

# **The Mayor and Commissioners of the Town of Elkton**

## **MINUTES**

February 9, 2011

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.; Charles E. Hicks, V; Mary Jo Jablonski and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven Repole; Chief of Police William E. Ryan; Assistant Planner Terri Thomas; Code Enforcement Official John Smith; 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.

### **Discussion – KCI Fee Schedule Amendments**

Mr. Todd Frey, P.E., appeared on behalf of KCI Technologies, Inc., the Town’s Engineer.

Mayor Fisona questioned a proposed rate increase by KCI. Mr. Frey stated KCI had not increased rates since 2008, and proposed a 2 percent increase in order to assist in funding its employees’ Cost of Living increases. Mr. Frey added that he would work with the Town in an attempt to hold rates at the present rate for the upcoming year.

Discussion ensued regarding the various engineering disciplines offered by KCI.

Discussion continued regarding solicitation of bids for various engineering tasks.

Commissioners Givens and Jablonski questioned the annual costs of engineering services provided by KCI. Mr. George stated he would provide the information.

Discussion continued regarding the difference in costs associated with certain tasks, based upon engineering disciplines involved and familiarity with the Town’s Standards and Specifications for projects.

Mayor Fisona queried the Board for a consensus regarding a formal request to KCI to waive the proposed fee increases. It was the consensus of the Board to formally request that KCI waive the proposed fee increases.

Discussion ensued regarding contract terms, including annual versus tri-annual fee review.

### **Discussion – Recycling Program**

Messrs. Kevin Beane, Municipal Marketing Representative, and Tom Houska, District Manager, appeared on behalf of Waste Management, the Town's trash hauler. Mr. Beane stated the purpose of their appearance was to discuss implementation of the Town's Recycling Program, which was required to be in place by June 1, 2011.

Mr. George distributed an educational public notice which he said had been reviewed by Waste Management and representatives of the Cecil County Landfill.

Discussion ensued regarding the Town's existing 2-time per week trash pickup schedule. Mr. George stated the Town would not incur additional cost if the schedule were maintained, designating one pickup day as trash removal day and the second pickup day as recycling removal day.

Discussion ensued regarding education of residents in order to provide a smooth transition. Discussion continued regarding types of recycling containers.

Mr. George stated the Town's program was scheduled to begin May 5, 2011.

#### **Discussion – Rental Ordinance**

Mr. Wilson stated he and Mr. Smith created a draft Rental Licensing Ordinance, based on input from the Board at the previous workshop.

Mr. Wilson stated requirements of the draft Ordinance including licensing of Landlords and separate permitting of individual rental units.

Discussion ensued regarding the need for a database listing contact information for property owners and/or registered agents for leased properties.

Commissioner Piner questioned the process for citing property owners. Commissioner Hicks stated the proposed ordinance provided a vehicle for encouraging property owners to maintain their properties. Commissioner Piner questioned how Mr. Smith would obtain permission to enter the premises. Mr. Smith stated he would obtain written permission to enter the premises prior to initiating an inspection. He added he could obtain a warrant in extraordinary circumstances.

Discussion continued regarding the proposed Ordinance's requirement of a registered agent when the property owner lived out of state.

Commissioner Jablonski stated she wanted to hear public comment regarding the proposed Ordinance. Mr. Wilson suggested that the individual Board members should review the proposed Ordinance, and after coming to a consensus, a Public Hearing should be scheduled to obtain public input.

Commissioner Givens questioned the process for initiating a complaint against a property. Mr. Smith stated complaints could be tenant or neighbor generated, or he could observe a violation on his daily rounds.

**Discussion – Elkton Zoning Ordinance – Article XVI – Signs**

Discussion ensued regarding the Town's current regulations concerning banners, flags, balloons and other advertising methods used by area businesses. Commissioner Piner stated it was important to support local businesses and their needs to advertise their services.

Ms. Thomas stated the Town was currently in the process of a comprehensive review and update of the Zoning Ordinance. She suggested that the Board provide feedback regarding changes to the Signs Article and the information would be forwarded to the Town's Planning Commission for review. She said the comprehensive review process could take approximately 1 year. She suggested that the Board could review and amend the specific ordinances, such as banner permits, in order to address local businesses' needs in the short term.

Mayor Fisona asked the Board to review the Ordinance and determine what, if any, amendments should be made.

Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 6:16 p.m.

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L. Michelle Henson  
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED  
AT THE ADMINISTRATION OFFICE