

The Mayor and Commissioners of the Town of Elkton

August 17, 2022

The Mayor and Commissioners of the Town of Elkton (the "Board") held a regularly scheduled meeting on this date at 12:00 p.m. The following persons were present: Mayor Robert J. Alt, Commissioners Jean A. Broomell, Robert M. Massimiano and Earl M. Piner, Sr., Finance Director Steven H. Repole, CPA; Director of Human Resources Andy Rodriguez; Chief of Police Carolyn Rogers; Director of Public Works J. Daniel Handley, P.E; Director of Planning Jeanne D. Minner; Town Administrator Lewis H. George, Jr. and Administrative Assistant Catheline Adams. Commissioner Charles H. Givens, Sr. and Assistant Town Administrator Michelle Henson were excused from the meeting.

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 July 20, 2022 meeting were approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Massimiano and approved by all present with no corrections or amendments.

ACTION: The financial report and the bills submitted for payment were approved on a motion made by Commissioner Broomell. The motion was seconded by Commissioner Piner and approved by all present.

Discussion – Overview of Bond Rating Process

Presentation provided by Jennifer Diercksen of Davenport & Company

Jennifer Diercksen of Davenport & Company provided a presentation/overview of the Bond Rating Process required to support the development of a proposed Sports Park. She stated prior to the issuance of bonds, the Town must obtain a credit rating. Ms. Diercksen highlighted the financial process which would consist of the Town working with a Financial Advisor to develop a financial plan - documents would be supplied to support the credit rating process followed by the sale of the bonds. Two types of bond sales were mentioned – Competitive Public Sale and Negotiated Public Sale. She advised that considering the Town would be a new credit, the Town may want to consider a Negotiated Public Sale. Ms. Diercksen gave an overview of the types of security options for the bonds – General Obligation Bonds, Revenue Bonds and Double-Barrel Bonds. A Preliminary Official Statement and Credit Rating Presentation document will be required if the Town were to pursue a public bond sale. Ms. Diercksen provided a review of the credit rating process along with financial matrix methodology scorecards.

Mayor Alt asked who is looking at the sportsplex to confirm the project is worthwhile. Mayor stated he is passionate about the project but wants to confirm the project is solid and how would we know that. Ms. Diercksen asked if a Market Study was performed; Mayor Alt responded in the affirmative. He asked if a third party should be involved in reviewing this process. Ms.

Diercksen confirmed that review of the financials which Davenport and Company can assist with would be beneficial.

Commissioner Piner commented that location was not listed as a rating factor on the scorecard and asked if location would be included in the rating process. Ms. Diercksen confirmed that location is key and would be included in the preliminary vision statement as well as the credit presentation.

Commissioner Massimiano asked if a 3rd party study would be a positive factor in terms of the credit rating. Ms. Diercksen stated that it would show the Town as being proactive in this project.

Mayor Alt applauded the staff for the “A” ratings on the proposed scorecard and also mentioned that the Town does not have control over the income of the Town. Mayor noted that this project should help bring jobs to the area ultimately improving the income factor of the score card. Mayor Alt asked Mike Browne of Sideline Properties for a status of a 3rd party study. Mike Browne responded that a proposal was received by a national firm and that they are ready to move forward.

Mayor Alt queried Lewis George, Steve Repole and John Downs of any comments; all responded in the negative.

Mayor Alt asked about the process of moving forward with Davenport and Company. Ms. Diercksen recommended starting a conversation with an amount and a tentative presentation for future review. Mayor Alt would like to see the numbers moving forward.

Mayor Alt queried the Board on their thoughts. Commissioner Broomell and Commissioner Massimiano confirmed review of the numbers would be appreciated. Mayor Alt requested the numbers be available for review. Ms. Diercksen agreed.

Discussion – Annexation Query

Regarding Property owned by Liborio III Identified as Tax Map 27D, Parcel 0074 consisting of 64.52 acres, Located East of Blue Ball Road and South of Dogwood Road – Louis Ramunno

Jeanne Minner requested that Mr. Ramunno explain his plans of annexing a tract of land located East of Blue Ball Road and South of Dogwood Road.

Mr. Ramunno noted the property consists of approximately 67 acres zoned urban residential; their proposed development plan is for 300-400 apartment units after annexation into the Town limits.

Mayor Alt asked if the intent was to become annexed into the Town as High Density Residential and inquired about the Town’s water and sewer capacity. Mr. George recommended improvements be made to the sewer system associated with the property in question. Ms. Minner noted that Mr. Ramunno obtained recommendations from KCI in terms of the sewer system. Ms. Minner advised that in terms of water capacity, the engineers would have to review and provide guidance. Ms. Minner also noted that a policy of future allocations must be provided by the engineers as well.

Mayor Alt commented that he appreciates the possibility of properties becoming annexed into the Town.

Mayor Alt asked Lewis George about potential water distribution options. Mr. George explained that serious analysis is required.

Commissioner Massimiano concurred with Mayor Alt in inviting annexations but only if the Town can confirm the supply of water.

Mayor Alt requested additional evaluation be performed by KCI.

Discussion - Employee Handbook - Andy Rodriguez

Mr. Rodriguez, Human Resources Director introduced an updated Employee Handbook and noted that the handbook will be an evolving document contingent on changing laws. He also noted that the handbook will be provided in digital format only to reduce printing costs.

Mr. George reiterated the handbook would be available online and commended Mr. Rodriguez in facilitating the ease of distribution to employees.

Commissioner Broomell asked if employees will be required to sign off on changes made to the handbook. Mr. Rodriguez confirmed that a notification will go out to employees requiring them to acknowledge the changes.

Commissioner Piner asked if a workstation would be available to employees for viewing payroll and benefits information. Mr. Rodriguez responded in the affirmative.

The Board commended Mr. Rodriguez for his efforts concerning the project.

Town Administrator's Report

Mr. George presented Ordinance 4-2022 for the purpose of amending the Police Pension Plan - Military Service Credit.

ACTION: Introduction of Ordinance 4-2022 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Piner and approved by all present.

Mr. George presented Resolution R8-2022 for declaring two vehicles to surplus.

ACTION: Resolution R8-2022 – Surplus Vehicles was approved on a motion made by Commissioner Broomell and seconded by Commissioner Piner and approved by all present.

Mayor Alt's Report

Mayor Alt requested the reappointment of Paula Newton as a member of the Historic District Commission through to August 2025.

ACTION: Reappointment of Paula Newton was approved on a motion made by Commissioner Massimiano and seconded by Commissioner Broomell.

Mayor Alt reiterated that there are vacancies within the Planning Commission and Board of Zoning Appeals.

Mayor Alt also stated that an online class is now available as part of the Planning Commission Board's onboarding process.

Mayor Alt spoke to potential Waste Management changes to include same day trash removal and an arranged bulk pick up schedule managed by the Department of Public Works. Mayor Alt reiterated that a large awareness campaign will be in place to ensure a smooth transition. Mayor Alt also noted that the Landlords were receptive to this change.

Commissioner Broomell questioned if a decision was made to provide trash receptacles for current customers.

Mayor Alt mentioned that the plan is to include provision of trash receptacles as part of the next bidding cycle.

Commissioner Piner expressed concerns about trash receptacles being placed on the streets.

Commissioner Massimiano asked who would finance the marketing for this change; Dan Handley responded that Waste Management will finance.

Mayor Alt would like to form a committee to move the CGI video tour project forward.

Mayor Alt will attend an Economic Development Meeting event with Cecil County and the State of Maryland.

Mayor Alt recommended that a list of the Rotary meetings be included on a digital sign or banner.

Commissioner Massimiano's Report

Commissioner Massimiano noted the VFW golf tournament was well attended along with the National Night Out event and congratulated Chief Rogers and the Fraternal Order of Police.

Commissioner Massimiano stated he was asked to perform a 9/11 speech at the Woodland Camp Ground on 9/11 at 0830 AM and extended the invitation to the Board.

Commissioner Broomell's Report

Commissioner Broomell asked Ms. Minner when the Planning Commission will start a comprehensive review. Ms. Minner stated that the process will start with the Planning Department and noted that they will reach out to consultants for guidance.

Public Comment

Matt Hubbard from the Cecil Whig was introduced by Mayor Alt. Mayor expressed his appreciation for Mr. Hubbard's attendance during the Town's meetings.

Pat Opal questioned the process of recycling cardboard and plastic items. It was noted that all recyclables containing food must be clean/washed of food prior to recycling.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 1:10 p.m.

Catheline Adams
Administrative Assistant

**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.