



TALBOT COUNTY, MARYLAND

County Council

MINUTES

December 22, 2015

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

- I. Agenda – Mr. Pack requested and received Council’s unanimous consent for approval of the Agenda of Tuesday, December 22, 2015.
- II. Minutes – Mr. Pack requested and received Council’s unanimous consent for approval of the Minutes of Tuesday, November 24, 2015.
- III. Disbursements – Mr. Pack requested and received Council’s unanimous consent for approval of the Disbursements of Tuesday, December 15, 2015 and Tuesday, December 22, 2015.
- IV. Introduction of Brent Garner, Manager, Permits and Inspections – Mary Kay Verdery, Planning Officer, introduced Mr. Brent Garner as the new Manager of the County Permits and Inspections Office. Mr. Garner provided a brief outline of his background, the experience he brings to the position, and stated that his goal is to continue to expedite the permitting process and to resolve disputes. Council welcomed Mr. Garner to the position.
- V. Presentation by Maryland Department of Natural Resources Police Alumni Association – Col. Jack Taylor (Ret.), Maryland Department of Natural Resources Police Alumni Association; George Ball, Member, Maryland Department of Natural Resources Police Alumni Association – Mr. Ball briefed the Council on the history behind the State agency now known as the Maryland Department of Natural Resources Police, Maryland’s oldest state law enforcement agency, whose primary function is conservation law enforcement. He stated that he and Col. Taylor were once employed by the Maryland Department of Natural Resources Police, and are now members of its Alumni Association. Mr. Ball and Col. Taylor requested Council’s consideration for a letter in support of the Alumni Association’s application to the State of Maryland for signage dedicating the portion of Dover Road between Chilcutt Road and Dover Neck Road in Talbot County to the area of Poplar Neck Road in Caroline County to former and current members of the Maryland Department of Natural Resources Police; the purpose of dedication of the roadways is to show the Alumni Association’s support of the mission of the Natural Resources Police officers. Mr. Ball stated that a letter of support from Caroline County will also be requested; Talbot County will be kept apprised of Caroline County’s response to the request. Upon motion by Ms. Williams, seconded by Mr. Callahan, the Council approved forwarding a letter of support to the State by voting 5 – 0 as follows:

Mr. Pack – Aye
Ms. Williams – Aye
Mr. Bartlett – Aye
Ms. Price – Aye
Mr. Callahan - Aye
- VI. Request to Apply for a Grant from the Maryland Aviation Administration (MAA) for Design of Rehabilitation of the Lower T-hangar Taxiways at Easton Airport – Mike Henry, Airport Manager – Mr.

Henry requested Council’s approval to apply for and accept a grant from the Maryland Aviation Administration (MAA) in the sum of \$144,952.00, or 75% of the cost for the Lower Level T-Hangar Taxilane Rehabilitation Design at Easton Airport. Mr. Henry stated that although in recent years the taxilanes have received significant repairs, the repairs are no longer sufficient to maintain the surface as is necessary. Mr. Henry stated that total cost of the rehabilitation design project provided by Airport consultant, AECOM, is \$193,269.00; Easton Airport will pay the remaining 25%, or \$48,317.00; the total cost of the rehabilitation project is anticipated to be \$1.8 million. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council approved submittal of a grant application to MAA by voting 5 – 0 as follows:

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

VII. Continuation of Public Hearing:

Bill 1323, A BILL TO ESTABLISH THE “SUSTAINABLE TOURISM AND REINVESTMENT DISTRICT” TO PERMIT CONSIDERATION OF PROPOSALS TO REDEVELOP AND REINVEST IN CERTAIN EXISTING TOURISM-RELATED FACILITIES, TO SPECIFY THE DISTRICT’S PURPOSE, DISTRICT REQUIREMENTS, PERMITTED USES AND BULK REQUIREMENTS; TO ESTABLISH A PROCESS FOR APPLICATION, REVIEW, AND APPROVAL OF SUCH DISTRICTS, AND GENERALLY RELATING TO SUSTAINABLE TOURISM AND REINVESTMENT DISTRICTS, was read into the record by the Clerk and brought forward for continuation of the public hearing of Tuesday, December 8, 2015. Mr. Pack stated that the public hearing had been continued in order to allow Council an opportunity to provide further comments on the legislation in addition to the amendments which had been offered in principle on December 8, 2015. He stated that both the original legislation and the proposed amendments are posted on the County’s website. County Attorney Mike Pullen stated that prior to the public hearing on December 8, 2015, he had reviewed a proposed list of non-substantive amendments which had been drafted and offered for the purpose of clarifying the intent of the original legislation. Mr. Pullen stated that the Planning Commission had made two recommendations to the Council with regard to the legislation prior to its introduction; the first recommendation had been included in the legislation as introduced; the second recommendation, which included placement of two limits on the calculation of maximum structure height (bulk requirements) had not. Mr. Pullen outlined for Council the wording of the proposed amendment and its location within the legislation. Upon motion by Mr. Bartlett, seconded by Mr. Callahan, the amendment read into the record by Mr. Pullen relating to bulk requirements (Amendment 1) was introduced. Upon motion by Ms. Price, seconded by Mr. Callahan, the proposed amendments relating to clarification of the original intent of the legislation (Amendment 2) as read into the record by Mr. Pullen and discussed on December 8, 2015, were introduced. At Council’s request, Mr. Pullen again outlined each of the proposed amendments relating to clarification; the public was then afforded an opportunity to comment on the proposed legislation and proposed amendments. The Council approved Amendment 1 by voting 5 – 0 as follows:

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

The Council approved Amendment 2 by voting 5 – 0 as follows:

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

Bill No. 1323, as amended, was brought forward for vote. The Council approved Bill No. 1323, as amended, by voting 5 – 0 as follows:

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

Bill No. 1323, as amended, will take effect as provided for in the legislation.

VIII. County Manager’s Report:

A. Talbot County Local Drug and Alcohol Abuse Council – Requested Council approval for the appointment of Jayne Fitzgerald to the Talbot County Drug and Alcohol Abuse Council as a representative of Talbot Partnership; said term will complete the unexpired term of Sharon Huseman and will expire on July 1, 2019. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council approved the appointment by voting 5 – 0 as follows:

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

B. Bid No. 15-32, SEWER EXTENSION TO MARTINGHAM COMMUNITY NEAR ST. MICHAELS - TALBOT COUNTY, MARYLAND – Requested Council approval to award the base bid and bid alternates 1, 2 and 3 for Bid No. 15-32 to the low bidder, Retallack & Sons, Inc., in the sum of \$710,297.00, with the condition that Rural Development approve of the bid award and that execution of the Contract and issuance of the Notice to Proceed be delayed until January 23, 2016. The cost of the project will be funded by a loan through Rural Development which will be paid back by the Martingham sewer service area; the annual sewer service charge for the Martingham users will increase from \$630.00/year/Equivalent Dwelling Unit to \$730.00 /year/EDU beginning July 1, 2016. Upon motion by Mr. Callahan, seconded by Ms. Williams, the Council approved the award by voting 5 – 0 as follows:

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

C. Request from Department of Public Works – Requested Council approval to have the Department of Public Works accept \$120,000 in Bay Restoration Grant funding from the Maryland Department of the Environment Water Quality Financing Administration for each of

the next three (3) years; said funding will be utilized for installation of On-Site Sewage Disposal Systems (OSDS) best available technology (BAT) units for nitrogen removal. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council approved acceptance of the grant funding by voting 5 – 0 as follows:

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

- D. Bid No. 15-26, OXFORD CONSERVATION PARK, PHASE I – Requested Council approval to award Phase I of the revised scope of the Oxford Conservation Park project to the low bidder, Lindstrom Excavating Contractors, Inc., in the sum \$458,546.15, of which \$240,000 is grant funding; Lindstrom was the lowest bidder of the four bids received for Phase I of the project; however, since all original bids submitted far exceeded the funding available, the low bidder was requested to revise the scope of the project. Council discussion ensued with staff whose departments will be responsible for various facets of maintenance at the Park once Phase I of the project is complete. Upon motion by Mr. Callahan, seconded by Mr. Bartlett, the Council approved the award by voting 5 – 0 as follows:

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

- E. Request from Department of Public Works – Requested Council approval to have the Department of Public Works submit a grant application to Chesapeake Bay Trust for funding in the sum of \$15,000; if approved, said funding will be used for the installation of a shallow well and floating wetland at the Oxford Gateway Park to treat groundwater. Upon motion by Mr. Callahan, seconded by Mr. Bartlett, the Council approved submittal of the grant application by voting 5 – 0 as follows:

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

Council members commended the members of the Oxford Park Committee for their work on the project.

- F. Change Order No. 2 to Bid No. 08-25B, REQUEST FOR PROPOSALS - ENGINEERING SERVICES, TALBOT COUNTY TRANSPORTATION & ENVIRONMENTAL PROJECTS, TALBOT COUNTY, MARYLAND – Requested Council approval to award Change Order No. 2 for Bid No. 25B (Open Ended Engineering Services Contract) to Davis, Bowen and Friedel, Inc. in the sum of \$61,152.00 for the design of an external elevator for the North Wing of the Talbot County Courthouse. Upon motion by Mr. Callahan, seconded by Ms. Williams, the Council approved the Change Order by voting 5 – 0 as follows:

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

- G. Request from Department of Emergency Services – Requested Council approval to purchase a new Computer Aided Dispatch (CAD) System in the sum of \$575,709.50 under a State of Maryland contract; funding for the purchase was appropriated by Council through the recent approval of Bill No. 1321. Clay Stamp, Director of Emergency Services, stated that the new CAD System is the single most critical piece of equipment used by dispatchers; the new system will support the County’s 9-1-1 call system for dispatching of police, fire and emergency services personnel by integrating calls and providing information vital to dispatchers and other emergency personnel. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council approved purchase of the equipment by voting 5 – 0 as follows:

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

Mr. Stamp stated that the County’s 9-1-1 Center is currently undergoing renovation and expansion to incorporate four new positions by providing dispatching services for the Easton Police Department.

- H. County Offices Closed – Mr. Stamp stated that Talbot County Offices would be closed on Christmas Eve, Thursday, December 24, 2015; Christmas Day, Friday, December 25, 2015, and New Year’s Day, Friday, January 1, 2016.
- I. Work Session draft Comprehensive Plan – Mr. Stamp stated that the Council will hold a work session with staff on the draft Comprehensive Plan on Tuesday, December 29, 2015 from 4:00 p.m. to 6:00 p.m. in the Meeting Room at the Talbot County Free Library located at 100 W. Dover St., Easton.

IX. Council Comments:

- Ms. Williams - Ms. Williams wished everyone a Merry Christmas and stated that she hopes everyone has an opportunity over the next week to spend time with family and other loved ones.
- Mr. Bartlett – Mr. Bartlett echoed Ms. Williams’ remarks and stated that he hopes everyone has a wonderful holiday season and a Happy New Year.
- Ms. Price - Ms. Price thanked all those citizens who had attended the public comment session on the draft Comprehensive Plan on Monday, December 14, 2015. She stated that, in her opinion, it showed how many people are interested in the topic as it was standing room only. She stated that although she is not too happy that a work session was scheduled the week between Christmas and New Year’s, she hopes that people will still find time to come out and listen to the discussion. She stated that the Council will

continue to provide opportunities for citizens to make their opinions known to the Council. Ms. Price concluded her comments by wishing everyone a Merry Christmas and Happy New Year.

Mr. Callahan - Mr. Callahan stated that he hoped everyone has a Merry Christmas and a Happy New Year. He stated that it had been a pleasure working with staff and the Council over the past year and that he had learned a lot from the Council.

Mr. Pack - Mr. Pack thanked Mr. Pullen and Ms. Verdery for putting the “STAR” legislation together. He stated that, in his opinion, the legislation will benefit the tourism and restaurant industries in Talbot County by economically revitalizing some parts of the county. Mr. Pack stated that he and Mr. Stamp had recently visited former Easton mayor, Gene Butler, in the hospital where he is recuperating from a stroke; Mr. Pack asked that we keep Mayor Butler in our prayers.

- X. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council voted to adjourn, to reconvene on Tuesday, December 29, 2015 at 4:00 p.m. in the Talbot County Free Library Meeting Room for a work session with staff on the draft Comprehensive Plan, and to reconvene on Tuesday, January 12, 2016 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 5 – 0 as follows:

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

The meeting adjourned at 7:35 p.m.

The transcript of the December 22, 2015 County Council meeting is available for review in the Office of the County Manager during regular office hours.

- XI. On Tuesday, December 22, 2015, an Executive Session of the Talbot County Council convened at 5:05 p.m. in the Bradley Meeting Room and the County Council Conference Room. Upon motion by Mr. Callahan, seconded by Ms. Price, the Council met in Executive Session by voting 5 – 0 as follows:

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

In accordance with State Article § 10-508 (a)(1)(i)(7)(8) the purpose of the Executive Session was for legal matters for legal advice regarding the health insurance contract and for an update on a legal matter involving the County; and for personnel matters to discuss appointments to various County boards and committees. The Executive Session ended at 5:35 p.m.

XII. Public Comment Session on draft Comprehensive Plan – The Council held a public comment session on the draft Comprehensive Plan at 5:00 p.m. on Monday, December 14, 2015 in the Meeting Room of the Talbot County Free Library in Easton. The purpose of the meeting was to provide members of the public an opportunity to present their comments on the redlined version of the draft Comprehensive Plan which has been developed over a period of several months following a series of 11 work sessions with staff. Written comments may be submitted to the Talbot County Council, c/o the Talbot County Manager’s Office, Courthouse, 11 North Washington Street, Easton, Maryland 21601, or via e-mail to Susan Moran smoran@talbotcountymd.gov, or via email to ComprehensivePlan@talbotcountymd.gov for distribution to the County Council members. Additional work sessions will be scheduled as development of the draft Comprehensive Plan moves forward.

CASH STATEMENT 12/15/2015

BALANCE 12/08/2015	\$30,674,468.77
INTEGRA THRU 12/7/2015	(35,747.83)
INTEGRA TRANSITIONAL FEE 2015 PER ACA	(21,296.00)
ST ADMIN ELEC BRD PPE 11/25/2015	(8,292.26)
PAYROLL-FD/SS/MS WH CHRISTMAS BONUS 12/9/2015	(13,372.14)
MD WH PPE 12/9/2015	(2,780.00)
DEPOSITS	927,643.10
CHECKS	(447,821.11)
BALANCE 12/18/2015	<u>31,072,802.53</u>

AIRPORT ACCOUNTS

AIP-RUNWAY 4-22 EXTENSION ANALYSIS	0.00
AIP37	16,762.37
AIP39	73,794.25
AIP40	30,252.21
AIP41	39,343.53

AIRPORT ACCOUNTS TOTAL BALANCE **160,152.36**

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
PNC-MLGIP INVESTMENTS TOTAL		0.09%	18,000,000.00

TOTAL INVESTED **\$18,000,000.00**

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

GRAND TOTAL ALL FUNDS **\$49,248,524.89**

CASH STATEMENT 12/22/2015

BALANCE 12/15/2015	\$31,072,802.53
INTEGRA CLAIMS THRU 12/14/2015	(92,237.83)
UHC CLAIMS THRU 12/15/2015	(223.35)

PAYROLL – FD/SS/MS WH PPE 12/4/2015		(128,990.81)
SECUR DED		(5,224.47)
DEFERRED COMP DED		(9,571.78)
MD WH		(32,142.58)
PENSION DED		(31,691.00)
FLEX SPENDING ACCT		(3,079.16)
ACH TRANSFER		(13,931.75)
DEPOSITS		1,037,992.19
CHECKS		(1,025,650.09)
BALANCE 12/22/2015		<u>30,768,051.90</u>
<u>AIRPORT ACCOUNTS</u>		
AIP-RUNWAY 4-22 EXTENSION ANALYSIS		0.00
AIP37		16,762.37
AIP39		73,794.25
AIP40		30,252.21
AIP41		39,343.53
AIRPORT ACCOUNTS TOTAL BALANCE		<u>160,152.36</u>
INVESTMENTS – CERTIFICATES OF DEPOSIT		
<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>
		<u>AMOUNT</u>
PNC-MLGIP INVESTMENTS TOTAL	0.09%	18,000,000.00
TOTAL INVESTED		<u>\$18,000,000.00</u>
PETTY CASH BALANCE		<u>\$15,570.00</u>
GRAND TOTAL ALL FUNDS		<u>\$48,943,774.26</u>