

**Town of Perryville
Town Meeting Minutes
November 5, 2019**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Commissioners: Michelle Linkey, Pete Reich, Robert Taylor, Timothy Snelling, Town Administrator: Denise Breder, Asst. Town Administrator: Cathy McCardell, Finance Director: Debra Laubach, Planning and Zoning Director: Dianna Battaglia, Planning and Zoning Coordinator: Amanda Hickman, Police Chief: Al Miller, Outreach Director: Danielle Hemling, Town Attorney: Fred Sussman, Town Clerk: Jackie Sample.

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

The Town Meeting was called to order at 7:00 p.m. by Mayor Ashby.

Pledge of Allegiance

Approval of the Town Meeting Agenda

Motion was made by Commissioner Taylor and seconded by Commissioner Reich to approve the November 5, 2019 Town Meeting agenda. **All in Favor: Motion Carried.**

Consent Agenda Items: Motion was made by Commissioner Reich and seconded by Commissioner Taylor to approve the Consent Agenda items as written, which include the October 1, 2019 Public Hearing minutes, the October 1, 2019 Town Meeting minutes, and the October 15, 2019 Work Session minutes, October 15, 2019 Special Meeting minutes. **All in Favor: Motion Carried.**

Commissioner Taylor's Report -

Commissioner Taylor reported that the Wastewater Plant was in full compliance with the NPDES discharge permit for the month of September and October with the October lab results received to date. He reported that 350 of the 500 SBR air diffuser socks have been changed, the rest are back ordered.

Commissioner Linkey's Report -

Commissioner Linkey reported that she attended the Orchid Day Spa Grand opening ceremony which was very nice. She also attended the Halloween party, which was very well attended, and she thanked the staff for putting it together. We had our first Town Sweep this past Saturday, with approximately 35 people in attendance, it was a well-received and planned event. She wanted to thank Ercole's for providing pizza for everyone participating in Town Sweep.

Commissioner Reich's Report -

Commissioner Reich commented that his full report will be on-line, but he wanted to thank the staff who did a great job putting the Halloween event together and everyone appeared to have a great time.

Commissioner Snelling's Report

Commissioner Snelling reported that he met with some of the Town staff on October 9th to get a better understanding of their duties and responsibilities to the Town. On October 17th he attended the MML meeting in Northeast with the Mayor and fellow Commissioners along with Ms. Breder. On October 21st he attended the Town Planning and Zoning meeting, and on October 23rd he attended the presentation from Steve Jacobsen of Great Wolf Lodge, and on October 28th he attended the Town's Board of Appeals meeting.

Mayor Ashby's Report -

Mayor Ashby reported that the Halloween Bash was a great event. He attended the MML meeting in Northeast and a whole day meeting with Great Wolf Lodge and got a lot straightened out with the various entities that attended that meeting. He also attended the Orchid Day Spa Grand opening. He has heard that a lot of people have been getting speeding notifications from the EZ pass office for speeding on the Hatem Bridge. This system is to be deactivated and if you have received one of those notifications, you are to disregard it, although there is the possibility of them bringing it back. Mayor Ashby reported that some of our Police Officers are participating in a fundraising event which involves them not shaving.

Sergeant Nitz reported that there is a link on their Facebook page if you want to donate to St. Jude's, as of today we have raised \$155 only five days into it. We are just asking for the community's support for this fundraiser.

Mayor Ashby stated that he and Ms. Battaglia had a meeting with a representative from the Iron Birds and may have the opportunity to work with them for promotions, where their mascot may be able to attend some of our events. They have a package deal on tickets that he was not aware of, a five game package with four tickets to each game for \$200, which includes Friday and Saturday games. Mayor Ashby announced that we are working on getting a golf tournament together for next year to benefit the Outreach Program.

Ms. Hemling stated that they are looking to partner with Furnace Bay Golf Course on May 8 of next year, it is in the very early stages of planning right now.

Mayor Ashby responded that we will be looking for sponsors and volunteers.

Perryville Elementary School Update - Christina Aldridge

Ms. Aldridge, who is the Perryville Elementary School PTO President, reported that the first marking period ended on November 5th. There is a PTO annual Walk-A-Thon scheduled for

the 8th of November throughout the day during gym times, and the students are collecting donations or sponsors for each lap that they do. The student that brings in the most donations wins a Chromebook, and the second and third place will win Visa gift cards, this is the PTO's biggest fundraiser of the whole year. On Veteran's Day, the 11th of November, there will be an Assembly at 2:00 p.m. to honor our active and retired military. November 15th is Panda Spirit Day, and the Eat for Perryville event will be going on all day on November 15th at Dunkin Donuts. Dunkin Donuts will be donating a portion of their proceeds to the PES PTO and they ask that everyone show a flyer or show a screenshot of the flyer on your phone so they can track it. There will be a food distribution event at the Elementary School on November 19, from 4:00-5:30 p.m. We will be having several events going on for the upcoming seasons, including the Thanksgiving Food Drive, the Stockings for Soldiers, Coats for Kids, and Toys for Perryville. Mrs. Hammer is in need of a stationary bike; if anyone has one that can be donated. She will leave some flyers in the back which will have Ms. Hammer's email address on it if anyone is able to donate one or knows someone who can. It is to help children with sensory issues and to deescalate a child that may be having issues.

Commissioner Reich inquired if anyone can attend the Veteran's Day Assembly.

Ms. Aldridge responded that she does not see why not, they will have a table out front.

Town Administrator Report - Denise Breder

Ms. Breder wanted to thank Ms. Aldridge for getting out about 400 of our flyers to the Elementary School students for Town Sweep, she really thinks that helped us get the word out. The Town is going to be partnering with the Perryville Elementary School Pre-K "Our Community" unit to help them meet their requirements for that unit.

Ms. Breder and Town Staff Dianna Battaglia and Aaron Ashford met with Kevin Pampuch from AECOM to review the 30% design plans for the sewer improvement project. They had also met with some residents regarding the impact of the sewer improvement project on their properties. We received an Empower Maryland Grant to have LED lights installed by American Energy Corporation at Town Hall. The next Green Team meeting is scheduled for Wednesday January 8 at 5:30 p.m. here at Town Hall. We submitted our First Year Annual Report to MDE on time for the MS4 permit which was due the end of October, which is posted on the Towns website under stormwater-management. The rest of the report will be available on-line.

Commissioner Reich asked when the report from MDE will be coming back to us regarding our stormwater management report.

Ms. Breder was not sure but will have to look at the permit or give them a call to find out.

Treasurer's Report - Debra Laubach

Ms. Laubach reported that the final version of the audit has been sent to us and we were able to send them out to the various agencies on time. The audit turned out to be excellent, with an unmodified report and the report on internal controls showed no deficiencies. Ms. Laubach

along with Aaron Ashford and Chief Miller met with Enterprise Fleet Services to find a cheaper way for vehicle acquisition who offer a couple of different plans to save a significant amount of money. We will be preparing a presentation for the board on how the plans work. We are also looking at different ways to get rid of our surplus equipment. We have finally implemented the PNC cash back plan and are getting the new cards and are disposing the old Bank of America cards. She has been in contact with Howard Bank and PNC about getting the new signature cards signed for all the Commissioners. They change their process every year on how it is done, this year you must take the documentation to PNC and have it signed in front of an employee. The Commissioners may go over there during business hours and sign in front of them, or if that is not convenient the Branch Manager can plan to come to one of our meetings to get them signed. She will prepare Resolutions to get everyone on board. We are doing personnel training in our department with continuing education classes in the months of October and November.

Commissioner Taylor asked what the cash back credit cards are used for.

This is for all the purchases that they would have used their Bank of America card for, which is anything that they can use it for that does not require a check, but still requires a purchase order.

Commissioner Taylor inquired if there was some way that some of these things that are paid for by checks that need to be signed each week can be transferred to be paid by credit card so that we can get cash back from it.

Ms. Laubach responded that it probably can with some of the vendors, we would have to contact them on a one to one basis to see if they would accept a credit card.

Outreach Program Report - Danielle Hemling

Ms. Hemling reported that that the overall monthly attendance was 959, with our active member list at 95 kids, 6 new members and provided 598 meals this past month. Some of our older members were rewarded for their attendance and community service by being taken to Legend of the Fog with some of our staff and Officer Warner. We took our younger members to Milburn Orchards for pumpkin picking and apple cider and many other attractions. We cohosted the Halloween Bash with the Town of Perryville. We received donations from Ms. Marilyn and Good Shepherd Church, Tammy Woodard, the American Legion, Principio United Methodist Church, Perryville Lions Club, and Lynn Tomminello. We have also had the daily support of volunteers, Deshawn Marks, Justin Wilson, Lynn Tomminello and Tammy Woodard to help us out. We have already started our Thanksgiving dinner collection and as of right now we have 20 and are not done yet. She has been in contact with the Ray of Hope and is hoping they will be able to donate some turkeys and the Boy Scouts are also collecting for us again. We currently have a water main break we are dealing with now at the Outreach building. I have looked into additional space for Outreach and have been working with Amanda on the costs to possibly add a pole building to the property if we have the space for it. She will keep us informed as she gets the information. Some of the members have been doing the Freedom Hills 12-week program, with anywhere from 6 to 9 kids there every week. They are getting full riding lessons for free which

are not cheap. She is wondering if the Mayor and Commissioners could possibly donate to the program, it is a non-profit.

Ms. Breder responded that we will look at the budget for donations and contributions and see what we have to work with.

Commissioner Reich asked when the Thanksgiving contributions must be in by.

Ms. Hemling responded that we are requesting that the families have their requests in by the beginning of next week and that we get everything else by the end of next week so we can start putting them together, if it doesn't get there in time it will get used for Christmas.

Mayor Ashby inquired if they got the freezers yet.

Ms. Hemling responded that they do, they have two small freezers and two very large freezers. Three of them are hooked up now and we are having an electrician come in to run outlets to where they are.

Commissioner Reich inquired if they have considered putting them in a shed outside for storage.

Ms. Hemling responded that they had, but that would require running electric to the sheds which would be more costly.

Police Report – Police Chief Al Miller

Chief Miller stated that Trick-or-Treat night was a success and the children got home safely. On the 7th of this month Rustic Court is holding a meeting at the Perryville Library at 6:30 p.m. Chief Miller handed out a preliminary drawing to the board members of a design for the van that Outreach uses on a regular basis, we do not have the costs yet for that design. He wanted to thank Officers Reno, Kennedy, Leas, and Corporal Hoffman for their participation at the Halloween Boo Bash. Chief Miller reported that the Mid Michigan Investigative Narcotics Team found a new fentanyl methamphetamine which was found in Vancouver and could eventually make its way down here to us, but hopefully not.

Planning and Zoning Report - Dianna Battaglia

Ms. Battaglia reported that she also attended the Halloween Boo Bash which was a huge success. There will be two events coming up at Rodgers Tavern, including next Saturday which is the last speaker series for this year at 6:30 p.m., Collecting Maryland Recipes. On the 23rd of November we will be decorating the Tavern from 11-3 if anyone is interested in stopping by and getting into the Christmas spirit.

From the Floor

There were no comments from the floor.

Old Business

Ordinance 2019-16 Budget Amendment - Debra Laubach

Ms. Laubach stated that this Budget Amendment was introduced at the last Town Hall meeting, which is a combination of new funds and a rollover of last years funds. It is for additional funds to install an alarm system in the Cilfado building and for monitoring service for the remainder of the year. There is also a rollover of a DNR Grant from FY19 and associated expenditures. There is also a reallocation of excess funds for the Reed Bed to buy a new Scada computer and to fund change orders for AECOM's contract. There is also a rollover funding balance from FY19 for the ENR Refinement Study.

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to approve Budget Amendment Ordinance 2019-16. **All in Favor: Motion Carried.**

Ordinance 2019-17 - Sick Leave Policy - Cathy McCardell

Ms. McCardell looked into a sick leave bank at the request of the Mayor, and because of the small number of employees we were unable to do the sick leave bank. We came up with another option for an employee to donate time to another employee who has exhausted all of their sick leave and vacation for an illness.

Motion was made by Commissioner Reich and seconded by Commissioner Linkey to approve Ordinance 2019-17 Sick Leave Policy. **All in Favor: Motion Carried.**

New Business

Great Wolf Lodge Final Site Plan -Dianna Battaglia

Ms. Battaglia stated that at the Work Session we discussed the Final Site Plan for Great Wolf Lodge, known as Phase II of Chesapeake Overlook Development. We also have Bryson Heezen here from Great Wolf Lodge and Amy Dipietro, the Engineer from MRA who is handling the site, they brought the rendering of the Final Site Plan for you to see. Everything is moving along to get Chesapeake Overlook Parkway dedicated as a Town road and agreements associated with improvements that are needed, including the Final Site Plan and Stormwater approvals and a subdivision plat and agreement in place to get that approved.

Motion was made by Commissioner Reich and seconded by Commissioner Linkey to approve the Final Site Plan for Great Wolf Lodge. **All in Favor: Motion Carried.**

Heating Oil and Maintenance Contract Bid - Debra Laubach

Ms. Laubach stated that this is for consideration of a bid for heating oil and propane contract for the Town's buildings. We did put out the bid and approached some other vendors

other than Aero and they were not interested in submitting a bid, so this is the only one that we received.

Motion was made by Commissioner Linkey and seconded by Commissioner Reich to accept the bid from Aero Energy. **All in Favor: Motion Carried.**

Non-Profit Grant Recommendations - Amanda Hickman

Ms. Hickman stated that all of these Non-Profit Grant recommendations were discussed at the Work Session, but the recommendation request for the baseball fields at the High School has been removed per your request at the Work Session. We increased the award to the Perryville Fire Company from \$1,600.00 to \$4,861.00.

Motion was made by Commissioner Linkey and seconded by Commissioner Reich to approve the Non-Profit Grants as recommended by staff. **All in Favor: Motion Carried.**

Business Development Grant Recommendation - Amanda Hickman

Ms. Hickman stated that this one was on the Work Session as well with no changes. The review committee did go back and review the one that you had asked them to review again and it will be presented at the Work Session next month.

Motion was made by Commissioner Linkey and seconded by Commissioner Reich to approve the Business Development Grant recommendation. **All in Favor: Motion Carried.**

Revitalization Grant Recommendations - Amanda Hickman

Ms. Hickman stated that nothing has changed for the Revitalization Grant recommendations since the October meeting.

Motion was made by Commissioner Linkey and seconded by Commissioner Reich to approve the Grant recommendations presented by staff. **All in Favor: Motion Carried.**

Intergovernmental Agreement by and between MES and the Town of Perryville – Denise Breder

Ms. Breder stated that this agreement spells out the terms and conditions for an agreement between MES and the Town, if the Town desires to enter into an agreement then we would specify what that service would be, but we have the underlying terms and conditions already approved so we could avoid future complications of getting an agreement with them. This would be particularly important in the event of an emergency. She is asking for approval of the underlying terms and conditions.

Motion was made by Commissioner Linkey and seconded by Commissioner Reich to approve the Intergovernmental Agreement by and between MES and the Town of Perryville. **All in Favor: Motion Carried.**

Charter Amendment Resolution 2019-01 - Denise Breder

Ms. Breder stated that this is the text for the Charter Amendment that was discussed at the Work Session. We need to schedule a Public Hearing for this due to a change in State Code that happened in 2018, so that will be scheduled.

Commissioner Linkey stated that this was to eliminate the write-in-votes, so to be able to run for office you would have to publicly announce your candidacy.

Outreach Building Disposition - Denise Breder

Ms. Breder stated that we have had conversations in the past about what to do with the old Outreach Building at 550 Otsego Street, whether to use it for office space, lease or sell it, repair it, or whatever else. She along with Commissioner Linkey and Aaron Ashford looked at the building and evaluated it and got some rough cost estimates on the work that would need to be done. Just repainting the building, not including shutters would be around \$4,800, and if the front porch needed to be replaced, which we were already told by a contractor it looks like it does, would be around \$38,000. At the Work Session we had discussed other alternatives, such as demolition and winterizing and do nothing, surplus and sell. Ultimately, the recommendation is for now to winterize the building and to include the funds in the FY 2021 budget to demolish the building and add some landscaping. She has spoken to the neighbor that lives next to the Outreach building and that has had the most impact from the work that the Town has done there. Ms. Breder is suggesting that after you demolish the building that we just leave a couple of parking spaces there and put in a little bit of landscaping and replant some of the trees that we had to take down for the Municipal Complex project and put up some signage for parking in marked spaces only to prevent people from parking in front of the neighbors garage. To demolish the building would be around \$14,000, so she is thinking around \$20,000 to demolish the building and do some plantings.

Commissioner Taylor asked what the cost is for the winterization.

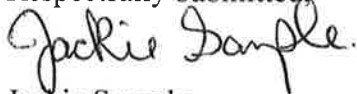
Ms. Breder responded that it is already done.

Commissioner Linkey commented that one of the things that we had discussed was repurposing some of the bricks and possibly making a garden sitting area.

Motion was made by Commissioner Reich and seconded by Commissioner Taylor to approve the staff's recommendation for the old Outreach building. **All in Favor: Motion Carried.**

Motion was made by Commissioner Taylor and seconded by Commissioner Reich to adjourn the November 5, 2019 Town Meeting at 7:55 p.m. **All in Favor: Motion Carried.**

Respectfully submitted,



Jackie Sample
Perryville Town Clerk