



**MINUTES OF THE  
TOWN COUNCIL INFORMATIONAL  
WORK SESSION  
October 5, 2017**

**I.** Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were: Dr. Valerie Beaudin, Stewart B. Cumbo, Derek J. Favret, Lawrence P. Jaworski, Gregory J. Morris, and Keith L. Pardieck, Council Members, Sharon L. Humm, Town Clerk, Holly K. Wahl, Town Administrator, Laurie Smith, Town Treasurer, James Berry, Public Works Administrator and Connie O'Dell, Utility Billing.

**II. Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.

The Mayor asked a moment of silence in remembrance of the victims who lost their lives in the Las Vegas massacre.

**III. Informational Discussion on the following items:**

**A. Calvert Health Medical Center Grant** – The Mayor commented the Calvert Memorial Hospital has been renamed the Calvert Health Medical Center. The Mayor stated the Calvert Health Foundation was present at the September Council meeting to present their expansion project presentation and request for the Town's support. The Mayor stated the Town has, in the past, supported several other hospital projects and is looking for Council input on this request. After discussion, all members of the Council were in favor of awarding a Town grant to the Medical Center. Five members of the Council supported a \$75,000 grant and one member supported \$50,000; three members of the Council and the Mayor supported funding the grant in its entirety this fiscal year, two members preferred to spread it out over a 3-year period and one member could go either way.

**B. Code Enforcement Officer**- The Mayor stated he will be appointing a new code enforcement officer at the October Council meeting and asked Mrs. Wahl to elaborate on this item. Mrs. Wahl explained that Administration has been reviewing position descriptions and essential functions of the Town, as well as services being provided to residents. The overall organization review has resulted in a restructuring of responsibilities. As part of the restructuring, Mrs. O'Dell has assumed the code enforcement officer duties. In her new role, she will focus on managing locations by address, utilizing the utility billing software to ensure that the Town is tracking infractions and non-compliance through location. According to Maryland code, (though not in the Town code), this position needs to be an appointed position and confirmed by Council. The Council was in full support of this appointment. Councilman Cumbo suggested training be a part of this transition as well.

**C. Travel Reimbursement Ordinance** -The Mayor stated for the Council's information, he would be introducing an ordinance at the October Town Council meeting covering travel reimbursement. The Mayor stated this would be discussed at the November work session.

**D. Town Hall Repairs** - Mrs. Wahl stated the Council has been presented with several interior reconstruction items which would be done in three phases. Phase I, being presented tonight, would consist of furniture replacement within the open space area behind the reception area. This phase would also include flooring replacement with carpet tiles in

office areas and vinyl planks in the hallways and reception area. Phase II, the Chambers, and Phase III, the Atrium, would come at a later date. Mrs. Wahl addressed the Council's questions. The Council seemed to be in support of the reconstruction.

Mrs. Wahl stated the other item before the Council is the front entryway repairs. The Council was presented in July with two options; 1) concrete overlay of the brick with a handrail and 2) remove and replace brick and install a handrail. Councilmen Morris explored a few more options which he presented to Council. The overall consensus, it would seem, is to maintain the brick, address the step down issue, and install a handrail. In an effort not to possibly exceed the town hall maintenance line item, in which the funds would come from, it was suggested a budget adjustment be made.

E. Snow and Ice Removal RFP – Mrs. Wahl stated the RFP on this was released September 18<sup>th</sup> with sealed bids due October 2<sup>nd</sup>. The Town received three bids from local vendors and is recommending the Town initiate a 3-year contract with Windmill Farms for the services. Mr. Berry addressed the Council's questions. The Mayor stated the Council would vote on this at the October Council meeting.

F. Budget Reconciliation Ordinances – Mrs. Smith presented to the Council the budget reconciliation ordinances with attached exhibits for the General Fund, Water Park Fund, Utility Fund, and the Mitigation Fund. Mrs. Smith went through each fund explaining the overages that had occurred for FY17. Mrs. Smith addressed the Council's questions and concerns.

G. Council Lightning Round –

1. Dr. Beaudin thanked Mrs. Smith for her work and explanations on the budget reconciliations and thanked Mrs. Wahl for her work on the contracts, commenting that from a Council person's perspective, it makes life much easier when items are presented in such detail.

2. Mr. Cumbo thanked the Mayor for a good meeting.

3. Mr. Jaworski stated the next Economic Development meeting would be October 9<sup>th</sup> at 6:30 pm, here at Town Hall, and welcomed all to come out.

4. Mr. Morris stated he appreciated the efforts put into updating the furniture and flooring here in town hall and fully supports those efforts.

5. Mr. Pardieck thanked everyone for coming out.

6. Mr. Favret apologized for being late this evening, proudly commenting, he had been celebrating his daughter's first birthday! Mr. Favret stated the Council will discuss code and charter concerns at the November work session. Mr. Favret stated he has been working with Election Board Chairman Randy Getman on the election code, and was hoping Mr. Getman could attend that work session but unfortunately will not be able to. Mr. Favret then asked the Mayor if Mr. Getman could briefly speak to the Council tonight on what he has been working on.

7. Mr. Getman stated he has been working with Gail Hatfield, the County's Election Board Administrator, looking at Maryland's current law. Mr. Getman commented on several issues that he sees needs attention. Mr. Getman will work with Mr. Favret with the intent that his concerns will be presented and discussed at the November work session.

**IV. Adjournment:**

The meeting adjourned at 8:03 p.m. on a motion by Councilman Jaworski. Seconded by Councilman Cumbo, all in favor.

Submitted by,

A handwritten signature in cursive script that reads "Sharon L. Humm".

Sharon L. Humm  
Town Clerk