



**Town Council
Regular Meeting
December 17, 2024, 6:00 PM**

Agenda

1. Call to Order

1.1. Call to Order

Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website (Public Communications) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device.

[Join the Meeting](#)

Meeting ID: 239 407 032 347

Passcode: vEFjZB

[Download Teams](#) | [Join on the web](#)

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of the Meeting Agenda

2. Approval of Minutes

2.1. Approval of minutes from Regular Meeting and Closed Session on December 10, 2024.

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

3.2. Department Updates

3.2. Finance (Larsen)

3.2. Human Resources (Kennedy)

- 3.2. Inspections and Permits (Mosrie)
- 3.2. La Plata Police Department (Schinner)
- 3.2. Legislative Services (Phipps)
- 3.2. Planning (Craze)
- 3.2. Public Works (Wood)

4. Matters of Council Discussion

- 4.1. Pension Plan Update (Kennedy)

5. New Business

- 5.1. Reports from the Mayor and Town Council

6. Adjourn

- 6.1. Adjournment



TOWN OF LA PLATA
Town Council Minutes
December 10, 2024, 6:00 PM
Regular Meeting

PRESENT: Mayor Jeannine James
Councilman, Ward I David Winkler
Councilman, Ward II Matthew Trollinger
Councilwoman, Ward III Evalyne Bryant-Ward
Councilman, Ward IV David Jenkins

ABSENT:

TOWN STAFF: Michelle Miner, Assistant Town Manager
Karina Larsen, Town Treasurer
Aaron Mosrie, Director of Inspections
Kelly Phipps, Director of Legislative Services and Interim Town Clerk
Martha Tennison, Accounts Manager

GUESTS: See Roster

1. Call to Order

1.1. Call to Order

Attendees, please use meeting courtesy. Virtual attendees are asked to mute microphones when joining the meeting. Participants may be muted by the Town Clerk and meetings will be recorded.

In accordance with the Open Meetings Act, the public has the right to view/listen to the discussion only. At their discretion, the Town Council may allow participants to voice questions or provide comments on the topics under discussion. Written comments may be submitted via email to Legislative@townoflaplata.org. Individuals wishing to address the Town Council may sign up in advance on the Town's website (Public Communications) or on the meeting sign-up sheet.

Join on your computer, mobile app, or room device.

[Join the Meeting](#)

Meeting ID: 239 407 032 347

Passcode: vEFjZB

[Download Teams](#) | [Join on the web](#)

In accordance with the Code of Maryland, General Provisions, Section 3-302 (Open Meetings Act), notice is hereby given that a portion of this meeting will be held in closed session.

Mayor James called the meeting to order at 6:00 PM.

1.2. Roll Call

The Interim Town Clerk conducted Roll Call.

Councilman Winkler joined the meeting virtually and was present until 7:24 PM.

1.3. Pledge of Allegiance

Mayor James led all assembled in the Pledge of Allegiance.

1.4. Approval of the Meeting Agenda

Councilwoman, Ward III Bryant-Ward moved to approve the agenda as presented.

Moved By: Evalyne Bryant-Ward, seconded by David Jenkins.

Passed Unanimously

2. Approval of Minutes

2.1. Approval of minutes from Regular Meeting and Closed Session on November 12, 2024.

3. Petitions, Communications, Appearances and Public Comment

3.1. Public Comment

Kenny Yekstat spoke on the subject of the National Community Survey results.

Molly Pinkas spoke on the subject of D.R. Horton sediment & erosion environmental noncompliance.

3.2. Expense Report: Budget vs Actual as of September 30, 2024 (Larsen)

The Town Treasurer answered questions from the Town Council.

4. Matters of Council Discussion

4.1. American Rescue Plan Act Budget Amendment (Larsen)

The Town Treasurer answered questions from the Town Council. The Town Council reached a consensus to proceed with legislation.

4.2. 2025 Town Council Meeting Schedules (Larsen/Phipps)

The Town Treasurer and Interim Town Clerk answered questions from the Town Council. The Town Council reached a consensus to proceed with legislation adopting the schedules as presented, with the understanding that additional Special Meetings could be scheduled if necessary.

4.3. Tourism Zones Ordinance (Phipps)

The Interim Town Clerk answered questions from the Town Council. The Town Council advised that the proposed legislation should contain more specific language on incentives offered to qualifying businesses, and declined to proceed with legislation.

4.4. Board, Commission, and Committee Vacancies (Miner)

The Assistant Town Manager presented three candidates for the Finance Committee and one for the Ethics Commission. Councilman Winkler was not present to vote.

Finance Committee Candidates:

- Michael Gahan

- Joseph Norris
- Kathy Brandt

Ethics Commission Candidate:

- Patrick McCormick

Voting

Councilman, Ward II Trollinger moved to appoint Michael Gahan, Joseph Norris, and Kathy Brandt to the Finance Committee.

Moved By: Matthew Trollinger, seconded by Evalyne Bryant-Ward.

Passed Unanimously

Councilman, Ward II Trollinger moved to appoint Patrick McCormick to the Ethics Commission.

Moved By: Matthew Trollinger, seconded by Evalyne Bryant-Ward.

Passed Unanimously

5. Legislation

- 5.1. Resolution 24-27 La Plata Town Council 2025 Meeting Schedules (For Introduction and Consideration of Adoption)

A RESOLUTION concerning

La Plata Town Council 2025 Meeting Schedules

FOR the purpose of maintaining regulated and publicly accessible schedules of Town Council Meetings; and all matters generally relating thereto.

Councilman Winkler was not present for this vote.

Mayor James moved to adopt Resolution 24-27 as presented.

Moved By: Jeannine James, seconded by Matthew Trollinger.

Passed Unanimously

- 5.2. Ordinance 24-18 Amendment to Town of La Plata Fiscal Year 2024 Financial Plan/Budget -- 2023 Series Bonds (2nd Reading; For Consideration of Adoption)

AN ORDINANCE concerning

Amendment to Town of La Plata Fiscal Year 2024 Financial Plan/Budget – 2023 Series Bonds

FOR the purpose of amending the Town of La Plata Fiscal Year 2024 (FY24) Financial Plan/Budget to reflect the activities of the 2023 Series Bonds; and all matters generally relating thereto.

Councilman Winkler was not present for this vote.

Councilman, Ward IV Jenkins moved to adopt Ordinance 24-18 as presented.
Moved By: David Jenkins, seconded by Matthew Trollinger.

Passed Unanimously

- 5.3. Emergency Ordinance 24-19 Town of La Plata ARPA Spending Plan, Fourth Amendment (For Introduction and Consideration of Adoption)

AN EMERGENCY ORDINANCE concerning

Town of La Plata ARPA Spending Plan, Fourth Amendment

FOR the purpose of amending the Town of La Plata American Rescue Plan Act (ARPA) Spending Plan; and all matters generally relating thereto.

Councilman Winkler was not present for this vote.

Councilman, Ward IV Jenkins moved to adopt Emergency Ordinance 24-19 as presented.
Moved By: David Jenkins, seconded by Matthew Trollinger.

Passed Unanimously

- 5.4. Ordinance 24-20 Tourism Zones (1st Reading; For Introduction)

AN ORDINANCE concerning

Tourism Zones

FOR the purpose of establishing Tourism Zones in the Town of La Plata, as authorized by Maryland Code, Local Government Section 18-401, and to define the administration of a program of incentives to “qualified tourism businesses” located within such Tourism Zones to encourage growth and expansion of tourism-related businesses in the Town of La Plata; and all matters generally relating thereto.

Ordinance 24-20 was not introduced.

6. New Business

6.1. Reports from the Mayor and Town Council

- Ward 1: Councilman Winkler was not present to report.
- Ward 2: Councilman Trollinger reported on the following:
 - Keep La Plata Beautiful (Beautification Commission) is changing the regular meeting time to 3:00 PM on 4th Mondays to better accommodate member work schedules.
 - The 2025 community litter cleanup schedule will be available shortly; the monthly cleanups begin again in March 2025.
 - There is a vacancy on the Beautification Commission.
- Ward 3: Councilwoman Bryant-Ward reported on the following:
 - The Planning Commission met on Dec. 3 and considered a parking waiver for the Charles County Public Library. The Commission requested additional information from the Town's Contract Planner before rendering a decision.
- Ward 4: Councilman Jenkins reported on the following:

- Mary Winkler's term on the Parks and Recreation Commission has expired, leaving a vacancy.
- Mayor: Mayor James reported on the following/had no report:
 - The next Town event is the Old Tyme Holiday Gathering and tree-lighting
 - Residents should visit the town website to answer questions regarding loose leaf collection
 - Other upcoming Town events are Breakfast with Santa and the 2024 Light Up La Plata contest

7. Motion for a Closed Session

- 7.1. Statutory Authority to Close Session: § 3-305(b)(15)(iii) deployments or implementation of critical infrastructure
Topic: Information Technology

Councilman Winkler was not present for this vote.

Councilwoman, Ward III Bryant-Ward moved to enter Closed Session under Statutory Authority § 3-305(b)(15)(iii), Topic: Information Technology.
Moved By: Evalyne Bryant-Ward, seconded by David Jenkins.

Passed Unanimously

8. Adjourn

- 8.1. Adjournment

Mayor James adjourned the meeting at 7:06 PM.

Submitted by:

Kelly G. Phipps, Interim Town Clerk

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE
OPEN MEETINGS ACT (General Provisions Article § 3-305)
This Certification Must Be Completed Before a Closed Session May Be Held**

Date: **Dec. 12, 2024** Time: **7:06 PM** Location: **La Plata Town Hall** at this meeting, a motion was made by **Councilwoman Bryant-Ward** and seconded by **Councilman Jenkins** to conduct a closed session of the Council of the Town of La Plata.

Recorded vote to close the meeting:

<u>Members</u>	<u>IN FAVOR</u>	<u>OPPOSED</u>	<u>ABSTAINING</u>	<u>ABSENT</u>
Mayor Jeannine E. James	☒	☐	☐	☐
Councilman David Winkler	☐	☐	☐	☒
Councilman Matthew D. Trollinger	☒	☐	☐	☐
Councilwoman Evalyne L. Bryant-Ward	☒	☐	☐	☐
Councilman David M. Jenkins	☒	☐	☐	☐

(Note: If any member of the public objects to conducting the closed session, a copy of this certification must be sent to the Maryland Open Meetings Law Compliance Board.)

STATUTORY AUTHORITY TO CLOSE SESSION, State Government Article §3-305(b) (check all that apply):

- ☐ (1) To discuss:
- ☐ (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or
 - ☐ (ii) any other personnel matter that affects one or more specific individuals;
- ☐ (2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business;
- ☐ (3) consider the acquisition of real property for a public purpose and matters directly related to the acquisition;
- ☐ (4) consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- ☐ (5) consider the investment of public funds;
- ☐ (6) consider the marketing of public securities;
- ☐ (7) consult with counsel to obtain legal advice;
- ☐ (8) consult with staff, consultants, or other individuals about pending or potential litigation;
- ☐ (9) conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- ☐ (10) 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) prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- ☐ (12) conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- ☐ (13) comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- ☐ (14) discuss, before a contract is awarded or bids are opened, 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; or
- ☒ (15) 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, including information that is:
 - ☐ 1. related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity;
 - ☐ 2. collected, assembled, or maintained by or for a governmental entity to prevent, detect, or investigate criminal activity; or
 - ☐ 3. related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
 - ☒ (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT") UNDER THE
OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This Certification Must Be Completed Before a Closed Session May Be Held

For each citation checked the reasons for closing and topics to be discussed:

- (15) Discuss cybersecurity, if the public body determines that public discussion would constitute a risk to deployments or implementation of critical infrastructure or security devices. Topic: Information Technology.

Persons attending closed session:

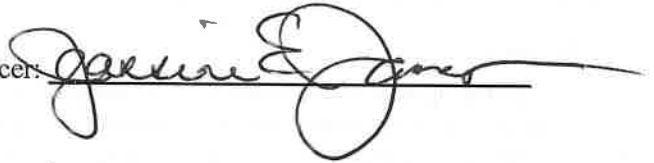
Mayor Jeannine James	Michelle Miner, Assistant Town Manager	
Councilman Matthew Trollinger	Olivia Williams, IT Specialist	
Councilwoman Evalyne Bryant-Ward	Kelly Phipps, Interim Town Clerk	
Councilman David Jenkins		
Jay Gullo, Town Attorney		

Action(s) Taken:

- (7) No action taken; advice only.

Time closed session adjourned: **7:54 PM**

This statement is made by Mayor Jeannine E. James, Presiding Officer:

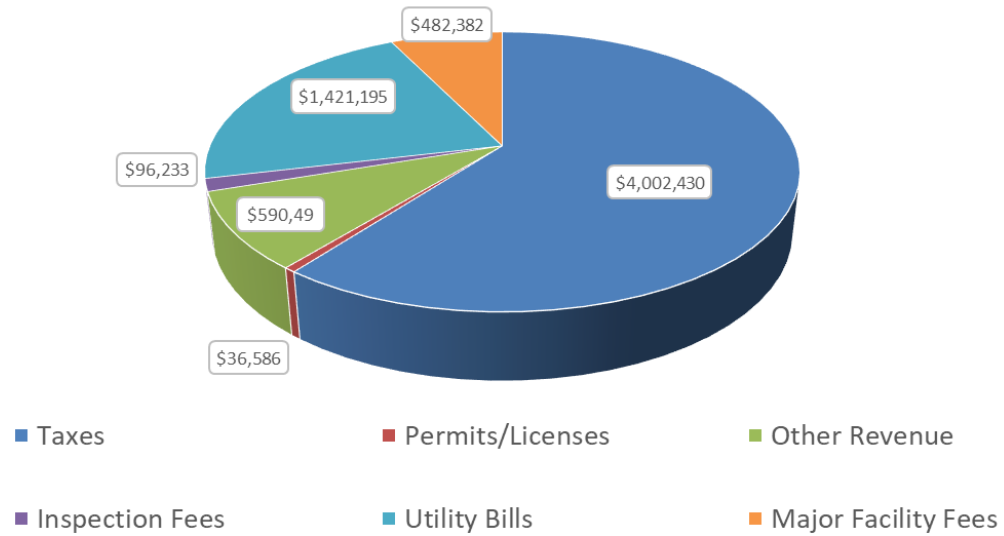




Monthly Treasurer Report

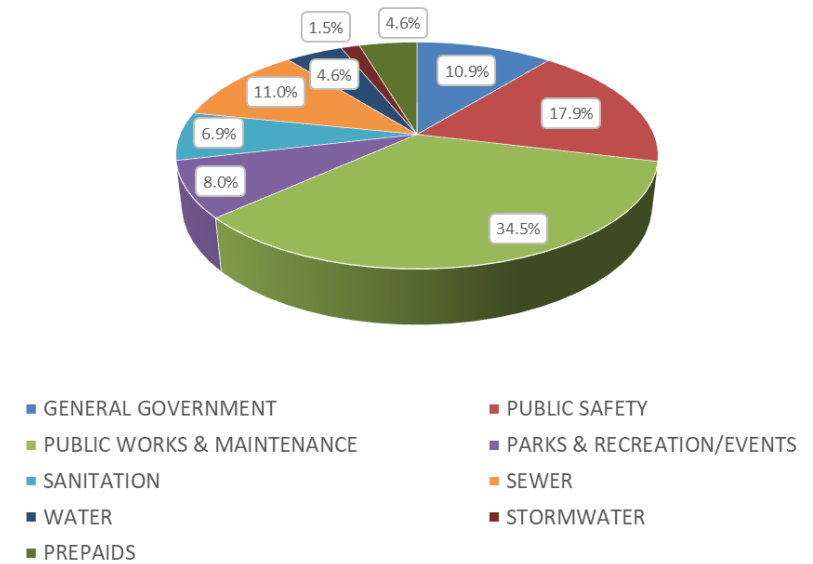
For Fiscal Year 2025 Through October 30, 2024

Cash Inflows for October 2024 By Source



Total cash inflows for October 2024 was \$6,631,826

Cash Outflows for October 2024 By Function



Total cash outflow for October 2024 was \$1,805,851

Bank & Investment Accounts as of October 31, 2024

Checking Account Activity

Balance at 10/01/2024	\$1,750,360.00
Credits	
Cash/Check Deposits	\$1,875,563.45
Credit Card Trans Deposits	\$568,644.81
Taxes Collected	\$3,904,033.81
Intra-Gov't & Grants Deposits	\$517.33
Other Deposits	\$14,425.00
Interest from MBS	\$44,329.53
Transfer from ICS	\$464,899.46
	<u>\$6,872,413.39</u>
Debits	
Payroll (Salary/Taxes/Benefits)	\$657,640.40
Vendor Check Payments	\$436,718.57
Vendor ACH Payments	\$796,355.02
Other Outflows	\$0.00
Returned Checks	\$0.00
Transfer to ICS	\$4,890,039.40
	<u>\$6,780,753.39</u>
Balance at 10/31/2024	\$1,842,020.00

Investment Account Balance

WesBanco Investment Account (ICS)

Balance at 10/01/2024	\$29,453,054.13
In from Checking Account	\$4,890,039.40
Interest	\$118,995.70
Out to Checking Account	-\$464,899.46
Balance at 10/31/2024	\$33,997,189.77

Mult-Ban Securities, Inc.

Money Market	\$727,867.44
Certificates of Deposit	<u>\$9,057,206.62</u>
Balance at 10/31/2024	\$9,785,074.06

PNC MLGIP - General Account

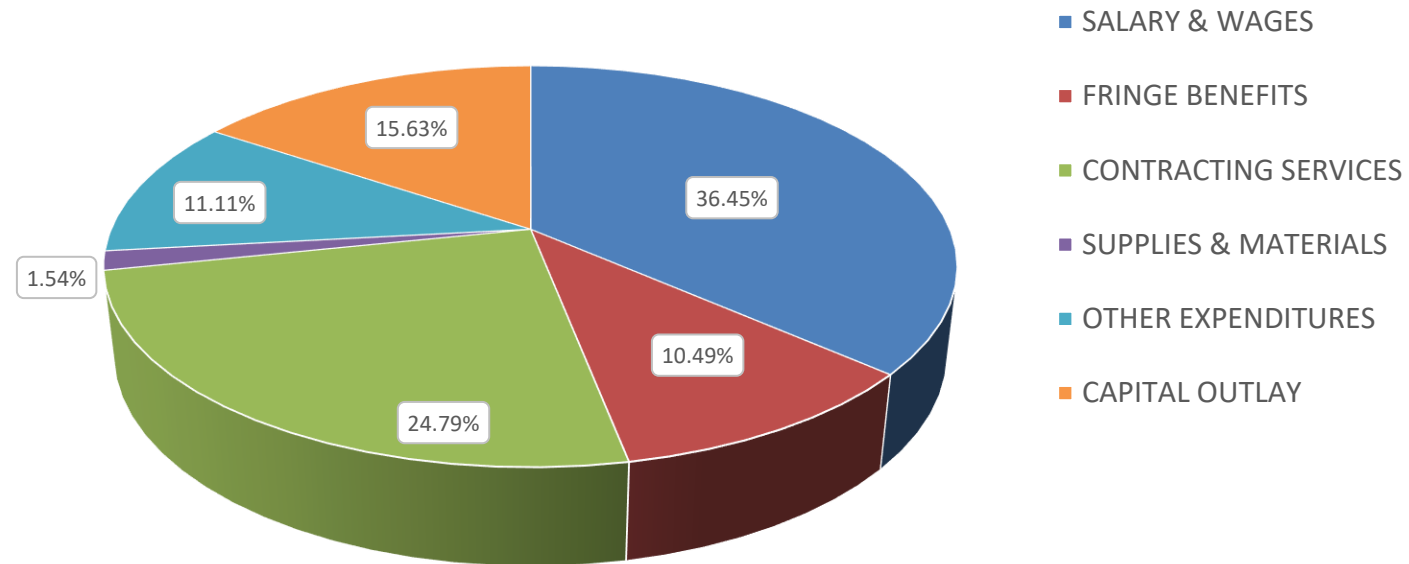
Balance at 10/01/2024	\$4,123,350.87
Interest	<u>\$17,143.81</u>
Balance at 10/31/2024	\$4,140,494.68

PNC MLGIP - Vehicle Repl

Balance at 10/01/2024	\$1,012,599.87
Interest	<u>\$4,210.12</u>
Balance at 10/31/2024	\$1,016,809.99

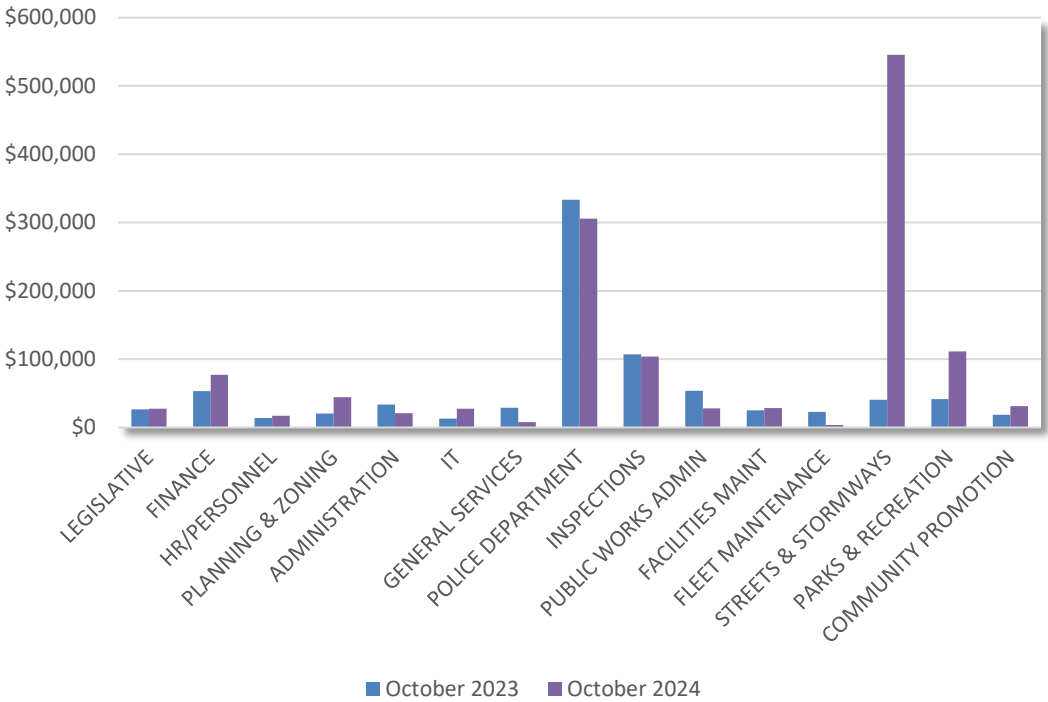
General Fund

YTD General Fund Percentage of Expenditures By Category



Total Expenditures through October 31, 2024 are \$4,885,469 or 31.4% of FY2025 Budget

General Fund Expenditures for October by Department



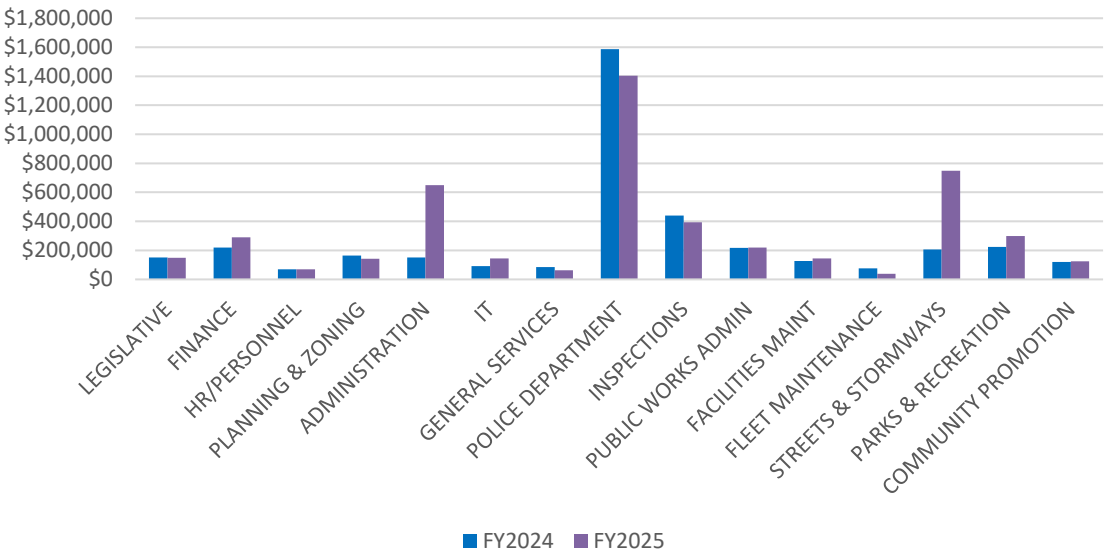
Fiscal Year to Date Notes:

Bond interest was paid for the 2023A series in the amount of \$485,809 through the Administration department.

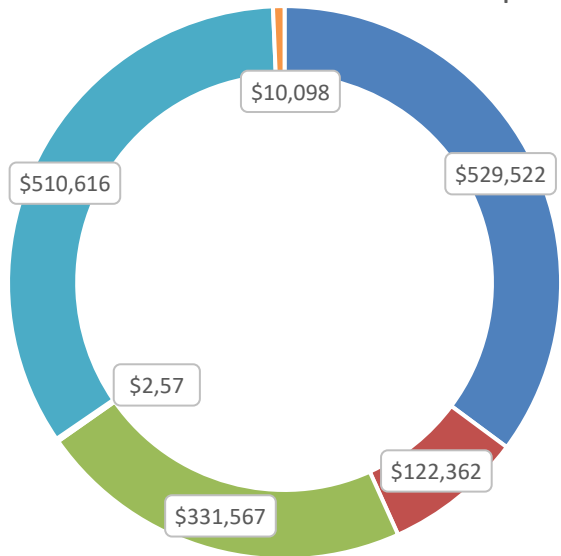
FY24 October variance in Streets is due to paving done in December and June compared to FY25 in October

October Parks variance is due to the construction of Tilghman Lake Dam

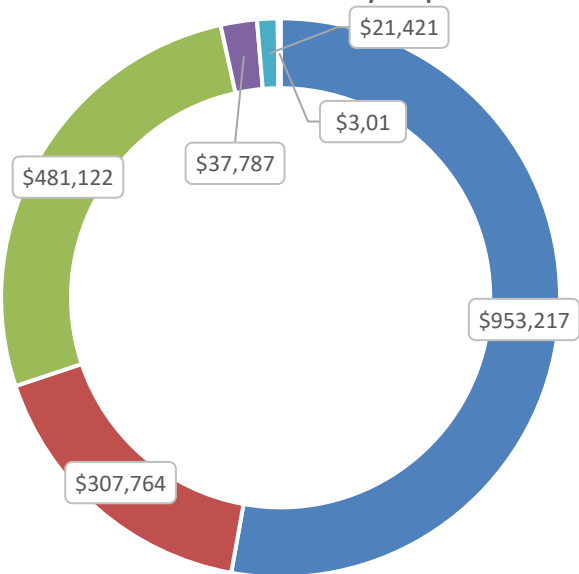
General Fund YTD Expenditures at October 31st by Department



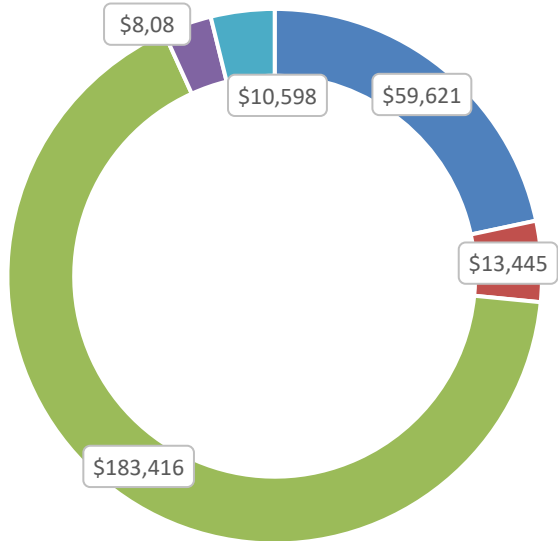
FY2025 YTD General Government Expenditures



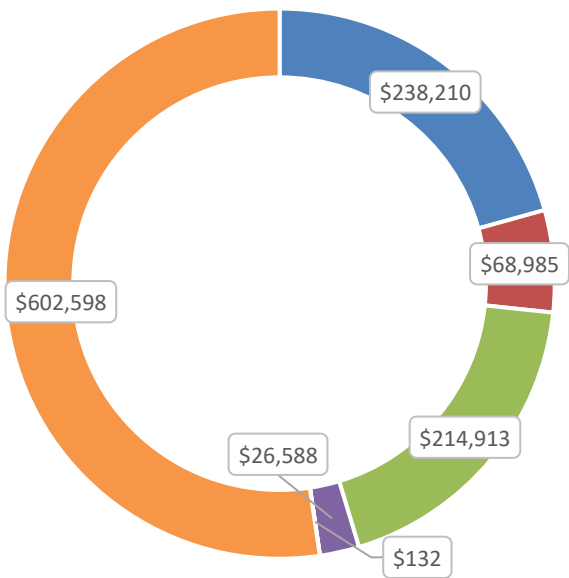
FY2025 YTD Public Safety Expenditures



FY2025 YTD Parks & Recreation/Events Expenditures



FY2025 YTD Public Works Expenditures



- SALARY & WAGES
- FRINGE BENEFITS
- CONTRACTING SERVICES
- SUPPLIES & MATERIALS
- OTHER EXPENDITURES
- CAPITAL OUTLAY

General Fund Expenditures

	October 2023	October 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$416,181	\$405,275	\$1,713,656	\$1,780,570	\$66,915	
FRINGE BENEFITS	\$117,931	\$112,190	\$521,277	\$512,555	-\$8,722	
	<u>\$534,112</u>	<u>\$517,465</u>	<u>\$2,234,933</u>	<u>\$2,293,126</u>	<u>\$58,193</u>	2.60%
CONTRACTING SERVICES	\$178,729	\$275,331	\$1,211,249	\$1,211,018	-\$231	
SUPPLIES & MATERIALS	\$46,984	\$12,985	\$165,525	\$75,035	-\$90,490	
OTHER EXPENDITURES	\$20,790	\$10,412	\$87,406	\$542,767	\$455,360	
	<u>\$246,503</u>	<u>\$298,728</u>	<u>\$1,464,180</u>	<u>\$1,828,820</u>	<u>\$364,639</u>	24.90%
CAPITAL OUTLAY	\$51,574	\$563,726	\$231,113	\$763,524	\$532,411	
RESERVES	\$0	\$0	\$0	\$0	\$0	
	<u>\$51,574</u>	<u>\$563,726</u>	<u>\$231,113</u>	<u>\$763,524</u>	<u>\$532,411</u>	230.37%
Total Expenditures	\$832,189	\$1,379,920	\$3,930,226	\$4,885,469	\$955,243	24.31%

SERVICES Category includes:

OTHER SERVICES

- ADS & NOTICES
- BANK CHARGES
- POSTAGE / DELIVERY
- PRINTING / REPRODUCTION SERVICES

INSURANCE

LICENSES/USER FEES

MAINTENANCE & REPAIRS

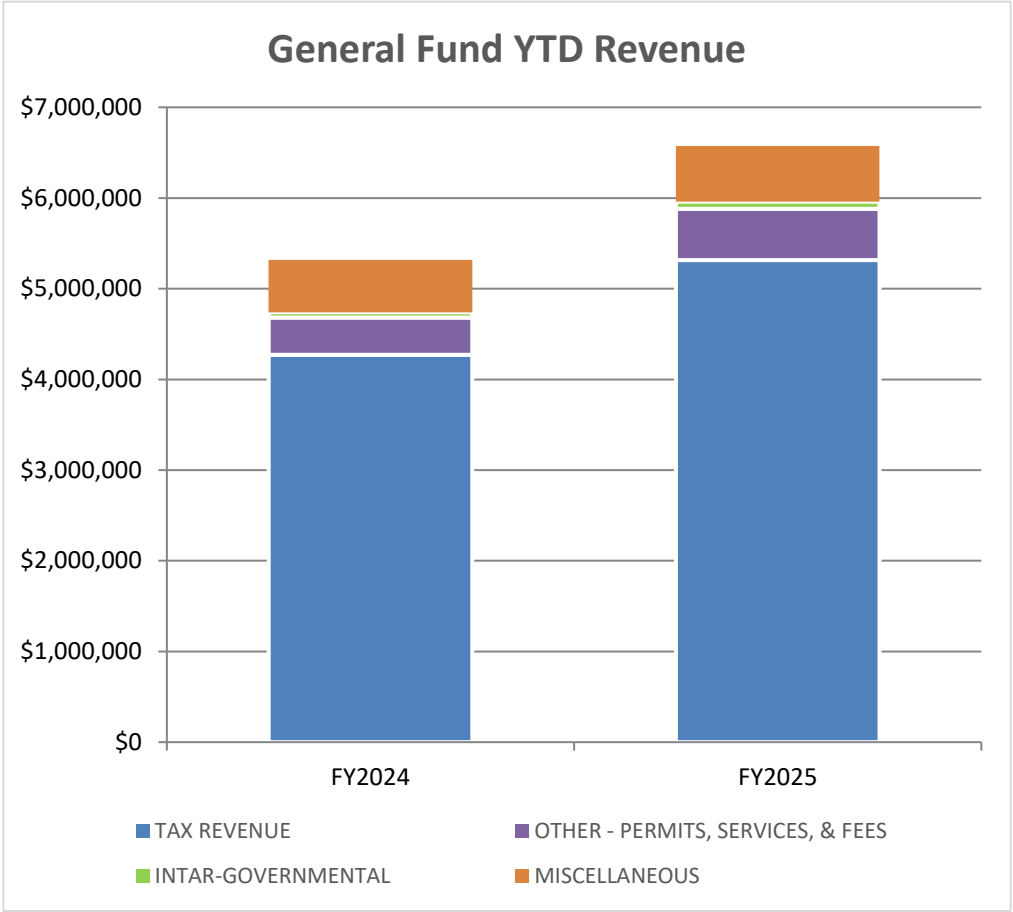
RENTS

UTILITES

PROFESSIONAL SERVICES

- ARCH/ENG/PLANNER
- ATTORNEY
- AUDITOR
- CONTRACTOR
- FCILITY OPERATIONS
- INSPECTION SVCS
- IT SUPPORT

TELEPHONE/COMMUNICATIONS

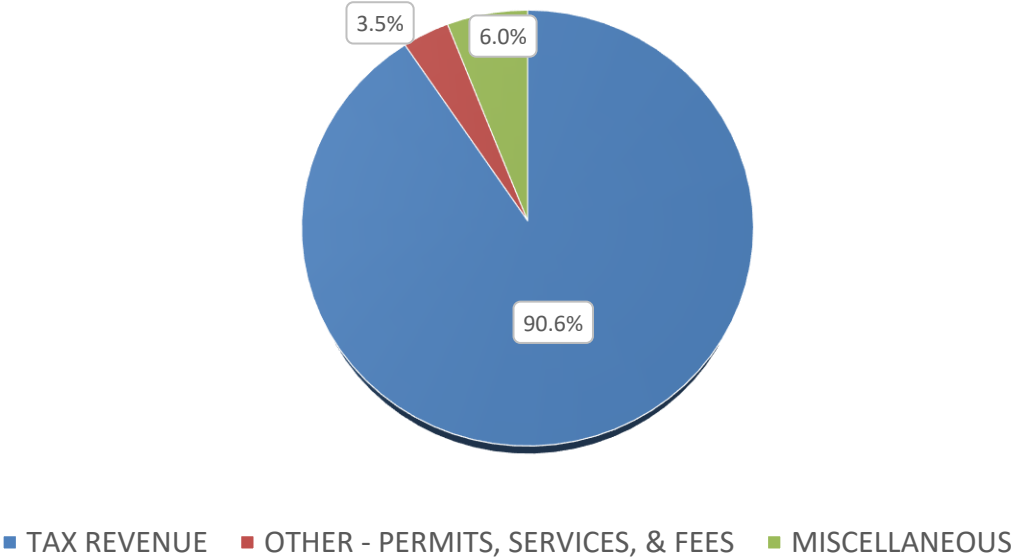


Fiscal Year Month Notes:

Investment revenue accounts for the majority in miscellaneous.

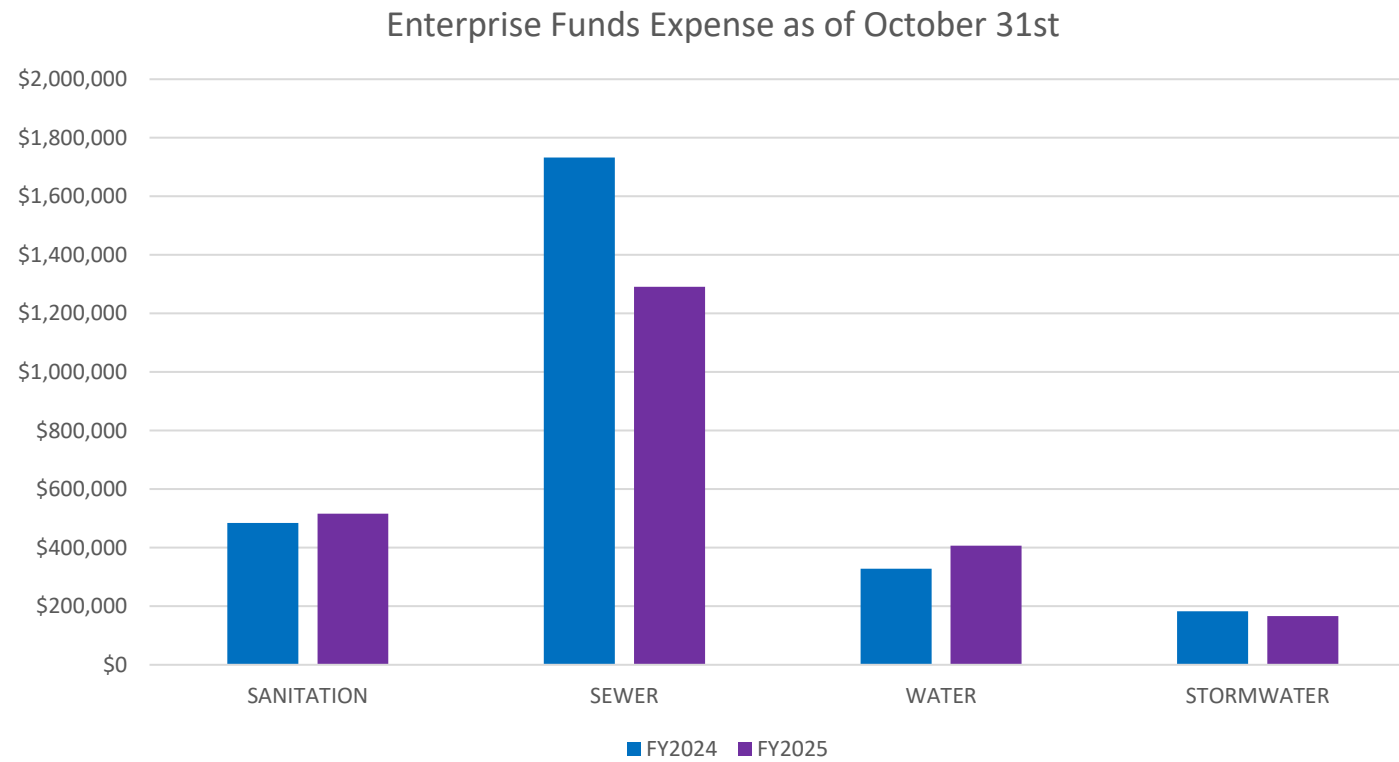
The Town received \$3,649,063 in real property tax this month.

General Fund October 2024 Revenue



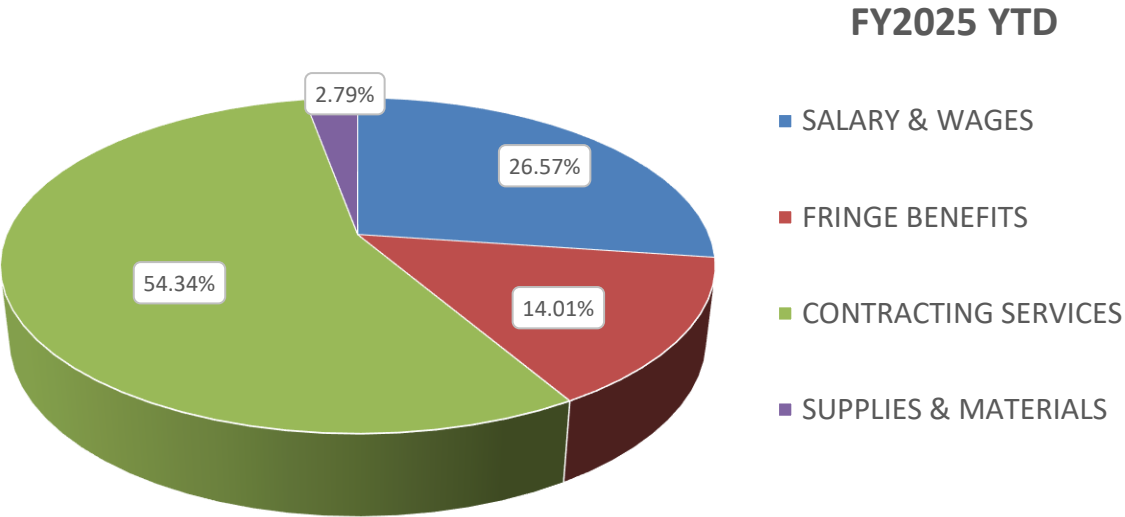
Revenue through October 31, 2024 is \$6,574,691

Enterprise Funds



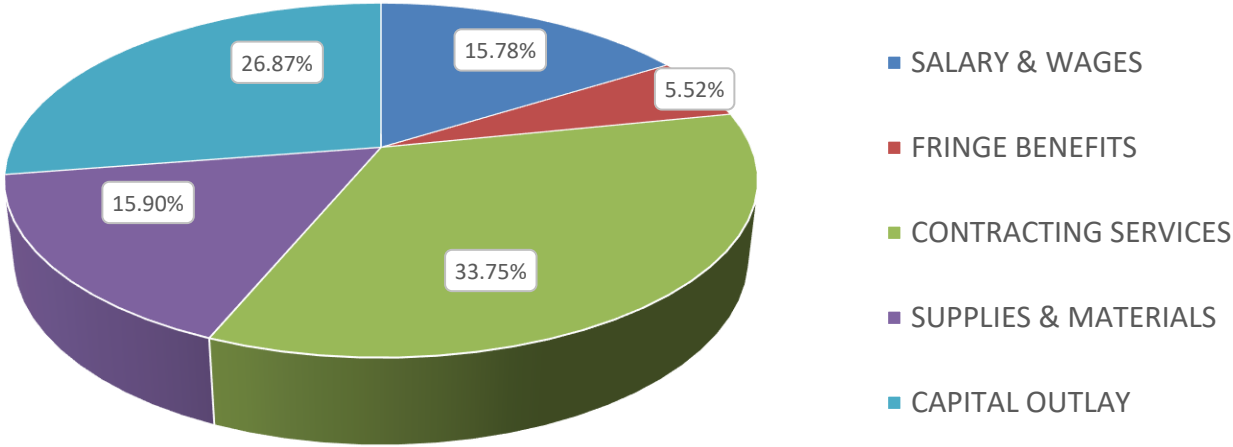
Sanitation Fund Expense By Category

	October 2023	October 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$17,736	\$34,446	\$93,240	\$137,069	\$43,828	
FRINGE BENEFITS	\$8,193	\$16,526	\$51,518	\$72,264	\$20,745	
	\$25,929	\$50,972	\$144,758	\$209,332	\$64,574	44.61%
CONTRACTING SERVICES	\$58,738	\$106,007	\$266,053	\$280,261	\$14,208	
SUPPLIES & MATERIALS	\$15,759	\$871	\$19,323	\$14,401	-\$4,923	
OTHER EXPENDITURES	\$0	\$0	\$0	\$0	\$0	
	\$74,497	\$106,878	\$285,376	\$294,662	\$9,286	3.25%
CAPITAL OUTLAY	\$22,870	\$0	\$54,225	\$11,792	-\$42,433	
TRANSFERS	\$0	\$0	\$0	\$0	\$0	
	\$22,870	\$0	\$54,225	\$11,792	-\$42,433	-78.25%
Total Expenditures	\$123,296	\$157,850	\$484,360	\$515,786	\$31,426	6.49%



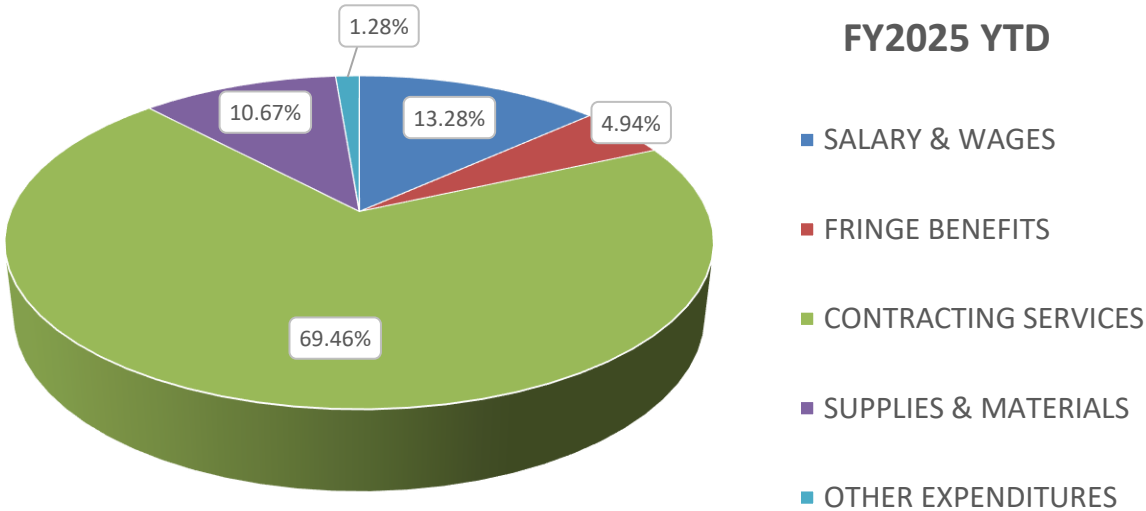
Sewer Fund Expense By Category

	October 2023	October 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$47,045	\$51,145	\$180,130	\$203,846	\$23,716	
FRINGE BENEFITS	\$17,067	\$15,234	\$77,737	\$71,321	-\$6,416	
	\$64,112	\$66,379	\$257,867	\$275,167	\$17,300	6.71%
CONTRACTING SERVICES	\$78,879	\$95,976	\$422,570	\$435,888	\$13,318	
SUPPLIES & MATERIALS	\$30,480	\$55,272	\$161,427	\$205,362	\$43,936	
OTHER EXPENDITURES	\$0	\$0	\$29,857	\$28,075	-\$1,782	
	\$109,359	\$151,248	\$613,854	\$669,325	\$55,471	9.04%
CAPITAL OUTLAY	\$130,881	\$115,482	\$860,999	\$347,120	-\$513,879	
TRANSFERS & DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	
	\$130,881	\$115,482	\$860,999	\$347,120	-\$513,879	-59.68%
Total Expenditures	\$304,352	\$333,110	\$1,732,720	\$1,291,612	-\$441,108	-25.46%



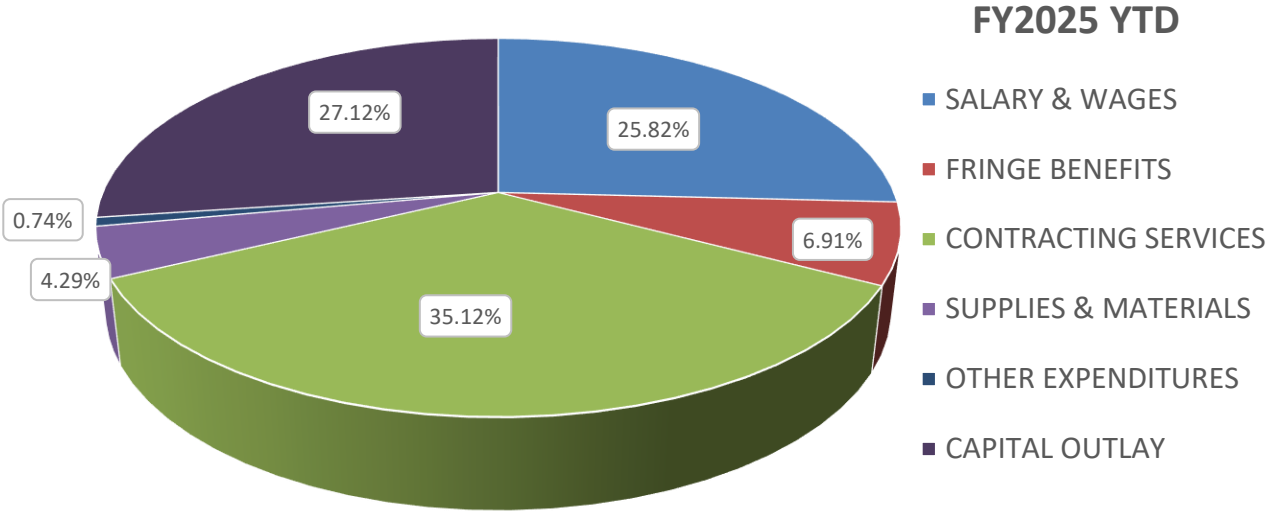
Water Fund Expense By Category

	October 2023	October 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$12,702	\$11,472	\$50,583	\$53,972	\$3,388	
FRINGE BENEFITS	\$5,050	\$4,236	\$24,311	\$20,064	-\$4,247	
	\$17,752	\$15,708	\$74,895	\$74,036	-\$859	-1.15%
CONTRACTING SERVICES	\$24,342	\$36,597	\$207,328	\$282,379	\$75,051	
SUPPLIES & MATERIALS	\$15,411	\$13,113	\$37,678	\$43,395	\$5,717	
OTHER EXPENDITURES	\$267	\$25	\$8,098	\$5,223	-\$2,876	
	\$40,020	\$49,734	\$253,104	\$330,997	\$77,892	30.77%
CAPITAL OUTLAY	\$0	\$1,526	\$0	\$1,526	\$1,526	
TRANSFERS & DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	
	\$0	\$1,526	\$0	\$1,526	\$1,526	0.0%
Total Expenditures	\$57,772	\$66,969	\$327,999	\$406,559	\$78,560	23.95%

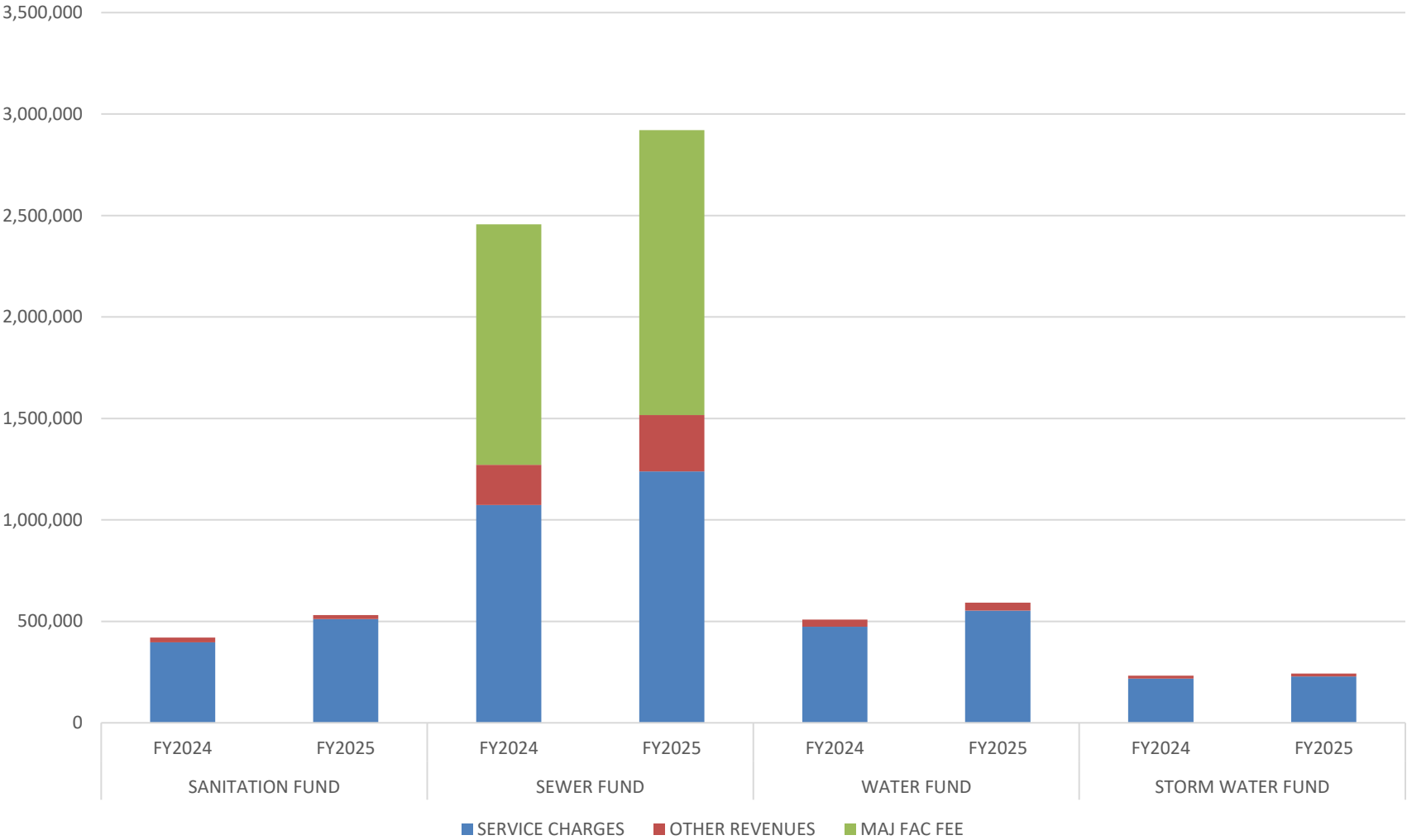


Stormwater Fund Expense By Category

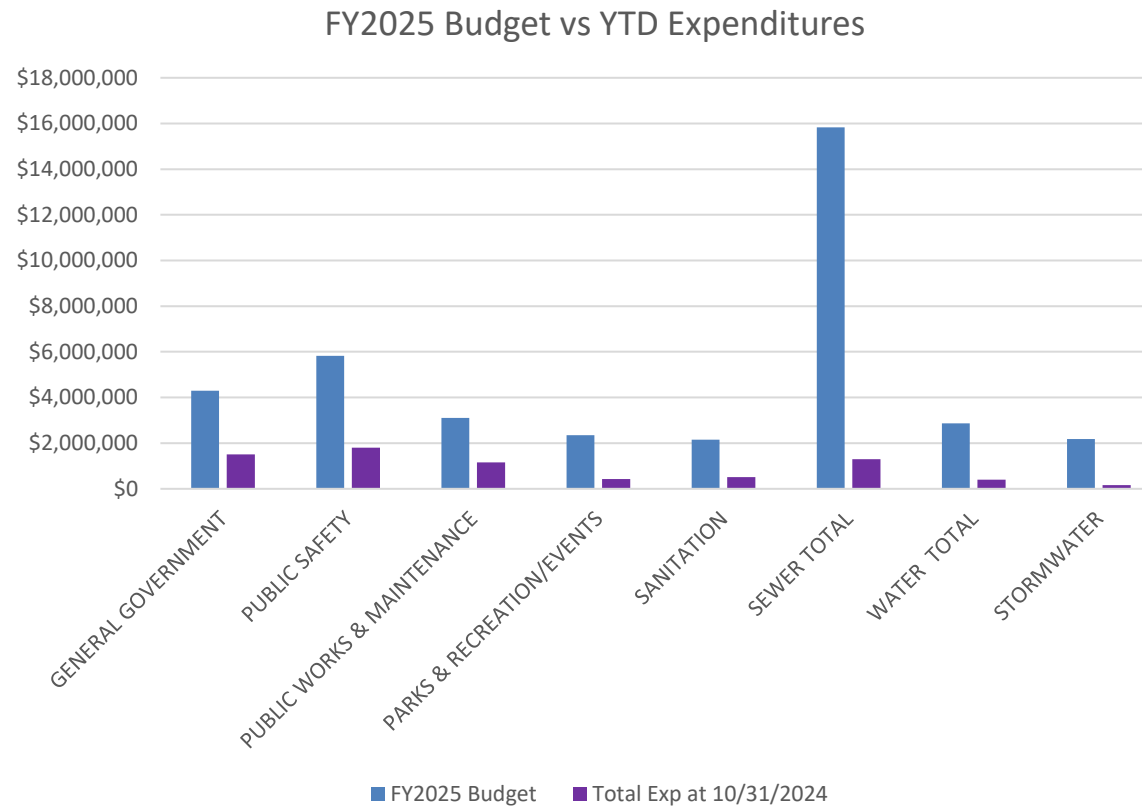
	October 2023	October 2024	FY2024	Year to Date FY2025	Variance	Variance %
SALARY & WAGES	\$10,530	\$10,771	\$42,006	\$43,084	\$1,078	
FRINGE BENEFITS	\$2,434	\$2,464	\$12,268	\$11,532	-\$736	
	\$12,964	\$13,235	\$54,274	\$54,616	\$342	0.63%
CONTRACTING SERVICES	\$5,569	\$9,712	\$59,763	\$58,611	-\$1,152	
SUPPLIES & MATERIALS	\$27,955	\$578	\$30,452	\$7,159	-\$23,293	
OTHER EXPENDITURES	\$0	\$0	\$1,750	\$1,239	-\$511	
	\$33,524	\$10,290	\$91,965	\$67,009	-\$24,956	-27.14%
CAPITAL OUTLAY	\$8,282	\$5,551	\$36,381	\$45,266	\$8,886	
TRANSFERS	\$0	\$0	\$0	\$0	\$0	
	\$8,282	\$5,551	\$36,381	\$45,266	\$8,886	-19.63%
Total Expenditures	\$54,770	\$29,076	\$182,620	\$166,892	-\$15,728	-8.61%



YTD Enterprise Fund Revenues



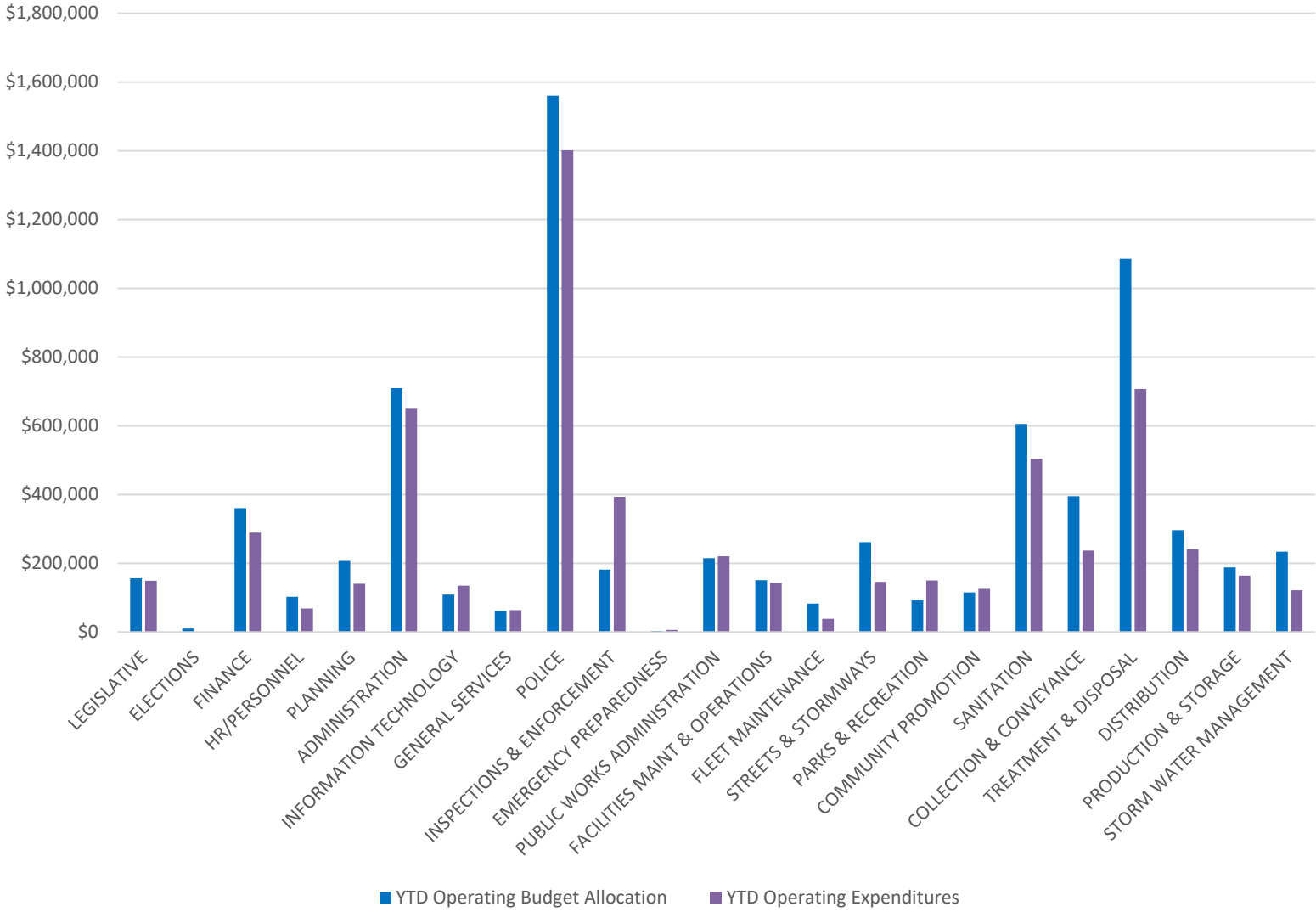
FY 2025 Budget vs Actual YTD



Total Expenditures through October 31, 2024 is \$7,266,317 or 18.8% of FY2025 Budget

Department	FY2025 Budget	Total Exp at 10/31/2024	Budget Remaining	Percent Remaining
LEGISLATIVE	\$472,662	\$149,581	\$323,081	68.35%
ELECTIONS	\$29,540	\$0	\$29,540	100.00%
FINANCE	\$1,081,585	\$289,108	\$792,477	73.27%
HR/PERSONNEL	\$308,710	\$68,912	\$239,798	77.68%
PLANNING-ZONING	\$619,606	\$141,205	\$478,401	77.21%
ADMINISTRATION	\$1,261,898	\$649,982	\$611,916	48.49%
INFORMATION TECHNOLOGY	\$341,878	\$144,155	\$197,723	57.83%
GENERAL SERVICES	\$183,005	\$63,798	\$119,207	65.14%
GENERAL GOVERNMENT	\$4,298,884	\$1,506,742	\$2,792,142	64.95%
POLICE	\$5,239,738	\$1,404,595	\$3,835,143	73.19%
INSPECTIONS & ENFORCEMENT	\$571,705	\$393,803	\$177,902	31.12%
EMERGENCY PREPAREDNESS	\$9,000	\$5,931	\$3,069	34.10%
PUBLIC SAFETY	\$5,820,443	\$1,804,329	\$4,016,114	69.00%
PUBLIC WORKS ADMINISTRATION	\$649,715	\$220,292	\$429,423	66.09%
FACILITIES MAINT & OPERATIONS	\$664,757	\$144,035	\$520,722	78.33%
FLEET MAINTENANCE	\$255,372	\$38,558	\$216,814	84.90%
STREETS & STORMWAYS	\$1,534,964	\$748,541	\$786,423	51.23%
PUBLIC WORKS & MAINTENANCE	\$3,104,808	\$1,151,426	\$1,953,382	62.91%
PARKS & RECREATION-GENERAL	\$1,979,682	\$297,783	\$1,681,899	84.96%
COMMUNITY PROMOTION	\$365,443	\$125,189	\$240,254	65.74%
PARKS & RECREATION/EVENTS	\$2,345,125	\$422,972	\$1,922,153	81.96%
Total General Fund	\$15,569,260	\$4,885,469	\$10,683,791	68.62%
SANITATION	\$2,154,009	\$515,786	\$1,638,223	76.05%
COLLECTION & CONVEYANCE	\$4,279,693	\$544,926	\$3,734,767	87.27%
TREATMENT & DISPOSAL	\$11,548,413	\$746,686	\$10,801,727	93.53%
SEWER TOTAL	\$15,828,106	\$1,291,612	\$14,536,494	91.84%
DISTRIBUTION	\$2,302,065	\$240,711	\$2,061,354	89.54%
PRODUCTION & STORAGE	\$564,110	\$165,847	\$398,263	70.60%
WATER TOTAL	\$2,866,175	\$406,559	\$2,459,616	85.82%
STORMWATER	\$2,185,274	\$166,892	\$2,018,382	92.36%
Total Town Wide	\$38,602,824	\$7,266,317	\$31,336,507	81.18%

Operating YTD Budget Allocation vs YTD Expenditures



The YTD Budget Allocation is for four months to represent 07/01/24 – 10/31/24, dividing the total FY budget over 12 months.

ARPA Project Expense Report as of October 31, 2024

Project Number	Project Name	Total Budget	Total Activity	Budget Remaining
ARPA-01	ARPA Consulting Services	58,950	58,950	0
ARPA-02	Single Audit	0	0	0
ARPA-03	Pumping Stations - Various Upgrades	189,609	189,609	0
ARPA-04	Vactor Truck and Jetter	559,035	559,035	0
ARPA-05	Interconnection - Tilghman Lake & Rosewick Rd	45,240	45,240	0
ARPA-06	GIS Hardware Upgrades	5,388	5,388	0
ARPA-07	MS4 Compliance/Stormwater Upgrades	312,584	312,584	0
ARPA-08	Water Modeling	11,490	11,490	0
ARPA-09	TruNarc Testing	16,701	16,701	0
ARPA-10	Fixed Security Video System	0	0	0
ARPA-11	Mobile Video Trailers	143,890	143,890	0
ARPA-12	License Plate Readers	0	0	0
ARPA-13	Drones	25,445	25,445	0
ARPA-14	Civil Disturbance Gear (SERT)	117,815	117,815	0
ARPA-15	Polaris UTV	38,217	38,217	0
ARPA-16	Shot Spotters	0	0	0
ARPA-17	Information Technology	90,747	90,747	0
ARPA-18	Wills Park - Trail and Amphitheater	0	0	0
ARPA-19	Salary Adjustments - 65 Percentile (1)	149,224	149,224	0
ARPA-20	Charles Street - Revitalization and Refacing (1)	0	0	0
ARPA-21	Town Website Enhancements	53,904	53,904	0
ARPA-22	Town Police Station	1,610,000	1,610,000	0
ARPA-23	Fire Museum - Renovation and Updates	27,385	27,385	0
ARPA-24	Keep La Plata Beautiful - Funding	5,268	5,268	0
ARPA-25	Maryland Market Money Program - Funding	855	855	0
ARPA-26	Maryland Market Money Program - 2 Deputy Managers	15,270	15,270	0
ARPA-27	Dorchester Community Center - Phase 1 and 2 (1)	0	0	0
ARPA-28	Police Body Cameras (2)	40,000	40,000	0
ARPA-29	F-550 Crane Truck	202,636	202,636	0
ARPA-30	FY24 Town Staff Salaries & Benefits	5,274,937	5,274,937	0
ARPA-31	FY24 Stormwater Operating	23,084	23,084	0
ARPA-32	FY25 Town Staff Salaries	471,964	471,964	0
		9,489,638	9,489,637	0

Finance Department Updates

- The audit is on going and finance staff is completing requests as it is received. However, to ensure adequate time for review and preparation of the Management & Discussion Analysis we have submitted an extension request to the state through January 31, 2025. The state granted the extension.
- Tyler Technologies and IT staff is working together on the applications needed for Account Payable Automation.
- The finance department is currently interviewing applications for the Procurement and Asset Manager position and the Billing Coordinator (Utilities) position.
- Department budget worksheets are currently being revised to encourage more detail and justification for each expenditure account.

HR Department Update - December 2024

Talent Management

Town Hall

- Procurement & Asset Manager
 - 1 resignation
 - Position reworked and posted internally.
 - Interviews 12/09, 2 candidates
- Billing Coordinator
 - Retirement pending 01/03
 - Interviews 12/10-12/11, 48 applications, 1 internal
 - Extended offer on 12/12
- Town Clerk
 - On track to start 01/02, relocating to area 12/27

Public Works / WWTP

- PW Tech II
 - 1 Resignation
 - Posted externally
 - Interviews 12/13, 68 applications
- P/T Custodian
 - Termination due to performance
 - New hire started 11/20
- WWTP Operator in Training
 - Two vacancies due to termination and resignation
 - 83 applications
 - Extended offer to two candidates, target 12/30 start date

Police

- Two interviews on 11/21, pending final decision

Miscellaneous

- Met with Paylocity to incorporate Market Pay interface to benchmark across multiple job titles, markets, and industries.
- Exploring HSA integration with Paylocity for next open enrollment
- Elected to SHRM Patuxent River Basin chapter board
- Invited to speak at the 2025 ADA National Symposium (June 2025, Atlanta)
- Enrolled at GMU for employment law certification (March-June 2025)
- Recertified as PSHRA-SCP



TOWN OF LA PLATA

305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

MEMORANDUM

To: Mayor & Council
From: Aaron Mosrie, Director of Inspections
Subject: Code Enforcement Updates – November
Date: December 13, 2024

- 245 Permit applications processed (Planning Department)
- Inspections completed (Planchek)
 - Electrical inspections: 189
 - Mechanical inspections: 48
 - Plumbing inspections: 87
 - Water/Sewer inspections: 37
 - Other Building-related inspections: 292
- Code Enforcement has seen an increase in graffiti in the month of November. Code Enforcement will continue to work with property owners to ensure quick removal. All occurrences will be reported to law enforcement.
- La Plata Volunteer Fire Department has requested code review pertaining to the burning of refuse, yard waste and other debris. Both Code Enforcement and the Fire Department have experienced an increase in complaints regarding this activity. Code Enforcement will evaluate the current code regarding nuisance activities and open-air burning. Proposed revisions will be submitted to the Town Council for review.
- November brings an increase in peddlers, solicitors, and panhandlers to the town around the holiday season. Code Enforcement has been vigilantly enforcing the town's ordinances pertaining to these activities. With the assistance of law enforcement, we continue to minimize the negative impact on the community.



La Plata Police Department La Plata, Maryland



Monthly Council Report

Monthly Statistics for November/December 2024:

Crime & Calls for Service:

- Officers responded to 1,442 calls for service in November. This is a YTD increase of 7.9% over 2023.
- On November 1, 2024, Damion Anqwan Wilson was sentenced to 20-years in prison for a first-degree assault that occurred in La Plata. LPPD officers pursued Wilson on foot after the assault and recovered a firearm.
- On November 2, 2024, officers responded to the possible arson of a motor vehicle on Caroline Drive.
- On November 2, 2024, officers assisted the St. Mary's County Sheriff's Department by attempting to end a pursuit with stop sticks. The pursuit was related to a shooting in St. Mary's County.
- On November 17, 2024, officers responded to a construction site burglary on Washington Avenue. The suspect's fled in a large truck. Appliances stolen from the construction site were recovered.
- On December 3, 2024, LPPD officers deployed stop sticks to end a pursuit of a robbery suspect from King George, Virginia. The suspect vehicle was involved in a collision on Crain Highway at Charles Street. MSP/IID is investigating the collision.
- On December 4, 2024, officers responded to a fatal motor vehicle collision occurred on Rosewick Road at Rosewick Crossing. LPPD's Collision Reconstruction Unit is investigating the collision.
- On December 6, 2024, officers responded to a fatal pedestrian collision in the 6400 block of Crain Highway. LPPD's Collision Reconstruction Unit is investigating the collision.

Community Policing:

- Members of the La Plata Police Department joined members of the Maryland State Police – La Plata Barrack, Charles County Sheriff's Office, Maryland Transportation Authority Police Department, Maryland Natural Resources Police Department, and the State Fire Marshal's Office in collecting approximately 40,000 pounds of food as part of No Hunger November. MSP-La Plata Barrack led the effort.
- Officer Mary Chaney joined other law enforcement officers from around the country and beyond at the Law Enforcement Torch Run International Conference in San Antonio. Officer Chaney not only was a representative of the La Plata Police Department, but also an ambassador for Special Olympics, Maryland.

A Nationally Accredited Law Enforcement Agency

- Members of LPPD, the American Legion Riders – La Plata, FGS, and residents collected several hundred new unwrapped gifts for local children and youth. All the gifts will be given to local children.
- Members of LPPD aided in the town's Salute to Veterans Parade and the Old Tyme Holiday Gathering.

Key Training Classes:

- LPPD's completed its two days of fall in-service training. Topics included Legal Updates, Firearms Classroom, Pepperball Launcher Refresher, CPR/AED, Search Warrant Refresher, Active Threats, and Drug Investigation Refresher.
- Officer Mary Chaney completed the Charles County Sheriff's Office Crime Scene Processing training.
- Corporal Kalen Kerere completed the Baltimore County Police Department's Crash II Investigations training.
- Sergeant Thompson, Sergeant Fields, & Acting Sergeant Tommy Johnston completed Officer Safety and Tactical Awareness Training hosted by the Cheverly Police Department.

Upcoming Events:

- The Maryland State Police Polar Bear Plunge is January 31, 2025 – Join Our Team!!!
- Charles County Night to Shine is February 7, 2025



TOWN OF LA PLATA
305 Queen Anne Street
Post Office Box 2268
La Plata, Maryland 20646

MEMORANDUM

To: Michelle Miner, Assistant Town Manager

From: Kelly Phipps, Legislative Services 

Subject: Department Highlights – November - December 2024

Date: 12/13/2024

Please see below the significant activities of the Legislative Department for the period of November - December 2024.

- Legislation
 - Ordinances
 - 24-18: Amendment to Town of La Plata Fiscal Year 2024 Financial Plan/Budget – 2023 Series Bonds; Effective date: 12/26/2024
 - 24-19 (Emergency): Town of La Plata ARPA Spending Plan, Fourth Amendment; Effective date: 12/10/2024
 - Resolutions
 - 24-23: Water Meter Setter Purchase (11/12/2024)
 - 24-24: Willow Lane Pump Station Maintenance (11/12/2024)
 - 24-25: Code Enforcement Vehicle Purchase (11/12/2024)
 - 24-26: Tilghman Lake Settling Basins (11/12/2024)
 - 24-27: La Plata Town Council 2025 Meeting Schedules (12/10/2024)
- Public Information Act Requests
 - FIN11062024-1028: Abbas Khan, Inovo AI Solutions LLC; Vendor and purchasing information for period of 07/01/2020 to current; Closed 11/7/2024
 - LPPD11152024-0738: Christopher Barnes; List of arrests 01/2021 – current, date body cameras implemented, make/model of body-worn cameras currently utilized; Closed 12/6/2024
 - FIN11272024-1059: Justin Cunningham, Zipbuffalo; Vendor and purchasing information for period of 01/01/2022 – current; Closed 12/3/2024
 - HR12082024-1334: Bradley Ford, Ford Records Requests; Roster of current employees and various employee data as of 11/1/2024; Closed 12/12/2024
 - HR12082024-1314: Bradley Ford, Ford Records Requests; Current employment contract(s) for each city official, appointed official, and/or department head; Closed 12/13/2024
- Awards & Recognition
 - Town Seals (1): Joson Fine Jewelry & Home Boutique 20th Anniversary

(11/21/2024)

- Proclamations (3): Municipal government Works Month; Operation Green Light; Small Business Saturday
- Training/Conferences
 - Maryland Municipal League Fall Conference
 - LEAD Maryland Seminar 5 (Lower Eastern Shore)
- Boards and Commissions
 - Vacancies
 - Beautification Commission/Keep La Plata Beautiful (1 vacancy)
 - Board of Appeals (Alternate members)
 - Design Review Board (Alternate) (1 vacancy)
 - Parks & Recreation Commission (1 vacancy)
 - Beautification Commission/Keep La Plata Beautiful
 - Community cleanup: Kent Ave. corridor 12/03/2024
 - Creative Crosswalks: Coordination meeting with Public Works

Planning Department
October – December, 2024

- Review Library parking waiver request. Prepared report. Presented to Planning Commission. Prepared for January PC meeting.
- Review Special Exception for Pinegrove. Prepared report. Presented to Board of Appeals. Prepared for January BoA meeting.
- Drafted outline for APFO. Drafted preliminary guidelines for traffic.
- Reviewed Rosewick scoping proposal.
- Trained and set-up on Muncity.
- Review LaGrange. Requested traffic impact study.
- Responded to multiple inquiries from resident re. clearing on his property in Agricopia.
- Received plans for St. Marys Villa.
- Reviewed annexation restrictions draft ordinance.

Department of PW Project Highlights

Oct 17 – Dec 11, 2024

4 major water leaks

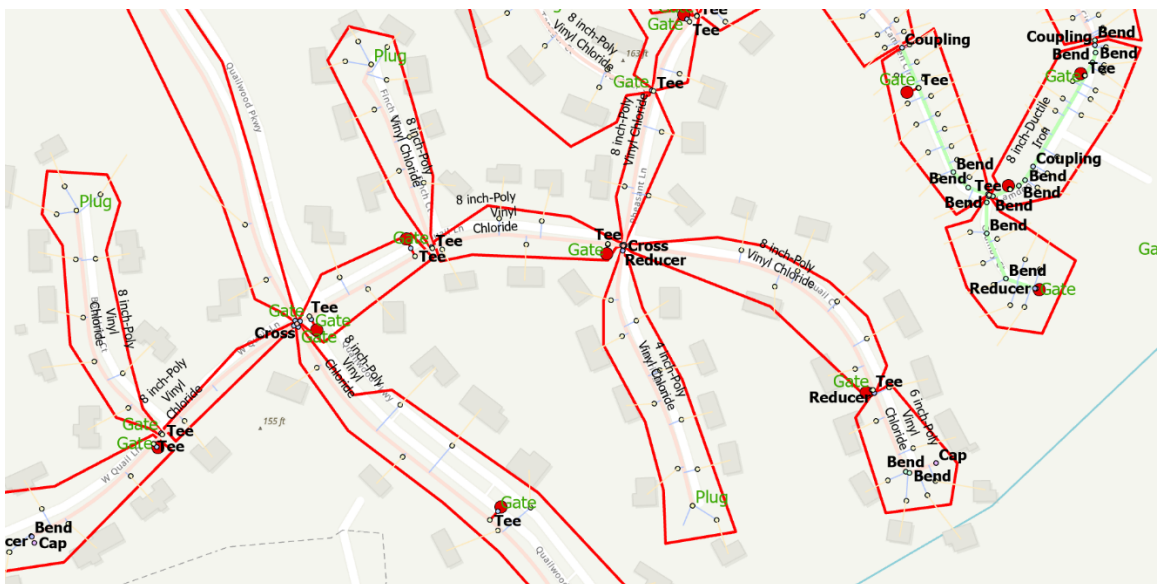
- Glen Albin Rd
- 301 S in front of Marie's Diner
- 301 S near Benny's
- Rt 6 and Quailwood Pkwy

LCRR

- 430 Customer Notifications sent out prior to Nov 15th compliance deadline.
 - Slow response rate thus far with only 4 survey submissions and 5 additional customers contacting to request further information and field inspections.
 - Next up deliverables
 - Due October 2027 - All unknown services lines must be identified.
 - Beginning in Jan 2025 – All testing for all schools and daycare facilities must be completed within 5 years.
 - Utility Line Replacement and Risk Mitigation plan to be developed / implemented prior to Oct 2027 deadline.

WaterCad

- Pulling commercial consumption data from Sentryx. Once complete, data will be imported onto a polygon layer within our GIS water map application, example represented in graphic below. Account consumption data housed behind the scenes. Next project status meeting scheduled for Jan 13.



AMI / Water Meter System – Data collection rate holding at 91.4%

Stormwater

- Stormwater Priority List (no particular order): North Oak to Social Services Drainage (~800LF), 1404 & 1343 Redwood Cir, 1327 Redwood, 1006/1008 Norfolk (pending HOA dedication), 1033 Wiltshire/1028 Suffolk (pending HOA dedication), 405 Patuxent Ct
- Tilghman Lake Dam Rehabilitation – Riser completed. Dam Safety inspection scheduled 12/11/2024. Backfilling and grading in progress.
- Tilghman Lake Sediment Settling Basins – pre-construction meeting pending.
- Drury Dr – Pipe under Drury Dr replaced and sinkhole filled.
- NPDES
 - Annual required NPDES Progress Report submitted and accepted by MDE.
 - Quailwood Pkwy – Easements pending. Bid documentation being prepared.
 - Redwood Lake – Permits received. Bid documentation being prepared.
 - Agricopia Sec 1 Pond – Dam Breach Analysis underway.
 - Caroline Drive South & Morris Dr East – design under development.

WWTP

- MOD 4 currently offline for maintenance and repairs. Should be finished week of Dec 16th. MOD 2 to be brought offline afterwards for maintenance and repairs.
- Site work and grading for new WWTP Tertiary Clarifier was completed inhouse.

WTP

- MDE inspection of wells and towers in town. Minor deficiencies have already been addressed.

Collections

- Kline's finished cleaning the Willow Lane Pump station. 125 tons of trash and F.O.G(fats, oil, and grease) were removed.
- Mary Ball pump station temporary bypass has concluded. Waiting on delivery of new controls and electronic equipment to finish station upgrade.



TOWN OF LA PLATA

Department of Human Resources

December Pension Update

To: Mayor and Council
From: Monica L. Kennedy, Director of Human Resources
Date: December 17, 2024

On November 12, 2024, the Council requested to meet with the potential pension vendors to clarify the details provided in my previous update. Due to the upcoming holiday season, the vendors were unable to meet with Council until after the New Year.

In the meantime, each vendor agreed to provide a SOW for review. We request that the Council provide Human Resources with any questions not answered in the SOW by January 10th, allowing the vendors time to prepare and have the answers ready when they come to the meeting.

The summaries do not include the costs of fully funding the plan or the ongoing contributions the Town will be responsible for making for each covered employee.

USI Summary

Plan Design Project (\$45,000 total)

\$25,000 – Actuarial

\$20,000 – Legal documents

Annual Maintenance (\$37,000 minimum)

\$20,000 – Actuarial

\$17,000 – Administration fees

\$12,000 Portal

\$5,000 Service center

Ad hoc – Legal documents (as needed)

Ad hoc – Postage, address or death searches

AmRET Summary

Not available at the time of publication.



USI Consulting Group
95 Glastonbury Boulevard
Suite 102
Glastonbury, CT 06033

December 10, 2024

Ms. Monica Kennedy
Director of Human Resources
Town of La Plata, Maryland
305 Queen Anne Street
P.O. Box 2268
La Plata, MD 20646

Re: Town of La Plata Defined Benefit Plan Design

Dear Monica:

USI Consulting Group (USICG) is pleased to provide this Statement of Work (SOW) proposal for the plan design and plan document draft of a new defined benefit plan for Police Officers and Public Works Employees.

Defined Benefit Plan Design Project

1. Actuarial Consulting Services include:
 - Clarify and agree on the overall goals of the proposed new defined benefit plan
 - Work with the Town of La Plata to determine the appropriate level of benefits
 - Finalize the components of the plan designs that best meet the agreed upon goals
 - Provide feedback on potential administrative challenges with carrying out the plan provisions including the coordination of benefits with the State Plan
 - Work with the Town of La Plata to determine the various methods and assumptions needed for valuation
 - Program our valuation system to determine the estimated funding costs of the new plan
 - Provide the estimated balance sheet impact for start-up year of plan
 - Calculate and provide the estimated Actuarially Determined Employer Contribution for start-up year
2. Legal Document Services include:
 - Draft Plan Document integrated with the State Plan including
 - Adding or removing employees by title or role
 - Addressing employee transfer situation from a covered group to a noncovered group and vice versa
 - Determining if/how past service (and/or buy-back service) is allowed/allocated between the new plan and existing state pension plan
 - Working with Town of La Plata to address how the plan benefits and retirement options will wrap around the existing state pension benefits and provisions
 - Addressing how benefits may or may not change if the state pension changes
 - Determining if assumptions must change for the new plan if mandated by law for the state plan
 - Draft Summary Plan Description for distributions to plan participants
 - Draft any required resolutions
 - Prepare IRS determination letter application for submission because of the unusual nature of the plan
 - Draft Trust Document

Defined Benefit Plan Design Project Fees:

Actuarial: \$25,000

Legal Documents: \$20,000

Annual Maintenance Fees:

1. Actuarial Valuation Services include:

- Annual valuation to determine the Actuarially Determined Employer Contribution (ADEC), including:
 - Accumulate, reconcile and maintain a comprehensive participant database
 - Identification of possible changes in plan provisions, actuarial methods, accounting methods, etc.
 - Review of the funding progress of the plan.
 - Determine the accrued liability
 - Determine the actuarial value of assets
 - Respond to routine auditor questions
 - Note that a valuation can be completed every other year to reduce fees. In this situation, the valuation will project the ADEC for two years.
- Annual year-end disclosure report as required by GASB 67/68
- Preparation of benefit statements for Active participants in conjunction with the valuation
- Calculation of retirement benefits on an ad hoc basis (for separate fee)

2. Legal Document Services are generally on an ad hoc basis when needed.

3. Benefit Administration Services:

- PensionEdge portal (online services)
 - Interactive and informational website
 - Provide the ability to estimate and project retirement benefits for plan participants
 - Provide electronic personalized statements for all active plan participants
 - Maintain forms and administrative documents
 - Annual terminated vested death audit
 - Provide ability to request final benefit calculations
 - View related plan information
- Service Center
 - Answer participant questions
 - Audit submitted forms and supporting documentation
 - Correspond with participant until forms are complete and in good order
 - Assist in the set-up of surviving spouse upon death of retiree
 - Retiree death audit review
 - Mailing of elections packages

Annual Maintenance Fees:

Actuarial: \$20,000 (benefit calculations would be \$500 per calculation including forms package)

Legal Documents: Ad hoc when needed

Benefit Administration: \$12,000 for the PensionEdge portal, \$5,000 for the Service Center plus postage, address searches (if needed) and death searches

Summary

The pricing noted in this SOW includes the cost of time and materials. It does not include postage when needed. The fees outlined in this pricing schedule are subject to change if the scope materially changes or if

additional/unexpected efforts or services are required. Please note that we did not include any custodial fees which will vary depending on who you select as the custodian.

It is understood and agreed that USICG and its consultants will render its services in a consulting capacity only and will not act as a fiduciary of the plan, nor render any legal, accounting, or tax advice to the Plan sponsor.

To engage USICG to perform the above services, please sign this SOW as acknowledgement and return it to our office by email to Fredi.Daniels@usi.com. We will then countersign the statement for execution. If you have any questions, please do not hesitate to contact me at (860) 368-2985. Thank you.

Defined Benefit Plan Design Project

Please check all that apply:

- ☐ Actuarial Consulting Services
- ☐ Legal Document Services

Annual Maintenance Fees

Please check all that apply:

- ☐ Actuarial Valuation Services
- ☐ Legal Document Services (ad hoc only)
- ☐ Benefit Administration Services (portal)
- ☐ Benefit Administration Services (service center)

Accepted by:

Town of La Plata, Maryland

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

Authorized by:

USI CONSULTING GROUP

By: _____
(Signature)

Name: _____

Title: _____

Date: _____