

The Mayor and Commissioners of the Town of Elkton

MINUTES

November 12, 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.; Finance Director Steven H. Repole; Director of Public Works J. Daniel Handley, P.E.; Administration Office Secretary L. Michelle Henson; Town Attorney John Downs, Esquire and Associate Lisa Hamilton, Esquire.

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

Discussion – Downtown Parking Meters

Mayor Alt stated he supported removal of all parking meters in the Downtown area, adding that he would support the consensus of the Board.

Commissioner Jablonski stated she recently attended a Maryland Main Street meeting at which participants discussed parking enforcement in their municipalities. She stated the majority did not enforce parking time limits, as Main Street businesses competed with shopping malls.

Commissioner Piner expressed concerns regarding people leaving their cars parked in front of businesses all day, and suggested signage to encourage courtesy to business owners and customers.

Commissioner Givens concurred with Commissioner Piner, stating he noticed use of a parking space for 2 days near Union Hospital.

Mayor Alt queried the Board for a consensus regarding removal of the parking meters in the Downtown area. Commissioners Givens, Jablonski and Piner supported removal of the parking meters from the Downtown area. Commissioner Piner reiterated his request for signage asking motorists to refrain from parking all day in spots adjacent to businesses.

Commissioner VanReenen, stating that \$53,000 in parking meter / fine revenue was budgeted in the Fiscal Year 2015 Budget, expressed concerns regarding the loss of anticipated revenue.

Discussion ensued regarding parking meter / fine revenue versus the costs associated with a parking enforcement employee.

Discussion continued regarding incentivizing businesses to locate in the Downtown area, and encouraging employees / visitors to utilize municipal parking lots.

Mayor Alt queried the Board for a consensus regarding removal of parking meters, enforcement of parking time limits and hiring a parking enforcement official.

It was the consensus of the Board to temporarily suspend meter enforcement, enforce parking time limits, and to place hiring of a parking enforcement official on hold.

Discussion – Soundscape for Downtown Area – Jared Noe

Mayor Alt, noting Mr. Noe was not in attendance, requested to move to the next agenda item.

Discussion – Standard Solar Proposal for 2.22 MegaWatt Solar (PV) Array Located on Town Property Adjacent to the Elkton Waste Water Treatment Plant, 200 W. Pulaski Highway, Map 314, Parcel 2408

The following persons appeared on behalf of Standard Solar: Mr. Robert Busler, Director of Business Development; Mr. C.J. Colavito, Director of Engineering; Mr. Scott Baxter, Director of Commercial Operations; and Mr. Mike Hartley, Director of Structured Finance.

Mr. Busler, referring to the Board's previous discussions regarding a proposed solar farm located on property adjacent to the Town's Wastewater Treatment Plant (WWTP), presented an updated proposal, which included drawings and a schedule of activity associated with the project. A copy of the updated proposal was placed in the record of the minutes.

Mr. Busler stated the project would be a 'turnkey' operation, producing 3,056,000kWH of electricity in the first year of operation.

Mayor Alt advised those in attendance that the property upon which the solar farm was proposed was less than 7 acres, and the array would consist of 6,517 panels. He stated Standard Solar projected the Town's savings on electricity between \$122,000 and \$155,000.

Discussion ensued regarding parameters of a long-term contract, including maintenance, security, projected savings and costs.

Mayor Alt stated the updated agreement would be reviewed by the Town's Attorney.

Mayor Alt queried the Board regarding the updated proposal, and moving forward with the project, and asked if the proposal should be presented at the December 3, 2014 Mayor & Commissioners meeting. It was the consensus of the Board to scheduled presentation of the proposal at the December 3, 2014 Mayor & Commissioners meeting.

Mayor Alt stated he was looking forward to substantial savings for the Town.

Commissioner Jablonski commended the representatives of Standard Solar for their presentation.

Discussion – Municode – Proposal Regarding Recodification of Town Code

Mr. George, referring to the Board's previous discussions regarding recodification of the Town's Code, presented a proposal from Municode for a not-to-exceed price of \$10,000 for review and recodification services. He stated the proposal included hard copies and online versions of the Code.

Mayor Alt questioned if funds were available for the project. Mr. George stated the General Fund would be expensed for the project.

Mr. Downs, referring to the proposal, advised the Board against utilization of the "searchable database", due to legacy costs associated with continuous updates. Mr. George noted the \$995.00 annual cost associated with the proposed searchable database.

Referring to Mr. Downs' review of various Articles of the Code, Mayor Alt questioned coordination of Mr. Downs and Municode. Mr. George stated the process of review would include teleconferencing between Mr. Downs and Municode.

Referring to the scheduled discussion of Soundscape, Mayor Alt stated the presentation included a presentation of wireless speakers on North, Main and Howard Streets, which could be used for events as well as public safety messages. He asked to have the presentation rescheduled.

General Discussion / Wrap Up

Mayor Alt stated the Town received a request from Cecil County Government to waive Major Facilities fees associated with the Cecil County Detention Center project. He stated a letter of denial was drawn, and advised the Board he would sign the notice.

Mayor Alt stated the Town received a request from Cecil County Government regarding an extension of sewer service into the Elkton West service area. He stated his position that he fully supported working with the county however the Town would not sell water and sewer service to properties located outside of Town limits.

Discussion ensued regarding development within Town limits.

Commissioner Jablonski, referring to the Board's previous discussions regarding separate water / sewer billing for accessory apartments, questioned if existing accessory apartments could be grandfathered. Mr. George stated the practice of separately billing an accessory apartment was not new. Mr. Repole stated when a second kitchen was installed, the area was considered a separate living space, or accessory apartment, and therefore a separate water / sewer bill was required.

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Mayor Alt requested that the item be scheduled for the December 10, 2014 workshop, and requested that Mr. Charles Bromwell, Zoning Administrator, be present to provide input.

Mr. George stated he previously sent the Board copies of the Town's Police Pension Plan Investment Policy Statement for review. Stating that the policy had been reviewed by counsel, he noted the policy required Board approval prior to moving forward with the Pension Plan's Investment Agreement with the fund administrator, T. Rowe Price. He stated the policy would be presented for approval at the November 19, 2014 Mayor and Commissioners meeting.

Hearing no additional business to come before the Board, Mayor Alt adjourned the workshop at 5:28 p.m.

L. Michelle Henson
Administration Office Secretary

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