Meeting Minutes

**Town Hall Meeting **

Date: 2026-10-15 **Meeting Type:** Regular Meeting of the Mayor and Council

Call to Order

The Mayor called the meeting to order and announced that the meeting was being recorded.

Agenda amendments and approval of prior minutes

At the Town Manager's request, the Council considered amendments to the agenda. The Town Manager advised that Ordinance No. 2026-09, Ordinance No. 2026-10, and Ordinance No. 2026-11 had been advertised for hearing but were not listed at the top of the agenda as hearings, and requested that those items be removed and continued to the November 19, 2026 meeting. The Town Manager also requested that a discussion regarding changing utility billing dates be added under New Business. The Council then reviewed the September 17 meeting minutes. Councilmember Ernest noted that the minutes still did not identify who made and seconded motions. The Town Manager explained that Town Hall Streams had provided the file late and in a different format than usual, and Julie would review the meeting record and circulate any additional corrections to the Council.

- Old business ordinances were continued to November 19, 2026.
- A utility billing date discussion was added to New Business.
- Further review of the September 17 minutes was requested to identify motion makers and seconders if possible.

Motions and Votes

- Bobby Harrison motioned and Pete Brelia seconded -all in favor
- Approved an agenda amendment removing Ordinance No. 2026-09, Ordinance No. 2026-10, and Ordinance No. 2026-11 to the November 19, 2026 meeting and adding a utility billing date discussion under New Business.
- Approved the September 17 meeting minutes, subject to further review of motion and second information.

Public hearing on the Greensboro 2050 Comprehensive Plan

The Mayor opened the public hearing on the Greensboro 2050 Comprehensive Plan. The Town Manager reported that the plan had taken approximately one year to prepare, had been developed with assistance from planner Peter Johnson, had been submitted to the State of Maryland for interdepartmental review, and had returned with only minor revisions. The Town Manager also stated that the State of Maryland had commented

favorably on the document and indicated it could serve as a model for other jurisdictions. Copies were available at the meeting, and the plan had also been posted on the Town website and Facebook. During the hearing, Bill Schaffner asked whether attendees would be able to ask questions about definitions or terminology during the presentation; he was advised to direct such questions through staff for follow-up. No additional public comment was offered, and the hearing was closed.

Motions and Votes

- Opened the public hearing on the Greensboro 2050 Comprehensive Plan.
- Closed the public hearing on the Greensboro 2050 Comprehensive Plan motion made by Kim Ernest and seconded by Pete Brelia.

Planning Commission appointment and swearing in

The Town Manager reported that the Planning Commission is intended to have five members and that the board had been operating below full membership. The Council was advised that Ryan Masten is leaving the area and that Kevin Parks had been recruited to fill the vacancy so the Planning Commission would maintain the minimum membership needed to conduct business. The Council approved the appointment, and the oath of office for service on the Planning Commission was administered during the meeting. The public was encouraged to apply for additional Planning Commission openings.

- Ryan Masten was reported to be leaving the area.
- The appointment restored the Planning Commission to the minimum number needed to function.
- The Town continues to advertise for additional volunteers.

Motions and Votes

- Approved the appointment and swearing in of Kevin to serve on the Planning Commission motion made by Bobby Harrison and seconded by Pete Brelia.

Planning Commission report

The Council acknowledged receipt of the Planning Commission minutes from the August 19 meeting. No questions or further discussion were raised.

Town Manager's report

The Town Manager reported that work on eCode remains ongoing and described it as a significant multi-year effort involving collection of signed ordinances. The Town Manager said the goal is to have the code available online before year end. The Town Manager further reported that no updates were available on Town Hall grants, that the first draft of the fiscal 24 audit had been received, and that staff had been working throughout the week to respond to auditor requests. Work is also continuing with the auditors and accountants on fiscal year 25 and fiscal year 26 records, with requested documents being uploaded to a shared file system. The Town Manager stated that bank statements are current and reconciled. The Council was also asked to hold a workshop on November 5 at 6:00 p.m. to

continue charter review and to discuss ordinances, policies, and resolutions previously submitted by Commissioner Ernest and reviewed by legal counsel.

- Community events announced included the Historical Society golf tournament on Friday, October 23; the Historical Society Halloween haunted hunt on Saturday, October 31; the Town Halloween home decorating contest to be judged by Chief Garcia on Halloween night with a $50 gift card to be presented at the next meeting; the Greensboro Volunteer Fire Department trunk or treat on Sunday from 2:00 p.m. to 4:00 p.m.; the coat drive on Friday, November 6 at the Greensboro Volunteer Fire Department Community Hall from 10:00 a.m. to 1:00 p.m. and 3:00 p.m. to 7:00 p.m.; and the Lions Club chicken barbecue on Saturday, November 7 at 10:00 a.m. at Charles S Bilbrough Ballpark.
- Town Hall will be closed on Tuesday, November 3 for Election Day and on Wednesday, November 11 for Veterans Day.
- The Town Manager asked residents with winter-goods donations to contact Town Hall or Cathy Spencer regarding the coat drive.

Decisions

- Council members present indicated support for holding the November 5 workshop at 6:00 p.m.

Department of Public Works report

Brandon presented the Department of Public Works report. He reported that staff had patched road areas where prior water leaks had occurred and had used an in-house roller to reduce cost. Public Works has also been servicing equipment and vehicles and has begun taking over servicing for Greensboro Police Department vehicles. At Jesse Sutton Park, staff has been preparing the base work so paving can proceed, and the Town hopes to issue an RFP for paving of the parking lot and driveway in time to receive bids for consideration at the November 19 meeting. Brandon reported multiple water leaks on North Main during the prior month. In Goldsboro, Public Works responded to four pump alarm callouts; one involved retrofit work, two involved tripped breakers, one was related to a Delmarva repair and another to a homeowner issue, and one station was cleared after wipes were removed from the system. At the wastewater treatment plant, staff cleaned the post-EQ basin, sand filters, cascades, UV bulbs, and final effluent tanks, and no well issues were reported. During discussion, Brandon explained that highway user funds may be used for road-related items including paving, water-repair restoration in streets, sidewalk repair associated with infrastructure work, and labor for snow removal. He also clarified that North Main restoration must meet State of Maryland road standards because it is a state roadway.

Police Department report

Chief Garcia presented a September public safety summary based on activity by the Greensboro Police Department, the Caroline County Sheriff's Office, and the Maryland State Police, noting that he began service on September 17 and therefore did not cover the full month. The report showed 20 calls for service by Greensboro Police Department, 109 by

the Caroline County Sheriff's Office, and 74 by the Maryland State Police. The Maryland State Police made 33 traffic stops in town, the Sheriff's Office made 7, Greensboro Police Department conducted 5 patrol checks, the Sheriff's Office conducted 32 patrol checks, and the Maryland State Police conducted 2 patrol checks. Reported criminal case activity by Greensboro Police Department included one investigation resulting in nine charges against an individual, including one felony; a domestic violence arrest; a theft investigation involving property valued under $1,000; a sexual assault investigation within town limits; and a Child Protective Services referral concerning possible neglect. Chief Garcia also reported assisting the Caroline County Sheriff's Office with a separate sexual assault investigation by using his Spanish-language skills to interview the victim. The Chief stated that required uniform crime reporting and domestic reporting from April through the end of September had been brought into compliance and that no mandated reporting remained outstanding. He further reported that the police department is being renovated, including installation of a shower to satisfy OSHA safety requirements and work on the evidence room and supply room, with a target completion date of November 18. Chief Garcia advised that Sergeant Adams had returned for two days to review administrative matters and training and is expected to return to full status with the Town on November 18. The Chief announced that Explorer program applications are available for youth ages 14 to 20, with applications requested by November 1; that Pizza with the Chief would be held on Wednesday, October 21 at La Delizia; that Tacos with the Chief is planned in November at Evelyn's on Sunset Avenue; and that the department will participate in the Greensboro Elementary Halloween parade on Friday, October 30. Chief Garcia thanked Detective Sergeant Keith Johnson and the Maryland State Police for providing speed-monitoring equipment at no cost to the Town. Data from the equipment showed 17,700 eastbound vehicles traveling toward the traffic light during the monitoring period, identified 29 vehicles in the first three hours associated with suspended drivers or suspended registrations, and recorded a top speed of 53 miles per hour in the 25-mile-per-hour zone. The Council also discussed traffic signal timing at the intersection of Sunset Avenue, Whiteleysburg Road, and Greensboro Road and requested follow-up with the State Highway Administration regarding left-turn timing for local traffic.

- Chief Garcia reported the majority of observed speeds were in the approximate range of 30 to 42 miles per hour, with heavier traffic during midday and late afternoon periods.
- The Chief stated that the speed-monitoring unit is expected to return to Greensboro for use in additional locations.
- Grant funds and donations will be used, as needed, for community outreach events including Pizza with the Chief.

Public comments

During public comment, Kim Carlson addressed concerns regarding the accountant's statement read at the prior meeting. Kim stated that forcing book cash balances to match bank balances is not standard practice, questioned how revenues could be confirmed without completed bank reconciliations, raised concerns regarding auditor independence if the same firm were to provide forensic services after participating in preparation of

financial records, and recommended that the Town establish a finance committee. Bill Schaffner requested a status update on the park outside of town, which he referred to as a county park, including current work, outstanding items, and anticipated dates.

Utility billing date discussion

The Town Manager opened discussion on whether quarterly utility billing dates should be moved from the 15th of the billing month to the 30th in order to better align with the June 30 fiscal year end and simplify audit support. The Town Manager explained that the MCSJ billing system does not produce a clear accounts-receivable report for the year-end period and that staff currently must manually compare billing and payment activity to derive a June 30 balance. Council members discussed the proposal and the potential one-time transition period but took no action. By consensus, the matter was referred to the November 5 workshop for further review.

Hawkins wastewater treatment plant chemical invoices

The Council considered two wastewater treatment plant chemical invoices that exceeded the Town Manager's approval threshold. Brandon explained that the invoices were for chemicals delivered to fill treatment tanks and were billed after delivery. He also reported that staff is exploring whether a contract can be established so future recurring invoices would not need individual Council approval and so the Town might obtain better pricing.

- Invoice dated July 31: $7,960.10.
- Invoice dated September 25: $6,893.10 for aluminum sulfate (alum).

Motions and Votes

- Pete Brelia made the motion and Joe Noon seconded all in favor to approve both invoices
- Approved payment of the July 31 invoice for $7,960.10 and the September 25 invoice for $6,893.10.

Wastewater pump rebuild

Brandon presented pricing for a failed pump at the old wastewater plant. He reported that the existing pump had been in service for approximately 10 years without prior failure and that staff had been able to install a spare unit temporarily. The Council was advised that purchasing a new pump would cost $57,373.60, while rebuilding the failed pump would cost $23,069.29, resulting in an estimated savings of $34,304.31. Council discussion included the future relocation of the pump station, the potential value of retaining a spare pump, and the benefit of avoiding the higher replacement cost at this time.

Motions and Votes

- Pete Brelia made motion Bobby Harrison seconded all in favor .
- Approved rebuilding the failed wastewater pump for $23,069.29.

Coat drive budget adjustment and staffing support

The Town Manager presented a request to carry forward unused coat drive funds donated by the Lions Club. The Council was advised that $500 had been donated in March 2026, that some purchases had already been made, and that $271.58 remained in the Town account but had not been transferred into the fiscal year 27 budget. Cathy Spencer requested that the remaining funds be moved forward so they could continue to be used for the coat drive rather than reverting to the general fund. The Council approved the budget adjustment, with the understanding that an ordinance would be required to complete the transfer. The Town Manager also asked whether Julie could be assigned to support the coat drive during work hours, as had been done previously, and the Council agreed. Volunteer help was requested for setup beginning at 9:00 a.m. on Thursday, November 5 and for the event on Friday, November 6 at the Greensboro Volunteer Fire Department Community Hall.

- Amount to be transferred forward: $271.58.
- The original Lions Club donation was $500.
- Receipts are required before coat drive funds are disbursed.

Motions and Votes

- Pete made the motion Bobby Harrison seconded all in favor to transfer the remaining $271.58 of Coat drive funds, subject to adoption of the required ordinance.
- Approved use of Julie's regular Town work time to support the coat drive.

State of Maryland fuel contract

The Town Manager presented information on joining the State of Maryland fuel contract after discussion with Chief Garcia. The Council was advised that the Town is eligible to participate and could realize savings of approximately 10 to 30 cents per gallon. Using figures provided for October 7, the Town Manager noted that the Maryland average fuel price was approximately $4.21 per gallon, while the DGS consignment rate was $3.95 per gallon. Under the program, fuel cards would be assigned by vehicle and by person for use at participating stations, including the Caroline County roads fuel dock. Council discussion included travel distance and emergency fueling needs, and staff confirmed that the Town's regular debit card could still be used when immediate local fueling is necessary.

Motions and Votes

- Approved moving forward with participation in the State of Maryland fuel contract program.
- Pete Brelia made motion and Bobby Harrison seconded all in favor.

Rental inspection program for apartment complexes

The Town Manager reported that after receiving complaints regarding apartment conditions, staff reviewed the Town code and confirmed that rental inspections had long been required by ordinance, although the requirement had not been enforced in recent years. The current fee is $200 per unit. The Town Manager advised that concerns had been

raised by apartment complexes serving older residents because those properties already undergo multiple inspections each year, including inspections associated with the Department of Aging. Council discussion focused on whether complexes such as Greensboro Heights and Rolling Meadows should be allowed to submit annual outside inspection reports in lieu of separate Town inspections when those reports meet or exceed the standards the Town would require through MDIA. Legal counsel Lindsay advised that any alternative process must be based on a uniform standard tied to the inspection itself, not the type of resident, to avoid unequal treatment. The Council expressed support for legal counsel to draft amendment language establishing that option and discussed a reduced administrative review fee in place of the full per-unit inspection charge.

- Current Town rental inspection fee: $200 per unit.
- Council discussion referenced a reduced review fee rather than a full inspection fee when outside inspections meet or exceed Town standards.

Decisions

- Council directed legal counsel to prepare amendment language for future consideration regarding qualifying outside inspections for apartment complexes.

Hach service contract for the wastewater treatment plant

The Council considered renewal of the Hach service contract for the wastewater treatment plant. Brandon reported that the original contract pricing had exceeded $20,000, but after he reviewed the plant equipment and compared the listed items against what is actually in service, he worked with the vendor to remove equipment no longer used or required. He also reported that staff had coordinated with Susquehanna during that review. As revised, the contract would provide quarterly calibration and service of probes, testing equipment, and related components for $10,734.

Motions and Votes

- Approved the Hach service contract in the amount of $10,734.
- Bobby Harrison made motion Pete Brelia seconded all in favor.

Resolution 2026-R-03 adopting the Greensboro Comprehensive Plan

Following the earlier public hearing, the Council considered Resolution 2026-R-03, a resolution of the Council of Greensboro to adopt the Greensboro Comprehensive Plan. During brief discussion, councilmembers confirmed that the plan being adopted in 2026 is the same long-range document referred to during the meeting as the 2050 Comprehensive Plan. The resolution was then approved.

Motions and Votes

- Adopted Resolution 2026-R-03 approving the Greensboro Comprehensive Plan Bobby Harrison made the motion and Pete Brelia seconded.

Council comments and announcements

During council comments, members thanked those in attendance, wished residents a safe Halloween, and encouraged support for the coat drive and local trunk-or-treat activities. A councilmember also announced a Methodist Church fundraiser on October 24 at Wheatley Hall, with the Lions Club cooking chicken for the event and approximately 300 halves expected to be available for dine-in or carryout.

Closed session

At the conclusion of open-session business, the Council considered a motion to enter closed session to discuss personnel matters and to consult with legal counsel regarding legal issues relating to personnel matters.

Motions and Votes

- Approved entering closed session pursuant to Maryland General Provisions Article 3-305(b)(1) and 3-305(b)(7).
- Kim Ernest made motion and Joe Noon seconded @7:10 PM.

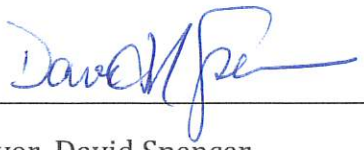
Decisions

- The Council entered closed session.

Adjournment

Following council comments, the Council voted to enter closed session pursuant to Maryland General Provisions Article 3-305(b)(1) and 3-305(b)(7). No further open-session business is reflected in the transcript.

Meeting adjourned at: 8:15 PM.



Mayor, David Spencer