

Robert J. Alt, Mayor

Board of Commissioners:

Town Administrator:

July 1, 2026

Jean A. Broomell

Robert M. Massimiano

Lewis H. George, Jr.

Charles H. Givens, Sr. Earl M. Piner, Sr.

State Clearinghouse  
301 W. Preston Street  
Baltimore, Maryland 21201

Re: Town of Elkton 2027 CDBG Grant Application  
Surface Water Treatment Plant Improvement Project

To Whom It May Concern:

The Town of Elkton is requesting funding assistance from the Maryland DHCD's Community Development Block Grant (CDBG) Program in the amount of \$800,000 to make urgently needed improvements to Elkton's Surface Water Treatment Plant, located at 109 Delaware Avenue, Elkton, Maryland 21921.

The Plant was last updated in 1985, and is permitted to withdraw an average of 1.5 million gallons per day of raw water from Big Elk Creek (2.0 million gallons per day during month of maximum use) and utilizes a comprehensive treatment process to produce safe, reliable drinking water. This funding assistance will accomplish the following activities:

- 1. Electrical Service Upgrade and Generator Connection:** The main feeder lines are compromised, and water is penetration through the wire casings into the main breaker located inside the plant. This could cause catastrophic damage to the plant's main breaker. The main electric poles have damaged cross members which if they were to fail, would cause significant damage to the transformers and a prolonged interruption of water service from the Water Treatment Plant. In the event of a prolonged power outage, we are unable to hook up a portable generator. The addition of the manual transfer switch would provide an alternative to get back online.
- 2. Water Plant Reservoir Actuator:** The current actuator at the reservoir does not work, nor does it have the ability to automatically regulate flow. Having this regulator and automatic control would give us the ability to set a desired flow from Artesian and eliminate any undesired overages.
- 3. Water Treatment Plant roof:** A roof inspection noted multiple holes and water penetrations throughout. Due to the age of the current roof, replacement is needed.
- 4. Remove, Replace & Reinstall American Marsh Centrifugal Pump.**
- 5. Replace eight (8) broken windows.**

Attached please find a location map indicating the location of the Elkton Surface Water Treatment Plant, a budget sheet and anticipated staffing. Should you have any questions or require additional information, I may be contacted at 398-4999.

Sincerely,

Jeanne D. Minner AICP  
Director of Planning

Enclosures 3

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## TOWN OF ELKTON

Elkton Municipal Building, 100 Railroad Avenue, P.O. Box 157, Elkton, Maryland 21922-0157  
TELEPHONE: (410) 398-4999 FAX: (410) 398-0128 E-MAIL: [building.zoning@elkton.org](mailto:building.zoning@elkton.org) WEBSITE: [www.elkton.org](http://www.elkton.org)

**SOURCES AND USES OF FUNDS:** List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are "L" for loan or "G" for grant. INDICATE STATUS OF FUNDS using "P" for pending, "C" for committed, "R" for received, "N" for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

## SOURCES OF FUNDS

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT	OTHER :Bond Bill	OTHER:	OTHER:		
Electrical Service Upgrade and Generator Connection	425,000					425,000	G
Water Plant Reservoir Actuator		53,879				53,879	G
Water Treatment Plant roof	357,000					357,000	G
Remove, Replace & Reinstall American Marsh Centifugal Pump	18,000	17,750				35,000	G
Replace 8 windows		17,536				17,536	G
Filter media and underdrain replacement			285,000			285,000	C
two (2) Filter backwash project VFD controls			22,289			22,289	C
Filter Backwash flow meter			5,305			5,305	C
Convert ph treatment from soda ash to caustic soda			51,229.50			51,229.50	C
two (2) filter flow meters			10,611			10,611	C
UV system spares inventory			31,694			31,694	C
Filter backwash integration with SCADA system			7,500			7,500	C
Filter turbidity shut down integration with SCADA system			7,500			7,500	C

UV system integration with SCADA system			7,500			7,500	C
Plant high service pump control integration with SCADA			7,500			7,500	C
Well #3 bulk tank replacement (caustic soda)			37,019			37,019	C
Well #3 bulk tank replacement (sodium hypochlorite)			17,567			17,567	C
Project Admin. (Cash)							
Project Admin. (In-Kind)		15,000				15,000	C
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$800,000	\$104,165	\$490,714.50	\$	\$	\$1,394,129.50	

### PART G

**STAFFING AND PROJECT MANAGEMENT:** This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

Identify the primary person for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

The primary individual responsible for administering this project will be Quinn Krenzel, Planner I for the Town of Elkton. Ms. Krenzel has four years of experience with the Elkton Planning Department and has been actively involved in municipal planning, project coordination, and grant administration activities. She is fully capable of administering this CDBG project and ensuring compliance with program requirements.

Jeanne Minner, Planning Director, has served the Town of Elkton for 34 years and has successfully secured and managed nearly \$9 million in grant funding from a variety of federal and state sources, including extensive experience with grant implementation, reporting, and regulatory compliance. Ms. Minner will retire on June 30, 2026; however, she has committed to remaining available to provide guidance and technical assistance to Ms. Krenzel during the transition period to ensure the successful administration and completion of this project.

Identify others who will assist in the administration of this CDBG project.

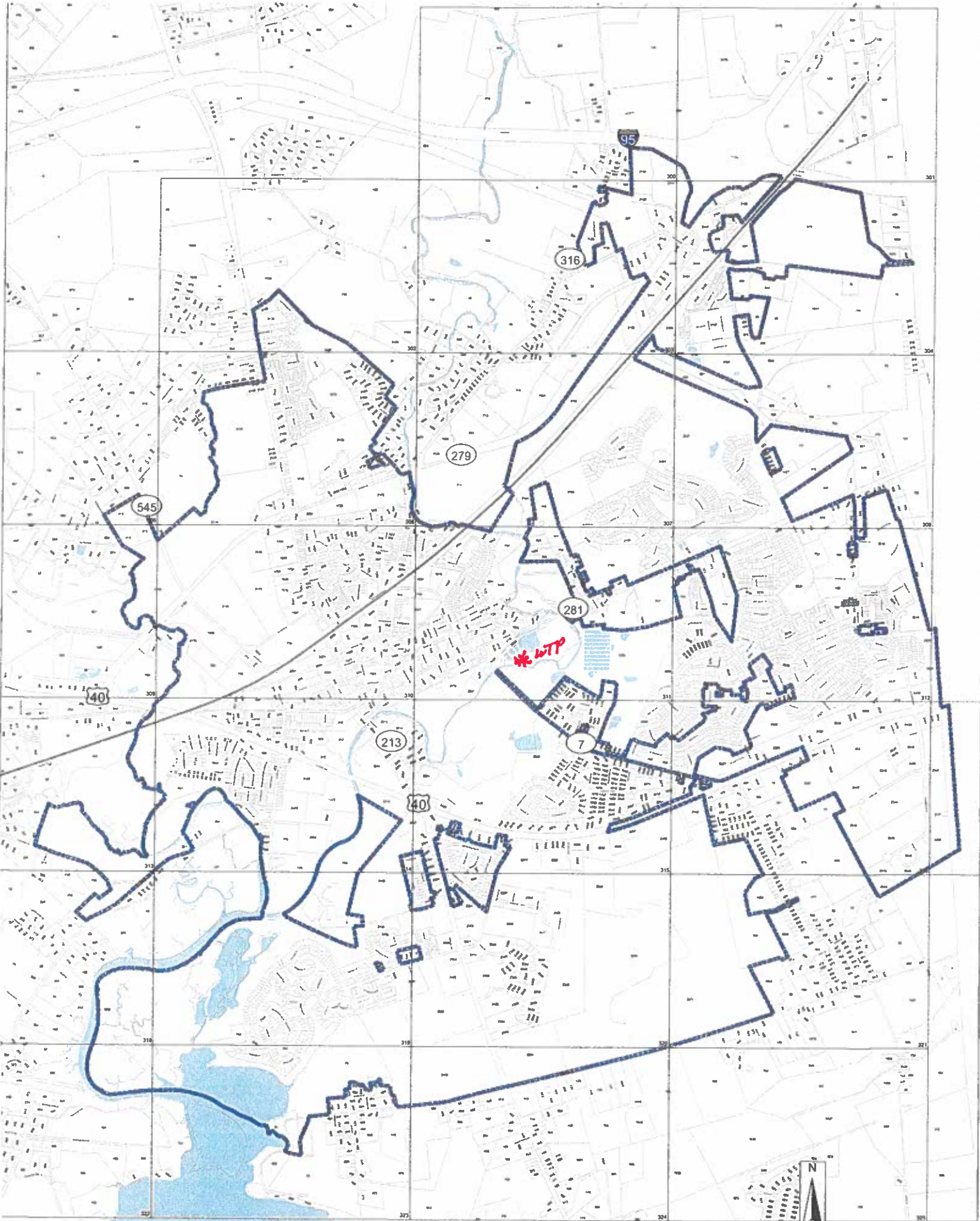
Additional assistance with the administration of this CDBG project will be provided by Cherri Moran, Administrative Assistant II. Ms. Moran has extensive experience in the preparation, administration, and management of state environmental grant programs. While employed at Firstech Environmental, successfully prepared and managed over 30 Petroleum Underground Storage Tank (UST) Fund grant applications on behalf of homeowners, overseeing projects from initial application through reimbursement and closeout. At Groundwater Environmental Services, prepared and administered three Spill Compensation Fund grants for major hazardous substance releases and two Hazardous Discharge Site Remediation Fund (Brownfield) grants for the Paulsboro Riverview and Camden Federal Street redevelopment projects. Responsibilities included grant writing, funding administration, obtaining and coordinating contractor estimates, tracking project budgets and schedules, ensuring compliance with grant requirements, preparing progress and reimbursement reports, and managing all project documentation to ensure work was completed on time and in accordance with program guidelines.

Amount of funds requested for Project Administration, if any:

If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds









**Town of Elkton, MD**  
**Street Map**  
May 27, 2014



KCI Technologies, Inc.  
1352 Harvors Road - Suite 100  
Newark, DE 19711  
Phone: 302-731-9376  
Fax: 302-731-7907



**Legend**

-  Town Boundary
-  Zoning Map Grid
-  Parcels
-  Water



# Elkton WTP Location

## Legend

 Elkton Water Treatment Plant

