



# TALBOT COUNTY, MARYLAND

County Council

MINUTES

January 23, 2024

Present – President Chuck Callahan, Vice President Pete Leshner, Keasha N. Haythe, Lynn L. Mielke, Dave Stepp, County Manager Clay Stamp, and County Attorney Patrick Thomas

- I. Agenda – Mr. Callahan requested and received unanimous consent for approval of the Agenda of Tuesday, January 23, 2024.
- II. Minutes – Mr. Callahan requested and received unanimous consent for approval of the Minutes of Tuesday, January 11, 2024.
- III. Disbursements – Mr. Callahan requested and received unanimous consent for approval of the Disbursements of Tuesday, January 23, 2024.
- IV. Presentation of Certificate of Recognition to William H. “Bill” Shrieves – The Clerk read a certificate of recognition into the record which spoke of Mr. Shrieves’ many contributions to the citizens of Talbot County, particularly senior citizens, through the various organizations with which he is or has been involved including, Upper Shore Aging Board of Directors, Rotary Club of St. Michaels, Bay Hundred Community Volunteers, and the Mid-Shore Pancreatic Cancer Foundation. In addition, from 2005 to 2013, Mr. Shrieves owned and operated Comfort Keepers in Easton, which provides customized home care to elderly individuals and other adults in need of assistance. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the certificate of recognition by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe – Aye

Mr. Shrieves was afforded an opportunity to speak about his community service activities and his passion for helping others. Council members expressed their appreciation to Mr. Shrieves for his previous and continuing service to the community.

Mr. Leshner presented the Certificate of Recognition to Mr. Shrieves. Mr. Shrieves’ wife, Jean, and Andy Hollis, Executive Director, Upper Shore Aging, Inc. were in attendance.

- V. Presentation of Proclamation – National Human Trafficking Awareness Month – The Clerk read a proclamation into the record which spoke of the methods by which both children and adults can be coerced into human trafficking for purposes of performing commercial sex acts, labor, or other services against their will. The proclamation also spoke of the prevalence of human trafficking, the efforts to prosecute perpetrators of this heinous crime and to rescue its victims, and the efforts to increase public awareness of human trafficking, including education on how to recognize those being trafficked. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the proclamation by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe – Aye

Katie Theeke, M. Ed., Vice President of Marketing & Communications, For All Seasons, Inc., Lauren Weber, MBA, ACNP, Vice President of Strategy and Development, For All Seasons, Inc., and Julie Crain, Founder and Executive Director, Harriett’s House in Cambridge, briefed the Council on the roles of their respective organizations in providing healing assistance to the victims of human trafficking. Council members expressed their appreciation to the representatives for the work they do.

Mr. Leshner presented the Proclamation to Ms. Theeke, Ms. Weber, and Ms. Crain who accepted on behalf of their respective organizations.

- VI. Update by Talbot County Department of Social Services and Children’s Advocacy Center – Linda Webb, Director, Talbot County Department of Social Services – Ms. Webb utilized a PowerPoint presentation to update the Council on the following matters for FY23: (1) Low Income Household Water Assistance Program – Ms. Webb stated that the deadline for applications to the program which provides up to \$10,000 in funding toward past-due water and/or wastewater bills to individuals who meet certain income and resident criteria, has been extended from September 30, 2023 to March 31, 2024; to date, 70 households have received approximately \$21,000; the Department of Social Services is in the process of reaching out to individuals who may not have previously qualified for the funding but may now qualify; (2) Citizens’ Emergency Fund – Ms. Webb stated that the purpose of the Fund, the monies for which are appropriated by Talbot County, provides payment directly to vendors to meet emergency needs including payment of rent in order to avoid eviction or to provide temporary housing, payments to prevent disconnection of utilities, and funding for food, gasoline, personal items and clothing. She stated that in FY23, Talbot County residents received assistance a total of 520 times; (3) the Empower Me child safety program – Ms. Webb stated that the purpose of the program is to prevent child sex abuse by providing children, their parents, and caregivers with information on child safety and by teaching children about their “gut instinct”, developing an adult safety net, and implementing four safety rules. To date, the Department of Social Services has provided presentations to first grade students in Talbot County schools (both public and private); churches, recreational organizations, non-profit groups, childcare centers, to teenagers through Talbot Mentors, and the Detention Center, in addition to individual requests from the community and clients of the Talbot County Department of Social Services; anyone interested in a presentation should contact Paris Quillet, Special Projects Coordinator, Talbot County Department of Social Services at [Paris.Quillet@maryland.gov](mailto:Paris.Quillet@maryland.gov) or 410-770-4848; and (4) Talbot County Children’s Advocacy Center (CAC) – Ms. Webb stated that the purpose of the CAC is to provide children and their non-offending caregiver with a comprehensive response to child abuse by way of a multidisciplinary team of professionals in a child-friendly location, including medical, mental health, law enforcement, State’s Attorney’s Office, University of Maryland Medical System Shore Regional Health and social workers from Child Protective Services; She stated that the Department of Social Services continues to provide services to an increasing number of individuals and is looking to expand its number of personnel. Talbot County’s program is accredited by the National Children’s Alliance. Council discussion ensued with Ms. Webb as the various topics were brought forward. The Department of Social Services will continue to update the Council on a regular or as-needed basis.

- VII. Presentation on Memorandum of Understanding with Maryland Stadium Authority for Build to Learn (BTL) Act Funding for the Chapel District Elementary School Renovation and Addition Project – Kevin Shafer, Director of Operations, Talbot County Public Schools - Mr. Shafer utilized a PowerPoint presentation to brief the Council on estimated State funding for the Chapel District Elementary School Renovation and Addition Project for the timeframe FY24 through FY26; the funding totals \$13,593,000 and includes \$3.878 million in funding from the Maryland Stadium Authority BTL Act in FY25. Mr. Shafer requested Council approval to enter into a Memorandum of Understanding (MOU) with the Maryland Stadium Authority and to enter into a Memorandum of Intent with the Talbot County Board of Education. At Council’s request, Mr. Shafer outlined the advantages of utilizing Maryland Stadium Authority funding, including a lower interest rate on bonds for financing the project and that the funding is immediately available upon execution of a MOU; bypassing the appropriation process. Upon motion by Ms. Haythe, seconded by Ms. Mielke, the Council approved entering into a MOU with the Maryland Stadium Authority for funding as outlined by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe - Aye

- VIII. Presentation of Construction Document Submission for Chapel District Elementary School Renovation and Addition Project – Kevin Shafer, Director of Operations, Talbot County Public Schools – Mr. Shafer utilized a PowerPoint presentation to provide an update on the Chapel District Elementary School Renovation and Addition Project. He gave a brief history of the current structure, constructed in 1952, renovated in 1994 and which received additions in 2000 and 2001; the project includes a 45,300 square foot renovation and a 16,600 square foot addition to include classroom space, a media center and space for the Critchlow Adkins Children’s Center. The renovation and addition project is being designed for an enrollment of 481 students; the 2022/2023 enrollment was 347 students. Mr. Shafer then presented schematic drawings of the floor plans and architectural renderings of both the interior and exterior of the building for the completed project. Mr. Shafer also provided cost estimates for the construction phase portion of the project for both Talbot County and the State for FY24 through FY26; the total cost of the project is estimated to be \$31,709,486; Talbot County’s portion remains consistent with previous estimates. Council discussion ensued with Mr. Shafer. He concluded his presentation by stating that the Board of Education has already approved submittal of the construction documents to the State. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved submittal of the construction documents for the project to the State by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe - Aye

- IX. Introduction of Amendment No. 2 to Resolution No. 347, A RESOLUTION TO AMEND THE TALBOT COUNTY COMPREHENSIVE WATER AND SEWER PLAN TO PROVIDE THE EQUIVALENT DWELLING UNITS FOR ALL PHASES OF THE LAKESIDE DEVELOPMENT, was read into the record by the Clerk and brought forward for introduction. Prior to introduction, County Attorney, Patrick Thomas, stated that the purpose of the amendment, which was requested by Mr. Leshner, incorporates the wording from Resolution No. 338 and its

amendment into Resolution No. 347. Mr. Leshner stated that his purpose in introducing the amendment is to provide an alternative path for the Planning Commission to come to a finding of consistency with the 2016 County Comprehensive Plan. He stated that, in his opinion, the County needs to adopt Resolution Nos. 347 and 348 in order to satisfy outstanding items as requested by the Maryland Department of the Environment and so the County can move forward with the Report of the Review for the Comprehensive Water and Sewer Plan. Council discussion ensued with Mr. Thomas. The amendment was introduced by Mr. Leshner and Ms. Mielke as Amendment No. 2 to Resolution No. 347. A public hearing was scheduled for Tuesday, February 13, 2024 at 6:30 p.m. in the Bradley Meeting Room, South Wing, Talbot County Courthouse, 11 North Washington Street, Easton, Maryland 21601.

- X. Presentation of Draft Emergency Operations Plan – Brian LeCates, Director, Talbot County Department of Emergency Services; Geneva Schaffle, Emergency Management Division Chief, Talbot County Department of Emergency Services – Ms. Schaffle utilized a PowerPoint presentation to brief the Council on the rewrite of the Talbot County Emergency Operation Plan (EOP), a comprehensive emergency management plan for responding to, and recovering from, natural disasters or other emergencies. She stated that each county in the nation is required to have an EOP in order to receive Federal Emergency Management Agency (FEMA) funding; the EOP is updated every five (5) years in order to integrate best practices; the draft before the Council for consideration has been in process since December 2022. She stated that the rewriting of the EOP, the recent Tabletop Exercise and the Spring 2024 Functional Exercise are being paid for utilizing federal grant monies to contract with the University of Maryland Centers for Health and Homeland Security. Ms. Schaffle then outlined various components of the EOP and how the EOP would be integrated and implemented through partnerships with national, State and local agencies to ensure community resilience. Included in the EOP and its Appendices are sheltering and evacuation plans, and hazard specific plans, as well as procedures and policies which serve to put the EOP into operation. Ms. Schaffle briefed the Council on the recent Tabletop Exercise, a hands-on simulated emergency at which the EOP was put into action. Council members express their appreciation to Ms. Schaffle and Mr. LeCates for their hard work over the past year to bring the updated Emergency Operations Plan to fruition. Upon motion by Mr. Stepp, seconded by Mr. Mielke, the Council approved the 2024 Emergency Operations Plan as presented by voting 5 – 0 as follows

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe - Aye

- XI. Introduction of Administrative Resolution:

ADMINISTRATIVE RESOLUTION ADOPTING THE 2024 EMERGENCY OPERATIONS PLAN FOR TALBOT COUNTY, MARYLAND was read into the record by the Clerk and brought forward for approval. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the administrative resolution by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe – Aye

The Administrative Resolution is effective immediately.

XII. County Manager's Report:

- A. Talbot County Board of Appeals – Requested Council approval for the reappointment of Frank Cavanaugh to a three-year term on the Talbot County Board of Appeals; said term will expire on February 11, 2027. Upon motion by Mr. Leshner, seconded by Mr. Stepp, the Council approved the reappointment by voting 4 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Haythe – Aye

Ms. Mielke was absent from the room when the vote was taken.

- B. Talbot County Short-Term Rental Review Board – Requested Council approval for the reappointment of Cindy Reichart to a four-year term on the Talbot County Short-Term Rental Review Board as a representative of the long-term rental property sector; said term will expire January 1, 2028. Upon motion by Mr. Stepp, seconded by Ms. Haythe, the Council approved the reappointment by voting 4 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Haythe – Aye

Ms. Mielke was absent from the room when the vote was taken.

- C. Talbot County Agricultural Resolution Board – Requested Council approval for the appointment of Kevin Moran to a four-year term on the Talbot County Agricultural Resolution Board as a representative of the business community; said term will expire on January 1, 2028. Upon motion by Mr. Stepp, seconded by Ms. Haythe, the Council approved the appointment by voting 4 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Haythe – Aye

Ms. Mielke was absent from the room when the vote was taken.

- D. Frederick Douglass Park on the Tuckahoe Committee – Requested Council approval for the appointment of Town of Queen Anne Commissioner Nate Hoxter to a five-year term on the Frederick Douglass Park on the Tuckahoe Committee as a representative of the Town of Queen Anne; said term will expire on November 1, 2028. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the appointment by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke - Aye  
Ms. Haythe – Aye

- E. Request from Department of Emergency Services – Requested Council approval to renew Mutual Benefit and Use Agreements with Crowder Gulf, AshBritt, and DRC Emergency Services by piggybacking on existing contracts with Cecil, Montgomery, and Howard counties, respectively. Brian LeCates, Director, Talbot County Department of Emergency Services, stated that all the Agreements are no-cost agreements until such a time as they are activated by Talbot County for debris removal following a natural or manmade disaster which is beyond the County’s capacity to handle. Council discussion ensued with Mr. LeCates who stated that Talbot County would be piggybacking on competitively bid contracts. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved entering into the contracts as outlined by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke - Aye  
Ms. Haythe – Aye

- F. Request from Department of Public Works – Requested Council approval of the County Engineer’s recommendation to award Architectural and Engineering Design Services for the two-tier driving range structure at Hog Neck Golf Course to the lowest proposer, Davis, Bowen & Friedel, Inc., in the sum of \$144,700 under Bid No. 22-08, OPEN-ENDED ARCHITECTURAL/ENGINEERING SERVICES CONTRACT. Council discussion ensued with County Engineer, Ray Clarke and County Manager, Clay Stamp, regarding the difference in price submitted by the two proposers. Upon motion by Mr. Stepp, seconded by Ms. Mielke, the Council approved the award by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe - Aye

- G. Request from Department of Public Works – Requested Council approval of the County Engineer’s recommendation to award construction phase services for Bid No. 23-11, EXTENSION OF SEWER FROM THE REGION II (ST. MICHAELS) WASTEWATER TREATMENT PLANT, TO THE MOUNT PLEASANT AREA, UNDER BROAD CREEK, AND TO THE VILLAGES OF BOZMAN AND NEAVITT, AS OUTLINED IN RESOLUTION NO. 250, to Century Engineering, the engineer of record for the project, in the sum of \$86,196.80. Council discussion ensued with County Engineer, Ray Clarke. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved the award by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe - Aye

- H. Request from Department of Public Works – Requested Council approval of the County Engineer’s recommendation to award construction inspection services for Bid No. 23-11, EXTENSION OF SEWER FROM THE REGION II (ST. MICHAELS) WASTEWATER TREATMENT PLANT, TO THE MOUNT PLEASANT AREA, UNDER BROAD CREEK, AND TO THE VILLAGES OF BOZMAN AND NEAVITT, AS OUTLINED IN RESOLUTION NO. 250, to Lane Engineering, LLC in the sum of \$192,000 under Bid No. 22-08, OPEN-ENDED ARCHITECTURAL/ENGINEERING SERVICES CONTRACT. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved the recommendation by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe – Aye

- I. Request from Department of Public Works – Requested Council approval of the County Engineer’s request to apply for funding from the Maryland Water Quality Finance Program and U.S.D.A. Rural Development for emergency and future repairs to the Martingham Vacuum Sewer Collection System. Council discussion ensued with County Engineer, Ray Clarke. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved submittal of applications for funding as outlined by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe – Aye

- J. Request from Department of Public Works – Requested Council approval to forward a letter to the City of Cambridge requesting to discuss a no-cost trade of some of the City’s phosphorous credits for Talbot County’s nitrogen credits at the proposed new ENR wastewater treatment system to be constructed at Ferry Point Marina in Trappe. Council discussion ensued with County Engineer, Ray Clarke, who stated that his office had been in discussions with the Maryland Department of the Environment regarding nutrient credit trades and outlined in more detail the reason for the request to contact the City of Cambridge. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved the request by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe – Aye

K. Goldsborough Neck Road Closure – County Engineer, Ray Clarke, stated that Goldsborough Neck Road between Villa Road and Glebe Road in Easton will be closed to thru traffic beginning on Monday, February 12<sup>th</sup> for approximately 30 days in order to replace the culvert at that location. Mr. Clarke provided a map showing the detour route. The Talbot County Sheriff's Office, the Department of Emergency Services, and Talbot County Public Schools have been notified of the closure. Members of the public will be notified about the closure through *The Star Democrat* and on the County's website and social media pages.

L. Request from County Manager – Requested Council consideration of the American Rescue Plan Act (ARPA) Committee's recommendation for the appropriation of additional ARPA funding in the sum of \$150,000 toward the Doverbrook Apartment Complex replacement project in Easton as requested by the Housing Authority of Talbot County and developer, Pennrose; the funding is contingent upon the Town of Easton also contributing \$150,000. Mr. Leshner, Chairperson of the ARPA Committee, briefed the Council on the project. If approved, the County and the Town of Easton will have each committed \$400,000 toward the project. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the appropriation of additional ARPA funding to the Doverbrook Apartment Complex Replacement project in the sum of \$150,000 by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe - Aye

M. Request from Department of Planning and Zoning – Requested Council approval to have the County participate in the FY2024 Maryland Agricultural Land Preservation Foundation (MALPF) Easement Acquisition Matching Funds Program through the commitment of \$100,000 in agricultural transfer tax monies. Elisa Deflaux, Environmental Planner, Department of Planning and Zoning, stated that to date, Talbot County has preserved over 13,000 acres of prime farmland through partnership in the MALPF program. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved committing \$100,000 in agricultural transfer tax funding to the FY24 MALPF Easement Acquisition Matching Funds Program by voting 5 – 0 as follows:

Mr. Callahan – Aye  
Mr. Stepp – Aye  
Mr. Leshner – Aye  
Ms. Mielke – Aye  
Ms. Haythe – Aye

XIII. Public Comments: There were no public comments.



XIV. Council Comments:

Mr. Stepp – Mr. Stepp stated that since Council’s last meeting, he, Mr. Leshner and Ms. Mielke, and Mr. Stamp had attended the Oxford Fire Company banquet and he had had a wonderful time. Mr. Stepp expressed his appreciation to the fire company for inviting the Council and stated that he looked forward to delivering some great news and checks to the other fire departments in the county in the coming weeks. He stated that he and his colleagues had met with the Board of Education on January 16<sup>th</sup>, and, in his opinion, it was a great discussion and opportunity to learn more about the educational system. Mr. Stepp read an announcement into the record stating that the ribbon-cutting ceremony for the new gymnasium for the Talbot County Community Center will be held on Wednesday, January 31, 2024 at 6:00 p.m. at the Talbot County Community Center located at 10028 Ocean Gateway in Easton; following the ribbon-cutting visitors will be able to tour the space, learn about rental opportunities and try out the courts; a raffle for gift baskets will be held and refreshments will be served. Mr. Stepp concluded his comments by stating that, in his opinion, the new gymnasium and the Community Center look amazing and encouraged citizens to visit to see recent indoor improvements, including the ice rink, and the outdoor improvements, including the Bermuda grass, a new irrigation system and new pickleball courts.

Mr. Leshner - No comments.

Ms. Mielke - Ms. Mielke stated that she had also attended the Oxford Fire Company banquet and the next night she had attended the Trappe Fire Company banquet on behalf of the Council along with Mr. Stamp. She stated that, in her opinion, it was an enjoyable event, they are great people who do so much, and it was a pleasure to be able to give them their contribution from the County.

Ms. Haythe - No comments.

Mr. Callahan - Mr. Callahan stated that members of the Council had also attended the Cordova Volunteer Firemen’s Association banquet and, in his opinion, had a great time with them. He stated that it is good to be able to see their new equipment purchases. Mr. Callahan concluded his comments by stating that the St. Michaels, Tilghman, Easton and Queen Anne-Hillsboro banquets will be held in the coming weeks.

The transcript of the January 23, 2024 County Council meeting is available for review in the Office of the Talbot County Manager during regular office hours.

Upon motion by Mr. Stepp, seconded by Ms. Haythe, the Council voted to adjourn and to reconvene on Tuesday, February 6, 2024 at 3:00 p.m. in the Bradley Meeting Room for a work session to discuss the draft impact fee study with consultant, TischlerBise; and at 5:00 p.m. in the Meeting Room of the Talbot County Free Library for a meeting with representatives from the towns of Easton, Oxford, Queen Anne, St. Michaels, and Trappe; and to reconvene on Tuesday, February 13, 2024 in Open Session at 4:30 p.m. and adjourn into Closed Session as listed on the statement

for closing that meeting, and for the regularly-scheduled meeting at 6:00 p.m. by voting 5 - 0 as follows:

- Mr. Callahan - Aye
- Mr. Stepp – Aye
- Mr. Leshner - Aye
- Ms. Mielke – Aye
- Ms. Haythe – Aye

The meeting adjourned at 8:11 p.m.

XV. Work Session on Proposed Revisions to Talbot County Employee Handbook – Donna Pardieu, Director of Administrative Services – The Council held a work session with Donna Pardieu, Director of Administrative Services at 3:30 p.m. on Tuesday, January 23, 2024, in the Bradley Meeting Room. The purpose of the work session was to discuss proposed changes to the Talbot County Employee Handbook which was last updated in 2019. Ms. Pardieu stated that several of the proposed changes which have been incorporated are to ensure that the County is in compliance with State and federal laws and the document had been reviewed by County Attorney, Patick Thomas and staff of the Local Government Insurance Trust (LGIT). Ms. Pardieu stated that the proposed new handbook clarifies workplace expectations in a format which is easy to read and that, in her opinion, updates should be reviewed on a yearly basis. She then outlined each of the proposed changes and Council discussion ensued. The 2024 Employee Handbook will be scheduled for Council approval at an upcoming Council meeting. The work session concluded at 4:10 p.m.

XVI. Summary of Closed Session Held on January 23, 2024:

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

Time of closed session: 4:15 p.m. to 6:00 p.m.  
 Place of closed session: County Council Office  
 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: Callahan, Haythe, Leshner, Mielke, Stepp  
 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:

Topic Description	Statutory Authority	Reason for Closed Session Discussion	Persons Present	Action Taken
To discuss appointments to various County boards and committees	GP § 3-305(b)(1)(i)	Public discussion would discourage individuals from volunteering to serve	Chuck Callahan, Keasha Haythe, Pete Leshner, Lynn Mielke, Dave Stepp, Clay	No action

			Stamp, Patrick Thomas, Jessica Morris	
To discuss post-employment health benefits	GP § 3-305(b)(1)(i)	Discussion involves specific individuals	Chuck Callahan, Keasha Haythe, Pete Leshner, Lynn Mielke, Dave Stepp, Patrick Thomas, Donna Pardieu	Council concurred with recommendation
To discuss compensation for certain County boards and committees	GP § 3-305(b)(1)(i)	Discussion involves specific individuals	Chuck Callahan, Keasha Haythe, Pete Leshner, Lynn Mielke, Dave Stepp, Patrick Thomas, Clay Stamp, Jessica Morris, Donna Pardieu, Martha Sparks	No action
For legal advice regarding alleged Open Meetings Act violation	GP § 3-305(b)(7)	Attorney-client privilege regarding legal advice	Chuck Callahan, Keasha Haythe, Pete Leshner, Lynn Mielke, Dave Stepp, Clay Stamp, Patrick Thomas, Jessica Morris	No action
To discuss the proposal for acquisition of property in Easton	GP § 3-305(b)(3)	To protect the County’s bargaining position regarding the potential acquisition of real property for a public purpose	Chuck Callahan, Keasha Haythe, Pete Leshner, Lynn Mielke, Dave Stepp, Clay Stamp, Patrick Thomas, Martha Sparks, Jessica Morris	Council concurred with acquisition of property



**TALBOT COUNTY, MARYLAND  
WEEKLY CASH STATEMENT  
January 23, 2024**

**OPERATING FUNDS - SHORE UNITED BANK**

<b>OPERATING FUNDS AT</b>	<b>1/16/2024</b>	<b>\$124,776,282.00</b>
RETURNED CHECK #2817		(453.37)
RETURNED PAYMENTUS PAYMENT		(13,749.03)
NEW SHORE UNITED MONEY MARKET ACCOUNT		(76,274,097.10)
Deposits		1,213,010.34
Checks		(193,264.77)
ACH Disbursements		(855,895.15)
<b>OPERATING FUNDS AT</b>	<b>1/23/2024</b>	<b><u>\$48,651,832.92</u></b>
<b>PETTY CASH FUNDS</b>		\$18,105.00
<b><u>INVESTMENT FUNDS</u></b>		
	<u>Yield</u>	
Maryland Local Government Investment Pool (MLGIP)	5.41%	\$21,650,244.69
Bayvanguard Bank	4.68%	\$10,506,291.40
Shore United Money Market Account	5.33%	\$76,274,097.10
<b>INVESTMENT FUNDS TOTAL</b>		<b><u>\$108,430,633.19</u></b>
<b><u>TOTAL ALL CASH AND INVESTMENTS</u></b>		<b><u><u>\$157,100,571.11</u></u></b>