

The Mayor and Commissioners of the Town of Elkton

MINUTES

September 8, 2021

In 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 workshop meeting on this date at 12:00 p.m. The following persons participated via computer and/or telephone: 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.; Steven H. Repole, CPA; Director of Public Works J. Daniel Handley, P.E.; Director of Parks & Recreation Mary C. Magaw; Chief of Police Carolyn Rogers; Zoning Administrator Charles A. Bromwell; Human Resources Specialist Renee M. McCormick; Assistant Town Administrator L. Michelle Henson; and Town Attorney John P. Downs, Esquire.

Department of Public Works - Flood Event Cleanup Update

Mr. J. Daniel Handley, Director of Public Works (DPW), provided an overview of cleanup activities performed by DPW staff in the aftermath of flooding caused by the remnants of storm Ida.

Mr. Handley stated that Meadow Park, while open to pedestrians and limited events, will remain closed to vehicular traffic until the ground is completely dry.

Mayor Alt commended DPW staff for their assistance to business owners in cleanup efforts.

Commissioner Massimiano requested the placement of a dumpster in the municipal lot on Howard Street during cleanup operations.

Commissioner Broomell commended DPW staff for their response during the flood event. Mr. Handley concurred, stating that DPW staff are very professional.

Commissioner Broomell requested that a flood study conducted by a local citizen be scheduled for the October 13th workshop.

Discussion: Southfields Water Tower Design Build-KCI Technologies

Ms. Lijie Li and Mr. Dan String, representing KCI Technologies, introduced themselves to the Board. Mr. String stated the purpose of their appearance is to discuss the planned water tower at Southfields.

Discussion ensued regarding the planned phases of the water tower project, including design, bidding and construction.

Mr. Dan Knight, representing Chicago Bridge, introduced himself to the Board. He stated the purpose of his appearance is to advise the Board of his interest regarding the water tower project.

Discussion ensued regarding the anticipated timeframe for construction of the water tower.

Mr. String suggested that the project be planned utilizing a "design build" process. Noting that the cost of steel has increased 85% since December, 2020, he stated that the design build process provides the ability to lock in material prices at the beginning of the design phase, resulting in cost savings.

Mayor Alt questioned funding sources for the planned water tower.

Mr. Jeffrey Ratnow, representing Southfields, introduced himself to the Board. He stated that it is important to construct the well house and water tower as soon as possible in order to coordinate with the Southfields construction schedule.

Mr. Humphrey stated the parcel upon which the well house and water tower will be constructed will be deeded to the Town.

Commissioner Broomell questioned the style of the water tower bowl. Discussion ensued regarding the bowl, including a sports-related design.

Discussion: American Rescue Plan Act (ARPA) Funding-KCI Technologies

Mr. Handley stated KCI Technologies is familiar with ARPA funding regulations, adding that he met with KCI to discuss utilization of ARPA funds regarding the Town's water and sewer infrastructure, including upgrades to the Town's reservoirs and UV filters for the Water Treatment Plant (WTP).

Mayor Alt stated the Town received the first \$7 million of approximately \$15 million in ARPA funds, adding that there are specific regulations and subsequent audits in place regarding utilization of the funds.

Mayor Alt expressed his desire for the Board to work as a team to identify projects that can be addressed with ARPA funds.

Commissioner Broomell questioned the timeframe for the Board to identify ARPA funded projects. Mr. George stated funds can be utilized right away, asking that the UV filters for the WTP and upgrades to the Upper Chesapeake Corporate Center sanitary sewer force main be given priority.

Parks and Recreation Program Overview

Mayor Alt stated Parks and Recreation (P&R) Director Ms. Mary Magaw distributed program information prior to the meeting, and is now attending virtually.

Ms. Magaw provided an overview of current and planned P&R programs, including volleyball and open gym activities. She stated P&R programs are emailed to the department's database and posted on P&R's social media pages.

Referring to the Board's previous discussions regarding the annual Resident Guide, Ms. Magaw asked if the publication should be sent once or twice per year. Mayor Alt requested that the Resident Guide be sent in January with a fall issue containing updated P&R programs for the balance of the year.

Commissioner Piner suggested distribution of P&R programming information during community events, such as Fall Fest. Commissioner Givens concurred with Commissioner Piner, adding that program information should be shared with area Churches. Ms. Magaw stated program information is also distributed to the senior apartments in Town. Commissioner Broomell suggested that area Senior Centers should be included as well.

Commissioner Piner, referring to a recent query from a citizen regarding utilization of the walking track at Meadow Park in summer, asked Ms. Magaw to inform the resident that the NCC gym can be utilized for walking.

Discussion ensued regarding initiation of a dedicated walking track at the NCC.

Discussion continued regarding increased operating hours and required staff at the NCC.

Commissioner Piner questioned how the NCC is advertised to the community. Ms. Magaw stated program information is emailed to the Parks & Recreation database, adding that she will advertise via the public school system.

Mayor Alt questioned if the Parks and Recreation Department required a full time custodian. Ms. Magaw stated her staff currently performs custodial duties. Discussion ensued regarding the Elkton Municipal Building's current custodial schedule.

Commissioner Broomell requested that DPW dedicate a staff member for the downtown area.

Hearing no additional comments or questions, Mayor Alt adjourned the virtual workshop meeting at 1:16 p.m.

L. Michelle Henson
Assistant Town Administrator

A VIDEO RECORDING OF THIS MEETING RETAINED AT THE ADMINISTRATION
OFFICE