



# TALBOT COUNTY, MARYLAND

County Council

MINUTES

April 24, 2018

Present – President Jennifer L. Williams, Vice President Corey W. Pack, Dirck K. Bartlett, Chuck F. Callahan, Laura E. Price, County Manager R. Andrew Hollis and County Attorney Anthony Kupersmith. Assistant County Attorney, Mary O'Donnell was absent.

- I. Agenda – Ms. Williams requested and received Council's unanimous consent for approval of the Agenda of Tuesday, April 24, 2018.
- II. Minutes – Ms. Williams requested and received Council's unanimous consent for approval of the Minutes of Tuesday, April 10, 2018.
- III. Disbursements – Ms. Williams requested and received Council's unanimous consent for approval of the Disbursements of Tuesday, April 17, 2018 and Tuesday, April 24, 2018.
- IV. Presentation of Proclamation to Major Horace Johnson, Jr., Talbot County Department of Corrections – The Clerk read a proclamation into the record which spoke of Major Johnson's distinctive service and rise through the ranks in the Talbot County Department of Corrections during his 30-year career with the Department. Doug Devenyns, Director of the Department of Corrections, spoke of Major Johnson's positive influence on his co-workers in the Department of Corrections and on the Department itself, and stated that he will be missed. Upon motion by Mr. Pack, seconded by Mr. Callahan, the Council approved the proclamation by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

Council members expressed their appreciation to Major Johnson for his three decades of service to the citizens of Talbot County and stated that his experience, presence, and mentoring of younger officers will be missed. Major Johnson thanked the Council for their support of the Department of Corrections through the years, and stated that it had been a pleasure to have worked with staff at the Department of Corrections and County Manager, Andy Hollis.

Mr. Pack presented the Proclamation to Major Johnson and his wife, Linda.

- V. Presentation on National Drug Take-Back Day – April 28, 2018 – Joe Gamble – Talbot County Sheriff; Capt. Scott Mergenthaler, Talbot County Sheriff's Office – Sheriff Gamble and Capt. Mergenthaler briefed the Council on the upcoming National Drug Take-Back Day on Saturday, April 28, 2018, a nationwide initiative to provide a safe, convenient and responsible means of disposing of expired and unused prescription and over-the-counter drugs while educating the public about the abuse of such medications and the danger of flushing medications. Sheriff Gamble stated that the Sheriff's Office located at 28712 Glebe Road now has a prescription and over-the-counter medications drop-off box which is available to the public 24/7. He stated that

24/7 medication drop-off-boxes are also available at the Maryland State Police Barrack on U.S. Rt. 50 and at the Talbot County Department of Corrections, 115 W. Dover Street in Easton.

- VI. Request by Talbot County Board of Education for Categorical Budget Transfers – Charles Connolly, Director of Finance, Talbot County Public Schools; Lynne Duncan, Assistant Superintendent for Administrative and Support Services, Talbot County Public Schools – Ms. Duncan stated that Dr. Griffith was unable to be in attendance as she was at the Maryland State Department of Education awards ceremony where Pam Clay, Supervisor, Career and Technology Education (CTE), Talbot County Public Schools, was receiving a Secondary Distinguished Service Award for making the highest meritorious contributions to the improvement, promotion and implementation of secondary career education. Mr. Connolly stated that the Board of Education had received unanticipated revenues from the Maryland State Department of Education for Special Education residential placements in the sum of \$52,712 and out-of-county placements by the Department of Juvenile Services in the sum of \$39,380. He stated that interest earned in the General Fund from State and County monies totaled \$20,847, bringing the total amount of unanticipated revenues received to \$112,939. Mr. Connolly requested to increase the Board of Education budget in the Special Education category by \$52,712, and the transportation category by \$60,227 for a total of \$112,939. Council discussion ensued with Mr. Connolly. Upon motion by Mr. Pack, seconded by Mr. Callahan, the Council approved the request as presented by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- VII. Introduction of Legislation:

A BILL TO APPROVE A LAW ENFORCEMENT MUTUAL AID AGREEMENT BETWEEN TALBOT COUNTY, MARYLAND, THE TALBOT COUNTY SHERIFF'S OFFICE, THE TOWN OF EASTON, THE COMMISSIONERS OF ST. MICHAELS, THE COUNCIL OF TRAPPE, THE COMMISSIONERS OF OXFORD, AND THE TOWN OF QUEEN ANNE IN ACCORDANCE WITH MARYLAND CODE ANNOTATED CRIMINAL PROCEDURE ARTICLE SECTION 2-105 was read into the record by the Clerk and brought forward for introduction. The legislation was introduced by Mr. Bartlett, Mr. Callahan, Mr. Pack, Ms. Price, and Ms. Williams as Bill No. 1388. A public hearing was scheduled for Tuesday, May 22, 2018 at 6:30 p.m. in the Bradley Meeting Room, South Wing, Talbot County Courthouse, 11 North Washington Street, Easton, Maryland 21601.

- VIII. Public Hearings:

Resolution No. 259, A RESOLUTION TO AMEND THE TALBOT COUNTY COMPREHENSIVE WATER AND SEWER PLAN TO RECLASSIFY AND REMAP CERTAIN PROPERTIES LOCATED ON HOWELL POINT ROAD IN THE TOWN OF TRAPPE, MARYLAND, DESCRIBED AS TAX MAP 301, PARCELS 1780, 1897, 1898, 1900, 1901, 1902, 1903, 1904, 1905, 1905A, 1905B, AND 1906, FROM THE CURRENT CLASSIFICATION OF "S-3" TO "S-1", IMMEDIATE PRIORITY STATUS, was read into the record and brought forward for public hearing. Prior to the public hearing, Ray Clarke, County Engineer, stated that the Town of Trappe had contacted his office in January regarding the Town's application to request capital funds from the Maryland Department of the Environment (MDE) to upgrade the Town's water system and to add a new production well for the Town. Mr. Clarke stated that MDE requires the Town's application to include an amendment to the County's Comprehensive Water and Sewer Plan for a capital project in order to

position the Town for grant funding and low interest loans in FY2020. Mr. Clarke stated that it is the opinion of the Office of Law that the proposed amendment to add the production well as part of Resolution No. 259 is substantive and therefore requires that the public hearing be re-advertised. He stated that the Talbot County Planning Commission and the Public Works Advisory Board will be holding their respective meetings on Wednesday, May 2, 2018 and will be reviewing the proposed amendment. Council discussion ensued with Mr. Clarke who clarified that Talbot County, as custodian of the Comprehensive Water and Sewer Plan is acknowledging the Town of Trappe's capital project, the County is not adding a capital project. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council introduced an amendment to Resolution No. 259 which would, if approved, add a new production well for the Town of Trappe as a capital project. The Council introduced the amendment by 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

A public hearing on the proposed amendment to Resolution No. 259 was scheduled for Tuesday, May 22, 2018 at 6:30 p.m. in the Bradley Meeting Room, South Wing, Talbot County Courthouse, 11 North Washington Street, Easton, Maryland 21601. A public hearing was then held on Resolution No. 259 and the public was afforded an opportunity to comment on the legislation. The public hearing on Resolution No. 259 was continued to Tuesday, May 22, 2018 at 6:30 p.m. in the Bradley Meeting Room, South Wing, Talbot County Courthouse, 11 North Washington Street, Easton, Maryland 21601.

Resolution No. 260, A RESOLUTION TO APPROVE EXECUTION OF A LEASE OF APPROXIMATELY 1,600 SQUARE FEET OF SPACE AT THE TALBOT COUNTY BUSINESS CENTER, 28712 GLEBE ROAD, EASTON, MARYLAND 21601, FURTHER DESCRIBED AS TAX MAP 25, PARCEL 58, TO KABAM STUDIOS, FOR A TERM OF ONE (1) YEAR WITH BASE RENT OF FOUR HUNDRED DOLLARS (\$400.00) PER MONTH, was read into the record, brought forward for public hearing, and the public was afforded an opportunity to comment on the legislation. Upon motion by Mr. Pack, seconded by Mr. Callahan, Resolution No. 260 was brought to third reader with the Council voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

Upon motion by Mr. Bartlett, and no objection by the Council, a full reading of Resolution No. 260 was waived. The Council approved Resolution No. 260 by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

Resolution No. 260 is effective immediately.

Bill No. 1385, A BILL TO ESTABLISH THE ANNUAL SALARY OF THE SHERIFF FOR TALBOT COUNTY TO BECOME EFFECTIVE FOR TERMS BEGINNING IN AND AFTER 2018, was read into the record by the Clerk, brought forward for public hearing, and the public was provided an opportunity to comment on the legislation. Upon motion by Mr. Pack, seconded by Ms. Price, Bill No. 1385 was brought to third reader with the Council voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

The Council approved Bill No. 1385 by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

Bill No. 1385 becomes effective as provided for in the legislation.

IX. County Manager's Report:

- A. Bid No. 18-03, REQUEST FOR PROPOSALS – FINANCIAL AUDITING SERVICES, TALBOT COUNTY, MARYLAND - Requested Council approval to award Bid No. 18-03 to the lowest bidder, SB & Company, LLC, in the sum of \$37,500 for FY2018 through FY2022, with incremental increases each year and an option to extend the contract for two (2) additional years. Upon motion by Mr. Pack, seconded by Ms. Price, the Council approved the award by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- B. Request from Department of Emergency Services – Requested Council approval for the Department of Emergency Services to accept grant funding in the sum of \$43,227.04 for the purchase of a video technology upgrade at the 9-1-1 Communications Center; State Homeland Security Grants will provide the funding; no County funds are required. Upon motion by Mr. Pack, seconded by Mr. Callahan, the Council approved the request by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- C. Request from Department of Emergency Services – Requested Council approval to accept grant funding in the sum of \$36,590.00 for the purchase of a 12-passenger van to be used by the Department of Emergency Services to transport staff and to serve as an emergency response vehicle when multiple responders are required; said purchase will be made through a State contract utilizing 2017 Emergency Management Performance Grant and State Home Security Grant funding; no County funds are required. Upon motion by Ms. Price, seconded by Mr. Pack, the Council approved the request by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- D. Bid No. 17-21, REQUEST FOR PROPOSALS: DEVELOP NEW ZONING DISTRICT, A WORKING WATERFRONT OVERLAY DISTRICT FOR INCLUSION IN THE TALBOT COUNTY CODE – Requested Council approval to award Bid No. 17-21 to the sole bidder, White & Smith, LLC, in a sum not to exceed \$52,696.00 as consultant for the project; funding for the project is being provided by a grant in the sum of \$50,000 from the Maryland Department of Natural Resources Working Waterfronts Program with the remaining portion funded by the County. Ms. Price requested that Miguel Salinas, Assistant Planning Officer, contact White & Smith, LLC regarding the feasibility of lowering their price to \$50,000, the amount of the DNR grant. Upon motion by Mr. Callahan, seconded by Mr. Pack, the Council approved the award by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- E. Request from Planning & Zoning – Requested Council consideration to have a Council representative on the Working Waterfronts Steering Committee. Mr. Salinas stated that the purpose of the Steering Committee is to help guide the process of the Working Waterfronts Overlay District project through to its completion. Mr. Callahan volunteered to serve as the Council representative. Representatives from the Planning Commission, Board of Appeals and County staff will also serve on the Steering Committee.

- F. Request from Department of Public Works – Requested Council approval to apply for and accept, Maryland Department of the Environment Bay Restoration Fund – OSDS Grant funding in the sum of \$1,289,300 for FY2019; said funding will be used for installation of OSDS denitrification treatment units and sewer connections. Upon motion by Mr. Pack, seconded by Ms. Price, the Council approved submittal of the grant application by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- G. Request from Department of Corrections – Requested Council approval for a sole source purchase of the jail management software system, JailTrakker™, in the sum of \$59,725.26; monies for the purchase were generated through inmate commissary purchases and the inmate telephone system. Upon motion by Mr. Pack, seconded by Mr. Callahan, the Council approved the purchase by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- H. Talbot County Adult Public Guardianship Review Board – Requested Council approval of the appointment of George Rever, MD, DLFAPA, to a three-year term on the Talbot County Adult Public Guardianship Review Board as the psychiatrist representative; said term will expire on January 1, 2021. Upon motion by Mr. Bartlett, seconded by Ms. Price, the Council approved the appointment by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- I. Talbot County Agricultural Resolution Board – Requested Council approval of the appointment of Travis Hutchison to the Talbot County Agricultural Resolution Board as a representative of the agricultural community; said term will expire on January 1, 2021. Upon motion by Mr. Pack, seconded by Mr. Callahan, the Council approved the appointment by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- J. Talbot County Animal Control Board – Requested Council approval of the appointment of Tresa Hutchison to the Talbot County Animal Control Board as a representative of the agricultural community; said term will expire on July 1, 2019. Upon motion by Mr. Pack, the Council approved the appointment by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- K. Talbot County Commission on the Aging – Requested Council approval of the reappointment of Irma Toce to a three-year term on the Talbot County Commission on the Aging; said term will expire on April 1, 2020. Upon motion by Mr. Bartlett, seconded by Ms. Price, the Council approved the reappointment by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- L. Talbot County Economic Development Commission – Requested Council approval of the appointment of Reza Jafari to the Talbot County Economic Development Commission as an at-large member; said term will complete the unexpired term of Clayton “Clay” Railey, III and will expire on June 30, 2019. Upon motion by Ms. Price, seconded by Mr. Pack, the Council approved the appointment by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- M. Talbot County Property Tax Assessment Appeals Board – Requested Council approval to forward the names of Anne Arnold and Craig Hawkins to the Governor for consideration of reappointment to five-year terms on the Talbot County Property Tax Assessment Appeals Board as regular member and alternate, respectively; if reappointed, said terms will expire on June 1, 2023. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council approved forwarding the names to the Governor by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

- N. Upper Shore Workforce Investment Board – Requested Council approval for the reappointment of Royce Sampson to a three-year term on the Upper Shore Workforce Investment Board as a representative of the private sector; said term will expire on June 30, 2021. Upon motion by Mr. Pack, seconded by Ms. Price, the Council approved the reappointment by voting 5 – 0 as follows:

Ms. Williams – Aye  
Ms. Price – Aye  
Mr. Bartlett – Aye  
Mr. Pack – Aye  
Mr. Callahan – Aye

X. Council Comments:

Ms. Price – Ms. Price stated that earlier today she had attended a bill signing ceremony with the Governor on behalf of MACo. She stated that she had no idea there would be hundreds and hundreds of people in the lobby where approximately 200 bills were posted. She stated that she attended the bill signings related to the Next Generation 9-1-1 and Highway User Revenues. Ms. Price concluded her comments by stating the Governor presented her with the pen he used to sign the Highway User Revenue bill.

Mr. Bartlett No comments.

Mr. Callahan - No comments.

Mr. Pack - Mr. Pack encouraged those who planned to attend Oxford Day on Saturday to have fun and be safe. He stated that he would not be able to attend as he would be in Baltimore with his family, celebrating his father's 90<sup>th</sup> birthday and his brother's 70<sup>th</sup> birthday.

XI. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council voted to adjourn and to reconvene on Tuesday, May 1, 2018 in Open Session at 12:30 p.m. and immediately adjourn into Closed Session for discussion of legal, personnel, and real estate matters, and at 1:30 p.m. for the meeting. The Council will hold two public hearings on Bill No. 1387, AN ACT TO ESTABLISH THE 2018-2019 ANNUAL BUDGET AND APPROPRIATION ORDINANCE. The first public hearing will be held at 2:00 p.m. in the Bradley Meeting Room. The second public hearing will be held at 7:00 p.m. in the Easton High School Cafeteria. A complete copy of the budget can be found on the County's website. The Council voted to adjourn and to reconvene as outlined by voting 5 – 0 as follows:

- Ms. Williams – Aye
- Ms. Price – Aye
- Mr. Bartlett – Aye
- Mr. Pack – Aye
- Mr. Callahan - Aye

The meeting adjourned at 7:02 p.m.

The transcript of the April 24, 2018 County Council meeting is available for review in the Office of the County Manager during regular office hours.

XII. On Tuesday, April 24, 2018 a Closed Session of the Talbot County Council convened at 4:30 p.m. in the Bradley Meeting Room and County Council Conference Room. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council met in Closed Session by voting 5 – 0 as follows:

- Mr. Bartlett – Aye
- Mr. Callahan – Aye
- Mr. Pack – Aye
- Ms. Price - Aye
- Ms. Williams – Aye

In accordance with General Provisions Article § 3-305(b)(1)(i)(3) the purpose of the Closed Session was for personnel matters to discuss appointments to various County boards and committees; to discuss a personnel matter at Hog Neck Golf Course; and for real estate matters to discuss the possible acquisition of property in Bellevue for a public purpose. The Closed Session ended at 6:00 p.m.

**CASH STATEMENT 4/17/2018**

BALANCE 4/10/2018	\$17,489,816.31
INTEGRA CLAIMS THRU 4/9/018	(90,604.78)
STATE REPORT 3/2018	(60,881.52)
USDA/RD MTHLY SEWER BOND PYMT APRIL 2018	(1,304.00)



POSTAGE WIRE	(3,000.00)
DEPOSITS	731,608.50
CHECKS	(511,511.11)
VOIDED CHECK(S) #323387	(392.05)

**BALANCE 4/17/2018** **17,536,515.45**

**AIRPORT ACCOUNTS**

AIP42	0.00
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**AIRPORT ACCOUNTS TOTAL BALANCE** **0.00**

**INVESTMENTS – CERTIFICATES OF DEPOSIT**

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
PNC-MLGIP INVESTMENTS TOTAL		1.68%	18,000,000.00
1880 BANK			10,022,765.44

**TOTAL INVESTED** **\$28,022,765.44**

**PETTY CASH BALANCE** **\$15,570.00**

**GRAND TOTAL ALL FUNDS** **\$45,574,850.89**

**CASH STATEMENT 4/24/2018**

BALANCE 4/17/2018 \$17,536,515.45

TOTAL ADP PAYROLL PPE 4/6/2018	(546,339.04)
DEFERRED COMP DED PPE 4/6/2018	(14,431.73)
PENSION DED PPE 4/6/2018	(34,130.23)
SECU DED PPE 4/6/2018	(4,175.53)
DEF COMP PPE 4/6/2018 PLAN 401(A)	(2,542.30)
FLEX SPENDING BENEFITS PPE 4/6/2018	(3,022.53)
ELECTION BOARD PPE 3/13 & 3/27/2018	(12,878.33)

INTEGRA CLAIMS THRU 4/16/2018	(56,274.54)
SALES & USE COMMUNITY CENTER DUE 4/20/2018	(94.24)
SALES & USE HOG NECK GOLF COURSE DUE 4/20/2018	(312.53)
INTEREST ON ACCOUNTS 3/2018	23,398.76
BANK CHARGES 3/2018	(3,187.08)

DEPOSITS	1,079,916.54
CHECKS	(908,373.73)

**BALANCE 4/24/2018** **17,054,068.94**

**AIRPORT ACCOUNTS**

AIP42 0.00

**AIRPORT ACCOUNTS TOTAL BALANCE** **0.00**

**INVESTMENTS – CERTIFICATES OF DEPOSIT**

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
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PNC-MLGIP INVESTMENTS TOTAL		1.71%	18,000,000.00
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1880 BANK			10,022,765.44
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**TOTAL INVESTED** **\$28,022,765.44**

**PETTY CASH BALANCE** **\$15,570.00**

**GRAND TOTAL ALL FUNDS** **\$45,092,404.38**