



**COUNTY COMMISSIONERS SCHEDULE  
TUESDAY, MARCH 27, 2018  
LEGISLATIVE DAY**

1. BUDGET WORK SESSION

2:00 p.m. Department of Community Services

3:00 p.m. Department of Parks

3:45 p.m. Department of Planning & Zoning

2. CALL TO ORDER,

A. 5:00 PM Closed Session  
"Land Acquisition"

B. 5:30 PM Call To Order,  
Pledge of Allegiance,  
Moment of Silence,  
Approval of Agenda

C. 5:32 PM Accept County Commissioner's Minutes  
- Regular Minutes – March 13, 2018  
- Closed Session – March 13, 2018

D. 5:35 PM Press And Public Comments\*\*

3. NEW BUSINESS

A. 5:40 PM Mr. Gregg Todd, County Administrator  
Action  
1. Request for Funds Withdrawal, Kent Narrows Development Foundation  
2. Draft Sick Leave Donation Policy  
3. Department of Planning and Zoning Building Official  
4. A letter from Stephen Kougores, Jr. with Life Scout Troop 1631 requesting \$1,500  
for an Eagle Scout project at Camp Wright  
5. Land Preservation, Parks & Recreation Plan - 2017  
6. Goodhands Creek Landing Paving  
7. Budget Amendment CC-32

4. PRESENTATIONS

6:00 p.m. Ms. Elaine Butler, Character Counts!  
Character Counts – "Trustworthiness"

6:15 p.m. Ms. Anne Van Benschoten  
"Critical Workforce Loan Program Check Presentation"

A. 6:30 PM Public Hearing  
County Ordinance 18-01 – Fire and Emergency Service Access

Documents:

[ORD 18-01.Pdf](#)

[ORD 18-01 Public Hearing Notice.pdf](#)

B. 6:35 PM Public Hearing

County Ordinance 18-05 – Sick Leave in Queen Anne's County

Documents:

[ORD 18-05.Pdf](#)

[ORD 18-05 Public Hearing Notice.pdf](#)

- C. 6:40 PM Legislative Session  
Amendment 1 to County Ordinance 18-01- Fire and Emergency Service Access  
(to be introduced)

County Ordinance 18-04 - Revisions to the Queen Anne's County Ethics Ordinance,  
Chapter 8 of the Code of Public Local Laws of Queen Anne's County, Maryland (to be introduced)

- D. 7:00 PM Tax Set-Off Hearing  
E. 7:15 PM Press And Public Comments\*\*

5. REPORTS

- A. 7:25 PM Commissioners Roundtable

**\* Please note that Schedule times are subject to change, except for public hearings.**

**\*\* Press and Public Comments at the beginning of the meeting will last 15 minutes. Additional time will be available at the end of the meeting for anyone wishing to speak. Comments are limited to 3 minutes in length. Comments longer than 3 minutes must be submitted in writing.**

**\*\*\* Part of the meeting may be closed to the Public in accordance to the Open Meetings Act procedures.**

**\*\*\*\*Agendas will be posted by 4:30 pm the Friday prior to the meeting. The meeting attachments will be posted on the agenda by 4:30 pm the Monday prior to the meeting.**

Three or more of the County Commissioners will be attending the following events in the next few weeks:  
Law Enforcement Gala Employee Awards Chesapeake College Budget

COUNTY ORDINANCE NO. 18-01

A BILL ENTITLED

AN ACT CONCERNING Fire and Emergency Service Access;

FOR THE PURPOSE of requiring that all gated businesses, residences, communities and marinas be equipped with a "knox box" type system or a keyed entry system that allows fire and emergency services personnel access to such residences, communities and marinas;

BY ADOPTING a new Section 21-18 to the Code of Public Local Laws of Queen Anne's County, Maryland.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Section 21-28 of the Code of Public Local Laws be and is hereby ADOPTED to read as follows:

§21-18. Access Safes.

- A. Each gated business, gated residence, gated community and gated marina in Queen Anne's County shall be equipped with either a keyed entry system approved by the Queen Anne's County Fire Marshall or a small safe of a type and design approved by the Queen Anne's County Fire Marshall that holds keys allowing fire departments and emergency services personnel access to the business, residence, community or marina. Local fire departments and emergency services personnel shall be provided master keys to all such safes in their response area.
- B. Any violation of this Section shall be a civil infraction subject to the fine of up to \$500.00. Every day that a violation continues shall be a separate offense.

SECTION II

BE IT FURTHER ENACTED that this Ordinance shall take effect on the forty-sixth (46<sup>th</sup>) day following its adoption.

INTRODUCED BY: Commissioner Buckey

DATE: February 27, 2018

PUBLIC HEARING HELD: March 27, 2018 @ 6:30 pm

VOTE: \_\_\_\_\_ Yea \_\_\_\_\_ Nay

DATE OF ADOPTION: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

## **NOTICE OF PUBLIC HEARING**

At their regular meeting held on February 27, 2018, Commissioner Buckey introduced County Ordinance No. 18-01, A BILL ENTITLED AN ACT CONCERNING Fire and Emergency Service Access; FOR THE PURPOSE of requiring that all gated businesses, residences, communities and marinas be equipped with a “knox box” type system or a keyed entry system that allows fire and emergency services personnel access to such residences, communities and marinas; BY ADOPTING a new Section 21-18 to the Code of Public Local Laws of Queen Anne’s County, Maryland.

The County Commissioners hereby give notice that a public hearing will be held on the Ordinance on Tuesday, March 27, 2018 at 6:30 p.m. in the County Commissioners Meeting Room, The Liberty Building, 107 North Liberty Street, Centreville, Maryland.

Copies of the proposed Ordinance may be obtained at the County Commissioners Office, 107 North Liberty Street, Centreville, Maryland 21617, prior to the hearing during the hours of 8:00 a.m. to 4:30 p.m. or on-line at [www.qac.org](http://www.qac.org).

Speakers will be limited to three minutes each. Written testimony of any length may be submitted on or before the hearing date to the County Commissioners, 107 North Liberty Street, Centreville, Maryland 21617.

All hearing sites are accessible to individuals with disabilities. Sign language interpreters and assistive listening systems will be available for individuals with disabilities. If any such assistance is necessary, please contact Mrs. Tina Miles at 410-758-4406 or TDD 410-758-2126 at least seven (7) days before the scheduled hearing.

By Authority of

**THE COUNTY COMMISSIONERS  
OF QUEEN ANNE’S COUNTY**

Margie A. Houck  
Executive Assistant to Commissioners

COUNTY ORDINANCE NO. 18-05

A BILL ENTITLED

AN ACT CONCERNING Sick Leave in Queen Anne's County;

FOR THE PURPOSE of conforming the Queen Anne's County Human Resources Ordinance (Chapter 27 of the Code of Public Local Laws of Queen Anne's County) to the provisions of the Maryland Healthy Working Families Act (Subtitle 13 of the Labor and Employment Article of the Annotated Code of Maryland);

BY AMENDING Section 27-91B. of the Code of Public Local Laws of Queen Anne's County;

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Section 27-91B. of the Code of Public Local Laws of Queen Anne's County be and is hereby AMENDED to read as follows:

§ 27-91 Forms of Leave.

. . .

B. Sick leave. The County shall provide employees with a paid leave benefit to be used when sickness, other disabling conditions or medical treatment preclude an employee from reporting to work.

(1) Rate of accrual of sick leave. Sick leave shall be provided to all full-time employees of the County at the rate of 10 hours of leave for each full calendar month of service. Percentage part-time employees scheduled to work shall receive a portion of the monthly sick leave based on the Human Resources Policy. Contractual employees regularly working 12 hours a week or more shall receive a portion of the monthly sick leave based on the Human Resources Policy .

(2) Sick leave year. For the purpose of earning and accruing sick leave, the twelve-calendar-month period between January 1 and December 31 is established as the leave year. Full-time Employees may use up to 80 hours of earned sick leave in a leave year referred to as Sick and Safe leave based on the Human Resources policy.

(3) Qualifying condition for use of sick leave. Employees may be granted sick leave for absence due to the following:

(a) Sickness or bodily injury that prevents the employee from performing regular duties.

(b) Employee's medical or dental appointments.

(c) The actual period of temporary disability caused by or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom. A physician's certificate is required to verify the employee's period of temporary disability for these reasons.

(d) Exposure to a contagious disease when continuing work might jeopardize the health of others.

~~(e) Care of a sick spouse, dependent child or parent to include physician office visits, not to exceed 80 hours in a leave year which is tracked by the respective department and referred to as Sick and Safe Leave. A healthcare provider certificate is required to utilize family sick leave. Refer to the Family and Medical Leave policy for definition of spouse, dependent child and parent.~~

[Amended 3-21-2017 by Ord. No. 17-03]

(4) Physician's certificate.

(a) Sick leave may be granted to full-time and eligible part-time employees of the County for three consecutive days without a physician's certificate.

(b) Sick leave in excess of three consecutive days shall require a physician's certificate. Refusal or failure to supply an adequate certificate shall result in the period of absence being charged against other available leave available to such employee or leave without pay in the discretion of the employee's appointing authority.

~~(c) — The department director shall have the right to require a physician's certificate upon return to work of an employee who has been absent from work to care for a sick spouse, dependent child or parent. The certificate shall verify the actual period that the spouse, dependent child or parent was under a physician's care. An employee who fails to provide a certificate from a physician shall not be granted sick leave. The employee may be allowed to use accrued vacation, personal leave or leave without pay.~~

(c) The department director shall have the right to require a physician's

certificate after one day of sick leave if this action shall serve the best interest of the County.

(5) Payment for unused sick leave at separation from service. An employee shall not be paid for unused sick leave in the event of termination of employment.

(6) Notification of supervisor. Employees must notify their immediate supervisor of all requests for sick leave before the leave is taken, or not later than two hours after the beginning of a scheduled workday. The department director may require notification earlier than two hours after the beginning of a scheduled workday. Sick leave may only be taken with the approval of the immediate supervisor.

(7) Worker's compensation disqualification. A sick leave benefit shall not be received by an employee who is receiving workers' compensation disability payments.

(8) Advanced sick leave.

(a) Any full-time member of the classified service or professional and executive service may be advanced sick leave within the discretion and upon application and the approval of the County Administrator.

(b) The written request shall be supported by a physician's certificate indicating that the advanced sick leave is medically necessary for the employee or a member of his or her immediate family and that the employee shall be able to return to work at a reasonable future date.

(c) If the County Administrator approves the request, the employee and the County shall enter into a legally binding leave repayment agreement which shall provide that:

[1] The advanced sick leave is medically necessary for the employee or a member of his or her immediate family.

[2] The employee shall be able to return to work at a reasonable future date.

[a] Sick leave to be advanced may not exceed a period of more than 15 workdays.

[b] With regard to repayment of advanced sick leave:

[i] After the employee returns to work, advanced sick leave previously used shall be repaid by a



deduction from the employee's earned salary or earned sick leave to the County at the rate of 10 hours per month until such time as the advanced leave is repaid in full.

[ii] If the employee gives no notice, or the accrued salary due the employee is insufficient to repay the County, and the employee has not paid the County the value of the outstanding advanced sick leave, the County Administrator may direct the Director of Human Resources to file/obtain a judgment against the employee and pursue all legal remedies to recoup the balance due.

[iii] In the event of death, liability to the County will cease to exist.

(c) After an advancement is granted, the Director of Human Resources shall grant the sick leave in increments of five workdays and shall review the circumstances of the individual case prior to granting an additional five days to determine what portion of the advanced sick leave time is actually needed.

(9) Retirement credit for accrued sick leave. Sick leave earned monthly is allowed as creditable service at the time of retirement to employees who are members of the State Retirement and Pension System of Maryland.

(10) Transfer of sick leave credit. A full-time employee may transfer unused sick leave earned from another Maryland governmental agency and/or entity in accordance with policies and procedures adopted by the Department of Human Resources.

(11) Donation of sick leave. Upon approval from the ~~County Administrator~~ Director of Human Resources, an employee may donate sick leave to another eligible member of the classified or professional and executive service. The County reserves the right to refuse the donation of sick leave in accordance with policies and procedures adopted by the Department of Human Resources.

(12) Loss of sick leave credit. Employees who retire or resign and are not reinstated with the County within a one-year period shall lose all sick leave credits.

## SECTION II

BE IT FURTHER ENACTED that this Ordinance shall take effect on the forty-sixth (46<sup>th</sup>) day following its adoption.

INTRODUCED BY: Commissioner Anderson

DATE: February 27, 2018

PUBLIC HEARING HELD: March 27, 2018 @ 6:35 pm

VOTE: \_\_\_\_\_ Yea \_\_\_\_\_ Nay

DATE OF ADOPTION: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

## **NOTICE OF PUBLIC HEARING**

At their regular meeting held on February 27, 2018, Commissioner Anderson introduced County Ordinance No. 18-05, A BILL ENTITLED AN ACT CONCERNING Sick Leave in Queen Anne's County; FOR THE PURPOSE of conforming the Queen Anne's County Human Resources Ordinance (Chapter 27 of the Code of Public Local Laws of Queen Anne's County) to the provisions of the Maryland Healthy Working Families Act (Subtitle 13 of the Labor and Employment Article of the Annotated Code of Maryland); BY AMENDING Section 27-91B. of the Code of Public Local Laws of Queen Anne's County.

The County Commissioners hereby give notice that a public hearing will be held on the Ordinance on Tuesday, March 27, 2018 at 6:35 p.m. in the County Commissioners Meeting Room, The Liberty Building, 107 North Liberty Street, Centreville, Maryland.

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Margie A. Houck  
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