

**MINUTES OF THE
TOWN COUNCIL INFORMATIONAL
WORK SESSION
April 6, 2020**

- I.** Patrick J. Mahoney, Mayor, called the meeting to order at 6:00 p.m. In attendance remotely were: Dr. Valerie Beaudin, Derek J. Favret, L. Charles Fink, Lawrence P. Jaworski, Gregory J. Morris, and Keith L. Pardieck, Council Members, Holly K. Wahl, Town Administrator, Sharon L. Humm, Town Clerk, Dale Clark, Town Treasurer, James Berry, Public Works Manager, Connie O'Dell, Utility Billing Administrator, Jon Castro, WRTP Manager, and Marilyn VanWagner, Water Park General Manager.
- II.** **Pledge of Allegiance** – The Mayor led the Pledge of Allegiance.
- III.** **Informational Discussion on the following items:**
1. Public Works Bobcat Skid Loader – Mr. Berry addressed the Council on his request for the purchase of a new skid loader. The Town will trade in the old one for a new one from Metro Bobcat in the amount of \$43,544.34. This is a budgeted item.
 2. Audit RFP – Mr. Clark reported the Town released an RFP for a three (3) year contract with one (1) year option to renew for annual audit services, going out to 65 vendors with 5 vendors in attendance for the mandatory pre-bid meeting. Mr. Clark provided the bid proposal breakdown of each vendor and addressed the Council's questions. The Town recommends awarding a contract to Barbacane Thorton in an annual cost of \$23,000 for the certified audited financials and \$3,000 for a single audit, if needed.
 3. Rental Inspection RFP - Mrs. Wahl reported the Town released an RFP for rental inspection services going out to 34 bidders. The Town also sent the RFP directly to 5 local firms in the area. A mandatory pre-bid was held with 3 inspection firms present. Only one sealed proposal was received. References were checked with positive feedback. Mrs. Wahl addressed the Council's questions. The Town recommends initiating a contract with American Property Consultants, Inc. Due to receiving only one proposal, the Council suggested the option of possibly re-bidding after one year.
 4. Calvert County MOU-Highlands Sewer Connection – Mrs. Wahl stated the Town has been working with the County in regards to possibly connecting the Highlands to the Town's sewer system. The Highlands consists of 233 lots of which 40 are located within town limits. The Council was presented with an MOU from the County. After discussion, the consensus of the Council proved not in favor of the proposal offered by the County and further discussion is necessary on issues

in order to come to a fair proposal for both the Town, County and the Highlands residents.

5. FY21 Water Park Fund Budget – Mr. Clark highlighted a few key points in the Fund. An income reserve is needed for the FY21 of approximately \$109K. Due to the increase of minimum wage, the Fund's Salaries and Wages will increase 11.7%. Due to that increase, the water park rates will be increased for County and Out of County patrons. Chesapeake Beach rates will remain the same. Also, the water park fund includes the addition of a full time marketing person. Mr. Clark addressed questions from the Council
6. FY21 Utility Fund Budget – Mr. Clark highlighted a few key points in this Fund. The Fund is currently scheduled to pay off the 2010 bond payment in July. The budget includes a \$500K income reserve from the General Fund savings to the UF savings for future payoffs of long term obligations. The budget includes 50% of anticipated Heritage connection fees, and the rate charges remain the same. Also included was, detail of debt. Mr. Clark addressed questions from the Council.

IV. Council Lightning Round –

1. Dr. Beaudin suggested maybe a grace period for utility bill paying of the January-March quarter if applicable. Stay safe and well and complete your census.
2. Mr. Fink wanted to thank all those involved for the extra efforts required and put forth during these unusual times. A lot of respect for the decision to close the boardwalk but hopes that as the opportunity permits, discussions to possibly allow some use of the facilities by the residents, but of course, limit large gatherings and loitering.
3. Mr. Jaworski wanted to take the opportunity to thank the Mayor and Holly for posting the announcement on the website for his obtaining the Climate Change Professional Designation, stated help is available for local businesses on the Town's website, under the COVID-19, and also on the County website, and lastly, a meeting, via Zoom, is scheduled for April 22nd for community input on the Calvert library, Twin Beaches branch planning.
4. Mr. Morris commented the next two weeks are going to be critical in regards to this COVID-19, so please stay home, adhere to the guidelines, and if at all possible, only go out if necessary. Stay safe!
5. Mr. Pardieck commented, the CCPS Child Nutrition Department has expanded its distribution for free kids meals further north for pickup at Windy Hill Middle school parking lot. And congratulations Mayor on a successful video work session.
6. Mr. Favret thanked the Mayor, Dale, Holly, and the Department Heads for the great work on the budgets and echoed Mr. Fink's suggestion in regards to

further discussions, when appropriate, on the boardwalk and paths/sidewalks.
Mr. Favret supports all the decisions that have been made. Stay safe and we will
get through this and come out stronger!

V. Adjournment:

The meeting adjourned at 7:35 p.m. on a motion by Councilman Jaworski. Seconded
by Councilwoman Beaudin, all in favor.

Submitted by,

Sharon L. Humm
Town Clerk