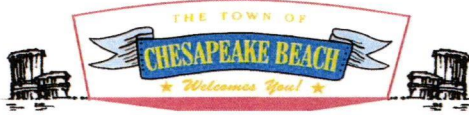




**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
FEBRUARY 6, 2024**

- I. Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance were Dr. Valerie L. Beaudin, L. Charles Fink, Margaret P. Hartman, Lawrence P. Jaworski, Keith L. Pardieck (in attendance remotely), and Gregory J. Morris, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Brittany Moran, Town Treasurer, Todd Pounds, Town Attorney, Wayne Newton, Town Engineer, and Josh Stinnett, Water Reclamation Treatment Plant Manager.
- II. **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III. **Informational discussion on the following:**
 1. **Kellam's Field Miller – Loveless Park Improvements RFP** – Ms. Wahl stated the Town released an RFP on eMaryland Marketplace Advantage (eMMA) on January 2, 2024 for the Kellam's Field Miller-Loveless Park improvements. It was sent to over 150 contractors that conduct work within the State of Maryland under the classification code of the project. A mandatory pre-bid meeting was held on January 18, 2024. Clarifications were issued on January 30th as Amendment #1 and posted on eMMA portal and sent to all bidders, and directly sent to bidders who attended the pre-bid meeting, with a due date extended to February 6, 2024. Proposals were received this morning and have been distributed to the Council. Seven (7) proposals were received. Pricing was done in two parts: Part #1-lump sum proposals and Part #2-fixed pricing for extra items. Ms. Wahl stated the funding for the project will come from the General Fund with \$150,000 in contributions from the Maryland Parks and Playground fund for play area equipment. Staff are looking to present to the Council at the February Town meeting. Ms. Wahl and Town Engineer Newton addressed questions from the Council.
 2. **Memorandum of Understanding (MOU) Tennis Courts** – Ms. Wahl provided an update to the Council on the tennis courts at the Beach Elementary School. In July of 2022, the Council was briefed on a draft MOU provided by the Calvert County Board of Education which would allow for the Town to make improvements and to operate the courts (with restrictions) for the benefit of the public. At the time, the Council had concerns over the restrictions and limitations of operating hours. With that, conversation has continued with County staff to assist in communication with the Board of Education to revise the MOU to decrease restrictions on use. The BOE are making final revisions to the MOU, but it remains that availability would be limited during the school day and school year. The Town would have access to the courts in the evenings, weekends, and non-school days. Ms. Wahl addressed questions from the Council. Once the revised MOU is received, staff will provide it to the Council for review and comment in a public meeting.



3. Ordinance O-24-1, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the General Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2022 to June 30, 2023 to reconcile expenses and ratify over expenditures.

The Town Treasurer provided the Council with a budget overage sheet with explanations for the FY23 General Fund over expenditures. She addressed questions from the Council.

4. Ordinance O-24-2, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the Water Reclamation Treatment Plant of the Town of Chesapeake Beach for the fiscal year July 1, 2022 to June 30, 2023 to reconcile expenses and ratify over expenditures.

The Town Treasurer provided the Council with a budget overage sheet with explanations for the FY23 WRTP over expenditures. She addressed questions from the Council.

5. Ordinance O-24-3, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the Utility Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2022 to June 30, 2023 to reconcile expenses and ratify over expenditures.

The Town Treasurer provided the Council with a budget overage sheet with explanations for FY23 Utility Fund over expenditures. She addressed questions from the Council.

6. Ordinance O-24-4, an ordinance of the Town Council of Chesapeake Beach, Maryland, amending the annual budget for the Water Park Fund of the Town of Chesapeake Beach for the fiscal year July 1, 2022, to June 30, 2023, to reconcile expenses and ratify over expenditures.

The Town Treasurer provided the Council with a budget overage sheet with explanations for FY23 Utility Fund over expenditures. She addressed questions from the Council.

The Town Treasurer provided a power point presentation of a general overview of the FY25 budget.

7. Presentation of the FY25 Town of Chesapeake Beach Mitigation Fund Budget- Ms. Moran reported:

- Use of prior year reserves to balance budget
- 7/1/23 reserve balance: \$84,920
- Consistent with FY24 budget, expenses include cost for tree plantings
- Landscaping contract updated to include various planting and mitigation efforts
- Budget includes required allocation per capita, as a Tree city

Ms. Moran addressed questions and concerns from the Council. No recommended changes.

8. Presentation of the FY25 Town of Chesapeake Beach Water Reclamation Treatment Plant Budget. Ms. Moran Reported:

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- Revenues-No change in partner allocations for fixed or variable costs
- Expenses-projected increase in healthcare costs by 10%
- Other increases include contracted services costs, professional fees, chemical costs, lab analysis expenses, tipping fee rates and volume, safety expense.
- Large increase in insurance line item

Also included in FY25 is an HVAC maintenance contract, which is new, along with an increase in the town's utility rates, per the additional \$50EDU for sewer fixed fee. Also provided was the FY25 capital improvement budget.

Ms. Moran addressed questions from the Council. No recommended changes.

9. Presentation of the FY25 Town of Chesapeake Beach General Fund Budget-Ms. Moran reported:

- Revenues-Proposed revenue growth, excluding ARPA funding:1%
- Conservative budget increase in income tax compared to FY24 budget
- Real Estate tax revenue projected based on FY24 CB tax rate
- 13% budget decrease in admission & amusement tax, compared to FY24
- \$3.6 million – unassigned ARPA funds (with matching use of funds in expenditures)
- Expense-Reallocation of staff costs, software, insurance, and professional fees
- Anticipated increase in healthcare costs-10% projected
- Additional staff wages absorbed in GF from the WP Fund through GF wages, Recreation Operations salaries, and Special Events.
- Increase in contracted service costs and professional fees
- Budget savings from Planning & Zoning services, (now performed in house)
- New line item for Board of Elections
- Increase allocated to Special Events
- 19% increase in capital expenditures (compared to FY24)

Ms. Moran addressed questions from the Council. She addressed Council concerns regarding the admission and amusement tax, additional staff wages, and the Police-Deputy in residence line items.

Councilman Pardieck is proposing the Council consider adding an expenditure line item. It is his understanding that the library rent payment we paid provided a portion to help in rent for the Calvert County Health Department which resides in the Howlin building. As we are no longer obliged for that rent payment to the library, he would propose that a portion of that remain in the budget to go towards rent for the Health Department. This would allow the Health Department to expand their space in the building and be able to offer more services to folks here in Chesapeake Beach and nearby neighborhoods. As previously provided, that amount would be around \$17,000 dollars. Mayor Mahoney stated he is in support of this and would recommend a place holder of \$20,000. After discussion with the County, Ms. Wahl stated before any funds are spent, a proposal would come before the Council presenting specifically what they would be seeking and services that would be offered.

Ms. Wahl presented the Schedule of Fees for FY25. She addressed questions from the Council on new line items and proposed increases.

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- IV. **Closed Session** Councilman Jaworski moved to close the work session at 7:52 pm under the Statutory Authority of the Md. Annotated Code, pursuant to the General Provisions Article, §3-305(b), subsection (1) “to discuss 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; any other personnel matter that affects one or more specific individuals”. Seconded by Councilwoman Beaudin, all in favor.

Motion was made by Councilman Jaworski and seconded by Councilwoman Hartman, to close the closed session at 8:18 pm and re-open the work session.

All those in favor of closing the work session to go into closed session were present during the entire closed session. Employee compensation was presented to the Town Council by the Town Treasurer and Town Administrator.

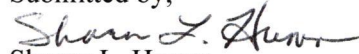
V. **Council Lightning Round**

1. Ms. Beaudin reminded everyone of the February 24th Osprey Talk to be held at the Northeast Community Center beginning at 10 am. Hope to see you there.
2. Mr. Fink thanked staff for the detailed work on the budgets.
3. Mr. Jaworski echoed Councilman Fink’s comments. Great work! Enjoy the game on Sunday and watch the commercials!
4. Mr. Morris thanked Town staff on the budget work.
5. Mr. Pardieck announced that the next TBOAAC meeting is scheduled for February 8th, 6 pm at the Northeast Community Center.
6. Ms. Hartman stated great job to staff on tonight’s budgets and looks forward to the next round.

Adjournment:

There being no further comments the meeting adjourned at 8:20 p.m. on a motion by Councilwoman Beaudin. Seconded by Councilman Morris, all in favor.

Submitted by,


Sharon L. Humm
Town Clerk