

The Mayor and Commissioners of the Town of Elkton

MINUTES

July 22, 2009

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.; Mary Jo Jablonski; Earl M. Piner and C. Gary Storke; Town Administrator Lewis H. George, Jr.; Assistant Town Administrator Kim Kamp; Finance Director Steven Repole; Director of Human Resources Venus Kincaid; Zoning Administrator Craig Trostle; Chief of Police William Ryan; Administration Office Secretary L. Michelle Henson; and Town Attorney H. Norman Wilson, Jr.

Mayor Fisona called the Workshop meeting to order at 4:00 p.m.

Notice of Closed Meeting: Pursuant to State Government Article § 10-508 (a) (7) consult with counsel to obtain legal advice; a Closed Meeting was held at 12:12 p.m. on Wednesday July 15, 2009 in the Mayor and Commissioners Conference Room at 100 Railroad Avenue, Elkton, Maryland 21921. The following persons were present: Mayor Joseph Fisona; Commissioners Mary Jo Jablonski, Earl M. Piner, Sr., and C. Gary Storke; Town Administrator Lewis H. George, Jr.; Zoning Administrator J. Craig Trostle, Jr.; Administration Office Secretary L. Michelle Henson. Commissioner Charles Givens was excused from the meeting.

Chief Ryan stated the purpose of his appearance was to discuss his request for an amendment to the Fiscal Year 2010 budget regarding staffing. He stated his request included the return of a position that would not be filled and the addition of an upgraded position of Executive Officer, and a new Lieutenant position. He stated the Executive Officer position was on a per diem basis to take command in the Chief's absence. He said the Lieutenant position provided complemented the department's supervisory staff.

Commissioner Storke stated he was not questioning the Chief's command, but expressed concerns that the police department would become top heavy with management and said he was concerned about the anticipated cost of the position. He stated he wanted to see more officers on foot patrol. Discussion ensued regarding current candidates and the amount of time involved in the training and hiring process.

Mayor Fisona queried the Board regarding presentation of Budget Amendment 2010-001 at the August 5, 2009 Mayor and Commissioners meeting. It was the consensus of the Board to approve presentation of Budget Amendment 2010-001 at the August 5, 2009 Mayor and Commissioners meeting.

Commissioner Storke clarified his statement regarding foot patrol by stating he wanted officers to have higher visibility in the community.

Chief Ryan stated the request was based on the department's long range plans.

Discussion ensued regarding mutual aid and jurisdictional boundaries between Elkton, the Cecil County Sheriff's office, and the Maryland State Police.

Stearns & Wheler Wastewater Treatment Plant ENR/BNR Upgrade Project Update

Messrs. Thor Young and Kelvin George stated the purpose of their appearance was to update the Board regarding the ENR/BNR upgrade project at the Wastewater Treatment Plant ("WWTP").

Mr. George stated the project was one year beyond the contracted completion date. He said there were outstanding issues preventing the contractor from achieving substantial completion status, such as the incomplete odor control process.

Mr. George stated Stearns & Wheler provided project management and oversight services to the Town. He stated the contract with Galway Bay stated if the project did not receive substantial completion status the contractor would be responsible for additional costs associated with project management. He stated he would submit Change Order # 8 to cover continued construction management and inspection by Stearns & Wheler.

Discussion ensued regarding the project and outstanding issues.

Mayor Fisona, referring to an email message from Mr. Lewis George, expressed concerns regarding a notice of claim from Galway Bay. Discussion ensued regarding funds held in retainage and the issues to be addressed to achieve substantial completion.

Mr. Wilson suggested he could call Galway Bay's attorney to determine the basis of their complaint and to discuss possible solutions.

Mayor Fisona queried the Board for a consensus to authorize Mr. Wilson to contact Galway Bay's attorney. It was the consensus of the Board to authorize Mr. Wilson to contact Galway Bay's attorney to determine the basis of the claim and to discuss possible solutions.

Mr. Lewis George stated he would present Change Order #8 at the August 5, 2009 Mayor and Commissioners meeting.

Discussion - Procurement Policy

Mr. George reviewed a previously drafted Procurement Policy, a copy of which was placed in the record of the minutes. He stated he would present the policy for approval at the August 5, 2009 Mayor and Commissioners meeting.

Ms. Jeanne Minner stated she attended a seminar regarding updated State Forest Conservation regulations. She said the changes would affect the Town's Forest Conservation requirements, adding that she would present the changes to the Board via Ordinance.

Discussion - Long Term Planning

Commissioner Jablonski stated she wanted the Board to develop a procedure to address issues raised during Board meetings, such as reviewing financial institutions with which the Town does business, available space for growth of Town government and the future of recreation in Elkton. She said she wanted to review membership requirements the Town's Boards and Committees to assure uniformity, and said she wanted the Mayor and Commissioners to consider training regarding efficient meetings. Commissioner Storke concurred with Commissioner Jablonski's comments regarding efficient meetings and added the Board should consider adoption of Roberts Rules of Order.

Discussion ensued regarding establishing priorities at the beginning of each year and creation of an action plan to address the issues.

Discussion continued regarding training programs available to the Board.

Ms. Minner stated the Town's Comprehensive Plan review was proceeding. She said the Planning Commission received input from several citizens.

Motion for a Closed Meeting

Pursuant to State Government Article § 10-508 (a) (9) conduct collective bargaining negotiations or consider matters that relate to the negotiations, Commissioner Jablonski made a motion for Closed Meeting. The motion was seconded by Commissioner Piner and approved by all present.

Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 5:49 p.m.

L. Michelle Henson
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED AT THE ADMINISTRATION
OFFICE