Term Planning**

Commissioner Givens asked for clarification pertaining to Department Managers presenting short and long term planning goals. Commissioner Jablonski stated having Department Managers attend the workshop would enable the Board to understand future departmental needs.

### **Human Resources**

Ms. Laura Brown, Director of Human Resources, presented short and long-term goals for the Human Resources Department. A copy of Ms. Brown’s presentation was placed in the record of the minutes.

Ms. Brown outlined short term goals that included implementation of training for elected officials and employees pursuant to the Age Discrimination in Employment Act (ADEA) and a continuing search for time and attendance software.

Commissioner Piner expressed concerns regarding the time and attendance software, and citing previous compatibility issues, questioned which program was currently being investigated.

Discussion ensued regarding the Town’s current payroll management system and the search for compatible time and attendance software that could be utilized for all employees.

Ms. Brown stated she was working on the employee handbook, which would be separated for full time, part time and seasonal employees. She stated it was currently under legal review.

Commissioner Jablonski, referring to Ms. Brown's statements pertaining to anticipated changes in laws and requirements, stated the Town's insurer, the Local Government Insurance Trust (LGIT) offered grant funding for a consultant to conduct an audit of the Town's Human Resources Department to review application of laws and regulations, the Town's employee handbook, posting of appropriate signage, etc. in order to ensure compliance with federal and state laws.

Commissioners Hicks and Jablonski expressed support for applying for the LGIT grant to obtain a consultant to conduct an audit of the Town's Human Resources Department. Commissioner Hicks stated the auditor could be asked to provide guidance regarding a time and attendance system.

Mayor Fisona queried the Board for a consensus regarding investigation of a vendor that could provide time and attendance and payroll in one package. It was the consensus of the Board to authorize Ms. Brown to identify a vendor that could provide time and attendance and payroll in one package. Mayor Fisona added that Mr. Wilson would be provided contract documents for review.

Mayor Fisona queried the Board for a consensus regarding engaging a consultant to conduct an audit of the Human Resources Department. It was the consensus of the Board to direct Ms. Brown to contact the consultant to conduct an audit of the Human Resources Department, and to contact LGIT to apply for grant funding for the audit.

### **Planning Department**

Ms. Jeanne Minner, Director of Planning, stated she received official notice that the Town of Elkton was designated a Sustainable Community Town. She stated the designation opened the door for grants and tax credits, among other benefits.

Ms. Minner presented short and long term plans for the Planning Department, a copy of which was placed in the record of the minutes.

Ms. Minner stated short term plans included updates to the Town's Zoning Ordinance and Subdivision Regulations, completion of the Comprehensive Rezoning, updates to the Town's sewer tier map, and updating the Flood Plain Ordinance.

Ms. Minner said the State's Watershed Implementation Program (WIP) would have significant impact on the Planning and Public Works Departments. She stated WIP would require retrofitting of existing stormwater management areas, including landscaping and infiltration systems, resulting in increased maintenance staff.

Commissioner Jablonski asked what was needed for future growth areas. Ms. Minner replied the Town's water situation was stable. Discussion ensued regarding sewer service to growth areas.

Discussion continued regarding the recently permitted well no. 4.

### **Elkton Police Department**

Chief William Ryan presented an update to his 2008 Needs Assessment Report, a copy of which was placed in the record of the minutes.

Chief Ryan stated the immediate need for the Elkton Police Department (EPD) was a new facility. Mayor Fisona queried the Board for a consensus authorizing Chief Ryan to develop a needs assessment specific to a new Police Department Facility. It was the consensus of the Board to authorize Chief Ryan to develop a needs assessment specific to a new Police Department Facility.

### **Parks & Recreation**

Ms. Mary Magaw, Director of Parks & Recreation, stated she met with Mr. George Patchell, Executive Director of the Cecil County YMCA to discuss utilization of the YMCA's facilities for selected Elkton Parks & Recreation programs.

Discussion ensued regarding fees charged to Cecil County residents vs. Elkton residents using the YMCA.

Commissioner Hicks questioned if use of the YMCA was a short or long term plan, and questioned where using the facility was in relation to the planned Community / Recreation Facility. Discussion continued regarding the Board's goal of building a Community / Recreation Facility.

Commissioner Piner questioned if Ms. Magaw wanted to move forward with utilizing the YMCA. Ms. Magaw stated the YMCA did have available space, and that she needed to run some programs from the facility to see if it would work.

Commissioner Givens reiterated support for building the Community / Recreation Facility. Mr. George queried the Board for authorization to proceed regarding solicitation of architects to present designs to the Board.

Discussion ensued regarding an architectural design previously submitted by Clark Design Group. Mayor Fisona queried the Board for a consensus regarding approval of an architectural design previously submitted by Clark Design Group. It was the consensus of the Board to approve an architectural design previously submitted by Clark Design Group. Mr. George stated he would present the design proposal from Clark Design Group at the October 17, 2012 meeting.

### **Zoning Department**

Mr. J. Craig Trostle, Zoning Administrator, presented short and long term plans for the Zoning Department, a copy of which was placed in the record of the minutes.

Mr. Trostle stated the Zoning Department's short term plans included an incentive-based training program for his employees. He stated he planned to invite local home-improvement / contractor supply vendors to provide home repair / renovation seminars for residents.

Mr. Trostle said his department's short term plans included requesting an additional Code Enforcement Official and a Plans Reviewer, as well as replacement of 3 vehicles.

Discussion ensued regarding initiation of a Mechanical Board and a Plumbing Board.

Mr. Trostle stated his department was in need of additional space to accommodate the amount of paper records he was required to retain.

### **Department of Public Works**

Mr. Dan Handley, Director of Public Works, presented short and long term plans for the Department of Public Works, a copy of which was placed in the record of the minutes.

Mr. Handley reiterated Ms. Minner's comments regarding staff and other financial impacts of the WIP.

Mr. Handley stated the Town's Sewer Vac Truck, which is a vital piece of equipment, would need to be replaced in the short term. He stated several other large pieces of equipment were also nearing the end of their use.

Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 7:02 p.m.

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L. Michelle Henson  
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED  
AT THE ADMINISTRATION OFFICE