

**Town of Perryville  
Town Meeting Minutes  
January 5, 2021**

ATTENDANCE: Mayor: Robert R. Ashby Jr., Planning and Zoning Director: Dianna Battaglia, Office Clerk: Tamatha Raines.

Remote Participation: Town Commissioners: Michelle Linkey, Timothy Snelling, Robert Taylor, Christina Aldridge, Assistant Town Administrator: Cathy McCardell, 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).

Mayor Ashby announced that since the Commissioners are attending remotely, he would be calling on a Commissioner individually to make a motion and then go to a different Commissioner if they chose not to and will do the same for the person seconding the motion so that we can keep this as organized as we can.

**The January 5, 2021 Town Meeting was called to order at 7:00 p.m. by Mayor Ashby.**

**Pledge of Allegiance**

Ms. Battaglia inquired if everyone could see the screen.

Mayor Ashby asked Commissioner Linkey or Commissioner Taylor if they could see the screen, at first, they could not, but then they could, along with everyone else.

**Remote Participation Request**

Mayor Ashby announced that he had a request from Commissioner Linkey, Commissioner Taylor, Commissioner Snelling, Commissioner Aldridge to attend remotely via speaker phone. Mayor Ashby asked the board members individually if they could hear him, Commissioner Linkey confirmed she could, but it was muffled at times, the remaining board members could hear him and he confirmed that he could hear them.

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

**Motion** was made by Commissioner Linkey and seconded by Commissioner Taylor to approve the remote participation request. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: 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 Linkey to approve the January 5, 2021 Agenda as written. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: 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 Aldridge to approve the consent agenda items which include the December 1, 2020 Town Meeting Minutes, the December 15, 2020 Work Session Minutes, and the December 15, 2020 Special Meeting Minutes. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

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

Mayor Ashby reported that Town Hall is closed to the public until further notice, there will be some people in the building and a deep clean has been done to Town Hall and the Police Station. No outsiders are allowed, not even family members in Town Hall or in the Police Station other than for business.

### **Commissioner Reports**

#### **Commissioner Aldridge's Report –**

Commissioner Aldridge did not have much to report since Town Hall has been closed to the public. She reported that 2 payrolls were processed and completed all tax payments. Our next project is with Onsite who will be preparing the Edmunds server for cloud system in support of our information Systems Contingency Plan. The office staff prepares material and posts it to Facebook, Website, and Nixel.

Mayor Ashby asked the board members individually if they had any questions regarding Commissioner Aldridge's report, to which there were none.

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

Commissioner Snelling reported that he was unable to meet with Ms. Battaglia in the Planning and Zoning department this month due to the holidays and the office being closed. Commissioner Snelling reported that there was a substantial amount of work being done at the property at 31 River Road, the bulkheads are getting replaced.

Mayor Ashby asked the board members individually if they had any questions regarding Commissioner Snelling's report, to which there were none.

Mayor Ashby asked Ms. Battaglia if she had anything to add to Commissioner Snellings report regarding the marina.

Ms. Battaglia responded that they do have a permit for the bulkhead work, and she has met with the contractor down there. We try to get together routinely, however, she has not met with them since the beginning of December, but they are following along with their permit for the bulkhead replacement.

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

Commissioner Taylor reported that the Wastewater Plant was in full compliance with the NPDES discharge permit for the month of November 2020 and December 2020 with the December lab results to date. We are on track year-to-date to receive the annual \$60,000 grant for meeting the ENR nitrogen and phosphorus reduction requirements.

Mayor Ashby inquired if the board members had any questions or comments of Commissioner Taylor's report, to which there were none.

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

Commissioner Linkey had a brief report, she announced that Public Works was in the process of taking down the Christmas decorations. There is still a vacancy in DPW and the Parks departments.

Mayor Ashby inquired if the board members had any questions or comments of Commissioner Linkey's report, to which there were none.

Mayor Ashby announced that there will be a slight change to the agenda the swearing in of the new office Themis Speis and appointment of Michael Reno to Lieutenant was going to be moved to the February Town Meeting Agenda because Chief Nitz is out ill.

#### **Town Administrators Report**

Ms. McCardell did not have anything to report on behalf of Ms. Breder who was not in attendance.

Mayor Ashby inquired if the board members had any questions or comments of the Town Administrators written report, to which there were none.

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

Ms. Laubach stated that the full report would be on-line, and she would just be highlighting a few things. We arranged for three more vehicles to be transferred to Enterprise for sale, which were all Police Department Chargers. Two had cracked blocks and one was involved in a crash. The two vehicles with the cracked blocks were sold for \$1,000 a piece, and

the one involved in the crash sold for \$1,600. The Police Department have ordered three more vehicles for delivery in FY21 and she is not going to be ordering anymore at this point. All additional lease purchases have been put on hold pending possible future shortfalls. We have prepared the final COVID-19 reimbursement for the County. We have not received a payment recently, so between this report and the previous one, we are still due \$19,066. We also submitted another grant reimbursement packet for the Town's ENR Grant with the State of Maryland, the State Grant covers 88.4% of the Town's cost. The reimbursement due is \$148,047.14. We began preparing the State Aid for Police Protection Grant which is due by January 15, 2021, and Deb Gilbert will be finalizing that from home to get out before the 15<sup>th</sup>. We have recently discovered that there seems to be some discrepancies with our leases with the various Railroads involving discrepancies between the original leases and actual payment per their invoices. Correspondence was sent to them requesting for an explanation of the discrepancies to see if we were overcharged in the past and we are waiting a response from the companies. We have not received our payments for October or November for the Local Impact Fund reimbursement and seems to be taking 60 days versus 45 days for us to receive.

Mayor Ashby inquired if the board members had any questions or comments of the Treasurer's Report. Commissioner Linkey asked to revisit the Administrative Report when we had a moment.

Mayor Ashby thinks that it would be bad not to order the vehicle that DPW said that they do not need this year, that would put us in the hole for another year and they already pushed off a vehicle one year. He asked for Commissioner Linkey's opinion since that is her department.

Commissioner Linkey stated that she would have to consult with Aaron on his reasoning behind that since this has not been brought up to her by him before rendering her opinion.

Mayor Ashby inquired if the board members had any questions or comments of the Treasurer's Report, to which there were none.

Mayor Ashby asked Commissioner Linkey what she wanted to discuss regarding the Town Administrators Report.

Commissioner Linkey inquired what we need to do regarding Station 16 water tie-in since the USDA denied the ECWAG grant application.

Mayor Ashby stated that at this point the Town was doing the engineering, he is not sure how the town got tied into trying to fund it, because we really do not get the return on the investment and we already give in-kind water. He does not have the answer since Denise is out, this would probably be better answered by Ms. Breder or Ralph.

#### **Police Report - Lieutenant Reno**

Lieutenant Reno reported on behalf of Chief Nitz. He wanted him to mention that Thursday night we are doing a Pilot Program with Pastor Reggie and the Outreach. We are

going to assign one of our officers with Pastor Reggie and the Outreach will identify a couple of families and provide non-perishable food to the families.

**Outreach Report -**

Lieutenant Reno reported on behalf of the Outreach Program Director. He reported that this Christmas the Outreach Program distributed toys and clothing to over 100 children. They were able to provide over 30 families Christmas dinner.

Mayor Ashby inquired if the board members had any questions or comments of the Police or Outreach Reports.

Commissioner Linkey asked that the part about the Pilot Program be repeated, she had a hard time hearing him.

Commissioner Aldridge thanked Lieutenant Reno for allowing us to know about the Pilot Program and looks forward to hearing how that turns out.

There were no other questions regarding the Police or Outreach reports.

**Planning and Zoning Report -**

Ms. Battaglia stated that her full report will be on-line. She reported that we had the house decorating contest for Christmas that was sponsored by Sharp Energy and the winners are listed in her report. Charles Hicks has been working very closely with all of our businesses making sure that if they need help with grant applications through the County, he would be there to help them with that so that they are able to get grant funds during COVID.

**Engineers Report -**

There was nothing highlighted from the Engineers report, it will be posted on-line.

**From the Floor - remote questions**

There were no questions or comments from the floor.

**New Business**

**Ordinance 2021-01 Town Personnel Manual - Cathy McCardell**

Ms. McCardell stated that it was recommended by our insurance company to have something in our Personnel Manual regarding post-accident drug testing. She highlighted the portions of the Ordinance discussing circumstances of which drug/and or alcohol testing would be required which are: Following an accident or incident where there is a fatality; when one or more vehicles need to be towed; when medical care other than first aid on the scene are required; when an employee receives a citation; and when equipment or personal property damage exceeds \$1,000.00.

Mayor Ashby inquired if the board members had any questions or comments of Ordinance 2021-01 Town Personal Manual, to which nobody did. He asked Commissioner Aldridge for a motion, regarding this request.

**Motion** was made by Commissioner Aldridge and seconded by Commissioner Linkey to approve the Town Personal Manual Ordinance 2021-01 **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

#### **Amendments to Budget Amendment Ordinance 2021-02 - Deb Laubach**

Ms. Laubach stated that there have been some items that have been added to this Ordinance since it was introduced. In the Police Asset Seizure category, increase by \$10,000 to recognize funds from PropertyRoom.com and forfeited seized funds for the year. Funds to be used for drug buys, maintenance to building, purchase of 3 Glockes, 3 laptops, and 3 desktop computers. In Misc. grants & M&C contingency category, to recognize \$13,616.60 for construction of the Railroad monument, revenue is balance from prior year received this fiscal year. Expenditures for this were already recognized. In the sewer fund to recognize additional expenditures for AECOM to revise sewer expansion study to encompass additional capacity requirement for Great Wolf in the amount of \$23,000, to be reimbursed by Great Wolf.

Mayor Ashby inquired if the board members had any questions or comments of the amendments to Budget Amendment Ordinance 2021-02, to which nobody did.

Mr. Sussman, the Town Attorney, stated that what they have before them to vote on is amendment number 1 to Ordinance 2021-02 which include the amendments as described, which include amendments E,F, and G. Then if that is approved, then a motion would be needed to approve Ordinance 2021-02 as amended.

Mayor Ashby asked if there were any questions regarding the amendments, to which there were none.

**Motion** was made by Commissioner Taylor and seconded by Commissioner Linkey to adopt the amendments to Ordinance 2021-02. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

#### **Budget Amendment Ordinance 2021-02 as amended**

Mayor Ashby asked if there were any questions regarding Ordinance 2021-02 as amended, to which there were none.

**Motion** was made by Commissioner Linkey and seconded by Commissioner Taylor to approve Ordinance 2021-02 as amended. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner

Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: Aye, Mayor Ashby: Aye,  
**All in Favor: Motion Carried.**

**Boat Ramp Concession Lease Agreement - Dianna Battaglia**

Ms. Battaglia is asking for a motion tonight to approve the lease agreement for use of the boat ramp concession building. We have someone interested in offering services at the building and a motion is needed for approval of the lease agreement for use of that concession building.

Mayor Ashby asked if there were any questions from the board regarding this Lease agreement.

Commissioner Snelling asked if the electricity use was included in the lease agreement, who will be paying for that.

Ms. Battaglia responded that it is included in the lease, his impact is going to be minimal.

**Motion** was made by Commissioner Snelling and seconded by Commissioner Aldridge to approve Ordinance 2021-02 as amended. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

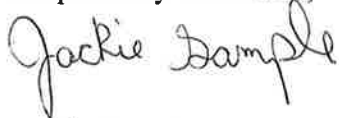
**Delmarva Power & Light Company Utility Easement Agreement - Dianna Battaglia**

Ms. Battaglia stated that we received a request from Delmarva Power & Light Company requiring an easement and right-of-way on land that abuts Lower Ferry Park and they are installing a transformer to provide power to 5<sup>th</sup> Company Brewing located at 325 Front Street.

**Motion** was made by Commissioner Aldridge and seconded by Commissioner Snelling to approve the Utility Easement agreement with Delmarva Power & Light Company. **Roll Call Vote:** Commissioner Linkey: Aye, Commissioner Taylor: Aye, Commissioner Snelling: Aye, Commissioner Aldridge: Aye, Mayor Ashby: Aye, **All in Favor: Motion Carried.**

**Motion** was made by Commissioner Linkey and seconded by Commissioner Snelling to adjourn the January 5, 2021 Town Meeting at 7:45p.m. **All in Favor: Motion Carried.**

Respectfully submitted,



Jackie Sample  
Perryville Town Clerk