



**Finance Committee
Regular Meeting**
October 9, 2025, 2:00 PM
Council Conference Room, La Plata Town Hall
305 Queen Anne St
La Plata MD

Agenda

1. Call to Order

- 1.1. 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 Finance Committee 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.

Click the link below to join the meeting:

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Meeting ID: 274 292 003 264

Passcode: 7R3wz2td

- 1.2. Approval of the Meeting Agenda

2. Approval of Minutes

- 2.1. Approval of minutes from meetings on June 12, 2025, and September 11, 2025.
- 2.2. Correction to minutes from meeting on August 14, 2025

3. Review of Monthly Treasurer's Reports

4. Discussion and Recommendation of Budget and Spending Proposals

5. New Business

- 5.1. Fiscal Year 2027 Budget Process, Recommendations, and Calendar

6. Old Business

- 6.1. Reserves Update

6.2. Discussion: Comparative Analysis of Town of La Plata and Other Municipalities

7. Adjourn

7.1. Adjournment



TOWN OF LA PLATA
Finance Committee Minutes

September 11, 2025, 2:00 PM

Regular Meeting

Council Conference Room, La Plata Town Hall

305 Queen Anne St

La Plata MD

PRESENT: Mike Gahan
Joseph Norris
Karen Brandt
Vice Chair Randy Sotomayor
Andrey Litvin

ABSENT: Nichole Williams

TOWN STAFF: Martha Tennison, Accounts Manager
Monica Kennedy, Director of Human Resources

For the purposes of this meeting, Director Kennedy served as Acting Town Clerk.

GUESTS:

1. Call to Order

Andrey Litvin arrived at 2:06 PM.

Mike Gahan arrived at 3:04 PM.

- 1.1. 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.

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Vice Chair Sotomayor called the meeting to order at 2:00 PM.

1.2. Approval of the Meeting Agenda

Norris moved to approve the agenda as presented and noted that an agenda item for "Old Business" should be included on the agenda.

Moved By: Joseph Norris, seconded by Randy Sotomayor.

Ayes: Norris, Brandt, Sotomayor

Nays: None

Abstained: None

Absent: Gahan, Williams, Litvin

Passed

2. Review of Monthly Treasurer's Reports

The Committee reviewed the vendor payment report for July 2025. The Committee requested that

- Future reports be attached to the meeting agenda
- Vendor reports be sorted in descending order by amount
- Expenses be grouped by fund
- Vendors be listed only if expenses exceed \$20,000

The Committee reviewed the Treasurer's Report for July 2025. The Committee requested that year-to-date and actual data be provided for all funds.

3. Matters of Discussion

3.1. Reserves - Comparative Analysis and Discussion

The Committee expects to receive questions from the Town Manager to prioritize data collection and used to draft a comparative analysis for presentation to the Town Council.

3.2. Facilities Tour

The Committee agreed to a tentative date of October 13, 2025, at 10:00 AM.

The Committee recessed for ten (10) minutes, 3:02 - 3:12 PM.

4. Approval of Minutes

4.1. Approval of minutes from meeting on July 10, 2025, and August 24, 2025.

The Committee noted that the minutes of the meetings on June 12, 2025, were deferred and have not yet been approved. The meeting agenda lists approval of minutes for the August 24, 2025, meeting; however, the August meeting was on August 14, 2025.

The next agenda will include minutes of the meetings on June 12, 2025, and September 11, 2025.

Mr. Norris moved to approve minutes of meeting on July 10, 2025, as presented.

Moved By: Joseph Norris, seconded by Mike Gahan.

Ayes: Gahan, Norris, Brandt, Sotomayor, Litvin

Nays: None

Abstained: None

Absent: Williams

Passed

Ms. Brandt moved to approve minutes of meeting on August 14, 2025, as presented.

Moved By: Karen Brandt, seconded by Joseph Norris.

Ayes: Norris, Brandt, Sotomayor

Nays: None

Abstained: Gahan, Litvin

Absent: Williams

Passed

5. New Business

5.1. October Meeting Agenda Items

Planned topics:

- Approval of minutes of the meetings on June 12, 2025, and September 11, 2025
- Guidance from Mr. Stevens [the Town Manager]
- Continue discussion of reserves comparative analysis, specifically comments from GFOA (Government Finance Officers Associations), MML (Maryland Municipal League), and GAAP (Generally Accepted Accounting Principles) to develop a policy regarding reserves based on either a percentage of revenues or expenses, dependent on priorities provided by Mr. Stevens.
- The Committee established the need for a shared document sharing platform. Kathy Brandt will set one up.
- Mike Gahan proposed establishing a running list to track committee actions. A status review should be included as a standing item on the meeting agenda under "Old Business." Mr. Gahan's aggregated Finance Committee documents will also be included as an agenda item.
- Karen Brandt suggested that staff report on Town Council decisions that might overlap the Finance Committee's work.

6. Adjourn

6.1. Adjournment

Brandt moved to adjourn at 4:00 PM.

Moved By: Karen Brandt, seconded by Joseph Norris.

Ayes: Gahan, Norris, Brandt, Sotomayor, Litvin

Nays: None

Abstained: None

Absent: Williams

Submitted by:

Kelly G. Phipps
Director of Legislative Services



TOWN OF LA PLATA
Finance Committee Minutes

June 12, 2025, 2:00 PM

Regular Meeting

Council Conference Room, La Plata Town Hall

305 Queen Anne St

La Plata MD

PRESENT: Mike Gahan
Joseph Norris
Karen Brandt

ABSENT: Nichole Williams, Randy Sotomayor

TOWN STAFF: Karina Larsen, Town Treasurer
Lawrence J. Jones Jr, Town Clerk

GUESTS:

1. Call to Order

Mr. Norris called the meeting to order at 02:15 PM.

- 1.1. 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.

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1.2. Approval of the Meeting Agenda

Mr. Norris moved to approve agenda as presented.

Moved By: Joseph Norris, seconded by Karen Brandt.

Ayes: Gahan, Norris, Brandt

Absent: Williams, Sotomayor

Passed

2. Approval of Minutes

2.1. Approval of minutes from meeting on May 8, 2025

Ms. Brandt moved to approve the minutes from the regular meeting on May 8, 2025.

Moved By: Karen Brandt, seconded by Joseph Norris.

Ayes: Gahan, Norris, Brandt
Absent: Williams, Sotomayor
Passed

3. Review of Monthly Treasurer's Reports

3.1. Town Treasurer Reports

The Town Treasurer answered questions from the committee regarding the speed camera program, budget to actuals, anticipated budget amendments, and investment and tax calculations.

4. Matters of Discussion

4.1. Review and Comment of the Rules of Procedure

Ms. Brandt moved to approve the Rules of Procedure as presented.

Moved By: Karen Brandt, seconded by Mike Gahan.

Ayes: Gahan, Norris, Brandt

Absent: Williams, Sotomayor

Passed

4.2. Fund Balance Reserves

The Committee identified the establishment of reserves as a standing item under "Old Business" on future agendas.

5. New Business

The Finance Committee requested that an invitation be extended to the Town Manager to attend a future meeting, and conducted discussion of the following outstanding action items:

- Town Attorney
- Rate Study – requested again 6/14/25 following receipt by Town Council
- Updated Capital Improvement Plan worksheet to Finance Committee
- Grants with Public Works, including the Dorchester Community Center
- Alternate Member – Treasurer to push recruitment to social media
- Project Managers
- Speed Enforcement Cameras
- LEOPS cost for buy-in

6. Adjourn

6.1. Adjournment

Mr. Norris moved to adjourn the meeting 04:04 PM.

Moved By: Joseph Norris, seconded by Karen Brandt.

Ayes: Gahan, Norris, Brandt

Absent: Williams, Sotomayor
Passed

Submitted by:

Kelly G. Phipps
Director of Legislative Services