

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

## **MINUTES**

April 11, 2012

A public meeting (workshop) of the Mayor and Commissioners of the Town of Elkton (“the Board”) was held on this date at 4:00 p.m. with the following persons present: 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 Repole; Director of Planning Jeanne Minner; Human Resources Director Laura Brown; Administration Office Secretary L. Michelle Henson; and Town Attorney H. Norman Wilson, Jr.

Mayor Fisona called the Workshop meeting to order at 4:00 p.m.

### **Discussion – Human Resources Department Budget**

Ms. Laura Brown, Director, presented the Human Resources Department Fiscal Year 2013 Budget Request. A copy of the request was placed in the record of the minutes.

Discussion ensued regarding requested increases in areas such as Unemployment Insurance, supplies, advertising, etc.

Discussion continued regarding trade subscriptions and continuing education in order to stay abreast of Federal and State regulations.

Commissioner Piner questioned the status of the Ceridian time and attendance program. Ms. Brown stated Ceridian provided payroll services to the Town but the time and attendance equipment would not be utilized. She stated she was looking at other time and attendance equipment that would accommodate the different schedules of all employees. Commissioner Piner stated he supported the bookkeeping side of the time and attendance program.

Ms. Brown clarified the amount she requested for Ceridian was for processing of payroll. She stated if the Board wanted to utilize Ceridian’s time and attendance equipment the budget would have to be increased by at least \$8,000.

Discussion ensued regarding a requested scanner. Ms. Brown stated the Human Resources Department needed a dedicated scanner due to the confidentiality of personnel records. Commissioner Jablonski suggested leasing a scanner/copier combination.

Ms. Brown stated she was investigating costs associated with CPR and First Aid training for staff.

Discussion ensued regarding personnel and computer costs for Human Resources.

**Discussion – Finance Department Budget**

Mr. Steven Repole, Finance Director, presented the Finance Department Fiscal Year 2013 Budget Request. A copy of the request was placed in the record of the minutes.

Discussion ensued regarding requested printers and associated costs.

**Discussion – Administration Department Budget**

Mr. Lewis George, Town Administrator, presented the Administration Department Fiscal Year 2013 Budget Request. A copy of the request was placed in the record of the minutes.

Mr. George stated the Fiscal Year 2013 Budget Request was based upon the department's historical use of funds.

**Discussion – Southfields LLC PUD**

Mr. H. Norman Wilson, Esquire, Town Attorney, stated a quorum of the members of the Town's Planning Commission were in attendance. He stated the Planning Commission members were welcome to stay but should not make comments.

Mr. Wilson advised the Board to listen to the Southfields LLC Planned Unit Development (PUD) presentation, and submit any questions to the Planning Commission in writing via Ms. Jeanne Minner, Planning Director. He stated the questions could then be discussed by the Planning Commission in an advertised public meeting.

Mr. David Parrack, Esquire, representing Southfields LLC introduced Messrs. Bruce Schneider and John Fellows to the Board.

Mr. Fellows stated he was the project engineer, and presented a Power Point Presentation of the project. A copy of the presentation was placed in the record of the minutes.

Mr. Fellows stated the Planning Commission reviewed a revised plan of the project in December 2011 and advised Southfields LLC to return in January 2012 for a formal vote. He stated the Planning Commission identified four main concerns: the number of dwelling units; the number of dwelling units and their proximity to areas of wetlands and Critical Area; parking space allotment; and the amount of Open Space. He stated he felt the issues had been addressed and the project satisfied the requirements of the Town's Zoning Ordinance.

Discussion ensued regarding the amendments to the PUD plan and the approval process.

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Mayor Fisona questioned the time frame for feedback from the Planning Commission. Ms. Minner stated the Planning Commission would review the plan in a public meeting, at which time the Board's questions would be addressed.

Hearing no additional business to come before the Board, Mayor Fisona adjourned the meeting at 6:08 p.m.

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L. Michelle Henson  
Administration Office Secretary

A RECORDING OF THIS MEETING RETAINED  
AT THE ADMINISTRATION OFFICE