

**Town of Perryville
Town Meeting Minutes
November 3, 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 Clerk: Jackie Sample, Billing Clerk: Tara Blevins.

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

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

The November 3, 2020 Town Meeting was called to order at 7:00 p.m. by Mayor Ashby.

Pledge of Allegiance

Remote Participation Request

Mayor Ashby announced that he had a request from Commissioner Linkey and Commissioner Taylor to attend remotely via speaker phone.

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve the remote participation requests. **All in Favor: Motion Carried.**

Mayor Ashby announced to let the record reflect that Commissioner Linkey and Commissioner Taylor would be attending remotely via speaker phone. 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 and all votes taken will be by roll call vote.

Approval of the Town Meeting Agenda

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve the November 3, 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 October 6, 2020 Town Meeting Minutes and the October 20, 2020 Work Session Minutes, October 20, 2020 Special Meeting Minutes, October 20, 2020 Closed Session 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 did not have anything to comment on tonight.

Commissioner Taylor's Report -

Commissioner Taylor reported that the Wastewater Plant was in full compliance for the month of September and October with lab results received to date. We are on track year to date to meet ENR nitrogen and phosphorus reduction to receive a \$60,000 grant from the State.

Mayor Ashby asked the board members if there were any questions of Commissioner Taylor's report, there were none.

Commissioner Snelling's Report –

Commissioner Snelling reported that he met with Ms. Battaglia earlier for a monthly briefing and noted that there was no Planning and Zoning meeting this past month.

Commissioner Aldridge's Report -

Commissioner Aldridge announced that the Town Hall office is open for visitors, allowing for one person at a time and the newsletters have been mailed out.

Mayor Ashby asked the board members if there were any questions of Commissioner Aldridge's report, there were none.

Mayor Ashby's Report –

Mayor Ashby reported that he attended an Emergency Response Plan tabletop meeting to discuss blizzards, involving all department heads and the Fire Company. There were two Ribbon Cutting Ceremonies for two new businesses, Align Physical Therapy, and the Lion of Judah Bible Café. On October 26, 2020 Great Wolf signed for the Chesapeake Overlook property. He was involved in numerous COVID-19 Municipal Leader meetings, along with other meetings throughout the month by phone. Mayor Ashby announced that we are in a no shave November, which Chief Nitz will talk more about, the goal is to receive \$500 in donations, which has already been met, but can always use more, this year it is going for the American Cancer Society. Mayor Ashby wanted to share information regarding Veteran's Suicide Prevention. There is a confidential Crisis Military line that can be called. There has been a high rate of depression, suicide, and overdoses since COVID, up 30% since March. The Veteran's Suicide Prevention line is 1-800-273-8255, option 1, or text 838255 and there will be someone to help you. The National Alliance for Mental Health has a 24-hour hotline, which is 1-800-950-6264.

Mayor Ashby wanted to announce an appointment to the Friends of the Perryville Outreach Program Foundation as a liaison. Mayor Ashby asked Commissioner Aldridge if she would serve as the liaison on behalf of the Administrative office, which she accepted.

Proclamation in Recognition of First Responders Day

Mayor Ashby read a Proclamation in recognition of First Responders Day in Perryville, which is today, November 3, 2020.

Mayor Ashby announced the winners of the Halloween House Decorating Contest, 1st place, Kimberly Buckland of 447-449 Susquehanna Avenue, 2nd place went to Nina Bishop of 452 Susquehanna Avenue, and 3rd place went to Charles Adams of 409 Cherry Street. The Mayor provided some information on Economic Development from Charles Hicks report. Mr. Hicks made a point to make an extra effort in continuing to communicate with our businesses. Several businesses were contacted via email and in person to inform them about the most recent Economic resources from Cecil Cares grant funding. As a result of that contact some of our local businesses have already received a check and some are pending. As a result of contacting the Cecil County Economic Development office it was discovered that they are processing approximately 155 applications and may be able to process some more that were initially turned away. Mayor Ashby asked to go to the Town Administrators Report.

Commissioner Linkey if she could ask a question about the Mayor's Report.

Mayor Ashby apologized and asked the board if there were any questions of his report, starting with Commissioner Linkey.

Commissioner Linkey inquired why it was not discussed with her regarding the Friends of the Outreach Program liaison, considering she had expressed interest in serving as the liaison at the Work Session. She was wondering what the thought behind that was.

Mayor Ashby responded that it was because she is already invested in DPW and the Parks and Recreation and Commissioner Aldridge has two children that go to the Outreach and with her being appointed to the Administrative office, he made that connection with her and the Outreach Program.

Commissioner Linkey understands his thought process but would have liked for him to have discussed this with her since she had specifically expressed interest in serving instead of being blindsided in the middle of the meeting.

Town Administrators Report - Denise Breder

Ms. Breder announced that on October 16 she participated in the virtual Maryland Department of Transportation Consolidated Transportation Plan Tour Meeting. At that meeting it was stated that because of reduced ridership throughout the MARC system and a related reduction in revenues, train service on the Penn lines will be reduced to the Enhanced "R"

Service Schedule beginning yesterday. The new service will have 5 northbound trains and 4 southbound trains at the Perryville MARC station. She also wanted to thank Delegate Hornberger and Councilman Patchell who had both asked that the State fund the sidewalk project on MD 222 from Clayton Street to St. Marks Church road for safety reasons. That project is currently on indefinite hold. The State was forthright about the grass cutting in the medians being done less frequently due to financial reasons. On October 20, 2020, a Virtual Leadership Meeting was held with Senior Staff. Discussion included Departmental Reports, review of Town Meeting and Work Session's and road closure procedures. The next Leadership Meeting is scheduled for November 18, 2020 at 10:00 a.m. She asked that the Mayor and Commissioners please let her know by November 13 at 2 p.m. if they have any topics of discussion for the meeting. We had gotten a request for a Little Free Library to be placed in Town at Lower Ferry Park, however, the Town requested that it be posted near Outreach instead and we have not heard back yet from them. She wanted to give an update on the Outreach 501(C) 3, there are some things that the board needs to do including having their first meeting, and there is going to be a requirement for them to have some cash to work with. She wanted to give a heads up that she is going to be asking for a donation or a startup grant and she will have that at the Work Session and wanted you to be aware of what was coming.

Treasurer's Report - Debra Laubach

Ms. Laubach reported that this past month our Department assisted the Police Department in preparing and submitting the State Aid for Police Protection Grant, this is the estimate based on our budget for the current year and will be our funding for next year, and it was submitted to all of the necessary agencies. The audit turned out to be unmodified again, which is the highest opinion that we can receive. She is currently in the process of reviewing the financial statements from them in detail and comparing them to ours. We finalized the tax rebates and we received 8 applicants, one of which was rejected because the home that they owned was not their primary residence. Ms. Laubach stated that we did finally receive July and August Local Impact revenue at the same time, which was \$252,000. She mentioned that if they get back on schedule, we should get September's in the middle of November, it usually takes about 45 days.

Commissioner Linkey asked if those amounts were a little above what we were getting or about the same.

Ms. Laubach responded that they are a little ahead of where we normally are this time of year. It normally runs around \$110,000-\$115,000 a month, with the high months running around \$125,000.

Police Report - Chief Nitz

Chief Nitz reported that the next couple of months will be busy transitioning to the new National Incident Based Reporting System, which is replacing the Uniformed Crime Reporting System. As far as community events we had a huge turnout for the "Fishing with the Fuzz" and for "National Night Out". "National Night Out" was in October this year because of COVID, with a great turnout, and he would prefer to have it in October every year due to it being very hot in August when it is usually held. On Halloween we had three of our officers posted in front of

the Police Department where we sponsored a trunk or treat event, and we had around 125 to 150 kids that stopped by receiving socially distanced treats. As far as our “No Shave November” event, this year’s benefactor is the American Cancer Society, the link to the site is posted on our Facebook page. We have reached our goal of \$500 this morning and are still looking for more donations.

Outreach Report - Danielle Hemling

Ms. Hemling reported that they did participate in the “National Night Out” event and agrees that the weather is much nicer, along with the “Fishing with the Fuzz” event. We just received approval of our second grant and are waiting on whether we will be approved for our third grant.

Mayor Ashby asked if there were any questions of the Outreach Report.

Planning and Zoning Report - Dianna Battaglia

Ms. Battaglia reported that Chesapeake Overlook Parkway is now a Town road. As the Mayor reported Charles has been working hard with the businesses in the area on educating them on various grant opportunities available in the community to help them get through this crisis. Ms. Battaglia stated that we cancelled all of our events this year, but we do want to plan a Christmas parade, titled a ‘Very COVID Christmas’. We are trying to figure out how to keep some of it virtual and just have the parade as the event where there will not be gathering down at the park. We are trying to figure out alternative ways of reading the Night Before Christmas and the lighting of the Christmas Tree as some kind of virtual event to cut down on gathering at the park and are moving forward with those plans.

Engineers Report - Denise Breder

Ms. Breder reported on behalf of Ralph Ryan, she reported that we are still waiting on approval from the USDA regarding the Perryville Fire Company Station 16 water tie in project. The year two report for the MS4 permit has been submitted to MDE.

From the Floor - remote questions

There were no questions From the Floor.

New Business

Abatement Request Amtrak - Tara Blevins

Ms. Blevins summarized a request from Amtrak regarding two separate accounts asking for a water and sewer abatement that was discussed at the Work Session. It was a two-inch line which had a leak that they found and fixed once found but had a lot of usage from when it was broken, the first one is account 302-0. Ms. Blevins stated that they are eligible for a leak abatement for the water and sewer, it is just higher than the office can approve, which is why we are here.

Ms. Breder asked for clarification that they get charged double the out-of-town rate.

Ms. Blevins responded that they do get charged double the rate because they are out of town limits.

Mayor Ashby asked if there were further questions of the Amtrak request.

Commissioner Taylor asked for clarification that the leak occurred outside of their facility, which is why they are eligible.

Ms. Blevins responded that it was an underground leak.

Commissioner Taylor asked for further clarification that the leak was not underground inside the facility, which Ms. Blevins confirmed that it was outside of the facility and underground.

Commissioner Taylor asked if they fixed it instead of us.

Ms. Blevins responded that they did.

Commissioner Aldridge inquired if this was the original amount that we discussed at the Work Session.

Ms. Blevins confirmed that it was.

Commissioner Snelling inquired if there was a recommendation regarding this, and the Mayor responded that he could make one.

Ms. Breder responded that a total abatement between the two accounts would be over \$25,000. As stated, they are charged double the rate so a regular user would have been around \$12,500 roughly, still very large.

Mayor Ashby responded that they are a government entity. He inquired if they even stop in Town.

Commissioner Taylor responded that they do stop in Town in the morning for DC commuters only who have a monthly ticket.

Commissioner Aldridge asked what the limit is before you have to bring it before the board.

Ms. Blevins responded that it is \$1,500.

Commissioner Aldridge responded that she would be happy to give them \$2,000, which would be \$500 over the limit allowed to be authorized by the office.

Ms. McCardell wanted to remind the board that they are in the parameters and the scope of the Ordinance that is allowed for an abatement. Whether it be a business or a homeowner you have to treat them the same way.

Mayor Ashby expressed having a hard time with a government entity asking this town for anything.

Commissioner Linkey's understanding is that Amtrak is a for profit entity, but they do get subsidies from the different Governments, but that it was still a for profit private agency.

Commissioner Taylor responded that if Ms. McCardell is correct and we have a standard procedure of the way we handle abatements that it would be inappropriate for us to treat this differently just because they are a Corporate or out of town customer.

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to approve the abatement request recommended by staff. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

Ms. Blevins reminded that we still need to do this for the second account.

Motion was made by Commissioner Taylor and seconded by Commissioner Linkey to approve the abatement request recommended by staff for account 303-0. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Nay, Commissioner Snelling: Aye, Mayor Ashby: Aye, **Four in Favor: 1 nay, (Commissioner Aldridge). Motion Carried.**

Resolution 2020-13 Sustainable Communities Designation - Dianna Battaglia

Ms. Battaglia stated that Resolution 2020-13 is for the Sustainable Communities designation renewal application for our plan that was due to be revised. This Resolution acknowledges the new application, and with your approval she will be able to send the plan to the State for their review.

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve Resolution 2020-13 allowing for Sustainable Community designation. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

Resolution 2020-15 Façade Improvement Community Legacy Grant Program - Denise Breder

Ms. Breder stated that this is a motion requesting for affirmation of the Façade Improvement Community Legacy Grant Application in the amount of \$50,000.

Motion was made by Commissioner Aldridge and seconded by Commissioner Snelling to approve Resolution 2020-15 Façade Improvement Community Legacy Program. **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 as discussed at the Work Session we are updating our tuition reimbursement assistance in our Personnel Manual. If you leave prior to the first twelve months of service you would have to reimburse the Town 100% after the course is completed, between 12 months and 24 months, 50%, and no reimbursement to the Town after you have been here 24 months.

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

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

Ms. Breder explained that this is an ordinance to increase the water and sewer connection fees. It does include a grandfather clause for developers that have already received concept plan approval to have three years under the old rates to make the connection, after that it reverts to the new rate.

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

Ordinance 2020-13 Police Recruitment Incentive Program - Chief Nitz

Chief Nitz stated that the purpose of this Ordinance is to establish a program for financial incentives to facilitate recruitment of new officers for the Perryville Police Department, which pays out \$5,000 for the tuition for someone that puts themselves through an accredited Police Academy within the State spread out over six years.

Commissioner Taylor asked for clarification that this is if we hire a new officer who has put themselves through an accredited Police Academy.

Chief Nitz stated that he was correct.

Commissioner Taylor also asked for clarification that it is \$5,000 regardless of what the tuition costs, and that it does not apply if we hire a new officer from another department and had to put himself through for a different department. Chief Nitz confirmed that was correct as well.

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve Ordinance 2020-13 Police Recruitment Incentive Program. Discussion ensued: Commissioner Linkey overall does not think that this is necessary and thinks that we should look into recruitment and retention of all employees rather than just one department. We have an excellent Police Department and have not had the need to do this incentive prior to this and thinks that we have already done a good job with that and just wanted to put her opinion out there.

Roll Call Vote: Commissioner Linkey: Nay, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **Four in Favor, 1 nay** (Commissioner Linkey): **Motion Carried.**

Grant Funded P/T Police Officer & Outreach Activities Coordinator - Chief Nitz

Chief Nitz reported that this motion is seeking approval for the creation of a grant funded part time Police Officer to be assigned to the Outreach Program and a part time Activities Coordinator funded by the grant from the Governor's Office of Crime Prevention and Control.

Commissioner Snelling asked for clarification that only grant money was funding this request. Chief Nitz responded that this was correct.

Mayor Ashby asked for clarification that this would mean that if the grant funding ends then this Police Officer ends too.

Chief Nitz responded if the grant is not renewed or received again then, yes, he would essentially retire.

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve a grant funded part time Police Officer and Outreach Activities Coordinator. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

Budget Amendment Ordinance 2020-14 - Deb Laubach

Ms. Laubach was asking for approval for Ordinance 2020-14, budget amendments in three different areas, two were rollovers from last year, one for Trego field for the netting project, one is for the repair of the boat ramp when the train derailed, and the third thing is because we have already done some major repairs with the water lines and mains and meters, DPW has asked for an additional \$32,000 to get us through the rest of the fiscal year.

Motion was made by Commissioner Aldridge and seconded by Commissioner Taylor to approve Budget Amendment Ordinance 2020-14. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Aldridge: Aye, Commissioner Snelling: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

Heating Fuel and Maintenance Contract - Deb Laubach

Ms. Laubach stated that we had put the Heating and Fuel Contract out for bid and only had one vendor bid on it, which is Aero Energy and they are maintaining their same pricing structure, which is a markup of 30 cents a gallon.

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve the Heating and Fuel Maintenance bid contract with Alger Oil. **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 Aldridge and seconded by Commissioner Snelling to adjourn the November 3, 2020 Town Meeting at 7:53 p.m. **All in Favor: Motion Carried.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Jackie Sample".

Jackie Sample
Perryville Town Clerk

**Statement Regarding October 20, 2020 Closed Meeting for Inclusion in Minutes of
November 3, 2020 Town Meeting**

On October 20, 2020 the Mayor and Commissioners of Perryville conducted a closed meeting at 7:30 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 employee vacation carryover. In addition to Mayor Ashby, Commissioners: Snelling, Aldridge, Assistant Town Administrator, Cathy McCardell, and Town Clerk: Jackie Sample attended the entire closed session and Commissioner Linkey, Commissioner Taylor and Town Administrator: Denise Breder attended remotely. Discussion of some employees who had carried over more than the allowance of 240 hours of vacation which was mostly a result of the financial impact from the pandemic and restrictions from allowing time off during the time of furloughs. A motion was made by Commissioner Taylor and seconded by Commissioner Linkey to extend the time for Town employees to carryover vacation past 240 hours until April 30, 2021. **All in Favor: Motion Carried**

Motion was made by Commissioner Snelling and seconded by Commissioner Aldridge to adjourn the Closed Session at 7:45 p.m. **All in Favor: Motion Carried.**

