

DRAFT-SUBJECT TO CHANGE

March 27, 2018

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

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

BUDGET WORK SESSION:

The following Departments met with the Board and reviewed their proposed FY2019 Budget:

Department of Community Services
Department of Parks
Department of Planning & Zoning

On a motion made by Commissioner J. Wilson, seconded by Commissioner S. Wilson, the Board unanimously agreed to make a part-time Mechanic position to a full-time Mechanic in FY 18 Budget. As part of the motion, a discussion was held between Commissioners Anderson, Buckey, J. Wilson and S. Wilson on this topic.

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

Commissioner Buckey left during this portion of the meeting.

MEETING CALLED TO ORDER:

The meeting was called to order at 5:00 p.m.

CLOSED SESSION:

Pursuant to State Government Law Section 3-305(b), (3): to consider the acquisition of real property for a public purpose and matters directly related thereto; “The County Commissioners held a Closed Session on a motion of Commissioner J. Wilson, seconded by Commissioner Anderson, at 5:00 p.m. in the Office of the County Commissioners, The Liberty Building, 107 N. Liberty Street, Centreville, Maryland.” The Board adjourned in Closed Session at 5:05 p.m. Those in attendance were Mr. Gregg Todd, County Administrator; Ms. Margie Houck, Executive Assistant;

The Board discussed land in Church Hill to extend Emergency Services into North County.

In Open Session:

On a motion made by Commissioner Anderson, seconded by Commissioner S. Wilson, Commissioner J. Wilson recused himself, the Board agreed to move forward with a contingent contract. As part of the motion, a discussion was held between Commissioners Anderson, Buckley, J. Wilson and S. Wilson on this topic, during closed session.

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

MINUTES:

On a motion made by Commissioner Anderson, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve the Agenda for the current meeting and Regular minutes of the March 13, 2018, March 20, 2018 meeting and Closed Session minutes of the March 13, 2018 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. Kate Greer

WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:

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

REQUEST FOR FUNDS WITHDRAWAL:

Mr. Jonathan Seeman, Budget & Finance & IT Director, submitted to the Board for their review and approval, Request for Funds Withdrawal, Kent Narrows Development Foundation.

The Kent Narrows Development Foundation requested to withdraw funds from the County's Kent Narrows Development Fund account.

On a motion made by Commissioner Anderson, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve the withdrawal by the Kent Narrows Development Foundation of \$53,500 from the County's Kent Narrows Development Fund. As part of the motion, Commissioner S. Wilson made comments on this topic.

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

DRAFT SICK LEAVE DONATION POLICY:

Ms. Beverly A. Churchill, Department of Human Resources Director, submitted to the Board for their review and approval, Draft Standard Operating Policy.

The Board reviewed the revised Sick Leave Donation policy. This policy has been revised to clarify that contractual employees are not eligible. This is necessary in response to the new Sick & Safe leave which certain contractual employees will now be eligible to receive under the Maryland Healthy Working Families Act.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to adopt the Sick Leave Donation Policy as presented, to be effective within seven business days.

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

DEPARTMENT OF PLANNING AND ZONING BUILDING OFFICIAL:

Mr. Michael Wisnosky, AICP, PP, Planning & Zoning Director, submitted to the Board for their review and approval, Department of Planning and Zoning Building Official.

BACKGROUND

Section R103 of the International Building Code (code), requires the "jurisdiction" (County Commissioners) to appoint a Building Official who is authorized and responsible for the administration and enforcement of the code. The Building Official shall have the authority to render interpretations of the code and adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in conformance with the intent and propose of the code.

Duties and responsibilities of the Building Official include but are not limited to: receiving applications, review construction documents and issue permits; issuing necessary notices or orders to insure compliance with the code; make inspections or having the authority to accept reports of inspections by approved agencies or individuals; authorization to enter a structure or premises to inspect or perform the duties imposed by the code; the keeping of official records of applications received and permits issued.

The County Commissioners have assigned this responsibility to the Zoning Administrator. With the retirement of Jim H. Barton, Vivian J. Swinson has been appointed to the position of Queen Anne's County Zoning Administrator.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to appoint Vivian J. Swinson as the Queen Anne's County Building Official.

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

LIFE SCOUT TROOP 1631 REQUEST:

Stephen Kougoures, Life Scout in Boy Scout Troop 1631 of Christ Church submitted to the Board for their review and approval, fund request.

I am about to begin my Eagle Scout project at Camp Wright to help me earn the highest rank of Scouting. I plan to build an information pavilion at Camp Wright for my Eagle Project.

It will inform campers with a building/area map, camp information and the posting of any other important information to help campers during their visit at Camp Wright. Currently, the initial instructions for campers are given individual verbal instructions explaining the layout of Camp Wright. There are several buildings on the property and campers sometimes have trouble finding the office and other buildings. The map on the pavilion will provide an effective solution to this problem. Campers will know where the office is as well as the cabins, pool, outdoor covered picnic area, chapel, bathrooms and dining hall because the information pavilion is located at the parking lot when you arrive.

To build this information pavilion, I will harvest two logs from the camp to support the structure. I will need to purchase sheets of plywood for the main bulletin board and roof, other lumber used for framing the board, main structure and roof supports, Plexiglas for protection of the actual information center and shingles to finish the roof. I will also need to buy several gallons of Sikkens exterior lacquer for the preservation of the wood used for this Eagle Scout project. Each day that my volunteers spend helping I will provide a lunch for them as well.

I will perform as the general contractor for this project. Applying my leadership skills, knowledge and experience I have gained while helping my fellow Scouts with their projects and I plan to complete this project by June 2018. I will participate in building this project and part of my job as the leader of this project is to delegate the tasks to volunteers such as my peers in scouting as well as family and friends. I hope to gain better leadership skills and become a more knowledgeable leader with more experience of how to delegate work and lead efficiently.

My project will cost approximately \$1,500. To cover expenses for lumber, tools, shingles and many other materials, I need to raise funds. I would like to ask you to help my cause by donating to my project fund

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to fund Mr. Kougoures Eagle Scout project in the amount of \$1500. As part of the motion, Commissioner Anderson made comments on this topic.

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

LAND PRESERVATION, PARKS & RECREATION PLAN – 2017:

Ms. Nancy E. Scozzari, Chief of Parks & Resource Planning, submitted to the Board for their review and approval, Land Preservation, Parks & Recreation Plan – 2017.

Background:

Effective July 1, 2005, the State of Maryland required that each county update local Land preservation, Parks and Recreation Plans (LPPRP) every five (5) years. The local plans are required one year prior to the update of the Maryland Statewide Land Preservation, Parks & Recreation Plan. Queen Anne's County last adopted an update in 2012.

This 2017 LPPRP has been developed in accordance with guidelines issued in 2016 by the Maryland Department of Natural Resources (DNR), and the Maryland Department of Planning (MDP). The goal of the Land Preservation, Parks & Recreation Plan by local jurisdiction is to examine the set of State and local efforts determine if they are complimentary or conflicting, identify shortcomings, and recommend improvements for State and local administrations and lawmakers.

The Queen Anne's County Land Preservation, Parks, and Recreation Plan functions by reference, as part of the Queen Anne's County Comprehensive Plan. Information contained herein will serve as a guide with respect to 10 recreational programs, agricultural preservation and natural resource protection in the upcoming 2020 Queen Anne's County Comprehensive Plan effort.

The LPPRP includes forecasting of what may occur in the future based upon existing patterns and anticipated trends. This LPPRP addresses a recreation and parks element, an agricultural land element and natural lands/resources element as outlined in the *Guidelines for State and Local Land Preservation, Parks, and Recreation Planning*.

OBJECTIVE:

The LPPRP provides information used to assist in evaluating each county in the State with respect to recreation and preservation programs. The adoption of this LPPRP is important to Queen Anne's County as it qualifies local government for Maryland Program Open Space (POS) funding as well as other programs and grants.

MD DEPARTMENT OF NATURAL RESOURCES AND MD DEPARTMENT OF PLANNING COMMENTS:

Both Maryland Department of Natural Resources and the Maryland Department of Planning have issued their comments to the Department of Parks. All comments were considered and addressed where appropriate. The final Plan along with the GIS mapping layers has been made available to MDP and DNR respectively.

PARKS & RECREATION ADVISORY BOARD REVIEW:

Throughout the course of this LPPRP update the plan has been reviewed by the Queen Anne's County Parks & Recreation Advisory Board (PRAB). At their regular scheduled meeting in November 2017, it was determined that no further comments or recommendations were required per their review.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to move to adopt the Queen Anne's County 2017 Land Preservation, Parks & Recreation Plan update.

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

GOODHANDS CREEK LANDING PAVING:

Mr. James Wood, Public Landings Supervisor, submitted to the Board for their review and approval, Goodhands Creek Landing Paving.

The Department of Parks is requesting to contract with David A. Bramble, Inc. to pave the parking lot at Goodhands Creek Landing using the Department of Public Works' current Paving Contract with 100% reimbursable grant funding from the Maryland Department of Natural Resources.

This paving project will pave approximately 16,440 square feet with a 2 inch lift of 9.5 mm Hot Mix Asphalt (HMA). The present asphalt surface is in poor condition with many cracks, showing signs of wear and needs resurfacing as part of the Department of Parks' preventative maintenance effort. New asphalt pavement will provide a durable and appropriate surface for boaters.

This project will be 100% funded from MD-Department of Natural Resources - Waterway Improvement Program funds in the amount of \$24,640 as identified in the Public Landings FY 2018 Maintenance and Improvement Capital Project # 330067.

On a motion made by Commissioner Anderson, seconded by Commissioner J. Wilson, the Board unanimously agreed to authorize the Department of Parks to contract with David A. Bramble to pave the parking lot at Goodhands Creek Landing using \$24,640.00 from MD-Department of Natural Resources – Waterway Improvement Program grant funds as identified in the Public Landings FY 2018 Maintenance and Improvement Capital Project # 330067.

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

BUDGET AMENDMENT CC-32:

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to approve Budget Amendment CC-32.

#	CC-32						Date	4/3/2018
QUEEN ANNE'S COUNTY								
REQUEST FOR BUDGET AMENDMENT								
FY 2018								
								Increase (Decrease) Amount
Description of expenditure/revenue to increase/(decrease):				Fund	Account Code			
increase	Sheriff Dept.	Other Fed Capital Grants		100	110000	32890		36,120
increase	Sheriff Dept.	Additional Equipment		100	110000	9050		36,120
				Net Increase				36,120
Justification:								
This amendment recognizes the revenue and expenditures associated with a grant received from the Governors Office of Crime								
Control and Prevention. This grant will be used to make technology improvements and does not require matching funds.								
No additional County funded are being requested								

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

CHARACTER COUNTS:

The Commissioners presented Ms. Elaine Butler, Character Counts! the following Character Counts Proclamation:

WHEREAS, the Commissioners of Queen Anne’s County, at the request of its citizens, declared the County a Character Counts! Community; and

WHEREAS, all citizens have been called upon to embrace the “Six Pillars of Character” (Respect, Responsibility, Caring, Citizenship, Fairness, and Trustworthiness) and incorporate the Pillars into their daily activities and to model these traits of good character; and

WHEREAS, the Character Counts! Pillar of the Month for April is “Trustworthiness”; and

WHEREAS, We the members of the Council for Children and Youth of Queen Anne’s County

vow to be trustworthy mentors and role models for the children and youth from our community and, recognizing that in today's complex society, where children are subject to pressures and negative influences rarely experienced by earlier generations, we will strive to impart this value that will help them become caring and responsible members of society; and

WHEREAS, we will be respectful and trustworthy of all the people we serve and create an inviting, and trustworthy environment where everyone, regardless of race, religion, orientation or creed, feels our loyalty and commitment to them and their families; and

WHEREAS, we will ensure our members will be citizens of trustworthy character, which translates to being reliable, honest and having the courage to do the right thing; and

WHEREAS, we will strive to create and foster an environment that supports the development of character of trustworthiness in our efforts to help the children and youth in Queen Anne's County pass on this character trait to their friends and families; and

WHEREAS, the Council for Children and Youth of Queen Anne's County asks all citizens, including children and their families residing in Queen Anne's County to practice being Trustworthy;

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, do hereby designate the Character Counts! Pillar of the Month for April 2018 is "Trustworthiness".

COMMISSIONER'S ROUNDTABLE:

Commissioner J. Wilson discussed the following:
MACo update

Commissioner Anderson discussed the following:
Budget on going

Commissioner S. Wilson discussed the following:
Commend Mr. Todd and Mr. Seeman on their part working on the budget

CRITICAL WORKFORCE LOAN PROGRAM CHECK PRESENTATION:

Mr. Michael Clark, Chief of Housing & Family Services and Ms. Anne Van Benschoten, Housing Program Administrator - Workforce Housing Unit County's, presented to the Board for their review, Critical Workforce Housing Revolving Loan Program.

Queen Anne's County Housing and Community Services would like to present the Commissioners with a quick overview of the Critical Workforce Revolving Home Loan

Program. We would like to finish the presentation by inviting the Commissioners to present a check to Donald Smith and Anna King for the Critical Workforce First Time Homebuyers loan program. Donald has been an active volunteer firefighter for 12 years with the Crumpton Fire Department which qualifies him for the Critical Workforce loan program. Donald, Anna and their two children are purchasing a home in Crumpton, Maryland. We plan to take a picture of the event and make it a media release.

Overview of Critical Workforce Loan Program

The Critical Workforce loan program is funded through a small percentage of the recordation tax. Queen Anne's County Housing and Community Services has issued 74 critical workforce loans throughout the county as seen in orange on the map and have funding for FY2018 to complete four Critical Workforce loans. The program states that our critical workforce are individuals who are employed as a teacher by the Queen Anne's County Board of Education, Queen Anne's County and Centreville law enforcement officers, correctional officers employed by Queen Anne's County, full time Emergency Medical Technicians, Queen Anne's County Emergency Dispatchers, or an active member of a Queen Anne's County Volunteer Fire Company. The candidates must work for an additional 5 years in the critical workforce in order to stay qualified for the program. The program offers qualified candidates to receive a loan for 33% of the purchase price or up to \$50,000.

LEGISLATIVE SESSION:

Commissioner J. Wilson introduced Amendment 1 to County Ordinance 18-01:

AMENDMENT NO. 1 TO COUNTY ORDINANCE NO. 18-01

AN AMENDMENT TO
A BILL ENTITLED

AN ACT CONCERNING Fire and Emergency Service Access;

FOR THE PURPOSE of requiring that all locked gated businesses, residences, communities and marinas be subject to the requirement that they 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 AMENDING pending County Ordinance No. 18-01.

Commissioner Anderson introduced County Ordinance 18-04:

COUNTY ORDINANCE NO. 18-04

A BILL ENTITLED

AN ACT CONCERNING Revisions to the Queen Anne's County Ethics Ordinance, Chapter 8 of the Code of Public Local Laws of Queen Anne's County, Maryland;

FOR THE PURPOSE of revising and updating the Queen Anne's County Ethics Ordinance, including Sections 8-11, 8-13 and 8-14 of Chapter 8 of the Code of Public Local Laws, to conform to the requirement that the Queen Anne's County Ethics Law be substantially similar to the State law; prohibiting disclosure of an individual's home address included in any financial disclosure filed after January 1, 2019; prohibiting any person subject to the County Ethics Ordinance from assisting or representing another party for compensation in a matter that is the subject of legislative action for two calendar years from the date the individual leaves County office, ceases County employment or ceases service on a County Board or Commission; prohibiting former registered lobbyists from participating in certain matters for one calendar year after termination of registration under certain circumstances; requiring disclosure by a lobbyist on statements filed on or after January 1, 2019, if the individual's spouse is a registered lobbyist, the entity that has engaged the spouse for lobbying purposes; providing procedure for failure to file annual disclosure forms and the granting of extensions and for incomplete or inadequate disclosure forms and generally revising and updating Chapter 8 of the Code of Public Local Laws.

BY AMENDING Sections 8-11, 8-13 and 8-14 of Code of Public Local Laws and ADDING a new Subsection 8-11A.(10) and (11), 8-13 L. and 8-14C.(2)(e).

PUBLIC HEARING:

The County Commissioners of Queen Anne's County, Maryland held a public hearing at 6:30 p.m. in the County Commissioner's Meeting Room in the Liberty Building, 107 N Liberty Street, Centreville, Maryland 21617 to receive public comments on County Ordinance 18-01.

Patrick Thompson, Esquire, County Attorney conducted the hearing on behalf of the County and noted all legal requirements had been met.

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.

No public testimony was given.

PUBLIC HEARING:

The County Commissioners of Queen Anne's County, Maryland held a public hearing at 6:35 p.m. in the County Commissioner's Meeting Room in the Liberty Building, 107 N Liberty Street, Centreville, Maryland 21617 to receive public comments on County Ordinance 18-05.

Patrick Thompson, Esquire, County Attorney conducted the hearing on behalf of the County and noted all legal requirements had been met.

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.

No public testimony was given.

PRESS AND PUBLIC COMMENTS:

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

1. Robert Foley

TAX SET-OFF HEARING:

Mr. Jonathan Seeman, Director of Budget & Finance, presented to the Board, FY19 Tax Set-Off Tax Differential Hearing.

Centreville – Councilmen Jim Beauchamp and Tim McCluskey – reviewed the services the town provides

Church Hill – Commissioner Edward Raffetto, Jr. – reviewed the services the town provides

Queenstown – Amy Moore, Town Manager/Clerk-Treasurer and Patricia Bowell, Finance Committee Chair - reviewed the services the town provides

Queen Anne – Commissioner Randy Esty – thankful for the support the County has given

Sudlersville – not present

Barclay – Deborah E. Bowden, Clerk-Treasurer – thankful for the support the County has given

Templeville – not present

Millington – not present

There being no further business, they adjourned at 7:15 p.m. to meet again on Tuesday, March 29, 2018.

EXECUTIVE ASSISTANT

PRESIDENT