



# TALBOT COUNTY, MARYLAND

County Council

MINUTES

April 10, 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 Assistant County Attorney Mary O’Donnell.

- I. Agenda – Ms. Williams requested and received Council’s unanimous consent for approval of the Agenda of Tuesday, April 10, 2018.
- II. Minutes – Ms. Williams requested and received Council’s unanimous consent for approval of the Minutes of Tuesday, March 27, 2018.
- III. Disbursements – Ms. Williams requested and received Council’s unanimous consent for approval of the Disbursements of Tuesday, April 3, 2018 and Tuesday, April 10, 2018.
- IV. Presentation of Certificate of Recognition to Natasha Panduwawala – The Clerk read a certificate of recognition into the record honoring the charitable work of Ms. Panduwawala for the people Sri Lanka, her parents’ native country, through the charity she founded in 2016, *Movement to Remember: Collecting Orthopedic Aids – Sri Lanka 2017*. Upon motion by Ms. Price, seconded by Mr. Bartlett, the Council approved the Certificate of Recognition by voting 5 – 0 as follows:

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

Ms. Panduwawala briefed the Council on her reasons for founding the charity, the process by which she solicited wheelchairs, walkers, canes, and other orthopedic aids, and distributed them to hospitals, children’s orphanages and elderly orphanages in Sri Lanka during the Summer of 2017. She also spoke of the impact the trip made on her life and her goals for the future. Council members commended Ms. Panduwawala for her work to help others and wished her great success in the future.

Mr. Pack presented the Certificate of Recognition to Ms. Panduwawala.

- V. Presentation by Commission on the Aging – Jennifer Marchi, Home Instead Senior Care; Kate Stinton, RN, LCSW, Community Health Nurse Supervisor, Talbot County Health Department; Lee Newcomb, LCSW-C Adult Services Social Worker, Talbot County Department of Social Services – Ms. Marchi, Ms. Stinton and Ms. Newcomb briefed the Council on the promotion of a recent initiative of the Talbot County Commission on the Aging to collect a variety incontinence supplies and funding for said supplies for needy senior citizens in Talbot County. Information on the initiative has been distributed through flyers, a press release and on the radio. Ms. Marchi stated that often, needy senior citizens must make a financial choice between buying medications or incontinence supplies; the goal of the initiative is to collect or purchase the supplies for distribution in order to free up grant funding provided to the Health Department for its Senior Care Program. The Senior Care Program provides financial assistance to qualified senior citizens so they can stay in their homes versus having to go to a care facility, as well as other senior citizens who may not qualify for the grant

funding but still need assistance. Ms. Stinton stated that approximately 180 senior citizens in Talbot County receive various forms of assistance through the Senior Care Program. Ms. Newcomb stated that the Department of Social Services currently has approximately 15 clients for whom it purchases the incontinence supplies and noted that a benefit of this supply drive for her clients is that funds can be extended longer to assist with other areas of need. Individuals who wish to contribute supplies may do so at the following drop-off locations: Brookletts Place – The Talbot County Senior Center; Home Instead; Mid-Atlantic Tire; the Talbot County Health Department; and the St. Michaels YMCA. Individuals who wish to make financial contributions should contact Ms. Stinton at (410) 819-5631 or at [Kate.Stinton@maryland.gov](mailto:Kate.Stinton@maryland.gov). Council discussion ensued with the representatives.

VI. Introduction of Administrative Resolution:

AN ADMINISTRATIVE RESOLUTION TO DISBAND THE BLUE RIBBON COMMISSION OVERSIGHT COMMITTEE was read into the record by the Clerk and introduced by Mr. Bartlett, Mr. Callahan, Mr. Pack, Ms. Price, and Ms. Williams. Upon motion by Mr. Pack, seconded by Mr. Callahan, the administrative resolution was brought to second reader. Upon motion by Mr. Bartlett, and no objection by the Council, a full reading of the administrative resolution was waived. Prior to vote on the administrative resolution, Mr. Pack stated that he had been one of the original 16 members of the Blue Ribbon Commission, a diverse cross section of the community, which was appointed in 2006 to address substance abuse in Talbot County. In its 2007 Report to the County Council, the Commission made several recommendations, one of which was to establish a Blue Ribbon Commission Oversight Committee (BRCOC) for the purpose of monitoring the progress and results of the implemented interventions which were recommended in the Blue Ribbon Commission's Report. He stated that, in his opinion, the BRCOC did its due diligence to have an impact, including a complete rewrite of the County liquor code several years ago based on information from, and recommendations of, the BRCOC. Mr. Pack stated that he had spoken with Robbie Gill, current chairman of the BRCOC, and thanked him for his service; Mr. Gill had advised Mr. Pack that the members of the Committee have no objection to dissolution of the Committee. Mr. Pack concluded his comments by emphasizing that dissolving the Committee at this time does not negate the work it did. He stated that the Council is of the opinion that at this time the BRCOC has done what the Council asked it to do and has completed its task. The Council approved the Administrative Resolution 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 AMEND BILL NO. 1356, THE 2017-2018 ANNUAL BUDGET AND APPROPRIATION ORDINANCE, TO MAKE ADDITIONAL APPROPRIATIONS FROM UNANTICIPATED REVENUES TO CERTAIN DEPARTMENTS IN THE CURRENT EXPENSE BUDGET, TO AMEND THE CURRENT EXPENSE BUDGET THROUGH FOURTH QUARTER TRANSFERS AND SUPPLEMENTARY APPROPRIATIONS was read into the record by the Clerk and brought forward for introduction. Prior to introduction, Finance Director, Angela Lane, stated that the purpose of the proposed legislation is to amend the FY2018 Budget to transfer funds between departments. She stated that transfers between various departments of County government and within the same fund may only be made during the fourth, or last, quarter of the fiscal year, as outlined in the County Charter. Ms. Lane stated that the County has \$719,003 in unanticipated funds in the miscellaneous revenue line item. She then outlined the various departments to which appropriations would increase or decrease for the remainder of FY2018 and

stated that the legislation will not change the total amount of the General Fund Budget, only how the funding is distributed. The proposed changes are outlined in Exhibit “A” of the legislation. The legislation was introduced by Mr. Callahan, Mr. Pack, Ms. Price, and Ms. Williams as Bill No. 1386. A public hearing was scheduled for Tuesday, May 1, 2018 at 2:00 p.m. in the Bradley Meeting Room, South Wing, Talbot County Courthouse, 11 North Washington Street, Easton, Maryland 21601.

AN ACT TO ESTABLISH THE 2018-2019 ANNUAL BUDGET AND APPROPRIATION ORDINANCE was read into the record by the Clerk and brought forward for introduction. Prior to introduction, Finance Director, Angela Lane utilized a PowerPoint to outline the proposed budget for FY2019 which totals \$91,665,000, or 9.83%, over the current fiscal year budget of \$83,458,000. Ms. Lane stated that the FY2019 Budget is funded in part with revenues of prior year Fund Balance, \$5 million of which is for a transfer to the Capital Projects Fund for the Easton Elementary School Project. She stated that after adjusting for the \$5 million transfer, the General Fund Budget for FY2019 totals \$86,665,000, a 3.8% increase from the FY2018 Budget. Council received requests totaling \$92,434,667, \$9.0 million more than the current fiscal year budget. Ms. Lane stated that the proposed 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 emphasized that the budget as proposed maintains current services for County citizens while continuing to maintain two of the lowest tax rates in the state (Property Tax and Income Tax). However, in order to fund the FY2019 Budget, the County Council is proposing to increase the Real Property Tax rate above what is allowed under the voter-imposed Property Tax Revenue Cap, as authorized by State law, for the funding of educational expenses only. She stated that if approved, the amount of the override totals \$0.02, or \$1,495,000, for the Educational Supplement of the Real Property Tax rate proposed to increase from \$0.5708 to \$0.6011. All of the funds derived from the Educational Supplement of \$1,495,000 will go to the Board of Education to fund Talbot County Public Schools. Ms. Lane stated that this Council has again prioritized public safety and education (Maintenance of Effort and Non-Recurring Expenses). She highlighted several items in the proposed budget including, the transfer of \$5.0 million from the Fund Balance to the Capital Project Fund for the Easton Elementary School replacement project; funding for two additional full time deputy positions added for the Sheriff’s Office; increased funding for an investigator position in the State’s Attorney’s Office from part time to full time; funding for a part time Public Information Officer position; salary scale adjustments for 9-1-1 Dispatchers, Paramedics, EMTs and Sheriff’s deputies to address recruitment and retention issues; and a salary step increase for full-time County employees. Ms. Lane provided statistical information and pie charts outlining County General Fund Revenue sources and dollar amounts for FY2018 and anticipated for FY2019, and the General Fund Expenditures for same, including the percentage of increase or decrease from FY2018. She also outlined various funding for Talbot County Public Schools, including providing \$1 million above the required Maintenance of Effort level for FY2019 (an increase of \$1,789,768 from FY2018 for their operating budget); \$831,002 for programs not included in Maintenance of Effort; and \$2.6 million for required debt service on school facilities. She stated that the Easton Elementary School Project is included in FY2019 Capital Projects Budget in the sum of \$16.3 million and the County is committed to funding an additional \$11 million in FY2020. Council discussion ensued with Ms. Lane as specific items in the proposed FY2019 Budget were brought forward. She reiterated that although the County is utilizing \$7.8 million in Fund Balance to balance the FY2019 Budget, \$8.9 million in Fund Balance remains, with \$2.9 million more available than at the close of FY2013. She stated that the \$11.8 million Rainy Day Fund also remains intact and available for catastrophes, emergencies and natural disasters. Ms. Lane also outlined proposed projects to be financed by \$17.7 million allocated to the Capital Projects Fund in the proposed budget for FY2019 including, the final phase of the emergency radio system, replacement of the HVAC/Cooling tower in the Courthouse, design of a new facility for the Sheriff’s Office; the public landings maintenance program, dredging and bulkhead for Tongers Basin, Frederick Douglass Park on the Tuckahoe, and the Easton Elementary School Replacement project. She emphasized that the General Fund Balance is available, but shrinking, and that, in her opinion, long term sustainability must be preserved. Council discussion again ensued with Ms. Lane. Ms. Lane concluded her presentation by providing a

summary of the proposed budget for FY2019. The legislation was introduced by Mr. Bartlett, Mr. Callahan, Mr. Pack, Ms. Price, and Ms. Williams as Bill No. 1387. Public hearings were scheduled for Tuesday, May 1, 2018 at 2:00 p.m. in the Bradley Meeting Room, South Wing, Talbot County Courthouse, 11 N. Washington St., Easton, Maryland 21601 and at 7:00 p.m. in the Easton High School Cafeteria, 723 Mecklenburg Avenue, Easton, Maryland. The FY2019 County Budget, as introduced, is available on the County website at [www.talbotcountymd.gov](http://www.talbotcountymd.gov).

VIII. County Manager’s Report:

A. Request from Easton Airport – Requested Council approval to pay the Town of Easton up to \$41,905.00 for future obstruction removal and existing navigation easements; the Federal Aviation Administration (FAA) will pay 90%, or \$37,715.00; the Maryland Aviation Administration (MAA) will pay 5%, or \$2,095.00; Easton Airport will pay the remaining 5%. Mr. Hollis stated that County staff had met with the Town of Easton to review the information; the Airport’s consultant concurs and is recommending approval of the payment. Upon motion by Ms. Price, 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

B. Maryland Department of Housing and Community Development (DHCD) Housing Bonds for Maryland First-time Homebuyers - Requested Council approval to transfer Talbot County’s 2018 Housing Bond allocation in the sum of \$1,328,868 back to DHCD to allow them to issue housing bonds at the State level on behalf of Talbot County; said bonds will be used by the State for its various programs for affordable housing and first-time home buyers. Upon motion by Mr. Bartlett, seconded by Ms. Price, the Council approved the transfer by voting 5 – 0 as follows:

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

C. Free Household Hazardous Waste Day – Mr. Hollis stated that the next free household hazardous waste day will be held on Saturday, April 14, 2018 from 8:00 a.m. to 2:00 p.m. at the Queen Anne’s County Public Works Facility, 312 Safety Drive, Centreville. The event will be held rain or shine and is open to residents of Caroline, Kent, Queen Anne’s, and Talbot counties. Information is available on the Talbot County website or by calling Maryland Environmental Services.

IX. Council Comments:

Ms. Price - No comments.

Mr. Bartlett - No comments

Mr. Callahan - Mr. Callahan expressed his appreciation for the graciousness of the community to him and his family following the recent death of his mother and stated that it has meant a lot to him. He stated that it also meant a lot to him that the Council had said a prayer for him and he appreciated Mr. Pack doing that for him. Mr. Callahan stated that his mother was probably one of the Council's biggest fans and enjoyed watching the Council meetings on TV and it is hard as this meeting is the first time that she has not seen him on TV. He stated that being an only child is hard too, but he has gotten a lot of support from the County. He stated that, in his opinion, it is a privilege being on the dais and having the support he has received, and he can't thank everyone enough. He recounted how Connie Connolly of *The Star Democrat* had recently written a story about him and how the newspaper was the last thing his mother had read before going into a coma and passing away. He commented that, in his opinion, there are other powers looking out for him and his family, stating that right below his mother's obituary in the newspaper was a picture of him with the Secretary of Housing. He stated that to him, it was showing his mother where he is in life and showing her that he had done well for us as a community and had supported the community. Mr. Callahan concluded his comments by again expressing his appreciation for everything that everyone had done for him.

Mr. Pack - Mr. Pack stated that it was an honor and a privilege to say a prayer for Mr. Callahan and his family on the passing of Mr. Callahan's mother. He assured Mr. Callahan that he has the Council's deep sympathy and support as his family goes through this. He stated that he hoped all the Council members would be able to attend the services scheduled for Thursday. Mr. Pack stated that the 438<sup>th</sup> session of the Maryland General Assembly recently concluded and he outlined two bills which will have an impact on Talbot County: (1) House Bill 922 will provide a tip line mechanism through which individuals/facilities who may be prescribing or over-prescribing opiates and other similar type drugs can be reported to the Maryland Department of Health. The Secretary of Health will then be required to examine the prescription and treatment history of individuals who suffered fatal overdoses involving opiates and other controlled substances and report the findings. He stated that the reporting mechanism will create what is called a "hub and spoke treatment model" which originated in Vermont; and (2) House Bill 359 will require mandatory reporting of overdoses by medical and law enforcement personnel within 24 hours of the incident, even if the individual refuses to go to the hospital. He stated that currently some overdoses go unreported if the individual refuses to go to the hospital. Mr. Pack stated that, in his opinion, it is good to make the reporting of these types of incidents mandatory because we need to keep track of the situation through the opioid crisis. He stated that on Saturday he had attended the First Annual Resource Day Expo for Talbot County at Moton Elementary School and was astounded by the number of people coming through the door to go to the various booths, including HIV testing and financial assessments, as well as applications for fuel/utility assistance and housing being taken by the Neighborhood Service Center. He stated that, in his opinion, the Resource Day Expo was very well put together and the organizers "really hit the ball out of the park." Mr. Pack expressed his appreciation to the owners of the Easton business, Sprout, for providing 800 boxed chicken salad meals which were distributed by Rotary. Mr. Pack concluded his comments by again congratulating everyone who had anything to do with the event – Rotary, Neighborhood Service Center, Department of Social Services, the Health Department, Laura Heikes, and Catherine Poe with the Talbot County Hunger Coalition. He stated that, in his opinion, it was a well-rounded collaboration of services and information at the event and he is looking forward to attending next year.

- X. Upon motion by Ms. Price, seconded by Mr. Bartlett, the Council voted to adjourn and to reconvene on Tuesday, April 24, 2018 in Open Session at 4:30 p.m. and immediately adjourn into Closed Session for discussion of legal, personnel, and real estate matters, and at 6:00 p.m. for the regularly scheduled meeting. 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 7:25p.m.

The transcript of the April 10, 2018 County Council meeting is available for review in the Office of the County Manager during regular office hours.

- XI. On Tuesday, April 10, 2018 a Closed Session of the Talbot County Council convened at 4:35 p.m. in the Bradley Meeting Room and County Council Conference Room. Upon motion by Mr. Bartlett, 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)(8) the purpose of the Closed Session was for personnel matters to discuss appointments to various County boards and committees; to discuss hiring Golf Professional at Hog Neck Golf Course; and to discuss personnel matter at Department of Corrections; and for a legal matter for an update on the case involving State of Maryland vs. Marcie Wooters. The Closed Session ended at 6:00 p.m.

**CASH STATEMENT 4/03/2018**

BALANCE 3/27/2018	\$21,670,895.21
INTEGRA CLAIMS THRU 3/26/018	(95,229.24)
BOARD OF EDUCATION 3/2018	(3,073,269.00)
USDA/RD RONB QTRLY BOND PYMT #92-03	(9,478.00)
RETURNED CHECK #(S) 2103, 2174, 2175	(861.60)
DEPOSITS	431,983.63
CHECKS	(1,402,358.38)
<b>BALANCE 4/03/2018</b>	<b><u>17,521,682.62</u></b>

**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		1.60%	18,000,000.00
1880 BANK			10,018,510.13

**TOTAL INVESTED** **\$28,018,510.13**

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

**GRAND TOTAL ALL FUNDS** **\$45,555,762.75**

**CASH STATEMENT 4/10/2018**

BALANCE 4/03/2018 \$17,521,682.62

TOTAL ADP PAYROLL PPE 3/23/2018 (554,524.80)

TOTAL ADP PAYROLL PPE 3/31/2018 (15,216.75)

DEFERRED COMP DED PPE 3/23 & 3/31/2018 (15,773.73)

PENSION DED PPE 3/23 & 3/31/2018 (35,124.57)

SECU DED PPE 3/23/2018 (4,175.53)

DEFERRED COMP DED PLAN 401(A) PPE 3/23/2018 (2,573.12)

FLEX SPENDING BENEFITS PPE 3/23/2018 (3,022.53)

FLEX SPENDING BENEFITS PPE 3/31/2018 (233.33)

INTEGRA LAIMS THRU 4/2/2018 (43,934.32)

DEPOSITS 1,165,230.67

CHECKS (532,518.30)

**BALANCE 4/10/2018** **17,489,816.31**

**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>
PNC-MLGIP INVESTMENTS TOTAL		1.66%	18,000,000.00
1880 BANK			10,018,510.13

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**TOTAL INVESTED**

**\$28,018,510.13**

**PETTY CASH BALANCE**

**\$15,570.00**

**GRAND TOTAL ALL FUNDS**

**\$45,523,896.44**