

Present at the Administrative session of the Mayor and Town Council of Oakland held at 4:00 PM were the following:

Kathy Shaffer	Mayor
Jay Moyer	Council President
Fred Gregg	
Sherwin Teagarden	
Dave Bruffy	
Dave Beard	

Terry Helbig was not present at the meeting.

Also present were: Executive Coordinator, Gwen Evans, Town Clerk, Cindy Coddington, Trevor King and Lillia Rose.

The first item discussed was the Executive Coordinator's Report. Dave Beard made a motion to approve the minutes from the regular meeting on November 6, 2023, the minutes from the Special Meeting held on November 13, 2023, along with the bills for payment, November 2023 Financial Report and a Utility Bill Adjustment Request of the standard amount for Mark Fazenbaker. The motion was seconded by Dave Bruffy and carried unanimously.

Gwen Evans informed the Council of the completion of the Annual and Single Audits by the Rodeheaver Group to which members of the Finance Committee have the complete binder for the review meeting tomorrow with the accountants. She advised of additional copies if anyone would like to review.

The Council then discussed Resolution R2023-08 which introduces the addition of Cynthia Coddington, Town Clerk, to the signature cards on the various bank accounts held by the Town of Oakland. A motion to approve the resolution was made by Dave Bruffy with a second from Sherwin Teagarden and carried unanimously.

The Council moved to the second resolution on the Agenda, Resolution R2023-09 for USDA grant funding of a Ventrac mower for the maintenance department to ensure better safety and efficiency of mowing and maintaining the dams in Oakland. It is also used for keeping the walking paths clear and safe. A motion was made by Sherwin Teagarden to approve the Resolution with a second from Dave Bruffy. The motion carried unanimously.

The Council reviewed the proposal from Noelker and Hull Associates, Inc. to provide the engineering study and cost estimate of the proposed Community Center expansion. This proposal cost falls under our Procurement Policy and advertising is not required. A motion was made by Dave Bruffy to approve the proposal to proceed with the study and cost estimate. The motion was then seconded by Dave Beard followed with discussion from Dave Bruffy regarding the need for more parking and the fact the Town of Oakland does not currently have the funding to purchase more property. There is a possibility of gaining additional property from the Board of Education through the Garrett County government. Without further discussion, the motion was carried unanimously.

Gwen Evans explained to the Council that we have received a block grant for a consulting company to update our Comprehensive Plan, which is required by the State periodically. A proposal for the update has been received from Mackin Engineering. This company has performed comprehensive plan updates for Friendsville and Loch Lynn, making them familiar with Garrett County and state requirements. The Planning Commission needs to be part of the update process. Jay Moyer asked if the Council had areas of interest that they would like to see expanded along with future growth. Gwen states this is what the Comprehensive Plan is for. The Mackin Engineering company will take all these concerns into account and add them to our Comprehensive Plan along with the state requirements. Gwen said she will give the Council the current comprehensive plan and scan the consultant's proposal for review. A "kick off" meeting with the consulting firm, Planning Commission and Council members has been planned for January 9, 2024, at 5:00 PM.

The Council reviewed the Personnel Handbook from the previous Council Meeting in November 2023. Dave Bruffy had offered some changes regarding wording including the addition of FMLA, added drug testing verbiage and background check requirement for employment. Jay Moyer began a discussion of the addition of an annual employee evaluation review. Various ideas were mentioned for the review process regarding timing, review forms, and the people responsible for the reviews. A motion was made by Sherwin Teagarden to accept the personnel handbook with the addition of the annual employee evaluation. The motion was seconded by Dave Bruffy and Motion was seconded by Dave Bruffy. A discussion ensued regarding the Executive Coordinator role and Cindy's current role as Clerk to determine the amount of Human Resource responsibilities given to the Clerk and the hierarchy for the Annual Review. Mayor Shaffer reviewed the Committee assignments, removing Sherwin Teagarden from General Services but will continue with the Golf Club while also adding him to Public Utilities. Mayor Shaffer asks to also add Dave Bruffy to the Finance Committee. Further discussion regarding the Annual Review is that it is only for evaluation purposes and not regarding any type of raise. The motion carried unanimously.

A letter was then reviewed from Lillia Rose to the Town Council regarding more involvement by having non-voting council positions held by GOBA for communication purposes. Cindy Coddington asked to speak and informed the Council that the lack of communication has been addressed and is being better addressed by Council, Town Employees and it was noted Mayor Shaffer has spoken to members of GOBA regarding this need.

The Administrative Session ended at 5:00PM.

_____ Mayor

_____ Clerk