

# 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  
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www.keedysvillemd.com



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

## **Mayor and Council Minutes May 4, 2022**

The monthly meeting of the Keedysville Mayor and Town Council was called to order at 6:17pm with the following present: Mayor Ken Lord, Assistant Mayor Brandon Sweeney, Council Members Judy Kerns and Sarah Baker, and Town Administrator Lisa Riner.

Mr. Sweeney motioned to go into a closed session to discuss the appointment of a new employee, which would affect a specific individual. Ms. Baker seconded. All those who were present voted in favor. Council Member Matthew Hull was absent. The meeting went into a closed session at 6:19pm.

Closed Session Summary: A closed session was held Wednesday, May 4, 2022 at 6:19pm at the Keedysville Town Hall to discuss the appointment of a new employee. This discussion would affect a specific individual. Assistant Mayor Brandon Sweeney and Council Members Judy Kerns and Sarah Baker all voted in favor of closing the session. No members voted against it. Council Member Matt Hull was absent at the time of the vote, but arrived at the meeting at 6:22pm. 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 Council interviewed an applicant for the Administrative Assistant position and held a discussion on the individual's qualifications. Persons present for the discussion were Mayor Ken Lord, Assistant Mayor Brandon Sweeney, Council Members Judy Kerns, Matt Hull, and Sarah Baker, and Town Administrator Lisa Riner. During the closed session, the Council decided to make an offer of employment to the candidate.

The meeting entered back into an open session at 7:01pm. Town Attorney Ed Kuczynski and Deputy Tracey Peyton arrived at this time.

Minutes from the April 6, 2022 meeting were approved.

The General Fund Report was \$412,003.66.

The announcements from the agenda were read.

Ken Carlson from Shore Scan presented information about a system for the preservation of records.

Deputy Peyton completed the following checks: 7 at the park, 7 in Cannon Ridge, 5 in Stonecrest, 10 in Rockingham, 7 at the cemetery. He also completed 4 hours of foot patrol, 4 ½ hours of traffic (issuing 4 citations and 3 warnings), and 1 case of property crime that is now closed. He assisted the County with 3 calls just out of Town and 1 intoximeter test. He also spent 2 hours in court. Ms. Kerns asked Deputy Peyton to check on a boat parked the wrong way in Stonecrest.

At the last meeting it was decided to put a sign in the parking lot behind Town Hall that limits parking to 24 hours. However, Deputy Peyton cautioned that it is very difficult to enforce. There was much discussion. Ms. Baker moved to instead reserve two spots in that lot and get the appropriate signage. Mr. Sweeney seconded. All voted in favor.

No applications were received for the open alternate positions on the Planning and Zoning Commission.

Mr. Hull motioned to make a hire for an administrative assistant pending the background check results, reference check, and salary agreement. Ms. Baker seconded. All voted in favor.

There is limited visibility when turning from Taylor Drive onto Main Street. There was much discussion about how to address the problem, including installing a mirror, removing a parking space, and limiting parking to a compact vehicle. Mr. Sweeney motioned to put up a Compact Only sign in that parking spot. Ms. Kerns seconded. All voted in favor.

The Mayor and Council discussed the Shore Scan presentation. Mayor Lord and Ms. Riner are looking into various other options for electronic filing of Town Hall records.

Antietam Broadband will initially install only broadband in Town, but in the fall they will roll out their video service. The Town will only receive a franchise fee once the video service starts. They will use poles to hang lines on Main Street. They will bore in locations that don't have poles. Construction should take a few months. There was much discussion.

The Mayor and Council are not able to participate in the Memorial Day parades in Sharpsburg and Boonsboro this year.

Ms. Riner passed out a draft FY 2023 budget. The Budget Hearing will be at 6:45pm on June 1, 2022 in Town Hall. Mayor Lord noted that in 2022, the Town didn't use much of the personnel budget because there was only one employee.

Mr. Hull motioned to approve the same tax rate as the previous year. Ms. Baker seconded. All voted in favor.

Ms. Riner explained the funding opportunities available through Community Project Funding.

Mr. Hull noted that Program Open Space projects for next year will depend on the Streambank restoration schedule. Ms. Baker suggested building a pickleball/tennis court in the field next to the library. Mr. Sweeney also suggested a fenced-in dog park.

Ms. Riner will ask Willow Run Farm to put down a new load of mulch-type material on the playground at Taylor Park in July.

Mr. Kuczynski provided a letter to Ms. Riner that will be sent to get the sea container removed from the property on N Main St.

The Town does own the large rocks behind the park bathrooms. They do not belong to resident Tad Holt.

The Town needs to close some old bank accounts at M&T and BB&T. Mr. Hull, as well as Barry Levey and Rick Bishop, will need to close those accounts.

Mr. Kuczynski recommended that Eric Matson get a Quit Claim Deed drawn up to address his concerns that the Town may have any claim on the well on his property that was de-annexed. Then the Council will vote on it.

Resident Sandy Burton updated the Council on the memorial bike rack for Taylor Park.

Justin Holder voiced his appreciation for the Council.

Meeting adjourned at 8:31pm.

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: 5/4/22; Time: \_\_\_\_\_; Location: Town Hall;  
Motion to close meeting made by: MOCA Seconded by BROWN;  
Members in favor: AN; Opposed: NOV;  
Abstaining: NOV; Absent: NOV.

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 interview + discuss appointment of employee	Affects 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 Ken Wend, Presiding Officer.

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**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: 6:19  
 Place: Town Hall  
 Purpose(s): Interview  
 Members who voted to meet in closed session: All  
 Persons attending closed session: 7  
 Authority under § 3-305 for the closed session: To discuss employment  
 Topics actually discussed: Employment  
 Actions taken: Will offer employment to candidate  
 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 May 4, 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
Carl Frenco			<input type="checkbox"/>
Sandy Burton			<input checked="" type="checkbox"/>
Sue Gemeny			<input type="checkbox"/>
John Holder	304 W. Chapin St (240) Sharpsburg MD 21782 356-2008		<input checked="" type="checkbox"/>
Eric Mark			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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## Mayor & Council Agenda May 4, 2022

### Call to Order

The Mayor and Council will go into a 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).

### Pledge of Allegiance

### Approval of Minutes: April 6, 2022 Meeting

### General Fund Report: \$412,003.66

Announcements: Town Election Saturday, May 7, 2022 from 9am-6pm in Town Hall; Bulk Trash Pick-up Saturday, May 14; Street Sweeping Wednesday, May 18

### Shore Scan: Ken Carlson

### Community Deputy Report

Old Business: Parking Lot Sign Behind Town Hall; Planning and Zoning Commission Alternates; New Position at Town Hall; Removal of Parking Space at Taylor Dr & N Main St; Electronic Filing of Town Hall Records; Antietam Broadband Installation; Memorial Day Parades

New Business: FY 2023 Budget; Tax Rate Certification; Community Project Funding; POS Project Ideas for FY2024

Comments by Residents: Rocks Behind Park Bathrooms (Tad Holt); Potential Well, Road, and Utility Easements and Rights of Way on De-Annexed Matson Property (Eric Matson)

### Comments by Council

### Adjournment