

**The Mayor and Commissioners  
of the Town of Elkton**

April 15, 2020

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 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., Robert M. Massimiano and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven H. Repole; Planning Director Jeanne D. Minner; Senior Administrative Specialist L. Michelle Henson; and Town Attorney John P. Downs, Esquire.

Mayor Alt called the meeting to order at 12:00 p.m. and lead the participants in the Pledge of Allegiance.

Mayor Alt polled the participating Board members to confirm a quorum.

**ACTION:** The minutes of the March 4, 2020 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 Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

**Town Administrator's Report**

**Resolution R1-2020 Adopting Specified Building Codes**

Mr. George presented Resolution R1-2020 Adopting Specified Building Codes for approval. He stated the Town is authorized to adopt codes for building and renovation, and Resolution R1-2020 contains the updated codes which are consistent with State of Maryland regulations. He added that construction which commenced prior to the adoption of Resolution R1-2020 will not be affected. Resolution R1-2020 was read and placed in the record of the minutes.

**ACTION:** Resolution R1-2020 Adopting Specified Building Codes was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Givens and approved by all present.

**Resolution R2-2020 Postponement of Municipal Election**

Mr. George presented Resolution R2-2020 Postponement of Municipal Election for approval. He stated the purpose of Resolution R2-2020 is to comply with Governor Hogan's declaration of a state of emergency and subsequent limits on public gatherings in response to the

COVID-19 health emergency. A copy of Resolution was read and placed in the record of the minutes.

**ACTION:** Resolution R2-2020 was adopted on a motion made by Commissioner Massimiano. The motion was seconded by Commissioner Broomell and approved by all present.

### **Mayor Alt's Report**

Reappointments to the Board of Supervisors of Elections for the term March 1, 2020 - February 28, 2020

Mayor Alt requested approval of individual members of the Board of Supervisors of Elections as he read each name.

The request to reappoint Ms. Margie Blystone to the Board of Supervisors of Elections was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present.

The request to reappoint Ms. Sarah Guns to the Board of Supervisors of Elections was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

The request to reappoint Ms. Paula Newton to the Board of Supervisors of Elections was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

The request to reappoint Mr. Dave Massimiano to the Board of Supervisors of Elections was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Broomell and approved by all present.

The request to reappoint Ms. Kingsley Shaffer to the Board of Supervisors of Elections was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

The request to reappoint Ms. Karen Smith to the Board of Supervisors of Elections was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Massimiano and approved by all present.

Mayor Alt commended Town staff for their efforts during this time. He stated the Town is following restrictions and requirements as they are issued from Governor Hogan.

Mayor Alt noted this is the Board's first virtual meeting, which is being recorded using the Zoom meeting application.

### **Commissioner Piner's Report**

Commissioner Piner provided a list of cancellations from the Department of Parks and Recreation. A copy of Commissioner Piner's report was read and placed in the record of the minutes.

Commissioner Piner stated the Town's parks are open but social distancing must be practiced.

Commissioner Piner reported that the new lights have been installed at Meadow Park. He said the lighting project was funded by a \$210,000 grant through the Department of Natural Resources, Program Open Space, Community Parks and Playgrounds Program.

Commissioner Piner wished all to maintain good health and to be safe.

### **Commissioner Givens' Report**

Commissioner Givens stated he has visited Town Hall and noticed that everyone has adopted safe practices in their interactions.

### **Commissioner Broomell's Report**

Commissioner Broomell questioned if the Mayor & Commissioner meetings scheduled for May 6<sup>th</sup> and May 20<sup>th</sup> provided the time needed for preparation and review of the proposed Fiscal Year 2021 (FY21) Budget.

Mr. George requested the Board's approval to reschedule the Mayor & Commissioners May, 2020 meetings to May 13<sup>th</sup> and May 20<sup>th</sup> in order to provide adequate time for preparation and review the of the proposed FY21 Budget.

Mr. George stated the proposed FY21 Budget will be introduced on May 13<sup>th</sup> and presented for adoption at a Public Hearing on May 27<sup>th</sup>. He added a Public Hearing will be held on May 27<sup>th</sup> regarding the Constant Yield Tax Rate.

Mr. George stated proposed amendments to the Elkton Police Pension Plan will be presented via Ordinance during the upcoming meetings.

**ACTION:** The request to reschedule the Mayor & Commissioners May, 2020 meetings to May 13<sup>th</sup> and May 27<sup>th</sup> was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

Commissioner Broomell questioned the status of the former Davis Florist property. Mr. George stated he will follow up with Zoning Administrator Mr. Bromwell regarding the status of the property.

### **Commissioner Massimiano's Report**

Commissioner Massimiano stated he is the President of the Alliance of Professional Tattooists, and in that role he participated in an interview with CNN regarding tattoo artists around the country donating personal protective equipment (PPE) to the healthcare industry.

Commissioner Massimiano stated he served as "Principal for the Day" at Elkton High School in March.

Commissioner Massimiano stated the Cecil County Chamber forwarded donation requests to assist Plumpton Park Zoo in feeding its animals.

Commissioner Massimiano thanked grocery store employees and other front-line workers for their efforts during this crisis.

Commissioner Massimiano expressed concerns that people are not using masks and gloves properly when in public. He stated he will contact Cecil TV and try to coordinate with an instructor to provide proper use of PPE.

### **Public Comment**

Mayor Alt queried callers for comments. Hearing no comments from the callers, Mayor Alt stated there was no additional business to come before the Board.

Hearing no additional business to come before the Board, Mayor Alt adjourned the meeting at 12:25 p.m.

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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](http://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 & Commissioners Meeting Minutes  
April 15, 2020