



Commission Work Session Minutes

Tuesday, June 03, 2025 at 6:30 PM

Virtual Only Meeting

3820 40th Avenue Cottage City, Maryland 20722

This meeting will be hosted on

Zoom: <https://us02web.zoom.us/j/81947059165?pwd=a59L2Gb8Rox1li7Dxwq1dn9OzpwQKG.1>

Phone: 301-715-8592 | Meeting ID: 819 4705 9165 | Passcode: 611388

Call to Order at 6:32pm

Attendees

1. Ward 1 - Commissioner Salsich
2. Ward 2 - Commissioner Henderson
3. Ward 3 - Commissioner Wheatley
4. Ward 4 - Commissioner Givens
5. At-Large - Commissioner Brooks
6. John Hoatson - Town Manager
7. Anthony Ayers - Chief of Police
8. Jason Hancock - Brentwood VFD
9. Lucia Proctor – Resident
10. Todd Frankenfield – Treasurer Alta CPA Group
11. Matt Peter – Local Government Insurance Trust (LGIT)

Review of Agenda

Business

1. Vision InSites Software For CCPD (Commission Discussion)

Chief shared that CCPD formerly used a patrol tracking system (Silver Track) which cost \$2,160/year. When Silver Track was bought out by a larger company and the prices went up significantly, we discontinued using that service.

Chief has identified another company, Vision InSites, that provides the same service at a comparable price of \$2,835/year. The original \$2,160 from Silver Track is in the budget for 2025-2026. The reporting is cleaner will be submitted to the Town Manager daily. CCPD has tested the new system for the past three weeks and it has been doing well. Each officer would have their own login. It has a GPS tag with locations and pictures. There are 24 locations that must be hit four times every shift by each officer.

Town Manager Hoatson has seen the reports and believes that the product is good; he likes that the officers must get out of their patrol cars. Officers will log “community contacts” each time they interact with the public.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: Asked if there would be additional money needed and Chief reiterated that it would be a \$500-600/year increase compared to Silver Track but the money is available within the budget.

Ward 3- Commissioner Wheatley: Inquired if we decide that we don’t like this new company, can we get out of the contract? Chief confirmed that this would be a month-to-month contract.

Ward 4- Commissioner Givens: He likes this and hopes that it is used. He would like to use it for a year and make sure we get proper use and data out of it, then re-assess next year.

At-Large- Commissioner Brooks: None.

2. **Migration From Barracuda to Proofpoint (Commission Discussion)**

Town Manager Hoatson shared that Peake Technology has advised that Barracuda is going up in price. The Town has found that Barracuda can be very difficult. Peake indicated that Proofpoint would be a good fit.

Proofpoint Advanced + Email Security includes email security; spam, virus, and zero-hour threat protection; outbound filtering; email encryption; data loss protection; disaster recovery with email continuity; and advanced reporting.

The Proofpoint cost is \$107.73/month, which is \$52.08/month more than Barracuda. This increase will show in the budget’s Peake Technology line item. Town Manager Hoatson wanted to discuss tonight and would like to gain the Commission’s approval at the June 11 meeting.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: Agrees with Mr Hoatson and Peake that Proofpoint is a better product than Barracuda.

Ward 3- Commissioner Wheatley: Anything would be better than what we have now. Barracuda is not a great system.

Ward 4- Commissioner Givens: None.

At-Large- Commissioner Brooks: None.

3. **Ordinance 2025-02: FY 2025-2026 Budget Discussion (Commission Discussion)**

Town Manager Hoatson shared that the budget was included in tonight’s agenda to discuss outstanding items and questions in preparation for voting on the 2026 fiscal year budget in the June 11 meeting.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: Why did the red light camera fines drop from \$300,000 to \$50,000? Todd Frankenfield, Town Treasurer from Alta CPA Group, explained that during fiscal year 2025 the red light camera contract was canceled, so the town saw collections significantly decrease. He thinks we are getting the red light camera revenues back online. The estimates are based on 2025 numbers, so if collections are better next year, we can amend the budget. We have stayed conservative for next year's budget amount.

Ward 3- Commissioner Wheatley: She asked about the increase in line item 5170 Town Hall utilities. Mr. Frankenfield stated that this number is based on what we're seeing YTD in fiscal year 2025 and thinks we undershot the estimate for '25, so are now increasing our estimate for '26.

Commissioner Wheatley indicated that maintenance went up a lot too, line 5271, a \$20,000 increase. Mr. Frankenfield explained that this increase is due to outsourcing.

Commissioner Wheatley asked if the Bates contract waste collection expense increased? Mr. Frankenfield explained that he assumes a standard 3% year-over-year increase, which is typical.

Commissioner Wheatley asked if Silver Track should be corrected in the budget. Mr. Frankenfield stated that this is a supplemental schedule; the legislation is the ordinance which drafts the budget. We will rename the line in the accounting to whoever the new vendor is. This just summarizes all of the pieces that end up in the legislation/ordinance. The new vendor will be within \$500 of what is listed for Silver Track.

Commissioner Wheatley asked if the document was the actual resolution. Mr. Hoatson: Yes, this is the document that will be voted on during next week's meeting.

Ward 4- Commissioner Givens stated that he has reviewed the budget. He did notice that Life Insurance has 0 and would like to know why. Mr. Frankenfield explained that was a formatting change; life insurance is included with the health totals for the fiscal year. The benefit was not canceled; it's the same life/health bill. It is easier to consolidate and budget for the two of them combined.

At-Large- Commissioner Brooks has nothing further.

Chat from Jason Hancock (Brentwood Volunteer Fire Department): Pepco rate increased as of June 1 from 10% to 20%.

Mr. Frankenfield explained that this is the variance in utilities that we are seeing this year in comparison to last year.

Mr. Frankenfield asked if there will be a vote on the budget tonight. Mr. Hoatson replied that the vote is next Wednesday during the regular town meeting.

4. **Requirements and Documentation for Secondary Employment of CCPD Officers (Commission Discussion)**

Town Manager Hoatson stated that they have put forth the application and agreements that need to be signed by the CCPD officers if they would like to pursue secondary employment. This agreement protects the town and requires a \$30 reimbursement of gas.

Town Attorney Kevin Best provided additional details on the contract: The contract is suggested by the Local Government Insurance Trust (LGIT) as part of their risk management and requires the secondary employer, representative from the police department, the Chief, and Town Manager to sign an agreement.

A fuel usage mileage log is required and the town would be reimbursed \$30 per pay period for the use of the vehicle travel to and from the secondary employer's worksite. More than 3

minutes of idle time is considered unreasonable during a one-hour period. The secondary employer agrees to allow the officer when called back to duty, as their primary employment with CCPD is more urgent than working the secondary work.

One of the most important provisions of the entire agreement is that the secondary employer shall defend, indemnify, and save the town and the employer from all losses, damages, attorneys' fees, expenses, claims, lawsuits, etc. They also acknowledge that the town will not be considered a dual agent that will be jointly liable for any claims brought against the secondary employer and employee. It fully indemnifies the town. It requires liability insurance; a certificate of insurance must be provided with an endorsement that specifically states that the officers of the town are an additional insured. In addition to the indemnification clause, there is the certificate of insurance that's required. In lieu of a certificate of insurance from the secondary employer, the officer can go out and get moonlighting insurance through the local FOP and surrender proof of that and that will substitute for the secondary employer obtaining the insurance certificate.

The secondary employer will add and will pay whatever premiums are required to add the employee to the workers compensation insurance policy of the secondary employer. The town will not be liable for workers comp claims that occur during the period of secondary employment.

Permissions granted for the employee to work for the secondary employer may be revoked at any time. If the town determines in its discretion that the work prescribed by this secondary employer upon the police officer conflicts or is inconsistent with the duties of the employee, it makes it clear that the secondary employer in its sole discretion can stop the secondary employment in the interest of the town. The employer, the secondary employer, acknowledges that it has received and reviewed the employee's request for other employment and agrees with the representations contained. Again, the agreement is signed by the secondary employee, which is the police officer, the Chief of Police, and a representative from the town itself, typically the Town Manager. A copy goes into the personnel file, a copy to be sent to the Town Manager, and a copy is to be left with the employee.

This agreement is different from the agreement that was proposed by the Chief. Mr Best thinks it's a better situation for the town and as an appendix to this same agreement. Mr Best has extracted from the police manual the provisions that deal with secondary employment so that the secondary employer and employee and the town official can actually read those and have them close in sight when the agreement is being negotiated and executed.

The conditions for work limitations speak for themselves. These have been in the general orders for some time now. Mr Best urged the commissioners to read through these and see if there is anything problematic that they'd like to change.

Chapter 11 of your code of ordinances allows you to propagate general orders on the Chief but gives you the authority to change them as you see fit. These points and provisions were offered by Lexipol. The officer must sign this agreement and the town keep it on file, which has not been done in the past recently for the three officers in the department that are working secondary employment. Mr Best stated that needs to be fixed as soon as possible before they can resume work, otherwise it puts the town at great risk of harm.

Also, these provisions dealing with secondary employment are not the only provisions that apply because we have allowed the use of town vehicles for secondary employment and that is handled under a different policy in the general orders. What we have done is put the \$30 reimbursement for gasoline usage in the agreement itself. That provision is not in the take home vehicle policy which is a second policy.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: None.

Ward 2- Commissioner Henderson: None.

Ward 3- Commissioner Wheatley stated she has some reservations allowing town officers to use town vehicles for their secondary employment and wanted to go on the record that she is not supporting that part of the document; everything else she is okay with. If the commission decides to allow them to use the town vehicles to do their secondary employment, she doesn't think \$30 in gas reimbursement is enough and would have to insist that the amount be raised.

Ward 4- Commissioner Givens recommends a yearly renewal because insurance policies only last a year and we want to ensure compliance that the insurance policy was renewed and updated and the town continues to be protected.

Mr Givens states that he prefers the commission to approve secondary employment so it is on the record without ambiguity. Mr Givens does not think the gas amount is sufficient and shared concerns about mileage, wear and tear, and the maintenance on these vehicles.

At-Large- Commissioner Brooks thanked Mr. Best and John Hoatson for putting this together; it is something we've needed. He agrees with Commissioner Wheatley, and admits being a little ignorant to the officers' personal use of town vehicles; he was not fully aware that you could drive the vehicle to another employer. He would fully support that it is a take home vehicle, but it's not for everything else. We've seen how expensive this is; we just recently had \$10,000 for a motor change. Drive it home, leave it, use your personal vehicle for secondary employment.

Chief Ayers: He read over the agreement and agrees on everything except for item 8 workman's comp, which he thinks will be problematic. Workman's comp is an additional cost on an employer. If an officer gets injured, we don't put a claim on the town, so he doesn't see why that employer has to show proof of workman's comp.

Some of these companies are small and don't want to add expense of workman's comp. If a claim is submitted, that's the officer's responsibility to take care of their own expenses because it's off duty. No other police department in the state of Maryland has asked any employers to offer a workman's comp policy. He thinks it'd be problematic to the point where we won't get secondary employers to pick up our officers if that requirement remains.

Chief stated that other municipal police departments have a take home car program and allow secondary employment. If benefits are taken away from the officers, it will become difficult to recruit and retain officers. Chief understands the concerns about the vehicles and agrees with having some kind of fuel price for the officers to reimburse. If the car can't idle, the car is not going to be using that much gas. Chief thinks \$35 is reasonable for the car not being on the whole time just going to that place and coming back. The officer can only work 3 to 4 shifts a week, and 4 hours at the most, so there is not a lot of gas being used going to or from, and also not being able to idle the car.

Chief reiterated that if 8 workman's comp could be taken out of that agreement, it going to be feasible for employers to actually sign the officers up for secondary employment.

Town Manager Hoatson suggested that the commission highly recommend reducing the number of secondary employment hours officers can work and from 32 hours down to 20 hours, as this would allow them to maintain and patrol Cottage City streets.

Commissioner Wheatley confirmed in the document that #3 indicates a maximum of 20 hours weekly, although Chief Ayers stated that it is 32 hours in the general orders. Commissioner Wheatley does not think it should stay 32 hours. Chief stated that he will update the general orders and have that and the new document ready for the commission to vote on during next week's regular town meeting.

Commissioners Brooks and Salsich agreed that 20 hours should match in both places

5. **Sick and Vacation Leave of Cottage City Employees (Commission Discussion)**

Town Manager Hoatson stated that the town is in the process of updating the employee handbook and Matt Peter from Local Government Insurance Trust (LGIT) is present for the meeting. Mr Peter started updating the handbook under a previous Town Manager. Tonight, the commission should discuss vacation and sick leave accruals and carryovers.

Current state:

- Annual leave: employees may accrue 156 hours (19.5 days) of annual leave during the year. Accrued annual leave exceeding 120 hours by December 31st will be forfeited.
- Sick leave: Full-time employees earn sick leave at the rate of 104 hours (13 days) per year (or 4 hours per pay period). Sick leave accrues from first day of employment and accumulates concurrently with the employee. Continuous service sick leave may be accumulated up to a maximum of 480 hours (or 60 days). Beyond that point, no more sick leave can be accumulated. Sick leave is not compensable or transferable to other employees and will not be paid off at the time of employee's resignation, termination, or death.

Since there have been issues with leave and taking time off, Mr Hoatson would like to hear from the commission about if they feel the need to amend the current handbook and policy to only allow employees to take leave within a given year or if we should keep it as-is and allow rollover.

Commissioner Wheatley asked if employees were previously permitted to transfer their unused sick leave to other staff, like a sick leave bank. Mr Givens recalls that during hardships, it could be brought forth to the commission for approval. He stated that an employee cannot arbitrarily give unused sick leave to another employee upon the end of employment.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: No questions. She stated it's important to allow employees to roll over their sick leave, otherwise it could introduce a hardship. For example, if someone gets sick in January during flu season, we would want them to have leave for that. Agrees that the commission should allow the ability to share unused sick leave within reason and with commission approval.

Ward 2- Commissioner Henderson would like a limit on how much annual leave is permitted to roll over at the end of the year. An employee can accrue 156 but roll over 120. Mr Henderson agrees with keeping the current limits.

Ward 3- Commissioner Wheatley stated employees should be permitted to roll over 120, anything over that should be forfeited.

Ward 4- Commissioner Givens: Agrees that the way it is written is that way it should continue.

At-Large- Commissioner Brooks doesn't believe addressing the maximum addresses Mr Hoatson's initial concern, and states that there are other policies you can put into place (e.g. no more than 2 days consecutive without a doctor's note; no more than 4 days in a pay period without a doctor's note). Taking away rollover introduces more hardship when there is a serious medical concern and you don't have the sick leave to rely on. He thinks the policy should be kept as-is.

Commissioner Wheatley summarizes that there is a consensus that we will continue the rollover policy.

6. **Updated Cottage City Employee Handbook (Commission Discussion)**

Mr Hoatson asks Mr Peter from LGIT to provide insight into the proposed employee handbook edits. handbook.

Mr Peter was working with the former town administrator 18 months ago and the project stalled upon the former town manager's exit.

Mr Peter commented that two things stood out to him while reviewing the town's handbook: a harassment policy that provides protection for everyone involved in a claim, and the employee discipline policy. As written, the handbook had a long and complex process regarding how and by whom an employee could be disciplined. Mr Peter proposes a streamlined discipline process. The town charter permits the commission to terminate an employee; the authority of the commission is not eliminated.

The commission must provide direction on employee cannabis use. Does the town want to adopt a zero-tolerance policy? Some jurisdictions do not care what you do in your personal time; other local governments have a zero-tolerance policy. While the current policy details the use of abuse of illegal drugs and alcohol, cannabis is in more of a gray area right now.

LGIT suggests that the town revise their drug and alcohol policies and other policies relating to accidents and the operation of vehicles, which touch on drugs. A separate reference might need to be included in reference to cannabis. He suggests making changes on pages 11, 14, 16, and appendix B.

Mr Peter stated that you don't necessarily need to include cannabis everywhere you see the word drug in the handbook, it is more nuanced than that. Some local governments have stopped testing because they don't have a zero-tolerance policy, which is something the town may want to consider. He recommends that he, Mr Best, and Mr Hoatson hash things out and make appropriate recommendations to the commission.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich: She believes that what people do in their private time is their business. Since Maryland views cannabis as recreationally legal, she doesn't think we should test for it and does think that we should have wording about them not utilizing it while on the job. If somebody wants to go home at night and partake, that is their private business.

Ward 2- Commissioner Henderson: With cannabis, it depends on the employee and the type of job they're in. He believes it must be in the handbook and that if you are in a sensitive job dealing with safety and equipment, you don't want someone who is intoxicated with cannabis.

Mr Peter stated that federal law prohibits anyone with a CDL driver's license from consuming cannabis. He does not know if there are any employees in Cottage City that have a CDL license. Law enforcement creates a slightly different issue due to gun laws, others disagree, and there is not a clear, definitive answer to this yet.

Ward 3- Commissioner Wheatley stated that although Maryland has legalized cannabis, she prefers zero tolerance in the workplace. She agrees that if it is someone who has a CDL or is operating heavy equipment, that should be considered.

Ward 4- Commissioner Givens stated that police officers should be restricted from cannabis use on and off duty due to the nature of their job. He believes it must be a two-tier system: If you are employed as a police officer or if you have a CDL license, then it is zero tolerance. Those two jobs should be stipulated.

Commissioner Wheatley asked Mr Givens if you are an admin employee, that is fine to use cannabis? Commissioner Givens stated that it is fine.

At-Large- Commissioner Brooks: He agrees with Mr Givens' final conclusions but would like to extend it to anyone who drives a town vehicle. He doesn't want to see the town manager, who is an admin, drive around town and get into an accident only to find out he tests positive for weed, all for people doing what they want in their personal lives. If you drive vehicles, you are accountable for that and the policy should extend to anyone who drives a town vehicle.

Commissioner Henderson believes there should still be drug and alcohol testing for people who drive and officers carrying a weapon. People's lives are at stake and you definitely need periodic testing.

Commissioner Wheatley indicated to Mr Peters that it appears we will have something in the employee handbook in regard to cannabis. There will be a stipulation that if you drive a town vehicle or have a CDL license or a police officer, that you cannot use cannabis.

Mr Peter stated that he can work within those parameters, however if it is going to apply to law enforcement officers, he suspects there will need to be a provision adopted in the general orders. He has never seen the general orders; Chief would know better.

Commissioner Wheatley stated that Mr Peter can work with the town manager and he'll work with the chief as needed. She really likes the work Mr Peter did with streamlining the disciplinary actions and removing contradictions within the document. She would like to confirm if he has everything he needs in order to update the manual so the commission can vote?

Mr Peter said yes, he understands the guidance he's been given and they should be able to take a vote.

Mr Hoatson: The goal is to have this ready on July 1 for the upcoming fiscal year. Mr Peter will release the handbook and do sexual harassment and civility training. It will be an opportunity to see what the employees think and get answers to any questions they have.

7. **CSX Overnight Construction (Commission Discussion)**

Commissioner Brooks provided an overview to Mr Best of what has been happening with the railroad work: CSX has been running new tracks around 11pm/midnight and going until 1am. A resident called the CSX emergency line who then contacted DOT (who is supposed to notify the public). She also reported it via the PG County police non-emergency line.

Mr Hoatson would like to know how the town can receive notification when CSX will be doing construction and feels they should be held to a standard of not doing noisy work when residents are sleeping.

Mr Brooks confirmed that the work is complete; they did not stop because the resident filed a complaint. The resident filed a noise complaint with the county police department because the county says no construction after 9pm over a certain decibel level. Mr Brooks is seeking Mr Best's opinion if there's anything that can be done, and if this situation has impacted other municipalities.

Mr Best stated that the county does not have jurisdiction over the matter of noise; it is the town that has jurisdiction. Whoever called the county barked up the wrong tree. There are some towns that don't have noise ordinances. Cottage City does have a noise ordinance, so you could regulate it. Mr Best does not believe that the train tracks are within the town's corporate limits, that they are right outside the corporate limits. Cottage City could pass an ordinance that says you can enforce nuisance outside of your corporate limits up to one half mile but you have to put a provision in your code that says you're doing that, and then you could regulate the railroad tracks that are technically outside of your limits. Mr Best does not get a lot of issues with railroads because not many of the towns that he represents have railroads that cause problems with nuisances and their corporate limits.

Commissioner Brooks stated that he was recently looking into where exactly the Cottage City and Park property lines are located to perform some tree work. The Park service identified a lot of the land on Cottage Terrace that we always thought was CSX property, yet it is Park's property. Does that come into play at all?

Mr Best shared he understands what Mr Brooks is driving at and that he has not had any issues reported by Mayor Petrilla Robinson about the noise or work by CSX line in their corporate limits. Unless that park land property was in the corporate limits, the town has no jurisdiction over it. If the town wants to have jurisdiction over the CSX railroad, Cottage City must amend the ordinance to say that you're going to enforce your ordinances slightly outside of your corporate limits, which the law allows.

Commissioner Brooks asked what would we do after that? Cite them with code enforcement?

Mr Best stated that the town could cite them or you could go fetch an injunction in the district court and force them not to do this type of behavior if it violates your noise ordinance. If you cite them, they don't care, it's just not enough to compel them to change their behavior. Assuming the ordinance allows you also to seek injunctive relief from the court, that would be the option. You could get an order from the court.

Commissioner Brooks: Thanked Mr Best for his input about what we could possibly do.

Chief: Suggested that Commissioner Brooks contact Senator Augustine and they can put something on the floor next year to make it a Maryland state law – that CSX has to notify neighboring areas when they do night work.

Commissioner Brooks: He stated that he had previously worked with Glenn Ivey's office and thanked Chief for the good suggestion to reach out to Senator Augustine.

8. **STOP Sign Proposal (Commission Discussion)**

Commissioner Givens proposed reflector enhancements on the STOP sign posts to make them more visible. The cost appears to be about \$15 for only 30 inches (he is trying to find a longer reflector). He thinks the tot lot intersection would be a good place to test. The reflectors are about \$15 each and we would need 4.

Commissioner Givens also proposed painting the asphalt for additional STOP visibility. A 5 gallon bucket of red paint is \$150 and a gallon of white is \$30. The stencil is about 200 with the line as well. Once Jorge is on board, this work could be put in the queue to be completed before winter.

Commissioner Comments/Questions:

Ward 1- Commissioner Salsich thinks it looks nice and would be okay with it.

Ward 2- Commissioner Henderson thinks it's a great idea if Mr Best says it's permissible.

Ward 3- Commissioner Wheatley thinks it's a great idea and would like to know if we could add flashing lights to the STOP sign and get a quote for that?

Ward 4- Commissioner Givens stated that he would obtain estimates. Edmonston obtained a grant for this type of work and we should see if this is possible for the town.

At-Large- Commissioner Brooks fully supports this idea and thinks we need to do more of these safety measures to look after residents of the town.

Commissioner Wheatley would like to know if the STOP painted on the concrete is reflective paint?

Commissioner Givens stated that the red is not reflective paint but the white might be able to be reflective and will check into that.

Mr Best states that the manual for uniform traffic control devices doesn't care what color the pole is, they only dictate the traffic control device, which is the sign.

Public Comments

Anyone seeking to speak under Public Comments must sign in prior to the end of the Board Work Session. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Commissioner Wheatley asked that if anyone from the public has comments, they have the opportunity to speak for 3 minutes and should state their name, address or organization.

Mr Hoatson read the chat comments into the record:

Miss Lucia Proctor: Sick bank. Shouldn't it go into sick bank instead of rollover? It goes into a sick bank. It's an opt-in thing. If they contribute to the bank they have access to in case of hardship. If they don't contribute, no access.

Commissioner Brooks. A lot of government and higher education use the rollover.

Ms. Proctor: Right? But a portion goes into the sick bank instead of forfeit. Leave bank.

Commissioner Brooks. No, you usually get a certain amount of sick time, and you can roll over a portion and you have access. You lose it. Some may do sick banks, but many don't.

John Brooks stated aloud that he would like to clarify excess, not access. So whatever excess you have, you lose it.

Commissioner Wheatley confirmed that there were no public comments other than those that were in the chat. The commission will have to suspend the rules to go into a closed session. She asked if anyone wanted to make the motion to suspend the rules at 8:08pm.

9. **Motion To Suspend The Rules To Go Into A Closed Session at 8:08pm (Commission Vote)**

The motion was made by Commissioner Brooks and seconded by Commissioner Henderson. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions. The commission went into closed session at 8:10pm.

10. **Motion to Go Back Into Open Session at 9:07pm (Commission Vote)**

All five Commissioners, the Town Manager, and the Town Attorney were present for the closed session and discussed personnel matters under the General Provisions Art. § 3-305(b). There were no votes taken in the closed session; it was limited to discussion and obtaining legal advice from the town attorney.

The body discussed the potential hiring of one employee and possible salaries. The body did not come to a conclusion and will revisit the decision once the town manager has the information requested by one of the commissioners.

They discussed another personnel matter regarding another employee and did come to a decision on how to proceed; their decision was relayed to the town attorney and town manager.

The body also discussed conduct of behavior and conduct and civility of the commission and commissioners, and that was just a regular discussion, there were no votes taken in regards to that.

11. **Motion to Adjourn at 9:09pm (Commission Vote)**

The motion was made by Commissioner Brooks and seconded by Commissioner Givens. There was a unanimous vote by the Commissioners. Salsich-Aye, Henderson-Aye, Wheatley-Aye, Givens-Aye & Brooks-Aye. Motion Passes no nays or abstentions. The commission adjourned at 8:10pm.

Motion To Go Into a Closed Session

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”; (7)____“To consult with counsel to obtain legal advice”.

The Commission proposes to go into a closed session to discuss salary information.

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.