

**Town of Perryville  
Town Meeting Minutes  
October 6, 2020**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Commissioners: Timothy Snelling and Christina Aldridge, Assistant Town Administrator: Cathy McCardell, Planning and Zoning Director: Dianna Battaglia, Police Chief; Robert Nitz, Town Attorney: Fred Sussman, Billing Clerk: Tara Blevins.

Remote Participation: Town Commissioners: Michelle Linkey, Robert Taylor, Town Administrator: Denise Breder, Finance Director: Debra Laubach

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 October 6, 2020 Town Meeting was called to order at 7:00 p.m. by Mayor Ashby.**

**Pledge of Allegiance**

**Remote Participation Request**

Mayor Ashby announced to let the record reflect that there would be two Commissioners attending remotely via speaker phone, Commissioner Linkey and Commissioner Taylor. Mayor Ashby confirmed that Commissioner Linkey and Commissioner Taylor could hear him and that the board members that are present could hear Commissioner Linkey and Commissioner Taylor.

**Approval of the Town Meeting Agenda**

**Motion** was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve the October 6, 2020 Agenda as written. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

**Approval of the Consent Agenda Items**

**Motion** was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve the consent agenda items which include the September 1, 2020 Public Hearing Minutes and the September 1, 2020 Town Meeting Minutes, **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

**Motion** was made by Commissioner Taylor and seconded by Commissioner Aldridge to approve the September 15, 2020 Work Session Minutes and the September 15, 2020 Special Meeting Minutes. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

## **Commissioner Reports**

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

Commissioner Linkey announced that there was a vacancy for Public Works that has been posted at DPW and another vacancy in the parks which will be looked at later in the fiscal year. Commissioner Linkey announced that in order to get back on track with hydrant flushing twice a year the next hydrant flushing will begin on October 12<sup>th</sup>.

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

Commissioner Taylor reported that the Water and Wastewater Plant were in compliance with data received month to date for September. Commissioner Taylor reported that GMB has submitted the 60% design and forwarded it to George, the Superintendent of the Wastewater and Water Plant, for review and comment. He provided those comments and held an on-site meeting at the Wastewater Treatment Plant with GMB last week and walked through the facility to verify the design upgrade. We are hoping to bid it out for construction in the late spring of 2021.

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

Commissioner Snelling met with Ms. Battaglia this morning and did not have anything new to report.

### **Commissioner Aldridge's Report -**

Commissioner Aldridge reported that Onsite has completed installation of the ESET (antivirus software) to all computers owned by the Town. The next project will be preparing the Edmunds server for the cloud system in support of our Information Systems Contingency Plan, all products needed for that project have been ordered. The Community Development/Code Enforcement position has been filled and they started on August 31.

### **Mayor Ashby's Report -**

Mayor Ashby reported that he attended a meeting with the casino this month, they reported that attendance was down but revenue was up.

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

Ms. Breder announced that she had a virtual meeting with senior staff members on September 15<sup>th</sup> and the next meeting is scheduled for October 20, 2020 at 10:00 a.m., if any of the board members have any agenda items for the next meeting please let her know by October 14 at 4 p.m. We have a Certified Police Officer position available and the closing date to apply for that position was October 2<sup>nd</sup>, and she will defer to the Police report for more info on that. The USDA representatives reached out to us to get questions answered about the Station 16 water tie in project. They were sending it to their national office for their funding deadline

which was September 30, 2020. Ralph worked with the Fire Company to get those questions answered promptly and they were submitted in a timely manner. We are now just waiting to hear from the USDA as to whether our grant application has been approved. Ms. Breder stated that she along with Dianna Battaglia, Charles Hicks, and Amanda Paoletti have been working on the Sustainable Committee renewal. The Sustainable Community Plan is a requirement from the State of Maryland in order to be eligible for certain grants, it was a very involved process, which is not done yet. It will be posted on social media and the website for public comment and then will go before the Mayor and Commissioners for review and final approval. She is very pleased with the job that the staff had done to put all of this together.

Commissioner Linkey wanted to mention that Charles Hicks is the new Community Development/Code Enforcement employee since his name has come up and Commissioner Aldridge had reported earlier that the position was filled, but did not announce the name.

Ms. Breder responded that she believes that he is there for introduction tonight, which Mayor Ashby confirmed that he was.

Commissioner Taylor saw that Ms. Breder had a meeting with the County, with one of the subjects being Halloween, he inquired if the County or the Town is going to have any official guidance or recommendations on how we are going to do Halloween in Town.

Ms. Breder responded that the County Health Department issued guidance and we posted it on our website and social media this past week. They are not recommending Trick-or-Treating, however they are not prohibiting it, just offered some guidelines.

Mayor Ashby asked if any of the other board members had any questions for Ms. Breder based on her report.

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

Ms. Laubach announced that her full report can be found on-line. Ms. Laubach reported that the audit was completed mid-September and there were no negative issues disclosed at that point and we have begun preparing the Management discussion and Analysis portion of the audit. We received seven applications from First Responders for the Public Safety Home Ownership Incentive Program. One of the applicants was rejected because the home that they owned in the Town limits was not their principle residence. We have picked up on the Records Retention Plan which had been started by the previous Finance Director, Rachel Deaner and it had been sent out to each department with their guidelines and would like to have it back on a Work Session depending on how quickly we get responses back from Maryland Archives. She met with PJ at the Water Tower today where a lot of documents are stored. We feel we have a couple of options to reduce a lot of that once the Record Retention Plan is approved.

Mayor Ashby asked Commissioner Linkey if she had any questions on Ms. Laubach's report.

Commissioner Linkey asked for clarification that we had not received any Local Impact Funds this fiscal year.

Ms. Laubach responded that we have not, she has spoken with the person that disperses them at the County last week and she stated that she still has not received anything from the State. She had received the report on what it would be, but because a lot of the various State Agencies are still working remotely some of the response times have been slowed down quite a bit.

Mayor Ashby asked the remaining board members individually if they had any questions for Ms. Laubach, which they did not.

#### **Police Report - Chief Nitz**

Chief Nitz reported that on Saturday they had the Fishing with the Fuzz, and it was an outstanding day, there were 15 participants paired up with 15 officers, including the Cecil County States Attorney and our Mayor. Chief Nitz reported on good police work that was performed by Officer Peer regarding an incident that occurred on Aiken Avenue. Officer Peer was able to locate two illegal handguns during his investigation and arrested the individual.

Mayor Ashby asked the board members individually if they had any questions for Chief Nitz, none of them had any questions for the Chief.

#### **Outreach Report -**

Chief Nitz highlighted a portion of Ms. Hemling's report announcing that she had applied for a grant through the GOCCP and received notification that it was approved and is for the amount of \$68,000, which includes \$45,000 for a law enforcement mentoring program and other cost to cover overtime and other supplies.

Mayor Ashby asked the board members individually if they had any questions regarding the Outreach Report.

Commissioner Taylor did not have any questions but wanted to report that \$1,400 was raised with the basket raffles at the car show and he wanted to thank everyone who provided them.

The remaining board members did not have any questions or comments.

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

Ms. Battaglia wanted to introduce Charles Hicks, who is the latest addition to the Planning and Zoning Department, who will be working with us as a Community Development and Code Enforcement Coordinator. He had previously worked for the town back in 2010 for a brief time and prior to that had worked for the Town of Elkton as Code Enforcement, and had also served as a Commissioner for the Town of Elkton from 2010 to 2014.

Mr. Hicks thanked the Mayor and Commissioners for allowing him to return to the progressive Town of Perryville and for the opportunity to work with this great staff and he looks forward to helping everyone reach their goals.

Ms. Battaglia reported that because of the guidelines that were sent out from the Health Department we chose to cancel the Boo Bash event to prevent large gatherings. We are going to do a virtual Halloween Costume Contest and a House Decorating Contest, and the information is on our website and Facebook, and we have one more car cruise next Friday at Lower Ferry Park.

Mayor Ashby asked the board members individually if they had any questions regarding the Planning and Zoning Report.

Commissioner Linkey wanted to welcome back Mr. Hicks and it is wonderful to have him back.

Commissioner Aldridge also wanted to welcome him aboard and was glad that we have someone in the Code Enforcement position and would like to have the opportunity to talk with him about some Code Enforcement questions that she has.

Commissioner Aldridge asked Ms. Battaglia if she had a little more detail regarding the Halloween House decorating contest that she could provide tonight whether they have to register to enter or what, she has been getting a lot of questions regarding it.

Ms. Battaglia was not sure, however, she does have fliers that she can go grab for her if she wants some, she believes that people reach out and provide pictures to Amanda, so that she can take those and post them, but anyone who has questions can call Amanda.

#### **Engineers Report - (written report only)**

Ms. Breder wanted to highlight one thing from Mr. Ryan's report, that he has been working on the damages that were done to the Mill Creek Bridge going into the park from Tropical Storm Isaias. Mr. Ryan had reached out to the MD Department of the Environment and the US Department of Army Corp of Engineers. They were requiring that a joint permit be submitted for emergency repairs, which he completed and submitted to MDE, which is in process. Some of the work has already been done, which included a tree that was wedged under the bridge that had to be removed asap.

Mayor Ashby asked the board members individually if they had any questions, which they did not.

#### **From the Floor - remote questions**

There were no questions From the Floor.

#### **New Business**

**Resolution 2020-11 -Endorsement of the County's Nuisance Flooding Plan - Dianna Battaglia**

Ms. Battaglia provided some brief background information regarding the Resolution. Last year DNR provided guidance to assist communities in meeting the new requirement that was effective as of October 1, 2020 for nuisance flooding. Nuisance Flooding is the commonplace flooding that occurs during very heavy rains periodically leading to public inconvenience, such as road closures. The guidance has suggested that smaller jurisdictions work with their respective County to develop plans where appropriate. Back in July, Cecil County Government, led by the Planning and Zoning Department and Department of Land and Development Services, took the lead to include the Municipalities to create a plan. They held a stakeholder's meeting to discuss that plan to identify nuisance flooding areas. Perryville location information was obtained from Aaron, our DPW Supervisor, along with some general knowledge, of nuisance flood areas from Mayor Ashby and other staff members, which was forwarded to the County to include in their plan. This Resolution 2020-11 endorses Cecil County's Flooding Nuisance Plan, the plan will be posted on the Town's website and incorporated in the Town's Emergency Response Plan. Ms. Battaglia read the introductory paragraph for the Resolution as follows: A Resolution of the Mayor and Commissioners of the Town of Perryville to endorse and accept the Cecil County Nuisance Flooding Plan that addresses nuisance flooding locations in Cecil County, including the Town of Perryville. The nuisance flooding plan will help to better understand the extent of nuisance flooding, create an inventory of conditions that attribute to nuisance flooding, and document the number and location of flood events, in an effort to respond to and implement risk reduction actions.

Mayor Ashby asked the board members individually if they had any questions or comments regarding the nuisance flooding plan.

Commissioner Linkey did not have any comments or questions.

Commissioner Taylor read through the plan and feels that this plan should be adopted and does not see anything that needs changed.

Commissioner Snelling asked for clarification that the plan had to be updated every five years and that we coordinate with the County every five years.

Ms. Battaglia responded that it does, and that the County will be monitoring these flooding events to watch for any increase in the amounts or for any other locations that may come up to assist with Emergency Service response, so that everyone is aware of where these locations are.

Commissioner Aldridge did not have any questions or comments.

Mayor Ashby asked for a roll call vote for the acceptance of Resolution 2020-11.

**Motion** was made by Commissioner Snelling and seconded by Commissioner Aldridge to accept and approve Resolution 2020-11. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

**Resolution 2020-12 Formation of Friends of the Outreach Program Foundation Inc. -  
Denise Breder**

Ms. Breder stated that the draft Articles of Incorporation and bylaws for this foundation were discussed at the Work Session, the only change requested was to change the name of the group by removing the Police Department from it. We have the five people that are going to be the initial board members, Rachel Deaner, Devon Catts, who were both former employees, along with Danielle Jones, Nancy Murphy and Tammy Woodard who are volunteers and are well known to the Outreach Program. At the advice of Mr. Sussman, he is recommending approval of the Resolution for the formation of the foundation, which include the Articles of Incorporation and the actual board that was established will approve the bylaws.

Mayor Ashby asked the board members if they had any questions or comments, starting with Commissioner Linkey.

Commissioner Linkey clarified that one of us board members will serve as a liaison.

Ms. Breder responded that is correct, however, it would not be a voting member.

Commissioner Linkey would like to put her name out there to be that liaison if possible, she feels that it is a good program and that we should move forward with it.

Commissioner Taylor concurred with Commissioner Linkey that this is an excellent idea.

Commissioner Snelling stated that he would be in favor of this Resolution.

Commissioner Aldridge did not have any questions.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Linkey to approve Resolution 2020-12. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

**Request for a Memorial Sign at Ice House Park- Cathy McCardell**

Ms. McCardell stated that we had been contacted by Ms. Domanski, who had recently lost her brother-in-law, Mike Domanski Sr., who passed away at one of our parks here in town. She is requesting to put a Memorial Sign at Ice-House Park for Mr. Domanski, which is included in your packets. Ms. McCardell stated that the Town would determine where the sign would go. Ms. Domanski also had asked if the Town would contribute to the cost of the sign, because the sign costs \$2,400, it is a brass sign.

Commissioner Linkey asked what the size of the sign was.

Ms. McCardell responded that the dimensions given at the Work Session were 17"x 22".

Mayor Ashby asked for further comments from the remaining board members.

Commissioner Taylor responded that he believes that the board seemed to be in favor of it at the Work Session provided that Public Works picks an appropriate location for it to be placed beforehand.

Commissioner Snelling inquired if we had ever had a request like this in the past.

Ms. McCardell responded that we had a gentleman inquire about putting a bench in the park, and we had given him approval, however, she is not sure if that ever happened. He was going to pay for the cost of the installation.

Commissioner Aldridge did not have any comments, her question was answered by the response to Commissioner Snelling's question.

Mayor Ashby concurred with Commissioner Taylor that he would be ok with it as long as DPW designated the spot for it to be located. His recommendation would be that we do not pay toward this monument, because he does not want to open the door to other requests that may come about.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Aldridge to allow the Memorial Sign to be placed at Ice-House Park after the approval by DPW on the placement of the sign. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

#### **Ordinance 2020-11 Town Personnel Manual - Cathy McCardell**

Ms. McCardell stated that tuition reimbursement was brought up during our budget process. The Mayor and Commissioners had requested that the process to receive reimbursement be revised. The new requirement for reimbursement would be to have worked here for at least a year after completion of the course versus six months. If an employee leaves between 12 and 24 months after the course is completed the employee must reimburse the Town for 50% of the reimbursed tuition. No reimbursement is required if an employee leaves more than 24 months after the course is completed.

Mayor Ashby asked if the board members had any questions or comments, which they did not. Mayor Ashby asked Ms. McCardell to read the introductory paragraph.

Ms. McCardell read the introductory paragraph stating that Ordinance 2020-11 is for the purpose of amending the Town's current employee Personnel Manual relating to tuition reimbursement assistance.



**Ordinance 2020-12 Water and Sewer Systems - Ms. Breder**

Ms. Breder stated that this is an Ordinance to change the water and sewer connection fees from \$5,000 each to \$7,000 each, and it also grandfathers in any existing developers that have received concept plan approval by today for a period of three years at the old rate. If they are not developed by October 5, 2023, then they will be responsible for whatever the rates are at that time.

Mayor Ashby asked Ms. Breder to read the introductory paragraph on his behalf.

Ms. Breder read the introductory paragraph as follows: An ordinance concerning Water and sewer systems for the purpose of altering the amounts of certain charges payable upon connection to the Town's water and sewer systems, subject to certain exceptions; and generally relating to the water and sewer systems of the Town of Perryville.

**BY** repealing and reenacting, with amendments  
Chapter 82, Water and Sewer  
Article 1, Transitional Provisions; Charges; Disposition of Revenue  
Sections 82-2.A.(5)  
Code of the Town of Perryville (as amended by Ordinance 2020-10)

Mayor Ashby asked for any comments or questions from the board members.

Commissioner Snelling asked Ms. Breder to clarify that this is not an increase to the residents regarding the water and sewer billing. Ms. Breder clarified that it was not, it is only impacting new development, it has no impact on the rates of the current town residents.

The remaining board members did not have any comments or questions.

**Ordinance 2020-13 Police Recruitment Incentive Program- Ms. Breder**

Ms. Breder stated that we reached out to Mr. Sussman after the Work Session about the proper way to enact the procedures produced by the Police Department regarding a recruitment and retention incentive program. Mr. Sussman recommended that we do it by ordinance and that we do it by a new Town Code concerning Police Recruit Incentive Program.

Ms. Breder read the introductory paragraph on behalf of the Mayor as follows: An ordinance concerning a Police Recruit Incentive Program for the purpose of establishing a program of financial incentives to facilitate the recruitment of new officers for the Perryville Police Department; and generally related to a police recruit incentive program for the Town of Perryville.

**BY** adding  
Chapter 60 Police Recruit Incentive Program  
Sections 60-1 through 60-7  
Code of the Town of Perryville

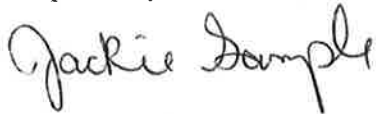
Mayor Ashby asked for any questions or comments from the board members, starting with Commissioner Linkey.

Commissioner Linkey commented that she did not have any major problems with this incentive program, she just hopes that we start looking at incentives for our current employees, especially during this difficult time when we had laid people off. The employees have worked really hard during this Covid crisis. She is not sure whether this ordinance and incentive program is even needed since we have an excellent Police Department now and we did not need this ordinance to achieve that. She is not against it, she is just not sure if it is necessary or not.

The remaining board members did not have any questions or comments regarding the ordinance that was introduced.

**Motion** was made by Commissioner Snelling and seconded by Commissioner Aldridge to adjourn the October 6, 2020 Town Meeting at 7:47 p.m. **All in Favor: Motion Carried.**

Respectfully submitted,

A handwritten signature in black ink that reads "Jackie Sample". The signature is written in a cursive, flowing style.

Jackie Sample  
Perryville Town Clerk