

# The Mayor and Commissioners of the Town of Elkton

## MINUTES

November 19, 2014

The Mayor and Commissioners of the Town of Elkton (the “Board”) held their second regularly scheduled meeting in November on this date at 7:00 p.m. The following persons were present: Mayor Robert J. Alt; Commissioners Charles H. Givens, Sr.; Mary Jo Jablonski; 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.

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

**ACTION:** The minutes of the November 5, 2014 meeting were approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Jablonski 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. Commissioner Piner seconded the motion.

### **Discussion**

Referring to the financial report, Mayor Alt questioned if Washington Gas and Energy was an entity through which the Town purchased electricity. Mr. Repole answered in the affirmative.

Mayor Alt noted that Heritage Concrete was located in Delaware, and requested that purchases of concrete be made from companies located in the proximity of Elkton.

**VOTE:** Recognizing a motion and second, Mayor Alt requested a vote to approve the financial report and the bills submitted for payment. The record of the vote is as follows:

Mayor Alt: Aye

Commissioner Givens: Motion

Commissioner Jablonski: Aye

Commissioner Piner: Second

Commissioner VanReenen: Aye

### **Comcast Cablevision Update – Mr. Chris Comer, Director of Governmental Affairs**

Mr. Chris Comer, Director of Governmental Affairs for Comcast Cablevision, introduced himself to the Board. He stated he became the Director of Governmental Affairs upon the retirement of Mr. Tom Worley.

Mayor Alt stated he met with Mr. Comer on Friday November 15, 2014, and during their conversation he learned that the Town had access to a cable channel, over which meetings and

other information could be televised. Mr. Comer stated the Town had access to a Public Education Grant (PEG) channel, over which bulletins, news and meetings could be televised. He stated the equipment to televise over the channel would cost approximately \$10,000 to \$15,000, which would be passed through to subscribers.

Commissioner Piner questioned if Comcast offered credit to customers in the event of service interruption. Mr. Comer answered in the affirmative.

### **Severn Trent Environmental Services**

Mr. Ken Benner, Area Manager, Severn Trent Environmental Services, presented the Water/Wastewater Treatment Services Report for the months of October and November 2014. A copy of Mr. Benner's report was placed in the record of the minutes.

Ken Benner stated he recently attended a Women's Club meeting at which time he received many questions regarding the Town's water and wastewater treatment processes.

Mr. Benner, referring to previous discussions regarding Artesian Water Maryland's ability to supply water to the Town, stated he conducted 4 trials, the conclusion of which indicated that the interconnection, in conjunction with existing infrastructure, could produce the water needed to supply the Town.

Mayor Alt, referring to the ongoing water audit, queried Mr. Benner for his opinion regarding the Town's estimated loss of water. Mr. Benner stated he expected the Town's water loss was due to leakage or water that was not metered. He recommended reading of all meters in order to account for all water that was distributed, adding that leak detection equipment should also be utilized.

### **Town Administrator's Report**

#### **Ordinance 3-2014 – Amending the Town of Elkton Code Chapter 2.16 Code of Ethics to Increase Members of the Ethics Commission from 3 to 5 Members – Presented for Adoption**

Mr. George presented Ordinance 3-2014 – Amending the Town of Elkton Code Chapter 2.16 Code of Ethics, for adoption. He stated the purpose of Ordinance 3-2014 was to increase the Ethics Commission to 5 members, adding the Ordinance was accepted for introduction by the Board at the November 5, 2014 meeting. He stated Ordinance 3-2014, if adopted, would be effective in 20 days. A copy of Ordinance 3-2014 was placed in the record of the minutes.

**ACTION:** Ordinance 3-2014 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Jablonski and approved by all present.

Mayor Alt noted the Town received 2 applications for the Ethics Commission, adding that he planned to fill the positions after the New Year.

**Ordinance 4-2014 – Amending the Town of Elkton Code by Repealing Title 5, Chapter 5.12 – Taxicabs – Presented for Adoption**

Mr. George presented Ordinance 4-2014 – Amending the Town of Elkton Code by repealing Title 5, Chapter 5.12 – Taxicabs, for adoption. He stated Ordinance 4-2014, if adopted, would be effective in 20 days. A copy of Ordinance 4-2014 was placed in the record of the minutes.

**ACTION:** Ordinance 4-2014 was adopted on a motion made by Commissioner Jablonski. The motion was seconded by Commissioner VanReenen and approved by all present.

**Town of Elkton Police Pension Plan Investment Policy Statement**

Mr. George presented the Town of Elkton Police Pension Plan Investment Policy Statement for approval. He stated the policy, which was previously sent to the Board, provided the framework under which the retirement committee will oversee Police Pension Plan funds that were held in trust. He stated the policy, which was prepared by Town counsel Whiteford, Taylor and Preston, was similar to that of Bel Air and Havre de Grace.

Mayor Alt, noting that the Police Pension Plan targets a return of 7.5%, stated the Town Charter required conservative action regarding taxpayer money, and questioned if the same investment strategy for the Police Pension Plan could be utilized for taxpayer funds.

Mr. George stated the funds invested in the Police Pension Plan were separate from the Town's funds, and were not subject to the same investment restrictions.

**ACTION:** The Town of Elkton Police Pension Plan Policy Statement was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Givens and approved by all present.

**Delaware Avenue and Howard Street – Removal of Traffic Signal**

Mr. George stated he met with State Highway Administration (SHA) engineers in October 2014, at which time he was notified that SHA planned to remove the traffic signal at the intersection of Delaware Avenue and Howard Street, and replacing the signals with all-way stop signs.

He stated a traffic study indicated the volume and movements at the intersection did not warrant signalization hence, the planned removal of the devices.

### **Resolution R11-2014 – Disposal of Surplus Vehicles**

Mr. George presented Resolution R11-2014 – Disposal of Surplus Vehicles, for approval. He stated Resolution R11-2014 provided for the disposal of 3 vehicles identified as surplus property, stating the vehicles would be sold at Richie Brothers Auction in Northeast.

**ACTION:** Resolution R11-2014 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Jablonski and approved by all present.

### **Municipal Code Proposal – Review and Recodification of Town Code – Presented for Approval**

Mr. George, referring to the Board's previous discussions regarding an update to the Town's Code, presented a proposal from Municipal Code to provide review and recodification services for a not-to-exceed price of \$10,500.

**ACTION:** The Municipal Code Proposal was approved on a motion made by Commissioner Jablonski. The motion was seconded by Commissioner Givens and approved by all present.

### **Mayor Alt's Report**

Mayor Alt reminded those in attendance that Old Business would be combined with his and the Commissioners' individual reports.

Mayor Alt reminded those in attendance that DPW staff would be conducting fire hydrant flushing in the overnight hours of Friday November 21 and Saturday November 22, 2014. He stated DPW staff would be available from 7:00 a.m. until 10:00 a.m. on Saturday November 22 and Sunday November 23, 2014, to answer questions or concerns regarding the hydrant flushing activity.

Mayor Alt, referring to previous discussions regarding installation of a speed hump on Wesley Street, advised the Board that the device had been installed near 134 Wesley Street.

Mayor Alt, referring to his previous statements regarding utilization of a contracted plumber to assist with water meter inspection as part of the Town's ongoing water audit, stated he was waiting on additional proposals and would inform the Board as he received information.

Mayor Alt stated he met with representatives of Voices of Hope for Cecil County, whose objective was to establish an inpatient detoxification facility in Cecil County. Mayor Alt stated he recognized the need for immediate response to a person's request for addiction assistance, stating he hoped to make the general public aware of the importance of community response.

### **Commissioner VanReenen's Report**

Commissioner VanReenen, referring to the Board's previous discussions regarding Howards Pond, asked Mr. George if the Maryland Department of the Environment (MDE) had responded to the Town's query regarding removal of the berms separating the ponds. Mr. George answered in the negative, stating he would follow up with MDE.

Commissioner VanReenen, referring to the Board's previous discussions regarding a resident's concerns regarding a notice he received pertaining to water / sewer billing for an accessory apartment, requested that billing for existing accessory apartments be suspended until the Board could discuss all aspects of the situation.

**ACTION:** The request to suspend billing of existing accessory apartments for separate water / sewer use pending further discussion by the Board was approved on a motion made by Commissioner Jablonski. The motion was seconded by Commissioner VanReenen and approved by all present.

### **Commissioner Givens' Report**

Commissioner Givens, referring to the recent covering of parking meters, stated South Street, which was typically under-utilized regarding parking, was no longer empty.

Commissioner Givens queried Commissioner Jablonski regarding a newly-opened restaurant in the downtown area. Commissioner Jablonski responded that the new establishment was very busy, adding the owners had 5 restaurants in New York. Mayor Alt stated he visited the restaurant, and commended the quality of food.

### **Commissioner Piner's Report**

Commissioner Piner provided a report on the Parks & Recreation Department, stating dance classes were ongoing, and participants were rehearsing for their Holiday program. He stated registration for the basketball program was now open. He stated the Parks & Recreation Department continued to grow its programs, and reiterated the goal of locating a new facility.

Commissioner Piner, referring to a documentary film about America's wild horses, produced by his brother, Joe Piner, was scheduled for a free public showing in the Elkton Municipal Building Community Room on January 31, 2015.

### **Commissioner Jablonski's Report**

Commissioner Jablonski announced the "Economic Development in Your Community" workshop, scheduled at the Elkton Municipal Building Community Room on November 20, 2014. She stated 100 attendees, representing Cecil County and the State of Maryland, were expected at the workshop.

Commissioner Jablonski, referring to the recent covering of parking meters in the downtown area, stated that hospital employees were using parking near Union Hospital, adding that she requested hospital administration to advise employees to utilize the free municipal parking lots.

Commissioner Jablonski, noting a recent incident in which Elkton Police Department (EPD) Officer Ed Donnelly, using an Automated External Defibrillator, saved the life of a man suffering cardiac arrest, commended Officer Donnelly for his actions.

Commissioner Jablonski announced Cecil County night in Annapolis, Maryland on January 15, 2015. She stated Cecil County provided a bus for participants to travel to Annapolis, noting the event was an excellent networking opportunity.

Referring to Officer Donnelly's actions, Commissioner Givens questioned the number of AED units utilized by EPD. Chief Donnelly stated EPD had one unit in-house and one unit that circulated between cars. Commissioner VanReenen noted that certain vendors provided free pads with AED devices.

### **Public Comment**

Mr. Jim Cooney, resident of Patriots Glen, expressed appreciation to EPD for response to residents' calls for speed enforcement.

Mr. Richard Lemen, referring to the Board's discussions regarding a proposed solar farm, questioned if the Town had received a final proposal from Standard Solar. Mr. George responded the Town had received the final proposal from Standard Solar earlier in the day.

### **Motion for a Closed Meeting**

**ACTION:** Pursuant to State Government Article § 10-508 to discuss (1) (ii) any other personnel matter that affects one or more specific individuals; Commissioner Givens made a motion for a Closed Meeting. The motion was seconded by Commissioner Jablonski and approved by all present.

Mayor Alt announced that the public meeting would not reconvene.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 8:02 p.m.

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L. Michelle Henson  
Administration Office Secretary

Mayor and Commissioners Meeting Minutes  
November 19, 2014

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](http://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.