

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
townhall@keedysvillemd.com
www.keedysvillemd.com



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

Mayor and Council Minutes April 6, 2022

The monthly meeting of the Keedysville Mayor and Town Council was called to order at 7:21pm with the following present: Mayor Ken Lord, Assistant Mayor Brandon Sweeney, Council Members Matt Hull and Sarah Baker, Town Attorney Ed Kuczynski, and Town Administrator Lisa Riner.

Minutes from the March 2, 2022 meeting were approved.

The General Fund Report was \$438,758.02.

The announcements from the agenda were read.

Deputy Tracey Peyton completed 13 checks in Cannon Ridge, 13 in Rockingham, 11 in Stonecrest, 11 at the park, 9 at the cemetery, 2 hours of foot patrol, 4 hours of traffic patrol that yielded 7 citations and 4 warnings. He completed 1 hour of training, 2 hours of court, responded to trespassing on the dam, responded to a parking complaint, and assisted the County with several calls just outside of Town.

Mr. Hull spoke to Deputy Peyton about the parking complaint because there have been problems on the Line House lot (by the ball field), and the lot behind Town Hall, which sometimes becomes a storage lot. Deputy Peyton said the Town needs to send letters or post signs and then send letters, but Deputy Peyton can't do anything about it unless they unregistered or disabled. Ms. Riner noted that she has been unable to park behind Town Hall lately because it is full, and she did speak to the individual who has been storing vehicles there. There was much discussion. Part of the lot belongs to the Post Office. A sign that limits parking to 24 hours will be posted in the lot behind Town Hall. Violators will receive a letter, and then will be towed. Ms. Riner said that the lot behind Town Hall also needs to have more gravel put down because it's getting muddy.

Ms. Baker noted a new sign needs to be ordered for Audubon Way that is spelled correctly.

The Town has completed all the requirements to become a Banner Town with MML. Ms. Riner will submit the application, which is due May 26.

The Town is going to switch to Google email. Xecunet will migrate all of our emails for \$100 per account. Mr. Sweeney suggested saving the emails onto a hard drive instead. Ms. Baker noted that Gmail does have some storage limits. There was much discussion. Mr. Sweeney motioned to keep the same address titles the Town currently has with the new Gmail and to pay to migrate the messages if necessary and set up a server to back up emails. Mayor Lord seconded. All voted in favor.

Ms. Riner is working on the ARPA Report, which is due April 30.

Mayor Lord read the Amendment to Ch. 16 Planning Commission Ordinance to add two alternates. Mr. Hull motioned to pass the amendment. Mr. Sweeney seconded. All voted in favor.

Ms. Baker will call Potomac Edison to follow up on the removal of the old street lights.

Seven applications were received for the new position at Town Hall. The applicants will be discussed in the closed session.

There was some discussion about whether to remove a parking space at Taylor Dr and N Main St to improve visibility. It was tabled until the next meeting.

Shore Scan is a company that can help the Town to digitize all of its records. The Appalachian Regional Commission would pay half the costs. The total upfront cost is around \$5,000-\$6,000. Then the Town pays a monthly fee of \$95 and an annual fee of \$495. There was much discussion. Ms. Riner will do some research into other companies that provide similar services.

As part of the County's broadband expansion, Antietam Broadband is coming into Keedysville to install around 20,000 feet of fiber. The Town still needs to put into place a Franchise Agreement with Antietam Broadband.

The Mayor and Council have been invited to be part of Memorial Day parades in Sharpsburg and Boonsboro.

Ms. Baker is going to try to tag onto the County's Mt. Hebron Road work after they are finished with the drain improvements.

The tree that fell on the Booster Pump Station was removed, but there is some minor damage to the fence. The fence repair will cost at a minimum \$650 if the Town uses Long Fence, but it's really only about \$20 worth of materials. Mr. Hull will see if he can fix it.

A tree fell on the orange fencing at 15 N Main St. Ms. Riner called to have it removed.

Resident Sandy Burton would like to have a bike rack installed in the park in memory of Jamie Gardner. Mr. Sweeney motioned to approve it. Mr. Hull seconded. All voted in favor.

Resident Gary Gordon has an ongoing problem with his neighbor having a storage container in his front yard for the last eight months. There is much discussion. Mr. Kuczynski will look into how the Town can get it removed. Justin Holder noted that he and his neighbor have containers on their property on Antietam Dr as well.

Valerie Oliver from Smithsburg said she is running for County Commissioner and wanted to attend the meeting to see what is going on Keedysville.

Jason Simmons had a question/concern about the way the last two bid awards were handled. With the pavilion renovations, Willow Run Farm was the lowest bidder, but was disqualified because they were missing the numbering for the pavilions and the certificate of insurance. With the mowing bid, Shepherdstown Lawns was the lowest bidder and were awarded the contract even though they were missing the list of equipment. Mr. Simmons didn't understand why Willow Run Farm was disqualified and Shepherdstown Lawns was not. Mr. Hull noted that it was because there is a difference in importance between a certificate of insurance and a list of equipment.

Mr. Sweeney brought up Community Project Funding. Ms. Riner will add it to the agenda for the next meeting.

Ms. Riner noted that the Budget Hearing will need to take place before the June meeting.

Mr. Hull motioned to go into closed session to discuss the appointment of a new employee, which would affect several specific individuals. Ms. Baker seconded. All voted in favor. The meeting went into closed session at 9:00pm.

Closed Session Summary: A closed session was held Wednesday, April 6, 2022 at 9:00pm at the Keedysville Town Hall to discuss the appointment of a new employee. This discussion would affect more than one specific individual. Assistant Mayor Brandon Sweeney and Council Members Matt Hull and Sarah Baker all voted in favor of closing the session. No members voted against it. Council Member Judy Kerns was absent. This meeting was closed under the following provision of the General Provisions Article § 3-305 (b): (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." The topic discussed was which applicants for the Administrative Assistant position should be interviewed. Persons present for the discussion were Mayor Ken Lord, Assistant Mayor Brandon Sweeney, Council Members Matt Hull and Sarah Baker, Town Attorney Ed Kuczynski, and Town Administrator Lisa Riner. During the closed session, the Council decided to move forward with interviewing three of the candidates.

The meeting entered back into open session at 9:23pm.

Meeting adjourned at 9:23pm.

Respectfully Submitted,
Lisa Riner
Town Administrator

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. *Complete items 1 – 4 before closing the meeting.*

1. **Recorded vote to close the meeting:** Date: 4/6/22; Time: 8:55; Location: Town Hall;
Motion to close meeting made by: MATTIOLI Seconded by SUZAN BAKER;
Members in favor: ALL; Opposed: NO;
Abstaining: NONE; Absent: JUDY KENIS

2. **Statutory authority to close session (check all provisions that apply).**
This meeting will be closed under General Provisions Art. § 3-305(b) only:

(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"; (2) ☐ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) ☐ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) ☐ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5) ☐ "To consider the investment of public funds"; (6) ☐ "To consider the marketing of public securities"; (7) ☐ "To consult with counsel to obtain legal advice"; (8) ☐ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9) ☐ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) ☐ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) ☐ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12) ☐ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13) ☐ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14) ☐ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15) ☐ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

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 (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) <input checked="" type="checkbox"/> 1	To discuss appointment of employee	Discussion affects one or more specific individual
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		
§3-305(b) <input type="checkbox"/>		

4. This statement is made by MAYOR KEN LERO, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

➤ **For a meeting closed under the statutory authority cited above:**

Time of closed session: _____

Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____

Each recorded vote: _____

➤ **For a meeting recessed to perform an administrative function (§ 3-104):** Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____

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Mayor & Council and Water Commission Meeting April 6, 2022

All attendees must sign in. Attendee comments will only be heard during the appropriate time in the agenda. Those wishing to be heard must check the appropriate box. Comments will be limited to three minutes each.

NAME	ADDRESS	PHONE	WISH TO BE HEARD
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Valerie Oliver	Kochsinger Rd Smithsburg MD	301-988-1454	<input checked="" type="checkbox"/>
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Justin Hilda	308 West Chapline St Sharpsburg MD 21782	240-356-2008	<input checked="" type="checkbox"/>
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Sandra Kindrich	38 South Main Keedysville MD	410-474-2774	<input checked="" type="checkbox"/>
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Gary Gordon			<input type="checkbox"/>
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			<input type="checkbox"/>
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			<input type="checkbox"/>
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			<input type="checkbox"/>
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Mayor & Council Agenda April 6, 2022

**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: March 2, 2022 Meeting

General Fund Report: \$438,758.02

Announcements: Yard Trash Pick-up resumes Tuesday, April 5; Town Election will be held on Saturday, May 7, 2022 from 9am-6pm in Town Hall; Deadline to file as a candidate is Monday, April 11; Deadline to order Hometown Hero Banners is Friday, April 15

Community Deputy Report

Old Business: MML/Banner Town; Email; ARPA Action Plan Report Due April 30; Planning and Zoning Commission Alternates; Street Lights; New Position at Town Hall

New Business: Removal of Parking Space at Taylor Dr & N Main St; Electronic Filing of Town Hall Records; Antietam Broadband Installation

Comments by Residents: Memorial Bike Rack for Taylor Park (Sandy Burton)

Comments by Council

The Mayor and Council will go into closed session to discuss the appointment of a new employee, in which their discussion will affect specific individuals. Statutory authority to close a meeting for this purpose is found in General Provisions Art. 3-305(b).

Adjournment