

The Mayor and Commissioners of the Town of Elkton

November 20, 2019

The Mayor and Commissioners of the Town of Elkton (the "Board") held their second scheduled meeting in November on this date at 7:00 p.m. The following persons were present: 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.; Director of Finance Steven H. Repole, CPA; Chief of Police Matthew J. Donnelly; Director of Planning Jeanne D. Minner; Senior Administrative Specialist L. Michelle Henson and Town Attorney John P. Downs, Esquire.

Mayor Alt recognized Elkton High School Football Coach Matt Feeney and members of the Football team in attendance. Mayor Alt stated the purpose of the team's appearance is to wish them well on their quest to reach the State Finals on Friday, November 22nd. Coach Feeney expressed his pride in the team, stating they represent Elkton well. He stated the team will face Liberty High School from Carroll County on Friday, and invited all in attendance to come out in support. Mayor Alt stated he is very proud of the team and expressed his best wishes for success.

Mayor Alt called the meeting to order at 7:00 p.m. and invited the Elkton High School Football Team to lead all those in attendance in the Pledge of Allegiance.

ACTION: The minutes of the November 6, 2019 meeting were approved on a motion made by Commissioner Givens. 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 Piner. The motion was seconded by Commissioner Broomell and approved by all present.

Petition for Annexation

Mr. Dwight Thomey, Esquire, and his client Mr. Jason Preston introduced themselves to the Board. Mr. Thomey stated the purpose of their appearance is to present a Petition for Annexation regarding a parcel of land identified on Tax Map 312 as Parcel 0234, consisting of approximately .2928 acres, addressed as 284 Red Hill Road, Elkton, Maryland, and further described in the Cecil County Land Records in Liber 03789, folio 00316.

Mr. Thomey stated the property is connected to the Town's water system and that the septic system is failing and requires regular pumping, as the reason for requesting annexation.

Annexation Resolution A2-2019

Regarding the above referenced Petition for Annexation - Presented for Introduction

Mr. George stated Annexation Resolution A2-2019 is associated with the above referenced Petition for Annexation and requested approval of the Resolution's introduction.

ACTION: Annexation Resolution A2-2019 was approved for introduction on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Givens and approved by all present.

Public Hearing

Progress Report - Town Square ADA Project 2018-003

Progress Report - Neighborhood Community Center Project 2018-002

Progress Report - Walnut Hill Water Tower Project 2014-005

Mayor Alt declared the Public Hearing open at 7:05 p.m.

Ms. Jeanne D. Minner, Director of Planning, stated the purpose of her appearance is to provide status reports regarding the Town Square ADA Project 2018-003, the Neighborhood Community Center Project 2018-002, and the Walnut Hill Water Tower Project 2014-005. Copies of Ms. Minner's reports were read and placed in the record of the minutes.

ADA Project 2018-003

Ms. Minner stated the Town applied for and received \$135,000 in Community Development Block Grant (CDBG) funds for Project 2018-003. She stated the project is nearly complete with a few punch list items that she will review with the Department of Public Works and Duffield Associates, the project engineer. Commissioner Broomell questioned if the project was within the budgeted amount. Ms. Minner stated the lighting took the project just over the budgeted amount, adding that the Town will complete the lighting, landscaping, and bench placement phases in order to save money.

Neighborhood Community Center Project 2018-002

Ms. Minner stated the Town applied for and received \$800,000 in CDBG funds for Project 2018-002. She stated the 19,000 square foot facility, located at 121 Stockton Street, will contain gym space in addition to offices, a kitchen, and an outdoor playground area.

Ms. Minner stated the facility will serve the residents of the area and will be operated by the Department of Parks and Recreation. She stated Wickersham is the design-build contractor for the project.

Commissioner Givens questioned if the entrance will be landscaped. Ms. Minner answered in the affirmative.

Commissioner Massimiano questioned if signage will be placed. Ms. Minner stated signage will be placed on the building as well as at the front of the property.

Walnut Hill Water Tower Project 2014-005

Ms. Minner stated the Town applied for and received \$500,000 in CDBG funds to rehabilitate the 500,000 gallon capacity Walnut Hill Water Tower located at Route 213 and Dogwood Road. She stated the project, which was completed several years ago, came in under budget by about \$100,000.

Mr. George noted that the Town receives approximately \$24,800 per year for leasing space atop the water tower to Sprint Cellular.

Mayor Alt queried the audience and Board for comments regarding the project update. Hearing no comments, Mayor Alt declared the Public Hearing closed at 7:25 p.m.

Town Administrator's Report

Proclamation P20-2019 Elkton High School Alumni Day

Mr. George presented Proclamation P20-2019 Elkton High School Alumni Day for approval. He stated Proclamation P20-2019 declares the first Friday in every October "Elkton High School Alumni Day". A copy of Proclamation P20-2019 was read and placed in the record of the minutes.

ACTION: Proclamation P20-2019 Elkton High School Alumni Day was approved on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

NewGen Strategies & Solutions

Water Production, Billing Audit and Rate Study Proposal - Presented for Approval

Mr. Repole stated representatives of NewGen Strategies & Solutions appeared at the November 13th workshop to discuss a proposal for a Billing Audit and Rate Study. He stated the study will include a 5-year financial plan and updated billing rate recommendations. Mr. Repole presented the proposal, the cost of which is \$19,900, for approval.

Mayor Alt stated the importance of auditing the Town's billing processes on a regular basis.

ACTION: The NewGen Strategies & Solutions Water Production, Billing Audit and Rate Study Proposal was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Resolution R15-2019

PNC Bank Loan in the Amount of \$656,000 for Purchase of Vehicles and Related Equipment

Mr. George presented Resolution R15-2019, authorizing a loan from PNC Bank in the amount of \$656,000 for the purchase of vehicles and related equipment. He stated the purpose of borrowing funds is to spread the debt over the life of the vehicles and related equipment. A copy of Resolution R15-2019 was read and placed in the record of the minutes.

Mayor Alt questioned if a previous loan from Columbia Bank was approved by the Board. Mr. George answered in the affirmative, adding that the Town received a better rate from PNC.

ACTION: Resolution R15-2019, authorizing a loan from PNC Bank in the amount of \$656,000 for the purchase of vehicles and related equipment, was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Broomell and approved by all present.

Neighborhood Community Center Project 2018-002 Update

Mr. George provided an update regarding the Neighborhood Community Center Project 2018-002. A copy of the update was read and placed in the record of the minutes.

Commissioner Givens questioned if the volleyball courts will run the length or width of the gym area. Mr. George stated the volleyball courts will run the width of the gym area.

Commissioner Massimiano questioned if the volleyball net support poles are removable. Mr. George stated the poles are removable, adding that the covers over the pole cups are at grade to eliminate trip hazards.

Mr. George stated Parks and Recreation Department Manager Ms. Mary Magaw met with Comcast to initiate service to the building. He added that an emergency backup generator will be installed at the Community Center. Mr. George stated June, 2020 is the target date for opening of the facility.

Shop with a Cop Cecil County Event

Mr. Ed Ginder, Vice President, Shop with a Cop Cecil County, announced the annual event is scheduled for Saturday, December 14th. He stated the event, which pairs children with Police and other Emergency Responders for a day of shopping and family oriented fun, grows considerably each year.

Mr. Ginder outlined the planned procession of Police and Emergency response vehicles for the event: exiting Singerly Fire Department, traveling to Route 213, south to Main Street, east to Delaware Avenue, south to Route 40, and east to the Walmart and returning the same streets / roads. He requested the Board's approval of closing of Main Street during the return procession.

Mayor Alt queried the Board's thoughts regarding utilizing Howard Street for the return procession vs. closing Main Street.

Mr. Ginder stated he previously received positive response from Main Street merchants regarding closure of Main Street to accommodate the return procession. He added he will respect the Board's decision regarding any route.

Commissioner Massimiano noted a large number of pedestrians during last year's event. He stated he will query the Main Street merchants for feedback and will report back to the Board. Mayor Alt noted that the event is scheduled for December 14th which is prior to the next Board meeting. He asked Commissioner Massimiano to report the merchants' feedback regarding Main Street closure to staff.

Mr. Ginder invited the Board to attend and participate in the event on December 14th. He stated participants begin arriving at Singerly Fire Department at 7:00 a.m. and the pairing of children with Officers begins at 8:00 a.m.

Mr. George requested a formal vote from the Board to permit closure of Main Street to accommodate the Shop with a Cop Cecil County event on December 14th, contingent upon Main Street merchants' support.

ACTION: The request to close Main Street between South Street and Bridge Street on December 14th to permit the return procession of the Shop with a Cop Cecil County event participants, contingent upon Main Street merchants' support, was approved on a motion made by Commissioner Broomell. The motion was seconded by Commissioner Givens and approved by all present.

Mayor Alt's Report

Mayor Alt announced that the workshop meeting scheduled for December 11th has been cancelled. He stated the next Mayor & Commissioners meeting is scheduled at 7:00 p.m. on December 18th.

Mayor Alt stated the Board will attend the Small Business of the Year Banquet on December 4th.

Mayor Alt announced the Christmas Tree Lighting event will take place on Friday, December 6th.

Mayor Alt invited all in attendance to support the Elkton High School Football team on Friday, December 6th.

Mayor Alt displayed a Christmas ornament made by Ms. Sue Whitaker. He noted she made an ornament for each Board member and one for the Town's Christmas tree. He expressed appreciation to Ms. Whitaker for the ornaments.

Mayor Alt stated that parents of Immaculate Conception School (ICS) students are mounting a campaign to keep the school open. He noted that ICS reduction in enrollment and competition with other schools in the area are creating concerns that this may be ICS' last school year.

Commissioner Piner's Report

Commissioner Piner announced Parks & Recreation's annual Dance Recital at Elkton High School at 6:00 p.m. on Friday, December 13th.

Commissioner Broomell's Report

Commissioner Broomell, referring to the Town's Decorating Contest, questioned when the Board will judge the registrants. Ms. Henson stated the deadline to register is December 13th which will give the Board the weekend to visit the properties. She added that the winners will be announced at the December 18th meeting.

Commissioner Broomell requested maintenance of the sidewalks near North and Main Streets.

Public Comment

Ms. Sarah Guns stated a community-supported pantry has opened in the Hollingsworth Manor neighborhood, adding that a second free library is planned. She stated the Hollingsworth Landing Association is sponsoring a Christmas party at the Family Education Center on December 14th. Ms. Guns expressed appreciation for the support her neighborhood association receives from the Maryland Rural Development Corporation and the Elkton Police Department, specifically Officer Devine.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 7:57 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.

Mayor and Commissioners Meeting Minutes
November 20, 2019