



Talbot County, Maryland



Easton, Maryland

MINUTES

January 4, 2011

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

- I. Agenda – The Agenda of January 4, 2011 was approved upon motion by Mr. Pack seconded by Mr. Hollis, with the Council voting 5 – 0 as follows:

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

- II. Minutes – The Minutes of December 7, 2010 and December 14, 2010 were brought forward for approval. Upon motion by Mr. Hollis, seconded by Mr. Pack, the Council voted 5 - 0 to approve the Minutes of December 7, 2010; Mr. Duncan abstained from voting on the Minutes of December 14, 2010 as he had not been present for the December 14, 2010 meeting.

Mr. Bartlett – Aye
Mr. Hollis – Aye
Mr. Pack – Aye
Ms. Price – Aye
Mr. Duncan – Aye for December 7, 2010; Abstain for December 14, 2010

- III. Disbursements of December 21, 2010, December 28, 2010, and January 4, 2011 – Disbursements of December 21, 2010, December 28, 2010 and January 4, 2011 were approved upon motion by Mr. Pack, seconded by Ms. Price, with the Council voting 5 – 0 as follows:

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

- IV. Presentation of Fiscal Year 2009-2010 Audit – Chris Hall, CPA, TGM Group LLC; Angela Lane, Finance Director – Mr. Hall highlighted for the Council information contained in the Talbot County Comprehensive Annual Financial Report for fiscal year ending June 30, 2010. He reported that the County's General Fund balance had decreased by more than \$8 million, stating that from FY2009 to FY2010, both cash reserves and the unreserved fund balance have also decreased. He stated that Talbot County has also experienced a decrease in revenues, particularly income tax revenues, and noted that for the period between FY2009 and FY2010, income tax revenues had decreased 40%, with the decline in revenues reflecting regional and national trends. Council discussion ensued as to specific information contained in the Audit as well as expenditures currently paid for by the State but which are under consideration to be passed down to local jurisdictions. At the present time, Talbot County remains fiscally solvent and stable; however the County is unable to replenish its cash reserves in the current economy and still continues to have a shortage of revenues. The FY2009-2010 Audit will be available on the County's website in the near future.

V. Public Hearing:

Prior to the public hearing on Resolution No. 176, Sandy Coyman, Planning Officer, briefed the Council on 2006 Maryland House Bill 1141 (HB1141) which requires counties and municipalities to include a Water Resources Element in their comprehensive plans. Mr. Coyman stated that a draft Water Resources Element had come before the Planning Commission and had gone through the public hearing process before being presented to the Council. He stated that the document had been remanded back to the Planning Commission and the Public Works Advisory Board in order to address several concerns of the Public Works Advisory Board. Resolution No. 176 as presented, is the result of a joint collaboration between the Public Works Advisory Board and the Planning Commission. He stated that the requirement by the State to adopt a Water Resources Element is an attempt to have all jurisdictions compile statistical information in a standard format to determine projected needs by identifying drinking water and other water resources adequate for the needs of existing and future development, and by identifying suitable receiving waters which meet stormwater management, and wastewater treatment and disposal needs of existing and future development. The Plan must be reviewed by the Maryland Department of the Environment (MDE) to determine whether it is consistent with the programs and goals of MDE as outlined in §5-203 of the Environment Article. Martin Sokolich, Long Range Planner, gave a PowerPoint presentation which outlined specific elements of the Plan, including 16 Water Resources Policies and Actions the County could pursue in order to achieve the goals of the Water Resources Element. Mr. Coyman reiterated that the document is a policy document, not a regulatory document. Council discussion ensued as to the provisions contained in the document, as well as possible forthcoming regulations from the State of Maryland and the Environmental Protection Agency. A public hearing was then held on Resolution No. 176, A RESOLUTION TO AMEND THE TALBOT COUNTY COMPREHENSIVE PLAN, AS ADOPTED BY TALBOT COUNTY RESOLUTION 971, TO INCLUDE A NEW CHAPTER 14, ENTITLED WATER RESOURCES, AS REQUIRED BY AMENDMENT TO ARTICLE 66B § 3.05 (4) (vi), MD. ANN. CODE; PURSUANT TO THE POWER AND AUTHORITY CONTAINED IN THE ANNOTATED CODE OF THE STATE OF MARYLAND, and the public was afforded an opportunity to comment on the legislation. Written comments will be accepted until Friday, January 7, 2011 at 12:00 Noon. Resolution 176 is eligible for vote on Tuesday, January 11, 2011.

VI. Update on Hog Neck Golf Course – Mike Kaminskas, Head Golf Professional, Hog Neck Golf Course; John Atwood, President, Talbot County Golf Board – Mr. Kaminskas and Mr. Atwood briefed the Council on recent activities at Hog Neck Golf Course, including: (1) renovation of the restroom facilities which are anticipated to be completed by March 13, 2011; (2) the golf course is anticipated to meet or exceed its budget this fiscal year with April, May, and June as prime income months at the Golf Course. Council discussion ensued with Mr. Kaminskas and Mr. Atwood regarding the effect, if any, of previous staff reductions on golf course operations, and on-going maintenance of infrastructure and equipment at the facility. Mr. Kaminskas and the Golf Board will continue to update the Council on a regular basis.

VII. Continuation of Council Discussion of Proposed Talbot County Solid Waste Management Plan – Council continued its December 14, 2010 work session discussion of the County's Proposed Solid Waste Management Plan dated July 2009. Ray Clarke, County Engineer, advised the Council that Talbot County last officially updated its Solid Waste Management Plan in 1978, with an informal update in 1984. He stated that per Code of Maryland Regulations (COMAR), the Plan is required to be updated and a public hearing held on the proposed document. He added that the current Solid Waste Management Plan will be amended to include the transfer station option as approved by the Council, as well as a recycling plan for the public school system, as mandated by 2009 Maryland House Bill 1290. Mr. Clarke had previously advised Council that the 2009 Draft Plan did not include any transfer stations options as same were still

under consideration at the time the Draft Plan was completed. Council discussed the Draft Plan, the feasibility and cost of curbside recycling, and guidelines for the homeowner drop-off site. Council requested that Mr. Clarke make several changes to the Draft Plan. Legislation to adopt the Draft Plan and to amend the Plan to include public school recycling is scheduled for introduction on Tuesday, January 25, 2011.

VIII. County Manager's Report:

- A. Change Order with Easton Utilities for Engineering Services for Design of the Water and Sewer Extension to the Proposed Medical Center and Talbot County Community Center – Requested Council's approval for a change order in the sum of \$77,953.36 to adjust the contract balance related to the design contract with Easton Utilities for the above-referenced project. Mr. Clarke stated that the original contract had been in the amount of \$231,394.00, with a revision in the scope of the project in late 2009 resulting in a change order in the sum of \$141,699.90, \$77,953.36 of which remains unpaid. Council discussion ensued and the matter was deferred to Tuesday, January 11, 2011.
- B. Request Emergency Medical Services – Requested Council approval of the Department of Emergency Services Director's recommendation to accept a grant and donation in the sum of \$31,794.30 for the purchase of a LIFEPAK 15[®] Monitor/Defibrillator; the grant and donation are each in the sum of \$15,897.15 from the Maryland Institute for Emergency Medical Services and the Talbot County Paramedic Foundation; the LIFEPAK 15[®] will replace one of the nine current LIFEPAK 12[®] Monitor/Defibrillators. Upon motion by Mr. Duncan, seconded by Mr. Pack, the Council approved acceptance of the grant and donation by voting 5 - 0 as follows:

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

- C. Oak Creek Waterway Improvement Grant – Requested Council approval to accept a Maryland Department of Natural Resources Waterway Improvement Program Grant in the sum of \$90,000; said funding will be used for proposed improvements to the Oak Creek Landing facility and will be in addition to previous funding from two other sources in FY2009 and FY2010; no County funds are required. Upon motion by Mr. Hollis, seconded by Mr. Pack, the Council approved acceptance of the Waterway Improvement Program Grant funding by voting 5 – 0 as follows:

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

- D. Easement Agreement with Nautilus Solar Talbot County, LLC – Requested Council approval to have Talbot County enter into an easement with Nautilus Solar Talbot County, LLC at the Talbot County Community Center; said easement will provide for the installation of solar panels and related work at the Talbot County Community Center in preparation for the

utilization of solar energy at the facility. Upon motion by Mr. Duncan, seconded by Mr. Pack, the Council approved the easement by voting 5 – 0 as follows:

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

- E. Talbot County Board of Appeals – Requested the reappointment of John Sewell and Margaret Young to three-year terms on the Talbot County Board of Appeals as a regular member and alternate, respectively; said terms will expire February 11, 2014. 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

- F. Talbot County Emergency Services Advisory Board – Requested the reappointment of Michael Kopen, Debbie Timms, and Monica Heinsohn to three-year terms on the Talbot County Emergency Services Advisory Board as representatives of the St. Michaels District, Shore Health System and Chapel District, respectively. Upon motion by Mr. Pack, seconded by Ms. Price, 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

- G. Mid-Shore Regional Landfill (Mid-shore I) Homeowner Drop-off Site – Mr. Craig reminded everyone that the Homeowner Drop-off site at Mid-Shore I is now open Monday through Saturday from 8:00 a.m. to 12:00 Noon; homeowners are permitted to drop off seven (7) bags of residential garbage per day at no charge.

IX. Council Comments:

Mr. Duncan- No comments.

Ms. Price- No comments.

Mr. Pack - Mr. Pack wished everyone a Happy New Year.

Mr. Hollis - Mr. Hollis wished everyone a Happy New Year.

Mr. Bartlett - Mr. Bartlett wished everyone a Happy New Year.

X. Reappointment of Talbot County Manager, Talbot County Attorney and Talbot County Clerk – Upon motion by Mr. Hollis, seconded by Mr. Duncan, the Council approved the reappointment of John C. Craig as Talbot County Manager, Michael L. Pullen as Talbot County Attorney, and Jessica K. Morris as Talbot County Clerk, by voting 5 – 0 as follows:

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

XI. Upon motion by Ms. Price, seconded by Mr. Pack, the Council voted to adjourn for Administrative Function and Executive Session for discussion of legal, personnel and real estate matters, and to reconvene in Executive Session at 12:30 p.m. on Tuesday, January 11, 2011 for discussion of legal, personnel and real estate matters by voting 5 – 0 as follows:

The meeting adjourned at 8:30 p.m.

XII. On Tuesday, January 4, 2011 an Executive Session of the Talbot County Council convened at 5:10 p.m. in the County Council Conference Room and the Bradley Meeting Room. Upon motion by Mr. Duncan, seconded by Mr. Hollis, the Council met in Executive Session by voting 5 - 0 as follows:

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

In accordance with State Article §10-508(a)(1)(i)(3)(4)(7)(8) the purpose of the Executive Session was for personnel matters to discuss appointments to various County Boards and Committees; to discuss a promotion in County Government; to discuss the hiring of an intern for a County Department; and to discuss filling a vacancy in a County Department; and for legal/real estate matters to obtain legal advice concerning possible relocation of Memorial Hospital at Easton to County owned property and the timetable for same; to obtain legal advice concerning lease of property to a non-profit organization; and for an update on pending litigation. The Executive Session recessed at 5:55 p.m., reconvened at 8:40 p.m. and ended at 10:05 p.m.

The transcript of the January 4, 2011 County Council meeting is available for review in the Office of the County Manager during regular office hours.

CASH STATEMENT 12/21/2010

BALANCE 12/14/2010	\$2,932,600.45
MD STATE RETIREMENT ANNUAL BILL -2010	(1,268,318.00)
UHC CLAIMS THRU 12/14/2010	(35,899.10)
RETURNED CHECKS	(25,308.36)
INTEREST ON ACCT 11/2010	705.49
BANK CHARGES 11/2010	(1,936.54)

DEPOSIT TICKET ORDER	(209.09)
DEPOSITS	3,948,235.00
CHECKS	(254,300.32)
VOID CHECK NO. 262367	135.00
BALANCE 12/14/2010	<u>5,295,704.53</u>

AIRPORT ACCOUNTS

AIP29	\$19,528.29
AIP30	202.57
AIP33-DSA	2,505.00
NEW AIP-RUNWAY 4-22 EXTENSION ANALYSIS	---
AIP34	17,998.74
AIP-35	92,616.50
AIP36	8,519.87
AIP37	9,794.32
AIRPORT ACCOUNTS TOTAL BALANCE	<u>\$151,165.29</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 0.18% 3,000,000.00

TOTAL INVESTED \$59,000,000.00

PETTY CASH BALANCE \$6,800.00

GRAND TOTAL ALL FUNDS \$64,453,669.82

CASH STATEMENT 12/28/2010

BALANCE 12/21/2010			\$5,295,704.53
UHC CLAIMS THRU 12/21/2010			(37,611.70)
PAYROLL-FD/SS/MS WH 12/22/2010			(111,828.96)
SECU DED			(9,271.87)
DEFERRED COMP DED			(11,534.40)
MD WH			(28,591.91)
PENSION DED			(21,476.87)
ACH TRANSFER			(11,061.94)
FLEX SPENDING ACCT			(2,298.68)
DEPOSITS			704,924.63
CHECKS			(870,581.29)
BALANCE 12/28/2010			<u>4,896,371.54</u>

AIRPORT ACCOUNTS

AIP29			19,528.29
AIP30			202.57
AIP33-DSA			2,505.00
NEW AIP-RUNWAY 4-22 EXTENSION ANALYSIS			0.00
AIP34	BALANCE 12/21/2010	\$ 17,998.74	
	CHECKS	(5,795.00)	12,203.74
AIP-35	BALANCE 12/21/2010	92,616.50	
	DEPOSITS	37,878.00	
	CHECKS	(80,026.37)	50,468.13
AIP36	BALANCE 12/21/2010	8,519.87	
	DEPOSITS	505,730.00	
	CHECKS	(497,726.37)	16,523.50
AIP37			9,794.32
AIRPORT ACCOUNTS TOTAL BALANCE			<u>\$111,225.55</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 0.17% 3,000,000.00

TOTAL INVESTED \$59,000,000.00

PETTY CASH BALANCE \$6,800.00

GRAND TOTAL ALL FUNDS \$64,014,397.09

CASH STATEMENT 1/4/2011

BALANCE 12/28/2010 \$4,896,371.54

UHC CLAIMS THRU 12/28/2010 (23,549.77)

BOARD OF EDUCATION 12/2010 (2,860,800.00)

INTEGRA 1/2011 (13,316.80)

SALE&INTEREST OF CD@TALBOT BANK 3,007,038.88

TRANS LOCAL MATCH TO AIP37 (235.46)

DEPOSITS 823,865.43

CHECKS (716,937.85)

VOID CHECK NO. 266031 5,329.23

BALANCE 1/4/2011 5,117,765.20

AIRPORT ACCOUNTS

AIP29 \$19,528.29

AIP30 202.57

AIP33-DSA 2,505.00

NEW AIP-RUNWAY 4-22 EXTENSION ANALYSIS ---

AIP34 12,203.74

AIP-35 BALANCE 12/28/2010 \$ 50,468.13

DEPOSITS 13,898.61

CHECKS (39,817.18) 24,549.56

AIP36			16,523.50
AIP37	BALANCE 12/28/2010	\$ 9,794.32	
	DEPOSITS	235.47	
	CHECKS	(9,418.46)	611.33

AIRPORT ACCOUNTS TOTAL BALANCE \$76,123.99

INVESTMENTS – CERTIFICATES OF DEPOSIT

<u>CERTIFICATE DATE</u>	<u>MATURITY DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
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		0.17%	3,000,000.00

TOTAL INVESTED \$56,000,000.00

PETTY CASH BALANCE \$6,800.00

GRAND TOTAL ALL FUNDS \$61,200,689.19