



TALBOT COUNTY, MARYLAND

County Council

MINUTES

August 25, 2015

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

- I. Agenda – Mr. Pack requested and received Council’s unanimous consent for approval of the Agenda of Tuesday, August 25, 2015.
- II. Minutes – Mr. Pack requested and received Council’s unanimous consent for approval of the Minutes of July 28, 2015.
- II. Disbursements – Mr. Pack requested and received Council’s unanimous consent for approval of the Disbursements of Tuesday, August 18, 2015 and Tuesday, August 25, 2015.
- III. Presentation of Certificate of Achievement for Excellence in Financial Reporting (CAFR) to Angela Lane, Talbot County Finance Officer – Mr. Pack congratulated Ms. Lane and her staff for once again receiving the CAFR award. Ms. Lane stated that this year’s award is the 14th consecutive year that Talbot County has received the recognition from the Government Finance Officers Association for the United States and Canada for the County’s comprehensive annual financial report; this year’s award is for fiscal year ending June 30, 2014. She stated that the Certificate indicates that Talbot County is complying with the highest level of standards in financial reporting and is communicating its financial status accurately to the public, bond rating agencies, etc. Ms. Lane commended her staff for their hard work to achieve the award. Council members congratulated Ms. Lane and her staff. Mr. Pack presented the CAFR award to Ms. Lane.
- IV. County Manager’s Report:
 - A. Bid No. 13-25, TALBOT COUNTY BIO-SOLIDS UTILIZATION FACILITY ENGINEERING SERVICES – Requested Council approval of the County Engineer’s recommendation to approve Change Order No. 2 for Bid No. 13-25 with Bayland Consultants and Designers, Inc. in the sum of \$38,500; said Change Order is for additional engineering work related to the siting of an open lagoon at the County’s Bio-Solids Utilization Facility and brings the total contract price to \$297,407. Upon motion by Ms. Price, seconded by Ms. Williams, the Council approved Change Order No. 2 by voting 4 – 0 as follows:

Mr. Pack – Aye
Ms. Williams – Aye
Ms. Price – Aye
Mr. Callahan – Aye
 - B. Bid No. 15-15, TALBOT COUNTY ROADS - CULVERT EVALUATIONS - ENGINEERING SERVICES - Requested Council approval of the County Engineer’s recommendation to approve Change Order No. 2 for Bid No. 15-15 with Bayland Consultants and Designers, Inc. in the sum of \$15,200.00 for evaluation services for an additional 80

culverts which were not part of the original scope of the project; said Change Order will bring the total contract award to \$43,608.97. Upon motion by Ms. Williams, seconded by Mr. Callahan, the Council approved the Change Order by voting 4 – 0 as follows:

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

- C. Request from Talbot County Department of Public Works – Requested Council approval of the County Engineer’s recommendation to make a sole source purchase of a Flow Serve Dry Pit Submersible Pump in the sum of \$37,556 (\$34,556 + \$3,000 in freight charges) by piggybacking on the contract Flow Serve has with the State of Maryland; the purpose of the purchase is to have a spare pump for the Region II (St. Michaels) Wastewater Treatment Plant which currently uses Flow Serve pumps. Upon motion by Ms. Price, seconded by Ms. Williams, the Council approved the purchase by voting 4 – 0 as follows:

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

- D. Neighborhood Service Center Emergency Solutions Grant – Requested Council approval to have the Neighborhood Service Center, on behalf of Talbot County, apply for and accept an Emergency Solutions Grant from the Maryland Department of Housing and Community Development in the sum of \$145,000; if approved, said funding will be used for homelessness prevention, the rapid re-housing program, emergency sheltering at the Ridgeway House Transitional Homeless Shelter in Easton, and utilities and rent assistance; no County funds are required. Council discussion ensued with Marilyn Neal, Executive Director, Neighborhood Service Center and Nelsa Hiss, Fiscal Officer, Neighborhood Service Center, regarding the specifics outlined in the grant application. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council approved submittal of the grant application by voting 4 – 0 as follows:

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

- E. Maryland Department of Housing and Community Development Emergency Shelter Grant - Requested Council approval for the Neighborhood Service Center, on behalf of Talbot County, to apply for an Emergency Shelter Grant from the Maryland Department of Housing and Community Development in the amount of \$40,000; said funding to be used, in large part, for a rental allowance program to provide short-term rental subsidies to families who are homeless or who otherwise need emergency housing; no County funding is required. Upon motion by Mr. Callahan, seconded by Ms. Williams, the Council approved submittal of the grant application by voting 4 – 0 as follows:

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

- F. Agreement with Morgan State University – Requested Council approval to have the Talbot County Office of Tourism enter into an agreement with Morgan State University to have the Office of Tourism act as the local sponsor for the University’s grant application with regard to The Hill Project in Easton. Cassandra Vanhooser, Director of the Office of Tourism, briefed the Council on the Project, stating that The Hill is thought to be the oldest continuously occupied African American community in the nation. She stated that a grant in the sum of \$150,000 has been awarded from the Midshore Community Foundation, but work cannot proceed without a local sponsor. The Office of Tourism will assist in the development of a website, maps and signs promoting the Project. The Agreement specifies that Talbot County will pay no more than ten percent (10%) of the indirect costs associated with the grant for the Project; Talbot County will host and own the website, as well as the products developed by the University. Upon motion by Ms. Williams, seconded by Ms. Price, the Council approved entering into the Agreement with Morgan State University by voting 4 – 0 as follows:

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

- G. Appreciation to Cassandra Vanhooser, Director of Talbot County Office of Tourism – Mr. Hollis expressed his appreciation to Ms. Vanhooser for her research and work on a press release regarding the efforts of the Roads Department to keep milkweed along the County’s roadways from being mowed in order to help the Monarch butterflies during their migration south for the winter; milkweed is the sole food source for the Monarch butterfly.

- H. Request from Talbot County Commission on the Aging – Requested Council’s approval to utilize contingency funds in an amount not to exceed \$1,650, to send one member of the Talbot County Commission on the Aging, at their request, to the National Villages to Villages Conference; Mr. Hollis certified that contingency funding is available. Upon motion by Mr. Callahan, seconded by Ms. Williams, the Council approved use of the funding as requested by voting 4 – 0 as follows:

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

- I. Talbot County Economic Development Commission – Requested Council approval for the reappointment of Peter Dunbar to a three-year term on the Talbot County Economic Development Commission as a representative of the Town of Oxford; said term will expire on June 30, 2018. Upon motion by Ms. Price, seconded by Ms. Williams, the Council approved the reappointment by voting 4 – 0 as follows:

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

- J. Talbot County Parks & Recreation Advisory Board – Requested Council approval for the reappointment of Jeff Parks to a four-year term on the Talbot County Parks & Recreation Advisory Board as a representative of the Town of Easton; said term will expire on July 1,

2019. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council approved the reappointment by voting 4 - 0 as follows:

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

K. Blue Ribbon Commission Oversight Committee – Requested Council approval for the appointment of Robbie Gill as Interim Chairman for the Blue Ribbon Commission Oversight Committee; Mr. Gill replaces former chairman, Steve Capranica, who recently resigned for personal reasons. Council expressed their appreciation to Mr. Capranica for all his hard work on behalf of the Committee. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council approved the appointment by voting 4 – 0 as follows:

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

V. Council Comments:

Ms. Williams – No comments.

Ms. Price – Ms. Price welcomed all the children back to a new school year and stated that she hoped they have a healthy, happy, and successful year.

Mr. Callahan- Mr. Callahan congratulated the staff and his colleagues on the recent MACo Conference where they had spent several days and had learned a lot. He expressed his appreciation to Mr. Hollis for handling details for the Conference.

Mr. Pack - No comments.

VI. Upon motion by Ms. Williams, seconded by Ms. Price, the Council voted to adjourn to Executive Session for discussion of legal, personnel, and real estate matters and to reconvene on Tuesday, September 8, 2015 at 12:30 p.m. in Executive Session for discussion of legal, personnel, and real estate matters, and for the regularly scheduled meeting at 1:30 p.m. by voting 4 - 0 as follows:

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

The meeting adjourned at 6:43 p.m.

The transcript of the August 25, 2015 County Council meeting is available for review in the Office of the County Manager during regular office hours.

VII. On Tuesday, August 25, 2015, an Executive Session of the Talbot County Council convened at 5:00 p.m. in the Bradley Meeting Room and the County Council Conference Room. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council met in Executive Session by voting 4 – 0 as follows:

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

In accordance with State Article § 10-508(a)(1)(i)(3)(7) the purpose of the Executive Session was for personnel matters to discuss appointments to various County boards and committees; to discuss a personnel matter at the Office of Permits and Inspections; and to discuss the hiring process for the Talbot County Health Officer; and for a legal/real estate matter for legal advice regarding contract negotiations regarding the lease of property for a public purpose. The Executive Session recessed at 6:00 p.m. and reconvened at 6:50 p.m. The Executive Session ended at 7:30 p.m.

- VIII. Work Session on Draft Comprehensive Plan – Mary Kay Verdery, Planning Officer; Martin Sokolich, Long Range Planner; Jeremy Rothwell, Planner - The Council convened a work session with staff on Monday, August 17, 2015 at 4:00 p.m. in the Wye Oak Room at the Talbot County Community Center to continue review, discussion and straw vote on each item listed on the Matrix, requested additional amendments to the language of one or more items, or referred an item back to staff for more information. The purpose of the straw vote on the items listed in the Matrix is to move the items from the Matrix to a working draft of the Comprehensive Plan for the Council; once the working draft has been completed the document will then be open for public comment. Additional work sessions on the draft Comprehensive Plan will be scheduled as requested or needed.

CASH STATEMENT 8/18/2015

BALANCE 8/11/2015	\$46,934,663.82
INTEGRA CLAIMS THRU 8/10/2015	(31,778.43)
UHC CLAIMS THRU 8/11/2015	(13,544.73)
POSTAGE WIRE	(3,000.00)
PAYROLL – FD/SS/MS WH 8/14/2015	(139,806.39)
SECUR DED	(5,223.89)
DEFERRED COMP DED	(9,847.18)
MD WH	(33,726.23)
PENSION DED	(31,418.69)
ACH TRANSFER	(13,711.75)
FLEX SPENDING ACCT	(3,195.83)
DEPOSITS	935,554.57
CHECKS	(2,212,551.03)
BALANCE 8/18/2015	<u>45,372,914.24</u>
<u>AIRPORT ACCOUNTS</u>	
AIP-RUNWAY 4-22 EXTENSION ANALYSIS	--
AIP37	16,762.37
AIP39	73,794.25
AIP40	27,036.21
AIP41	33,793.67
AIRPORT ACCOUNTS TOTAL BALANCE	<u>151,386.50</u>

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
PNC-MLGIP INVESTMENTS TOTAL		0.07%	18,000,000.00
TOTAL INVESTED			<u>\$18,000,000.00</u>
PETTY CASH BALANCE			<u>\$8,570.00</u>
GRAND TOTAL ALL FUNDS			<u>\$63,532,870.74</u>

CASH STATEMENT 8/25/2015

BALANCE 8/18/2015		\$45,372,914.24
BANK CHARGES 7/2015		(882.40)
INTEREST ON ACCTS 7/2015		6,515.06
RETURNED CHECK		(313.21)
INTEGRA CLAMS THRU 8/17/2015		(54,607.03)
UHC CLAIMS THRU 8/18/2015		(2,515.25)
AIP41/TRANS MAA GRANT FR GEN FUND		(6,218.21)
SHERIFF SUMMONS REFUNDS		(477.50)
DEPOSITS		1,230,306.21
CHECKS		(1,385,810.91)
BALANCE 8/25/2015		<u>45,158,911.00</u>

AIRPORT ACCOUNTS

AIP-RUNWAY 4-22 EXTENSION ANALYSIS		--
AIP37		16,762.37
AIP39		73,794.25
AIP40		27,036.21
AIP41	BALANCE 8/18/2015	33,793.67
	DEPOSITS	12,000.83
	TRANS FR GEN FUND	6,218.21
	CHECKS	(13,335.24)
		38,677.47

AIRPORT ACCOUNTS TOTAL BALANCE **156,270.30**

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
PNC-MLGIP INVESTMENTS TOTAL		0.07%	18,000,000.00
TOTAL INVESTED			<u>\$18,000,000.00</u>
PETTY CASH BALANCE			<u>\$8,570.00</u>
GRAND TOTAL ALL FUNDS			<u>\$63,323,751.30</u>

