

# TOWN OF KEEDYSVILLE, MARYLAND

*"Where Northern Thrift and Personality Blend with Southern Charm and Hospitality"*

P.O. Box 359  
19 South Main Street  
Keedysville, MD 21756  
301-432-5795  
www.keedysvillemd.com



*Ken Lord, Mayor*  
*Brandon Sweeney, Assistant Mayor*  
*Judy Kerns, Council*  
*Matthew Hull, Council*  
*Sarah Baker, Council*

## Mayor & Council Minutes June 2, 2021

*Approved*

The monthly meeting of the Keedysville Mayor and Town Council was called to order at 7:08pm with the following members present: Mayor Ken Lord, Council Members Judy Kerns and Sarah Baker, Town Attorney Ed Kuczynski, Town Administrator Rick Bishop, and Assistant Town Administrator Lisa Riner.

The minutes for the May 5, 2021 meeting were approved. It was noted the approved minutes include Justin Holder's attached email dated Monday, May 3, 2021 at 2:55pm regarding a PIA request he sent to Washington County.

General Fund report was \$182,141.40

Community Deputy Report: Deputy Tracey Peyton completed dedicated patrol checks around Town, foot patrol, and traffic patrol. He issued two citations and two warnings, and assisted the County with a few issues.

The Town is on track to meet Banner Town requirements. At the May 24, 2021 Maryland Municipal League (MML) meeting, Mr. Bishop learned that the initial funding estimates the Town received regarding American Rescue Plan (ARP) funds were not correct. It will more likely be around 80% of the Town's operating budget.

Ms. Kerns said many compliments have been received about the Hometown Hero Banners since they are now up. She said she has received some additional requests for banners, but will wait until spring next year to take more orders.

Mayor Lord read the resolution to approve participating in the Sustainable Maryland program. Ms. Kerns made a motion to adopt the Sustainable Maryland resolution. Mr. Sweeney seconded. All voted in favor.

The Eagle Scout Butterfly Garden is complete and looks good. The Town will be responsible for the maintenance.

Mr. Sweeney requested to pass the Leave & Pay Policies document as a resolution. Ms. Baker recommended having staff add another section on their time sheets that reflects sick leave hours earned. Mr. Kuczynski recommended adopting it as a resolution so that revisions/amendments can be made at a later date. Ms. Kerns motioned to adopt the Leave & Pay Policies. Ms. Baker seconded. All voted in favor.

Ms. Baker received a quote from L.W. Wolfe (piggybacking on the County's bid process and contract) for road repairs on Rockingham Drive, Sumter Drive, Appomattox Circle, Millrace, and Mt. Vernon Lane, for a total of approximately

\$100,000, which is how much the Town has proposed to budget for road repairs in FY 2022. The Town will need to decide whether to hire an inspector to be on site during the work.

Council Member Matt Hull arrived at 7:46pm.

Mr. Bishop said the proposed road repair budget for FY 2022 is \$37,000 from Highway User Revenue and another \$63,000 out of town funds, for a total of \$100,000. The priority for the road repairs are, in order, Millrace, Rockingham, Sumter, Appomattox, and then Mt. Vernon. Since the Town also wants to do some crack fill, it may be a good idea to delay work on Mt. Vernon since that is the lowest priority. There was much discussion.

Mayor Lord noted that a Public FY 2022 Budget Hearing was held at 6:45pm in Town Hall before the Mayor & Council Meeting. Mr. Bishop read aloud the FY 2022 Budget Ordinance. Mr. Hull motioned to approve the proposed FY 2022 Budget. Mr. Sweeney seconded. All voted in favor.

Mr. Hull motioned to approve the discussed road work for around \$100,000, with an option for a 5% increase. Ms. Kerns seconded. All voted in favor.

Mr. Bishop asked the Council to consider moving the Town's building permitting process to Washington County since the Town's Inspector is retiring. The Town would approve the zoning, and then the permit request would go to the County. Mr. Kuczynski noted that when the County inspects, they will not look at any kind of zoning at all, so they might not inspect for setbacks, etc. The Town would need to adopt the County's Building Codes with the local amendments from the County. The County may not accept any variations or modifications from the Town. Mr. Sweeney noted that the Town's trade inspections are already done by the County. There was much discussion. Mr. Hull motioned to move forward with transferring the building inspecting permit process to Washington County. Mr. Sweeney seconded. All voted in favor.

Mr. Sweeney brought up the idea of potentially putting an alarm system in at Town Hall. Mr. Sweeney is going to look into it to get pricing and options.

The Putnams, who live next door to Town Hall, have requested that a sign be placed on Town property to discourage trespassing on the dam. Individuals have been leaving trash, throwing rocks, and relieving themselves on the dam. It could also be a safety issue. Mr. Hull noted that while the state owns the water in the creek, the Town owns the land under the creek. Mr. Hull motioned to get the sign and put it up. Ms. Kerns seconded it. All voted in favor.

The Crop Walk, which is a fundraiser for building wells in Africa, has been held in Keedysville for many years. This year they would like to have the entire walk within Keedysville Town limits. It will be held Sunday, October 10, 2021. Mr. Hull recommended they post signs to warn drivers. They will also have refreshments in Taylor Park.

Ms. Kerns motioned to pass a Joint Resolution of the Mayor & Council and Water Commission for the Preventative Maintenance Program. Ms. Baker seconded. All voted in favor.

Resident Sue Gemeny said she talked to Jason Simmons about installing the Little Free Library outside of Town Hall. Mr. Simmons is working on it. Ruritan and the Town are each paying \$300 for it.

Ms. Gemeny confirmed that other residents can request to have their street lights dimmed at the time the Town changes the banners.

Ms. Gemeny noted that the rose garden in the park where the veterans' things are needs mulch. Mr. Bishop will take care of it.

Mr. Bishop said the monument ordered many months ago is supposedly on its way from China. He will follow up again.

Justin Holder asked the Council about equal protection under the law and said he feels like the Town unfairly enforces ordinances in the Town. He noted that there are fences in stormwater management areas in Town that should not be there, but nothing has been done.

Ms. Baker noted that she called Animal Control about the stray cat situation in Town and they gave her several options. She contacted the homeowner and got them in touch with Animal Control so they could decide what to do.

Mr. Bishop has ordered a new door for the park bathroom and is waiting for it to be installed.

Ms. Kerns received a request to street sweep Mt. Vernon Lane, so Rick is going to get them to do that.

Mr. Hull requested the Town have timers installed on the bathroom lights in the park.

Ms. Gemeny requested several free copies of the Pry Quilt issue from Hagerstown Magazine that she will share with the Town.

Mr. Hull motioned to go into closed session to consult with counsel about pending and potential litigation. Ms. Kerns seconded the motion. All voted in favor.

Meeting went into closed session at 9:10pm.

Closed Session Summary: A closed session was held Wednesday, June 2 at 9:10pm at the Keedysville Town Hall to discuss pending and potential litigation related to the Town with Town Counsel. Assistant Mayor Brandon Sweeney and Council Members Judy Kerns, Matt Hull, and Sarah Baker all voted in favor of closing the session. No members voted against it. This meeting was closed under the following provisions of the General Provisions Article § 3-305 (b): (7) "to consult with counsel to obtain legal advice," and (8) "to consult with staff, consultants, or other individuals about pending or potential litigation." The topic discussed was pending and potential litigation related to the Town. Persons present for this discussion were Mayor Ken Lord, Assistant Mayor Brandon Sweeney, Council Members Judy Kerns, Matt Hull, and Sarah Baker, Town Attorney Ed Kuczynski, Town Administrator Rick Bishop, and Assistant Town Administrator Lisa Riner. No action was taken during the closed session.

Meeting reconvened in open session at 10:55pm.

Meeting adjourned at 10:56pm.

Respectfully Submitted,  
Lisa Riner  
Assistant Town Administrator

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## Mayor & Council Meeting Closing Statement under the Open Meetings Act (General Provisions Article § 3-305) for June 2, 2021

1. Recorded vote to close the meeting: Date: 6/2; Time: 9:10; Location: Town Hall;  
Motion to close meeting made by: HM Seconded by MS;  
Members in favor: ✓ 4 members; Opposed: 0; Abstaining: \_\_\_\_\_;  
Absent: \_\_\_\_\_.

2. Statutory authority to close session (check all provisions that apply).  
This meeting will be closed under General Provisions Art. § 3-305(b) only:  
(7) X "To consult with counsel to obtain legal advice";  
(8) X "To consult with staff, consultants, or other individuals about pending or potential litigation"

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

| Citation<br>(insert #<br>from above) | Topic  | Reason for closed-session discussion of topic  |
|--------------------------------------|--|--|
| §3-305(b) (7)                        | • Pending and potential litigation related to the Town | • Making public any discussion with counsel to obtain legal advice could undermine the Town's legal position.                |
| §3-305(b) (8)                        | • Pending and potential litigation related to the Town | • Public discussion of legal matters relating to pending and potential litigation could undermine the Town's legal position. |

4. This statement is made by Mayor Ken Lord, Presiding Officer.

*Reconvened to Open Session - 10:55 p.m.*



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Mayor & Council and Water Commission Meeting  
June 2, 2021

[illegible]

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## Mayor & Council Agenda June 2, 2021

*\*Note: For this meeting only, the Water Commission Meeting will begin at 7pm. The Mayor and Council Meeting will begin immediately following.*

Call to Order

Pledge of Allegiance

Approval of Minutes: May 5, 2021

General Fund Report: \$182,141.40

Announcements

Community Deputy Report

Old Business: Banner Town; Hometown Hero Banners; Sustainable Maryland Resolution; Eagle Scout Butterfly Garden; Personnel Policies; Road Paving; FY 2022 Budget; ARP Funds

New Business: Permits; Town Hall Alarm; Dam Trespassing; Crop Walk

Comments by Residents

Comments by Council

The Mayor and Council will go into closed session immediately following this meeting to consult with counsel about potential litigation.

Adjournment