

The Mayor and Commissioners of the Town of Elkton

MINUTES

March 17, 2010

The Mayor and Commissioners of the Town of Elkton (the “Board”) held their second regularly scheduled meeting in March on this date at 7:00 P.M. The following persons were present: Mayor Joseph Fisona; Commissioners Charles H. Givens; Mary Jo Jablonski, Earl M. Piner, Sr. and C. Gary Storke; Town Administrator Lewis H. George, Jr.; Assistant Town Administrator Kim Kamp; Elkton Police Department Chief William Ryan; Finance Director Steven Repole; Department of Human Resources Venus Kincaid; Administration Office Secretary L. Michelle Henson; and Town Attorney H. Norman Wilson, Jr., Esquire.

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

ACTION: The minutes of the March 3, 2010 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 Storke. The motion was seconded by Commissioner Givens and approved by all present.

Budget Amendment 2010-012

Mr. Repole presented Budget Amendment 2010-012 to recognize a grant in the amount of \$19,967.00 from the Governor’s Office of Crime Control & Prevention (“GOCCP”) to purchase a Live Scan System.

ACTION: Budget Amendment 2010-012 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Jablonski and approved by all present.

Budget Amendment 2010-013

Mr. Repole presented Budget Amendment 2010-013 to recognize a Justice Assistance Grant through Cecil County, Maryland in the amount of \$70,370.00 to purchase 12 laptop computers, 10 first responder kits, 1 “Krimesite” Scope, 1 Audio Video Recording System and related supplies and training.

ACTION: Budget Amendment 2010-013 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Budget Amendment 2010-014

Mr. Repole presented Budget Amendment 2010-014 to transfer \$4,157.00 from Special Supplies/Armory into Uniforms for the purchase of basic uniforms and protective vests for Police Recruits.

ACTION: Budget Amendment 2010-014 was approved on a motion made by Commissioner Jablonski. The motion was seconded by Commissioner Givens and approved by all present.

Budget Amendment 2010-015

Mr. Repole presented Budget Amendment 2010-015 to transfer \$200.00 from Repairs & Maintenance to Contracted Services - Other for the purpose of computer repair/information technology costs.

ACTION: Budget Amendment 2010-015 was approved on a motion made by Commissioner Jablonski. The motion was seconded by Commissioner Givens and approved by all present.

Municipal Financial Service Group Water/Sewer Rate Study Update

Mr. Edward Donahue and Ms. Tracey Smith, representing Municipal Financial Service Group (“MFSG”) presented the Town of Elkton’s Water/Sewer Rate Study Update via Power Point presentation.

Ms. Smith stated the purpose of the water/sewer rate study was to determine the rates necessary to cover operating costs and to establish a reserve fund for operations and maintenance and debt service. Mr. Donahue stated a long-range, detailed Capital Improvement Program would assist in determining required operating revenue, as well as establishing incremental rate increases.

Ms. Smith stated the Water Fund had a shortfall balance, requiring a 59% increase over the next 4 fiscal years in order to break even. She stated MFSG recommended phasing in this increase with annual increases of 30%, 10%, 10% and 5%. She said the Sewer Fund required 3% annual increases over the same period to break even.

Discussion ensued regarding demographic allocation of the proposed rate increases.

Ms. Smith presented five Water and Sewer Rate Structure Alternatives which allocated fee increases based upon different usage scenarios. She said each alternative provided the same amount of revenue to cover operating costs and to establish the needed reserve fund.

Commissioner Piner questioned the source for data used to determine the fee increases. Mr. Donahue stated the data was taken from the budget for Operating Expenses.

Discussion ensued regarding use of funds in the reserve account. Mr. Donahue stated the goal of the reserve account was to have funds available for routine maintenance and repairs, and emergencies. He said the recommended reserve fund was in line with industry standards.

Commissioner Storke expressed concerns regarding the proposed increased fees' financial impact to citizens.

Discussion ensued regarding unfunded mandates imposed on municipalities and the resultant increases in fees for services that had to be passed on to citizens.

Mr. Donahue stated MSFG recommended Alternative D Rate Structure, which provided the most equitable sharing of the proposed rate increases. Ms. Smith stated Alternative D Rate Structure provided savings for the smallest users.

Proclamation - Red Cross Month

Mayor Fisona presented a Proclamation declaring March 2010 as Red Cross Month. He read a copy of the proclamation into the record of the minutes.

ACTION: The Proclamation declaring March 2010 as Red Cross Month in Elkton was approved on a motion made by Commissioner Jablonski. The motion was seconded by Commissioner Givens and approved by all present.

Public Comment

Ms. Lenore Wood stated she lived out of Town and owned property within Town limits. She said the property was previously cited for tall grass, and said Town employees were dispatched to cut the grass before the stated deadline.

She stated the second purpose for her visit was to inform the Board she applied to have the two parcels she owned at Elkton Boulevard and Bridge Street combined into one parcel. She said she submitted her plans to the Planning Department and wanted the Board to be familiar with her as she moved through the process.

Motion to Adjourn

Hearing no additional business to come before the Board, Mayor Fisona requested a motion to adjourn.

ACTION: Commissioner Piner made a motion to adjourn the meeting. The motion was seconded by Commissioner Jablonski and approved by all present.

Mayor Fisona adjourned the meeting at 7:55 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.

The Maryland Public Information Act provides that the minutes of public meetings be made available to the public upon request. Please contact the Town of Elkton by telephone at (410) 398-0970, by facsimile at (410) 392-6633, or by email at administration@elkton.org to request a copy of the minutes.