



# TALBOT COUNTY, MARYLAND

County Council

MINUTES

July 28, 2015

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

- I. Agenda – Mr. Pack requested and received Council’s unanimous consent for approval of the Agenda of Tuesday, July 28, 2015.
- II. Minutes – Mr. Pack requested and received Council’s unanimous consent for approval of the Minutes of Tuesday, June 23, 2015 and Tuesday, July 14, 2015.
- III. Disbursements – Mr. Pack requested and received Council’s unanimous consent for approval of the Disbursements of Tuesday, July 21, 2015, and Tuesday, July 28, 2015.
- IV. Introduction of Dennis McFadden, Executive Director, Academy Art Museum and Presentation – Mr. Pack introduced and welcomed Dennis McFadden, the new Executive Director of the Academy Art Museum. Mr. McFadden thanked the Council for their continuing support of cultural organizations in the Talbot County community. He outlined the original vision of the Academy Art Museum, to make the Museum’s collections and exhibitions available to everyone, and provided information on new initiatives designed to strengthen the museum to better serve the community in the future. Mr. McFadden expressed his appreciation to the Talbot County Office of Economic Development for including the Academy Art Museum in their 2014 Economic Development Report, Our People Make It Work. Council discussion ensued with Mr. McFadden.
- V. Quarterly Update by Talbot County Airport Board – Mike Henry, Manager, Easton Airport; Members, Talbot County Airport Board - Mr. Henry briefed the Council that the following items were underway or had been completed: (1) AIP-To Be Determined (Five-Year CIP Environmental Assessment) - Mr. Henry stated that his office had submitted a grant application for a new Environmental Assessment (EA) at Easton Airport in accordance with the Federal Aviation Administration (FAA) deadline of July 2, 2015; the FAA is currently reviewing the scope of the project submitted which is estimated to cost \$586,537.00; the Airport’s share would be \$29,327.00. Mr. Henry stated that a new EA is required as the current data is nine years old and needs to be updated; (2) Lower T-Hangar Taxiway Lane Project – Mr. Henry stated that pavement on the taxi lanes is approximately 25 years old and appears to be in need of complete reconstruction at an estimated cost of \$1.8 million; emergency repairs were made last winter. He stated that once a geo-tech soil boring analysis has been performed, more information will be available on the project cost. He stated that FAA funding is not available for this project; however, grant funding from Maryland Aviation Administration (MAA) will be requested; if awarded, it will be a multi-year project with MAA paying 75% and Easton Airport the remaining 25%; (3) Fuel Sales – Mr. Henry stated that jet fuel sales reflect a 1% increase over June 2014; Avgas sales reflect an increase of 6.8% over June 2014; (4) Corporate Hangars – Mr. Henry stated that the life-cycle of the 30 year-old hangars is approaching the point where they need to be repaired or replaced; estimates on repairs are being obtained. He stated that the recent lease approved for Talbot Aviation has not yet been signed as the Lessee is looking at increasing the size of the proposed hangar from 80’ x 80’ as outlined in the lease to 100’ x 100’; (5) Tri-Gas and Oil – Mr.

Henry stated that Tri-Gas and Oil is looking into possibly leasing space in the Airport's fuel farm; if the lease is approved it would generate additional revenue for the Airport; (6) Women's Restroom at Easton Airport – the women's restroom at the Airport is currently undergoing a renovation; (7) UBER – Services for UBER are now being advertised at the Airport; (8) Trident Aviation – Mr. Henry stated that WBOC and *The Star Democrat* have recently highlighted Trident Aviation in broadcasts and articles in their respective news outlets; both he and Cassandra Vanhooser, Director of Office of Tourism, had been interviewed by WBOC; (9) Mr. Henry extended an invitation to the Council to attend the Maryland Airport Managers Association (MAMA) meeting with Transportation Secretary Pete Rahn on Wednesday, September 9, 2015 at 10:00 a.m.; the purpose of the meeting is to discuss the Association's concerns regarding proposed funding reductions for the 35 general aviation airports in Maryland that rely on grant funding from the State in a 75/25 split; (10) Based Aircraft – Mr. Henry stated that 214 aircraft, including 24 jets, are now based at Easton Airport; an increase in the need for additional T-hangars and corporate aircraft hangars is anticipated; (11) Economic Impact – Mr. Henry provided results from a survey conducted by MAA on the economic impact of Easton Airport to the Talbot County economy which showed that from 2012 to 2014, the number of jobs at Easton Airport increased from 362 to 483, total, 274 of which are direct jobs at the Airport; airport related business revenue increased from \$21 million to \$42 million; (12) Fuel Farm – Mr. Henry stated that the fuel farm recently required an emergency repair to prevent the possible overflow of fuel into the containment area; cost of said repair was \$10,495.00; (13) Gateway Airport – Mr. Henry stated that Easton Airport has been offered an opportunity to become a "gateway airport," a designation specific to general aviation traffic desiring to land at Reagan National Airport which must have first cleared security through a gateway airport; Mr. Henry advised that he would continue to update the Council as the designation process continues; (14) Airport Day – Mr. Henry stated that Airport Day is scheduled to take place this year on Saturday, September 26<sup>th</sup> from 9:00 a.m. to 3:00 p.m. Council discussion ensued with Mr. Henry as various items were brought forward. The next Airport Board meeting is scheduled for Wednesday, August 19, 2015 at 8:00 a.m. in the Easton Airport Conference Room.

VI. Update by Talbot County Department of Emergency Services:

- A. Hurricane Season Preparedness – Brian LeCates, NRP, Acting Emergency Services Director; Jim Bass, Emergency Management Coordinator – Mr. LeCates briefed the Council on the recent mailing of hurricane preparedness information to county residents; the mailing also included a questionnaire which residents are encouraged to complete and return to the Department of Emergency Services so that important information can be entered into the 9-1-1 system. Mr. Bass stated that the mailer, funded by a Homeland Security grant, provided information on evacuation procedures, emergency supply items needed and general preparedness procedures. He stated that his office has already received several requests to provide the hurricane preparedness information to several individual organizations throughout the county. Council discussion ensued with Mr. LeCates and Mr. Bass. More information on emergency preparedness may be found on the Department of Emergency Services' website at [www.talbotdes.org](http://www.talbotdes.org) or on Facebook.
- B. Status of County Cell Towers and Radio System Upgrade – Brian LeCates, NRP, Acting Emergency Services Director; Tommy Haddaway, Communication Technologist – Mr. LeCates briefed the Council on recent conversations with several major cell phone companies to permit the County to be the second carrier on their respective cell towers in Talbot County. He stated that being able to do so would serve as a public safety benefit for the County, while providing the benefit to the cell phone companies by having a second carrier on their cell towers. Mr. Haddaway presented a map outlining the location of current cell phone towers in the county, including the newest towers in Bozman and Tilghman. Mr. LeCates stated being able to utilize towers owned by cell phone companies would increase coverage in several areas of the county for the current paging systems as well as for the new phone system, while also saving the County money since it would not be necessary for the County to erect its own towers. Council discussion ensued with Mr. LeCates and Mr. Haddaway. Mr. Haddaway

then briefed the Council on the status of the new statewide radio communication system for Emergency Services which is designed to allow interagency sharing of information not previously feasible and to provide “real time” information in the field. He stated that the system is being implemented in phases: FY 2015 funding for Phases I and II was used to provide handheld and vehicle radios for fire and emergency services personnel, law enforcement, local government, and school busses; Phase III involves implementation of the infrastructure for the system. Council discussion ensued with Mr. LeCates and Mr. Haddaway regarding various facets of the new radio system, anticipated to become fully operational in mid-2016. Council members expressed their appreciation to Brian LeCates for serving as Acting Director of the Department of Emergency Services.

VII. Talbot County Project Priority Listing for the State’s Consolidated Transportation Plan Program – Ray Clarke, County Engineer; Mike Mertaugh, Roads Engineer – Mr. Clarke and Mr. Mertaugh presented Talbot County’s Proposed Priority Project Listing for the State’s Consolidated Transportation Program as follows: (1) U.S. Route 50/MD Route 309/MD Route 662 Intersection Capacity Improvements (overpass and additional left turn lanes); (2) MD Route 33 Capacity and Evacuation Improvements (elevation modification) to minimize storm surge road flooding and additional capacity improvements – the MD Route 33 corridor is the only evacuation route for the Bay Hundred necks and peninsulas along the corridor; (3a) U.S. Route 50/MD Route 328 – Goldsborough Street Intersection Improvements – requesting that the State should work with the Town of Easton to improve the configuration of the intersection in order to improve capacity and to provide technical assistance to the Town with regard to east/west traffic at the intersection; (3b) MD Route 50/MD Route 331 – Dover Street Intersection Improvements – requesting that the State should work with the Town of Easton to improve the configuration of the intersection and to provide technical assistance to the Town for diversion of east/west traffic from the intersection; requested the State’s consideration of an overpass at the locations cited in 3a and 3b as long-term solutions. Mr. Clarke and Mr. Mertaugh also requested Council’s consideration to add MD Route 404 Capacity and Safety Improvements to the Priority Listing since it is a regional project. Mr. Clarke and Mr. Mertaugh then reviewed additional items they will present to the State Highway Administration (SHA) in early fall at the pre-tour meeting: (1) the proposal that SHA assume ownership of Elliott Road as they are in the process of closing their U.S. Rt. 50 entrance and will utilize Elliott Road as their primary entrance (Elliott Road is currently a County road); (2) safety improvements at the MD Rt. 33 and MD Rt. 322 intersection,; (3) request a study for a proposed signal at MD Rt. 33 and the entrance to Waterside Village; (4) development of a master plan for a “loop road” or east side collector for Black Dog Alley, Dover Neck, and Manadier Road; and (5) request that a planning study be conducted for bike lanes on Bellevue Road. Council discussion ensued as each item was brought forward. At Council’s request, MD Route 404 Capacity and Safety Improvements will be added to the Project Priority Listing as Item #3. Mr. Mertaugh concluded the presentation by updating the Council on the MD Rt. 404 dualization project.

VIII. County Manager’s Report:

A. Appointment of Assistant County Manager and Director of Emergency Services – Requested Council approval for the appointment of Clay Stamp to the position of Assistant County Manager and Director of the Department of Emergency Services, effective Monday, August 10, 2015. Upon motion by Ms. Price, seconded by Ms. Williams, the Council approved the appointment by voting 4 – 0 as follows:

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

Council welcomed Mr. Stamp back to Talbot County. Mr. Stamp most recently served as Executive Director of the Maryland Emergency Management Agency (MEMA) under Governor Larry Hogan; he will remain with the Governor’s administration as the senior advisor to the Governor for emergency management and will chair the Governor’s Emergency Management Advisory Council. Mr. Stamp stated that he is grateful to be back in Talbot County and expressed appreciation to the Council for allowing him to have the honor of serving the Council once again. Council commended Brian LeCates for serving as Acting Director of the Department of Emergency Services while Mr. Stamp was employed by MEMA.

- B. Talbot County Economic Development Commission - Requested Council approval for the reappointment of Gerald “Jerry” O’Mara to a three-year term on the Talbot County Economic Development Commission; 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  
Mr. Bartlett – Aye  
Ms. Price – Aye

- C. Talbot County Ethics Commission – Requested Council approval for the reappointment of David Webster to a three-year term on the Talbot County Ethics Commission; said term will expire on July 1, 2018. Upon motion by Mr. Bartlett, seconded by Ms. Williams, the Council approved the reappointment by voting 4 – 0 as follows:

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

- D. Talbot County Historic Preservation Commission – Requested Council approval for the reappointment of Dorothy Fenwick, Ph.D. to a three-year term on the Talbot County Historic Preservation Commission; said term will expire on July 1, 2018. Upon motion by Ms. Williams, seconded by Ms. Price, the Council approved the reappointment by voting 4 – 0 as follows:

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

- E. Talbot County Department of Social Services Board of Directors – Requested Council approval for the appointment A. Thomas Duncan, III to a three-year term on the Talbot County Department of Social Services Board of Directors; said term will expire on June 30, 2018. Upon motion by Ms. Williams, seconded by Ms. Price, the Council approved the appointment by voting 4 – 0 as follows:

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

- F. Talbot Family Network Board of Directors – Requested Council approval for the appointment of Deacon Dale Skinner, Catherine Poe, and Carol Masden to three-year terms on the Talbot Family Network Board of Directors as representatives of the private sector; said terms will expire on June 30, 2018. Upon motion by Ms. Price, seconded by Ms. Williams, the Council approved the appointments by voting 4 – 0 as follows:

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

- G. Talbot County Tourism Board of Directors – Requested Council approval for the appointment of Dennis McFadden, Executive Director of the Academy Art Museum to the Talbot County Tourism Board of Directors as a countywide cultural attraction representative; said appointment will complete the unexpired term of Erik Neil, Ph.D., and will expire on July 1, 2016. Upon motion by Ms. Price, seconded by Mr. Bartlett, the Council approved the appointment by voting 4 – 0 as follows:

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

- H. Request from Hog Neck Golf Course – Requested Council approval of the Golf Course Superintendent’s request to purchase a Toro Procore aerator from Turf Equipment and Supply in the sum of \$21,949.16 through National Intergovernmental Purchasing Alliance (NAIP) contract pricing; \$25,609.00 was budgeted for the equipment. 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  
Mr. Bartlett – Aye  
Ms. Price - Aye

- I. Bid 15-20, TALBOT COUNTY, MARYLAND – HOG NECK GOLF COURSE - EQUIPMENT PACKAGE PROCUREMENT - Requested Council approval of the Golf Course Superintendent’s recommendation to award Bid No. 15-20 to the sole bidder, Jacobsen Equipment, in the sum of \$43,049; \$41,00 was budgeted for the purchase; extra funding for the purchase will come from the savings realized from the aerator purchase just approved. Upon motion by Ms. Price, seconded by Ms. Williams, the Council approved the bid award by voting 4 – 0 as follows:

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

- J. Request by Department of Emergency Services – Requested Council approval to purchase a 2016 Ford Utility Police Interceptor vehicle in the sum of \$30,292.00 by utilizing the Maryland

State contract; \$49,000 was budgeted for the purchase in FY2016. 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  
Mr. Bartlett – Aye  
Ms. Price - Aye

- K. Request from Department of Corrections – Requested Council approval of the Director of the Department of Corrections’ request to grant funding from the Governor’s Office of Crime Control and Prevention (GOCCP) for the purchase of security cameras and support equipment for use at the Department of Corrections facility; said purchase is in the sum of \$35,115.76. Upon motion by Mr. Bartlett, seconded by Ms. Williams, the Council approved acceptance of the grant funding by voting 4 – 0 as follows:

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

IX. Council Comments:

Ms. Price – No comments.

Mr. Bartlett – No comments.

Ms. Williams - No comments.

Mr. Pack - No comments.

- X. 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 Wednesday, July 29, 2015 at 4:00 p.m. for a meeting with the Talbot County Chapter of the NAACP, and at 5:00 p.m. for a work session with the Talbot County Board of Electrical Examiners on Bill No. 1304. The Council will reconvene on Monday, August 3, 2015 and Monday, August 10, 2015 at 4:00 p.m. in the Meeting Room at the Talbot County Free Library in Easton for a work session with staff to continue review of the draft Comprehensive Plan; the Council will also reconvene on Monday, August 17, 2015 at 4:00 p.m. in the Wye Oak Room at the Talbot County Community Center for a work session with staff on the draft Comprehensive Plan. The Council will reconvene at 12:30 p.m. in Executive Session on Tuesday, August 11, 2015 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  
Mr. Bartlett– Aye  
Ms. Price - Aye

The meeting adjourned at 7:39 p.m.

The transcript of the July 28, 2015 County Council meeting is available for review in the Office of the County Manager during regular office hours.

XI. On Tuesday, July 28, 2015, an Executive Session of the Talbot County Council convened at 5:00 p.m. in the County Council Conference Room. Upon motion by Mr. Bartlett, seconded by Ms. Price, the Council met in Executive Session by voting 4 - 0 as follows:

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

In accordance with State Article § 10-508(a)(1)(i)(7)(8) 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 Hog Neck Golf Course; and to discuss personnel staffing at Department of Emergency Services; and for a legal matter for legal advice regarding a lawsuit involving the County. The Executive Session recessed at 6:00 p.m. and reconvened at 7:45 p.m. The Executive Session ended at 9:05 p.m.

**CASH STATEMENT 7/21/2015**

BALANCE 7/14/2015	\$21,450,295.53
GIFT CHECKS/RETIREE	(253.75)
RETURNED CHECKS	(552.00)
BANK CHARGES 6/2015	(789.07)
INTEREST ON ACCTS 6/2015	3,918.76
UHC CLAIMS THRU 7/14/2015	(88,521.50)
STATE REPORT 6/2015	(2,292.79)
ST ADMIN BRD OF ELECTIONS PPE 6/23/2015	(8,289.97)
PAYROLL – FD/SS/MS WH 7/17/2015	(136,337.41)
SECUR DED	(5,249.30)
DEFERRED COMP DED	(10,097.18)
MD WH	(33,344.17)
PENSION DED	(31,582.58)
ACH TRANSFER	(12,391.75)
FLEX SPENDING ACCT	(3,119.93)
DEPOSITS	6,107,675.67
CHECKS	(1,367,974.57)
<b>BALANCE 7/21/2015</b>	<b><u>25,861,093.99</u></b>

**AIRPORT ACCOUNTS**

AIP-RUNWAY 4-22 EXTENSION ANALYSIS	--
AIP37	16,762.37
AIP39	73,794.25
AIP40	27,036.21
AIP41	43,103.10
BALANCE 7/14/2015	43,103.10
TRANS FR GEN FUND	111,927.93
CHECKS	(124,364.36)
	33,666.67

**AIRPORT ACCOUNTS TOTAL BALANCE 151,259.50**

**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
<b>TOTAL INVESTED</b>			<b><u>\$18,000,000.00</u></b>
<b>PETTY CASH BALANCE</b>			<b><u>\$8,570.00</u></b>
<b>GRAND TOTAL ALL FUNDS</b>			<b><u>\$44,020,923.49</u></b>

**CASH STATEMENT 7/28/2015**

BALANCE 7/21/2015			\$25,861,093.99
RETURNED CHECKS			(13.00)
UHC CLAIMS THRU 7/21/2015			(27,849.54)
MAA DEPOSIT SHARE #11/TRANS TO AIP41			(127.00)
ST ADMIN BRD OF ELECTIONS PPE 7/7/2015			(8,307.23)
INTEGRA CLAIMS THRU 7/20/2015			(2,827.57)
DEPOSITS			13,457,875.78
CHECKS			(669,655.62)
<b>BALANCE 7/28/2015</b>			<b><u>38,610,189.81</u></b>

**AIRPORT ACCOUNTS**

AIP-RUNWAY 4-22 EXTENSION ANALYSIS			--
AIP37			16,762.37
AIP39			73,794.25
AIP40			27,036.21
AIP41	BALANCE 7/21/2015	\$33,666.67	
	DEPOSITS	127.00	33,793.67

**AIRPORT ACCOUNTS TOTAL BALANCE** **151,386.50**

**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
<b>TOTAL INVESTED</b>			<b><u>\$18,000,000.00</u></b>
<b>PETTY CASH BALANCE</b>			<b><u>\$8,570.00</u></b>
<b>GRAND TOTAL ALL FUNDS</b>			<b><u>\$56,770,146.31</u></b>