



TOWN OF ELIZABETH

Board of Trustees – Record of Proceedings

March 26, 2024

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, March 26, 2024, at 7:03 p.m. by Mayor Payne.

ROLL CALL

Present were Mayor Tammy Payne, Mayor Pro Tem Linda Secrist, and Trustees Loren Einspahr, Barb McGinn, Joe Belongia, Marianne Mayer-Opl, and Michael Schroder. There was a quorum to do business.

Also, present were Town Administrator Patrick Davidson, Town Clerk Michelle Oeser, Community Development Director Zach Higgins, Public Works Director Mike DeVol, Assistant Public Works Director James McErnie, Police Chief Jeff Engel, and Student Liaison Shaye Lovato.

PLEDGE OF ALLEGIANCE

Mayor Payne led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Angela Ternus – Town of Elizabeth Resident

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of March 12, 2024

Motion by Trustee Einspahr, seconded by Trustee Mayer-Opl, to accept the Consent Agenda as presented.

The vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

PROCLAMATION

2. National Volunteer Month Proclamation



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Mr. Higgins gave an overview of the new Town Volunteer program.

Mayor Payne read the proclamation.

Mayor Payne closed the regular meeting at 7:11 p.m. and went into the Public Hearing.

PUBLIC HEARING

3. Elizabeth Firefighters Community Foundation, Protectors of Elizabeth Special Event Liquor License application

Ms. Oeser provided a Staff report.

Don Means appeared as the representative for the Elizabeth Firefighters Community Foundation.

Mayor Payne opened the hearing to public comment. There was no public comment.

Mayor Payne closed the Public Hearing at 7:15 p.m. and returned to the regular meeting.

NEW BUSINESS

4. Discussion and possible action on approval of the Elizabeth Firefighters Community Foundation, Protectors of Elizabeth Special Event Liquor License

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve the Elizabeth Firefighters Community Foundation, Protectors of Elizabeth Special Event Liquor License application.

The vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

Mayor Payne closed the regular meeting at 7:16 p.m. and went into the Public Hearing

PUBLIC HEARING

5. Town of Elizabeth, Friday Night Market Summer Series Special Event Liquor License application

Ms. Oeser provided a Staff report.

Tony Briggs appeared as the representative for the Elizabeth Brewing Company.

Mayor Payne opened the hearing to public comment. There was no public comment.

Mayor Payne closed the Public Hearing at 7:24 p.m. and returned to the regular meeting.

NEW BUSINESS



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6. Discussion and possible action on approval of the Town of Elizabeth's Special Event Liquor License application for the Friday Night Market Summer Series

Motion by Trustee Belongia, seconded by Trustee McGinn, to approve the Town of Elizabeth's Special Event Liquor License application for the Friday Night Market Summer Series.

The vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

7. Board discussion and possible action on Resolution 24R14, a Resolution authorizing the Director of Public Works to enter into an agreement with Applied Ingenuity, LLC for repairs to Elizabeth Well A-1 and Elizabeth Well DA-1

Mr. Davidson and Mr. DeVol provided a Staff report.

Motion by Trustee Belongia, seconded by Trustee Einspahr, to approve Resolution 24R14, a Resolution authorizing the Director of Public Works to enter into an agreement with Applied Ingenuity, LLC for repairs to Elizabeth Well A-1 and Elizabeth Well DA-1.

The vote, of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

8. Discussion and possible action on Resolution 24R15, a Resolution Approving the Town of Elizabeth Façade Grant Program

Mr. Higgins provided a Staff report.

Motion by Trustee McGinn, seconded by Trustee Einspahr, to approve Resolution 24R15, a Resolution Approving the Town of Elizabeth Façade Grant Program.

The vote of those Trustees present was 7 in favor and 0 opposed. The motion passed unanimously.

MANAGEMENT REPORTS

- Town Administrator Patrick Davidson.
 - Mr. Davidson discussed the formation of the Memorial Committee.
 - Mr. Davidson explained the Town's depreciation expenses and accumulated depreciation activity.
 - Ms. Lovato asked if Mr. Davidson could explain depreciation.
 - Trustee Mayer-Opl volunteered to be on the Memorial Committee.
- Chief of Police Jeff Engel
 - Josh Hunter is in his second week of field training. Progress is on target.



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- A Final offer of employment has been extended to Michael Sammauro. He accepted the offer and is starting on April 1, 2024.
- Interviews for our third opening occurred on March 20, 2024.
- Trustee Einspahr participated in the interview process. Chief thanked Trustee Einspahr for his assistance.
- The candidate passed the interview and will be moving on to the background phase.
- Reserve Officer Craig Meyers has trained half of the department in less lethal munitions.
- We trained in exact impact munitions and shotgun sock rounds.
- Steven Herbel completed the Standard Field Sobriety Testing Instructors course and is the in-house trainer for Standard Field Sobriety Testing.
- Updates regarding a couple of ongoing cases.
- The position of Sergeant will be soon posted. We will have an interview panel and a small assessment center type of promotional process.
- The job descriptions are being re-written.
- The take-home squad policy has been drafted and implemented.
- Chief Engel provided the Board with updated crime statistics.
- Community Development Director Zach Higgins.
 - Mr. Higgins discussed the Façade Grant Committee.
 - Mr. Higgins discussed that Elbert County may be requesting funds for the Economic Development Committee.
 - Mayor Payne had follow-up questions about the Façade Grant Committee.
- Public Works Director Mike DeVol.
 - Mr. DeVol told the Board that there is one open Public Works position and there is a planned interview for this on Thursday.
 - Mayor Payne thanked all Public Works employees for their work on snow removal. This was echoed by other Board members.
- Town Clerk Michelle Oeser.
 - Ms. Oeser discussed with the Board a request from the Elbert County Elections Department for the use of the Board room on June 25th for a Special Vacancy Election.
 - Ms. Oeser followed up on take-home vehicles for Staff.

STUDENT LIAISON REPORT

- Ms. Lovato discussed an upcoming FBL State Conference.
- Ms. Lovato stated that the Senior Luncheon is scheduled for April 17th.



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- Ms. Lovato stated that the High School Prom will be on April 12th at the Parker Vehicle Vault.
- College acceptance day is May 1st.

BOARD OF TRUSTEE REPORTS

Mayor Payne told the Board about attending the DAR 1st anniversary celebration.

MINUTES

12. Minutes of the Main Street Board of Directors February 12, 2024
13. Minutes of the Planning Commission November 9, 2023

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Belongia, to adjourn the meeting at 8:30 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Tammy Payne