



# Talbot County, Maryland



Easton, Maryland

MINUTES

August 28, 2012

Present – President Corey W. Pack, Vice President R. Andrew Hollis, Dirck K. Bartlett, Thomas G. Duncan, Laura E. Price, County Manager John C. Craig, and County Attorney Michael Pullen.

- I. Agenda – Ms. Price requested that the agenda be amended to include an administrative resolution terminating the burning ban and that the item be listed as Item No. 7 on the agenda, immediately following the administrative resolution relating to the Phillips Wharf Environmental Center; Mr. Bartlett seconded the motion. Mr. Pack then requested and received unanimous consent for the approval of the Agenda of Tuesday, August 28, 2012, as amended.
- II. Minutes – Mr. Pack requested and received Council’s unanimous consent for approval of the Minutes of Tuesday, August 14, 2012.
- III. Disbursements – Mr. Pack requested and received Council’s unanimous consent for approval of the disbursements of August 21, 2012 and August 28, 2012.
- IV. Presentation of Proclamation: September as Charcot–Marie Tooth Disorder Month – Missy Warfield, a representative of a local support group for sufferers of Charcot-Marie Tooth Disorder, briefed the Council on the disease which affects approximately 1.4 million people in the United States, including 250 within a 50-mile radius of Easton. The Clerk then read a proclamation into the record in recognition of Charcot-Marie-Tooth Disorder, an inherited peripheral neuropathy exemplified by muscle atrophy, chronic pain, fatigue and loss of sensation. The proclamation spoke of the Charcot-Marie-Tooth Association’s initiatives toward education, treatment and research for a cure for the debilitating disease. Upon motion by Mr. Duncan, seconded by Mr. Bartlett, the Council approved the Proclamation by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan – Aye

Mr. Bartlett presented the Proclamation to Ms. Warfield, who accepted on behalf of those affected by the disease and the local chapter of the Association which meets quarterly at the Talbot County Senior Center at 400 Brookletts Avenue, Easton.

Following presentation of the Proclamation to Ms. Warfield, Mr. Pack introduced The Honorable Joyce Harrod, recently elected Commissioner of the Town of St. Michaels. Council welcomed Ms. Harrod to the meeting.

- V. Introduction of Administrative Resolutions:

ADMINISTRATIVE RESOLUTION AUTHORIZING THE PHILLIPS WHARF ENVIRONMENTAL CENTER, INC. TO APPLY FOR THE PROGRAM ENTITLED THE “TILGHMAN GATEWAY PROJECT: A VISITOR AND DEMONSTRATION CENTER” ON BEHALF OF TALBOT COUNTY, MARYLAND was read into the record by the Clerk. Kelley Cox, Executive Director, Phillips Wharf

Environmental Center, stated that the Center is pursuing the purchase of the Harrison Oyster House property located on Knapps Narrows in Tilghman. She stated that the Center has submitted an application to the Maryland Department of Housing and Community Development (DHCD) for approval of the project and for an allocation of tax credits to business entities which contribute to the Project under the Department's Community Investment Tax Credit Program. She stated that the property, if purchased, would be developed into a visitor center and environmental education center, and would include an oyster restoration project for individuals interested in pursuing aquaculture; the administrative resolution would assist her organization with fundraising efforts by providing tax credits to donors. Council discussion ensued. Ms. Cox stated that the purchase price of \$750,000 is anticipated to be raised in approximately nine months. Paige Bethke, Director of the Office of Economic Development, expressed the support of her office for the Center's application to DHCD. Upon motion by Mr. Hollis, seconded by Ms. Price, the Council approved the Administrative Resolution by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan - Aye

Prior to introduction of AN ADMINISTRATIVE RESOLUTION TO TERMINATE THE EMERGENCY BURNING BAN ADOPTED BY TALBOT COUNTY ON JULY 24, 2012 THROUGHOUT TALBOT COUNTY, County Manager John Craig stated that the Burn Ban Committee, organized by Emergency Services Director Clay Stamp, has recommended that the burning ban now be terminated following recent heavy rainfall. He stated that the Burn Ban Committee had recommended to the Council in late July that a burning ban be instituted due to the extremely dry weather; the Council had approved a burning ban by administrative resolution on July 24, 2012. Mr. Hollis made a motion to approve the administrative resolution; the motion was seconded by Ms. Price. Upon motion by Mr. Bartlett, and no objection by the Council, a full reading of the administrative resolution was waived. The Council approved the Administrative Resolution terminating the burning ban by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan – Aye

- VI. Presentation on Relay for Life Event – September 14, 2012 – Abbie Hardy – Mr. Pack announced that Ms. Hardy was unable to be in attendance for the presentation. He stated that the American Cancer Society's Relay for Life Event will be held on Friday, September 14, 2012 and Saturday, September 15, 2012 at the Talbot Agricultural Center located on Hiners Lane in Easton.
- VII. Presentation of Senior Care Budget and Funding Request – Kathy Foster, R.N., M.S., Talbot County Health Officer – Ms. Foster briefed the Council on the request by her office to accept \$100,000 in grant funding from the State Office of Aging; said grant funding would be utilized in the Talbot County Health Department's Senior Care Program to provide support services for some of the County's neediest elderly citizens aged 65 or older to enable clients to remain in their homes rather than a nursing facility. Ms. Foster stated that there are currently 165 clients receiving an average of \$112 per month in support services from the Senior Care Program. She stated that since 1982, Talbot County has received \$244,000 in funding each year for the program; however, due to recent cuts in State funding, the County will only receive \$100,000 in FY 2013. Ms. Foster then requested Council consideration to allocate up to an additional \$50,000 in County funding for FY 2013 in order to maintain Senior Care Program services at the current

level. She advised that without level funding, services to current clients, or the number of clients served, would need to be reduced. She stated that she has shifted \$35,000 previously allocated for cancer screenings to the Senior Care Program, bringing total funding at present for the program to \$135,000; Health Department cancer screenings to be covered under the charity program at Memorial Hospital at Easton; the remaining funds to cover the deficit are anticipated from a variety of sources, including the Health Department budget for the current fiscal year. Ms. Foster stated that she will also be requesting supplemental funding from the State Office of Aging; should funding not be realized as anticipated from the various sources as outlined, she is requesting the County's commitment to fill the funding gap; said gap funds would come from unspent County funds from prior years Health Department appropriations which Finance Director Angela Lane certified are available. Council discussion with Ms. Lane ensued as to the purposes for which unspent Health Department funds may be used. Upon motion by Mr. Hollis, seconded by Mr. Bartlett, and unanimous consent of the Council, the requests were approved as presented. Ms. Foster then briefed the Council on the recent temporary relocation of Health Department employees from 100 South Hanson Street to the County's Bay Street building due to air quality issues at the Hanson Street building. She expressed appreciation to County staff for sharing their space and to Facilities Manager Brian Moore for having devised a plan so that Health Department clients would not have to go without essential services during the temporary relocation of staff. Re-entry into the Hanson Street building is anticipated within approximately one week.

- VIII. Quarterly Update by Talbot County Economic Development Commission – Paige Bethke, Director, Office of Economic Development – Ms. Bethke provided a PowerPoint presentation which outlined the role of the Economic Development Commission and the County toward development of a long-term strategic plan as recommended to the Council by the Economic Development Commission Land Use Subcommittee, and approved by the Council in April 2012. At Council's request in April, Ms. Bethke's office had contacted and made presentations to the Towns of Easton, Oxford, St. Michaels and Trappe to determine their interest in participation of development of a Strategic Plan for the County as well as their willingness to commit to help fund the Plan at a cost of \$3,000 for each town; the Town of Queen Anne does not wish to participate at this time. In anticipation of development of a Strategic Plan, the Office of Economic Development applied for and has received an award of a \$30,000, 50% matching grant from the Maryland Department of Business and Economic Development Adjustment Fund (MEDAAF); Easton, Oxford and Trappe have committed funding toward the project; a vote by the Town of St. Michaels is anticipated on September 12, 2012. Ms. Bethke stated that the purpose of the development of the long-term Strategic Plan is to lay out current infrastructure, to plan for future infrastructure and to lay out the development process for the County as related to its economic base. Ms. Bethke stated that the development of a Strategic Plan will help to expand the County's business recruitment and retention efforts with an emphasis toward rebalancing the tax base with higher paying jobs in order to provide an increased tax base into the future. Council discussion with Ms. Bethke ensued. Ms. Bethke stated that the Strategic Planning Subcommittee, comprised of several members of the Economic Development Commission, will provide oversight of the strategic planning process, including interviewing and recommending of a consultant for the development of a Strategic Plan to the County Council. The development of the Strategic Plan is anticipated to take approximately six months to complete. Council discussion ensued with Ms. Bethke regarding the selection of a consultant for the development of the Strategic Plan. Ms. Bethke concluded her presentation by stating that Economic Development Week will be held the week of October 15, 2012 through October 19, 2012. She expressed the willingness of her office to schedule site visits by the Council to several of the larger employers in the County during that week in order to gain a better understanding of the types of businesses offered in the County and to hear any concerns of the businesses. Upon motion by Mr. Hollis, seconded by Mr. Duncan, the Council approved acceptance of the \$30,000 MEDAAF matching grant by voting 5 – 0 as follows:

Mr. Pack – Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan - Aye

IX. County Manger’s Report:

A. Bid No. 12-11, T-HANGAR TAXILANE REHABILITATION – EASTON AIRPORT – EASTON, MARYLAND - Requested Council approval to award the base bid for Bid No. 12-11 to the low bidder, Northern Virginia and Maryland Contractors, Inc. (NVM) in the sum of \$585,416.00; requested Council approval to award the engineering services contract for Bid No. 12-11 to Easton Airport consultant, Michael Baker, Jr. , Inc. (The LPA Group) in the amount of a cost plus fixed fee contract not to exceed \$122,538.86; and requested approval to have Easton Airport apply for and accept Maryland Aviation Administration grant funding in the sum of \$530,966.00; said grant funding, if received, will cover 75% of the cost of the project; Easton Airport will cover the remaining 25%, or \$176,989.00. Upon motion by Mr. Bartlett, seconded by Ms. Price, the Council approved the base bid award, by voting 5 - 0 as follows:

Mr. Pack - Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan – Aye

Upon motion by Mr. Bartlett, seconded by Ms. Price, the Council approved award of the engineering services contract to The LPA Group at a cost plus fixed fee contract not to exceed \$122,538.86 by voting 5 – 0 as follows:

Mr. Pack - Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan – Aye

Upon motion by Mr. Bartlett, seconded by Mr. Duncan, the Council approved moving forward with a grant application to the Maryland Aviation Administration for funding of the project in the sum of \$530,966.00 by voting 5 – 0 as follows:

Mr. Pack - Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan – Aye

The project outlined in Bid No. 12-11 is subject to the approval of Maryland Aviation Administration grant funding.

B. Bid No. 12-12, Actuarial Consulting Services for Other Post Employment Benefits (OPEB) - Talbot County, Maryland – Requested Council approval of the Finance Director’s

recommendation to award Bid No. 12-12 to the low bidder, Menard Consulting, Inc. in the sum of \$4,300 for the first of three biennial actuarial valuations. Council discussion ensued with Finance Director Angela Lane regarding the recommendation. Upon motion by Ms. Hollis, seconded by Mr. Duncan, the Council approved the recommendation by voting 5 – 0 as follows:

Mr. Pack - Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan - Aye

- C. Bid No. 11-12, FURNISHING AND DELIVERY OF PROPANE AND SERVICE OF PROPANE EQUIPMENT AT THE TALBOT COUNTY COMMUNITY CENTER, TALBOT COUNTY, MARYLAND – Requested Council approval for the renewal of the contract with Sharp Energy for a period of one (1) year for Bid No. 11-12 as outlined in the current contract; said renewal will be at a fixed price of \$1.49<sup>9</sup> per gallon for the upcoming winter season, resulting in a savings of approximately \$6,000 over last season. Upon motion by Mr. Duncan, seconded by Mr. Hollis, the Council approved forwarding the recommendation to the Governor by voting 5 – 0 as follows:

Mr. Pack - Aye  
Mr. Hollis – Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan - Aye

- D. Update on Recent Severe Weather Event – Mr. Craig stated that on Sunday, August 26, 2012, Talbot County had experienced a severe weather event, with some areas of the County receiving 6 to 7 inches of rain in a two and one-half hour timeframe and several locations in the Cordova area receiving 12 inches in a 10-hour timeframe. He stated that the extremely heavy rainfall in the short timeframe, accompanied by high tides, hampered drainage and caused flooding; 9-1-1 received approximately 70 calls, including some for vehicle rescues. Mr. Craig stated that the County Roads Department had activated the Connect-CTY<sup>®</sup> System requesting that citizens refrain from driving if possible due to the flooding. He stated that four of the five major County roads outside the Town of Easton are now open; the fifth, Church Lane in Cordova, remains closed due to wash-out of a 20-foot section; repairs will be initiated as soon as possible. Mr. Craig expressed appreciation to the Easton Fire Department, County Roads Department, 9-1-1 Center, Talbot County Paramedics, and the Talbot County Sheriff's Office for their assistance during the severe weather event.
- E. Labor Day Holiday– Mr. Craig stated that County offices would be closed on Monday, September 3, 2012 for observance of Labor Day.
- F. Resurfacing of Tuckahoe Creek Bridge – Mr. Craig stated that the Maryland State Highway Administration will begin resurfacing the approaches to the Tuckahoe Creek Bridge on Maryland Rt. 328 (Matthewstown Road) at the Talbot County/Caroline County line on or about September 3, 2012. He stated that there will be intermittent single lane closures Monday through Friday from 7:00 a.m. to 5:00 p.m. with the work anticipated to be completed in approximately four weeks. The new bridge across Tuckahoe Creek is expected to open in early fall.

X. Council Comments:

Mr. Hollis – No comments.

Mr. Bartlett – No comments.

Ms. Price - Ms. Price stated that she and several other Council members had recently attended the Maryland Association of Counties (MACo) Summer Conference in Ocean City where they had had an opportunity to meet with elected officials from other Maryland counties. She stated that although the counties and the City of Baltimore were unified on most issues coming before the State Legislature during the 2012 Session, several issues which involved the passing of costs down to the counties were enacted, despite the counties unification against the measures. She stated that MACo continues to look for more effective ways to advocate for the counties, particularly in the areas of financial costs and additional regulations being passed down to the Counties.

Mr. Duncan – No comments.

Mr. Pack - Mr. Pack commended Emergency Medical Services personnel for their successful efforts in keeping citizens safe during the recent storm.

XI. Upon motion by Mr. Duncan, seconded by Mr. Bartlett, the Council voted to adjourn to Executive Session for discussion of legal, personnel and real estate matters, and to reconvene in Executive Session on Tuesday, September 11, 2012 at 12:30 p.m. for discussion of legal, personnel, and real estate matters, and for the regularly scheduled legislative session at 1:30 p.m. by voting 5– 0 as follows:

Mr. Pack - Aye  
Mr. Hollis - Aye  
Mr. Bartlett – Aye  
Ms. Price – Aye  
Mr. Duncan - Aye

The meeting adjourned at 7:48 p.m.

The transcript of the August 28, 2012 County Council meeting is available for review in the Office of the County Manager during regular office hours.

XII. On Tuesday, August 28, 2012, an Executive Session of the Talbot County Council convened at 5:00 p.m. in the County Council Conference Room and the Bradley Meeting Room. Upon motion by Ms. Price, seconded by Mr. Duncan, the Council met in Executive Session by voting 5 – 0 as follows:

Mr. Bartlett – Aye  
Mr. Duncan – Aye  
Mr. Hollis – Aye  
Mr. Pack – Aye  
Ms. Price – Aye

In accordance with State Article § 10-508 (a)(1)(i)3)(4)(7)(8)(14) the purpose of the Executive Session was for discussion of a legal/real estate matter for legal advice concerning the possible relocation of Memorial Hospital at Easton to County owned property and the timetable for same; for a real estate matter to discuss acquisition of property for a public purpose and to discuss proposed disposal of County owned property; for legal matters for legal advice on pending contract negotiations; and for personnel matters to discuss appointments to various County boards and committees, to discuss a personnel matter involving the Department of Corrections, and to discuss a personnel matter involving the Tourism Office. The Executive Session recessed at 6:05 p.m. and reconvened at 7:50 p.m. The Executive Session ended at 9:50 p.m.

**CASH STATEMENT 08/21/2012**

<b>BALANCE 8/14/2012</b>	\$28,034,501.95
UHC CLAIMS THRU 8/14/2012	(50,144.17)
PAYROLL –FD/SS/MS WH 8/17/2012	(105,781.36)
SECU DED	(8,068.90)
DEFERRED COMP DED	(9,822.72)
MD WH	(27,895.57)
PENSION DED	(28,242.52)
ACH TRANSFER	(9,211.75)
FLEX SPENDING ACCT	(2,453.59)
DEPOSITS	793,386.76
CHECKS	(846,404.09)
<b>BALANCE 8/21/2012</b>	<b><u>\$27,739,864.04</u></b>

**AIRPORT ACCOUNTS**

AIP-RUNWAY 4-22 EXTENSION ANALYSIS	--
AIP-34	15,501.70
AIP-35	37,082.09
AIP36	8,535.74
AIP37	379.89
AIP38	3,612.00
<b>AIRPORT ACCOUNTS TOTAL BALANCE</b>	<b><u>\$65,111.42</u></b>

**INVESTMENTS – CERTIFICATES OF DEPOSIT**

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
10/18/2011	10/18/12	0.41%	4,000,000.00
12/20/2011	12/20/12	0.37%	3,000,000.00
<b>PNC-MLGIP INVESTMENTS TOTAL</b>		0.14%	14,000,000.00
<b>TOTAL INVESTED</b>			<b><u>\$21,000,000.00</u></b>

**PETTY CASH BALANCE** **\$6,800.00**

**GRAND TOTAL ALL FUNDS** **\$48,811,775.46**

**CASH STATEMENT 08/28/2012**

**BALANCE 8/21/2012** \$27,739,864.04

RETURNED CHECKS (10,249.85)

UHC CLAIMS THRU 8/21/2012 (17,011.48)

DEPOSITS 828,540.74

CHECKS (1,020,284.42)

**BALANCE 8/28/2012** **\$27,520,859.03**

**AIRPORT ACCOUNTS**

NEW AIP-RUNWAY 4-22 EXTENSION ANALYSIS --

AIP-34 15,501.70

AIP-35 37,082.09

AIP-36 8,535.74

AIP-37 379.89

AIP-38 3,612.00

**AIRPORT ACCOUNTS TOTAL BALANCE** **\$65,111.42**

**INVESTMENTS – CERTIFICATES OF DEPOSIT**

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
10/18/2011	10/18/12	0.41%	4,000,000.00
12/20/2011	12/20/12	0.37%	3,000,000.00

PNC-MLGIP INVESTMENTS TOTAL 0.13% 14,000,000.00

**TOTAL INVESTED** **\$21,000,000.00**

**PETTY CASH BALANCE** **\$6,800.00**

**GRAND TOTAL ALL FUNDS** **\$48,592,770.45**