



# Talbot County, Maryland



Easton, Maryland

MINUTES

June 25, 2013

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

- I. Agenda – Mr. Pack requested and received Council’s unanimous consent for approval of the Agenda of Tuesday, June 25, 2013.
- II. Minutes – Mr. Pack requested and received Council’s unanimous consent for approval of the Minutes of June 11, 2013.
- III. Disbursements – Mr. Pack requested and received Council’s unanimous consent for approval of the Disbursements of June 18, 2013 and June 25, 2013.
- IV. Discussion of Dutchmans Lane Revised Phase III Road and Safety Improvement Project – Ray Clarke, County Engineer – Mr. Clarke briefed the Council on the next phase, Phase III, of proposed road and safety improvements to Dutchmans Lane as proposed by the County Department of Public Works. Suggestions for proposed improvements had been requested by the Council following increased concerns from citizens about the safety of increased pedestrian traffic on the roadway. Via PowerPoint presentation, Mr. Clarke outlined each of the proposed road and safety improvements on the south side of the roadway from the Windmill Branch culvert to the entrance at Easton Club East, including installation of sidewalks, curbing within the County’s right-of-way along the roadway and the utilization of the Filterra Bioretention System at several locations for stormwater management. Council discussion ensued with Mr. Clarke regarding the project, funding for same, and the role of the Town of Easton in the project both in the short-term and long-term. Mr. Craig advised that funding for Phase III of the project is included in the County’s Capital Plan.

Mr. Bartlett arrived at 6:45 p.m.

- V. Change Order for Dutchmans Lane Road and Safety Improvements – Following Council’s discussion of the proposed road and safety improvements for a portion of Dutchmans Lane, Mr. Clarke requested Council approval of a change order from Wallace, Montgomery and Associates with regard to project design for Phase III of the Dutchmans Lane project in the sum of approximately \$140,000; the actual estimate provided by Wallace, Montgomery and Associates totaled \$139,039. He stated that the County has submitted an application for federal Transportation Alternatives Program (TAP) funding and that in order to comply with the funding guidelines, the County will need to submit a redesign of the Dutchmans Lane Road Improvement Project to meet the new stormwater management regulations; Wallace, Montgomery and Associates performed design work for Phase III under the previous stormwater management regulations in effect; those regulations expired on May 15, 2013. Council discussion ensued with Mr. Clarke. Upon motion by Mr. Pack, seconded by Mr. Hollis, the Council approved the Change Order from Wallace, Montgomery and Associates in a sum not to exceed \$139,039 by voting 4 – 1 as follows:

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

Mr. Hollis requested that Mr. Clarke continue to work with the Town of Easton to help ensure the Town acceptance of Dutchmans Lane into its road inventory; Dutchmans Lane is currently a County road.

Mr. Duncan stated that if and when the Town of Easton agrees in writing to take over the road he will fully support the proposed improvements.

- VI. Council Consideration of Economic Development Strategic Plan Recommendations for Talbot County, the Towns of Queen Anne, Easton, Oxford, St. Michaels, and Trappe, and the County's 22 Villages – Paige Bethke, Director, Talbot County Office of Economic Development; Ted Bautz, Chair, Strategic Plan Subcommittee and Vice Chair, Talbot County Economic Development Commission – Ms. Bethke briefed the Council on the recommendations made by Sage Policy Group, retained by the County and several municipalities for the purpose of drafting a long-term economic development strategy for Talbot County, its municipalities and 22 Villages. She outlined each of the recommendations made by Sage Policy Group and the plans of action for each of the recommendations as drafted by the Strategic Plan Subcommittee. The Subcommittee had formulated the plans of action following various meetings with County citizens on the proposed Economic Development Strategic Plan (“the Plan”). Council discussion ensued with Ms. Bethke and Mr. Bautz. The Council expressed a desire to continue to dialogue with members of the Economic Development Commission and the municipalities regarding various components of the Plan. Council members expressed their appreciation to Ms. Bethke, Mr. Bautz and other members of the Economic Development Commission in attendance for their work on the Plan. Upon motion by Mr. Pack, seconded by Ms. Price, the Council agreed that the Plan had been completed in accordance with the County's original request and with the terms of the grant agreement by voting 5 – 0 as follows:

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

- VII. Quarterly Update by Talbot County Airport Board – Mike Henry, Manager, Easton Airport; Rudy Strickland, Member, Talbot County Airport Board – Mr. Henry briefed the Council that the following projects were underway or had been completed: (1) AIP-30 (Five-Year CIP Environmental Assessment) – Mr. Henry stated that the project continues to undergo review by Federal Aviation Administration (FAA) and Department of Fish & Wildlife attorneys who are trying to ascertain the best way to address mitigation of the Delmarva Fox Squirrel; Mr. Henry stated that things have changed at the Airport since the project began seven years ago; he stated that in that timeframe the picture has changed with regard to primary aircraft usage at Easton Airport. Mr. Henry stated that his office continues to work with the FAA on the matter; (2) AIP-34 (Land Acquisitions and Mitigation for Obstruction Removal) – the four-year grant clock will end on June 28, 2013. Mr. Henry stated that his office has submitted information to close out the grant; \$253,000 in grant funding remains unused due to the fact that a few properties remained for obstruction removal and easement acquisition although most of the obstructions identified in 1998 have been removed; (3) AIP-37 (Runway 4-22 Obstruction Removal) – Mr. Henry stated that he and Mr. Craig had made a presentation to the Town of Easton and advised that U.S. Fish & Wildlife may now allow obstruction removal during the secondary Delmarva Fox Squirrel breeding season which begins July 15, 2013 and ends September 15, 2013; (4) Airport Gravity Sewer Project – the project has been completed;

the engineer's estimated cost was \$550,000 while actual total cost was \$265,000. Mr. Henry stated that his office is working with the U.S. Department of Agriculture on a loan for the project which is anticipated to close in the near future; (5) Fuel Sales – Mr. Henry stated that jet fuel sales are 4.3% lower than last year at this time; Avgas sales are 5.5% lower than last year at this time; Easton Airport continues to be the most competitive fuel providers in the region; (6) Corporate Hangars – Mr. Henry stated that Trident Aircraft Maintenance, LLC now occupies the former Westair Hangar as of May 1, 2013 and Helicopter Services, Inc. will occupy the former Department of Natural Resources hangar beginning July 1, 2013. He stated that Trident brings 10 employees and eight aircraft to its Easton operation and is anticipated to increase their presence at Easton Airport in the near future; (7) Airport Day - Airport Day 2013 will be held on Saturday, September 28th; weather permitting, a balloon launch will be held at 7:00 a.m.; other events planned thus far include a 5k "Run the Runway"/1k "Walk the Runway," an airplane pull, and a performance by Yak aircraft. The Airport is partnering with Habitat for Humanity Choptank this year; funding will be designated for Repair Corps, Habitat Choptank's housing repair program which assists U.S. veterans whose homes are in critical need of repair; (8) Spitfire F-104 – Mr. Henry stated that his office is working with a committee of community representatives to finalize the design of the mounting for permanent display of the F-104 aircraft donated to Easton Airport; St. Michaels High School Architecture, Construction and Engineering (ACE) Program students created the preliminary design; (9) Tower – He stated that the contract air traffic control towers had received a reprieve and will now be funded through September 30, 2013. Mr. Henry stated that he had recently attended the U.S. Contract Tower Association Budget Workshop where Senators Moran (R-Kansas) and Blumenthal (D- Connecticut) had provided updated information on legislative initiatives to include \$140 million in funding for contract air traffic control towers in the federal FY2014 budget; Mr. Henry will continue to update the Council as the federal budget process continues; (10) Clearview – Mr. Henry expressed appreciation to the Council for moving forward with sale of the Clearview Road property. He stated that Maryland Aviation Administration (MAA) had requested that 5% of the purchase price of the property be returned to them but has indicated that the returned funding may be available to Easton Airport for future projects; the FAA's portion of the funding received from the sale of the property is required to be set up in a separate interest-bearing escrow account and reports provided to the FAA on a regular basis; the FAA has advised that funding from the account may be used on FAA approved projects; (11) Balloon Launch – the Talbot Paramedic Foundation will be holding a balloon launch fundraiser on Friday, August 2, 2013 and Saturday, August 3, 2013 adjacent to Aqua Pools on Mistletoe Drive in Easton. Council discussion with Mr. Henry ensued as items were brought forward. The next Airport Board meeting is scheduled for Wednesday, July 24, 2013 at 8:00 a.m. in the Easton Airport Conference Room.

VIII. Introduction of Administrative Resolution:

AN ADMINISTRATIVE RESOLUTION TO ESTABLISH GAS PERMIT AND LICENSE FEES AND HVAC REGISTRATION FEES FOR FISCAL YEAR 2013-2014 was read into the record by the Clerk and brought forward for introduction. Prior to introduction, Sandy Coyman, Planning Officer, briefed the Council on the purpose of the administrative resolution. He stated that gas permit and license fees are part of the Code for enforcement but that collection of fees for inspection of gas lines is not currently being enforced; the Planning and Permits Office wishes to now begin collecting fees for inspection of gas lines. He stated that plumbing inspection fees are already being collected and electrical inspections in Talbot County are performed by a third party, Middle Department Inspection Agency (MDIA). Mr. Coyman stated that the fees, as recommended in Exhibit A to the administrative resolution are in line with Talbot County's other fees. Council discussion ensued with Mr. Coyman. The Administrative Resolution was then introduced by Mr. Bartlett, Mr. Duncan, Mr. Hollis, Mr. Pack, and Ms. Price. Upon motion by Mr. Pack, seconded by Mr. Hollis, the Council approved the Administrative Resolution by voting 5 – 0 as follows:

Mr. Bartlett – Aye

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

The new rates will take effect on July 1, 2013. Contractors and current license holders will be notified.

IX. County Manager's Report:

- A. Talbot County Animal Control Board – Requested Council approval for the reappointment of Mary Newcomb and Darian Sump to three-year terms on the Talbot County Animal Control Board as representatives having specialized knowledge or expertise relevant to the Board's functions, and the agricultural community, respectively; said terms will expire July 1, 2016. Upon motion by Mr. Pack, seconded by Mr. Hollis, the Council approved the reappointments by voting 5 – 0 as follows:

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

- B. Talbot County Parks and Recreation Advisory Board – Requested Council approval for the reappointment of Kim Kearns to a four-year term on the Talbot County Parks and Recreation Advisory Board as a representative of the Town of Oxford; said term will expire July 1, 2017. Upon motion by Mr. Pack, seconded by Ms. Price, the Council approved the reappointment by voting 5– 0 as follows:

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

- C. Talbot County Tourism Board – Requested Council approval for the reappointment of Judy Bixler to the Talbot County Tourism Board as a representative of the Town of Oxford; said term will expire July 1, 2017. Upon motion by Mr. Pack, seconded by Mr. Hollis, the Council approved the appointment by voting 5 – 0 as follows:

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

- D. Bid No. 13-11, CRACK SEALING, RUBBER REMOVAL, AND AIRFIELD MARKING – EASTON AIRPORT – EASTON, MARYLAND – Requested Council approval to award Bid No. 13-11 to the low bidder, JJ Cunningham, LLC, in the sum of \$160,355.50; said award is contingent upon receipt of grant funding from the Maryland Aviation Administration (MAA); requested Council approval to have Easton Airport submit a grant to the MAA in the sum of \$196,553.00 for the project; if approved, the grant funding will also cover the cost of

\$20,161.67 for administrative and construction management costs as submitted by Easton Airport consultant, LPA, and a \$16,035.55 contingency fee, requested by MAA to be included in the grant request but to be used only as necessary; Easton Airport's portion of the cost of the project is not to exceed \$49,138.18. Upon motion by Mr. Hollis, seconded by Mr. Duncan, the Council approved the award, contingent upon receipt of grant funding from MAA, and approved submittal of the grant application to MAA by voting 5 – 0 as follows:

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

- E. Grant Request from Easton Airport for Terminal Apron Rehabilitation Design – Requested Council approval to accept Easton Airport consultant, LPA's proposal for the design of the terminal apron rehabilitation project at Easton Airport in the sum of \$187,249.29; requested Council approval to submit a grant application to the Federal Aviation Administration (FAA) in the sum of \$192,294.29; said funding, if approved, would cover the cost of the design project and cost of the Independent Fee Estimate (IFE) in the sum of \$5,000 as conducted by Easton Airport consultant, URS; IFEs are required by the FAA when the cost of a project is estimated to exceed \$100,000. Mr. Henry stated that the amount of the design proposal should have read \$187,294.29. Upon motion by Ms. Price, seconded by Mr. Pack, the Council approved the proposal, as amended, and approved submittal of a grant application to the FAA by voting 5 – 0 as follows:

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

- F. Request from Information Technology – Requested Council approval to renew a maintenance contract with NECAM in the sum of \$11,475.60 for the County's telephone system; said funds have been budgeted for FY2012-2013. Upon motion by Mr. Pack, seconded by Mr. Duncan, the Council approved entering into the maintenance contract by voting 5 – 0 as follows:

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

- G. Request by Talbot County Department of Emergency Services - Requested Council approval to purchase three (3) mobile radios at a total cost of \$20,949.60; two of the radios will serve as replacements for spare radios which have recently failed; the third radio will serve as an emergency spare. Upon motion by Mr. Duncan, seconded by Mr. Hollis, the Council approved the purchase by voting 5 – 0 as follows:

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

X. Council Comments:

Mr. Duncan - No comments.

Ms. Price- Ms. Price stated that she would like to take a moment to honor her uncle, Jack Cole, former Caroline County Commissioner who had recently passed away. She stated that, in her opinion, her uncle had been a great Caroline County Commissioner, had loved the job very much, and was a great man.

Mr. Hollis- Mr. Hollis concurred with Ms. Price’s comments. He stated that he had known Mr. Cole well, had thought very highly of him, and offered condolences to Mr. Cole’s family and to Ms. Price.

Mr. Pack– Mr. Pack offered condolences to Ms. Price and her family on the recent death of Ms. Price’s uncle, Jack Cole. He stated that he had known Mr. Cole as a man who was always witty and always had a smile on his face. He stated that Marilyn Neal of the Neighborhood Service Center has advised that the Neighborhood Service Center is expecting a large shipment of meat and is need of freezer space; anyone wishing to donate or rent freezer space to the organization is asked to contact Ms. Neal. Mr. Pack stated that the Eastern Shore Land Conservancy will be holding a sale of excess clothing at the former McCord Laundry building, soon to be the location of the new Eastern Shore Conservation Center. He stated that the sale would take place on Friday, June 28<sup>th</sup>, Saturday, June 29<sup>th</sup>, and Sunday, June 30, 2013 from 9:00 a.m. to 4:00 p.m.; proceeds will benefit the Eastern Shore Conservation Center.

Mr. Bartlett - Following Ms. Price’s comments, Mr. Bartlett stated that he agreed with Ms. Price’s comment that Mr. Cole was a great man and stated that the Council was sad at hearing of Mr. Cole’s death. Mr. Bartlett later stated that he had attended the recent Juneteenth Celebration at the Academy Art Museum where he heard, in his opinion, an inspiring presentation by Professor Dale Green on the significance of “The Hill,” in Easton, anticipated to soon be designated as the oldest African-American community in the nation. He stated that records show that two homes on “The Hill” were owned by free blacks in 1788 and 1792. Mr. Bartlett stated that Professor Green also provided information on related tourism and heritage tourism opportunities the anticipated designation may afford Easton and Talbot County. He stated that he and several other Council members had recently attended a farm tour hosted by the agricultural agencies of Talbot County; included in the tour were visits to a trotter farm, chicken farm and timber harvest site. Mr. Bartlett concluded his comments by thanking the Farm Bureau Women’s Committee for hosting a delicious lunch for the tour group.

XI. Upon motion by Mr. Pack, seconded by Ms. Price, 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,

July 9, 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 5– 0 as follows:

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

The meeting adjourned at 8:45 p.m.

The transcript of the June 25, 2013 County Council meeting is available for review in the Office of the County Manager during regular office hours.

XII. On Tuesday, June 25, 2013, an Executive Session of the Talbot County Council convened at 5:20 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 3 – 0 as follows:

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

Mr. Hollis arrived at 5:40 p.m.

Mr. Bartlett participated in the Executive Session held prior to the Council meeting via conference call beginning at 5:35 p.m.

In accordance with State Article § 10-508 (a)(1)(i)(3)(4)(7) the purpose of the Executive Session was for a personnel matter to discuss appointments to various County boards and committees; for a legal matter for legal advice concerning a Consent Order with Maryland Department of the Environment; for a legal/real estate matter for legal advice concerning relocation of Memorial Hospital at Easton to County owned property and timetable for same; and for a real estate matter to discuss a proposal to acquire property for a public purpose. The Executive Session recessed at 6:00 p.m. and reconvened at 8:50 p.m. The Executive Session ended at 10:20 p.m.

**CASH STATEMENT 6/18/2013**

<b>BALANCE 6/11/2013</b>	\$15,078,308.01
UHC CLAIMS THRU 6/11/2013	(92,804.89)
POSTAGE WIRE-TOURISM	(1,000.00)
RETURNED CHECK	(40.00)
BOARD OF EDUCATION 1 <sup>ST</sup> HALF JUNE 2013	(1,430,480.00)
STATE BOARD OF ELECTIONS PPE 5/28/2013	(6,964.73)
DEPOSITS	346,453.80
CHECKS	(426,033.88)
VOID CHECK NO. 283987	179.88

**BALANCE 6/18/2013** **13,467,618.19**

**AIRPORT ACCOUNTS**

AIP-RUNWAY 4-22 EXTENSION ANALYSIS		--
AIP-34		43,565.34
AIP-35		36,284.23
AIP36	BALANCE	19,272.58
	CHECK	(1,171.71)
		18,100.87
AIP37		324.62
AIP38		3,257.70

**AIRPORT ACCOUNTS TOTAL BALANCE** **101,532.76**

**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** **\$18,000,000.00**

**PETTY CASH BALANCE** **\$8,320.00**

**GRAND TOTAL ALL FUNDS** **\$31,577,470.95**

**CASH STATEMENT 6/25/2013**

**BALANCE 6/18/2013** \$13,467,618.19

PNC/MLGIP INTEREST ON ACCT 5/2013	1,409.87
UHC CLAIMS THRU 6/18/2013	(30,858.64)
TALBOT BANK GIFT CHECKS	(253.75)

PAYROLL – FD/SS/MS WH 6/21/2013	(113,959.30)
SECURED	(7,017.91)
DEFERRED COMP DED	(9,490.60)
MD WH	(28,204.00)
PENSION DED	(28,281.11)
ACH TRANSFER	(10,411.75)
FLEX SPENDING ACCT	(2,451.51)

DEPOSITS	302,753.40
CHECKS	(982,810.63)
VOID CHECK NO. 284308	12,322.40

**BALANCE 6/25/2013** **12,570,364.66**

**AIRPORT ACCOUNTS**

AIP-RUNWAY 4-22 EXTENSION ANALYSIS --

AIP-34				43,565.34
AIP-35	BALANCE	36,284.23		
	DEPOSIT	19,144.00		55,428.23
AIP36	BALANCE	18,100.87		
	DEPOSIT	17,988.00		36,088.87
AIP37				324.62
AIP38				3,257.70
<b>AIRPORT ACCOUNTS TOTAL BALANCE</b>				<b><u>138,664.76</u></b>
<b>INVESTMENTS – CERTIFICATES OF DEPOSIT</b>				
	<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>\$8,320.00</u></b>
<b>GRAND TOTAL ALL FUNDS</b>				<b><u>\$30,717,349.42</u></b>