

**Town of Perryville  
Town Meeting Minutes  
May 5, 2020**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Commissioner: Robert Taylor, Assistant Town Administrator: Cathy McCardell, Town Clerk: Jackie Sample.

Remote Participation: Commissioners: Michelle Linkey, Timothy Snelling, Town Administrator: Denise Breder, Finance Director: Debra Laubach.

Absent: Commissioner Reich

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 and Commissioner Snelling are attending remotely and Commissioner Reich is absent. He asked the board members individually if they could hear him and clarified that they can be heard.

**Approval of the Consent Agenda**

**Motion** was made by Commissioner Taylor and seconded by Commissioner Linkey to approve the Agenda as written which include the February 27, 2020 Budget Work Session Minutes, the March 10, 2020 Budget Work Session Minutes, the March 31, 2020 Budget Work Session Minutes, the April 7, 2020 Town Meeting Minutes, the April 14, 2020 Budget Work Session Minutes, the April 21, 2020 Work Session Minutes, the April 21, 2020 Closed Work Session Minutes. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

**Mayor's Report**

Mayor Ashby stated that because of the corona virus the majority of things that he has been involved in for the past month was conference calls in reference to the corona virus.

**Commissioner Reports**

**Commissioner Linkey's Report -**

Commissioner Linkey reported that the DPW report will be on-line and that she really has nothing further to report.

**Commissioner Taylor's Report -**

Commissioner Taylor reported that the wastewater management plant is in full compliance with the NPDES Discharge Permit for the month of March 2020 and April 2020 with the April lab results to date. They installed a new #2 filter feed pump and the #1 filter feed pump was rebuilt and they completed the installation of the new scada system which will greatly improve the performance of the system. At the Water Plant, Larry Frazier received a medical release to return to work. They received AECOM's proposal to upgrade the water plant incorporated in the cost of the draft budget.

**Commissioner Snelling's Report -**

Commissioner Snelling stated that the Assistant Town Administrator, Cathy McCardell reported that the police officer position has been filled and the new officer will be starting June 8. The Code Enforcement position is open. Town Clerk, Jackie has been preparing for the Town Election on May 12, 2020. She has been preparing paper (absentee) ballots, ordering supplies that are needed for social distancing and advertising for the Election. Tara processed 1,513 water bills that were mailed out on April 15<sup>th</sup> and due May 15<sup>th</sup>.

Commissioner Taylor asked Commissioner Snelling if he knew if we were able to get enough Clorox wipes or whatever necessary to wipe down the voting machines in between voters.

Ms. Sample responded that the company technician who supplies the equipment will be providing that and responsible for that.

**Town Administrators Report - Denise Breder**

Ms. Breder stated that her report also consists of a lot of conference calls regarding the corona virus. She wanted to recognize Ms. Sample for her job in getting things together for the Election during this unprecedented time, coordinating with the Cecil County Election board, the Perryville Election board and town staff, including the Police Department and DPW, who she also wanted to thank for their assistance to make sure that the Election goes smoothly. Jackie reported that she had sent out 65 Absentee Ballots. We are also working on a reopening and recovery plan and will have more information on that at a later time. She also wanted to recognize Ms. Laubach and the Finance Department staff for their work getting the budget done in this very difficult year with challenges created from the COVID-19 virus. Her full report will be on-line.

Mayor Ashby asked Commissioner Linkey if she had any questions or comments of Ms. Breder, she did not respond. The Mayor asked Commissioner Snelling if he had any questions or comments for Ms. Breder. Commissioner Snelling just wanted to thank Jackie and Debbie and the rest of the staff for their work during this State of Emergency.

Commissioner Taylor had no questions or comments for Ms. Breder.

**Treasurer's Report - Debra Laubach**

Ms. Laubach reported that the FY 2021 budget was prepared and introduced in April to be voted on this evening, knowing that we will have to make budget amendments and adjustments as necessary after we establish what the impact of the corona virus has been. In the meantime, some staff will be participating in rotating layoffs, off two weeks and on two weeks and others have a reduced hour schedule.

Mayor Ashby asked the board individually if they had any questions for Ms. Laubach, to which they did not. He asked if there was anyone from the VA on-line to report.

Ms. Breder responded that there was not, but they did provide a written report which is on BoardDocs. Ms. Breder stated that they provided their Pandemic Update, a project update and their MS4 update that they are required to comply with as well.

**Police Report - Written Report only**

Ms. Breder responded that both reports will be available on-line, and that both departments are working diligently during this difficult time. Ms. Breder responded that she knows that Danielle is looking forward to getting the Outreach Program re-opened sooner rather than later with the appropriate guidelines in place.

**Engineers Report - Written Only**

Ms. Breder stated the Ralph has been working a lot on the MS4 permitting and has also been working diligently on the Station 16 project.

**From the Floor - remote questions**

There were no remote comments or questions from the floor.

**New Business -**

**Ordinance 2020-04 Wireless Communications- Introduction**

The introductory paragraph was read: For the purpose of providing certain standards and regulations relating to the location of small wireless telecommunications towers, antennas, and other structures within the Town's public rights-of-way, consistent with federal and state law; providing for fees and annual charges; establishing design guidelines for small wireless telecommunications towers, antennas, and other structures; and generally related to the wireless telecommunication facilities and wireless infrastructure providers in the Town of Perryville. Adding Chapter 80 Wireless Telecommunications Facilities in Public Rights-of-Way, Article I General Requirements Sections 80-1 through 80-13, inclusive Code of the Town of Perryville. Also adding Chapter 80, Wireless Telecommunications Facilities in Public Rights-Of-Way Article 2, Design Guidelines Sections 80-14 through 80-26, inclusive Code of the Town of Perryville.

**Resolution 2020-03 Local Impact Budget - Ms. Laubach**

Ms. Laubach announced that this Resolution was introduced at a Special Meeting in April, the plan had been originally approved by the Local Development Council and had some minor revisions.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Snelling to adopt Resolution 2020-03 Local Impact Budget. Roll Call Vote: Commissioner Taylor, Aye, Commissioner Linkey, Aye, Commissioner Snelling, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

**Ordinance 2020-05 FY 21 Budget - Ms. Laubach**

Ms. Laubach announced that this was introduced in April at a Special meeting and she is looking for a vote tonight to adopt the FY 21 Budget, which includes the same Real Property Tax Rate and Personal Property tax rate for FY beginning July 1, 2020 through June 30, 2021 and the homeowners tax assessment.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Linkey to adopt Ordinance 2020-05 FY 21 Budget. Roll Call Vote: Commissioner Linkey, 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 Linkey to adjourn the May 5, 2020 Town Meeting at 7:15 p.m. Roll Call Vote: Commissioner Linkey, Aye, Commissioner Snelling, Aye, Commissioner Taylor, Aye, Mayor Ashby, Aye. **All in Favor: Motion Carried.**

Respectfully submitted,



Jackie Sample  
Perryville Town Clerk