

The Town of Laurel  
Mayor and Council Meeting  
February 19, 2019

A Mayor and Council Meeting was held in the Mayor and Council Chambers of the Laurel Town Hall Tuesday, February 19, 2019 beginning at 7:00 p.m. The following persons were in attendance: Mayor John Shwed, President of Council Chris Calio, Council Members Randy Lee, Cheryl Martin, Jeff Hill, Robin Fisher-Cornish. Also, in attendance were Director of Code Enforcement Ken West, Public Works Director James Foskey, Detective Bryant, Finance Manager Mary Introcaso, Recording Secretary Alexis Oliphant, and Town Manager Jamie Smith. It was noted that Alderman Kelly Pettyjohn and Councilman Jonathan Kellam was absent.

The Mayor and Council Regular Session Minutes of January 22, 2019 were presented for review and adoption. Councilwoman Martin made a motion to accept the meeting minutes for January 22, 2019. President of Council Calio seconded the motion. Vote was 4-0, with Councilman Hill abstaining, Councilwoman Fisher-Cornish abstaining, and Councilman Kellam absent.

Mayor Shwed explained Ms. Kateri Fountain was in attendance regarding an appeal of a code violation. Ms. Fountain stated her vehicle was towed on January 18, 2019 and is requesting an appeal for an expired tag due to the means of communication. Ms. Fountain advised she received a door hanger on December 13, 2018. Ms. Fountain explained the door hanger had an incorrect phone number displayed (875-1110). She stated the Town Office number is displayed on the bottom of the door hanger. Ms. Fountain explained she contacted the Town Office and she began communicating with another Code Enforcement Officer. Ms. Fountain stated she didn't receive a second door hanger. Ms. Fountain expected she and the owners would receive a letter regarding the tow violation. Ms. Fountain advised she paid \$165.00 and is requesting an appeal. Director of Code Enforcement West explained the town code does not require us to leave a door hanger and we leave the door hanger out of courtesy. Director of Code Enforcement West advised Code Enforcement Officer Mr. Wheatley neglected to display the area code and his extension on the door hanger. Director of Code Enforcement West stated the door hanger was placed on December 13, 2018 and a violation letter was sent on January 11, 2019 and a copy of the letter was mailed to the property owner. Director of Code Enforcement West explained the code requires us to send a violation letter to the property owner. Mayor Shwed inquired the opinion of Town Manager Smith. Town Manager Smith advised Mr. Wheatley did neglect to display his extension on the door hanger, but she explained the code was followed. Director of Code Enforcement West advised under Section 114 there is no appeal process regarding a tow. Ms. Fountain advised if she was given a date, she would have towed the vehicle herself. Mayor Shwed inquired if Council wished to make a motion. Mayor Shwed explained there is no motion and with no motion your request is denied.

Mr. Tom Sombar from Sombar & Co. was in attendance to present the FY2018 Audit. Mr. Sombar reviewed the audit documents with the Mayor and Council and explained the different aspects of it. Mr. Sombar advised total assets increased. Mr. Sombar explained the different expenses used throughout each department. Mr. Sombar explained the real estate taxes increased, the transfer taxes decreased, and the licenses and permits decreased. Mr. Sombar stated is was a

very healthy year from the town. Mayor Shwed inquired if Mr. Sombar could give a brief snapshot of how the town is doing. Mr. Sombar explained the town has a lot of debt, but also a lot of assets and the revenue is improving and coming in. Mayor Shwed explained the sewer and dumping generated \$788,000 and it is like our business enterprise. Mayor Shwed inquired if Council Members had any questions pertaining the audit. Mayor Shwed thanked Mr. Sombar for his time and presentation.

The Department Head Reports for the month of January 2019 were presented for review and adoption. Director of Code Enforcement West advised he had no changes or additions to his report. Director of Code Enforcement West handed-out Vacant House Packets, which included pictures of five vacant houses that are now rehabbed, and four houses will become owner occupied. Public Works Director Foskey advised he had no changes or additions to his report. Detective Bryant stated Chief Wright apologizes for not being in attendance. Detective Bryant advised Chief Wright is working on the 2018 statistics to present to Mayor and Council. Mayor Shwed stated the Ministry Council is doing well and the police department will soon begin to hold meetings with local business owners. Town Manager Smith advised the police department had a very busy month. Mayor Shwed advised Alderman Pettyjohn is not in attendance and the data seems to appear normal. Finance Manager Introcaso advised she has no changes or additions to her report. Town Manager Smith advised she met with the owner of Burger King last week and a projected start date will be determined next week. Town Manager Smith advised she has received two annexation requests and the Municipal Plan of Service has been sent to the state. Town Manager Smith stated the Annexation Committee will need to meet. Town Manager Smith explained Milford Housing will be constructing three new homes on Oak Street and 2<sup>nd</sup> Street. Town Manager Smith explained the town is a recipient of a \$32,000 Parks & Trails Grant. The grant is a 50/50 match and the town are responsible for \$16,000 and Senator Richardson and Representative Dukes provided CTF Funds for the required match. Councilman Hill made a motion to accept the Department Head Reports for the month of January 2019. Councilwoman Martin seconded the motion. Vote was 6-0, with Councilman Kellam absent.

Town Manager Smith gave a brief update pertaining the 2019 Municipal Election. Town Manager Smith advised election day is March 28, 2018 from 1:00 p.m. to 8:00 p.m. Town Manager Smith advised the following individuals filed a Candidate Election Form: Ward 1 Council Seat Randy Lee, Ward 4 Council Seat Cheryl Martin and Al Erskine, At-Large Council Seat Chris Calio and Office as Mayor John Shwed. Town Manager Smith advised the filing deadline for a candidate form is February 21, 2019 and the last day to register to vote is on February 28, 2019.

Town Manager Smith advised the town will be hosting a SCAT Meeting on March 6, 2019 at the Laurel Fire Department Hall.

Town Manager Smith gave a brief update pertaining the Center Street Lot Sale Renewal. Town Manager Smith advised the property has been on the market and the price has decreased. Town

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Manager Smith proposed to list the property at \$12,000. President of Council Calio made a motion to list the Center Street Lot for \$12,000. Councilwoman Martin seconded the motion. Vote was 6-0, with Councilman Kellam absent.

The Fiscal Year 2018 Audit Report was presented for adoption. Councilwoman Martin made a motion to accept the Fiscal year 2018 Audit Report. Councilman Lee seconded the motion. Vote was 6-0, with Councilman Kellam absent.

Town Manager Smith presented the 1<sup>st</sup> Reading of Ordinance 2019-1, an ordinance amending Chapter 87 Housing Standards. Town Manager Smith advised to amend the ordinance from certified mail to certificate of mailing. Director of Code Enforcement West advised this will allow the town to save money. President of Council Calio proposed to amend the word "his" so it reads by depositing the notice in the U.S. Post Office addressed to the owner at *the* last known address by certificate of mailing. President of Council Calio made a motion to accept the 1<sup>st</sup> Reading of Ordinance 2019-1. Councilman Hill seconded the motion. Vote was 6-0, with Councilman Kellam absent.

Mayor Shwed complimented the town staff.

Councilman Hill made a motion to hold a closed session to discuss contractual matters. Councilman Lee seconded the motion. Vote was 6-0, with Councilman Kellam absent.

Regular Session Recessed at 7:52 p.m.

Regular Session Reconvened at 8:09 p.m.

Councilwoman Martin made a motion to approve the contract regarding Proximity Malt as discussed in closed session. President of Council Calio seconded the motion. Vote was 6-0, with Councilman Kellam absent.

With there being no further business to discuss, Councilwoman Martin made a motion to adjourn the meeting. President of Council Calio seconded the motion. Vote was 6-0, with Councilman Kellam absent.

Meeting Adjourned at 8:10 p.m.

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Mayor

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President of Council

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Town Manager

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Recording Secretary