

January 10, 2017

The County Commissioners of Queen Anne's County met this date pursuant to its last adjournment and there were present:

Jack N. Wilson, Jr., Vice President
Stephen Wilson (absent)
James J. Moran
Robert Charles Buckey
Mark A. Anderson

MEETING CALLED TO ORDER:

The meeting was called to order at 9:00 a.m.

MINUTES:

On a motion made by Commissioner Buckey, seconded by Commissioner Anderson, the Board unanimously agreed to approve the Regular minutes of the December 20, 2016 meeting and the Closed Session minutes of the December 20, 2016 meeting and ordered them stand as recorded.

PRESS AND PUBLIC COMMENTS:

The following persons spoke to the Commissioners on subjects of interest to them:

1. Linda Friday

UNFINISHED BUSINESS

MID-TERM LETTER & REPORT:

On a motion made by Commissioner Buckey, seconded by Commissioner Anderson, the Board unanimously agreed to sign the mid-term letter and report to citizens and mail the letter and summary to county citizens. Commissioner Moran agreed with the letter, but was not in favor of mailing the summary due to the cost. As part of the motion, a discussion was held between Commissioners Anderson and Moran on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	

S Wilson	absent	
Buckey	x	
Anderson	x	

**DEPARTMENT OF PUBLIC WORKS
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM:**

Mr. Todd Mohn, Director of the Department of Public Works, presented to the Board for their review and approval, National Pollutant Discharge Elimination System.

Draft General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4) The Maryland Department of the Environment, Water Management Administration (MDE\WMA) has reached a tentative determination to issue two National Pollutant Discharge Elimination System (NPDES) General Permits for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s). This proposed permit action is to issue a "second-generation" NPDES stormwater general permit for Phase II entities, which will now include Queen Anne's County.

These five year permits are designed to comply with the United States Environmental Protection Agency's (EPA) regulations and to control stormwater pollutant discharges from storm drain systems owned or operated by small municipalities and State or federal agencies. Under the conditions of the permits, regulated small MS4s will be required to implement the following minimum control measures:

1. public/personnel education and outreach
2. public participation and involvement
3. illicit discharge detection and elimination
4. construction site stormwater runoff control
5. post-construction stormwater management
6. pollution prevention/good housekeeping

The permits also outline new requirements for impervious area restoration. Permittees are required to perform watershed assessments, identify water quality improvement opportunities, secure appropriate funding, and develop an implementation schedule to show that twenty percent impervious area restoration will be achieved by 2025. Restoration planning strategies and implementation schedules required under the conditions of these permits are consistent with addressing Chesapeake Bay restoration and the water quality goals of local rivers and streams.

Implementation of these permit conditions are required to satisfy the water quality requirements of federal regulations under the Clean Water Act.

MDE will hold a public hearing the permit on February 6, 2017. Further information on the public hearing is available on MDE's website. The public comment period will remain open until March 30, 2017.

WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:

The Board reviewed various correspondence with Mr. Gregg Todd, County Administrator.

AMENDED OPEN SPACE – SERENITY FARM:

Ms. Holly A. Tompkins, Development Review Principal Planner, submitted to the Board for their review and approval, Amended Open Space Plan #04-15-12-000 I-C, Legal Document - Amended Open Space Easement.

The Board reviewed a Third Amendment to Deed of Easement ("Easement") document for an amended open space plat on Lot 4 of Serenity Farm, owned by Thomas W. Sperl. Lot 4 is existing open space that was deed restricted to support a subdivision that created 2 cluster lots in 2001.

Due to changes in the Critical Area regulations in 2008 and the way that lot coverage (impervious surfaces) is calculated, the ability for the 2 cluster lots to pave their long property access became nearly prohibitive as little lot coverage would have been left over for any homes to be built. Refer to the attached plat sheet 2 which shows lots 5 and 6 and the very long "pipe stems" [highlighted] to Cox Neck Road. (the plat is under review so please excuse the mark-ups) The solution has been to provide an alternative access from the existing private road, Serenity Lane. The applicant has already amended the private road covenants with the agreement and signature of each existing lot owners of Lots 1, 2, and 3.

The alternative access creates a 0.218 acre unencumbered area through the open space for a right-of-way to Lots 5 and 6. The unencumbered building pad will be reduced from 1.618 acres to 1.400 acres so the open space will remain the same before and after. No subdivision is occurring via this open space amendment.

This Easement document requires execution in order for the amended open space plat to be recorded.

On a motion made by Commissioner Buckey, seconded by Commissioner Anderson, the Board unanimously agreed to sign the Amended Open Space Plan #04-15-12-0001-C. As part of the motion, Commissioner Buckey made comments on this topic.

Commissioners	Yes	No
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Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

TRANSFERRING SIGNATURE AUTHORITY:

Ms. Cathy Willis, Director of the Department of Community Services, submitted to the Board for their review and approval, Transferring Signature Authority for Housing Programs to Department Director.

In order to align program procedures, be more consistent, and efficient with grants and funding that is received for regular programming within the Department of Community Services, specifically the Division of Housing, I respectfully request that the Commission agree to allow the Commission President to sign the enclosed letter.

If the Commissioners approve this request, the Director of Department of Community Services, currently held by Cathy Willis, will be empowered to sign any grant applications, grant agreements, required reports, and disbursement requests for the Emergency Solutions Grant, the Rental Allowance Program and similar programs awarded through the Division of Neighborhood Revitalization at the Maryland Department of Housing and Community Services.

This is another step to make the Department of Community Services more efficient. Additionally, the Commissioners will still receive information about the programs through the budgeting process, budget amendments (as necessary), and departmental updates.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed that the County Commissioner President sign the enclosed letter to Steve Holt, Project Manager of the Division of Neighborhood Revitalization at the Maryland Department of Housing and Community Development authorizing the Director of the Department of Community Services to sign documents for certain programs from that agency. As part of the motion, a discussion was held between Commissioners Anderson and Buckey on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

PORTABLE TOILET CONTRACT (FY 2017-2020):

Mr. Mike Watson, Chief of Parks, submitted to the Board for their review and approval, Portable Toilet Contract (FY 2017-2020).

The Department of Parks seeks approval to contract with Pierson Comfort Group, LLC to provide portable toilets for Queen Anne's County Parks, Public landings, County Transfer Stations and Blue Heron Golf Course.

BACKGROUND:

These portable toilets will serve locations through-out the County where plumbed restrooms are unavailable, ancillary restrooms is needed during periods of high use or falling temperatures require closure of plumbed units. This is a County wide contract for a period of one year with a renewal option for the following two consecutive years.

INVITATION TO BID

An Invitation to Bid was advertised in accordance with QAC's procurement procedures on November 1, 2016. A pre- bid meeting was held on December 1St, and bids received were read aloud at Bid Opening on December 8, 2016.

Two bids were received for work described in the Invitation to Bid proposal:

Queen Anne's County - Portable Toilet Contract (FY 2017-2020)			
Company Name and Address	Bid (per year)	10% County Discount	Total (per year)
Peninsula Oil Company, Inc. 40 South Market Street. Seaford, DE 19973	\$ 46,570.00	N/A	\$ 46,570.00
Pierson Comfort Group, LLC 114 Chambers Street Preston, MD 21655	\$ 37,894.00	N/A	\$ 37,894.00

SUMMARY

Peninsula Oil Company, Inc. and Pierson Comfort Group, LLC do not qualify for the Local Vendor Preference.

Therefore, Pierson Comfort Group, LLC submitted the lowest qualifying bid for the contract with a bid cost of \$ 37,894 per year.

Funding for this contract will come from the (FY 2017- FY 2020) operating budget of each participating Division or Department.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to authorize the Department of Parks to enter into a contractual agreement with Pierson Comfort Group, LLC for Portable Toilet Services. This contract will be

for \$37,894 for one year with a renewal option for the following two consecutive years. Funding will be provided by the Queen Anne’s County (FY 2017 - FY2020) Operating Budget of each participating division or department. As part of the motion, a discussion was held between Commissioners Anderson and Buckey on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

PROPERTY LIENS:

Mr. James H. Barton, III, Zoning Administrator, submitted to the Board for their review and approval, Property Liens.

- Map 34, Grid 17, Parcel 67, 204 Gove Cove Road, Centreville, MD 21617 (\$325.00)
- Map 34, Grid 22, Parcel 43, 209 Ashley Drive, Centreville, MD 21617 (\$325.00)
- Map 43, Grid 11, Parcel 3, 324 Wright’s Neck Road, Centreville, MD 21617 (\$325.00)
- Map 66, Grid 2, Parcel 87, 101 Brickhouse Drive, Queenstown, MD 21658 (\$340.00)
- Map 37, Grid 6, Parcel 58, 109 Taylor Road, Centreville, MD 21617 (\$340.00)

An independent contractor hired by the Zoning Office to cut grass at the above referenced addresses after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne's County Code Chapter 19 Article II §19-2 L. (2) which states: A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.

On a motion made by Commissioner Buckey, seconded by Commissioner Anderson, the Board unanimously agreed to approve the Resolutions to place a lien on each of these properties. As part of the motion, Commissioner Buckey made comments on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

BOE OPERATING FUND BALANCE TRANSFER REQUEST:

Mr. Gregory J. Pilewski, Interim Superintendent, Queen Anne's County Public Schools, submitted to the Board for their review and approval, Operating Fund Balance Transfer Request.

The Board of Education requests the Board of County Commissioners approve the transfer of \$104,600 from the Board of Education's operating fund balance to the Capital Fund for the following projects:

Sidewalk Repairs - BES CMS SES SMS	12,000
Flooring Repairs - MES KIHS BOE	36,800
Stadium Repairs - QACHS KIHS	33,500
AV Equipment Replacements - MMS	10,000
Interior Painting - BOE	8,000
Blind Installation – CMS	4,300
Total	104,600

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, Commissioner Buckey abstained, the Board agreed to approve the Board of Education request to transfer \$104,600 from the Board of Education's operating fund balance to the Capital Fund for the listed projects. As part of the motion, a discussion was held between Commissioners Anderson, Buckey and Moran on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey		abstain
Anderson	x	

BOE SUDLERSVILLE & CHURCH HILL ELEMENTARY ENTRANCE REPLACE FUND REQUEST:

Mr. Gregory J. Pilewski, Interim Superintendent, Queen Anne's County Public Schools, submitted to the Board for their review and approval, Sudlersville and Church Hill Elementary School Entrance Replace Fund Request.

As part of the Security Upgrades project (#700265) the Board of Education is replacing the entrance to both Sudlersville Elementary and Church Hill Elementary Schools. We have received estimates for these projects which exceed the initial allocation for the project. Therefore, we are requesting funds be reallocated to cover this cost.

From:	700195	Equipment & Vehicles	32,700
	700223	BOE Parking Q Lot Expansion	1,000
	700249	OACHS Sound System	21,867

	100257	Kennard Elementary Roof	98,711
	700259	Comp Building Assessment	13,141
	700261	Tennis Courts - OACHS & KIHS	36,384
To:	700265	Security Upgrades	203,803

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to approve the Board of Education request to replace the entrance to both Sudlersville Elementary and Church Hill Elementary Schools. As part of the motion, a discussion was held between Commissioners Anderson and Buckey on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

BOE CATEGORICAL TRANSFER REQUEST:

Mr. Gregory J. Pilewski, Interim Superintendent, Queen Anne's County Public Schools, submitted to the Board for their review and approval, Categorical Transfer Request.

The Board of Education is requesting the County Commissioners to approve the following categorical transfer for the fiscal year ending June 30, 2017.

- Mid-Level Administration to Instruction: \$13,405
- Special Education to Instruction: \$13,500
- Student Personnel Services to Instruction: \$13,500
- Fixed Charges to Instruction: \$15,891
- Mid-Level Administration to Administration: \$18,000

The above transfers are requested as part of the reorganization of the administrative staff. As changes in personnel occurred funds were identified to provide more direct resources and support to the classroom, schools, as well as a community liaison to bridge strong relationships between the school system and the community.

Instruction to Transportation: \$290,000

The above transfer is requested to cover the bus contractor's negotiated contract. Savings has been generated through the normal process of attrition.

On a motion made by Commissioner Anderson, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve the Board of Education request to approve the listed

categorical transfer for the fiscal year ending June 30, 2017. As part of the motion, a discussion was held between Commissioners Anderson, Buckey and Moran on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

ANIMAL CONTROL COMMISSION VACANCY:

On a motion made by Commissioner Moran, seconded by Commissioner Buckey, the Board unanimously agreed to re-appoint Robert Mueller and appoint Kathy Trotter to a three year term on the Animal Control Commission to begin effective immediately and end December 31, 2019.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

BOARD OF BUILDING APPEALS VACANCY:

On a motion made by Commissioner Anderson, seconded by Commissioner Buckey, the Board unanimously agreed to appoint Glenn Breitenbach, to a three year term, as an alternate on the Board of Building Appeals to begin immediately and end December 31, 2019.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

UPPER SHORE WORKFORCE MOU:

The Upper Shore Workforce Area is composed of five Counties- Caroline, Dorchester, Kent, Queen Anne's and Talbot. The Counties and the Upper Shore Workforce Investment Board have worked as a consortium for 34 years to implement federal employment and training grants to assist job seekers and employers in the region.

The Workforce Innovation and Opportunity Act of 2014, has given the Upper Shore Workforce Investment Board the encouragement to review all of its operating policies, procedures and agreements. We believe that a new multi-county Memorandum of Understanding is necessary to address changes in the federal legislation and to articulate the relationship between the Counties and the Upper Shore Workforce Investment Board.

The Upper Shore Workforce Investment Board has prepared the Memorandum of Understanding that accompanies this letter. Please review the document and let me know the next step to gain the Queen Anne's County Commission's concurrence with the Memorandum of Understanding.

The Board agreed to hold this item for further information.

BUDGET AMENDMENTS:

Commissioner Buckey stepped out during this portion of the meeting.

On a motion made by Commissioner Anderson, seconded by Commissioner Moran, the Board unanimously agreed to sign Budget Amendment CC-8. As part of the motion, a discussion was held between Commissioners Anderson, Buckey, Moran and Wilson on this topic.

#	CC-8							Date	11/16/2016
QUEEN ANNE'S COUNTY									
REQUEST FOR BUDGET AMENDMENT									
FY2017									
								Increase	
								(Decrease)	
								Amount	
Description of expenditure/revenue accounts to increase/(decrease):			Fund	Project Only Account Code					
increase	Cross Is. Trail Repair	Federal Recreation Capital Grant	410	414000	32725	400861		\$	30,000.00
increase	Cross Is. Trail Repair	Improvements other than Buildings	410	414000	9042	400861		\$	30,000.00
Justification:									
This amendment will recognize a Federal "Recreational Trails Program" grant, and will be administered by the Maryland State Highway Administration.									
These funds will provide for repairs and sealcoating to damaged sections of boardwalk on the Cross Island Trail. A required 20% County match									
will come from the existing operating fund budget.									
No new County Funds are requested.									

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	absent	

Anderson	x	
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On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to sign Budget Amendment CC-9. As part of the motion, a discussion was held between Commissioners Anderson and Moran on this topic.

#	CC-9							Date	12/1/2016
QUEEN ANNE'S COUNTY									
REQUEST FOR BUDGET AMENDMENT									
FY2017									
								Increase (Decrease)	
								Amount	
Description of expenditure/revenue accounts to increase/(decrease):				Fund	Project Only Account Code				
decrease	B. H. Golf Course	Course Improvements	Transfer In	300	39910	300011		\$	(10,826.00)
decrease	B. H. Golf Course	Course Improvements	Improvements	300	9042	300011		\$	(10,826.00)
increase	B. H. Golf Course	Driving Range	Transfer In	300	39910	300009		\$	10,826.00
increase	B. H. Golf Course	Driving Range	Improvements	300	9042	300009		\$	10,826.00
decrease	B. H. Golf Course	Driving Range	State Capital Grant	300	33705	300009		\$	(25,000.00)
decrease	B. H. Golf Course	Driving Range	Improvements	300	9042	300009		\$	(25,000.00)
Justification:									
This amendment will serve to transfer funds from the Golf Course Improvements project to the Golf Course Driving Range project.									
The driving range project budget originally included a portion of state grants, however since those funds are no longer available,									
a request is made to transfer existing budget authority from the Course Improvements project to the Driving Range.									
NO NEW COUNTY FUNDS ARE REQUESTED FOR THIS AMENDMENT.									

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	absent	
Anderson	x	

Commissioner Buckey returned during this portion of the meeting.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to sign Budget Amendment CC-10. As part of the motion, Commissioner Anderson made comments on this topic.

#	CC-10								Date	12/13/2016
Entered by: _____										
QUEEN ANNE'S COUNTY										
REQUEST FOR BUDGET AMENDMENT										
FY2017										
									Increase	
Description of expenditure accounts to increase/(decrease)									(Decrease)	
or revenue accounts to increase/(decrease):									Amount	
					Fund	Account Code				
increase	Critical Workforce Fund	PY Fund Balance			718	718000	39937			200,000
increase	Critical Workforce Fund	Housing Subsidy/Loan			718	718000	8310			200,000
Justification: To set up budget authority to issue new loans using prior year fund balance.										
There is sufficient fund balance to cover additional loans.										
No additional County Funds are needed.										

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, Commissioner Buckey opposed, the Board agreed to sign Budget Amendment CC-11. As part of the motion, Commissioner Buckey made comments on this topic.

#	CC-11								Date	12/27/16
Entered by _____										
QUEEN ANNE'S COUNTY										
REQUEST FOR BUDGET AMENDMENT										
FY 2017										
									Increase	
Description of expenditure/revenue accounts to increase/(decrease):									(Decrease)	
									Amount	
					Fund	Account Code				
PROJECT ONLY										
decrease	New Courthouse Project	2016 Bonds			410	410000	39716	400559		(2,000,000)
decrease	New Courthouse Project	Buildings/Additions			410	410000	9040	400559		(2,000,000)
COMMENTS:										
This amendment will revise the FY2016 bond budget for the New County Courthouse. Due to the anticipated timing of the project,										
the portion applicable to the New Courthouse was reduced from \$4 million to \$2 million.										
No additional County funds are requested.										

Commissioners	Yes	No
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Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey		x
Anderson	x	

WITHDRAW FROM KNDF 570 FUND:

Mr. Jody Schulz, Chairman, The Kent Narrows Development Foundation, submitted to the Board for their review and approval, Withdraw from KNDF 570 Fund.

The Kent Narrows Development Foundation requests permission to withdraw from the KNDF 501 account: \$64,000. \$10,000 will be reimbursed to the County once the Tax Increment Financing Feasibility Study is satisfactorily completed. The current fund balance in that account as of 12/15/2016 is \$ 264,793. The Funds will be used to cover the cost of the following;

Tax Increment Financing Feasibility Study (county portion)	\$10,000
Ongoing Program Management Cost	\$36,500
Maryland Heritage Waterman's Heritage Trail Map	\$2500 (note: match for \$1,500 grant)
Ongoing Project Costs (Includes supplies and outreach and promotion efforts)	\$15,000
Total	64,000

Major Projects in progress:

- Kent Narrows Community Plan Implementation
- Project Review and Management (Currently working with four active development projects in the Waterfront Village Center)
- Channel Dredging
- Effort to Improve Area around Ferry Point Park and The Chesapeake Heritage & Visitors Center
- Maryland Heritage Area Grant: Creation of Maritime Heritage Trail Map (partially grant funded)
- Taxing District Clarification/Update

Other Projects in Progress include:

- Ongoing operations include:
 - Website-Online Management/Community Engagement
 - Visitor Profile Survey, Attendance at key trade events, printing and design costs, coop ads with County Tourism
 - Monitoring and addressing: Transportation Issues including signage
 - Meeting Management and Administrative Support

Representation of the Kent Narrows for Regional and Local Planning Efforts and
Broadband Initiative
Grant Prospecting and Writing

On a motion made by Commissioner Moran, seconded by Commissioner Buckey, the Board unanimously agreed to approve the KNDF request to withdraw from the KNDF 501 account, \$64,000. As part of the motion, a discussion was held between Commissioners Buckey and J. Wilson on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

RETIREMENT PROCLAMATION:

The Commissioners presented the following Proclamation:

16-74

WHEREAS, Marie K. Lange became employed with the Queen Anne's County Department of Public Works as an Office Manager I effective April 14, 1986; and

WHEREAS, Marie K. Lange was promoted from an Office Manager I to an Office Manager II effective September 9, 1987; and

WHEREAS, Marie K. Lange was promoted from an Office Manager II to Principal Account Clerk effective July 1, 1990; and

WHEREAS, Marie K. Lange transferred from the Department of Public Works as Principal Account Clerk to the Department of Finance as Principal Account Clerk; and

WHEREAS, Marie K. Lange was promoted from a Principal Account clerk to Staff Accountant effective July 1, 1994; and

WHEREAS, Marie K. Lange was promoted from Staff Accountant to Accountant effective January 1, 1996; and

WHEREAS, Marie K. Lange was promoted from Accountant to Treasury Manager effective March 1, 1997; and

WHEREAS, Marie K. Lange was promoted from Treasury Manager to Chief Treasury Officer effective August 22, 2007; and

WHEREAS, Marie K. Lange has worked diligently to serve the citizens of Queen Anne's County and has always been very dedicated to her position of Chief Treasury Officer; and

WHEREAS, Marie K. Lange has regularly gone beyond the call of duty to solve problems, keep systems running, and to ensure office coverage in order to serve the citizens of the County;

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, wish Marie K. Lange a very well deserved and earned retirement that will be effective February 1, 2017 as a Chief Treasury Manager from the Department of Finance.

HELPING VETERANS:

Ms. Catherine R. Willis, Director of the Department of Community Services, presented to the Board for their review, Helping Veterans.

In a meeting with Cathy Willis along with a significant veteran program assistant, efforts have been made to expand the depth and breadth of help available and expanding contacts with those involved with providing various kinds of assistance. Discussions centered first on the foremost problem, getting veterans to understand it is NOT a problem or a mark against them to ask for help. This will remain our single biggest challenge going forward.

For the month of December the hope was to supply once a week a special full meal to any veteran who asked for it. One veteran did and received a Thanksgiving meal AFTER his usual Thanksgiving dinner so he would have all the extras for a week after Thanksgiving. Other meals were provided up until he went into surgery just before Christmas.

Visits to veterans in the nursing home, and even taking a meal to one veteran in the nursing home have also been done. In the month of January, the plan is to visit the executive committees of each of the service organizations individually in the county and then in February, to bring them together once again with the aim of determining the means of reaching out to veterans who could use help. Note this phrase: "veterans who could use help".

That is different from "veterans who NEED help". If we can somehow get this wording across we will have a chance to meet the unmet needs of many of the veterans in the area. We believe it can be done but it will require the combined efforts of the newspapers and the veteran organizations to accomplish it.

ENTERPRISE ZONE ADOPTION:

Ms. Jean E. Fabi, Acting Director, presented to the Board for their review, Queen Anne's County Enterprise Zone Update.

On December 15, 2016, the Department of Commerce announced that Queen Anne's County had received approval of a new Enterprise Zone designation, the Queen Anne's County Enterprise Zone. The geographic area of the new designation extends from Grasonville to Stevensville along US Route 50/301, encompassing 1,350 acres +/- of the County's Planned Growth Areas and three business parks: The Chesapeake Bay Business Park, Matapeake Professional Park, and Thompson Creek Business Park.

Upon receiving notice of the approval, the Department of Economic Development, with the assistance of the Department of Community Affairs, launched a webpage with the Enterprise Zone tax credit information and application for certification. We also did outreach to the business community using social media, press releases, and the County's webpage. Owners of commercial projects currently under construction were contacted personally in order to assist them in establishing 2016 as their base year for assessed value. The response received from the business community has been tremendously positive with many inquiries, meetings and requests for certification.

In the two weeks since the designation was launched, the Department of Economic Development has certified six (6) projects within the Enterprise Zone. These projects include new commercial facilities within Stevensville and Matapeake Professional Park, as well as renovations to existing commercial properties. The projects have an estimated total construction value of nearly \$10 million. Upon completion, these projects will be eligible to receive the real property tax credit for ten (10) years of 80% of the increase in the assessed value for the first five (5) years, decreasing by 10% over the next five (5). The majority of these companies will also be applying for the income tax credit as it is estimated that fifty (50) new full time jobs will be created after January 1, 2017.

The purpose of the Enterprise Zone program is to stimulate commercial investment and job growth. The Queen Anne's County Enterprise Zone program is well positioned to accomplish its mission to incentive commercial infill and redevelopment and to create job opportunities for county residents.

CENTREVILLE ROTARY CLUB CITIZEN OF THE YEAR PROCLAMATION:

The Board presented the following Proclamation to the Centreville Rotary Club Citizen of the Year:

17-04

WHEREAS, Melvin Shorter, Jr. is a life-long resident of Queen Anne's County; and

WHEREAS, Melvin Shorter, a graduate of Kennard High School in Centreville, has been active in the Kennard Alumni Association since 1984 and its efforts in restoring the school and reopening it as the Kennard Cultural and Heritage Center; and

WHEREAS, Melvin Shorter retired from Kraft General Foods after 33 years, as mechanic, where he was known as a superstar because when things went wrong - the call went out for him and his team to address the problem; and

WHEREAS, Melvin Shorter is a U.S. Army veteran, a member of the Queen Anne's County chapter of the NAACP and the Chesapeake College Multi-Cultural Advisory Committee; and

WHEREAS, Melvin Shorter is locally renowned for his catering and fish frying skills, which he shares with the community at four annual summer events; and

WHEREAS, Melvin Shorter is the Deputy Grand Master for the 7th District of the Prince Hall Masons in the five-county Upper Shore area, a post that he has held for seven years; and

WHEREAS, Melvin Shorter, for 34 years, has been a member and Past Master of the Thomas H. Kiah Lodge and 32nd degree Mason in the James A. Mingo Consistory of the Prince Hall Masons; and

WHEREAS, Melvin Shorter has been a member of Mt. Vernon United Methodist Church since 1942, where he has served as a trustee, finance committee chairman, usher and choir member; and

WHEREAS, Melvin Shorter is also a trustee and finance committee chairman at Burrisville United Methodist Church; and

WHEREAS, Melvin Shorter works part-time at the Bennie Smith Funeral Home in Chestertown, helping loved ones with their grief and sorrow; and

WHEREAS, Melvin Shorter was saluted for his hard work, leadership and unselfish devotion to family, community, church, Masonic lodge and various civic associations and named as the 2016 Citizen of the Year by the Centreville Rotary Club;

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, do hereby recognize Melvin Shorter for his dedication and support in making Queen Anne's County a great place to Live! Work! And Play!

RURAL LEGACY – LAND PRESERVATION FUNDING:

Ms. Donna K. Landis-Smith, Soil Conservation Aid, presented to the Board for their review and approval, Rural Legacy - Conservation Easement Funding.

The State Board of Public works met on October 19, 2016 and approved \$1,450,956 to fund Rural Legacy conservation easements in the Lands End and Foreman Branch Areas. This award will enable Queen Anne's County to partially fund three (3) properties, one (1) of which is a waterfront property located in the Lands End area and two (2) are located in the Foreman Branch area. The total acreage of the three (3) parcels is 355 acres. The total needed to fully fund all three parcels is \$1,495,609 which is \$44,653 more than what the State Board of Public Works awarded. Ms. Smith met with all three (3) of the landowners and explained that there is not enough money to pay the full easement offer. All three (3) landowner have expressed that they want the full easement value plus payment for closing costs, title search and the title commitment.

The rate paid per acre on these easements is 40% of the average of the last three (3) MALPF easement cycle appraised Fair Market Values. The landowners feel as though with accepting 40% of the Fair Market Value, that the offers should not be discounted any further.

All three (3) properties are the top ranked farms and will be an important addition to the contiguous large tracts of land that has been previously preserved. The total amount needed for all three (3) landowners to fully fund the easement offer is approximately \$56,650, which would include closing costs, title searches and the title commitments.

On a motion made by Commissioner Buckey, seconded by Commissioner Anderson, the Board unanimously agreed to approve funding, not to exceed \$57,000 to fully fund three (3) Rural Legacy Easement properties. As part of the motion, a discussion was held between Commissioners Anderson, Buckey and Moran on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

PASSPORT TO WELLNESS RECOGNITION:

Ms. Beverly A. Churchill, Director of the Department of Human Resources, presented to the Board for their review, Wellness Volunteers 2015.

The Board presented Certificates of Excellence to the following volunteers:

Panning & Zoning - Erin Aguilar

Social Services - Katie Collier
State's Attorney's Office - Heather Clark
Community Services - Dawn Lange
Commissioners Office - Margie Houck
DPW - Connie Toulson
Finance - Lauren James
Community Affairs - Beth Malasky
Sanitary - Olivia Clark
Sheriff's Office - Amanda Darling

LEGISLATIVE SESSION:

On a motion made by Commissioner Buckey, seconded by Commissioner Anderson, the Board unanimously agreed to schedule a hearing for TA/CO 16-14. As part of the motion, a discussion was held between Commissioners Anderson, Moran and J. Wilson on this topic.

COUNTY ORDINANCE NO. 16-14

A BILL ENTITLED

AN ACT CONCERNING Archeological Resource Investigations in Queen Anne's County;

FOR THE PURPOSE OF requiring the documentation and preservation of archeological sites in Queen Anne's County, establishing criteria for preservation of archeological resources; providing for the applicability of these provisions and establishing a Development Review Process in connection with the approval of certain applications.

BY RETITLING ARTICLE XVI of Chapter 18:1 of the Code of Public Local Laws of Queen Anne's County and ADDING a new Section 18-1-91.1.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND that Article XVI of Chapter 18:1 of the Code of Public Local Laws be retitled "HISTORIC STRUCTURES AND ARCHEOLOGICAL SURVEYS" and a new Section 18:1-19.1 be added to the Code of Public Local Laws of Queen Anne's County to read as follows:

§18:1-91.1 Archeological Resource Investigation

- A. Purpose. It is the policy of the Queen Anne's County Planning Commission to require the documentation and preservation of archeological sites in order to protect the

county's cultural heritage. The purpose of this Section is to establish criteria for the preservation of archaeological resources and similar irreplaceable assets that shall be preserved, insofar as possible, through harmonious and careful design during the development review process.

- (1) All archeological investigations and report preparation shall be based on the Maryland Historical Trust (MHT) publication, *The Standards and Guidelines for Archeological Investigations in Maryland* (Schaffer and Cole 1994)¹, as well as accepted practices for archeology in the Mid-Atlantic Region.
- (2) All work conducted in Queen Anne's County must be performed in accordance with the *The Standards and Guidelines for Archeological Investigations in Maryland* (Schaffer and Cole).
- (3) The significance and integrity of all existing archaeological resources shall be evaluated and shall be part of a plan for the protection and preservation of such resources, which shall be reviewed and subject to the approval of the Planning Commission.

B. Applicability. Standards for the documentation of archeological resources apply to the following:

1. Applications for approval of all major site plans, major subdivisions, concept plans for solar arrays, concept plans for major extraction permits, and telecommunication towers that involve documented evidence of archeological resources.
2. These standards do not apply to minor subdivisions, minor site plans or administrative subdivisions.

C. Development Review Process. Prior to the approval of the application, review and documentation of any archeological resource shall be conducted in accordance with the following process:

- (1) All plans submitted shall identify cemeteries, burial grounds, and known archaeological sites. Applicants are required to comply with Chapter 18: 1: Zoning & Subdivision Regulations and comply with the Planning Commission's Archeological Resource Investigation Guidelines adopted by Resolution of the County Commissioners of Queen Anne's County.

¹ Shaffer, Gary D. and Elizabeth J. Cole
1994 *The Standards and Guidelines for Archeological Investigations in Maryland*. Maryland Historical Trust Technical Report 2.

- (2) Applicant is responsible for researching the Maryland Historical Trust, the Maryland Historical Trust Library, the Maryland State Highway Administration, the National Register of Historic Places, and other resources to determine whether archaeological resources are likely to exist on site.
- (3) Prior to the submittal of a plan, potential applicants are encouraged to arrange a pre-application meeting with the Planning Department to substantiate the presence or absence of archeological resources.
- (4) Staff will review the plans for archeological potential and based on this analysis, the Planning Department will make an evaluation of archeological potential and a finding as to whether an archeological investigation is needed. If staff concludes that there is a moderate or high probability that archeological resources could be located within the project area, staff will provide a memorandum that outlines the area where a Phase I archeological investigation will be required. If a known potentially significant or National Register of Historic Places-eligible archeological site is within the project area, a Phase II (Evaluation) or Phase III (Treatment Plan) investigation may be required. If staff finds that no further archeological investigations are necessary, the applicant will receive a memorandum stating that the applicant has met the Planning Department's archeological requirements.
- (5) If staff recommends a Phase I, II, or III archeological investigation, the Archeological Resource Investigation Guidelines shall apply. An acceptable investigation report shall be submitted at least 45 days prior to the scheduled Planning Commission meeting date.
- (6) Staff's recommendations on the archeological review will be presented to the Planning Commission as part of the Staff Technical Advisory Committee report. Should the Planning Commission determine that additional archeological investigation is necessary; the additional study information shall be submitted and reviewed prior to any approval by the Commission.
- (7) Should unanticipated discoveries be uncovered during soil disturbance, work in the immediate vicinity shall cease and the Planning Department notified. Construction activities in the vicinity shall not resume until such time that all relevant parties have agreed upon a course of action.
- (8) Application of this section shall not result in the loss of otherwise buildable lots or buildable area. However, this provision shall not be interpreted or used as a means to recover base density or buildable area that may be lost due to the application of other County, State, or Federal requirements during the normal review process.

SECTION III

BE IT FURTHER ENACTED that upon introduction this Ordinance shall be referred to the Queen Anne’s County Planning Commission for investigation and recommendation pursuant to §18:1-218 of the Code of Public Local Laws.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

On a motion made by Commissioner Buckey, seconded by Commissioner Anderson, the Board unanimously agreed to schedule a hearing for TA/CO 16-15. As part of the motion, Commissioner Anderson made comments on this topic.

COUNTY ORDINANCE NO. 16-15

A BILL ENTITLED

AN ACT CONCERNING Revisions to the Criteria for Major and Minor Extraction Operations;

FOR THE PURPOSE OF revising the criteria and imposing additional standards for extraction operations in Queen Anne’s County, Maryland

BY ADDING Section 18: 1-95 E. (4) (b) [4] to and amending Chapter 18 App – 1 “Definitions” of the Code of Public Local Laws of Queen Anne’s County.

BY AMENDING Section 18:1-95 E and Chapter 18 App 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 18:1-95 E. (4) (b) [4] be added to the Code of Public Local Laws of Queen Anne’s County Maryland to read as follows:

18:1-95 E. (4)(b) Site and geological data that includes:
 ...

[4] Historic resources, including an Archeological Resources Investigation subject to the requirements of Section 18:1-91.1.

SECTION II

BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, MARYLAND that the definition of “Minor Extraction and Dredge Disposal Uses” in Section 18 App-1 Definitions of the Code of Public Local Laws of Queen Anne’s County be DELETED and the following definition be added to Section 18 App-1 to read as follows:

DREDGE DISPOSAL USES – Dredge disposal sites that disturb fewer than 10 acres.

SECTION III

BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, MARYLAND that Section 18:1-95 F be deleted in its entirety from the Code of Public Local Laws of Queen Anne’s County Maryland.

SECTION IV

BE IT FURTHER ENACTED that upon introduction, this Ordinance shall be referred to the Queen Anne’s County Planning Commission for investigation and recommendation pursuant to §18:1-218 of the Code of Public Local Laws.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

Commissioner Anderson introduced County Ordinance 16-21 - Farm Breweries in Queen Anne’s County.

COUNTY ORDINANCE NO. 16-21

A BILL ENTITLED

AN ACT CONCERNING Farm Breweries in Queen Anne’s County;

FOR THE PURPOSE of adding Farm Breweries as a permitted Agricultural Use in Queen Anne’s County; providing a definition of “Farm Breweries”; and generally dealing with and permitting Farm Breweries in Queen Anne’s County, Maryland.

BY AMENDING 18 App Appendix A: Glossary of 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 the definition of “AGRICULTURE” in Chapter 18 App Appendix A: Glossary be AMENDED to read as follows:

AGRICULTURE

All methods of production or management of livestock, poultry, crops, vegetation and soil, other than commercial logging and timber harvesting operations; and includes but is not limited to:

A. Tillage, plowing, seeding, fertilization, pest control, harvesting, maintenance of best management practices, and marketing;

B. Feeding, housing, grazing, raising and maintaining animals such as cattle, dairy cows, sheep, hogs, poultry and equine and the handling of their by-products;

C. Orchards, nurseries, vineyards, cheese making, winery, ~~and~~ U-pick operations, and Farm Breweries; and

D. Silviculture, sod production, and aquaculture.

SECTION II

BE IT FURTHER ENACTED that the following definition be ADDED to Chapter 18 App Appendix A: Glossary to read as follows:

FARM BREWERY

A part of a producing farm operation that brews beer from ingredients grown and produced on the farm. Incidental operations include fermenting, distilling, blending, aging, storing, administrative activities, warehousing, bottling, and shipping facilities. Retail sales and tasting facilities for beer and related promotional items shall be permitted as part of the use. Planned promotional events or other organized activities as permitted under Article 2B, §2-209 as amended of the Annotated Code of Maryland are included in this definition.

Commissioner J. Wilson introduced County Ordinance 17-04 - Business Personal Property Taxes on Electric Generating Equipment (solar) in Queen Anne's County

COUNTY ORDINANCE NO. 17-04

A BILL ENTITLED

AN ACT CONCERNING Business Personal Property Taxes in Queen Anne's County;

FOR THE PURPOSE of affirming the percentage of value of business personal property subject to the Queen Anne's County property tax; providing for the taxation of operating personal property of a public utility and personal property used to generate electricity for sale; and generally dealing with and providing for business personal property taxes in Queen Anne's County.

BY ADOPTING a new Article IX to Chapter 5 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 a new Article IX of Chapter 5 of the Code of Public Local Laws be and is hereby ADOPTED to read as follows:

ARTICLE IX. Business Personal Property Taxes.

§5-30. Rates of Reduction.

Except for (1) operating personal property of a public utility and (2) personal property used to generate electricity for sale, the assessment of personal property in Queen Anne's County is subject to County personal property tax rate on 0% of its value.

§5-31. Taxable Assessment.

The assessment of the operating personal property of a public utility and personal property described in §7-237 of the Tax-Property Article is subject to the County property tax on fifty percent (50%) of the assessment for the taxable year beginning July 1, 2017 and each subsequent taxable year.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to adopt County Ordinance 16-22. As part of the motion, Commissioner Anderson made comments on this topic.

BILL NO. 16-22

A BILL ENTITLED

“PUBLIC FACILITIES
BOND AUTHORIZATION OF 2017”

A PUBLIC LOCAL LAW TO AUTHORIZE AND EMPOWER QUEEN ANNE’S COUNTY, MARYLAND, FROM TIME TO TIME, TO BORROW NOT MORE THAN THIRTEEN MILLION DOLLARS (\$13,000,000) FOR THE PUBLIC PURPOSE OF FINANCING OR REFINANCING CERTAIN PUBLIC FACILITIES, ALL AS MORE PARTICULARLY DESCRIBED HEREIN, AND TO EVIDENCE SUCH BORROWING BY THE ISSUANCE AND SALE AT PUBLIC OR PRIVATE SALE, UPON ITS FULL FAITH AND CREDIT, OF ONE OR MORE SERIES OF ITS GENERAL OBLIGATION BONDS IN LIKE PAR AMOUNT; EMPOWERING AND DIRECTING THE COUNTY TO ADOPT A RESOLUTION IN ACCORDANCE WITH SECTION 19-504(d) OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND (2013 REPLACEMENT VOLUME AND 2016 SUPPLEMENT) (THE “CODE”) PRIOR TO ISSUING ALL OR ANY PART OF THE BONDS; EMPOWERING AND DIRECTING THE COUNTY TO LEVY AD VALOREM TAXES IN RATE AND AMOUNT SUFFICIENT TO PROVIDE FUNDS FOR THE PAYMENT OF THE MATURING PRINCIPAL OF AND INTEREST ON THE BONDS AND PLEDGING THE COUNTY’S FULL FAITH AND CREDIT AND UNLIMITED TAXING POWER TO THE PAYMENT THEREOF; EXEMPTING THE BONDS FROM THE PROVISIONS OF SECTIONS 19-205 TO 19-206, INCLUSIVE, OF THE CODE; AUTHORIZING THE ISSUANCE OF REFUNDING BONDS; AND RELATING GENERALLY TO THE ISSUANCE AND SALE OF SUCH BONDS

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	absent	
Buckey	x	
Anderson	x	

PRESS AND PUBLIC COMMENTS:

The following persons spoke to the Commissioners on subjects of interest to them:

1. Jay Falstad

COMMISSIONER’S ROUNDTABLE:

Commissioner Buckey discussed the following:
Working with Fire Company regarding insurance

Commissioner Anderson discussed the following:
Internet service is a hot topic with citizens

Commissioner Moran discussed the following:
Had Gregg give an update State Street Project
COG Meeting Tomorrow evening

There being no further business, they adjourned at 11:20 a.m. to meet again on Tuesday, January 24, 2017.

EXECUTIVE ASSISTANT

PRESIDENT