

**Town of Perryville  
Town Meeting Minutes  
December 1, 2020**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Commissioners: Timothy Snelling, Robert Taylor and Christina Aldridge, Police Chief: Robert Nitz, Police Corporal: Gerard Morgan, Town Clerk: Jackie Sample, Billing Clerk: Tara Blevins.

Remote Participation: Town Commissioners: Michelle Linkey, 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](http://www.perryvillemd.org).

**The December 1, 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 to attend remotely via speaker phone.

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

Mayor Ashby announced to let the record reflect that Commissioner Linkey would be attending remotely via speaker phone. Mayor Ashby confirmed that Commissioner Linkey could hear him and that the board members that are present could hear Commissioner Linkey and all votes taken will be by roll call vote.

**Approval of the Town Meeting Agenda**

**Motion** was made by Commissioner Taylor and seconded by Commissioner Aldridge to approve the December 1, 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 Taylor and seconded by Commissioner Snelling to approve the consent agenda items which include the November 3, 2020 Town Meeting Minutes and the November 17, 2020 Work 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.**

Ms. Breder stated that we need Ms. Blevins to share the boarddocs screen.

### **Commissioner Reports**

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

Commissioner Linkey reported that the DPW report will be on-line and that they did hire a new DPW crew person named Thomas Whitsell.

Mayor Ashby asked if anyone had any questions regarding Commissioner Linkey's report, which they did not.

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

Commissioner Taylor reported that the Wastewater Plant was in full compliance with our discharge permit for October and for our November lab results received to-date. The crew replaced all of the caustic chemical feed 3/8" tubing at the Wastewater Plant and completed winterization of all of the buildings. We are still on track to meet the ENR nitrogen and phosphorus reduction to receive the annual \$60,000 grant. We are in compliance with the MDE regulations for the month of October and with the November lab results to-date.

Mayor Ashby asked if anyone had any questions regarding Commissioner Taylor's report, which they did not.

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

Commissioner Snelling reported that he attended the November 16 Planning Commission Meeting by webinar.

Mayor Ashby asked if anyone had any questions regarding Commissioner Snelling's report, which they did not.

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

Commissioner Aldridge stated that the full report can be found on-line. She reported that as mentioned earlier, the town hired a new person for DPW and held interviews for a Wastewater Plant Trainee position and are making a decision on that.

Mayor Ashby asked if anyone had any questions regarding Commissioner Aldridge's report, Commissioner Linkey asked for clarification on what department the trainee position interview was for, to which Ms. Aldridge clarified was the Wastewater Treatment Plant.

#### **Mayor Ashby's Report –**

Mayor Ashby highlighted portions of the Governor's press conference which was held today. The current focus is on our Health Care providers and the hospitals and the people that

are in the hospitals or trying to keep alive. Today was the 28<sup>th</sup> straight day of new cases at or above 1,000 for a total of 201,135, the State's positivity rate today is 7.33%, and reported more than 30 deaths, for a total of 4,500 plus, and the first coronavirus death of a child under the age of 9, he was one year old. As of today, there are 1,583 people hospitalized, which is the highest since May 14<sup>th</sup> and COVID hospitalizations have increased by 51% over the past two weeks. The Governor has activated the Maryland Medical Reserve Corp and the Medical Institute of Emergency Medical Services system program to allow medical and nursing students to become part of the staffing surge, along with launching marylandmednow.com to staff hospitals and nursing homes, testing sites, and vaccination clinics across the State. It is requesting that colleges and universities immediately develop emergency policies and procedures toward academic credit to students who are willing to serve in the healthcare profession during this pandemic. College and universities are also encouraged to allow healthcare students who are eligible for early exit in order to quickly enter the workforce. The Governor urged Counties to tap non-deployed school nurses, health staff, and other County employees to help staff the State testing and vaccination sites. Hospitals and nursing homes are urged to begin utilization of unlicensed individuals to perform certain critical tasks in order to free up nursing staff. Effective immediately hospitals are required to submit to the MD. Department of Health by next Tuesday a patient surge plan with strategies to expand hospital beds and making an urgent adjustment on staffing.

Mayor Ashby announced that Chief Nitz had an award to present to Corporal Morgan on behalf of the Maryland Chiefs of Police.

Chief Nitz announced that this is the 2019 Exceptional Performance Award for 2019. Chief Nitz highlighted some of the things that were achieved for him to receive the award. At that time Corporal Morgan was Officer Morgan and conducted approximately 242 traffic stops and 401 calls for service and 157 arrests for various crimes including 121 controlled dangerous substance or drug offences and volunteers a lot of his time for various causes. Chief Nitz presented the award along with a Certificate to Corporal Morgan.

#### **Auditors Report - Tim Sawyer, Barbacane Thornton & Company LLP**

Mr. Sawyer, CPA, CGMA Partner of Barbacane Thornton & Company LLP presented the Fiscal Year 2020 Audit Summary. The field work for the audit was completed on September 3, 2020 and we issued an unmodified ("clean") audit opinion on the governmental activities, the business type activities, and each major fund. Internal control systems surrounding the processing of transactions (cash receipts, cash disbursements, and payroll) are designed and operating effectively. There were payroll transactions and water/sewer billing tested and no issues were noted with the samples that were tested. The final audit report was submitted to the Town on October 30, 2020 and the Uniform Financial Report was submitted to the Department of Legislative Services on October 30, 2020. He summarized some of the figures as compared to the FY 2019 Audit figures. No new significant accounting policies were required this year, most of them got pushed back due to COVID until 2022. Our proposed audit adjustments were reviewed by management, approved and are reflected in the financial statements. Internal controls were working sufficiently, and no material weaknesses or deficiencies were identified or fraud or illegal acts.

Commissioner Linkey asked for clarification that the cash and restrictive cash amounts with no investments in 2020 and the amounts in 2019 with investments, accounted for the increase in the cash in 2020.

Mr. Sawyer responded that the CD matured.

Commissioner Linkey responded that we did not necessarily go up that much it just got moved, to which Mr. Sawyer responded that was correct.

Ms. Laubach responded that when the CD matured, we moved it over to MLGIP, so it does show on the cash and restricted cash column.

There were no further questions or comments from the board or Ms. Breder.

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

Ms. Breder announced that a virtual leadership meeting with Senior Staff was held on November 18<sup>th</sup>, the next meeting is scheduled for December 8, 2020 at 10:00 a.m., she asked the Mayor and Commissioners to let her know by Friday December 4<sup>th</sup> if they have any topics that they would like to discuss. As far as Communication Leases, T-Mobile signed a Professional Services Agreement and supplied a check to cover the inspection and cost the Town incurred. They also sent over their sealed engineered plans and the work has been approved, so you may see some activity for upgrades to their equipment at the Pilot Water tank. Ms. Breder wanted to point out an item from Ms. McCardell's report that the Governor's Office has not extended the utility shutoffs, this quarter we can do shutoffs, however, Ms. Breder would like to discuss at the Work Session extending the shutoff deadline for this quarter, right now she believes it is December 21<sup>st</sup>, and would like to see it go into late January, she will be sending out a memo to the board prior to that but just wanted to give them a heads up, and that there will be a Special Meeting after the Work Session to vote on it. The full report can be found on-line.

Mayor Ashby asked if there were any questions from the board, which there were not, and he reiterated that there will be a Special Meeting after the Work Session on the 15<sup>th</sup>.

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

Ms. Laubach announced that we sold our first vehicle through Enterprise. It was DPW's 2006 Silverado. It had transmission issues and other mechanical problems. We were still able to net \$3,800. The vehicle sold for \$4,400 but Enterprise deducted a \$400 service fee (fixed expense for every sale) and a \$200 towing charge. We arranged for three more vehicles to be transferred for sale. All three vehicles are Police Department Chargers. Two have cracked blocks and one was involved in a crash. Ms. Laubach noted that although attendance has been down at the casino, the revenue that has been received has been slightly higher and the rest of her report can be found on-line.

Mayor Ashby asked if there were any questions or comments from the board, to which there were none.

**Police Report - Chief Nitz**

Chief Nitz reported that they are still working toward the National Incident Based Reporting System replacing the Uniform Crime Reporting. The State Police department advised us that the implementation of the program will be pushed back previously scheduled for January. He attended the yearly Veterans Day service at the American Legion and was happy to speak on behalf of the town. Chief Nitz received an email from an individual who is a member of the Military Officers Association of America, he wanted to highlight that their organization is offering a grant of up to \$500 to active duty, reserve component and veterans of uniformed services and caregivers in light of COVID -19. The full report can be found on-line.

Mayor Ashby asked the board if they had any questions or comments regarding Chief Nitz's report.

Commissioner Snelling inquired if the recent homicide was being handled by the Maryland State Police.

Chief Nitz responded that it is, we have a Memorandum of Understanding with the Maryland State Police that any homicide that occurs in town is be handled by MD State Police.

There were no further questions from the board.

**Outreach Report**

Chief Nitz reported that the Grant funded part-time Outreach Activities Coordinator position was filled by a former member. Over the Thanksgiving holiday Danielle and the staff handed out approximately 20 meals to various residents in need. The full report can be found on-line.

There were no questions from the board members.

**Planning and Zoning Report -**

There was nothing to highlight from the Planning and Zoning report, it can be found on-line.

**Engineers Report - Denise Breder**

Ms. Breder mentioned that we had received a rather substantial Public information Act request related to the Police Department project and the Little League project and she along with Ralph have spent quite a bit of time pulling together those documents to get them to the requester. The full report can be found on-line.

The board had no questions regarding the report.

**From the Floor - remote questions**

Commissioner Taylor asked Mr. Sussman about the status of the survey of the Reservoir property.

Mr. Sussman responded that he received some draft plats from the surveyor that he has reviewed and has sent back to him with comments and questions, he is hoping within the next few weeks we will have some final plats.

Commissioner Taylor asked for confirmation that we are still sticking to the amended quote that they gave us the second time.

Mr. Sussman confirmed that we were.

There were no further comments or questions from the floor.

### **New Business**

#### **Ordinance 2021-01 Town Personnel Manual - Denise Breder**

Ms. Breder stated that this Ordinance is an amendment to the Personnel Manual to allow drug and alcohol testing after accidents. The introductory paragraph was read.

There were no questions or comments from the board.

#### **Ordinance 2021-02 Budget Amendment - Debra Laubach**

Ms. Laubach summarized Budget Amendment Ordinance 2021-02 and the introductory paragraph was read.

There were no questions from the board.

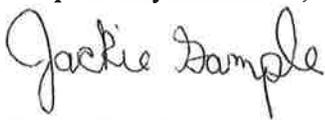
#### **Resolution 2020-16 Inter Fund Loan Policy - Denise Breder**

Ms. Breder stated that this was the Inter Fund Loan Policy that was discussed at the Work Session that will allow loans between the General Fund, the Water Fund and the Sewer Funds in preparation of the sewer improvement project.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Snelling to approve Resolution 2020-16 Inter Fund Loan Policy. **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 adjourn the December 1, 2020 Town Meeting at 7:45p.m. **All in Favor: Motion Carried.**

Respectfully submitted,



Jackie Sample  
Perryville Town Clerk