

The Mayor and Commissioners of the Town of Elkton

January 5, 2022

As part of The Town of Elkton's response to COVID-19, and in order to limit public gatherings during this time, the Mayor and Commissioners of the Town of Elkton (the "Board") conducted a hybrid virtual meeting on this date at 12:00 p.m. The following persons participated in this meeting: Mayor Robert J. Alt; Commissioners Jean A. Broomell, Charles H. Givens, Sr., Robert M. Massimiano and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven H. Repole, CPA; Assistant Finance Director A. Beth Moran; Chief of Police Carolyn Rogers; Director of Planning Jeanne D. Minner; Planning Assistant Nick Cannistraci; Director of Zoning Charles A. Bromwell; Director of Public Works J. Daniel Handley, P.E.; Director of Human Resources Andy Rodriguez; Human Resources Specialist Renee McCormick; Director of Parks & Recreation Mary C. Magaw; Assistant Town Administrator L. Michelle Henson; and Town Attorney John P. Downs, Esquire.

Mayor Alt called the meeting to order at 12:00 p.m. and lead the participants in the Pledge of Allegiance.

ACTION: The minutes of the December 8, 2021 hybrid virtual meeting were approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present with no corrections or amendments.

Budget Amendment 2022-01

Mr. Repole presented Budget Amendment 2022-01 to budget \$5,849 from the Senator William H. Amoss Fire, Rescue, and Ambulance Funds received from Cecil County Government and transferred to the William M. Singerly Steam Fire Engine and Hook and Ladder Company.

ACTION: Budget Amendment 2022-014 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Givens and approved by all present.

Discussion - Water / Sewer Rate Study

NewGen Strategies & Solutions, LLC

Messrs. Ed Donohue and Eric Callocchia, representing NewGen Strategies & Solutions, LLC, introduced themselves to the Board.

Mr. Callocchia stated the purpose of their appearance was to provide an overview of a proposal by NewGen to review and evaluate the Town's water / sewer rate structure. Mr. Callocchia provided a Power Point presentation, a copy of which was placed in the record of the minutes.

Mr. Donohue stated the rate study will included review of the revenue required to operate the Water Treatment and Wastewater Treatment Plants vs. the costs associated with providing these services to Town customers, as well as development of a financial plan and review of current and projected rates. Mr. Donohue stated the cost of rate study was \$19,810.00.

Mayor Alt thanked Messrs. Donohue and Callocchia for their presentation, and queried if the rate study included a review of the Town's billing data. Mr. Callocchia answered in the affirmative.

Mayor Alt, noting the Board's concerns regarding rate increases, stated that while he recognized the need for a reserve of operating expenses, he did not want to have millions of dollars in a reserve fund for which there was no dedicated use. Mr. Donohue advised Mayor Alt that the State of Maryland Public Service Commission required 90 days of operating reserves.

Referring to the Town's water meter replacement program, Commissioner Piner expressed his desire that all data upon which the study is based is accurate.

Commissioner Piner questioned the status of the water meter replacement program. Mr. Handley stated that Department of Public Works (DPW) staff had replaced 70% - 80% of water meters.

Mayor Alt expressed his desire for completion of the water meter replacement program.

Commissioner Massimiano questioned the status of the Town's annual water audit. Mr. Donohue stated the study will incorporate water audit data based upon an American Water Works Association template.

ACTION: The NewGen proposed rate study at a cost of \$19,810.00 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present.

Discussion - Boys and Girls Club of Cecil County

Request to Utilize the Neighborhood Community Center for After-School Programs

Mr. Derek DeWitt, Executive Director of the Boys and Girls Club of Harford and Cecil Counties, introduced himself to the Board. He also introduced representatives Messrs. Jim Quimby, Nick Hyatt and Dave Pritchett to the Board.

Mr. DeWitt requested the Board's approval for the Department of Parks & Recreation to enter into a Memorandum of Understanding (MOU) with the Boys and Girls Club (the Club) to provide after school programs at the Neighborhood Community Center (NCC).

Mayor Alt queried Ms. Magaw regarding her thoughts about a partnership with the Club. Ms. Magaw expressed support for the MOU.

Commissioner Broomell expressed support for the MOU but questioned if there was the potential for competition between programs. Mr. DeWitt stated it was not his intention to compete with the programs at the NCC, adding the Club is simply looking for space to operate.

Commissioner Piner, referring to a previously operated Boys and Girls Club in Elkton, expressed concerns regarding management of a new club. Mr. DeWitt stated the previous Board of Directors had been replaced and the new Club is well managed.

Mayor Alt questioned if the Club would provide transportation for programs. Mr. DeWitt stated that Cecil County Public Schools (CCPS) had verbally confirmed the provision of transportation. Commissioner Givens noted that CCPS would not likely provide transportation during the summer months when schools are closed.

Commissioner Givens questioned which specific services the Club intended to provide, and what age groups would be served. Mr. DeWitt stated that programs including education support, healthy kids and character development would be provided to boys and girls aged 6 - 18 years.

Commissioner Givens questioned how the Club would assemble its staff. Mr. DeWitt stated staff would be trained in youth development, social safety and emotional health.

Commissioner Massimiano expressed concern that future growth of the Club's programs would create a space and scheduling conflict with NCC programs.

Commissioner Broomell stated the NCC was created to serve the entire community, including adults.

Ms. Magaw stated the Club is interested in a 3-hour timeslot after school, which would complement NCC programs, and added that adults use the NCC during the daytime hours, while children are in school.

Commissioner Broomell stated the Board was responsible for the NCC, adding that the future of Park and Recreation programs requires additional discussion.

Commissioner Broomell asked Mr. DeWitt to provide specifics of the Club's plans and requirements. Commissioner Givens concurred with Commissioner Broomell, adding that the layout of the building and concurrently running programs must be taken into consideration.

Mayor Alt asked Mr. DeWitt to submit a draft MOU that outlined all goals of the Club.

Town Administrator's Report

Resolution R1-2022 Supporting Application of CLENE Nanomedicine, Inc. for Financial Assistance in the amount of \$3,000,000 from the State of Maryland Neighborhood BusinessWorks Program

Mr. George presented Resolution R1-2022 for the purpose of supporting an application from CLENE Nanomedicine, Inc. for financial assistance in the amount of \$3,000,000 from the State of Maryland Neighborhood BusinessWorks Program for renovations to their facility at 100 Chesapeake Boulevard. A copy of Resolution R1-2022 was read and placed in the record of the minutes.

Ms. Minner stated the Maryland Board of Public Works approved the above referenced loan.

Mayor Alt expressed support for CLENE Nanomedicine, LLC.

Mr. George stated the medical research conducted by CLENE Nanomedicine, LLC will provide a valuable service to citizens.

ACTION: Resolution R1-2022 was approved on a motion made by Commissioner Givens. The motion was seconded on a motion made by Commissioner Piner and approved by all present.

Notification of Public Notice regarding Sale of Surplus Real Property Located at 205 Booth Street

Mr. George reported that a required Public Notice was published in the Cecil Whig regarding the sale of 205 Booth Street, which the Board previously declared surplus. He stated settlement on the property will take place after the required 20-day notice of the sale.

Certified Seal Street Sweeping Contract Renewal - Presented for Approval

Mr. Fred and Mrs. Mary Graff, owners of Certified Seal, introduced themselves to the Board.

Mr. Graff stated the purpose of their appearance was to discuss the street sweeping contract between the Town and Certified Seal. He expressed his desire to renew the contract, which expired in December.

Mr. George stated Certified Seal requested an increase from \$105 per hour to \$115 per hour. Mr. Graff noted that Certified Seal's closed competitor charges \$135 per hour. Mayor Alt expressed support for Certified Seal, which he stated was a family owned, local business.

Mr. Graff requested that the Town schedule contract negotiations during budget discussions, vs. at the end of a calendar year. He stated if the Town requires a multi-year contract, he will request a progressive rate increase.

Mayor Alt suggested that the current contract be extended for 6 months to provide time to negotiate the requested rate increase. Mr. Graff expressed his support for holding the current \$105 per hour rate during the 6 month extension.

Mayor Alt queried the Board for a consensus regarding extension of the Certified Seal contract until June 30, 2022. It was the consensus of the Board to extend the Certified Seal contract until June 30, 2022.

Proclamation P1-2022

Rev. Martin Luther King, Jr. Birthday

Mr. George presented Proclamation P1-2022 commemorating the 93rd birthday of the late Rev. Martin Luther King, Jr. A copy of Proclamation P1-2022 was read and placed in the record of the minutes.

ACTION: Proclamation P1-2022 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

Commissioner Givens noted that the 32nd annual commemoration of Dr. King's birthday was being hosted by Wrights AME Church via zoom on Monday, January 17th at 9:00 a.m.

Mayor Alt's Report

Mayor Alt wished all in attendance a Happy New Year.

Mayor Alt expressed his desire to move forward from the current situation regarding the COVID pandemic.

Mayor Alt expressed frustration regarding violent criminals. He stated despite support for public safety, there are those who simply choose to do the wrong thing.

Mayor Alt, referring to the Board's previous discussions regarding initiation of a Tax Increment Financing (TIF) District, requested that the Town's Department Managers participate in upcoming discussions with the Board.

Mayor Alt expressed his desire for a Sustainable Community Plan for the next 5 years.

Mayor Alt questioned the status of the Town's recent financial audit. Mr. Repole stated the draft document is due in January.

Mayor Alt stated the Town's Holiday Open House, held at the NCC, was a great success.

Mayor Alt questioned the status of requested padding in specific areas of the NCC gym. Ms. Magaw stated the padding had been on order since November.

Mayor Alt queried Mr. George regarding a webinar regarding the American Rescue Plan Act (ARPA), which was held in December. Mr. George stated several staff members were scheduled to attend the webinar but could not due to a power outage that day. He stated he reviewed the recorded version, and learned that monitoring of funds will be complex.

Mayor Alt questioned if the Town could utilize ARPA funds to purchase an ambulance for subsequent donation to Singerly Fire Company. Mr. George stated the answer is as yet unknown, based upon the initial parameters of ARPA fund uses established by the U.S. Treasury. He stated the Town must establish criteria regarding ARPA fund distribution and utilization as directed by the act.

Mayor Alt expressed support for assisting Singerly Fire with purchasing of an ambulance.

Mayor Alt requested that Town staff contact another municipality or county where ARPA funding has been used to support a local volunteer fire department.

Mr. George stated that the Town must follow federal regulations regarding ARPA funding.

Commissioner Broomell's Report

Commissioner Broomell requested follow up from staff regarding an article in the January 4th Maryland Municipal League Bulletin stating that the Maryland Department of the Environment received additional funds for water infrastructure.

Commissioner Givens' Report

Commissioner Givens requested replacement of signage at Warner Road prohibiting large truck traffic on the dead-end section of the road.

Commissioner Givens requested street sweeping of the dead-end section of Warner Road.

Commissioner Givens questioned the status of Town-owned property at 219 North Street. Mayor Alt stated the property will be retained for records storage for the Elkton Police Department.

Mayor Alt congratulated Commissioner Givens as he begins his 28th year of public service.

Public Comment

Mr. Sam Goldwater reiterated Singerly Fire Company's request for financial assistance via ARPA funds, stating the company is lacking needed equipment.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 1:28 p.m.

L. Michelle Henson
Assistant Town Administrator

A 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.