



# TALBOT COUNTY, MARYLAND

County Council

MINUTES

April 14, 2020

Present – President Corey W. Pack, Vice President Chuck F. Callahan, Frank Divilio, Pete Leshner, Laura Price, County Manager R. Andrew Hollis, and Assistant County Attorney, Mary O’Donnell. County Attorney Anthony Kupersmith was absent.

- I. Announcements by Mr. Pack – Mr. Pack stated that the Council meeting, being held in the Wye Oak Room at the Talbot County Community Center, is not physically accessible to the public due to COVID-19 restrictions and provided phone-in information on how the public could listen to the proceedings of the meeting. He reiterated what had been stated on the agenda, that the public hearing on Resolution No. 281, the Trappe Lakeside Development Project, is not part of the agenda as the Council has not received recommendations from the Planning Commission and the Public Works Advisory Board. He stated that the public hearings on the FY2020-2021 Budget and Appropriation Ordinance (Bill No. 1445) will be held on Tuesday, May 5, 2020 at 2:00 p.m. and 5:00 p.m. in the Wye Oak Room of the Talbot County Community Center, 10028 Ocean Gateway, Easton, Maryland 21601. Due to COVID-19 restrictions, the Wye Oak Room will not be assessable to the public. He encouraged citizens to submit any comments on the Budget in writing to [PublicComment@talbotcountymd.gov](mailto:PublicComment@talbotcountymd.gov) by Monday, May 4, 2020 in order for comments to be made a part of the public record.
- II. Agenda – The Agenda of Tuesday, April 14, 2020 was brought forward for approval. Ms. Price made a motion to remove *Item V., Council Consideration of Recommendations of Property Tax Referendum Committee* from the Agenda, stating that due to the current economic hardships being experienced by county citizens as a result of the COVID-19 pandemic, now was not the time, in her opinion, to discuss the matter and postponing discussion would provide an opportunity for the Council to obtain more feedback from citizens; the motion was seconded by Mr. Divilio and Council discussion ensued. Mr. Pack then requested and received Council’s unanimous consent for approval of the Agenda of Tuesday, April 14, 2020, as amended.
- III. Minutes – Mr. Pack requested and received Council’s unanimous consent for approval of the Minutes of Tuesday, February 25, 2020, Tuesday, March 10, 2020, Monday, March 16, 2020, Thursday, March 26, 2020 (Budget Work Session) and Tuesday, March 31, 2020 (Budget Work Session)
- IV. Disbursements – Mr. Pack requested and received Council’s unanimous consent for approval of the Disbursements of Tuesday, March 17, 2020, Tuesday, March 24, 2020, Tuesday, April 7, 2020, and Tuesday, April 14, 2020.
- V. Council Consideration of Recommendations of Property Tax Referendum Committee had previously been removed from the agenda.
- VI. Introduction of Administrative Resolution:

AN ADMINISTRATIVE RESOLUTION OF TALBOT COUNTY, MARYLAND IN SUPPORT OF A CONDITIONAL LOAN FROM THE MARYLAND DEPARTMENT OF COMMERCE FROM THE MARYLAND ECONOMIC DEVELOPMENT ASSISTANCE FUND TO APHENA PHARMA SOLUTIONS – MARYLAND, LLC AND TO CONFIRM A LOCAL CONTRIBUTION BY TALBOT

COUNTY TOWARD THE PROJECT was read into the record by the Clerk and brought forward for introduction. Prior to introduction, Cassandra Vanhooser, Director, Talbot County Department of Economic Development and Tourism, stated that Aphena Pharma Solutions is planning to expand its facilities on Industrial Park Drive in Easton through a \$26 million capital expenditure which includes the purchase of an adjacent property, improvements to that property, and the purchase of additional equipment. She stated that the expansion also includes the retention of 150 full time employees and the hiring of an additional 100 full time employees. She stated that Aphena Pharma is also seeking a conditional loan from the Maryland Department of Commerce in the sum of \$300,000 which must include a 10% match by the local jurisdiction where the business is located. She stated that the Town of Easton is committing \$15,000 and it is her recommendation that \$15,000 of the \$20,000 provided in the Department of Economic Development’s budget each year as a business incentive be utilized to provide the remaining 5% match required. Council expressed their appreciation to Ms. Vanhooser for being a liaison to the business community. The administrative resolution was introduced by Mr. Callahan, Mr. Divilio, Mr. Leshner, Mr. Pack, and Ms. Price.

Upon motion by Mr. Leshner, seconded by Mr. Callahan, the administrative resolution was brought forward for vote with the Council voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Leshner – Aye

The Council approved the administrative resolution by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Leshner – Aye

The Administrative Resolution is effective immediately.

VII. Introduction of Numbered Resolution:

A RESOLUTION TO AMEND TALBOT COUNTY RESOLUTION 235 AND THE TALBOT COUNTY COMPREHENSIVE WATER AND SEWER PLAN TO AUTHORIZE A SINGLE SEWER CONNECTION AND A SINGLE EQUIVALENT DWELLING UNIT OF WASTEWATER TREATMENT CAPACITY TO EACH BUILDABLE LOT OF LAND CREATED PURSUANT TO A PENDING MAJOR LOT LINE REVISION PLAT TITLED “MAJOR LINE REVISION ON THE LANDS OF MCMILES, LLC IN THE FIRST ELECTION DISTRICT TALBOT COUNTY, MARYLAND TAX MAP 24, GRID 24, PARCEL 118, LOTS 43-49”, PREPARED BY LANE ENGINEERING, LLC, AND DATED NOVEMBER 19, 2019 was read into the record by the Clerk and brought forward for introduction. Prior to introduction, Ray Clarke, County Engineer, stated that Resolution No. 235, approved by the Council in November 2016, and subsequently approved by the Maryland Department of the Environment, was for 351 EDUs (Equivalent Dwelling Units). Since that time, the owner of two lots is in the process of completing a lot line revision which will result in the creation of three additional lots for a total of five lots. Since the number of lots is being increased, an amendment to the County’s Comprehensive Water and Sewer Plan is required. The resolution was introduced by Mr. Callahan, Mr.

Divilio, and Mr. Pack as Resolution No. 283. A public hearing was scheduled for Tuesday, May 26, 2020 at 6:30 p.m. in the Wye Oak Room, Talbot County Community Center, 10028 Ocean Gateway, Easton, Maryland 21601.

**Note:** *In the event that the County's State of Emergency in response to COVID-19 is still in place by May 26, 2020 and public gatherings are prohibited, the public is encouraged to submit written comments on Resolution No. 283 to [PublicComment@talbotcountymd.gov](mailto:PublicComment@talbotcountymd.gov) by Noon on Friday, May 22, 2020. Comments submitted will be made a part of the public record. Please check the County's website at [www.talbotcountymd.gov](http://www.talbotcountymd.gov) for the most up-to-date information about County operations in response to COVID-19.*

VIII. Introduction of Legislation:

AN ACT TO ESTABLISH THE 2020-2021 ANNUAL BUDGET AND APPROPRIATION ORDINANCE was read into the record by Mr. Pack and brought forward for introduction. Prior to introduction, Angela Lane, Finance Director, utilized a PowerPoint presentation to outline the proposed budget for FY2021 which totals \$96,500,000, approximately \$4.2 million (4.57%) more than the FY2020 Budget of \$92,328,200. Council received requests of \$105 million, or \$12.8 million more than the current year's budget. Ms. Lane stated that the FY2021 Budget is a unique budget due to continued economic uncertainties related to the COVID-19 pandemic. She stated that the Budget includes level funding for all County departments and agencies, with the exception of State mandated increases for Talbot County Public Schools of \$1.51 million and increased debt service of \$600,000, bringing the total debt service for Talbot County Public Schools facilities to \$4.4 million. She stated that the Budget contains no change in the number of full time positions for the County, no salary increases for County employees, and no increase in the Real Property or Income Tax rates. She stated that the FY2021 Budget is funded in part with \$6.7 million of prior year Fund Balance, includes \$2.4 million in Contingency Funds and places \$1.6 million for equipment purchases in the County Administration Department for oversight and which can only be spent with Council approval. The FY2020-2021 Budget includes funding for the General Fund, Capital Projects Fund, Development Impact Fund, Grants and Special Revenues Fund, the Recreation Fund (Talbot County Community Center and Hog Neck Golf Course), the Sanitary Districts, Easton Airport, and Talbot Family Network. Ms. Lane highlighted various items in the proposed budget, provided statistical information and charts outlining County General Fund Revenue sources and dollar amounts for FY2020, anticipated for FY2021, and the General Fund Expenditures for same, including the percentage of increase or decrease from FY2020. Ms. Lane provided a history of the Discretionary Fund Balance from FY2010 to present, the remaining balance of \$18.6 million which is available for use in FY2022 and beyond. She stated that the Rainy Day Fund of slightly over \$13 million remains intact and is available for catastrophes, emergencies and natural disasters. Ms. Lane also provided a list of items not included in the proposed budget, including, among others, increases in Property or Income Tax Rates, additional staff, salary increases for County staff, funding for new facilities for the Sheriff's Office and Health Department, an additional EMS station in the northern part of the county, and full funding of the TCPS Budget request. Council members were provided an opportunity to comment on the proposed budget. The legislation was introduced by Mr. Callahan, Mr. Divilio, Mr. Leshner, Mr. Pack, and Ms. Price as Bill No. 1445. Public hearings were scheduled for Tuesday, May 5, 2020 at 2:00 p.m. and 5:00 p.m. in the Wye Oak Room, Talbot County Community Center, 10028 Ocean Gateway, Easton Maryland 21601.

**Due to the current COVID-19 pandemic, there will be no public access to the Wye Oak Room.**

**LIVESTREAM VIDEO IS ACCESSIBLE VIA YOUTUBE AT:**

<https://www.youtube.com/midshorecommunitytelevision>

The FY2020-2021 County Budget, as introduced, is available on the County website at [www.talbotcountymd.gov](http://www.talbotcountymd.gov). Citizens are encouraged to submit their comments on the Budget in writing to [PublicComment@talbotcountymd.gov](mailto:PublicComment@talbotcountymd.gov) by Monday, May 4, 2020 in order for comments to be made a part of the public record.

IX. Request to Amend the Agenda:

Ms. Price requested Council's consideration to amend the agenda to add an item for discussion regarding possible forwarding of a letter to the Maryland State Department of Education requesting a waiver of the 2.5% escalator for Maintenance of Effort. She cited the current economic uncertainties due to COVID-19 as reason for the request and made a motion for same; as there was no second, the motion failed.

X. Public Hearings:

The public hearings on Resolution No. 281 and Resolution No. 282 had been previously postponed pursuant to Talbot County's March 16, 2020 Emergency Declaration and March 31, 2020 Amended Emergency Declaration. Once the Talbot County Planning Commission and the Talbot County Public Works Advisory Board have had an opportunity to meet and to provide a recommendation to the Council, the public hearings will be rescheduled.

XI. County Manager's Report:

- A. Bid No. 20-02, FURNISHING AND DELIVERY, WITH POSSIBLE APPLICATION OF CRS-2L EMULSIFIED ASPHALT WITH POLYMER and/or CRS-2 EMULSIFIED ASPHALT - Requested Council approval of the Road Superintendent's recommendation to award Work Item # 1 and Add Alternate # 1 to the low bidder, Slurry Pavers, Inc., in the amounts of \$1.65 and \$1.96 per gallon, respectively; and to award Work Item #2 and Add Alternate # 2 to the low bidder, Hammaker East LTD, in the amounts of \$1.60 and \$2.00 per gallon, respectively. Upon motion by Mr. Callahan, seconded by Mr. Divilio, the Council approved the awards as outlined by voting 5 - 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan - Aye  
Ms. Price – Aye  
Mr. Leshner – Aye

- B. Request from Roads Department – Requested Council approval of the Roads Superintendent's recommendation to award American Paving Fabrics, Inc. a contract for the tar and chipping of approximately 26.56 miles of county roadways at a cost of \$0.57 per square yard and \$1.00 per square yard for any patching which may be required; the project will piggyback on a current contract with Somerset County, Maryland. Council discussion ensued. Upon motion by Mr. Divilio, seconded by Mr. Callahan, the Council approved the award by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Leshler - Aye

- C. Bid No. 19-17, REQUEST FOR PROPOSALS – TALBOT COUNTY, MARYLAND – REGION V (TILGHMAN) - VILLAGES OF FAIRBANK AND BAR NECK SEPTIC ELIMINATION – ENGINEERING SERVICES; PRELIMINARY ENGINEERING REPORT AND ENVIRONMENTAL REPORT - Requested Council approval of the County Engineer’s recommendation to award Bid No. 19-17 to Rauch Engineering, Inc. in the sum of \$29,780.00, contingent upon review and approval by USDA. Mr. Hollis stated that \$12,000 of the cost is reimbursable through USDA; Council discussion ensued. Upon motion Mr. Divilio, seconded by Mr. Callahan, the Council approved the award by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Leshler - Aye

- D. Bid No. 19-19, REQUEST FOR PROPOSALS - QUALIFIED INSTITUTIONAL RETIREMENT PLAN PROVIDERS TO ADMINISTER AND COMMUNICATE THE COUNTY’S 457(b) AND 401(a) PLANS FOR TALBOT COUNTY, MARYLAND – Requested Council approval to award Bid No. 19-19 to Empower and requested Council approval to pay Bolton, the County’s consultant for the new retirement plan administrator, the sum of \$32,500 from FY2020 unused Tischler Impact Study funds. Mr. Hollis outlined the process by which Empower was being recommended, and Finance Director, Angela Lane, briefed the Council on the reasons for the change in the retirement plan provider and the services offered to employees by Empower, the largest government retirement plan administrator in the nation. Council discussion ensued. Upon motion by Ms. Price, seconded by Mr. Divilio, the Council approved the award and payment of the fee to Bolton as presented by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Leshler – Aye

- E. Request from Historic Easton, Inc. – Requested Council approval for a letter in support of Historic Easton Inc.’s grant application to the Maryland Historical Trust; if approved, the funding will be used to make much needed repairs to the brick and mortar at the historic Asbury United Methodist Church building at 18 S. Higgins Street in Easton. Upon motion by Mr. Divilio, seconded by Mr. Callahan, the Council approved forwarding a letter of support by voting 4 – 0 as follows:

Mr. Pack - Aye  
Mr. Divilio – Aye  
Mr. Callahan - Aye  
Ms. Price – Aye

Mr. Lesher recused himself from voting as he is a member of the Maryland Heritage Areas Authority.

- F. Request form University of Maryland Center for Environmental Science - Horn Point Laboratory – Requested Council approval for a letter in support of Horn Point Laboratory’s grant application to the National Fish and Wildlife Foundation for the project entitled *Greening the Grey: Oyster Veneers – A Model Approach to Greening Grey Infrastructure*. If approved, the funding will be used for breakwater projects at locations in Talbot County, including the Bill Burton Fishing Pier State Park; no County funds are required. Upon motion by Mr. Lesher, seconded by Mr. Callahan, the Council approved forwarding a letter of support by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Lesher - Aye

- G. Request to Forward Letter to United States Coast Guard - Requested Council approval to forward a letter to the United States Coast Guard in strong opposition to the proposed closure of the USCG Station in Oxford. Upon motion by Mr. Lesher, seconded by Ms. Price, the Council approved forwarding the letter of opposition by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Lesher - Aye

- H. Talbot County Commission on the Aging – Requested Council approval for the reappointment of Kate Stinton and Jennifer Marchi to three-year terms and requested Council approval for the appointment of Rachael Smith to a three-year term on the Talbot County Commission on the Aging; said terms will expire on April 1, 2023. Upon motion by Mr. Divilio, seconded by Mr. Callahan, the Council approved the reappointments and the appointment by voting 5 – 0 as follows

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Lesher – Aye

- I. Talbot County Public Works Advisory Board – Requested Council approval for the appointment of Dan Billingsley to the Talbot County Public Works Advisory Board as a representative of the 4<sup>th</sup> Election District. Mr. Billingsley will complete the unexpired term of Tina Jones which will expire on May 1, 2023. Upon motion by Mr. Divilio, seconded by Mr. Callahan, the Council approved the appointment by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Divilio – Aye  
Mr. Callahan – Aye  
Ms. Price – Aye  
Mr. Leshler - Aye

XII. Council Comments:

Ms. Price – Ms. Price stated that, in her opinion, we all have the same thoughts on our minds, obvious concern for the current health crisis and its economic impact and their effects on the mental state and stress level of individuals. She stated that everyone is doing the best they can and she is hoping that with all the additional testing coming out, including the possibility of a blood antibody test, we will be able to know the people who may have already had coronavirus and never knew it which, in her opinion, would be good news and to know that it's not as deadly for some people and that the sooner we can start to "turn the dimmer switch back on," the better for everybody in any capacity – for the County's budget and for everybody's budget. Ms. Price concluded her comments by encouraging everyone to just hang on a little longer and hopefully we will have good news by the end of the month or the beginning of May.

Mr. Leshler - No comments.

Mr. Divilio - Mr. Divilio stated that the Neighborhood Service Center had plans for a 50<sup>th</sup> anniversary celebration and fundraiser at The Milestone which had to be cancelled and moved to the fall due to COVID-19. He stated that The Milestone offered to use the deposit for the cancelled event to put together 500 Easter baskets to pass out at Easton High School. He stated that 50 baskets were set aside for the Neighborhood Service Center and an additional 50 baskets were distributed to the Chesapeake Multicultural Resource Center. Mr. Divilio stated that all the children served were from Talbot County, the Easter Bunny was there and pictures were taken. He stated that, in his opinion, it was great of The Milestone to turn the circumstances around and to make it a nice event. He stated that the more he gets involved with the Neighborhood Service Center, the more he realizes what big hearts they have for the community and those who are in the most need. Mr. Divilio concluded his comments by expressing his appreciation to the Neighborhood Service Center and The Milestone. Following Mr. Callahan's comments, Mr. Divilio additionally congratulated County Attorney, Anthony Kupersmith, and his wife on the birth of their new baby.

Mr. Callahan - Mr. Callahan stated that, in his opinion, the citizens, those working and the government are all are in tough times right now. He expressed his appreciation to Council President Pack, County Manager, Andy Hollis, County staff and County departments for their hard work and the great job they are doing to communicate to the citizens what's going on in the county with regard to COVID-19 statistics. He expressed his appreciation to Cassandra Vanhooser for her communication to the business community. He stated that he was proud of the fact that Talbot County is holding its own and even though everyone is sort of holding their breath when it comes to how many people may get the virus, in his opinion, we have to just have faith that everything is going to be OK and to have a positive attitude with what is happening. Mr. Callahan stated that he is very fortunate to be working but those

who are trying to work are, in his opinion, in the danger zone too. He stated that there is a lot of pressure on those trying to run businesses. He concurred with Mr. Divilio's comments regarding the Easter baskets and expressed his appreciation to Mr. Pack, and Robby and Molly Faulkner (the owners of The Milestone) for being a part of that event. He stated that he wants the citizens to know that the County is here for them, we are really trying to protect them and some of the decision-making by the Council is for their benefit. Mr. Callahan concluded his comments by echoing Ms. Price's comments that hopefully, in a few weeks, things will gradually get better and people can get back to work.

Mr. Pack - Mr. Pack congratulated County Attorney, Anthony Kupersmith, and his wife on the birth of their second child. He stated that today marks day 33 of the virtual EOC (Emergency Operations Center) on Port Street and noted that Maryland has had 302 deaths and 9,400 individuals have tested positive to the coronavirus while some 44,000 have tested negative to date. He stated that so far, Talbot County is holding at 13 positive tests, and, in his opinion, although it's nothing to jump up and down about, when you're talking about trying to flatten out the curve and put into place various social distancing practices including washing your hands, covering your mouth, wearing a mask/gloves, etc., and trying to basically encourage people toward new behaviors, it takes time. He offered his condolences and prayers to the family of the one individual in the county who had passed away after being infected by COVID-19. He stated that the numbers here are, in his opinion, starting to flatten out a bit but emphasized that everyone needs to continue the safety practices and that is the reason why the Council meeting is set up the way it is this evening in the Wye Oak Room and will be for the foreseeable future to ensure that the Council is projecting a good message to the citizens. He stated that County Health Officer, Dr. Fredia Wadley, spoke earlier in the day on the business phone call about working with the private sector, Walmart, Giant Food, Lowe's, and other big box stores in the community to make sure they are incorporating the types of health behavioral models into their business model such as the wiping down of carts and conveyor belts and placement of plastic dividers between the cashier and customer and that Dr. Wadley is working with the businesses to make sure they are putting those safety measures into place. Mr. Pack stated that another matter discussed during the business call was enforcement of customer spacing throughout the stores in order to keep both workers and customers safe. Mr. Pack expressed his appreciation to Clay Stamp, Director of Emergency Services, and his staff, including Geneva Schaffle, Emergency Management Coordinator, and to Dr. Wadley for all their efforts toward providing the Council and county citizens with the latest information available from around the state. Mr. Pack also expressed his appreciation to Mr. Callahan for his suggestions and for working with Mr. Stamp, members of his department, and Cassandra Vanhooser, Director of the Department of Economic Development and Tourism, to try to put some safety practices in place for the construction industry which is still working. He stated that the County Roads Department is still cutting grass and making repairs to the roadways while adhering to safety standards. Mr. Pack stated that, in his opinion, we are "not out of the woods yet," but Talbot County has done some good work, putting together teams that are meeting on phone calls to make sure county citizens are being taken care of. He stated that, in his opinion, the event with the Easter baskets was wonderful to see – the way people came out and just started working together. He stated that several representatives of the Neighborhood Service Center were in attendance and the



Library handed out books, and there was a sense of community pride, but at the same time, the long lines at food delivery points show the magnitude of need in the community. Mr. Pack expressed his appreciation to the first responders, teachers, nurses and doctors, and offered prayers for their safety as they work to keep us safe. Mr. Pack concluded his comments by stating that those who wish to comment on the FY2020-2021 Budget may do so in writing and forwarding to [PublicComment@talbotcountymd.gov](mailto:PublicComment@talbotcountymd.gov) by no later than Monday, May 4, 2020. He stated that the Budget is on the County website at [www.talbotcountymd.gov](http://www.talbotcountymd.gov).

- XIII. The Council will reconvene on Tuesday, April 28, 2020 at 4:30 p.m. in Open Session and immediately adjourn into Closed Session for discussion of legal, personnel and real estate matters as listed on the statement for closing the meeting; and for the regularly scheduled meeting at 6:00 p.m. The Closed Session and the Council meeting will take place in the Wye Oak Room at the Talbot County Community Center, 10028 Ocean Gateway, Easton, Maryland. Due to the current COVID-19 pandemic, there will be no public access to the Wye Oak Room.

The meeting adjourned at 7:56 p.m.

The transcript of the April 14, 2020 County Council meeting is available for review in the Office of the Talbot County Manager during regular office hours.

XIV. Summary of Closed Session Held on April 14, 2020:

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 5:05 p.m. to 5:50 p.m.  
 Place of closed session: Wye Oak Room, Talbot County Community Center  
 Purpose of the closed session: To consider various matters as set forth in the statement for closing the meeting

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Pack, Callahan, Price, Divilio, Lesher  
 Members opposed: None  
 Abstaining: None  
 Absent: None

3. Statutory authority to close session and listing of each topic actually discussed, persons present, and each action taken in the session:

<b>Topic description</b>	<b>Statutory authority</b>	<b>Persons present</b>	<b>Action taken</b>
Discuss appointments to various boards and commissions	GP § 3-305 (b) (1)	Corey Pack, Chuck Callahan, Laura Price, Frank Divilio, Pete Lesher, Andy Hollis, Jessica Morris, Mary O'Donnell	None

Discuss vacancy for Supervisor of Assessments and Taxation for Talbot County	GP § 3-305 (b) (1)	Same as above	Consensus to submit list of candidates for Supervisor of Assessments and Taxation for Talbot County to Maryland SDAT
Consider possible acquisition of property for a public purpose, namely land for a new public safety complex	GP § 3-305 (b) (3)	Same as above	Decision to issue RFP
Receive legal advice and discuss pending litigation involving IRS	GP §§ 3-305 (b) (7)-(8)	Same as above, plus Angela Lane	Consensus to appeal IRS decision and to retain outside counsel
Receive legal advice and discuss pending litigation involving damage to County roadway	GP §§ 3-305 (b) (7)-(8)	Same as above, less Angela Lane	Direction to contact property owner for insurance information

- XV. Work Session to Discuss Ferry Point (Trappe) Preliminary Engineering Report – Ray Clarke, Talbot County Engineer – The Council held a work session with Ray Clarke, County Engineer, at 4:00 p.m. on Wednesday, March 11, 2020. The work session, in the Wye Oak Room at the Talbot County Community Center, 10028 Ocean Gateway, Easton, Maryland. was a continuation of a previous discussion on alternatives for extension of sewer to the Ferry Point Marina and surrounding properties. The subject properties are comprised of approximately 14 to 16 residential lots and three (3) commercial properties at the southern portion of Talbot County in Trappe. Following the previous work session, Council had requested that Rauch, Inc., revisit the feasibility study they had conducted in 2016 so that the County could better compare costs to those provided by Bayland Consultants & Designers, Inc. in their sewer service feasibility assessment for the proposed project. Duane Wilding, Senior Project Manager, BayLand Consultants & Designers, Inc., provided information on each of the four alternatives: Alternative #1 - an on-site sewage treatment system with a drainfield; Alternative #2 - on-site sewage treatment system with spray irrigation; Alternative #3 - on-site sewage treatment system with discharge into the Choptank River, and Alternative #4 – collection and forwarding of sewage to a municipal system (Town of Trappe). Mr. Wilding provided anticipated cost information for each alternative and outlined BayLand’s recommended preferred alternative, Alternative # 4 - collection and forwarding of sewage to the Town of Trappe’s wastewater treatment system; and the next preferred alternative, Alternative # 3 - construction of an on-site treatment system with discharge into the Choptank River. Council discussion ensued with Mr. Clarke and Mr. Wilding regarding various matters related to the proposed project. Council unanimously approved moving forward with Alternative #3 – construction of an on-site sewage treatment system with discharge into the Choptank River. The work session ended at 4:57 p.m.
- XVI. Work Session with Talbot County Emergency Services Advisory Board – The Council held a work session with members of the Talbot County Emergency Services Advisory Board at 5:00 p.m. on Wednesday,

March 11, 2020 in the Wye Oak Room at the Talbot County Community Center, 10028 Ocean Gateway, Easton, Maryland 21601. Representatives of the Board expressed their appreciation to the Council for their continuing support of emergency services in Talbot County. Topics discussed included the additional paramedic unit (surge unit) assigned in order to maintain the ability to deliver advanced life support response within the industry standards of eight (8) minutes - the unit is currently in service on Monday, Wednesday, and Friday from 7:00 a.m. to 7:00 p.m.; mobile integrated health programs for individuals who frequently utilize emergency services in order to provide patients more appropriate care; decreasing availability of volunteers in the northern part of the county; increasing need for an additional paramedic unit in Easton; preparedness relationships with other agencies for mitigation of disaster bounce-back; hiring and retention of qualified people; proposed new facility for Sheriff's Office; cell tower capacity in northern part of county and coordination of coronavirus information at the Emergency Operations Center. Council discussion ensued with the representatives as various matters were brought forward. The Emergency Services Advisory Board will continue to update the Council on a regular or as needed basis.

**CASH STATEMENT 3/17/2020**

BALANCE 3/10/2020	7,251,315.88
CIGNA CLAIMS THRU 3/9/2020	(109,424.13)
WF/GF EQUIPMENT LEASE 2/2020	(128.00)
STATE REPORT 2/2020	(103,979.69)
POSTAGE WIRE	(3,000.00)
ELECTION BOARD PPE 1/14/ & 1/21/2020	(10,149.97)
USDA/RD QTRLY BOND PMT #92-11	(60,886.00)
USDA/RD QTRLY BOND PMT #92-09	(26,240.00)
USDA/RD QTRLY BOND PMT #92-03	(9,478.60)
WF/GF EQUIPMENT LEASE 3/2020	(128.00)
USDA/RD MTHLY BOND PAYMENT #97-08	(1,304.00)
DEPOSITS	9,787,827.46
CHECKS	(478,620.43)
VOIDED CHECK(S) #	
<b>BALANCE 3/17/2020</b>	<b><u><u>16,235,804.52</u></u></b>

**INVESTMENTS - CERTIFICATES OF DEPOSIT**

	<u>Certificate Date</u>	<u>Maturity Date</u>	<u>Yield</u>	<u>Amount</u>
PNC-MLGIP INVESTMENTS TOTAL			1.30%	20,500,000.00
1880 BANK				10,120,227.56
<b>TOTAL INVESTED</b>				<b><u><u>30,620,227.56</u></u></b>

<b>PETTY CASH BALANCE</b>	<b><u>15,570.00</u></b>
<b><u>GRAND TOTAL ALL FUNDS</u></b>	<b><u>46,871,602.08</u></b>

**CASH STATEMENT 3/24/2020**

BALANCE 3/17/2020	16,235,804.52
ADP TOTAL PAYROLL PPE 2/21/2020	(615,012.00)
ADP TOTAL PAYROLL PPE 2/29/2020	(15,270.89)
ADP TOTAL PAYROLL PPE 3/6/2020	(624,270.13)
DEFERRED COMP DED PPE 3/6/2020	(17,709.19)
PENSION DED PPE 3/6/2020	(37,876.98)
DEFERRED COMP PPE 3/6/2020 PLAN 401 (A)	(7,103.72)
INTEGRA CLAIMS PAID THRU 3/16/2020	(26,072.44)
TALBOT COUNTY 2002 AIRPORT FACILITIES	(43,500.00)
SALES & USE COMMUNITY CENTER DUE 3/20/2020	(312.07)
SALES & USE HOG NECK GOLF COURSE DUE 3/20/2020	(82.43)
RETURNED CHECK #3947	(762.46)
BANK CHARGES 2/2020	(1,937.28)
INTEREST ON ACCOUNTS 2/2020	23,199.34
DEPOSITS	637,401.06
CHECKS	(628,060.31)
VOIDED CHECK(S) # 338207	200.00
<b>BALANCE 3/24/2020</b>	<b><u>14,878,635.02</u></b>

**INVESTMENTS - CERTIFICATES OF DEPOSIT**

<u>Certificate Date</u>	<u>Maturity Date</u>	<u>Yield</u>	<u>Amount</u>
PNC-MLGIP INVESTMENTS TOTAL		1.00%	20,500,000.00
1880 BANK			10,120,227.56
<b>TOTAL INVESTED</b>			<b><u>30,620,227.56</u></b>
<b>PETTY CASH BALANCE</b>			<b><u>15,570.00</u></b>
<b><u>GRAND TOTAL ALL FUNDS</u></b>			<b><u>45,514,432.58</u></b>

**CASH STATEMENT 3/31/2020**

BALANCE 3/24/2020	14,878,635.02
INTEGRA CLAIMS PAID THRU 3/23/2020	(77,111.56)
WELLS FARGO GOLF EQUIPMENT LEASE PYMT 3/2020	(4,092.00)
MARCH 2020 ENTERPRISE LEASE PYMT	(33,126.36)
RETURNED CHECK #995003	(132.60)
DEPOSITS	432,081.66
CHECKS	(279,470.29)
<b>BALANCE 3/31/2020</b>	<b><u>14,916,783.87</u></b>

**INVESTMENTS - CERTIFICATES OF DEPOSIT**

<u>Certificate Date</u>	<u>Maturity Date</u>	<u>Yield</u>	<u>Amount</u>
PNC-MLGIP INVESTMENTS TOTAL		0.80%	20,500,000.00
1880 BANK			10,120,227.56
<b>TOTAL INVESTED</b>			<b><u>30,620,227.56</u></b>
<b>PETTY CASH BALANCE</b>			<b><u>15,570.00</u></b>
<b><u>GRAND TOTAL ALL FUNDS</u></b>			<b><u>45,552,581.43</u></b>

**CASH STATEMENT 4/7/2020**

BALANCE 3/31/2020	14,916,783.87
TOTAL ADP PAYROLL PPE 3/20/2020	(632,747.70)
TOTAL ADP PAYROLL PPE 3/31/2020	(12,854.68)
DEFERRED COMP DED PPE 3/20/2020 & 3/31/2020	(17,849.19)
PENSION DED PPE 3/20/2020 & 3/31/2020	(38,937.36)
DEFERRED COMP PPE 3/20/2020 PLAN 401(A)	(7,103.72)
APRIL 2020 RETIREE HEALTH INS PLAN #727	(31,470.75)
CIGNA CLAIMS PAID THRU 3/30/2020	(65,395.94)
BOARD OF EDUCATION MARCH 2020	(3,504,644.00)
ELECTION BOARD PPE 1/28/2020 & 2/4/2020	(10,234.96)
SDAT/LOCAL COST SHARING FY2020	(46,373.00)

DEPOSITS	925,218.55
CHECKS	(2,965,319.27)

<b>BALANCE 4/7/2020</b>	<b><u>8,509,071.85</u></b>
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**INVESTMENTS - CERTIFICATES OF DEPOSIT**

<u>Certificate Date</u>	<u>Maturity Date</u>	<u>Yield</u>	<u>Amount</u>
PNC-MLGIP INVESTMENTS TOTAL		0.72%	20,500,000.00
1880 BANK			10,120,227.56

<b>TOTAL INVESTED</b>	<b><u>30,620,227.56</u></b>
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<b>PETTY CASH BALANCE</b>	<b><u>15,570.00</u></b>
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<b><u>GRAND TOTAL ALL FUNDS</u></b>	<b><u>39,144,869.41</u></b>
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**CASH STATEMENT 4/14/2020**

BALANCE 4/07/2020	8,509,071.85
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CIGNA CLAIMS PAID THRU 4/6/2020	(78,923.96)
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USDA/RD MONTHLY BOND PYMT #97-08	(1,304.00)
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INTEREST ON ACCOUNTS 3/2020	13,815.31
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RETURNED PAYMENTUS PAYMENT	(3.75)
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DEPOSITS	898,346.13
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CHECKS	(566,318.40)
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<b>BALANCE 4/14/2020</b>	<b><u>8,774,683.18</u></b>
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**INVESTMENTS - CERTIFICATES OF DEPOSIT**

<u>Certificate Date</u>	<u>Maturity Date</u>	<u>Yield</u>	<u>Amount</u>
PNC-MLGIP INVESTMENTS TOTAL		0.70%	20,500,000.00
1880 BANK			10,124,514.33

<b>TOTAL INVESTED</b>	<b><u>30,624,514.33</u></b>
<b>PETTY CASH BALANCE</b>	<b><u>15,570.00</u></b>
<b><u>GRAND TOTAL ALL FUNDS</u></b>	<b><u>39,414,767.51</u></b>