

# 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 December 14, 2022

The special meeting of the Keedysville Mayor and Town Council was called to order at 6:00 pm with the following present: Mayor Ken Lord, Assistant Mayor Brandon Sweeney, and Council Member Sarah Baker.

Ms. Baker motioned to go into a closed session to discuss annual performance evaluations and pay increases for staff, which would affect specific individuals. Mr. Sweeney seconded. All those present voted in favor. Council Members Judy Kerns and Matt Hull were absent. The meeting went into a closed session at 6:01pm.

Closed Session Summary: A closed session was held Wednesday, December 14, 2022 at 6:01pm at the Keedysville Town Hall to discuss annual performance evaluations and pay increases for staff. This discussion would affect specific individuals. Assistant Mayor Brandon Sweeney and Council Member Sarah Baker voted in favor of closing the session. No members voted against it. Council Members Judy Kerns and Matt Hull were 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." Persons present for the discussion were Mayor Ken Lord, Assistant Mayor Brandon Sweeney, and Council Member Sarah Baker. During the closed session, the Council decided to give raises and holiday bonuses to all employees.

The meeting entered back into open session at 6:12pm.

Meeting adjourned at 6:12 pm.

Respectfully Submitted,  
Lisa Riner  
Town Administrator

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

Mayor & Council Personnel Meeting  
December 14, 2022

[illegible]

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***Matthew Hull, Council***  
***Sarah Baker, Council***

## **Mayor & Council Agenda December 14, 2022**

Call to Order

The Mayor and Council will go into a closed session to discuss personnel matters that affect one or more specific individuals. Statutory authority to close a meeting for this purpose is found in General Provisions Art. 3-305(b).

Resident Comments

Council Comments

Adjournment



**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: 12/14/22; Time: 6:01 PM; Location: own T Hall;  
Motion to close meeting made by: Sweeney Seconded by BANDON;  
Members in favor: ✓ Lord, Sweeney, Baker; Opposed: ✗ none;  
Abstaining: ✗ none; Absent: Kerns, Hull.

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) (1)	Personnel	To discuss performance evaluations and compensation
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		

4. This statement is made by , 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: 6:01pm

Place: Town Hall

Purpose(s): Discuss performance evaluations + compensation of

Members who voted to meet in closed session: Ken Lord, Brandon Sweeney, employees

Persons attending closed session: same as above (Sarah Baker)

Authority under § 3-305 for the closed session: (1)

Topics actually discussed: performance evaluations + compensation of

Actions taken: Voted to give raises + holiday bonuses employees

Each recorded vote: same as above (unanimously)

- For a meeting recessed to perform an administrative function (§ 3-104): Time: \_\_\_\_\_

Place: \_\_\_\_\_

Persons present: \_\_\_\_\_

Subjects discussed: \_\_\_\_\_