



TALBOT COUNTY, MARYLAND

County Council

MINUTES

January 12, 2016

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

- I. Agenda – Mr. Pack requested and received Council’s unanimous consent for approval of the Agenda of Tuesday, January 12, 2016.
- II. Minutes – Mr. Pack requested and received Council’s unanimous consent for approval of the Minutes of Tuesday, December 8, 2015 and Tuesday, December 22, 2015.
- III. Disbursements – Mr. Pack requested and received Council’s unanimous consent for approval of the Disbursements of Tuesday, December 29, 2015, Tuesday, January 5, 2016 and Tuesday, January 12, 2016.
- IV. Introduction of Jayne Fitzgerald, Executive Director, Talbot Partnership – Ms. Fitzgerald introduced herself as the new executive director of Talbot Partnership and provided a brief outline of the organization’s focus under her leadership. She stated that Talbot Partnership continues to focus on compliance checks related to service of alcohol to underage individuals; applications for grant funding to assist the organization with its programming for heroin and opioid use prevention; and advised that a fall 2016 fundraising automobile rally is being planned. Council welcomed Ms. Fitzgerald to the position.
- V. Presentation by Talbot County Agricultural Community – Craig Zinter, District Manager, Talbot Soil Conservation District; Ed Heikes, Member, Board of Directors, Talbot County Farm Bureau; Shannon Dill, Extension Educator – AGNR, University of Maryland Extension – Talbot County; John Barga, County Executive Director, U.S. Department of Agriculture/Talbot County Farm Service Agency – Ms. Dill referenced a graphic previously provided to the Council which outlined the four agricultural agencies serving the Talbot County community. She stated that even though the organizations represented are four different entities which are funded separately and operated differently, they all have one mission: the agricultural viability and profitability of Talbot County farms and environmental stewardship. Mr. Heikes briefed the Council on the resolution adopted by the Talbot County Farm Bureau in 2015 pertaining to curtailing crop damage caused by deer. Mr. Heikes then requested Council’s consideration of support of initiatives brought forward by the Maryland Farm Bureau through its collaboration with the Maryland Department of Natural Resources (DNR) regarding the initiative. Council discussion ensued with Mr. Heikes and several of the representatives in attendance regarding the specifics of the proposal. At Council’s request, additional information will be forwarded to Council for their review and consideration. Mr. Zinter provided an update on Watershed Improvement Plan (WIP) goals achieved by the agricultural community. Mr. Barga provided an update on the amount of acreage in Talbot County which has been placed under conservation. Council discussion ensued with each representative as various items were brought forward. Ms. Dill issued an invitation to Council members to attend the upcoming 64th Annual Corn Club Dinner on Wednesday, January 27, 2016 and the Farm Bureau Annual Spring Social on Thursday, March 10, 2016. Representatives of the agricultural community will continue to update the Council on a regular or as-needed basis.

Mr. Bartlett left the dais at 2:15 p.m. and returned at 2:22 p.m.

- VI. Update on Village to Village Network Conference – Lee Newcomb, LCSW-C, Adult Services Social Worker, Talbot County Department of Social Services and Member, Talbot County Commission on the Aging; Marion Donahue, Member, Talbot County Commission on the Aging - Ms. Newcomb and Ms. Donahue briefed the Council on the recent Village Network Conference they had attended in Seattle, Washington and the “Village to Village” network concept; funding for one individual to attend the conference was provided by Talbot County and the Talbot County Department of Social Services. Ms. Newcomb stated that the concept involves not-for-profit member organizations established in communities throughout the country, which, through their system of volunteers and paid staff, provide direct services and coordination of services specific to the needs of senior citizens in their own communities so that those individuals can continue to live in their own homes for as long as possible. She stated that services could include social support, grocery/prescription delivery, home repairs, transportation, community engagement, coordination and provision of medical care. Ms. Newcomb emphasized the need for development of the concept in light of the aging Baby Boomer population which comprises approximately one-third of the population of the United States (77,000,000), 10,000 of whom turn 65 every day. Council discussion ensued with Ms. Newcomb and Ms. Donahue regarding the criteria generally used to establish “villages,” and the ongoing efforts toward the establishment of the concept in Talbot County, known as Talbot Village Connections, Inc. as a non-profit 501(c)(3). The Talbot County Commission on the Aging will continue to update the Council on the development of Talbot Family Connections, Inc. as the process moves forward to solicit members, volunteers and funding.

Mr. Pack had previously left the dais at 2:38 p.m. and returned at 2:43 p.m.

- VII. Presentation on Talbot County Public Schools Fiscal Year 2015 Annual Report and Vision 2020 Strategic Plan – Kelly Griffith, Ed. D., Superintendent, Talbot County Public Schools – Dr. Griffith briefed the Council on information contained in the *Fiscal Year 2015 Report to Our Community*, the annual report on Talbot County Public Schools for the 2015 school year. Information provided included the demographics of the school system, the number of English Language Learner students, students qualifying for Free & Reduced Meals (FARMS), readiness of Kindergarten students, and statistical information on the Class of 2015. Dr. Griffith then outlined several criteria of the three goals 2020 Vision Strategic Plan 2015-2020 for Talbot County Public Schools: Academic Excellence; Partnerships; and Organizational Resources, as well as the anticipated outcomes of reaching the goals. Council discussion with Dr. Griffith ensued as various items were brought forward. Dr. Griffith will continue to update the Council on a regular or as-needed basis.

VIII. County Manager’s Report:

- A. Bid 15-36, FURNISHING AND DELIVERY OF AASHTO M43, SIZE NO. 8 AGGREGATE – Requested Council approval of the Roads Superintendent’s recommendation to award Bid 15-36 to the low bidder, Vulcan Construction Materials, LLC, in the sum of \$127,950, or \$25.59 per ton, delivered. Upon motion by Mr. Callahan, seconded by Ms. Williams, the Council approved the award by voting 5 – 0 as follows:

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

- B. Request from Department of Parks & Recreation – Requested Council approval of the recommendation of the Director of Parks & Recreation to submit an application to Program Open Space (POS) for funding to improve the walking trails at Cordova Park and Home Run Baker Park; cost of said improvements are estimated at \$143,975.50, of which 90%, or \$129,577.95 is reimbursable through POS; requested Council approval to utilize contingency funding in the sum of \$14,397.55, which the County Manager certified is available, to cover the remaining cost of the proposed improvements which will be done in-house. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council approved submittal of the application for POS funding and use of contingency funding for the remaining balance by voting 5 – 0 as follows:
- Mr. Pack - Aye
Ms. Williams – Aye
Mr. Bartlett – Aye
Ms. Price- Aye
Mr. Callahan – Aye
- C. Request from Department of Public Works – Requested Council approval of the County Engineer’s recommendation to submit a grant application to the Maryland Department of Natural Resources Chesapeake & Atlantic Coastal Bays Trust Fund in the sum of \$1.2 million; if approved, funding from the grant will be used for various projects throughout the county and with the towns of Oxford, St. Michaels and Easton which are designed to help meet Watershed Implementation Plan (WIP) goals. Council discussion ensued with County Engineer Ray Clarke. Upon motion by Mr. Bartlett, seconded by Mr. Callahan, the Council approved submittal of the grant application by voting 5 – 0 as follows:
- Mr. Pack - Aye
Ms. Williams – Aye
Mr. Bartlett – Aye
Ms. Price - Aye
Mr. Callahan – Aye
- D. Request from the Department of Information Technology – Requested Council approval of the recommendation of the Director of the Department of Information Technology to purchase Tyler Content Manager in the sum of \$28,700; said sum includes a reoccurring annual maintenance fee of \$3,600; \$35,000 was budgeted in FY2016 for the purchase. Tyler Content Manager is a component of the County’s Munis System which will allow users to attach digital images to applications, etc. Upon motion by Ms. Williams, seconded by Ms. Price, the Council approved the purchase by voting 5 – 0 as follows:
- Mr. Pack - Aye
Ms. Williams – Aye
Mr. Bartlett – Aye
Ms. Price - Aye
Mr. Callahan – Aye
- E. Talbot County Adult Public Guardianship Review Board – Requested Council approval for the reappointment of Wendy Young-Dyott, Debbye Jackson, Glenn Klakring and Kerri Engels to three-year terms on the Talbot County Adult Public Guardianship Review Board; said terms will expire on January 1, 2019. Upon motion by Mr. Callahan, seconded by Ms. Williams, the Council approved the reappointments by voting 5 – 0 as follows:

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

F. County Offices Closed – Mr. Hollis stated that Talbot County Offices would be closed on Monday, January 18, 2016 in recognition of the Dr. Martin Luther King, Jr. holiday.

IX. Council Comments:

Mr. Callahan - Mr. Callahan stated that he and Mr. Stamp had had a good time at the Cordova Fire Department banquet. He concurred with Mr. Pack's remarks at the opening of the meeting about former Easton Mayor, Gene Butler, who recently passed away. Mr. Callahan stated that Mayor Butler was a was a good personal friend, and in his opinion, a good man. He stated that, in his opinion, it was very touching to see more than 600 people attend the viewing service at the Easton firehouse on Thursday, and was thoughtful and fulfilling for the family.

Ms. Price - Ms. Price wished good luck to the local delegation and the legislature as they begin the new legislative session in Annapolis. She stated that she hoped they can work together to do good things for the counties and not pass down too many spending mandates. Ms. Price stated that she would begin attending the weekly Maryland Association of Counties (MACo) sessions in Annapolis and will keep everyone apprised as the sessions progress.

Mr. Bartlett - Mr. Bartlett stated that Governor Hogan had issued a brief statement about working together toward "One Maryland," which he stated, in his opinion, is an important message to send to the legislators in Annapolis. Mr. Bartlett concluded his comments by stating that he is proud to what Governor Hogan has been through and with what he is doing to try to create change in Annapolis and that, in his opinion, it is appreciated at the local level.

Ms. Williams - Ms. Williams stated that she is looking forward to a new year and the great things that we hopefully will be able to accomplish for everybody in the county.

Mr. Pack - Mr. Pack concurred with Mr. Callahan's statements regarding Mayor Butler and stated that his thoughts and prayers go out to Mayor Butler's wife and family in their loss.

X. Upon motion by Ms. Williams, seconded by Mr. Callahan, the Council voted to adjourn to Executive Session for discussion of legal, personnel and real estate matters; to reconvene at 4:00 p.m. in the Bradley Meeting Room for a work session with representatives of Chesapeake College to discuss the budget for the upcoming year; to reconvene at 6:30 p.m. in the Library Meeting Room for a work session with the Talbot County Board of Education to discuss the upcoming budget; and to reconvene on Tuesday, January 26, 2016 at 5:00 p.m. in Executive Session for discussion of legal, personnel, and real estate matters, and for the regularly scheduled meeting at 6:00 p.m. by voting 5 – 0 as follows:

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

The meeting adjourned at 3:33 p.m.

The transcript of the January 12, 2016 County Council meeting is available for review in the Office of the County Manager during regular office hours.

- XI. On Tuesday, December 29, 2015, an Executive Session of the Talbot County Council convened at 3:40 p.m. in the County Council Conference Room. Upon motion by Mr. Callahan, seconded by Ms. Williams, the Council met in Executive Session by voting 5 – 0 as follows:

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

In accordance with State Article § 10-508 (a)(7) the purpose of the Executive Session was for a legal matter for legal advice regarding Council's authority to adopt Comprehensive Plan and claim that it is not Council's prerogative, but only the Planning Commission's. The Executive Session ended at 3:50 p.m.

- XII. On Tuesday, January 12, 2016, an Executive Session of the Talbot County Council convened at 12:45 p.m. in the Bradley Meeting Room and the County Council Conference Room. Upon motion by Ms. Price, seconded by Mr. Callahan, the Council met in Executive Session by voting 4 – 0 as follows:

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

Ms. Williams arrived at 12:46 p.m.

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 the Talbot County Health Department; and to discuss filling a vacancy at the Hog Neck Golf Course; for a real estate matter to discuss disposition of County owned property; and for legal matters for legal advice regarding Council's authority to adopt a Comprehensive Plan and claim that it is not Council's prerogative, but only the Planning Commission's; and for legal advice regarding assessment of civil penalties in a legal case involving the County. The Executive Session recessed at 1:30 p.m.; reconvened at 3:40 p.m.; recessed at 4:00 p.m.; and reconvened at 5:00 p.m. The Executive Session ended at 6:30 p.m.

- XIII. Work Session on draft Comprehensive Plan – The Council held a work session on the draft Comprehensive Plan with staff at 4:00 p.m. on Tuesday, December 29, 2015 in the Meeting Room of the Talbot County Free Library in Easton. The purpose of the work session was to review the matrix developed by staff which incorporated comments received from the public; staff's suggested response to the comment received; and staff comments on the suggested response. Council postponed taking straw poll vote on each

item outlined in the matrix until after the Wednesday, January 6, 2016 Planning Commission meeting . Written comments on the draft Comprehensive Plan may be submitted to the Talbot County Council, c/o the Talbot County Manager’s Office, Courthouse, 11 North Washington Street, Easton, Maryland 21601, or via e-mail to Susan Moran smoran@talbotcountymd.gov, or via email to ComprehensivePlan@talbotcountymd.gov for distribution to the County Council members. Additional work sessions will be scheduled once the Planning Commission has completed its review of the redlined version and has provided comments to the Council on same. The Council will schedule additional work sessions as needed as development of the draft Comprehensive Plan moves forward.

- XIII. Budget Work Session with Chesapeake College – The Council meet with representatives of Chesapeake College, Dr. Barbara Viniar, President; Timothy Jones, Vice President for Administrative Services; and Lucie Hughes, Vice President for Institutional Advancement, to review the draft budget of the College for FY2017. The representatives provided statistical information on recent enrollment decreases at the College, efforts to regain and increase enrollment, and budgetary measures taken to compensate for the decreased enrollment. Council discussion ensued with the representatives as various matters related to the budget and the College were brought forward. The Chesapeake College Board of Trustees will review the draft budget on January 28, 2016.

- XIV. Joint Meeting with Talbot County Board of Education re: FY 2017 Budget - The Talbot County Council held a joint dinner meeting with the Board of Education to discuss the proposed FY17 budget request for Talbot County Public Schools. Attendees at the meeting included members of the Board of Education (Greg Criniti, Michael Garman, Susie Hayward, Juanita Hopkins, Sandy Kleppinger, and Otis Sampson); Kelly Griffith, Ed.D., Superintendent, Talbot County Public Schools; Charles Connolly, Director of Finance, Talbot County Public Schools; members of the Talbot County Council (Dirck Bartlett, Chuck Callahan, Corey Pack, Laura Price, Jennifer Williams); Andrew Hollis, Talbot County Manager; and Angela Lane, Talbot County Finance Director. Dr. Griffith provided an overview of the FY17 budget request and noted that the Board of Education will be finalizing their budget submission to the County at their February Board meeting. At this time, Talbot County Public Schools is proposing \$1.6 million in additional funding in the FY17 budget plus an additional \$500,000 in maintenance of effort based on enrollment.

CASH STATEMENT 12/29/2015

BALANCE 12/22/2015	\$30,768,051.90
INTEGRA THRU 12/21/2015	(90,182.29)
POSTAGE WIRE	(3,000.00)
PUB IMPR REF BONDS OF 2015	(267,040.83)
ST MICHAELS SCH BOND SER 2008	(1,437,400.00)
MLGIP INTEREST NOV 2015	1,405.05
DEPOSITS	4,797,601.02
CHECKS	(497,642.95)
VOID CK# 197404	1,520.00
BALANCE 12/29/2015	<u>33,273,311.90</u>

AIRPORT ACCOUNTS

AIP-RUNWAY 4-22 EXTENSION ANALYSIS	0.00
AIP37	16,762.37
AIP39	73,794.25

AIP40	30,252.21
AIP41	39,343.53

AIRPORT ACCOUNTS TOTAL BALANCE 160,152.36

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
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PNC-MLGIP INVESTMENTS TOTAL	0.09%	18,000,000.00
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TOTAL INVESTED \$18,000,000.00

PETTY CASH BALANCE \$15,570.00

GRAND TOTAL ALL FUNDS \$51,449,034.26

CASH STATEMENT 01/05/2016

BALANCE 12/29/2015 33,273,311.90

PAYROLL – FD/SS/MS WH PPE 12/18/2015 & 12/29/2015	(138,150.92)
MD WH	(34,841.33)
PENSION DED	(32,301.92)
SECU DED	(5,224.11)
DEFERRED COMP	(9,091.78)
ACH TRANSFER	(13,931.75)

DEPOSITS	7,080,748.29
CHECKS	(2,366,271.62)

BALANCE 01/05/2016 37,754,246.76

AIRPORT ACCOUNTS

AIP-RUNWAY 4-22 EXTENSION ANALYSIS	0.00
AIP37	16,762.37
AIP39	73,794.25
AIP40	30,252.21
AIP41	39,343.53

AIRPORT ACCOUNTS TOTAL BALANCE 160,152.36

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
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PNC-MLGIP INVESTMENTS TOTAL	0.09%	18,000,000.00
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TOTAL INVESTED \$18,000,000.00

PETTY CASH BALANCE \$15,570.00

GRAND TOTAL ALL FUNDS \$55,929,969.12

CASH STATEMENT 01/12/2016

BALANCE 01/05/2016	\$37,754,246.76
BOARD OF EDUCATION 12/2015	(2,931,331.00)
INTEGRA CLAIMS THRU 1/4/2016	(67,717.52)
STATE REPORT 11/2015	(139,860.98)
FY2016 RETIREMENT	(1,003,807.00)
HB 101 LEGISLATION ST ATTORNEY/SHERIFF	(17,887.00)
ST ADMIN ELECTION BOARD PPE 12/8/15	(8,292.29)
INTEGRA DECEMBER 2015	(18,215.79)
DEPOSITS	814,929.21
CHECKS	(1,152,592.09)
VOID CHK# 304403	457,696.00

BALANCE 01/12/2016 33,687,168.30

AIRPORT ACCOUNTS

AIP-RUNWAY 4-22 EXTENSION ANALYSIS	0.00
AIP37	16,762.37
AIP39	73,794.25
AIP40	30,252.21
AIP41	39,343.53

AIRPORT ACCOUNTS TOTAL BALANCE 160,152.36

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
PNC-MLGIP INVESTMENTS TOTAL		0.09%	18,000,000.00

TOTAL INVESTED \$18,000,000.00

PETTY CASH BALANCE \$15,570.00

GRAND TOTAL ALL FUNDS \$51,862,890.66