

**Town of Perryville  
Town Meeting Minutes  
April 7, 2020**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Commissioner: Robert Taylor, Town Administrator: Denise Breder, Town Clerk: Jackie Sample.

Remote Participation: Commissioners: Michelle Linkey, Pete Reich, Timothy Snelling, Finance Director: Debra Laubach, Planning and Zoning Director: Dianna Battaglia.

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

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

**Pledge of Allegiance**

Mayor Ashby stated that we have consideration for remote participation. The record is to reflect that Commissioner Linkey, Commissioner Reich, and Commissioner Snelling are attending remotely. He asked the board members individually if they could hear him, Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye.

**Motion** was made by Mayor Ashby and seconded by Commissioner Taylor to approve the remote participation requests and to suspend the requirement for the remote participation policy that only allows three remote participations by any individual board member in a twelve month period due to the corona virus pandemic. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

**Approval of the Town Meeting Agenda**

**Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to approve the April 7, 2020 Town Meeting Agenda. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

**Consent Agenda Items:** **Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to approve the March 3, 2020 Town Meeting Minutes and the March 3, 2020 Closed Session Minutes, March 24, 2020 Work Session Minutes, and March 24, 2020 Special Meeting Minutes as written. **All in Favor: Motion Carried.**

**Mayor's Report**

Mayor Ashby reported on the most recent stats that he has regarding the Coronavirus. There are 4,371 confirmed cases in the State of Maryland, 103 deaths, 27,256 negative tests,

1,100 hospitalizations, Cecil County, 41 cases with 1 fatality based on last count that he had, and Harford County has 59 cases. He has been on numerous conference calls with the State, the County and other agencies to keep up to date with what is going on. The parks are closed, except for hiking, walking, and biking. The basketball courts and tennis courts are closed, and playground equipment is closed. The parks will remain open as long as everyone complies with the restrictions that apply during this crisis. He advised everyone to be cautious of where they are getting their information, because there is a lot of false information out there. It should be obtained straight from the State, the County, the Town, or the CDC. If you are experiencing minor symptoms stay at home and monitor your temperature and symptoms and check with your provider as needed. If you are experiencing moderate to more serious symptoms, please contact your primary care provider before going to the office and continue to practice social distancing which appears to be slowing things down a bit.

### **Commissioner Reports**

#### **Commissioner Linkey's Report -**

Commissioner Linkey wanted to thank the staff for adapting so well and working together during this crisis. Commissioner Linkey made note that she had not gotten a chance to talk to Commissioner Taylor but feels that this would be a good opportunity to look at the plan that he developed for the catastrophe recovery plan and finding a way of testing some of that and easier ways of access outside of Town Hall. This would be something to look into further down the road but to keep it on our radar. Commissioner Linkey reported that the DPW report will be posted on-line.

#### **Commissioner Reich's Report -**

Commissioner Reich stated that the Planning and Zoning report will be on-line. Commissioner Reich appreciates all of the information that has been provided from the Town during this time. This is one of the things that he has been trying to push for several years, for residents to sign up for email or Facebook, or other social media sites to get updated town information. He concurred with Commissioner Linkey that staff was doing a great job and he appreciates all of their hard work.

#### **Commissioner Snelling's Report**

Commissioner Snelling reported that the Town Hall offices are closed to the public at this time and staff is available by email Monday through Thursday 8 a.m. -4 p.m. The office staff has been cleaning and sanitizing the offices and being proactive with keeping everyone safe and he wanted to thank the staff for that.

#### **Commissioner Taylor's Report**

Commissioner Taylor reported that the Water and Wastewater Plant reports will be on-line. He wanted to thank the Water and Sewer departments for their hard work as usual. He noted that

we are in full compliance at both the Water and Wastewater Plants with State regulations through March and reports received to date.

#### **Town Administrators Report - Denise Breder**

Ms. Breder thanked the Mayor for sharing the update regarding the Coronavirus preparedness and response and she has been with him on many of those Task Force Meetings regarding this. Her full report will be on-line.

Mayor Ashby wanted to make note that most of these reports will be written reports since none of the other personnel are here tonight.

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

Ms. Laubach stated that her full report will be on-line, she wanted to point out that during the month we had received 3 bids from energy providers through the Cecil County Chamber of Commerce co-op bid process. We chose Constellation Energy whose rates were comparable to the Town's old provider, it will become effective April 1, 2020 and it is a three-year program and will reduce the towns electric bill 20 to 30% overall, comparable to where it was before.

#### **Police Report**

Ms. Breder summarized the Police Report on behalf of Chief Miller. Patrol officers are making extra patrols to make sure that there are no large gatherings of people and updating their personal protective equipment for the officers and making sure that the businesses are obeying the Governor's Orders. They attended several monthly meetings and training sessions, including ICS 300 and COVID-19 training. Chief Miller met with the Mayor and Lieutenant Nitz at the Police Station for the Governor's Tele-conference regarding the COVID -19 and have been in touch with the MSP about the COVID-19 issues, and that their stats will be on-line.

Commissioner Linkey inquired if anyone had heard of any increased activities or problems during this time.

Ms. Breder had not heard of any increased problems during this time.

Commissioner Linkey inquired if the Police Department had face masks.

Ms. Breder responded that they do, the Health Department provided them with face masks.

Mayor Ashby responded that they also have different suits and rubber gloves. Some of the other Police Departments have been combining their resources if they get a little extra of items and giving them out, which is how we have been getting some of our stuff.

#### **Outreach Report -**

Ms. Breder highlighted parts of the Outreach Report, she reported that there were 61 active members this month and they provided 165 meals. They wanted to recognize Dioni

Garcia for his generosity and eagerness to help around Outreach. Every month, but this month in particular, Dioni often spent his time helping our younger members with their homework assignments. When homework was completed, he would often be found outside playing with children, as well as helping supervise/lead games. He is a self-motivator and is always the first to offer assistance when needed. He has become a great role model and we are happy to have him as a part of our family.

Before we dive in, we wanted to take a moment to thank the Mayor, Commissioners, and the Perryville community as a whole for the work that they have put in during this difficult time. Despite the looming stress and fear, our community has found solace in working together to make tough decisions and to help those in need. We have received numerous donations from locals including Sara Clark, George LeBrun, Celia Mercedes, Ellie Horah, and Zane Nesbitt. Their assistance has helped us provide meals and at-home activities to our members. If you have any non-perishables or extra games/craft supplies lying around, please send them our way! Anything you can give is greatly appreciated.

Prior to our closure, our members participated in various activities in addition to our typical everyday routine. Older members took part in a yoga lesson after school, taught by Tammy Woodard. They really enjoyed the lesson and it was a nice way to wind down after a busy school day. Ms. Jane visited us again and made Irish bombs with our members. These delicious chocolate covered marshmallows were a hit with the kids and were fun to make.

Despite the closure, we plan to continue planning various activities and lessons for our members. These will be posted on our Facebook page so be sure to give our page a like: [facebook.com/PPDOP](https://facebook.com/PPDOP). There you can find our monthly schedule, events, and any activities we are currently up to.

Ms. Breder also reported that she has seen many of the Facebook posts that Danielle has made and she is doing a good job of that. Also, Outreach is working on trying to help people to get meals by working with the Food Pantries to get meals to people, so they are doing a lot of good work there.

Mayor Ashby stated that Danielle has really stepped up in using the Outreach van getting groceries to the older families in town.

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

Ms. Battaglia stated that her full report will be on-line. Ms. Battaglia reported that the Planning Commission will be having a meeting on April 20<sup>th</sup>, which will be a call-in meeting similar to this. She asked that everyone please remember our restaurants and encouraged everyone to get carry out from those that have remained open for that service.

Mayor Ashby had an item he wanted to add to the Planning and Zoning Report. He stated that Billy Nelson, who is in charge of Economic Development and town events, at his request, had called Royal Farms to see what they were doing in-regards to cleaning off the pumps and keypads during this time. The response that he got back from Mr. Nelson was from information

that he received from Royal Farms stating that they frequently wipe down the and sanitize everything in their stores including the pumps and the keypads, and their maintenance team is busy installing sneeze guards at all of our registers hopefully, by the end of the week and the employees are encouraged to wear masks, and gloves are a requirement in the deli and social distancing is enforced at all of our locations as well. We are giving our store employees a pay increase for working during these uncertain times.

**From the Floor** - remote questions

Ms. Breder stated that someone had advised remotely that 45 cases of the virus was updated this afternoon. Someone had asked if we could repeat the name of the catastrophe commission.

Mayor Ashby responded that he is not sure if there is a catastrophe commission but what he has to get information regarding the virus is [coronavirus.maryland.gov](https://coronavirus.maryland.gov).

Ms. Breder responded that the person clarified that it was Commissioner Taylors work.

Commissioner Taylor explained that what Commissioner Linkey was referring too was that he had written a an informational system disaster recovery program for the town in the event that we had a disaster and it made Town Hall uninhabitable then we would be able to move town computer systems to the Police Station.

**New Business** - Debra Laubach

**Chemical Bids**

Ms. Laubach stated that we have received bids in from 9 different companies for chemicals for both the Water and Wastewater Plant, however, none of the them bid on all of the items that we need. She has discussed the bid results with George, the Water and Wastewater Plant Supervisor, and he was ok with all of these vendors. Ms. Laubach requested that we go with the vendor with the lowest bid from each category of chemicals. The Chemical Bids are highlighted and included in the minutes.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Reich to approve the Chemical Bids as recommended. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye.

**All in Favor: Motion Carried.**

**Perryville Little League 501c Non-Profit Grant Request** - Dianna Battaglia

Ms. Battaglia stated that the Perryville Little League has submitted a grant request for a roof over their public address system in the amount of \$3,600.

Mayor Ashby asked the board members individually if they had comments, to which there were none, so he asked for a vote.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to reject this request since it is a new one and carry the money over to get us through the year and they can approach us next year for a grant. Discussion Ensued.

Commissioner Linkey asked if we can table it instead of flat out rejecting it, Commissioner Snelling concurred.

Commissioner Taylor responded that we could table it but he does not know at what point this year we are going to know if we have extra money to give away for grants.

Commissioner Taylor stated that he will amend his motion to table the request.

Mayor Ashby responded that the new budget starts in July, so a new request would start in July. He is leaning toward rejecting this grant request and putting them on the top of the list for next years grant requests.

The original motion was brought forward.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to reject this request since it is a new one and carry the money over to get us through the year and they can approach us next year for a grant.

Commissioner Linkey thought that Commissioner Taylor said he was going to modify it.

Commissioner Taylor responded that according to the Roberts Rules of Order if you want to offer an amendment to his motion you can before it is voted on.

Mayor Ashby made a motion seconded by Commissioner Reich to amend Commissioner Taylor's motion to include to put them on the top of the list in July to get their grant money in July. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

**Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to approve the original motion as amended. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye.

**All in Favor: Motion Carried.**

#### **Good Shepherd School Grant Extension Request -**

Mayor Ashby stated that we are all aware of what they are requesting and asked for a motion.

**Motion** was made by Commissioner Linkey to approve the request for the grant extension for the Good Shepherd School. She asked if we have a date before she makes her motion.

Ms. Battaglia responded that we do not have a date, they were asking for an extension because they would not be able to complete it in this fiscal year. If you wanted to make a motion

that if the grant funds are available in the next fiscal year, that is essentially granting them the extension by putting it into the next year.

**Motion** was made by Mayor Ashby and seconded by Commissioner Linkey to move the funds to where they can get their extension into next year and the funds will be available next year. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

Mayor Ashby made note that they will go to number 2 on the list for FY2021.

Commissioner Linkey responded that this grant has already been awarded so they should not have to resubmit.

#### **CC LIP Rippers Event and Pavilion Donation Request - Denise Breder**

Ms. Breder stated that CC LIP Rippers is a group that assists with youth fishing events. They want to hold it at the Perryville Park in August, and they are looking to have a waiver of the fees for the pavilion and assistance with the insurance certificate which we can get through LGIT's insurance.

Commissioner Taylor asked if that required an outlay of cash from us to give them for the insurance.

Ms. Breder responded that it is a minimal charge, like \$36 or so.

Commissioner Taylor clarified that they are looking for us to waive the fee to the pavilion and donate the insurance certificate.

Commissioner Reich inquired if this fishing event for our youth.

Mayor Ashby responded that it is for the youth of the area.

Commissioner Snelling responded that Greg Waters does a great job with the kids during these youth fishing events and would be in favor of this.

Mayor Ashby responded that they donated a lot of time and prizes last year to our Fishing with the Fuzz event.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Snelling to support the CC LIP Rippers event by assigning an insurance waiver and use of the pavilion free of charge. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

#### **Little League Event and Parade Request**

Ms. Breder stated that she believes that essentially, they were looking to extend the date of the parade to a date in May and are requesting that the parade fee be waived, which is something that you as the board would have to approve. She believes that the discussion was to

waive the parade fee and allow the parade to happen but with the town's authorization of the date.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Reich to approve the Little League opening day parade and waive the fee with the condition that must confirm the date and get approval from the Town of Perryville. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye.

**All in Favor: Motion Carried.**

### **1439 Clayton Street Request for Approval of an Abatement**

Ms. Breder stated that this was a situation where the property owner incurred a substantially high water and sewer bill and hired two plumbers, neither of which was able to identify the leak, however, a third plumber was able to identify the leak and repair it. He has been making his monthly payments which amount to \$414.58 per month, which would go on for a period of five years. He was asking if could get some relief from the Mayor and Commissioners on that bill, at the Work Session you were discussing having him pay \$1,000 towards it bringing his total to around \$5,000 paid and waiving the rest of the cost, since he made a good faith effort of making his payments and getting the repairs done.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Linkey to abate the remainder of his balance except for \$974.13 which added to what he has paid so far in the amount of \$4,025.87, would bring the total bill \$5,000. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye.

**All in Favor: Motion Carried.**

### **Outreach Program**

Ms. Breder stated that the discussion at the Work Session was to determine whether to continue having the Outreach Program be able to accept youth from the Perryville School District or if we were going to limit members to the Perryville Town corporate limits. Ms. Breder stated that Danielle provided her with updated information. They currently have nine members that are out of the town limits that regularly attend Outreach, which is out of the total current regular membership of 65 that attend on a regular basis. The majority of the children are Elementary and Middle School aged children who attend school in the town limits. Danielle asked that depending on what you do, if you would at least allow those members to be grandfathered in until they reach the age where they can't be in the program anymore. Ms. Breder also had a map showing the Elementary School District, which was discussed at the Work Session.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Linkey to limit the Outreach Program to the Perryville Elementary School district and grandfather in current attendees who might reside outside of that district. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye.

**All in Favor: Motion Carried.**

### **Strategic Plan**

Ms. Breder is seeking approval of the Strategic Plan that we had our planning retreat on February 8<sup>th</sup>, 2020.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Taylor to approve the Strategic Plan. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

**Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to adjourn the April 9, 2020 Town Meeting at 7:45 p.m. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Reich, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **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

**Statement Regarding March 3, 2020 Closed Meeting for Inclusion in Minutes of  
April 7, 2020 Town Meeting**

On March 3, 2020 the Mayor and Commissioners of Perryville conducted a closed meeting at 8:16 p.m. at the Town Hall meeting room in accordance with General Provisions Article, §3-305(b) (1) (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, to discuss the management and organization of a department (7) To consult with counsel to obtain legal advice, regarding property ownership issues. (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 in regards to trash bids. The Mayor and Commissioners discussed providing direction to the Outreach Director regarding membership district for the program. No decision was made on this issue. They received advice from the Town Attorney regarding how to proceed with the property dispute; there was no vote made on this topic. Finally, they discussed the bids on the trash and recycle contract. They tentatively agreed to go with the low bidder pending that certain stipulations be added to the contract. In addition to Mayor Ashby, Commissioners, Linkey, Reich, Taylor, Snelling and the Town Administrator, Denise Breder, Assistant Town Administrator, Cathy McCardell, Town Clerk, Finance Director: Debra Laubach, Police Chief Al Miller, Police Lieutenant: Robert Nitz, Town Attorney Fred Sussman and Town Clerk: Jackie Sample, attended the entire closed session.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Reich to adjourn the Closed Session at 9:22 p.m. **All in Favor: Motion Carried.**