

The Mayor and Commissioners of the Town of Elkton

February 17, 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 meeting on this date at 6:00 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.; Finance Director Steven H. Repole, CPA; Director of Planning Jeanne D. Minner; Chief of Police Carolyn Rogers; Planning Assistant Nick Cannistraci; Assistant Town Administrator Joseph V. Zurolo; Director of Parks & Recreation Mary C. Magaw; Senior Administrative Specialist L. Michelle Henson; and Town Attorneys Lisa Blackson, Esquire and John P. Downs, Esquire.

Mayor Alt called the meeting to order at 6:00 p.m. and lead the participants in the Pledge of Allegiance.

Mayor Alt recognized Cecil County Council President Bob Meffley in attendance.

ACTION: The minutes of the February 3, 2021 virtual meeting were approved on a motion made by Commissioner Broomell. The motion was seconded by Commissioner Piner 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 Givens. The motion was seconded by Commissioner Piner and approved by all present.

Budget Amendment 2021-01

Mr. Repole presented Budget Amendment 2021-01 in order to recognize the newly detailed annual General Liability Insurance from the Local Government Insurance Trust in the amount of \$16,669. He stated Budget Amendment 2021-01 is not an increase or decrease in funds, as it simply reallocates an invoice from the Mayor & Commissioners to the Department of Human Resources.

ACTION: Budget Amendment 2021-01 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Budget Amendment 2021-02

Mr. Repole presented Budget Amendment 2021-02 in order to budget the Senator William H. Amoss Fire, Rescue, and Ambulance Funds in the amount of \$5,818 received from Cecil County Government and transferred to the William M. Singerly Steam Fire Engine and Hook and

Ladder Company. He stated the Budget Amendment is not an increase or decrease in funds, as it simply transfers annual grant funds from Cecil County to the Fire Department.

ACTION: Budget Amendment 2021-02 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Public Hearing

Ordinance 01-2021 Amending the Elkton Zoning ordinance, Article X, Permissible Uses, Section 7.2. Regarding Veterinarian Services - Presented for Introduction

Mayor Alt declared the Public Hearing open at 6:05 p.m.

Ms. Minner stated Ordinance 01-2021 amends the Elkton Zoning Ordinance in order to permit veterinarian practices in the BI (Business Industrial) Zone via a Special Exception. She stated the Planning Commissioner recommended approval of Ordinance 01-2021.

Ms. Minner noted that Zoning Director Chip Bromwell suggested permitting veterinary practices in the BI Zone without conditions, as this use is permitted in the Town's other Commercial Zones without requiring a Special Exception.

Mayor Alt queried the Board for questions or comments regarding Ordinance 01-2021.

Discussion ensued regarding the potential practice.

Mayor Alt queried the audience for questions or comments regarding Ordinance 01-2021.

Hearing no questions or comments, Mayor Alt declared the Public Hearing closed at 6:08 p.m.

ACTION: Ordinance 01-2021 was accepted for introduction on a motion made by Commissioner Piner. The motion was seconded by Commissioner Givens and approved by all present.

Public Hearing

Ordinance 02-2021 Amending the Elkton Zoning Ordinance, Article X, Permissible Uses, Section 7.2 and Article XII Supplementary Use Regulations Regarding Commercial Apartments - Presented for Introduction

Mayor Alt declared the Public Hearing open at 6:09 p.m.

Ms. Minner stated Ordinance 02-2021 amends the Elkton Zoning Ordinance in order to conditionally permit apartments above commercial uses in the RO (Residential-Office) Zone. She stated the Planning Commission recommended approval of Ordinance 02-2021.

Mayor Alt queried the Board for questions or comments regarding Ordinance 02-2021.

Hearing no comments from the Board, Mayor Alt queried those in the audience for questions or comments regarding Ordinance 02-2021. Hearing none, Mayor Alt declared the Public Hearing closed at 6:14 p.m.

ACTION: Ordinance 02-2021 was accepted for introduction on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

Discussion Elkton Housing Authority

Elkton Housing Authority (EHA) Board Chair Mr. Charles V. Hicks, members Messrs. Jerome Garret and Vincent White, and Interim Executive Director Cindy Herrera were introduced to the Board.

Mr. George stated the purpose of their appearance is to update the Board on present and future EHA activities.

Ms. Herrera provided an overview presentation of the EHA's current and future plans. A copy of the presentation was placed in the record of the minutes.

Ms. Herrera stated the EHA no longer owns the properties it previously managed, stating they have partnered with the Ingerman Group, which now owns the public housing sites. She stated the purpose of the EHA is to administer tenant vouchers for these sites.

Ms. Herrera stated EHA receives approximately \$83,000 in funding from the Department of Housing and Urban Development (HUD) to administer the vouchers, stating that the funds are not enough to hire full time staff. She stated the 2 current full time staff members will be replaced with a part time Executive Director who will be hired at a salary of approximately one-half of the funds received from HUD.

Ms. Herrera stated the EHA is working to reestablish its standing with HUD after a 2019 audit indicated inappropriate expenditures of the department's funds, adding that EHA is repaying HUD.

Discussion ensued regarding the parameters of the rental assistance voucher program.

Mr. George questioned if the part time Executive Director's responsibilities will include administration of the vouchers. Ms. Herrera answered in the affirmative.

Commissioner Givens questioned the number of citizens on EHA's waiting list for housing. Ms. Herrera stated there are approximately 250 citizens on the current waiting list.

Mr. Hicks asked the Board to continue its support of EHA.

Ms. Herrera asked the Board for a letter of support of EHA to HUD.

Mayor Alt stated he will identify and appoint 2 members to fill the current vacancy on the EHA Board.

Commissioner Piner expressed support for EHA.

Discussion ensued regarding potential candidates for the EHA Board.

Commissioner Broomell questioned if the number of vouchers could be increased in the future. Ms. Herrera stated HUD is not increasing vouchers.

Commissioner Givens questioned how the EHA Board plans to move forward from the current situation. Mr. Hicks stated Ms. Herrera is assisting in rebranding the EHA, as well as implementation of more stringent rules of operation. Mr. White added that the EHA now has a system of checks and balances in place.

Wetlands Mitigation Investigation by Geo-Technology Associates

J. Evans McKinney Commemorative Park - Former Fish Hatchery Area

Mayor Alt, referring to the Board's previous discussions regarding a request from Geo-Technology Associates to perform a wetlands mitigation investigation at the former fish hatchery located in J. Evans McKinney Commemorative Park, requested a consensus from the Board to permit the activity. It was the consensus of the Board to permit the requested activity.

KCI Engineering Services Proposal

Well 4 and Elevated Water Storage Tank for Southfields Planned Unit Development

Mr. George presented a proposal from KCI Engineering for the design and development of Well 4 and an elevated water tower at a cost of \$190,000. Mr. George stated KCI will amend the project timeframe for completion from its current estimate of 58 weeks.

Mayor Alt questioned the origin of the payment for the work. Mr. George stated the funds will come from the Town's Major Facilities Fund, adding that he hopes to have the Town reimbursed upon the issuance of the bonds associated with the Southfields Planned Unit Development (PUD).

ACTION: The KCI Engineering Services proposal for design and development of Well 4 and the elevated water storage tank for the Southfields PUD was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

Town Administrator's Report

Public Works Agreement

Elkton Housing Authority & Rudy Park LIHTC, LLC - Willows at Rudy Park Project

Mr. George presented a Public Works Agreement (PWA) between the Elkton Housing Authority and Rudy Park, LIHTC, LLC and the Town regarding the redevelopment of Rudy Park. He stated the PWA is required for water and sewer infrastructure and stormwater management.

ACTION: The PWA between the Elkton Housing Authority and Rudy Park, LIHTC, LLC and the Town regarding the redevelopment of Rudy Park was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Givens and approved by all present.

Mayor Alt's Report

Mayor Alt stated the annual Mayor's Lucky Charm Race will be postponed due to the condition of Meadow Park. Mayor Alt stated he and Parks & Recreation Director Ms. Mary Magaw have discussed possible dates for rescheduling of the event.

Mayor Alt, referring to the Board's previous discussions regarding requested waivers of Major Facilities Fees, stated Mr. George will draft an agreement between the Town and developer regarding the requested waivers.

Mayor Alt acknowledged the recent passing of former Town Commissioner Ed McKeown. He stated his respect for Mr. McKeown, stating he was a devoted community servant.

Commissioner Givens' Report

Commissioner Givens concurred with Mayor Alt, stating Mr. McKeown served the Town for many years.

Commissioner Givens expressed support for the positive actions of the EHA.

Commissioner Broomell's Report

Commissioner Broomell echoed Mayor Alt's and Commissioner Givens' comments, stating Mr. McKeown always had his heart in the right place.

Commissioner Broomell questioned if the waiver of Major Facilities Fees agreement could be transferred to another developer in the future. Mayor Alt answered in the negative.

Commissioner Broomell questioned if the agreement will have an expiration date. Mayor Alt answered in the affirmative, stating the agreement should expire in 6 - 7 years from the date of execution.

Commissioner Piner's Report

Commissioner Piner offered condolences to the McKeown family.

Commissioner Piner thanked the EHA Board and Ms. Herrera for attending the meeting.

Commissioner Piner stated the workshop that occurred earlier in the day and this evening's meeting were productive.

Commissioner Massimiano's Report

Commissioner Massimiano stated he learned much from EHA's responses to Mr. George's queries.

Commissioner Massimiano initiated a discussion regarding the Board's decision to schedule the 3rd monthly meeting at 6:00 p.m. Discussion ensued regarding amendment of the meeting schedule.

Commissioner Massimiano questioned if the Board will return to in-person meetings. Discussion ensued regarding equipment needed to return to in-person hybrid meetings in which the Board can be physically present while the public participates online.

Commissioner Massimiano requested decals advertising the Town's social media platforms for Town owned vehicles.

Commissioner Massimiano stated members of the Parks & Recreation Advisory Board asked to speak with the Mayor & Commissioners regarding the Neighborhood Community Center.

Commissioners Givens and Piner suggested that the group should attend a Board meeting.

Discussion ensued regarding the impacts of the COVID-19 pandemic on the Community Center programs.

Commissioner Massimiano stated he will visit the McKeown family on behalf of the Board.

Public Comment

Cecil County Council President Bob Meffley, referring to Town of Elkton Annexation A3-2020, stated Cecil County Administration took issue with the requested zoning change, basing its objection on the potential traffic impact to a portion of Belle Hill Road, which is owned by Cecil County.

Councilman Meffley stated the issue stems from necessary upgrades to the portion of Belle Hill Road that will accommodate truck traffic resulting from the annexed property. He stated if the

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Town will take ownership of the specific portion of the road, the County will approve the change in zoning classification from its current designation of residential to commercial.

Ms. Minner stated she received support of the annexation from the State of Maryland Department of Planning, adding that the property is within the Town's recognized growth corridor.

Mayor Alt asked Mr. George to follow up with the owner / developer of the property regarding maintenance of Belle Hill Road.

Hearing no additional business to come before the Board, Mayor Alt adjourned the virtual meeting at 7:33 p.m.

L. Michelle Henson
Sr. Administrative Specialist

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.