

The Mayor and Commissioners of the Town of Elkton

MINUTES

May 12, 2021

In order to comply with Governor Larry Hogan's declaration of a State of Emergency as part of Maryland'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 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., Earl M. Piner, Sr., and Robert M. Massimiano; Town Administrator Lewis H. George, Jr.; Steven H. Repole, CPA; Assistant Town Administrator Joseph V. Zurolo; Planning Director Jeanne D. Minner; Director of Public Works J. Daniel Handley, P.E.; Director of Parks & Recreation Mary C. Magaw; Chief of Police Carolyn Rogers; Senior Administrative Specialist L. Michelle Henson; and Town Attorney John P. Downs, Esquire.

Mayor Alt called the virtual workshop meeting to order at 12:00 p.m.

Discussion - Creation of Pickle Ball Courts at Marina Park

Ms. Mary Magaw, Director of Parks & Recreation, stated she received an inquiry regarding addition of pickle ball courts to three of the existing tennis courts at Marina Park at an estimated cost of \$2,550 and added that a group that plays the game offered to donate funds to cover one-half of the cost. Commissioner Givens questioned if the pickle ball court will interfere with the lines for tennis. Ms. Magaw answered in the negative.

Mayor Alt queried the Board for a consensus regarding creation of Pickle Ball courts on three of the existing tennis courts at Marina Park. It was the consensus of the Board to authorize the addition of Pickle Ball courts.

Discussion - Fiscal Year 2022 Overview

Mayor Alt stated the Board previously received an overview regarding the Fiscal Year 2022 (FY22) Budget.

Mayor Alt noted that Fiscal Year 2021 (FY21) revenues from fees and taxes fell significantly due to the COVID-19 pandemic, adding that the American Rescue Plan Act of 2021 is expected to provide approximately \$13 million to the Town of Elkton.

Mayor Alt stated that unexpended FY21 funds, such as salaries for positions that had not been filled, will be carried over to FY22.

Mayor Alt asked the Board to review FY22 requests from all Departments and provide feedback.

Mayor Alt stated there is no increase in the Town's tax rate. He stated the quarterly trash removal fee will increase from \$32.50 to \$33.30.

Mayor Alt stated sworn Police Officers will receive a 3% salary increase on their anniversary date; non-Police personnel will receive a 3% salary increase on July 1st, and noted that the Town's health insurance rates will not increase.

Mr. George stated Assistant Town Administrator Joe Zurolo negotiated the Fraternal Order of Police collective bargaining agreement with members of the FOP.

Discussion ensued regarding recruitment and retainage of Police Officer candidates.

Mayor Alt stated the FY22 Budget includes a full time Human Resources Manager and a request from Parks and Recreation for a Recreation Coordinator.

Commissioner Givens questioned the operating hours of the Neighborhood Community Center. Ms. Magaw stated the center is currently operating at limited hours, adding that the center will be open from 7:00 a.m. until 8:00 p.m., or 9:00 p.m. during summer when school is out. She stated staff schedules will be staggered in order to avoid overtime.

Mayor Alt reported that maintenance requests include paving the Municipal Building parking lot as well as improvements to the Public Works salt storage building.

Mayor Alt stated the Town will continue supporting the Main Street Program via a grant of \$50,000 and additional \$50,000 financial support.

Mayor Alt, referring to a loan of \$2.8 million from the Town's Sewer Fund for construction of the Neighborhood Community Center, asked the Board to consider postponing the repayment until next Fiscal Year.

Regarding Capital expenses, Mayor Alt stated the Finance Department requires software upgrades which will cost \$75,000.

Mayor Alt stated the Elkton Police Department's Capital requests include 6 new vehicles, upgrades to the Policy Manual, enhanced department security, computers and uniforms.

Commissioner Givens questioned what the Policy Manual updates entailed. Chief Rogers stated the current policy contains over 500 pages and that the new manual will be posted online for Officers who will have individual accounts for access. She stated updates and training can be tracked using individual online accounts.

Mayor Alt stated DPW Capital requests included a new vehicle for the Stormwater Management Department, a leaf vacuum, and a bat wing large area mower.

DPW Director J. Daniel Handley stated he requested a salary survey of other jurisdictions regarding Public Works staff, stating the importance of offering competitive salaries as a recruitment tool.

Mayor Alt stated the Parks & Recreation Capital requests include a floor scrubbing unit for the gym.

Mayor Alt informed the Board that the FY22 Budget draft does not yet include a \$250,000 grant for renovation of the former school at 205 Booth Street. Commissioner Broomell questioned if the Town was required to add matching funds to the grant. Mayor Alt answered in the negative.

Commissioner Broomell questioned if bleachers will be purchased for the Neighborhood Community Center. Mr. George answered in the negative, stating the center will utilize existing chairs.

Mayor Alt reported that the Singerly Fire Company recently announced that the Insurance Services Office raised Singerly's Public Protection Classification to a 3, which places the company in the top 12% of the fire companies in the country, adding that a positive classification can impact insurance rates.

Mayor Alt asked the Board to consider that Capital expenditures will deplete almost \$2 million in fund balance, and noted the anticipated funds from the American Rescue Plan Act.

Commissioner Givens questioned if all new Police vehicles will be SUV's. Chief Rogers answered in the affirmative, stating that a Police Officer's vehicle serves as a mobile office, adding that an SUV has 4-wheel drive.

Mr. Handley added that DPW mechanics rewire new vehicles for required electronics, resulting in savings.

Mayor Alt encouraged comments regarding the FY22 Budget.

Hearing no additional comments or questions, Mayor Alt adjourned the virtual workshop meeting at 12:52 p.m.

L. Michelle Henson
Senior Administrative Specialist

A VIDEO RECORDING OF THIS MEETING RETAINED AT THE ADMINISTRATION
OFFICE