

**Town of Perryville  
Town Meeting Minutes  
November 6, 2018**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Commissioners: Michelle Linkey, Raymond Ryan III, Pete Reich, Robert Taylor, Town Administrator: Denise Breder, Planning & Zoning Director: Dianna Battaglia, Finance Director: Debra Laubach, Planning and Zoning Coordinator: Amanda Hickman, Police Chief: Al Miller, Outreach Director: Danielle Hemling, Town Clerk: Jackie Sample.

The Town Meeting in its entirety can now be listened to on the Town's web site at [www.perryvillemd.org](http://www.perryvillemd.org).

**The Town Meeting was called to order by Mayor Ashby at 6:36 p.m. immediately following the Public Hearing.**

**Pledge of Allegiance**

**Approval of Town Meeting Agenda**

Mayor Ashby asked for a motion to approve the November 6, 2018 Town Meeting Agenda.

**Motion** was made by Commissioner Ryan and seconded by Commissioner Reich to approve the November 6, 2018 Town Meeting Agenda. **All in Favor: Motion Carried.**

**Consent Agenda Items:** Mayor Ashby asked for a motion regarding the consent agenda items, which include the October 2, 2018 Town Meeting Minutes, and the October 16, 2018 PIRD Public Hearing Minutes, the October 16, 2018 Work Session Minutes, and the October 16, 2018 Special Meeting Minutes.

**Motion** was made by Commissioner Reich and seconded by Commissioner Taylor to approve the Consent Agenda Minutes as written. **All in Favor: Motion Carried.**

Mayor Ashby asked for the Commissioners to report first.

**Commissioner Reich's Report -**

Commissioner Reich reported that he attended the Town's Halloween Party and the town staff created a great event. The full report will be posted on the website as usual. Both the Water and Wastewater Plants met or exceeded the State and Federal guidelines again. We did experience some problems for three days last month with the SBR #2 decanter weir limit switch being broken and new parts were ordered, and it has since been replaced. Those three days we did not meet our nitrogen requirement, but it

should not be a big deal because it is the average for the full year and it should not hurt us at all.

**Commissioner Taylor's Report -**

Commissioner Taylor reported that he along with Ms. Battaglia attended the MD Department of Planning Outreach Session which was informative. He met with Denise last week to discuss initial steps to create a contingency plan for the towns information systems. He also attended the LGIT conference in Annapolis last week.

**Commissioner Linkey's Report -**

Commissioner Linkey reported that the Halloween Party was well done as usual. She attended a meeting about re-configuring our website page. The rest of the DPW report will be on-line. We have one vacancy for a crewman and it has been posted.

**Commissioner Ryan's Report -**

Commissioner Ryan reported that he did miss the Work Session and the Town Meeting this month because of work. He did attend the Town Halloween Party and agrees that it was a very good event. He along with the Mayor left that event to go to the Firehouse to judge a costume contest that they had during their fundraiser bingo event that they had there that night.

Commissioner Ryan reported on behalf of the Fire Company. He reported that they did have 3 runs to the VA this past month with our ambulance, which is rare, since they have their own ambulance in service. We have had an ambulance out of service for a couple of weeks due to an air bag issue. There are a couple of training projects that are going on. Last night we had our nominations for our officers for the coming year and we will vote at the December meeting for those officers.

Commissioner Reich asked how things were going with the ladder truck.

Commissioner Ryan reported that it has been back in service a little over a month and has been holding its own. We have started putting a committee together for a new ladder truck, aiming for about 24 months from now to be able to place the order. We will probably have to buy a new ambulance in between that time first.

**Mayor Ashby's Report -**

Mayor Ashby reported that he had a full month and he had several meetings with Denise. He attended three Halloween parties, one for the Town, one for the Fire Company, and one for the Middle School. He attended the First Responders dinner in Elkton and there were numerous local heroes there. He met with a young man this month by the name of Lucas Hosta that was working on getting his Eagle Badge and had some

questions to be answered as part of his process for getting his Eagle Badge and he was very happy to be able to meet with him and help him with this project.

Mayor Ashby read a Proclamation which proclaims the month of November as Government Works Month.

#### **Town Administrator Report – Denise Breder**

Ms. Breder read a couple of highlights from her report. She reported that tomorrow night they have their Green Team meeting here at 5:30 p.m., you will be voting on the Green Team Action Plan tonight and if it is approved then we will move forward in carrying out the plan. As far as the Police Department construction she had reported that all of the punch list items had been completed, she was incorrect about that, there is still a glass window that needs to be replaced. The Little League Phase II project original bids had been rejected, we re-scoped the project and put it out for re-bid and the new bids are now due on November 15 at 1:45 p.m. The rest of her report will be on line.

Commissioner Linkey inquired what we are waiting on as far as the Fire Department water tie in.

Ms. Breder responded that MD Department of the Environment ranked it as far as Grant Funding and now it must go through the Legislative process and hopefully will get funded through the Governor's budget, which will not be until next Spring.

#### **Treasurer's Report - Debra Laubach**

Ms. Laubach reported that we received a little under \$300 in the Boat Ramp Honor Box last month. She reported that she has provided a comparison of interest revenue now that we have the funds in the proper categories, she is doing some cash management. The goal is to maximize the revenue on our assets without sacrificing security and liquidity. In recognition of that goal, we transferred approximately \$924,000 from PNC and Howard Bank checking and savings accounts to various MLGIP accounts. You can see from FY 17 to FY 18 the interest increased once the money was transferred to an MLGIP account and based on projections should be even better for FY 19. We are also looking at a CD that we have at Howard Bank which is only drawing ½ percent of interest and whether they would be willing to negotiate to get a higher rate or see what the early penalty withdrawal fee would be. The audit is still moving forward, and the proper agencies have been notified requesting an extension, which we were given until the end of the year. We should have the auditors back to finalize the Water and Sewer portion within the next month. Shirley completed the Grant Application for the State Aid Police Protection, which is actually for FY 20, it has to be applied for early. Ms. Laubach is working with PNC on cash back credit cards and is talking to the person in charge of the commercial credit card line. We are still getting in approximately between \$119,000 and \$125,000 a month from the Local Impact Funds.

Commissioner Reich brought up the incident that occurred involving the Boat Ramp Honor Box and the attempt to break into it, just to put the Police on notice.

**Police Report - Chief Miller**

Chief Miller reported that on October 11, Officer Ritchie Huffstutler was awarded Instructor of the Year by the MD Police Training Commission. On October 19 he met with the Cecil County Schools Director, John Roush, who is very proactive with the safety of the schools. He agreed to issue the MD Transportation Authority Police of the Hatem Bridge id's to allow them to get into their schools. On the 27<sup>th</sup> of October Sergeant Nitz collected over 10 pounds of prescription drugs for the National Take Back Day, which was held from 10 a.m.- 2 p.m. at the Perryville Police Department. On October 27 the Outreach held their Fall Fest at the American Legion and Danielle did a great job with that. There was great participation even with the rain. He also wanted to thank the Mayor for getting the 25 mph speed limit on Aiken Avenue initiated. We had a question from one of our business owners about having a robbery class that she would like to see the Police Department put on and was also inquiring about a self-defense class before Christmas of this year. The Chief is hoping that the Police Department can put that on, a robbery class for our businesses and a self-defense class for our seniors and females in the community. He met with the County Executive this month in reference to the opioids in our County and the burden that it places on the EMS, Police and Firefighters. The County Executive plans to talk to the judges about getting stiffer sentences for the drug dealers. There is now a Red Flag Law in place, if you are an individual who knows of another individual who has mental or psychological problems you can petition the State Court to issue a Red Flag, which allows the Police to go in and seize any weapons that they have on a temporary basis. We got our two new Police vehicles in and they are blue and striped in gold lettering. Chief Miller explained what happened with the honor box. The combination was broken off of it in an attempt to break into it. Detective Hoffman contacted the MD Transportation Authority in writing to review footage of the cameras under the bridge and we have not heard anything back from them yet to see if we can identify a suspect.

Mayor Ashby inquired how much the Narcan is now, he is hearing that with the opioid crisis it is hurting a lot of budgets in the County.

Chief Miller responded that initially it started out at about \$15 a dose and it is up to \$34 a vile now. He has instructed his officers that are issued a vile, to keep one on their person at all times, to protect themselves in the event that they are exposed by someone under the influence of something that could have an effect on them. He believes that he was told by Chief Brooks from Cecil County EMS that it costs \$2,000 for an ambulance to respond to an overdose call.

### **Outreach Report – Danielle Hemling**

Ms. Hemling introduced Trey, one of the members of the Outreach Program. She gave a portion of the report stating that the overall monthly attendance was 402 this past month, with 36 active members and 2 new members.

Trey gave the rest of the report for the Outreach Program. This month was a big one for Outreach. We bought pumpkins and fall treats for our members and our police department at Milburn Orchards. We received the donation of a beautiful new driveway from IKEA. IKEA has also stopped by to take some measurements of our upstairs and hopes to rejuvenate upstairs sometime in December. We had our first annual Fall Fest this month and due to the weather we had to move our activity indoors. However, the American Legion graciously donated the space and we were able to hold our event without any complications. Between our vendors, raffles, and concessions we were able to raise over \$600 the day of the event. We would like to thank all of our donators and participants for making this event happen. We would especially like to thank all of the National Jr Honor Society members for their volunteers. We have started collecting foods for holiday dinners. We are in need of non-perishable sides and turkeys and hams are always in need. We have also started Christmas preparations. We are accepting donations of new toys as well as members of the community who would like to adopt a child or family for the holiday. We would like to thank all of the organizations and members of the community who have helped us by donating dinners for our members. You have made sure all of them go home with full bellies. Our community service projects this month have included, adopt a highway, care packs for our officers, and homeless kits. Life skills this month have focused on coping. We plan to hand out candy on Halloween and have a safe and spooky night! Check out Outreach's Facebook page for pictures of our members in action.

Ms. Hemling reported that IKEA was going to be starting the renovation of the Outreach building upstairs. As of now we have about 85 total kids that we are helping for Christmas and people have until the end of the month to hand in their paperwork for Christmas toys. We have 19 families that we are helping with Thanksgiving and about the same amount for Christmas. About 70 of the kids needing items for Christmas have been adopted by members of the community and the surrounding areas. Subworks is going to allow us to do a giving tree where members of the community can take one of the tags off of the tree with the needs of the child that needs to be adopted for the holidays. We are estimating that there will be around 175 kids this year.

### **Planning and Zoning - Dianna Battaglia**

Ms. Battaglia stated that her report will be on-line and she really does not have anything that needs highlighted tonight unless someone has a question.

### **From the Floor**

Georgia Galicki, who resides at 1534 Ingleside Avenue, brought up an issue with the signs at the Liquor Store off of 222 blocking your view when you are coming out of Cedar Corner Road, and would like them to be moved back.

Commissioner Taylor commented that they are temporary signs it is not necessarily a Planning and Zoning problem it is more of a public safety problem.

Commissioner Linkey responded that she had brought that to the attention of Dianna and Deb Hill in the middle of October and had gotten the response that it was being worked on.

Ms. Battaglia responded that she will follow up with Deb to find out the status, she probably had sent out the notice and has given a certain amount of time to respond.

Ms. Galicki also stated that there has been a dump truck parking in the yard on Greenspring Avenue and she does not believe that is appropriate for our zoning.

Mayor Ashby responded that the truck is not supposed to be in there, it is a ¾ ton road and he had already addressed the owner or driver of the vehicle, so that needs to be addressed as well if it is still there.

Commissioner Linkey responded that she had also brought that up at the same time as the other issue.

A resident inquired if there is a definition of what a temporary sign is, because those signs have been there for a while.

Commissioner Linkey believes that temporary is because it is removable not necessarily a time frame for it.

Mayor Ashby asked Ms. Battaglia to look into these issues and follow up with Ms. Galicki when she has an answer.

### **Old Business**

#### **Resolution 2018-13 Cedar Corner Annexation Plan -**

Ms. Battaglia explained that this Resolution is for the two lots that is for the Annexation Plan recognizing those two lots and the Exhibit plats that was submitted.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Reich to approve Resolution 2018-13. **All in Favor: Motion Carried.**

**Resolution 2018-14 Cedar Corner Annexation-**

**Motion** was made by Commissioner Linkey and seconded by Commissioner Reich to approve Resolution 2018-14. **All in Favor: Motion Carried.**

**New Business**

**501C Grant Recommendations - Amanda Hickman**

Ms. Hickman responded that there is nothing new since the Work Session, there are two grants that we are recommending for approval. One is for the Little League for \$2,622.35, the other for the Perryville Fire Company in the amount of \$5,094.00.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to approve the two recommended Grant Applications. **All in Favor: Motion Carried.**

**T- Mobile Contract Amendment for Hazardous Materials – Amanda Hickman**

Ms. Hickman explained that as she presented at the Work Session T-Mobile is requesting to add a generator to their leased space at our Water Tower and nothing has changed between then and now. She had emailed information to the board that was requested from Aaron Ashford but has nothing new to add aside from that.

Ms. Breder suggested that this lease amendment be approved as written, she believes that all of the companies that have cellular communication are going to this in the event that there is an emergency they can get back up and running quickly.

Commissioner Ryan asked if there was a going to be something underneath as a precaution in case of a leak of the tank so that there is not an environmental impact afterwards.

Ms. Breder suggested making that part of the motion.

**Motion** was made by Commissioner Ryan and seconded by Commissioner Reich to approve the T-Mobile contract amendment to allow them to put a generator in and have them take measures to ensure that there are no environmental impacts in case they have a leak from the fuel tank while it is there. **All in Favor: Motion Carried.**

**Heating & Fuel Bid Results – Debra Laubach**

Ms. Laubach reported that we advertised for bids and only one company submitted a bid, which was Aero Energy, which was the same company that we currently have. They have kept the same quote as before with thirty cents over Baltimore's OPIS rates.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Taylor to accept Aero Energy's bid for Heating and Fuel. **All in Favor: Motion Carried.**

**Ordinance 2018-15 - Personnel Manual**

Mayor Ashby presented the Personnel Manual for introduction.

Ms. Breder read the introductory paragraph of Ordinance 2018-15 concerning the Personnel Manual for the purpose of amending the Town's current employee Personnel Manual relating to essential employees working on certain holidays.

**Ordinance 2018-16 Ethic Ordinance - Denise Breder**

Ms. Breder explained that back in March we had adopted Ordinance 2018-02 amending the Town's Ethics Ordinance and it was sent to the States Ethics Commission who kicked it back requesting additional changes. The changes have been made in this Ordinance 2018-16, which has already been introduced and needs a vote. It repeals Ordinance 2018-02 and amends the Ordinance to the State Ethics Commission standards.

**Motion** was made by Commissioner Ryan and seconded by Commissioner Linkey to approve Ethics Ordinance 2018-16. **All in Favor: Motion Carried.**

**Ordinance 2018-17 Budget Amendment - Debra Laubach**

Introduction of Budget Amendment Ordinance 2018-17 for the purpose of amending the adopted budget beginning July 1, 2018, and ending June 30, 2019 relating to the Town's FY 2019 budget.

Ms. Laubach explained that it was a rather lengthy budget amendment so she summarized it based on the description page. The first one was budgeted for 2018, there was \$3,600 unallocated to a specific grant which was brought over into the 2019 budget. Ms. Laubach stated that because of all of the current Annexations and various projects going on Planning and Zoning needed to increase their advertising budget by \$1,000, which is reimbursed by the people that are petitioning. We needed to account for an Economic and Fiscal Impact Study in the amount of \$35,000, not budgeted for currently. We recently had two vehicles that were totaled, one from the Police Department and the other from the Water Department, the Police Department requested that the insurance payment for their totaled vehicle in the amount of \$3,800 be added to the repair and maintenance to vehicles budget line item in the Police Budget. Also, with the quarterly inspections of the Police Department sprinkler system, \$1,800 needed to be added to the budget. With Rodgers Tavern being rented out now rental fees were estimated and added that were not originally accounted for in the budget.

Discussion ensued concerning the rates for the rental of Rodgers Tavern for weddings, which is believed to be \$300, but because one was done prior to the recent



changes they were only charged \$150. This was asked to be looked into to confirm the rates.

Ms. Laubach explained that when we do the budget, we do our best to estimate revenue that will be coming in, so we needed this account set up to recognize the income that comes in. Another adjustment was regarding the CSX derailment from last year and the reimbursement that was not used in FY18 in the amount of \$29,060 to repair damage to Ice House Park parking lot and bulkhead. Another amendment is for an evaluation of the sewer system for future expansion estimated at \$18,000.

Commissioner Linkey questioned it coming out of Planning and Zoning budget.

Ms. Breder explained that it is a development project, so it usually does come out of that.

Mayor Ashby questioned that too, why it was not coming out of the sewer budget.

Ms. Breder explained that typically when we Planning and Zoning development projects that is where we have always budgeted.

Ms. Laubach explained that the next item was in the PEG rent in the Water Fund, we were not budgeted for rent income from PEG and they have been paying us \$1,910 monthly. Regarding the Water Plant truck that was totaled, the amount totaling \$4,250 from the insurance proceeds was put into the contingency funds. When it was approved that we would forgive the \$600,000 loan between water and sewer, we already had \$50,000 in our budget, \$50,000 revenue in sewer and expense of \$50,000 in water, so the next two amendments are reversing that out of the current budget. We had already put out expenses for the denitrification, but the revenue had never been recognized because the grant was just approved for reimbursement. We have been doing quite a bit of equipment repairs for both Water and Sewer, the Sewer Fund has already depleted their normal expense allocation, so they have requested an additional \$5,000 in anticipated additional repairs.

Mayor Ashby asked if this was for repairs or because of water turbidity because of all of the water coming down the river and not having enough for more chemicals.

Ms. Laubach responded that one expense that was not part of the original budget as a line item was that they replaced the sluice gates, which was over \$21,000.

Ms. Breder explained that the turbidity issue was for water and this was sewer repairs, but they are struggling with their water chemical budget as well and the Superintendent is keeping a close eye on that.

**Green Team Action Plan - Denise Breder**

Ms. Breder mentioned that this plan was discussed at the Work Session and there have been no changes, so we are asking for approval of the 3-year Green Team Action Plan, a lot of the items have already been acted on. There are some that require some small budget adjustments, such as becoming a battery drop off location and we will need to look into the cost of Innovative Demonstrative project on trying to get rid of the phragmites at Lower Ferry Pier so we will need to follow up with that.

**Motion** was made by Commissioner Ryan and seconded by Commissioner Reich to approve the 3-year Green Team Action Plan. **All in Favor: Motion Carried.**

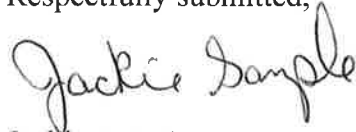
**January 2019 Meeting Date Change - Denise Breder**

Ms. Breder commented that the January Town Meeting falls on the holiday, which is January 1<sup>st</sup>, so it was requested to have the meeting date changed to the following Wednesday or Thursday. After discussion with the board it was determined that the route that they wanted to go was to change the Town Meeting Date to the second Tuesday, which would be January 8 and the Work Session to the fourth Tuesday, which would be Tuesday January 22.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Taylor to approve the 2019 Town Meeting and Work Session date changes as stated. **All in Favor: Motion Carried.**

**Motion** was made by Commissioner Linkey and seconded by Commissioner Taylor to adjourn the November 6, 2018 Town Meeting at 7:42 p.m. **All in Favor: Motion Carried.**

Respectfully submitted,



Jackie Sample  
Perryville Town Clerk