

TOWN OF KEEDYSVILLE, MARYLAND

“Where Northern Thrift and Personality Blend with Southern Charm and Hospitality”

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Ken Lord, Mayor
Barry Levey, Assistant Mayor
Gina Ellis, Council Member
Judy Kerns, Council Member
Matthew Hull, Council Member

July 31, 2019

A Keedysville Town Council workshop meeting was called to order at 6:30pm with the following members present: Mayor Ken Lord, Assistant Mayor Barry Levey, Council Members Judy Kerns, Gina Ellis, and Matt Hull and Town Administrator Rick Bishop.

Ms. Kerns (having attended class on effective meetings at the MML Summer Conference) spoke about conducting effective meetings. She said it was important to prepare and send the agenda to the Council members as soon as possible to enable them to be better prepared for the upcoming meeting. Mr. Bishop said that agendas should be posted on the website at least 24 hours in advance of the meeting. She said that the Council should be informed of guests that are scheduled to speak at the meeting. She said that time limits should be placed on each item on the agenda. Mr. Hull said that consideration should be paid to the desired outcome of the meeting. As an example, he cited the Town of Boonsboro that allows 3-5 minutes for someone to speak and then the Council only, discusses the matter. Mayor Lord said that Keedysville rarely has a situation that drags on and on. He added that if there was a matter that had a lot of speakers, a five-minute limit could be implemented. Ms. Kerns cautioned about multiple conversations going on in meetings. She said there should be a designated place for speakers to stand. Mr. Levey asked how well the recorder picks up speakers in the back of the room. Mr. Bishop said that, as long as only one person is speaking, the recorder works fine. Ms. Ellis asked how changes to the meeting protocols would be announced. Mr. Levey said changes to the protocols should be posted on the website. Mayor Lord suggested that the protocols could be scalable. He said that if there are few attendees, the protocols could be relaxed, whereas with a meeting with many attendees, the protocols could be enforced. (During a brief break with cupcakes, Happy Birthday was sung to Ms. Kerns.) Mr. Levey expressed that the protocols should be enforced uniformly. It was agreed that if the meeting had topics to be discussed that much input was expected, the protocols for that meeting could be stated. Ms. Kerns said a clock needs to be visible in Town Hall. It was suggested that there be a designated location for speakers. An item should be placed at the end of the agenda for Council Members' comments. Ms. Kerns said that discussion time should be allowed between the making of a motion and the vote.

Mayor Lord expressed concerns about recurring items on the agenda that have not been addressed. He asked that draft minutes be sent to the Council not long after the meetings. Mayor Lord expressed concerns that Mr. Bishop is receiving "to do" requests from many sources. He asked for Mr. Bishop's input. Mr. Bishop said that he would find it helpful for the Council members to come into Town Hall more frequently so as to keep up with what is going on around Town. He also expressed the concern that there is no other person that understands the working of Town Hall. Mayor Lord said action items and who is responsible should be added to the meeting minutes. Mr. Bishop was told to make periodic tours around Town to see what is going on. Mr. Levey added that the Council should ride the

Town looking for issues also. Ms. Kerns asked that a "return time" be posted on Town Hall when Mr. Bishop needs to leave Town Hall.

Ms. Kerns listed these items agreed to that have not been completed:

- The Keedysville signs-Mayor Lord would make some calls looking for a location.
- A sound barrier needs to be placed between Larry Baker's house and the booster pump station-Mr. Bishop would contact Sunny Meadows for input.
- Maintenance needs to be done on the outside of Town Hall-Mr. Bishop would seek bids.
- Grants need to be applied for the upgrades at 15 South Main Street-It was noted that plans for the location need to be finalized and the lot will be utilized by the SHA Main Street project through August 2020.
- A Stop sign needs to be placed on Stonecrest Circle-Mr. Bishop will contact the contractor.
- The free library book drop needs to be placed in front of Town Hall-Jason Simmons is waiting until the SHA project work in front of Town Hall is completed.
- Mr. Levey would like a reminder each month to ask the Community Deputy for his schedule and updates. Mr. Bishop would send a reminder.
- The new lights need to be installed in Taylor Park. Mr. Bishop would contact the contractor.
- A mirror needs to be installed at the intersection of Antietam Drive and Mount Vernon Lane. Mr. Bishop would purchase a mirror and contact the contractor.
- The Gulf War Veteran's monument needs to be placed in Taylor Park-Mr. Bishop would contact the contractor.
- The paving of Taylor Drive needs to move forward-With approval of the Council
- The Homecoming Celebration and updated minutes need to be placed on the website-Mr. Bishop will post.
- The Civil War Heritage Grant needs for restoration of the Keedysville Quilt needs to be applied for-Sue Gemeny and Mary Jo Reed are applying.

Ms. Ellis asked about the status of the new and upgraded cameras in the park. Mr. Levey said a quote from Tele-Plus had been received and needed review. She also asked for access at home to the cameras. Mr. Levey said that was available.

An additional intern/part-time employee for helping around Town Hall was discussed. It was suggested that Mr. Bishop create a list of weekly, monthly, quarterly and annual tasks.

The possibility of hiring additional staff was discussed; options discussed included additional support staff and/or a dedicated grant writer. No conclusions were reached on this issue.

Mayor Lord concluded the meeting with the following items for the regular M&C meeting on Wednesday, August 7:

- Baseline meeting procedures
- Maintaining a to-do list of priorities

Meeting adjourned at 8:05pm.

Submitted,
Richard Bishop
Town Administrator