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.

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:
Join the meeting now
Meeting ID: 274 292 003 264
Passcode: 7R3wz2td

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