

Meeting Minutes

Workshop

Date: July 2, 2026 **Meeting Type:** Town Council Workshop Meeting

Call to Order

Mayor David A. Spencer called the Town Council workshop meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Rental Fee Update

Cindy Yost reviewed Resolution 24-R-01, adopted February 1, 2024, and advised that the Town had established permit requirements for contractors digging in town streets but had not set a fee for that permit. Yost said she and Jamie compared fees used by other municipalities and found that approximately \$50 was typical. Council members agreed that, for consistency with other permit charges, staff should prepare a resolution establishing a \$50 fee. Yost also reviewed the current rental inspection fee, noting that the Town now contracts inspections out and that the existing \$125 fee no longer covers the Town's cost. Based on the contractor charge and comparison with other municipalities, she recommended increasing the fee to \$200, and the Council agreed that an ordinance should be prepared for that change.

- Proposed street excavation/street-cut permit fee: \$50.
- Current rental inspection fee: \$125.
- Recommended rental inspection fee: \$200.

Decisions

- Council supported preparation of a resolution to establish a \$50 permit fee for contractors digging in town streets.
- Council supported preparation of an ordinance to increase the rental inspection fee to \$200

Follow-Up

- Cindy Yost will draft the fee resolution for the street excavation permit.
- Cindy Yost will draft the ordinance updating the rental inspection fee.

Tower Lease Agreement

Yost presented the proposed water tower lease agreement for review and stated that legal counsel had already reviewed the document. She explained that the lease is intended to support internet service to the Town. Council members reviewed the agreement, described it as standard in form, and raised no concerns during the workshop. Yost advised that the agreement would be brought forward for formal vote at the July 16 meeting.

Decisions

- Council reviewed the proposed water tower lease agreement and expressed no concerns at the workshop stage.

Follow-Up

- The water tower lease agreement will be placed on the July 16 meeting agenda for formal consideration.

Budget Amendment and Transfer Policy / Charter Review

The Council discussed the proposed Budget Amendment and Transfer Policy and whether it should stand alone or be incorporated into the Town Charter. Yost advised that the subject is already addressed in Section 608 of the Town Charter and referenced comments from Jen recommending that the charter section be cited and updated rather than creating a separate policy. Council members agreed that the matter would be handled during the forthcoming charter review so the language could be revised in one place.

Decisions

- Council agreed to address budget amendment and fund transfer language through the Town Charter review rather than adopt a separate standalone policy.

Follow-Up

- Cindy Yost will place this topic in the charter review file for discussion with the related charter amendments.

Certificate of Insurance, Contractor Safety, Special Events, Hold Harmless, and Volunteer Policies

The Council reviewed the proposed Certificate of Insurance Policy and related draft policies affecting contractors, special events, and volunteers. Yost said the Town already receives certificates of insurance from contractors and vendors but does not yet have a written policy establishing required coverage, aggregate review, and related standards. Referring to comments from Jen, the Council discussed combining the Certificate of Insurance Policy with the Contractor Safety Policy and aligning the Special Events Policy with the Hold Harmless and Indemnification Policy. Members also discussed separating requirements for Town-sponsored activities, including the Fishing Derby, Kids in the Park, holiday events, and the basketball program, from requirements that should apply to outside organizations using Town property. The workshop also included discussion of volunteer background checks for activities involving children and the confidential handling of emergency medical information collected for event purposes.

- Council favored distinguishing Town-sponsored events from outside events held on Town property.
- Outside event organizers were discussed as parties that should provide their own insurance coverage and event-related protections.
- Volunteer screening requirements were discussed primarily in connection with volunteers working directly with children.

Decisions

- Council supported further development of a formal insurance policy for contractors, vendors, and applicable event organizers.
- Council favored combining overlapping policy drafts before bringing them back for action.

Follow-Up

- Staff will revise these drafts to reduce overlap and better distinguish Town-sponsored events from outside events on Town property.

Emergency Operations, Fleet Safety, Accident Investigation, Safety Inspection, and Risk Management Policies

The Council discussed several operational and safety-related drafts, including the Emergency Operations and Business Continuity Policy, Fleet Safety and Defensive Driving Policy, Accident Investigation Policy, Safety Inspection Policy, and Risk Management Policy. Yost said the Town already has an emergency plan, adapted from county materials, and that it may need updating rather than replacement with a separate new document. Council members emphasized the need for clear rules on who may drive Town vehicles, how driving records should be reviewed, how reportable traffic offenses should be handled when they affect a person's ability to drive, and how accident reporting should proceed through the chain of command. Yost stated that Jamie serves as her backup for reporting purposes. Members also discussed whether a small safety committee, with participation from Public Works, the Police Department, and the office, could assist with inspections and related safety oversight.

- Workers' compensation exposure and claim frequency were discussed in connection with volunteers and Town activities.
- Vehicle-use controls and periodic driving record checks were identified as important risk-management measures.
- A committee-based approach to safety inspections was discussed for further development.

Decisions

- Council indicated that the Town's existing emergency plan should be reviewed as part of the broader policy update process.
- Council identified fleet use, accident reporting, and safety inspections as priority areas for future policy development.

Follow-Up

- Staff will continue developing drafts addressing driver eligibility, reporting responsibilities, and inspection procedures.
- Future policy drafts will reflect the Town's existing emergency planning structure and chain-of-command needs.

Policy Development Process and Comparable Municipal Policies

Yost explained that many of the draft policies grew out of sessions she attended at the Maryland Municipal League conference, including presentations from LGIT and workers' compensation training. Council members stated that, before moving further, they wanted to review examples from other municipalities rather than create each policy from scratch. Yost reported that she had spoken with Abby and would also request materials from Federalsburg, Preston, Denton, Caroline County, Easton, and Cambridge, while members noted that CivicPlus may also be useful for reviewing best practices. The Council agreed that the workshop materials were for discussion only and that no policy adoptions would occur until comparable documents had been reviewed and revised drafts returned for a later meeting.

Decisions

- Council chose to defer action on the remaining draft policies pending receipt and review of comparable municipal policies.
- No policy adoptions were made at this workshop.

Follow-Up

- Cindy Yost will seek sample policies from other municipalities and prepare revised drafts for a future workshop, anticipated in August.

Committee Discussion and Financial Controls

During broader policy discussion, the Council also addressed committee development and financial controls. In response to questions about a citations committee and a finance committee, Yost stated that the Town had previously asked for volunteers for the citations committee through Facebook and announcements at a meeting, but no volunteers came forward. She added that any finance committee structure would need a defined scope and clear limits on records access. Yost then reported recent fraudulent activity involving Town bank accounts, including multiple attempts to reproduce or draw against Town checks and attempted electronic withdrawals. She said one attempted transaction was approximately \$6,000 and another was nearly \$19,000. To strengthen controls, the Town enrolled in Positive Pay at a cost of \$75 per month and now submits issued checks and approved automatic debits, including USDA loan payments, for daily review. Council members also discussed the importance of careful redaction of bank statements, account numbers, check images, and signatures before records are circulated publicly or posted on Facebook.

- No volunteers had come forward for the proposed citations committee.
- Finance committee responsibilities and records access would need to be defined before moving forward.
- Positive Pay was implemented as an added banking control.

Decisions

- Council took no formal action on creation of additional committees during the workshop.
- The discussion supported continued attention to records control and banking safeguards.

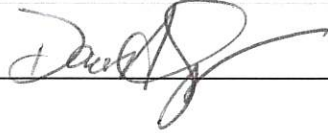
Follow-Up

- Staff will continue evaluating committee structure and records-access limitations as part of future governance discussions.
- Current banking and records-redaction controls will remain under review.

Adjournment

Upon conclusion of the workshop discussion, the meeting adjourned by consensus

Signature

A handwritten signature in black ink, appearing to be "David", written over a horizontal line.