



Talbot County, Maryland



Easton, Maryland

MINUTES

November 9, 2010

Present – President Levin F. Harrison, IV, Vice President Philip Carey Foster, Dirck K. Bartlett, Corey W. Pack, County Manager John C. Craig and County Attorney Michael Pullen. Council member Thomas G. Duncan was absent.

I. With the concurrence of his colleagues, Mr. Harrison presented the video, *Americana*, in honor of Veterans’ Day. Mr. Harrison stated that the music in the video was written and performed by Henry “Bird Dog” Wheeler, and produced by Mike Rowe of Easton as a tribute to all servicemen and women. The video was inspired by Mr. Wheeler’s son, Kevin Wheeler, who has completed four tours in Iraq and will soon be deploying to Afghanistan. The video is a recipient of the Tele Award, the video equivalent of a movie Oscar.

II. Minutes – Minutes of October 26, 2010 were approved upon motion by Mr. Pack, seconded by Mr. Foster, with the Council voting 4 – 0 as follows:

Mr. Harrison - Aye
Mr. Pack –Aye
Mr. Foster - Aye
Mr. Bartlett – Aye

III. Agenda – Agenda of November 9, 2010 was approved upon motion by Mr. Foster, seconded by Mr. Pack, with the Council voting 4 – 0 as follows:

Mr. Harrison - Aye
Mr. Pack –Aye
Mr. Foster - Aye
Mr. Bartlett – Aye

IV. Disbursements – Disbursements of November 2, 2010 and November 9, 2010 were approved upon motion by Mr. Bartlett, seconded by Mr. Pack, with the Council voting 4 - 0 as follows:

Mr. Harrison - Aye
Mr. Pack –Aye
Mr. Foster - Aye
Mr. Bartlett – Aye

V. Presentation of Certificate of Achievement for Excellence in Financial Reporting (CAFR) to Angela Lane, Talbot County Finance Officer - Mr. Harrison presented the CAFR Award to Angela Lane in her capacity as Talbot County Finance Director, in recognition of Talbot County’s achievement for excellence in financial reporting. Council members complimented Ms. Lane and members of her staff on the extraordinary achievement. This is the ninth year that Talbot County has received the award.

VI. Introduction of Administrative Resolution:

AN ADMINISTRATIVE RESOLUTION OF TALBOT COUNTY, MARYLAND AUTHORIZING THE ISSUANCE AND SALE OF THIRTEEN MILLION EIGHT HUNDRED FIFTY THOUSAND DOLLARS (\$13,850,000) MAXIMUM PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS

UNDER THE PROVISIONS OF SECTION 5(P) OF ARTICLE 25A OF THE ANNOTATED CODE OF MARYLAND (2005 REPLACEMENT VOLUME AND 2010 SUPPLEMENT) (THE “ENABLING ACT”), SECTION 24 OF ARTICLE 31 OF THE ANNOTATED CODE OF MARYLAND (2010 REPLACEMENT VOLUME) (THE “REFUNDING ACT”), SECTION 623 OF THE CHARTER OF TALBOT COUNTY, MARYLAND (THE “CHARTER”) AND IN ACCORDANCE WITH A PUBLIC LOCAL LAW ENACTED BY THE COUNTY COUNCIL OF TALBOT COUNTY ON MARCH 9, 2010 (“BILL NO. 1181”), SAID BONDS TO BE DESIGNATED “TALBOT COUNTY PUBLIC IMPROVEMENT REFUNDING BONDS, SERIES 2010”, THE NET PROCEEDS OF THE SALE THEREOF TO BE USED AND APPLIED FOR THE PUBLIC PURPOSES DESCRIBED HEREIN; PRESCRIBING THE FORM AND TENOR OF THE BONDS AND THE TERMS AND CONDITIONS FOR THE ISSUANCE AND SALE THEREOF AT PUBLIC SALE, INCLUDING THE FORM OF THE NOTICE OF SALE; PRESCRIBING THE TERMS AND CONDITIONS OF THE BONDS AND ALL OTHER DETAILS INCIDENT TO THE ISSUANCE, SALE AND DELIVERY OF THE BONDS; PROVIDING FOR THE DISBURSEMENT OF THE PROCEEDS OF THE BONDS; AUTHORIZING THE PREPARATION AND DISTRIBUTION OF A PRELIMINARY AND FINAL OFFICIAL STATEMENT IN CONNECTION WITH THE SALE OF THE BONDS; PROVIDING FOR THE LEVY AND COLLECTION OF ANY TAXES NECESSARY FOR THE PROMPT PAYMENT OF THE MATURING PRINCIPAL OF AND INTEREST ON THE BONDS, AND PROVIDING THAT THE FULL FAITH AND CREDIT AND TAXING POWER OF TALBOT COUNTY, MARYLAND SHALL BE PLEDGED TO THE PAYMENT OF SUCH PRINCIPAL AND INTEREST, SUBJECT TO THE LIMITATION ON THE TAX LEVY SET OUT IN SECTION 614 OF THE CHARTER OF TALBOT COUNTY; AND GENERALLY RELATING TO THE ISSUANCE, SALE, DELIVERY AND PAYMENT OF THE BONDS was brought forward for introduction. Upon motion by Mr. Foster, and unanimous consent of the Council, a full reading of the Administrative Resolution was waived. Finance Director Angela Lane explained that the Administrative Resolution outlines the terms of sale of bonds authorized to be issued in Bill No. 1181, enacted by the Council on April 13, 2010. She stated that the purpose of the sale of the bonds is to take advantage of lower interest rates in order to refund a portion of existing County debt, saving approximately 1.2 to 1.4 million dollars over the lifetime of the bonds. She added that sale of the bonds will not extend the amount of debt owed by the County nor extend any of the bond maturities. The bonds are scheduled to be sold on November 23, 2010. Ms. Lane further advised that the County had recently completed a ratings review by ratings services Fitch, Inc. and Moody’s Investors Service, receiving ratings of AA² and AAA, respectively. The Council approved the Administrative Resolution as presented by voting 4 – 0 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Aye
Mr. Bartlett - Aye

- VII. Presentation of Maryland Agricultural Land Preservation Foundation (MALPF) District and Easement Applications – Martin Sokolich, Talbot County Long Range Planner – Mr. Sokolich requested Council approval to accept four newly created District applications into the MALPF Program, prioritized to meet acreage and soil quality criteria as determined by MALPF. Mr. Sokolich advised that the District Applications have been reviewed and recommended by the local advisory board and the Talbot County Planning Commission and have been incorporated into the Easement Application listing. Upon motion by Mr. Foster, seconded by Mr. Bartlett, the Council approved acceptance of the District Applications by voting 4 – 0 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Aye
Mr. Bartlett – Aye

Mr. Sokolich requested Council approval of the 2011 Easement Application listing and to submit same to the State; purchase of the easements by the State will begin in the spring of 2011. Upon motion by Mr. Pack, seconded by Mr. Bartlett, the Council approved the list as presented by voting 4 – 0 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Aye
Mr. Bartlett – Aye

VIII. County Manager's Report:

A. Request from Chesapeake College for Increase in Funding Authority – Requested Council approval for: (1) Chesapeake College to increase their FY2011 spending authority in the sum of \$480,692; and (2) use of \$746,000 from the FY2011 Unrestricted Fund Balance; \$486,000 for Operating Expenditures to provide required technology, system upgrades, faculty and staff training related to the system upgrades, workforce training and urgent building repairs, and \$260,000 for repair of the Queen Anne's Building HVAC system; no new monies are being requested. Council discussion ensued and the matter was deferred to a date yet to be determined.

B. Bid No. 10-24, REQUEST FOR FARM LAND RENTAL PROPOSALS – EASTON AIRPORT - Requested Council approval of the Easton Airport Manager's recommendation to award Bid No. 10-24 to the high bidder, Cecil H. Gannon and Sons, Inc. in the sum of \$8,424.50 for crop seasons 2011, 2012, and 2013. Upon motion by Mr. Bartlett, seconded by Mr. Pack, the Council approved the award by voting 4 – 0 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Aye
Mr. Bartlett - Aye

C. Bid No. 10-26, REQUEST FOR FARM LAND RENTAL PROPOSALS, LEWISTOWN ROAD PROPERTY – CORDOVA, MARYLAND – Requested Council approval of the Parks & Recreation Director's recommendation to award Bid No. 10-26 to the high bidder, Cecil H. Gannon & Sons, Inc. in the sum of \$2,730.00 for a period of one year. Upon motion by Mr. Pack, seconded by Mr. Foster, the Council approved the recommendation by voting 4 – 0 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Aye
Mr. Bartlett – Aye

D. Bid No. 10-27, REQUEST FOR FARM LAND RENTAL PROPOSALS, LONGWOODS ROAD AND OCEAN GATEWAY PROPERTIES – Mr. Craig briefed the Council on the four bids submitted for Bid No. 10-27, one of which is being recommended by the Director of Parks & Recreation to be excluded due to, in his opinion, improper bid submittal format. Mr. Craig stated that the bid had not been submitted on the bid form included in the bid packet, but instead had been submitted as a separate bid for each of the three (3) parcels. Mr. Craig advised that when the prices of each of the three parcels were totaled, the proposed bid to be excluded was the high bidder at \$35,579.79. At Council’s request, the County Attorney will review all bid documents and advise whether use of the bid form was required or optional. The matter was deferred to the Tuesday, November 23, 2010 Council meeting.

E. Bid No. 10-29, REST ROOM RENOVATIONS - HOG NECK GOLF COURSE PRO SHOP - Requested Council approval of the Assistant County Engineer’s recommendation to award Bid No. 10-29 to Sens Mechanical, Inc. in the sum of \$84,865 with additional related costs bringing the total cost of the project to \$113,000; no previous capital improvement funds have been designated for the project. Upon motion by Mr. Bartlett, seconded by Mr. Foster, the Council approved the award by voting 4 – 0 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Aye
Mr. Bartlett – Aye

The County Manager requested use of contingency funding in the sum of \$113,000 for the project and certified that same is available. Upon motion by Mr. Pack, seconded by Mr. Foster, the Council approved use of contingency funding for the project by voting 4 – 0 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Aye
Mr. Bartlett – Aye

F. Easton Library Glebe Road Location Traffic Circulation Plan – Requested Council approval to award parking lot improvements at the building located at 28712 Glebe Road to low bidder, Scheibel Construction, in the sum of \$13,081.00; said improvements are in preparation for temporary occupancy by the Easton Branch of the Talbot County Free Library during renovation of their current building and as a condition of the Lease as the County is changing the occupancy of the space. Upon motion by Mr. Bartlett, seconded by Mr. Pack, the Council approved the award , as presented in the traffic circulation plan, by voting 3 – 1 as follows:

Mr. Harrison – Aye
Mr. Pack – Aye
Mr. Foster – Nay
Mr. Bartlett - Aye

G. Update on Dutchmans Lane – The County Manager requested that County Engineer Ray Clarke provide an update on the Dutchmans Lane Project. Mr. Clarke stated that as of noon today, the last bridge panel had been put in place and the road should reopen to two-way traffic

by Tuesday, November 16, 2010 or Wednesday, November 17, 2010. He stated that the road has been completely closed since the storm event of September 29th and 30th washed out a main portion of the road prohibiting use of one lane for traffic as originally planned; the road was then closed until the completion of the project, anticipated to be eight weeks. He further advised that if the road reopens on time, the project will have been completed in seven weeks, adding that there have been several rain events which have postponed work at the site. Council discussion of the project ensued, with the Council requesting that lessons learned from the Dutchmans Lane Project be applied to the upcoming Glebe Road Project.

- H. Update on County Move to Bay Street Building – Mr. Craig advised the Council that the County's move from 28712 Glebe Road to 215 Bay Street will begin on Monday, November 15, 2010, adding that although the offices will be in transition during the week of November 15th – 19th, the offices will remain open during that time and staff will be maintained at the Glebe Road offices through the 17th; all phones will be operational at Bay Street on the 18th. Mr. Craig thanked Facilities Manager Brian Moore and his staff for all their work preparing the building for the move. He advised that the Town of Easton has inspected the building and is prepared to issue an occupancy permit. The following offices will be located at 215 Bay Street: Economic Development; Environmental Health; Housing; Permits & Inspections; Planning & Zoning; and Public Works. He further advised that permission for signage would be sought from the Waterfowl Festival, Inc., owner of property fronting Bay Street; additional signage will be posted on the County's property at 215 Bay Street. Mr. Pack requested that an individual be present to personally assist County citizens during the transition.

IX. Council Comments:

Mr. Bartlett – No comments.

Mr. Pack - Mr. Pack encouraged everyone to participate in the upcoming Waterfowl Festival Weekend activities.

Mr. Foster – Following the *Americana* video presentation in commemoration of Veterans' Day, Mr. Foster had commented that he had recently attended a flagpole dedication ceremony at St. Mark's United Methodist Church in Easton whereby the flagpole and surrounding area had been dedicated in honor and memory of veterans. He advised that Maryland troops will soon be making their largest deployment ever for a non-declared war, adding that as the troops continue to be in harm's way, our thoughts and prayers are with them.

Mr. Harrison- Mr. Harrison reminded everyone that Thursday is Veterans' Day and celebrations will be held at various locations in the County, including at the VFW and American Legion, and that County offices will be closed on Veterans' Day, but will reopen on Friday. He hoped all those who plan to participate in Waterfowl Festival Weekend enjoy the festivities, adding that the weather is anticipated to be great.

- X. Upon motion by Mr. Foster, seconded by Mr. Pack, the Council voted to adjourn, and to reconvene in Executive Session on Tuesday, November 23, 2010 at 12:30 p.m. for discussion of legal, personnel and real estate matters by voting 4 – 0 as follows:

Mr. Harrison - Aye
 Mr. Pack – Aye
 Mr. Foster– Aye
 Mr. Bartlett – Aye

The meeting adjourned at 2:58 p.m.

XI. There was no Executive Session prior to the Council meeting on Tuesday, November 9, 2010.

The transcript of the November 9, 2010 County Council meeting is available for review in the Office of the County Manager during regular office hours.

CASH STATEMENT 11/01/2010

BALANCE 10/26/2010	\$2,191,859.45
UHC CLAIMS THRU 10/26/2010	(48,951.21)
SALE & INT ON CD@TALBOT BANK	3,001,571.09
BOARD OF EDUCATION 10/2010	(2,860,800.00)
AIRPORT LOCAL MATCH TO AIP35, AIP36, AIP37	(20,554.27)
PAYROLL-FD/SS/MS WH 10/29/2010	(122,641.84)
SECU DED	(9,765.74)
DEFERRED COMP DED	(12,584.40)
MD WH	(30,889.79)
PENSION DED	(21,505.02)
ACH TRANSFER	(10,865.00)
FLEX SPENDING ACCT	(2,298.68)
DEPOSITS	1,347,299.74
CHECKS	(761,419.70)
VOIDED CHECK NO.S 264088, 264726, 264907, 264940	26,719.47
BALANCE 11/01/2010	<u>2,665,174.10</u>

AIRPORT ACCOUNTS

AIP29	21,953.13
AIP30	202.57
AIP33-DSA	2,505.00
NEW AIP-RUNWAY 4-22 EXTENSION ANALYSIS	0.00
AIP34	9,246.37
AIP-35	BALANCE 10/26/2010 15,420.41
	DEPOSITS 440,848.50
	LOCAL MATCH 22,138.35
	TRANS-GEN FUND (20,216.50)
	CHECKS (442,770.35) 15,420.41

AIP36	BALANCE 10/26/2010	0.00	
	DEPOSITS	323,755.00	
	LOCAL MATCH	17,040.46	
	CHECKS	(340,795.46)	
AIP37	BALANCE 10/26/2010	0.00	
	DEPOSITS	28,317.00	
	LOCAL MATCH	1,591.96	
	CHECKS	(29,807.82)	101.14

AIRPORT ACCOUNTS TOTAL BALANCE \$49,428.62

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
06/29/2010	12/28/10	0.47%	3,000,000.00
07/13/2010	01/18/11	0.47%	3,000,000.00
07/27/2010	01/25/11	0.26%	3,000,000.00
05/11/2010	02/15/11	0.50%	3,000,000.00
08/11/2010	02/15/11	0.26%	4,000,000.00
06/15/2010	03/15/11	0.56%	3,000,000.00
06/29/2010	03/29/11	0.61%	3,000,000.00
07/13/2010	04/26/11	0.61%	5,000,000.00
07/27/2010	04/26/11	0.36%	3,000,000.00
08/31/2010	05/31/11	0.37%	4,000,000.00
09/14/2010	06/14/11	0.37%	3,000,000.00
07/27/2010	07/26/11	0.51%	6,000,000.00
08/11/2010	08/09/11	0.52%	4,000,000.00
08/31/2010	08/30/11	0.56%	4,000,000.00
09/28/2010	09/27/11	0.57%	5,000,000.00
PNC-MLGIP INVESTMENTS TOTAL		0.19%	3,000,000.00

TOTAL INVESTED \$59,000,000.00

PETTY CASH BALANCE \$6,800.00

GRAND TOTAL ALL FUNDS \$61,721,402.72

CASH STATEMENT 11/09/2010

BALANCE 11/01/2010	\$2,665,174.10
GLEBE ROAD PROJECT/STEVENSON	(1,435.60)
TRANS LOCAL SHARE TO AIP35	(40,432.93)
INTEGRA 11/2010	(12,175.36)
UHC CLAIMS THRU 11/02/2010	(26,669.01)
UTMC BOND PAYMENT	(2,833.00)

PAYROLL – FD/SS/MS WH 11/05/2010	(2,957.88)
MD WH	(648.08)
PENSION DED	(184.17)
FLEX SPENDING ACCT	(140.00)
DEPOSITS	409,413.68
CHECKS	(706,112.84)
BALANCE 11/09/2010	<u>2,280,998.91</u>

AIRPORT ACCOUNTS

AIP29			21,953.13
AIP30			202.57
AIP33-DSA			2,505.00
NEW AIP-RUNWAY 4-22 EXTENSION ANALYSIS			0.00
AIP34			9,246.37
AIP-35	BALANCE 11/01/2010	15,420.41	
	DEPOSITS	768,227.00	
	LOCAL MATCH	40,432.93	
	CHECKS	(808,659.93)	15,420.41
AIP36			0.00
AIP37			101.14
AIRPORT ACCOUNTS TOTAL BALANCE			<u>\$49,428.62</u>

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
06/29/2010	12/28/10	0.47%	3,000,000.00
07/13/2010	01/18/11	0.47%	3,000,000.00
07/27/2010	01/25/11	0.26%	3,000,000.00
05/11/2010	02/15/11	0.50%	3,000,000.00
08/11/2010	02/15/11	0.26%	4,000,000.00
06/15/2010	03/15/11	0.56%	3,000,000.00
06/29/2010	03/29/11	0.61%	3,000,000.00
07/13/2010	04/26/11	0.61%	5,000,000.00
07/27/2010	04/26/11	0.36%	3,000,000.00
08/31/2010	05/31/11	0.37%	4,000,000.00
09/14/2010	06/14/11	0.37%	3,000,000.00
07/27/2010	07/26/11	0.51%	6,000,000.00
08/11/2010	08/09/11	0.52%	4,000,000.00
08/31/2010	08/30/11	0.56%	4,000,000.00
09/28/2010	09/27/11	0.57%	5,000,000.00

PNC-MLGIP INVESTMENTS TOTAL	0.19%	3,000,000.00
TOTAL INVESTED		<u>\$59,000,000.00</u>
PETTY CASH BALANCE		<u>\$6,800.00</u>
GRAND TOTAL ALL FUNDS		<u>\$61,337,227.53</u>