



Talbot County, Maryland



Easton, Maryland

MINUTES

July 23, 2013

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

- I. Agenda – The Agenda of Tuesday, July 9, 2013 was brought forward for approval. Mr. Craig, on behalf of Clay Stamp, Director of Emergency Services, requested that agenda *Item VI., Discussion of Talbot County Annual Planning Report to Maryland Department of Planning*, be moved ahead of *Item V., Presentation of Proclamation to Talbot County Radio Amateur Civil Emergency Service (RACES) Volunteer Brett Hammond*, so that Mr. Stamp could be in attendance for presentation of the proclamation to Mr. Hammond. Mr. Bartlett then requested and received Council’s unanimous consent for approval of the agenda of Tuesday, July 9, 2013, as revised.
- II. Minutes – Mr. Bartlett requested and received Council’s unanimous consent for approval of the Minutes of July 9, 2013.
- III. Disbursements – Mr. Bartlett requested and received Council’s unanimous consent for approval of the Disbursements of July 16, 2013 and July 23, 2013.
- IV. Discussion of Talbot County Annual Planning Report to Maryland Department of Planning – Sandy Coyman, Planning Officer – Mr. Coyman briefed the Council on the County’s Annual Planning Report for 2012, as prepared by the Talbot Planning and Permits Department. Mr. Coyman stated that the Report is submitted annually to the Maryland Department of Planning as required by State legislation. Mr. Coyman outlined various data in the Report, including information related to development within the County during 2012, the County’s plans for improving its planning and development process, consistency with changes made in the previous Annual Report and the County’s Comprehensive Plan, and County ordinances related to planning. Mr. Coyman stated that in 2012, Talbot County issued 18 new residential building permits, and six subdivisions with a total of nine new parcels being created; Council discussion ensued with Mr. Coyman as each topic outlined in the Report was brought forward. Mr. Coyman stated that the Planning Commission, at their meeting on July 3, 2013, voted to recommend that the Council approve the Report. The Council approved submission of the 2012 Annual Planning Report to the Maryland Department of Planning, as presented, by voting 4 – 0 as follows:

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

Following the Council’s vote to forward the 2012 Annual Planning Report to the Maryland Department of Planning, Mr. Coyman stated that the County Department of Planning & Permits would be hosting a public meeting for builders and contractors on Wednesday, July 24, 2013 from 7:00 a.m. to 9:00 a.m. in the Wye Oak Room at the Talbot County Community Center located at 10028 Ocean Gateway, Easton. The purpose of the meeting is to receive input from the public on their concerns related to the permitting process and suggestions on improving the permitting process, to review and answer questions concerning new requirements related to the 2012 Building and Energy Code, new Flood Insurance Maps and Regulations, to provide information on the new office arrangement for the County Planning & Permits

Office and the new procedures implemented by the Planning & Permits Office to better assist citizens with the permitting process.

- V. Presentation of Proclamation to Talbot County Radio Amateur Civil Emergency Service (RACES) Volunteer Brett Hammond – Clay Stamp, Director of the Talbot County Department of Emergency Services, introduced Radio Amateur Civil Emergency Services (RACES) Volunteer Brett Hammond. Mr. Stamp stated that Mr. Hammond is being recognized for his 10 plus years of service to RACES, an organization of amateur radio operators founded in 1952 by the federal government which provides valuable emergency communication assistance during times of local, state, national, and international crisis; Talbot County currently has 12 RACES volunteers. The Clerk then read a proclamation into the record in recognition of Mr. Hammond’s commitment and service to the citizens of Talbot County as a RACES volunteer. Upon motion by Mr. Pack, seconded by Mr. Hollis, the Council approved the Proclamation by voting 4 – 0 as follows:

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

Mr. Bartlett presented the Proclamation to Mr. Hammond and thanked him for his decade of service.

Mr. Stamp then introduced Bob Luff and his wife, Dana; Mr. Luff will take Mr. Hammond’s place as a RACES volunteer. Mr. Stamp stated that Mr. Luff brings to the position 40 years in the telecommunications business, having worked as an engineering adviser for the Chairman of the Federal Communications Commission.

VI. County Manager’s Report:

- A. Talbot County Local Early Childhood Advisory Council – Requested Council approval for the appointment of Kristin Mentges and Katie Sevon to the Talbot County Local Early Childhood Advisory Council. Upon motion by Mr. Pack, seconded by Ms. Price, the Council approved the appointments by voting 4 – 0 as follows:

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

- B. Talbot County Interim Park Committee for the Oxford Road Parcel – Prior to a request for establishment of, and appointments to, an interim Park Committee for the County’s Oxford Road Parcel, Mr. Craig stated that the County had recently been bequeathed an 80-plus acre parcel of land adjacent to the Town of Oxford by The Conservation Fund. He stated that the land is to be held in trust for public use and will replace a portion of the Program Open Space land owned by the County which was allocated to the hospital property; provisions of the gift require that the County designate funding for the planning of a passive park which will serve the community; the purpose of the Committee is to make recommendations to the Council for possible uses for the site. Mr. Craig then requested Council approval for the establishment of an interim Park Committee for the Oxford Road Parcel and appointment of the following individuals to the Committee: Carole Abruzzese, Judy Bixler, Rollin Borwn, George Corey, Peter Dunbar, Tim Kearns, Cheryl Lewis, Leo Nollmeyer, Bill Stagg, Jennifer Stanley and

Jeffrey Adelman. Upon motion by Mr. Pack, seconded by Ms. Price, the Council approved establishment of the Committee and the appointments as requested by voting 4– 0 as follows:

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

- C. Talbot Family Network Board of Directors – Requested Council approval for the appointment of St. Michaels Police Chief Anthony Smith to a three-year term on the Talbot Family Network Board of Directors as a representative of the public sector; requested Council approval for the appointment of Ivelis Garcia of For Seasons and Gary Pearce of Talbot Partnership to three-year terms on the Talbot Family Network Board of Directors as representatives of the private sector; said terms will expire June 30, 2016. Upon motion by Mr. Pack, seconded by Mr. Hollis, the Council approved the appointments by voting 4 – 0 as follows:

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

- D. Request by Talbot County Roads Department – Requested Council approval to use FY 2014 budgeted funds in the sum of \$287,000 for the purchase of a Gradall Model XL3100 Series IV Hydraulic Excavator for the County Roads Department; said purchase will be made through SunTrust Equipment Finance and Leasing Corporation with payments of \$4,337.64 per month for a period of 60 months at a rate of 1.98%. Upon motion by Mr. Hollis, seconded by Mr. Pack, the Council approved purchase of the Gradall excavator, by voting 4 – 0 as follows:

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

- E. FY 2015 Waterway Improvement Fund Grant Request – Requested Council approval to have the Department of Parks and Recreation submit a grant application to the Maryland Department of Natural Resources Waterway Improvement Fund in the sum of \$50,000; if approved, said funding would be used for structural repairs on existing facilities at several County landings; no County funds are required. Upon motion by Mr. Pack, seconded by Ms. Price, the Council approved submittal of the grant application by voting 4 – 0 as follows:

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

- F. Request for Support Letter for Phillips Wharf Environmental Center Tilghman Gateway Project– Requested Council approval for a letter of support for Phillips Wharf Environmental Center’s grant application to the Maryland Department of Natural Resources Waterway Improvement Fund for the same grant funding being requested by the County’s Department of Parks and Recreation; if approved, the grant funding would be used for repairs to the existing

bulkhead for the Center’s Oyster House project. Upon motion by Mr. Hollis, seconded by Ms. Price, the Council approved forwarding a letter of support by voting 4 – 0 as follows:

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

- G. Request from Talbot County Department of Emergency Services – Requested Council approval of the Department of Emergency Service’s request to use \$24,887.56 in budgeted funds for the purchase of two Lucas Chest Compression Systems; said chest compression systems will be able to provide high quality life-saving CPR for patients over a long period of time. Upon motion by Ms. Price, seconded by Mr. Hollis, the Council approved the request by voting 4 – 0 as follows:

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

- H. 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 \$135,064; said funding will be used for maintenance and operations at the Ridgeway House Transitional Homeless Shelter in Easton, client case management and moves to permanent housing; no County funds are required. Upon motion by Mr. Pack, seconded by Mr. Hollis, the Council approved submission of the application for funding by voting 4 – 0 as follows:

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

- I. Correction to Administrative Resolution Approved June 25, 2013 – Requested a motion and second from the Council to correct an error in the Administrative Resolution approved by the Council on Tuesday June 25, 2013 which established gas permit/license fees and HVAC registration fees for FY2014. Mr. Craig stated that the correction would clarify that re-inspection fees for residential and non-residential properties remain at \$40 as approved in the FY 2014 Budget; the Administrative Resolution currently reflects a \$75 re-inspection fee for both residential and non-residential properties. Upon motion by Mr. Hollis, seconded by Mr. Pack, the Council approved revising the re-inspection fees for residential and non-residential properties from \$75 to \$40 by voting 4 – 0 as follows:

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

- J. Update on Kingston Landing Road – Mr. Craig stated that the County has applied for a permit with the Maryland Department of the Environment to begin road repairs on Kingston Landing

Road following washout of a portion of the road after heavy rains several weeks ago. He stated that repairs are anticipated to take approximately two weeks once begun and that detour signs will be in place until repairs are made.

- K. Great Chesapeake Balloon Festival – Mr. Craig encouraged everyone to attend the Great Chesapeake Balloon Festival on Friday, August 2, 2013 and Saturday, August 3, 2013 from 5:00 p.m. to 9:00 p.m. and 6:00 a.m. to 9:00 a.m., respectively. He stated that the Festival will take place behind Aqua Pools & Spas in the Glebe Road Industrial Park; the proceeds will benefit the Talbot Paramedic Foundation which has donated to the County, or assisted the County with the purchase of, equipment for the County Department of Emergency Services.

VII. Council Comments:

Ms. Price- Ms. Price stated that, in her opinion, the Talbot County Fair had been a huge success, had been put together very well and was impressive.

Mr. Hollis- No comments.

Mr. Pack– Mr. Pack echoed Mr. Craig’s comments about attending the Great Chesapeake Balloon Festival to support the Talbot Paramedic Foundation. He stated that he had attended the opening ceremonies of the Talbot County Fair and echoed Ms. Price’s comments regarding same, stating that, in his opinion, the Fair had been very well attended. Mr. Pack encouraged everyone to attend the St. Michaels Firemen’s Carnival being held from Monday, July 22, 2013 through Saturday, July 27, 2013. He concluded his comments by asking everyone to regularly check on their elderly neighbors, particularly during times of hot weather as recently experienced, to make sure the individuals to not get dehydrated.

Mr. Bartlett - Mr. Bartlett congratulated those individuals who had participated in the recent Plein Air Festival in Easton and commended the next generation of young artists who had participated. He stated that Ellen General of The Avalon Foundation had advised that artwork sold by the participants had raised a new record of more than \$170,000 on Friday evening, in his opinion, attracting very qualified artists to the event.

- VIII. Upon motion by Mr. Pack, seconded by Mr. Hollis, 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, August 13, 2013 at 12:30 p.m. for discussion of legal, personnel, and real estate matters, and at 1:30 p.m. for the regularly scheduled legislative session by voting 4– 0 as follows:

Mr. Bartlett – Aye

Mr. Hollis– Aye

Mr. Pack – Aye

Ms. Price - Aye

The meeting adjourned at 6:54 p.m.

The transcript of the July 23, 2013 County Council meeting is available for review in the Office of the County Manager during regular office hours.

IX. On Tuesday, July 23, 2013, an Executive Session of the Talbot County Council convened at 5:10 p.m. in the County Council Conference Room and the Bradley Meeting Room. Upon motion by Mr. Pack, seconded by Ms. Price, the Council met in Executive Session by voting 4 – 0 as follows:

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

In accordance with State Article § 10-508 (a)(1)(i)(4)(7) the purpose of the Executive Session was for a personnel matter to discuss appointments to various County boards and committees; and for a legal/real estate matter for legal advice concerning relocation of Memorial Hospital at Easton to County owned property and timetable for same. The Executive Session recessed at 6:00 p.m. and reconvened at 7:10 p.m. The Executive Session ended at 9:20 p.m.

CASH STATEMENT 7/16/2013

BALANCE 7/9/2013	\$15,737,825.07
UHC CLAIMS THRU 7/9/2013	(16,694.20)
POSTAGE WIRE	(3,000.00)
DEPOSITS	4,003,061.14
CHECKS	(895,785.89)
BALANCE 7/16/2013	<u>18,825,406.12</u>

AIRPORT ACCOUNTS

AIP-RUNWAY 4-22 EXTENSION ANALYSIS	--
AIP34	54,983.34
AIP35	55,428.23
AIP36	36,088.87
AIP37	324.62
AIP38	3,257.70
AIRPORT ACCOUNTS TOTAL BALANCE	<u>150,082.76</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>\$36,984,058.88</u>

CASH STATEMENT 7/23/2013

BALANCE 7/16/2013			\$18,825,406.12
UHC CLAIMS THRU 7/16/2013			(104,643.98)
BANK CHARGES 6/2013			(2,310.71)
INTEREST ON ACCT 6/2013			4,128.31
STATE BOARD OF ELECTIONS PPE 6/25/2013			(3,858.74)
PAYROLL – FD/SS/MS WH 7/19/2013			(124,301.29)
SECU DED			(6,917.91)
DEFERRED COMP DED			(9,640.60)
MD WH			(30,241.39)
PENSION DED			(29,868.78)
ACH TRANSFER			(9,981.75)
FLEX SPENDING ACCT			(2,642.57)
DEPOSITS			6,918,990.77
CHECKS			(759,729.46)
BALANCE 7/23/2013			<u>24,664,388.02</u>
<u>AIRPORT ACCOUNTS</u>			
AIP-RUNWAY 4-22 EXTENSION ANALYSIS			--
AIP34			54,983.34
AIP35			55,428.23
AIP36			36,088.87
AIP37			324.62
AIP38			3,257.70
AIRPORT ACCOUNTS TOTAL BALANCE			<u>150,082.76</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>\$42,823,040.78</u>