

October 2024 Workshop Minutes

Attendees

Michael Robinson	Sam Brown	Paul Gilligan
Matt Morris	Joyce Brown	Nancy Hawker
Jad Drake	Gloria Maser	Shelby Beaver
Jim Hauver	Mark Carroll	

7:30PM - Mayor called the meeting to order

Document Scanning and Storage: The mayor began the meeting discussing the current state of town affairs. One issue has been the storage of the town documentation and storage of records. A software program called ShoreScan, is a digital records and document storage company. Town documents are scanned into this data collection and storage "facility" (online). It is an organized way to store and retrieve records eliminating the need for paper documents that fill multiple filing cabinets. The system has not really been used over the past, and an effort will now be made to have a more in-depth review of the system or look for other options to meet the town's document storage needs. The cost is approximately \$1300 per year. The law requires the town to save and store various documents including meeting agendas and minutes, treasurer's reports, and grant documentation. The mayor agreed to allow program access for those performing town business.

Agendas and Reports for Upcoming Meetings: It was decided that town meeting agendas, minutes, and treasurer's reports will be composed, distributed and/or submitted in a timely manner in such a way that Council members have time to review documents before the meetings. This will allow for a more thorough review of documents before the meetings. An unauthorized purchase of a cell phone was made in the past by the clerk/treasurer/administrator. The town will be reimbursed.

Forensic Audit: Requests for Proposals for a forensic audit of the town's finances is out for bid and closes November 6, 2024. A review panel will be assembled that will rate the submitted proposals and recommend the top three (3) candidates for the mayor and council's selection.

Planning and Zoning Administrator: The mayor and Planning and Zoning members are interested in hiring a town administrator to assist in updating planning and zoning directives. Jaymee Marshall provided an update for reasons to hire an outside consultant to assist. The mayor has also contacted nearby towns for possible part-time assistance. Mayor and council to consider the request.

Budget Revision: Councilman Hauver submitted a revised FY-24/25 budget for review. Comments and corrections to be made at the next regular council meeting in November. Because the September treasurer's report was not ready for distribution, there may be some minor adjustment to the final numbers.

Budget/Funding Question: There is still \$147,700 in the General Fund that requires strict analysis of the reason and purpose of the amount that is part of a past grant from the Department of Natural Resources (DNR.) The mayor has contacted the DNR for information concerning the grant details. Town documentation has been misplaced. The pending financial audit may answer some questions regarding documentation and funds.

EPA Grant: The town received a \$386,000 Grant by the Environmental Protection Agency (EPA) for storm water and green street management improvements for there town's east side. This grant also requiries the town to match funds of approximately \$96,000. The mayor is looking to other grants to cover these funds.

Burkittsville Visitor Center: An idea was brought up to form a cooperative agreement allowing the Town of Burkittsville to collaborate with the South Mountain Heritage Society Reformed Church such that it could be a dual use location for the SMHS and Burkittsville visitor center. Nothing would change with respect to the SMHS Board of Directors administering or having authority over the Church. The town council could help with SMHS in support of preserving and sharing the history of Burkittsville, by providing funds in the form of grants, help in maintaining the building, and staffing. Burkittsville residents are encouraged to provide input as we move ahead with discussions.

The mayor advised that the Ruritan had requested a \$100 donation for the Halloween party. The town makes this donation annually and is under the amount needing a vote, so the donation will be made.

Meeting adjourned.