

**Town of Perryville
Town Meeting Minutes
July 2, 2019**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Commissioners: Michelle Linkey, Raymond Ryan III, Pete Reich, Robert Taylor, Town Administrator: Denise Breder, Finance Director: Debra Laubach, Police Chief: Al Miller, Police Sergeant Robert Nitz Outreach Director: Danielle Hemling, Town Clerk: Jackie Sample, Town Attorney: Fred Sussman.

The Town Meeting in its entirety can now be listened to on the Town's web site at www.perryvillemd.org.

The Town Meeting was called to order at 7 p.m. by Mayor Ashby.

Pledge of Allegiance

Approval of Town Meeting Agenda

Mayor Ashby asked for a motion to approve the July 2, 2019 Town Meeting Agenda.

Motion was made by Commissioner Linkey and seconded by Commissioner Ryan to approve the July 2, 2019 Town Meeting Agenda. **All in Favor: Motion Carried.**

Consent Agenda Items: Motion was made by Commissioner Ryan and seconded by Commissioner Linkey to approve the Consent Agenda Items, which include the June 4, 2019 Town Meeting minutes, the June 4, 2019 Closed Session minutes, the June 18, 2019 Work Session minutes, and the June 18, 2019 Special Meeting minutes. **All in Favor: Motion Carried.**

Commissioner Reich -

Commissioner Reich reported that they had a Planning and Zoning Meeting last month where the ongoing developments near Lower Ferry Park was reviewed and discussion of his role on the Commission. The Habitat for Humanity Susquehanna was planning to finish the house on 524 Richmond Street by June 30th, currently the dedication ceremony is scheduled for July 17 at 11 o'clock. He attended the MML conference and some of the classes that he attended were the Aging Village, the Active Assailant training, and the Small Cell sessions.

Commissioner Taylor –

Commissioner Taylor reported that he met with George Smith twice in the last month. The reed bed cleanout project should be completed by the 8th or 9th of July. We are advertising for a certified Class 4 certified Wastewater Plant Operator to replace

Jeremy Cregar who has resigned. The preliminary engineering report for the denite filters has been sent to the MD Department of the Environment and we are waiting to hear back from them. He and George met with one of the Engineers from the AMTRAK Facility regarding a bunch of trees that are leaning over the Wastewater Treatment Plant and could cause damage if they were to fall on the plant.

Commissioner Linkey

Commissioner Linkey reported that the mosquito spraying is going to be tonight at midnight. The mold remediation was completed for the Cifaldo Building and hopefully Outreach will get out there soon. They are resurfacing the Tennis and Basketball Courts out at the park and added a fence out at the point at the park, and the ball field is progressing. They are a couple of weeks behind on the ball field because of weather issues, but it looks like it will be done by the end of July.

Commissioner Ryan

Commissioner Ryan reported that he also attended MML last month. On behalf of the Fire Company he reported that they had the Assistant Chief resign last month and moved to Florida, last night we elected a new Chief, which is Kristie Calaman. She was our Captain at our Sub-station 16 and has resigned for that position and Ritchie Huffstetler has been elected as the Station 16 Captain. The Insurance Services Organization that does a study on the town, the water supply, the Fire Department, and the emergency communications every three to five years completed a survey for the town and gave updated classifications. The only thing that he saw on their report that the town may need to improve on is their inspections programs and the fire flows from the Fire Hydrants. We are doing some upgrades and we now have our new communications systems for dispatching of ambulances, police officers and fire engines. On the Fire Department side, we did score higher this time because we instituted some on-line training, and we were given some suggestions on improvements that could be made in reference to our training. He will provide Ms. Breder with a copy of that report because it appears that the town did not receive a copy.

Commissioner Reich inquired what the fire flow consists of.

Commissioner Ryan responded that it has to do with the gallons per minute that comes out if you were at the scene of a fire, they will test one hydrant and measure the pressure that comes out, which based on their study we should be able to flow 3,500 gallons a minute.

Mayor Ashby's Report -

Mayor Ashby reported that he attended a meeting in Havre De Grace and also attended that Perryville High School Commencement Ceremony. He, along with some other staff members and Commissioner Ryan visited another Great Wolf facility that will

be the closest in design to what is being proposed for here and were very pleased with what they saw. The Mayor attended a meeting regarding Route 222, with our Public Works Supervisor, Mike McGuirk and Denise Breder regarding fixing the patch on 222. He attended a Great Wolf Lodge permit processing review at the Greene Turtle with all of the General Contractors along with some staff and other representatives. He attended a dinner for Major General Randy Taylor who is leaving, along with the change of command ceremony the next day. He also attended the MML Summer Conference from June 23rd-June 26th.

VA Report

Ms. Breder wanted to remind everyone that the VA main entrance is now going to remain closed through the end of this week.

Mayor Ashby stated that he has received numerous complaints recently of people saying that they cannot reach the Police Department after 5 p.m., he stated that people should dial 911 if it is after hours. With Fourth of July coming up the Police Department will be on the lookout for illegal fireworks, but it is ultimately the Fire Marshal who is responsible for handling those issues.

Commissioner Ryan noted that if someone sees that illegal fireworks are being used and that it could be a potential fire hazard definitely dial 911, so that the appropriate agencies can be notified to investigate the problem and they can contact the Fire Marshal if necessary. He also suggested putting an after-hours number to the Sheriff's Department number on the website for people that may not want to call 911.

Town Administrator Report - Denise Breder

Ms. Breder announced that they have implemented mandatory training for new employees and a training plan is attached to your meeting materials. Commissioner Reich suggested that we add customer service training to a couple of the other departments, and she agreed to that and will add that. Our second in command at the Finance Department, Shirley Miles, has retired and the exit interview was conducted. The position is being filled in-house and Ms. Laubach will be filling you in on those details later. Ms. Breder along with Kristie Calaman are meeting with Al Wein and Eric Sennstrom on Friday to discuss the Station 16 water connection. The discussion on Friday is to hopefully get the County to work on the EIS document that is needed for this project. The rest of the report will be available on-line for anyone that wants to review it.

Commissioner Ryan inquired if there was going to be any refresher training based on positions, such as the CPR/AED every couple of years.

Ms. Breder responded that everything on that list is every two years, so it includes new employees and every two years for each employee. This list is not the extent of the training it is the core things that need to be done.

Outreach Report -Danielle Hemling

Ms. Hemling reported that they had an overall monthly attendance of 469 and 69 active members, with 1 new referral and 15 new members. She introduced Jolene who is one of their members and who is also on our Youth Advisory Council, who will be reading the Outreach Report tonight.

Jolene reported that this month we finished the school year out strong! Many of our members graduated either from high school or middle school this year, with many members moving onto middle school this year. We have started our summer hours and summer programming this month. We are open every weekday from 10am - 7pm. We started our summer breakfast and lunch program. We hold this program in partnership with CCPS. Children receive breakfast and lunch at Outreach free of charge for all children under the age of 18. We were visited by Ms. Jane twice for two different crafts. One for the end of the school year and one for Father's Day. Renovations on the community center are continuing. We hope to be finished and ready to move in by the second week in July. Also, in July, we will start our summer work program in partnership with The Susquehanna Workforce Network. They will pay four of our members to work 5 weeks with us during the summer as Jr counselors. We also applied for a grant through the Walmart Corporation for our program. We are waiting to hear back. We have held our first session of the Youth Advisory Council with Sargent Nitz. We have 10 middle school and high school members in the group. We received donations from community volunteers and the Legion this month.

Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calendar for upcoming activities.

Commissioner Taylor inquired if they are budgeted for the number of new members that they have coming in.

Ms. Hemling responded that it is going to be a challenge, we may have to be more stringent with our budget. We have been able to do a lot with less than we thought that we could, we have a lot more kids but we also have a lot of support from our community as well, but it will be a challenge if it continues to grow at the rate that it has been.

Commissioner Taylor asked her to keep us updated on the budget process throughout the year so that we can get ahead of it if it continues to grow because it is a good program to continue with.

Ms. Hemling is grateful for the support that the program has received from the community and from the Mayor and Commissioners. She reported that the drywall is completely finished at the Community Center and PJ is going to paint on Monday and later that week the floor will be completed, and we will start moving stuff over.

Police Report - Chief Miller

Chief Miller reported that the Police Department does have a Secretary that is on duty Monday through Friday until 4:30 p.m., and after 4:30 you can call 911 and they will dispatch an officer to you. We ask that you call that number after hours because they have a CAD system that is set up to tell us and them how many times that we respond to an address for whatever reasons. He has a flyer provided by the State of MD Fire Marshal's Office for Law Enforcement Officers regarding fireworks and what is considered legal and what is not. The first paragraph explains what is legal in the State of MD, sparklers, novelty items, such as party poppers, snap pops, snakes, and ground based sparkler devises are permitted in the State of MD. Anything beyond that is illegal and the Mayor was correct in stating that the State Fire Marshal is the ultimate authority when it comes to fireworks, they write and enforce the laws. The Fire Marshal's Office do not get calls directly, their calls come from dispatch, the Police Department and the Fire Department. Our Department will be out confiscating illegal fireworks, basically if it leaves the ground it is illegal. We worked the Casinos Music Fest this year and there were no injuries or arrests, and everyone seemed to enjoy it. He had a meeting with Steve Schuh from the Governor's Office regarding the opioid problem in Cecil County. He also met with the Attorney General of MD to discuss protecting our senior citizens in our community from fraud. He has been in contact with an allied Police Department to possibly donate some automatic weapons to our Police Department. The Police Department did receive a gift from them two years ago of about \$45,000 in weapons, we are hoping to be able to do that again this year. Chief Miller announced that Sergeant Nitz who is here tonight, along with Ms. Hemling have met with our youth in town for the past two weeks and have initiated a Youth Advisory Council, from grades 6 - 12, ages 14 to 17. They plan to do this for the rest of the summer and Sergeant Nitz stated that it has been going really well. We did receive some complaints regarding Sumpter Drive and speeding, and over the past two weeks we have stopped over 50 vehicles and taken the appropriate action on those drivers.

Mayor Ashby asked Sergeant Nitz if he had any additional information regarding the Youth Advisory Council to add to what Chief Miller mentioned.

Sergeant Nitz responded that the Youth Advisory Council was started in conjunction with Ms. Hemling from the Outreach Program, it is a volunteer group and an application was distributed to the High School and the Middle School. It is about fostering a good relationship between the youth and Law Enforcement and the kids have really started to open up after the first meeting.

Commissioner Reich attended a class on Community Policing at MML and he wishes that our program could have been showed to those in attendance, he saw the Mayor of Northeast and was telling him how wonderful our Outreach Program was and the he would like to see all of the various towns in Cecil County have a similar program.

Treasurer's Report - Debra Laubach

Ms. Laubach reported that the majority of June was spent analyzing the various accounts, reviewing the financial statements and preparing for year end. Our auditors will be here early this year for their preliminary report, they plan on being here next week. As mentioned earlier last month we were notified that our Senior Accounting Clerk was retiring. We advertised internally and we are fortunate enough to fill her position with a current member of the staff, Deb Hill, who had applied for the position and accepted the position. She has an Associates Degree in Computerized Accounting and skilled in some of the other computer applications that we need. She will be officially starting next week, and I have talked to Ms. Battaglia about sharing her until a replacement for her position has been hired. We have also received just one bid from McGuirk Construction for snow removal from the bid request that we put out. Mr. McGuirk had asked for a three-year contract because he wanted to buy new equipment so that he could do it more safely. His contract is for three years and his pricing has gone up slightly by \$10 per hour per service, which she believes is still within reason of what comparable costs would be. We did receive our April money from the Local Impact in the amount of approximately \$119,000. If we receive the same amount for May and June that will put us over about \$78,000 for what we budgeted for FY 19.

Planning and Zoning Report -

Ms. Breder commented that Ms. Battaglia did not have anything specific that she wanted to highlight, she had given a copy of her report to Commissioner Reich which he covered regarding the Habitat for Humanity. Her entire report will be available on-line for anyone that wants to read it.

From the Floor

There were no comments From the Floor.

New Business

Resolution 2019-05 – Dedication of a portion of the road on Cecil Avenue to the Town of Perryville.

Ms. Breder stated that this Resolution is for the Town of Perryville to accept dedication of a portion of the road on Cecil Avenue as a public road. It is about 250 feet of road that is just north of Maywood Avenue and she is recommending approval of the Resolution. She pointed out that it does go to the very last house on the left and encompasses their driveway.

Motion was made by Commissioner Ryan and seconded by Commissioner Linkey to approve Resolution 2019-05.

All in Favor: Motion Carried.

Snow Removal Contract

Motion was made by Commissioner Linkey and seconded by Commissioner Reich to accept the snow removal bid from McGuirk Construction. **All in Favor: Motion Carried.**

Local Development Council Recommendations

Ms. Breder stated that the County appoints the Local Development Council and the potential candidates in the resident category are Bruce England, Mike Travers, Robert Deweese, Steven Pearson, and Gary Benjamin and in the business category, Robert Palsgrove, Larry Metz, April Sumpter. She had previously provided you the background information on those people and feels that they are all quite qualified to sit on that Council.

Motion was made by Commissioner Ryan and seconded by Commissioner Linkey to approve the recommendations to the Local Development Council and send a letter to the County with our approved recommendations. **All in Favor: Motion Carried.**

Consideration to Close Town Hall on July 5 in addition to the July 4th Holiday with the exception of essential personnel.

Mayor Ashby asked for a motion in regard to closing Town Hall on July 5th if all are agreeable to the recommendation.

Commissioner Reich asked for confirmation that the Water and Wastewater Plant employees are considered essential, to which Mayor Ashby responded that they were. He also asked about DPW, if any of them are considered essential.

Ms. Breder responded that they would not work but would be on call if needed.

Mayor Ashby inquired if they would get paid straight time if they had to come in and had to work and be given time off later.

Ms. Breder responded that she does not think that they should get paid for a holiday if that is what you are asking and would include that in the motion if you decided to approve it.

Discussion ensued on how to pay employees that would be required to work that day.

Motion was made by Commissioner Taylor and seconded by Commissioner Reich to close Town Hall except for essential personnel on Friday July 5th and personnel having to work get straight time. Discussion Ensued.

Commissioner Linkey believes that it should be that if they had to come into work, they would get straight pay but would get comp time to compensate them because the place is closed.

Motion was made by Commissioner Taylor and seconded by Commissioner Reich to amend his original motion to reflect what Commissioner Linkey explained. **All in Favor: Motion Carried.**

Motion was made Commissioner Taylor and seconded by Commissioner Reich to approve the motion as amended to pay straight time if the employee has to come into work but offer comp time to compensate them. **All in Favor: Motion Carried.**

Motion was made by Commissioner Taylor and seconded by Commissioner Ryan to adjourn the July 2, 2019 Town Meeting at 7:43 p.m. **All in Favor: Motion Carried.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Jackie Sample". The signature is written in dark ink and is positioned above the printed name and title.

Jackie Sample
Perryville Town Clerk

TOWN OF PERRYVILLE
FORM OF STATEMENT FOR CLOSING A MEETING
(FROM OPEN MEETINGS MANUAL - APPENDIX C)

Location: Town Hall Mtg. Room Date: 7/16/19 Time: 7:23 p.m.
Motion By: Commissioner Ryan Seconded By: Commissioner Taylor

VOTE TO CLOSE SESSION:

	AYE	NAY	ABSTAIN	ABSENT
Mayor Ashby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Linkey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ryan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Reich	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATUTORY AUTHORITY TO CLOSE SESSION

General Provisions Article §3-305(b):

☒ (1) To discuss:

(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or

(ii) any other personnel matter that affects one or more specific individuals;

☐ (2) To protect the privacy or reputation of an individual with respect to a matter that is not related to public business;

☐ (3) To consider the acquisition of real property for a public purpose and matters directly related to the acquisition;

☐ (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;

☐ (5) To consider the investment of public funds;

☐ (6) To consider the marketing of public securities;

☐ (7) To consult with counsel to obtain legal advice;

☐ (8) To consult with staff, consultants, or other individuals about pending or potential litigation;

☐ (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

☐ (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:

(i) the deployment of fire and police services and staff; and

(ii) the development and implementation of emergency plans;

☐ (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;

- ☐ (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- ☐ (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- ☐ (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASON FOR CLOSING AND THE TOPICS TO BE DISCUSSED:

To discuss vacation accrual of one employee.


Signature of Presiding Officer

**Statement Regarding June 4, 2019 Closed Meeting for Inclusion in Minutes of
July 2, 2019 Town Meeting**

On June 4, 2019 the Mayor and Commissioners of Perryville conducted a closed meeting at 7:52 p.m. at the Town Hall meeting room in accordance with General Provisions Article, §3-305(b) (3) To consider the acquisition of real property for a public purpose and matters directly related to the acquisition; (7) To consult with counsel to obtain legal advice, to discuss potential litigation and advise on a contract. In addition to the Mayor Ashby, Commissioners, Linkey, Ryan, Reich, Taylor, the Town Administrator, Denise Breder, Assistant Town Administrator: Cathy McCardell, Planning and Zoning Director: Dianna Battaglia, Town Clerk: Jackie Sample, and Town Attorney: Fred Sussman attended the entire closed session. The topic was continued discussion of taking ownership of a road. Motion was made by Commissioner Ryan and seconded by Commissioner Taylor to direct the Town Attorney to prepare a Resolution to accept the dedication of Cecil Avenue Extended as a public road including input from staff on where the road is to start and where the road is to stop.

Motion was made by Commissioner Taylor and seconded by Commissioner Reich to adjourn the Closed Session at 8:19 p.m. **All in Favor: Motion Carried.**

**Statement Regarding July 16, 2019 Closed Meeting for Inclusion in Minutes of
July 2, 2019 Town Meeting**

On July 16, 2019 the Mayor and Commissioners of Perryville conducted a closed meeting at 7:28 p.m. at the Town Hall meeting room in accordance with General Provisions Article, §3-305(b) (1) To discuss: (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals. In addition to the Mayor Ashby, Commissioners, Linkey, Ryan, Reich, Taylor, the Town Administrator, Denise Breder, and Town Clerk, Jackie Sample attended the entire closed session. The topic was discussion of vacation accrual for one employee. Motion was made by Mayor Ashby and seconded by Commissioner Reich to give the employee the extra two weeks (10 days) of vacation.

Motion was made by Commissioner Taylor and seconded by Commissioner Reich to adjourn the Closed Session at 7:38 p.m. **All in Favor: Motion Carried.**