

## The Mayor and Commissioners of the Town of Elkton

### MINUTES

March 21, 2012

The Mayor and Commissioners of the Town of Elkton (the "Board") held their second regularly scheduled meeting in March on this date at 7:00 P.M. The following persons were present: Mayor Joseph L. Fisona; Commissioners Charles H. Givens, Sr.; Charles E. Hicks, V; Mary Jo Jablonski, and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven H. Repole; Elkton Police Chief William E. Ryan; Administration Office Secretary L. Michelle Henson and Town Attorney H. Norman Wilson, Jr., Esquire.

Mayor Fisona called the meeting to order, and led the Pledge of Allegiance.

### Notice of Closed Meeting

On Wednesday, March 7, 2012, at 7:54 p.m., during a regularly scheduled meeting of the Mayor and Commissioners of the Town of Elkton (the "Board"), a Closed Meeting was requested and approved by all present pursuant to State Government Article § 10-508 Pursuant to State Government Article § 10-508 (7) to consult with counsel to obtain legal advice on a legal matter. Attendance: Mayor Joseph Fisona; Commissioners Charles H. Givens, Sr., Charles E. Hicks, V; Mary Jo Jablonski and Earl M. Piner, Sr.; Town Administrator Lewis H. George, Jr.; Finance Director Steven H. Repole; Administration Office Secretary L. Michelle Henson and Town Attorney H. Norman Wilson, Jr. Mr. Ken Benner, Area Manager, Severn Trent Environmental Services, was also in attendance.

**ACTION:** The minutes of the March 7, 2012 meeting were approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Jablonski 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 Jablonski. The motion was seconded by Commissioner Hicks and approved by all present.

### Budget Amendment 2012-011

Mr. Repole presented Budget Amendment 2012-011 to recognize the forfeiture of \$1,000 of seized funds and their use in funding of Police Operations.

**ACTION:** Budget Amendment 2012-011 was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Piner and approved by all present.

### Budget Amendment 2012-012

Mr. Repole presented Budget Amendment 2012-012 to transfer \$1,000 savings from Engineering into Minor Equipment in the Building and Zoning Department for the purpose of purchasing a desktop computer.

**ACTION:** Budget Amendment 2012-012 was approved on a motion made by Commissioner Hicks. The motion was seconded by Commissioner Givens and approved by all present.

Mr. George announced a representative of the Archeological Society of the North Chesapeake rescheduled the presentation to a later meeting.

### **Town Administrator's Report**

#### **Recommendations and Proposal for Improvements to the Warner Road, Meadows at Elk Creek, and Patriots Glen Sanitary Sewer Pump Stations**

##### **KCI Proposal – Sanitary Sewer Pump Stations Improvements**

Mr. George stated KCI Technologies, Inc. presented a proposal that included the necessary engineering services for the construction/installation and upgrades to the Warner Road, Meadows at Elk Creek and Patriots Glen Sanitary Sewer Pump Stations. He stated the estimate totaled \$93,694.00, including direct expenses and construction services.

**ACTION:** The KCI proposal to provide necessary engineering services for the construction/installation and upgrades to the Warner Road, Meadows at Elk Creek and Patriots Glen Sanitary Sewer Pump Stations was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Hicks and approved by all present.

##### **KCI Proposal – Sanitary Sewer Force Main Improvements**

Mr. George stated KCI Technologies, Inc. presented a proposal that included the necessary engineering services to prepare for the construction of a sanitary sewer force main from Muddy Lane (Patriots Glen Force Main connection) to Chapel Run. The stated scope of services included survey, parallel force main design, wetlands delineation, mitigation and permitting. He said the estimate totaled \$57,320, including direct expenses.

**ACTION:** The KCI proposal to provide necessary engineering services to prepare for the construction of a sanitary sewer force main from Muddy Lane (Patriots Glen Force Main connection) to Chapel Run was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Jablonski and approved by all present.

### **Ordinance 1-2012 Parking Time Schedule – Presented for Adoption**

Mr. George presented Ordinance 1-2012 Parking Time Schedule for adoption. He stated the Ordinance essentially changed the termination of enforcement from 4:30 p.m. until 4:00 p.m., and was accepted for introduction at the March 7, 2012 meeting. A copy of Ordinance 1-2012 was placed in the record of the minutes.

**ACTION:** Ordinance 1-2012 Parking Time Schedule was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Jablonski and approved by all present.

### **Ordinance 2-2012 Parking Meter Zones – Presented for Adoption**

Mr. George presented Ordinance 2-2012 Parking Meter Zones for adoption. He stated the Ordinance specified the 2-hour parking limit between the hours of 8:00 a.m. until 4:00 p.m., and was accepted for introduction at the March 7, 2012 meeting. A copy of Ordinance 2-2012 was placed in the record of the minutes.

**ACTION:** Ordinance 2-2012 Parking Meter Zones was approved on a motion made by Commissioner Piner. The motion was seconded by Commissioner Hicks and approved by all present.

### **Old Business**

Mayor Fisona stated he received notice from the Maryland Emergency Management Administration (MEMA) that the Town would be reimbursed Five Thousand Five Hundred Fourteen Dollars and Eight Cents (\$5,514.08) toward approved expenses that the Town incurred during cleanup activities to remove debris from the Big Elk Creek due to Hurricane Irene.

Commissioner Piner stated the Buttonwoods neighborhood had ongoing parking issues. Mr. George stated the Town, after surveying residents to determine parking needs in the neighborhood, constructed additional parking spaces between the 300 and 400 blocks of Buttonwoods Road. He stated there were no plans for construction of additional spaces.

Discussion ensued regarding issues created when residents with multiple cars used available spaces adjacent to residences. Commissioner Piner expressed concerns regarding residents who had to walk distances to their homes.

Mr. George stated the now-defunct Homeowners Association (HOA) previously held title to the parking areas and could assign parking for each home, but when the Town took over the area it became public property, and the Town could not assign public parking spaces to private citizens.

Commissioner Hicks stated he appreciated the issues created when an HOA ceased to exist.

Commissioner Hicks requested an update regarding the Town's investigation of alternate water sources. Mr. George stated the Town's discussions with Artesian were pending. He stated no decision had been made regarding United Water Delaware. He said funds would be included in the Fiscal Year 2013 Budget to develop additional wells.

Commissioner Hicks questioned the status of the time clocks. Mr. George stated Ms. Laura Brown, Human Resources Director, was investigating alternative time and attendance systems because the vendor with which the Town was originally working could not provide the services required. Commissioner Piner expressed concerns regarding costs associated with the time clocks.

Commissioner Hicks questioned if the Town was currently working on grant applications. Mr. George stated Ms. Jeanne Minner, Director of Planning, was scheduled to attend training to obtain Community Development Block Grant (CDBG) funds. He stated the Town had obtained \$85,000 in Energy Grant funding, which was being used to upgrade equipment at the Water Treatment Plant. Chief Ryan added that Elkton Police Department (EPD) Lt. Carolyn Allen consistently obtained grant funding for EPD operations, adding that EPD currently had 7 active grants.

#### **Commissioner Jablonski's Report**

Commissioner Jablonski stated she supported moving the Town's May 22, 2012 Municipal Election to the Municipal Building at 100 Railroad Avenue. Commissioner Jablonski stated the information needed to be publicized as often as possible.

Commissioner Jablonski commended EPD for their presence at Squires Pantry for the Spring Fling event.

Commissioner Jablonski questioned expenses associated with the Town's IT vendor, Devine Computing. Commissioner Piner questioned the cost associated with the vendor's attendance at a meeting. Discussion ensued regarding expenses of the vendor vs. hiring an in-house IT employee.

Discussion ensued regarding leasing of computer equipment vs. purchasing, and associated costs.

#### **Commissioner Givens' Report**

Commissioner Givens asked Mr. George to contact the Department of Public Works (DPW) to assist in arranging a Science, Technology, Engineering and Math (STEM) program at Meadow Park for Elkton High School students.

Commissioner Givens questioned the status of grass and brush collection. Mr. George stated DPW had begun grass and brush collection early due to unseasonably warm weather.

Commissioner Givens stated he appreciated the presence of EPD Officers at Elkton High School.

### **Commissioner Hicks' Report**

Commissioner Hicks questioned the status of the creation of a Vacant Property Ordinance. He stated a fee schedule associated with vacant/blighted properties would promote activity by the owner/responsible party. Mr. George stated he researched similar Ordinances in Maryland, with help from the Maryland Municipal League (MML), and would create an Ordinance that included a fee schedule.

Commissioner Jablonski stated she received an email indicating CDBG funds could be used to obtain blighted properties under strict conditions.

Discussion ensued regarding the Code Enforcement Official's duties under the proposed Ordinance, and additional duties recently assigned to the Code Enforcement Official.

Commissioner Hicks, referring to a code enforcement pamphlet he created when he served as the Town's Code Enforcement Official, stated the brochure was a useful educational tool.

### **Motion to Adjourn**

Hearing no additional business to come before the Board, Mayor Fisona requested a motion to adjourn the meeting.

**ACTION:** The request to adjourn the meeting was approved on a motion made by Commissioner Givens. The motion was seconded by Commissioner Hicks and approved by all present.

Mayor Fisona adjourned the meeting at 8:12 pm.

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L. Michelle Henson  
Administration Office Secretary

### **AN AUDIO AND 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.