



TALBOT COUNTY, MARYLAND

County Council

MINUTES

July 1, 2025

Present – President Chuck Callahan, Vice President Pete Leshner, Keasha N. Haythe, Lynn L. Mielke, Dave Stepp, County Manager Clay Stamp, and County Attorney, Patrick Thomas.

- I. Agenda – The agenda of Tuesday, July 1, 2025 was brought forward for approval. Mr. Stepp made a motion to amend the agenda to add an item under the County Manager’s Report for *“approval to apply for and accept a grant from the Federal Aviation Administration for the Easton Airport modernization project.”* The motion was seconded by Mr. Leshner and Council approved the Agenda, as amended, by voting 5-0 as follows:
 - Mr. Callahan – aye
 - Mr. Stepp – aye
 - Mr. Leshner – aye
 - Ms. Mielke – aye
 - Ms. Haythe - aye
- II. Minutes – Mr. Callahan requested and received unanimous consent for approval of the Minutes of Tuesday, May 13, 2025 and Tuesday, May 27, 2025.
- III. Disbursements – Mr. Callahan requested and received unanimous consent for approval of the Disbursements of Tuesday, June 17, 2025, Tuesday, June 24, 2025 and Tuesday, July 1, 2025.
- IV. Introduction of Administrative Resolution:

ADMINISTRATIVE RESOLUTION ESTABLISHING A SENIOR CITIZENS TASK FORCE was read into the record by the Clerk and brought forward for introduction. Prior to introduction, Ms. Mielke noted that it has come to her attention through her service on the Commission on Aging that there is a growing problem in Talbot County with homeless senior citizens (approximately 52 seniors), particularly in the Easton area. Based on that information and knowing the senior citizen population has special needs that cannot necessarily be met by organizations such as Talbot Interfaith Shelter, she is requesting a Senior Citizens Task Force be established which could address a plan to provide assistance possibly by acquiring real estate, apartments, living accommodations or other things. Council discussion ensued with Council recommending a work session be held first to hear directly from agencies that support senior citizens in Talbot County to better understand the need and to learn data points and statistics. The administrative resolution was introduced by Council. Prior to voting on the administrative resolution, a work session will be scheduled with agencies identified in the administrative resolution (including Commission on Aging, Delmarva Community Services, Inc., Talbot Interfaith Shelter, Neighborhood Service Center, Talbot County Health Department Senior Care Program, Easton Town Council and the County Council).
- V. Second Public Hearing on Community Development Block Grant (CDBG) Project: 5:30 p.m.

As required by the Community Development Block Grant (CDBG) process, a second public hearing was held on the St. Vincent de Paul (MD-24-CD-25) project located at 29533 Canvasback Drive, Easton, MD. CDBG funds in the amount of \$625,000 were used for a 2,400 s.f. addition and renovations to the food pantry, thrift store and client services facility. Mary Kay Verdery, Grants Administrator, and John Plaskon, President, St. Vincent de Paul, provided an overview of the

project and showed a PowerPoint. Ms. Verdery noted that the County Council had provided \$100,000 from the County’s American Rescue Plan Act (ARPA) funds toward this project as well. Members of the public were afforded an opportunity to comment on the CDBG project.

VI. Public Hearing on Community Development Block Grant (CDBG) Special Project Application:

- Community Development Block Grant (CDBG) Special Project - Talbot Interfaith Shelters, 107 and 109 Goldsborough Street, Easton, MD 21601. Talbot Interfaith Shelters is seeking \$121,090 for elevator lift improvements at Easton’s Promise and Evelyn’s Place homeless shelter facilities.

Prior to the public hearing, Mary Kay Verdery, Talbot County Grants Administrator, noted that the County has chosen to partner with Talbot Interfaith Shelter on a special CDBG project application which, if awarded, will provide \$121,090 in grant funds for elevator lift improvements at Talbot Interfaith Shelter’s two locations: Easton’s Promise and Evelyn’s Place. Members of the public were afforded an opportunity to comment on the CDBG grant application.

VII. Introduction of Administrative Resolution

AN ADMINISTRATIVE RESOLUTION AUTHORIZING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SPECIAL PROJECT APPLICATION FOR THE TALBOT INTERFAITH SHELTERS ELEVATOR LIFT IMPROVEMENT PROJECT LOCATED AT 107 AND 109 GOLDSBOROUGH STREET, EASTON, MARYLAND 21601 was read into the record by the Clerk and brought forward. Upon motion by Mr. Stepp, seconded by Ms. Haythe, the Council approved the administrative resolution by voting 5-0 as follows:

Mr. Callahan – Aye
Mr. Stepp – Aye
Mr. Leshner – Aye
Ms. Mielke – Aye
Ms. Haythe - Aye

VIII. County Manager’s Report:

- A. Agricultural Land Preservation Advisory Board – Requested Council approval for the appointment of Tamara Lees to the Agricultural Land Preservation Advisory Board; said term will complete the unexpired term of Robert Saathoff, Sr. and will expire on March 13, 2028. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved the appointment by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- B. Airport Board – Requested Council approval for the reappointment of Peter Griffin to a four-year term on the Airport Board; said term will expire on June 1, 2029. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved the reappointment by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- C. Economic Development Commission – Requested Council approval for the reappointment of Reza Jafari, Debbie Walsworth and Chris Kleppinger to three-year terms on the Economic Development Commission; said terms will expire on June 30, 2028. Upon motion by Ms. Mielke, seconded by Mr. Stepp, the Council approved the reappointments by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- D. Golf Board – Requested Council approval for the reappointment of Ron Vener to a three-year term on the Golf Board; said term will expire on June 1, 2028. Upon motion by Mr. Stepp, seconded by Ms. Mielke, the Council approved the reappointment by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- E. Historic Preservation Commission – Requested Council approval for the reappointment of John Renda to a three-year term on the Historic Preservation Commission; said term will expire on July 1, 2028. Upon motion by Mr. Leshner, seconded by Ms. Mielke, the Council approved the reappointment by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- F. Social Services Board of Directors – Requested Council approval for the reappointment of Sandy Brown and Samantha Jeter, and the appointment of Devon Beck and Tina Jones to three-year terms on the Social Services Board of Directors; said terms will expire on June 30, 2028. Upon motion by Mr. Leshner, seconded by Ms. Mielke, the Council approved the appointments and reappointments by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- G. Weed Control Committee – Requested Council approval for the reappointment of John Swaine, III to a three-year term on the Weed Control Committee; said term will expire on July 1, 2028. Upon motion by Mr. Stepp, seconded by Ms. Haythe, the Council approved the reappointment by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- H. Request from Department of Social Services – Recommendation to Award Bid No. 25-10, REQUEST FOR LETTERS OF INTEREST – CHILD & ADULT WELFARE AND CHILD SUPPORT LEGAL SERVICES – TALBOT COUNTY, MARYLAND – Requested Council approval of the award of Bid No. 25-10 to the sole bidder, the Law Offices of Stevens Palmer, LLC for Child and Welfare services not to exceed \$99,555 and Child Support Services not to exceed \$75,000. No County funds are required; this is a pass-through grant. Upon motion by Ms. Haythe, seconded by Mr. Leshner, the Council approved the bid award by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- I. Request from Department of Public Works – Recommendation to Award Bid No. 25-01, REQUEST FOR SUBMITTALS REGARDING STATEMENT OF QUALIFICATIONS – COST-OF-SERVICE AND RATE STUDY – SANITARY DISTRICT– TALBOT COUNTY, MARYLAND – Requested Council approval for the award of Bid No. 25-01 to the sole bidder, NewGen Strategies & Solutions in the amount of \$44,000 for NewGen’s direct services and \$4,800 to Davis, Bowen & Friedel as their subcontractor for technical assistance. Ray Clarke, County Engineer, noted that NewGen has done work for other Maryland jurisdictions including Ocean City, Wicomico County, Queen Anne’s County and St. Mary’s County. There are sufficient funds in the budget for this project. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the bid award by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- J. Request from Department of Public Works to Purchase 20 E-One Extreme Grinder Pumps and Conversion Kits for Use in Region I, Region II and Region V Sanitary Districts – Requested Council approval to purchase twenty (20) grinder pumps from Freemire & Associates, Inc. in the amount of \$72,420 for inventory supply for the Sanitary District. Upon motion by Mr. Stepp, seconded by Ms. Haythe, the Council approved the request by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- K. Request from Sheriff's Office for Purchase of In-Car Video Cameras – Requested Council approval to purchase thirty (30) in-car video cameras in the amount of \$415,008 to be paid over a five (5) year period (\$83,001.60/year). There are sufficient funds in the budget for the purchase. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved the purchase by voting 4-0-1 as follows:

Mr. Callahan – aye
Mr. Stepp – abstain
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- L. Request from Department of Economic Development and Tourism to Apply for and Accept Grant from Economic Development Administration for Regional Medical Center Project – Requested Council approval to apply for and accept grant funding from the U.S. Economic Development Administration (EDA) in the amount of \$3,500,000 for the University of Maryland Medical System's regional medical center project for infrastructure. If approved, this project will support the creation of 700 jobs. Cassandra Vanhooser, Director of Economic Development and Tourism noted that this is a joint application with the County, Town of Easton and Easton Utilities. Additionally, Ms. Vanhooser requested a letter of support from the County Council for the grant application. Upon motion by Mr. Leshner, seconded by Mr. Stepp, the Council approved the grant application and letter of support by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- M. Request from Finance Office to Approve 4th Quarter Budget Transfers for Fiscal Year 2024-2025 – Requested Council approval for fourth quarter budget transfers for FY2024-2025 in accordance with the Talbot County Charter, Section 615. Mr. Stamp noted that the transfers are related to unspent funds in other departments being used for the budget transfers related to increased electrical costs, higher than normal snow removal costs, and increased maintenance contracts for

facilities. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the fourth quarter transfers as proposed by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe – aye

- N. Request from County Manager to Reject Proposals Received for Bid No. 25-02, REQUEST FOR PROPOSALS, STRATEGIC FACILITIES MASTER PLAN DEVELOPMENT FOR TALBOT COUNTY GOVERNMENT – Requested Council approval to reject all bids received for Bid No. 25-02 as the costs as proposed exceed the County’s current budgetary capacity for the project. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the recommendation to reject all bids by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- O. Request from Department of Corrections to Extend the Current Agreement with Wellpath™ (formerly correct Care Solutions, LLC) to Provide Inmate Medical and Mental Health Services – Requested Council approval to extend the County’s contract with Wellpath™ for one year at a cost of \$659,541. There are sufficient funds in the budget for the contract extension. Upon motion by Mr. Leshner, seconded by Ms. Haythe, the Council approved the recommendation to renew the contract with Wellpath™ by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe - aye

- P. Request from Department of Corrections to Extend the Current Agreement with Trinity Food Services Group to Provide Food and Beverage Services - Requested Council approval to extend the County’s contract with Trinity Food Services Group for one year at a cost of \$360,000. There are sufficient funds in the budget for the contract extension. Upon motion by Mr. Stepp, seconded by Mr. Leshner, the Council approved the recommendation to renew the contract with Trinity Food Services Group by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe – aye

Q. Request from Easton Airport to Apply for and Accept a Grant from the Federal Aviation Administration (FAA) for the Easton Airport Modernization Project – Requested Council approval to apply for and accept an Airport Infrastructure Project (AIP) grant from the Federal Aviation Administration for up to \$17,000,000 for Package 3 for the airfield modernization project. This is an amendment to the approval given by the Council on June 10, 2025. Micah Risher, Airport Manager, confirmed that adequate funds are available for the match. Upon motion by Mr. Stepp, seconded by Mr. Haythe, the Council approved the request to apply for and accept an FAA grant by voting 5-0 as follows:

Mr. Callahan – aye
Mr. Stepp – aye
Mr. Leshner – aye
Ms. Mielke – aye
Ms. Haythe – aye

R. Mr. Stamp announced that County Offices are closed on Friday, July 4, 2025 in observance of the 4th of July holiday.

IX. Public Comments: Members of the public were afforded an opportunity to comment on matters of interest to them.

X. Council Comments:

Mr. Stepp - Wished everyone a happy and safe 4th of July holiday as the country celebrates its 249th birthday.

Mr. Leshner - Wished everyone a happy and safe 4th of July holiday.

Ms. Mielke - Wished everyone a happy and safe 4th of July holiday.

Ms. Haythe - Asked the public to continue to send prayers for the family and friends of Darren Foxwell whose memorial service is tomorrow.

Mr. Callahan - Wished everyone a happy, safe and blessed 4th of July holiday.

Upon motion by Ms. Haythe, seconded by Mr. Stepp the Council voted to reconvene on Tuesday, July 8, 2025 at 3:30 p.m. to adjourn into Closed Session as listed on the statement for closing that meeting, then for the regularly scheduled meeting at 5:00 p.m. by voting 5 – 0 as follows:

Mr. Callahan – Aye
Mr. Stepp - Aye
Mr. Leshner – Aye
Ms. Mielke – Aye
Ms. Haythe – Aye

The meeting ended at 6:09 p.m.

The transcript of the Tuesday, July 1, 2025, County Council meeting is available for review in the Office of the Talbot County Manager during regular office hours.

XI. Summary of Closed Session Held on July 1, 2025:

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 3:30 p.m. to 5:00 p.m.
 Place of closed session: County Council Office
 Purpose of the closed session: To consider various matters as set forth in the statement for closing the meeting

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Callahan, Haythe, Leshner, Mielke, Stepp
 Members opposed: None
 Abstaining: None
 Absent: None

3. Statutory authority to close session and listing of each topic actually discussed, persons present, and each action taken in the session:

Topic Description	Statutory Authority	Reason for Closed Session Discussion	Persons Present	Action Taken
To discuss appointments to various County boards and committees	GP § 3-305(b)(1)(i)	Public discussion would discourage individuals from volunteering to serve	Chuck Callahan, Pete Leshner, Keasha Haythe, Lynn Mielke, Dave Stepp, Clay Stamp, Jessica Morris, Patrick Thomas	No action
To brief Council on a legal matter regarding lease at Easton Airport	GP § 3-305(b)(7)	Attorney-client privilege regarding legal advice	Chuck Callahan, Pete Leshner, Keasha Haythe, Lynn Mielke, Dave Stepp, Clay Stamp, Jessica Morris, Patrick Thomas, Micah Risher	Council concurred with recommendation
To provide legal advice regarding a Public Information Act request	GP § 3-305(b)(7)	Attorney-client privilege regarding legal advice	Chuck Callahan, Pete Leshner, Keasha Haythe, Lynn Mielke, Dave Stepp, Clay Stamp, Jessica Morris, Patrick Thomas	Council concurred with recommendation

		TALBOT COUNTY, MARYLAND WEEKLY CASH STATEMENT 6/17/2025	
OPERATING FUNDS - SHORE UNITED BANK			
OPERATING FUNDS AT		6/10/2025	\$ 23,400,464.12
Total ADP Payroll PPE 6/6/2025			(967,555.04)
ADP Payroll PPE 6/6/2025			(3,189.10)
Interest on Accounts 5/2025			69,585.33
Deposits			751,774.50
Checks			(334,071.89)
ACH Disbursements			(2,002,296.62)
OPERATING FUNDS AT		6/17/2025	\$ 20,914,711.30
PETTY CASH FUNDS			\$ 18,105.00
INVESTMENT FUNDS			
		<u>Yield</u>	
Maryland Local Government Investment Pool (MLGIP)		4.31%	\$ 23,329,746.79
Bayvanguard Bank		4.15%	\$ 11,215,308.35
Shore United Money Market Account		4.33%	\$ 62,769,652.46
INVESTMENT FUNDS TOTAL			\$ 97,332,812.60
<u>TOTAL ALL CASH AND INVESTMENTS</u>			\$ 118,247,523.90



**TALBOT COUNTY, MARYLAND
WEEKLY CASH STATEMENT
6/24/2025**

OPERATING FUNDS - SHORE UNITED BANK			
OPERATING FUNDS AT	6/17/2025		\$ 20,914,711.30
ADP Payroll PPE 4/25/2025 wk#25-2			(4,814.38)
ADP Payroll PPE 6/6/2025 wk#25-3			865.21
ADP Payroll PPE 6/6/2025 wk#25-4			1,935.15
Returned Check #1105			(378.13)
Bank Charges 5/2025			(10,534.51)
Deposits			27,396,263.90
Checks			(142,869.36)
ACH Disbursements			(987,491.13)
EFT's			(605,972.27)
Wire Transfers			(3,995,546.78)
OPERATING FUNDS AT	6/24/2025		\$ 42,566,169.00
PETTY CASH FUNDS			\$ 18,105.00
INVESTMENT FUNDS			
		<u>Yield</u>	
Maryland Local Government Investment Pool (MLGIP)		4.32%	\$ 23,329,746.79
Bayvanguard Bank		4.15%	\$ 11,215,308.35
Shore United Money Market Account		4.33%	\$ 62,769,652.46
INVESTMENT FUNDS TOTAL			\$ 97,332,812.60
TOTAL ALL CASH AND INVESTMENTS			\$ 139,898,981.60

		TALBOT COUNTY, MARYLAND WEEKLY CASH STATEMENT 7/01/2025	
OPERATING FUNDS - SHORE UNITED BANK			
OPERATING FUNDS AT		6/24/2025	\$ 42,566,169.00
Returned Check #262			(20.00)
Community Center Sales & Use Tax Due 6/20/2025			(44.92)
Golf Course Sales & Use Tax Due 6/20/2025			(3,972.72)
Roads Sales & Use Tax Due 6/20/2025			(770.60)
Airport Merchant Portal Hosting 5/2025			(11.00)
Repurposing Merchant Portal Hosting 5/2025			(15.00)
Roads Merchant Portal Hosting 5/2025			(15.00)
Airport Merchant Portal Hosting 6/2025			(11.00)
Repurposing Merchant Portal Hosting 6/2025			(15.00)
Roads Merchant Portal Hosting 6/2025			(15.00)
Deposits			3,779,476.78
Checks			(101,328.42)
ACH Disbursements			(2,936,017.58)
OPERATING FUNDS AT		7/01/2025	\$ 43,303,409.54
PETTY CASH FUNDS			\$ 18,105.00
INVESTMENT FUNDS			
		<u>Yield</u>	
Maryland Local Government Investment Pool (MLGIP)	4.33%	\$	23,329,746.79
Bayvanguard Bank	4.15%	\$	11,215,308.35
Shore United Money Market Account	4.33%	\$	62,769,652.46
INVESTMENT FUNDS TOTAL			\$ 97,332,812.60
<u>TOTAL ALL CASH AND INVESTMENTS</u>			\$ 140,636,222.14