

The Mayor and Commissioners of the Town of Elkton

MINUTES

January 13, 2010

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; Assistant Finance Director A. Beth Moran; Director of Planning Jeanne Minner; 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 on Wednesday December 9, 2009 in the Mayor and Commissioners Conference Room, 100 Railroad Avenue, Elkton, Maryland. The following persons were in attendance: 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; Zoning Administrator J. Craig Trostle; Administration Office Secretary L. Michelle Henson; Town Attorneys H. Norman Wilson, Jr., Esq. and Kevin Karpinski, Esq.

Municipal Financial Services Group Rate Study

Ms. Lisa Zitomer, Ms. Tracy Smith and Mr. Ed Donahue, representing Municipal Financial Services Group (“MFSG”), introduced themselves to the Board.

Ms. Zitomer stated the purpose of their presentation was to provide preliminary results of MFSG’s Water and Sewer Rate study for the Town. A copy of MFSG’s Power Point presentation was placed in the record of the minutes.

Discussion ensued regarding the agreement between Severn Trent Environmental Services (“ST”) and the Town. Mr. Donohue stated the Town would need to increase rates 2 - 3% per year in order to satisfy cost increases built into ST’s contract. Discussion continued regarding structuring of rate increases.

Discussion ensued regarding repair, replacement and rehabilitation funds. Ms. Smith stated the Town should have a reserve fund that would permit operation for 90 days. Ms. Zitomer discussed the revenue that was needed to fund the reserve.

Commissioner Piner questioned if the minimum billing could be adjusted to accommodate senior citizens and single parent households. Ms. Zitomer stated 8% of the Town's water and sewer customers used less than 3,000 gallons of water per quarter.

Commissioner Storke expressed concerns that the Town had to raise water and sewer rates to finance unfunded mandates.

Discussion ensued regarding major facilities fees and rate structures.

Discussion continued regarding establishing minimum usage amounts.

Mr. Donahue stated MSFG needed guidance from the Board regarding establishment of minimum usage rates. It was the consensus of the Board to request rate models from MSFG based upon 3,000 and 6,000 gallon minimums, with no administration fees. Commissioner Jablonski requested that the recent reduction in electricity usage be incorporated into the models.

Summary - Pending Comprehensive Plan

Ms. Jeanne Minner, Director of Planning, provided a summary of the draft Comprehensive Plan. She stated the plan, as approved by the Planning Commission, would be presented to the Board for adoption at a Public Hearing on January 20, 2010. A copy of the document was placed in the record of the minutes.

Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 5:55 p.m.

L. Michelle Henson
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED AT THE ADMINISTRATION
OFFICE