

The Mayor and Commissioners of the Town of Elkton

November 2, 2022

The Commissioners of the Town of Elkton (the "Board") held a regularly scheduled meeting on this date at 12:00 p.m. The following persons attended the meeting either in person or virtually: 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; Director of Planning Jeanne D. Minner; Planning Assistant Quinn Krenzel; Director of Human Resources Andy Rodriguez; Chief of Police Carolyn Rogers; Director of Public Works J. Daniel Handley, P.E; Director of Zoning Charles A. Bromwell; Assistant Town Administrator L. Michelle Henson; Administrative Assistant Catheline Adams; and Town Attorney John 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 October 19, 2022 meeting were approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present with not corrections.

ACTION: The Financial Report and the bills submitted for payment were approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Massimiano and approved by all present.

Employee of the Quarter Award 3rd Quarter 2022

Mr. Rodriguez presented the Employee of the Quarter Award to Department of Public Works Grounds Maintenance / Grass Crew members Denny Bird, Jeramie Kivler, Zach Mundy and Matthew Donnelly.

Commissioner Givens questioned the status of the payroll system transition. Mr. Rodriguez stated the transition to Paycor payroll services was going well.

Mr. Rodriguez stated that Mr. George and Department Managers are working with Weiner Benefits Group during the transition of the Town's retirement funds.

Budget Amendment 2023-02

Mr. Repole presented Budget Amendment 2023-02 in the amount of \$122,932 for the acquisition of a Ford F550 pickup. Mr. McQueen stated the truck will be used for grass and leaf collection, and will replace the truck currently used.

Mr. George questioned if the new truck will be used for plowing and salt operations. Mr. McQueen answered in the affirmative.

ACTION: Budget Amendment 2023-02 was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Givens and approved by all present.

Budget Amendment 2023-03

Mr. Repole presented Budget Amendment 2023-03 to budget the purchase of Edmonds GovTech Financial Software for the Finance Department at a cost of \$79,500.

Discussion

Mr. Repole stated the software utilized by the Finance Department is outdated, adding that support for the existing software is limited. He added that the new system was recommended by another Town in Cecil County. Commissioner Givens questioned if the new software will have support. Mr. Repole answered in the affirmative.

ACTION: Budget Amendment 2023-03 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present.

Discussion

Mayor Alt, referring to (2) Vector Trucks utilized by DPW, questioned the status of the older model. Mr. Handley stated the older model is operational however it is becoming difficult to find replacement parts. Mayor Alt noted that DPW utilizes the Vector truck for numerous tasks.

Commissioner Broomell questioned the cost of a new Vector truck. Mr. Handley stated a new Vector truck is approximately \$500,000.

Town Administrator's Report

Ordinance 5-2022

Mr. George presented Ordinance 5-2022 for adoption. He stated the purpose of Ordinance 5-2022 is to amend the Town of Elkton Zoning Ordinance Article X, Permissible Uses Section 7.2 (Description 4.100 Light Manufacturing) and Article XII, Supplementary Site Regulations to allow light manufacturing associated with research and development in the C-2 Zone.

ACTION: Ordinance 5-2022 was adopted on a motion made by Commissioner Broomell. The motion was seconded by Commissioner Massimiano and approved by all present.

Memorandum of Understanding MDOT/SHA MD7D Project Pedestrian Bridge and Sidewalk Construction - Presented for Approval

Mr. George presented a Memorandum of Understanding (MOU) between the Town of Elkton and the Maryland Department of Transportation (MDOT) State Highway Administration (SHA) for construction of a pedestrian bridge and sidewalks adjacent to and south of the Delaware Avenue Bridge. He stated the project is anticipated to begin in the spring of 2023.

Mr. George stated the MOU provides for the Town to cooperate with SHA during the project and to take responsibility for maintenance of the pedestrian bridge and sidewalks after construction is complete.

Ms. Minner stated SHA will reimburse the Town for the resultant removal of trees from the Critical Area Buffer, adding that the Town will utilize the funds for acquisition and planting of trees in an area that has been designated for new plantings.

ACTION: The MOU between the Town and MDOT/SHA for the MD7D Pedestrian Bridge and Sidewalk Construction Project was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Memorandum of Understanding Cecil County Finance Department Special Taxing District - Presented for Approval

Mr. George stated the Town is preparing to issue Special Obligation Bonds regarding the Southfields Development. He stated Cecil County currently collects Real Property Taxes for properties within Elkton, adding that the MOU between the Town of Elkton and the Cecil County Finance Department provides for the County's collection of taxes from the Special Taxing District.

Mr. George requested the Board's approval of the MOU contingent upon execution by the County.

ACTION: The MOU between the Town of Elkton and Cecil County Finance Department regarding collection of taxes from the Special Taxing District was approved, contingent upon the County's execution of the document, on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Piner and approved by all present.

Mayor Alt noted that the Special Taxing District is strictly for the Southfields development and has no effect on existing properties in Town.

Mr. George stated a UV disinfection system for enhanced water treatment is currently being installed at the Water Treatment Plant. Mayor Alt questioned if additional water is being drawn from the Artesian interconnection during the installation. Mr. George answered in the affirmative, stating approximately 1 million gallons per day are being drawn from the interconnection.

Mr. George stated the construction of Well House #4 is on schedule.

Mayor Alt's Report

Mayor Alt, referring to the Board's previous discussion regarding Rental Ordinances, stated the Administration Office is collecting ordinances from various municipalities. He stated he will present the ordinances to the Board once they have been gathered.

Mayor Alt asked Mr. George for a projection of funds that the Town will draw from its allotment from the American Rescue Plan Act (ARPA).

Mr. George stated proposed infrastructure projects include an Artesian Water interconnection at Route 40 near the Delaware line in anticipation of the CLENE Nanomedicine facility at Chesapeake Boulevard.

Mr. Repole noted the Town will also utilize approximately \$2 million of ARPA funds for fund balance.

Mayor Alt questioned the status of the proposed elevated water tank at Southfields. Mr. George stated the developer originally requested a reduction in the size of the tank, adding that the originally designed and approved 600,000 gallon tank was required to serve the area, noting that the size of the tank will provide for fire flow.

Mr. George stated that Well House #4 is currently under construction, with electricity installation due in November 2023. He stated the Town has a permit from the Maryland Department of the Environment (MDE) for the well, adding that he notified the MDE that it will not begin production until electricity and infrastructure are connected.

Mayor Alt stated the he and Ms. Minner are scheduled to meet with representatives of the Critical Area Commission regarding a proposed park on approximately 58 acres on the Southfields property.

Mayor Alt expressed his vision for a water-oriented community park. He stated he forwarded a request for assistance to Maryland Secretary of Budget and Management David Brinkley.

Mayor Alt expressed appreciation to SHA for paving of Red Hill Road.

Commissioner Broomell's Report

Commissioner Broomell echoed Mayor Alt's comments regarding paving of Red Hill Road.

Commissioner Broomell requested re-initiation of the Street extension project. Discussion ensued regarding acquisition of rights of entry associated with the properties adjacent to the proposed South Street extension.

Commissioner Givens' Report

Commissioner Givens questioned the status of the amended trash / recycling collection schedule. Mr. Handley stated there were no issues at this point. Commissioner Broomell questioned if the bulk pickup schedule had been amended. Mr. Handley stated bulk pickup is currently provided upon request.

Commissioner Givens stated he attended the walkout and luncheon for retiring Elkton Police Lt. Larry Waldrige. He thanked Chief Rogers for the event, saying it was a moving experience.

Commissioner Piner's Report

Commissioner Piner expressed appreciation for Lt. Waldrige's service.

Commissioner Piner commended SHA for the repaving of Red Hill Road.

Commissioner Massimiano's Report

Commissioner Massimiano echoed Commissioner Givens' comments regarding the walkout ceremony and luncheon for Lt. Waldrige.

Commissioner Massimiano stated the Board and staff will host a tour of Big Elk Creek with a representative from Underwood Associates to discuss potential flood mitigation. He stated the tour will take place on Tuesday, November 15th at 9:00 a.m.

Commissioner Massimiano stated he met with a local Boy Scout troop recently, adding his desire for the Board to get involved with the Boy Scouts as well as students in local schools in order to inspire interest in community service.

Public Comment

Ms. Pat Opal, referring to the scheduled tour of Big Elk Creek, questioned if the sandbar adjacent to the bridge will be addressed. Mr. George stated the sand bar will be addressed after the pedestrian bridge is completed.

Ms. Opal stated the Halloween Parade was a success, and thanked DPW for their assistance.

Chief Rogers stated that EPD has partnered with the Cecil County Sheriff's Office to share a full time State employee for the purpose of mobilizing community resources and obtaining grant funding.

Chief Rogers, referring to an ongoing nuisance in a particular neighborhood, stated the party responsible for the issues has been evicted from the property and the owner is selling the home.

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