

July 10, 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  
Jack N. Wilson, Jr.  
Robert Charles Buckey (absent)  
Mark A. Anderson

**MEETING CALLED TO ORDER:**

The meeting was called to order at 8:30 a.m.

**CLOSED SESSION:**

Pursuant to State Government Law Section 3-305(b), (7) to consult with counsel to obtain legal advice on a legal matter; "The County Commissioners held a Closed Session on a motion of Commissioner Anderson, seconded by Commissioner J. Wilson, at 8:30 a.m. in the Office of the County Commissioners, The Liberty Building, 107 N. Liberty Street, Centreville, Maryland." The Board adjourned in Closed Session at 8:50 a.m. Those in attendance were Mr. Gregg Todd, County Administrator; Ms. Margie Houck, Executive Assistant; Patrick Thompson, Esquire, County Attorney; Mr. Jonathan Seeman, Budget & Finance & IT Director.

The Board discussed the FY2017 Financial Audit they requested and have not received from an outside Agency and requested the County Attorney to contact their Attorney.

**CLOSED SESSION:**

Pursuant to Section 10-503(c) of the State Government Article of the *Annotated Code of Maryland*, the County Commissioners went into closed session for the purpose of conducting an administrative function meeting; "The County Commissioners held a Closed Session on a motion of Commissioner Anderson, seconded by Commissioner J. Wilson, at 8:50 a.m. in the Office of the County Commissioners, The Liberty Building, 107 N. Liberty Street, Centreville, Maryland." The Board adjourned in Closed Session at 9:00 a.m. Those in attendance were Mr. Gregg Todd, County Administrator; Ms. Margie Houck, Executive Assistant;

The Board reviewed Board/Commission vacancies.

In open session:

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to appoint Laurie Dalziel to fill Kaarin Salisbury's remaining term on the Parks & Recreation Advisory Board to begin immediately and end December 31, 2019.

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

**MINUTES:**

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to approve the Agenda for the current meeting and Regular minutes of the June 12, 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. Cliff Coppersmith

**DEPARTMENT OF PUBLIC WORKS – ADMINISTRATIVE/ENGINEERING:**

Mr. Dave MacGlashan, Chief Property Manager, of the Department of Public Works Mr. Alan Quimby, Chief Sanitary Engineer; and Mr. Shane Moore, Chief Roads Engineer; met with the Board.

**DPW OFFICE BUILDING ROOF REPLACEMENT – CONSTRUCTION BID:**

Mr. Moore presented to the Board for their review and approval, Department of Public Works Office Building Roof Replacement - Construction Bid.

Bids were received and opened on Thursday, June 21, 2018 for the Department of Public Works Office Building Roof Replacement project. The contract consists of the removal and disposal of the existing 7,500 sq.ft. roof system and replacement with a TPO roof system. Project bids were solicited in accordance with the County Procurement Policy.

In addition to advertisement on the County Website and eMaryland Marketplace, the Bid Posting was provided directly to thirteen vendors who had previously bid or otherwise expressed

interest in similar work for the County. Four vendors were represented at the non-mandatory Pre-Bid Meeting. A post-bid survey of solicited vendors indicates that many contractors are presently committed with other work.

Two (2) bids were received and publicly opened, and are listed below:

<u>Vendor</u>	<u>Bid</u>
Iron Shore Contracting, LLC	\$ 199,000.00
AKJ, Inc.	\$ 299,775.00

Iron Shore Contracting, LLC is the lowest responsive, responsible bidder. Capital Project Funds approved for this project in the amount of \$150,000 are insufficient. A similar project bid in December 2017 had resulted in eleven bids at approximately one-half the cost per square foot. While not a wholly equal comparison, staff are of the belief that re-bidding in the fall is likely to yield increased bidder participation and more competitive, economical pricing.

Based on the above, staff recommends all Bids be rejected and project be resolicited at a future date. The County Attorney has reviewed and approved this recommendation.

On a motion made by Commissioner Moran, seconded by Commissioner J. Wilson, the Board unanimously agreed to reject all Bids and authorize the Director of Public Works to resolicit at a future date. As part of the motion, Commissioner Moran made comments on this topic.

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

**PROPERTY TRANSFER DEED – COMMERCE STREET PROPERTY (DOWNES BUILDING) TO QAC ARTS COUNCIL:**

Mr. MacGlashan presented to the Board for their review and approval, Property Transfer Deed - Commerce Street Property (Downes Building) to Queen Anne’s County Arts Council.

The Board reviewed a deed for conveyance of the property located at 206 South Commerce Street (aka the Downes Building) to the Queen Anne’s County Arts Council. This facility formerly was used by the General Services Division as a storage building and Shop and for records storage. These functions have been moved to a new building at 312 Safety Drive and to an offsite records management company for retention. Therefore, this property is no longer needed for public purposes.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Moran, the Board unanimously agreed that property located at 206 S. Commerce Street known as the Downes Building is no longer needed for public purposes and that the County convey the property to the Queen Anne’s County Arts Council for zero consideration and to begin the public advertisement procedure for this intention over the next 3-weeks. As part of the motion, Commissioner S. Wilson made comments on this topic.

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

**WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:**

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

**CHVFD BUILDING COMMITMENT LETTER:**

On a motion made by Commissioner J. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to sign the CHVFD Building Commitment Letter. As part of the motion, Commissioner Moran made comments on this topic.

Dear Chief Williams:

Thank you for taking the time to meet with Commissioners Robert Buckey and Jack Wilson, DES Director Scott Haas, FEC Chairman Bill Faust and myself on April 13, 2018, to discuss the disposition of the proposed CHVFD Station and the housing of EMS 500. As you clarified at the meeting, CHVFD is in the final stages of planning and expects to be through the town approval process in the next few months.

We were very pleased to see the inclusion of space for EMS 500's quarters in your plans, and are committed to providing CHVFD the time to get through the approval process before we look for other venues to house EMS 500. To that end, and as discussed at the meeting, we would like to verify our commitment to providing CHVFD six months (July 1 to January 1, 2019) to have all of your building approvals, permits and financing in place before entertaining other options.

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

**BOARD OF EDUCATION REQUEST:**

The Board of Education submitted to the Board for their review and approval, a request to approve categorical transfer for the fiscal year ending June 30, 2018.

**Instruction to Administration: \$50,000**

The above transfer is requested to cover the cost associated with consulting for policy improvements and additional service time for the Interim Chief Financial Officer. These savings have been generated through the normal process of attrition and the reduction in the costs for meetings.

**Instruction to Health Services: \$5,000**

The above transfer is requested to cover the cost associated with additional substitute nurse expenses. These savings have been generated through the normal process of attrition.

**Operations to Maintenance: \$80,000**

The above transfer is requested to cover the additional maintenance contractual work and necessary supply needs throughout the system. These savings have been generated through a reduction in utility costs and salary attrition.

Commissioners agree to hold this item until next meeting.

**RESOLUTION 18-13:**

On a motion made by Commissioner S. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to approve Resolution 18-13. As part of the motion, a discussion was held between Commissioners Anderson, Moran and Wilson on this topic.

**DEVELOPMENT AND FINANCING OF  
ADDITIONAL CAPACITY AT MID-SHORE II REGIONAL LANDFILL**

FOR THE PURPOSE OF acknowledgment and acceptance by the County Commissioners of Queen Anne’s County (the “County”) of the development and construction of Cell Number 3 of the Mid-Shore II Regional Landfill in Caroline County, Maryland (the "Mid-Shore II Landfill") by the Maryland Environmental Service (the “Service”), the issuance of

revenue bonds by the Service for such purpose as contemplated under the existing Waste Disposal Service Agreement between the Service and the County and authorizing the execution and delivery of any additional documents related thereto, including a continuing disclosure agreement.

## **RECITALS**

The Service was created by, exists under, and exercises the powers contained in Sections 3-101 through 3-130 of the Natural Resources Article of the Annotated Code of Maryland (2012 Replacement Volume and 2017 Supplement), as amended to date (the "Act"), including (among others) the powers (i) to borrow money and issue bonds or notes for the purpose of paying all or any part of the cost of any one or more projects and to provide for the security of such bonds or notes and the rights of the holders thereof; and (ii) to enter into contracts with the federal or any state government, or any unit, instrumentality or subdivision thereof, or with any municipality or person within or without the State of Maryland, providing for or relating to any project of the Service.

The Service issued its \$18,275,000 Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2011, dated February 15, 2011 (the "Series 2011 Bonds") in order to finance the cost of the acquisition, design, construction and equipping of the first cell at Mid-Shore II Landfill. The Series 2011 Bonds were issued pursuant to an Indenture of Trust dated as of February 1, 2011, as supplemented by that Supplemental Indenture of Trust dated as of May 1, 2014 (collectively, the "Existing Indenture"), each between the Service and The Bank of New York Mellon, as trustee (the "Trustee").

In connection with the issuance of the Series 2011 Bonds, the Service entered into a Waste Disposal Service Agreement (each, a "Service Agreement" and collectively, the "Service Agreements") with Talbot County, Maryland, and the County Commissioners of each of Kent County, Caroline County and Queen Anne's County, Maryland (collectively, the "Subdivisions"). Pursuant to the Service Agreements, the Subdivisions deliver to the Mid-Shore II Landfill the Acceptable Waste (as defined in the Service Agreements) generated within their respective boundaries and pay Tipping Fees (as defined in the Service Agreements) for each ton of Acceptable Waste that is delivered to the Mid-Shore II Landfill and Supplemental Fees (as defined in the Service Agreements) in the event that the Total Costs (as defined in the Service Agreements) of the Mid-Shore II Landfill exceed the Landfill Revenues (as defined in the Service Agreements).

The Service has also issued its \$4,500,000 Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2014, dated May 1, 2014 ("Series 2014 Bonds") in order to finance the cost of the acquisition, design, construction and equipping of the second cell at Mid-Shore II Landfill. The Series 2014 Bonds were issued pursuant to the Existing Indenture.

The Service has determined to issue additional bonds in an amount not to exceed Ten Million Dollars \$10,000,000 (the "Bonds") for the purpose of funding certain costs related to the design, development and construction of Cell Number 3 of the Mid-Shore II Landfill, and if necessary, certain costs of issuance of the Bonds. The Bonds will be issued as Additional Bonds pursuant to a Second Supplemental Indenture of Trust between the Service and the Trustee, (the "Second Supplemental Indenture" and, together with the Existing Indenture, the "Indenture"), and will be payable from the revenues under the Service Agreements from the operation of the Mid-Shore II Landfill.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, THAT:

Section 1. The County Commissioners of Queen Anne's County acknowledge and accept the development and construction of Cell Number 3 of the Mid-Shore II Landfill and the issuance of the Bonds for such purpose, as contemplated under the existing Service Agreements and the Indenture. It is acknowledged and agreed that the Bonds will be sold by the Service in such manner as the Service determines. This Resolution may be provided by the Service to the Trustee, bond counsel and any purchaser of the Bonds as evidence of the County's acknowledgment of and consent to the issuance of the Bonds.

Section 2. The County acknowledges and agrees that the Bonds constitute Indebtedness under the Service Agreements and a part of Total Costs (as defined in the Service Agreement). It is further recognized that the County is obligated under its Service Agreement to pay its Proportionate Share (as defined in the Service Agreement) of the Total Costs of the Service in connection with the performance of its obligations under the Service Agreement, which Total Costs include (without limitation) costs of providing waste disposal services under the Service Agreement and debt service payments with respect to the Bonds and other Indebtedness (as defined in the Service Agreement).

Section 3. The Service Agreement of the County remains in full force and effect.

Section 4. The [President of the County Commissioners of Queen Anne's County and the County Administrator/Executive Assistant] (the "Authorized Officials") are each hereby authorized and directed, on behalf of the County, to take any and all actions necessary or appropriate in connection with the issuance of the Bonds, including (without limitation) the undertaking of continuing disclosure obligations in connection therewith and the execution and delivery of all agreements, certificates, consents, assignments or other documents or instruments necessary or appropriate to consummate the issuance of the Bonds and the related matters contemplated under this Resolution.

Section 5. The Authorized Officials are each hereby authorized and directed, on behalf of the County, to review and approve, with such changes, omissions, insertions and revisions as they may deem desirable or necessary, the information contained in Appendix A of

the Preliminary Official Statement, and the Official Statement which is to be in substantially the same form, concerning the County and each are hereby authorized to execute any documents and to take any and all other actions necessary to consent to the inclusion of the County's information and certify the accuracy thereof, included in such Preliminary Official Statement and/or Official Statement.

Section 6. If any provision of this Resolution is held invalid for any reason in a court of competent jurisdiction, the invalidity does not affect other provisions or any other application of this Resolution which can be given effect without the invalid provision or application, and for this purpose the provisions of this Resolution are declared severable.

Section 7. This Resolution shall take effect from the day of its adoption.

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

**RESOLUTION 18-14:**

Commissioner J. Wilson left during this portion of the meeting to attend a funeral.

Mr. Michael R. Clark, Community Partnership for Children and Families Director, submitted to the Board for their review and approval, Resolution 18-14, revising income levels for Critical Workforce (CWF) second mortgage financing program.

The Critical Workforce Program offers second mortgage financing to potential home buyers who meet the program guidelines. The purpose of this program is to ensure the County continues to have an adequate number of workers in local jobs that are critical to the safety and well-being of the residents. These jobs are teachers, law enforcement officers including correctional officers, emergency dispatchers, emergency medical technicians and volunteer fire fighters.

Recipients of the Critical Workforce Loan must remain in an eligible category (employment or volunteer service) for a minimum of five years. Annual re-certification is conducted to determine eligibility.

Currently the program has income guidelines established at 80% of the Baltimore Metropolitan Statistical Area for HUD, which limits the opportunity for applicants to participate in the program. For example, a first year teacher's salary starts between \$45,953-\$48,362 and a Deputy Sheriff I and II is between \$47,648 -\$50,840, which is almost the maximum salary



requirements for the Critical Workforce Program. By the second and third year, teacher and deputy's salaries will have exceeded the income requirements required for the Critical Workforce Second Mortgage Program. By increasing the income guidelines, we could offer the program to applicants who have worked more than one or two years in the critical workforce fields.

Some of the previous Critical Workforce loans were with CDBG funds. Those CDBG grant monies will need to continue at the 80% HUD Baltimore Metropolitan Statistical Area Income level because of CDBG's income requirements but all other funds will be able to be at the 100% level.

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board agreed to approve Resolution 18-14 to increase the income levels from 80% to 100% of the HUD Baltimore Metropolitan Statistical Area for the Critical Workforce (CWF) Second Mortgage Financing Program. As part of the motion, a discussion was held between Commissioners Anderson and Moran on this topic.

**A RESOLUTION OF THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND REVISING THE INCOME LEVELS FOR PARTICIPATION IN THE CRITICAL WORKFORCE (CWF) SECOND MORTGAGE FINANCING PROGRAM**

WHEREAS, the County's Critical Workforce Second Mortgage Financing Program currently provides that the maximum allowable income for participation shall not exceed 80% of annual area median income for the Baltimore Metropolitan Statistical Area with adjustments for household size as reported by the United States Department of Housing and Urban Development;

AND WHEREAS, the County has determined that persons with income not exceeding 100% of such area median income should be eligible for participation in the CWF Program.

NOW THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, MARYLAND this 10th day of July 2018, that the maximum income allowed for participation in the Critical Workforce Second Mortgage Financing Program shall not exceed 100% of the area median income for the Baltimore Metropolitan Statistical Area with adjustments for household size as reported by the United States Department of Housing and Urban Development, however, priority shall be given to those applicants whose income does not exceed 80% of the area median income for the Baltimore Metropolitan Statistical Area and provided further that with respect to loans funded by monies attributable to Community Development Block Grant ("CDBG") funds, the maximum income allowed for participation shall remain at 80% of the area median income for the Baltimore Metropolitan Statistical Area with adjustments for household size;

AND BE IT FURTHER RESOLVED that the guidelines for the CWF Program be revised to reflect the foregoing which shall be effective immediately upon adoption of this Resolution.

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

**FY2019 PROPERTY TAX BILL LETTER:**

Mr. Jonathan Seeman, Budget & Finance & IT Director submitted to the Board for their review and approval, FY2019 Property Tax Bill Letter.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board agreed to approve the tax bill letter to accompany the FY2019 tax bills, as amended.

Enclosed is a copy of your fiscal year 2019 property tax bill. The property tax rate will remain at \$0.8471 per \$100 of assessed value. This is \$0.0129 per \$100 of assessed value (about 1.3 cents) above the constant yield rate of \$0.8342 per \$100 of assessed value. The constant yield rate is the property tax rate which will produce the same amount of property tax revenue as the previous fiscal year. The constant yield rate is lower than the current rate because overall assessments in the County have increased (about 2.8%) relative to one year ago. Again, the Commissioners have adopted the current rate again for FY2019 and will not use the constant yield rate.

The budget as approved for FY2019 is \$138.1 million, which is a \$4.0 million or 3.0% increase above last year's budget. Revenues for the County increase moderately, with a 2.8% increase in property taxes, while income tax revenue is estimated to be 4.2% higher than FY2018 levels. The approved budget includes a \$1.4 million increase in County funding above the FY2018 budget for the Board of Education. The capital budget includes funding for a new County Courthouse, \$1.9 million for road resurfacing, and \$1.3 million for the fifth year of technology improvements in the school system.

The tax bill format includes two tear-off coupons. You will not receive a second bill this year. If you reside in an owner-occupied residential unit, you may pay the bill in two payments—one due September 30 and the second due on December 31. Also, for commercial properties, if your tax bill is under \$100,000, you may also pay your bill in two payments. If, as a commercial property owner, you intend to pay in two payments, call the Finance Office at the number above prior to September 1 and we will send you a two part bill.

We remain committed to improving the lives and wellbeing of our citizens while achieving structural balance and stability in our finances.

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

**PAVING AT VARIOUS PARKS:**

Mr. Mike Watson, Chief of Operations, Department of Parks and Recreation, submitted to the Board for their review and approval, Paving at various parks.

The Department of Parks and Recreation is requesting to contract with David A. Bramble, Inc. to pave several park sites using the Department of Public Works' current Paving Contract.

This paving project will prep parks for HMA, Bramble will have the pavement clean and dispose of loose material, mill all necessary tie ins for smooth transitions as needed. Bramble will use approximately 5,140 tons of material for the roadways and lots with a compacted 2 inch lift of 9.5 mm Hot Mix Asphalt (HMA) at each location. The present surface is Tar and Chip which is showing signs of wear and needs resurfacing as part of the Department of Parks' preventative maintenance effort.

Funding, in the amount of \$423,400.00, is available in the Department of Parks' FY2019 Parking Lot Paving Project #400809, FY19 Major Maintenance Project #400215 and FY19 Trail Dev/Maintenance Project # 400913.

1. Pinkney Park	350 Ton	\$98.00	\$34,300
2. Round Top Park	700 Ton	\$82.00	\$57,400
3. Ferry Point Park	140 Ton	\$140.00	\$19,600
4. Love Point Park	1700 Ton	\$78.00	\$132,600
5. Church Hill Park	950 Ton	\$74.00	\$70,300
6. Route 18 Park	1300 Ton	\$84.00	<u>\$109,200</u>
			Total \$423,400

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board agreed to authorize the Department of Parks to contract with David A. Bramble to pave the various Park lots and Trails using \$423,400 from the Department of Parks' FY2019 Parking Lot Paving Project #400809, FY19 Major Maintenance Project #400215 and FY19 Trail Dev/Maintenance Project # 400913. As part of the motion, a discussion was held between Commissioners Anderson and Moran on this topic.

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

**TEXT AMENDMENT 18-02:**

Ms. Helen Spinelli, AICP, Principal Planner, submitted to the Board for their review and approval, Text Amendment 18-02 Add Expansion of Miniwarehouses to the Conditional Uses in the Town Center (TC) Zoning Designation.

The Planning Commission, at their June 12, 2018 meeting voted to send a favorable recommendation on a revised Text Amendment 18-02 to add expansion of miniwarehouses to the conditional uses in the Town Center (TC) zoning designation.

In 2004, the county updated its zoning ordinance following the adoption of the 2002 Queen Anne's County Comprehensive Plan; miniwarehouse was removed as a permitted use from the Town Center (TC) zoning designation in the then named Title 18, Land Use and Development Code with a specific ordinance (04-19). This was enacted to specifically restrict the proliferation of the miniwarehouse use in the mixed use Town Center zone which is located in the Chester and Stevensville Planning Area. The purpose of the Town Center district as stated in Chapter 18 is:

This district is intended to provide higher-density, mixed-use *development* and redevelopment along the Chester Main Street corridor as identified in the Chester/Stevensville Community Plan (MD Route 18, Main Street, Postal Road and Piney Creek Service Road). Design standards and guidelines are incorporated within this district to foster an attractive, pedestrian-oriented pattern of mixed-use *residential* and *nonresidential development* that focuses on the local roads as opposed to U.S. 50/301.

At the time of this change and currently, there are four miniwarehouses in the Town Center (TC) zoning district which consists of approximately 8.12 ± acres of Town Center (TC) zoned property. It should be noted that this use, miniwarehouse, is currently a principal permitted use in the Suburban Commercial (SC), Suburban Industrial (SI), Light Industrial Highway Service (LIHS), Kent Island Suburban Commercial (KISC), Urban Commercial (UC) Zones and a conditional use in the Village Center (VC) zone.

**OBJECTIVE**

Text Amendment 18-02 will allow the expansion of existing miniwarehouses in the Town Center (TC) zoning designation with certain limitations.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board agreed to request County Attorney Patrick Thompson to draft Ordinance 18-02.

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

**INVITATION LETTER TO GOVERNOR HOGAN:**

Mr. Michael Clark, Chief of Housing & Family Services, submitted to the Board for their review and approval, Invitation letter to Governor Hogan for Chesterwye House Ribbon Cutting Ceremony.

The Board reviewed the invitation letter to formally invite Governor Hogan to the Chesterwye House Ribbon Cutting Ceremony on Tuesday, August 21, 2018 at 1:00 PM at the Chesterwye House located at 325 State Street in Stevensville, Maryland.

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to sign the invitation letter to formally invite Governor Hogan to the Chesterwye House Ribbon Cutting Ceremony.

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

**PROPERTY LIENS:**

Ms. Vivian Swinson, Zoning Administrator, submitted to the Board for their review and approval, Property Lien's.

- Map 57, Grid 15, Parcel 210, 620 Dominion Road, Chester, MD 21619 (\$295.00)
- Map 70, Grid 00, Parcel 101, Queen Anne Road, Stevensville, MD 21666 (\$235.00)
- Map 58E, Grid 04, Parcel 568, 938 Chester River Drive, Grasonville, MD 21638 (\$205.00)
- Map 57, Grid 00, Parcel 527, 2702 Cox Neck Road, Chester, MD 21619 (\$205.00)
- Map 57, Grid 15, Parcel 208, 624 Dominion Road, Chester, MD 21619 (\$295.00)
- Map 70, Grid 95, Parcel 95, 102 Virginia Road, Stevensville, MD 21666 (\$280.00)
- Map 57, Grid 09, Parcel 230, 400 Dominion Road, Chester, MD 21619 (\$205.00)

Map 30, Grid 15, Parcel 56, 1118 Price Station Rd, Price, MD 21656 (\$170.00)  
 Map 37, Grid 3, Parcel 27, 315 Clarks Comer Road, Centreville, MD 21617 (\$340.00)  
 Map 59A, Grid 10, Parcel 175, 102 Taylor Drive, Queenstown, MD 21658 (\$220.00)  
 Map 43, Grid 6, Parcel 111, 214 Winchester Drive, Centreville, MD 21617 (\$220.00)  
 Map 59, Grid 20, Parcel 140, 203 Governors Way, Queenstown, MD 21658 (\$360.00)  
 Map 59A, Grid 9, Parcel 164, 6303 Main Street, Queenstown, MD 21658 (\$220.00)  
 Map 36, Grid 1, Parcel 31, 1740 Church Hill 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 n§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 Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve the Resolutions to place liens on each of these properties.

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

**PROPERTY TAX CREDIT:**

Mr. Jonathan Seeman, Budget & Finance & IT Director, submitted to the Board for their review and approval, Property Tax Credit for Disabled or Fallen Emergency Workers.

The following application for the Property Tax Credit for Dwelling owned by a Disabled Emergency Worker, which has been reviewed by the County attorney Patrick Thompson, is recommended for approval.

Warren Scott Hogan

The amount of the credit is 100% of the County tax. Based on the current tax rate the credit amount is \$3,498.52 for the 2018-19 tax year.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to approve the Property Tax Credit for Dwelling owned by disabled Emergency Worker Warren Scott Hogan for the 2018-2019 tax year, per the law.

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

**BOARDS/COMMISSION BOARD APPOINTMENT:**

Mr. Joe Grabis, Board President, submitted to the Board for their review and approval, Community Partnerships for Children and Families, Local Management Board appointments.

The Board members of the Queen Anne's County Community Partnerships for Children and Families, our Local Management Board, respectfully submits the following candidates for nomination to the Board. If approved by the Commission, their terms will begin on July 1, 2018 and last for three years. Those members marked by an asterisk (\*) will serve as ex-officio in accordance with the organization's bylaws.

- Bill Wamsley, Community Member
- \*Andrea Kane, Superintendent of Schools, Queen Anne's County Public Schools
- \*Kathryn Dilley, Executive Director of Mid-Shore Behavioral Health (The Core Service Agency)
- \*Jim Wills, Director of Transit

The Community Partnerships Board is also submitting the following people to be reappointed to a second three-year term ending June 30, 2021.

- Vincent Radosta
- Carrie O'Conner

Regretfully, the following Board members terms will expire or otherwise will no longer be board members after June 30, 2018,

- Lee Franklin

For your information, the Board appointed the following members to the Executive Committee for fiscal year 2019.

- President: Joe Grabis
- Vice President/Secretary: Mary Ann Thompson
- Treasurer: Eric Daniels

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to appoint Bill Wamsley for a three year term and Dr. Andrea Kane, Kathryn Dilley and Jim Wills for as long they hold their current professional positions, to the Board of the Queen Anne's County Community Partnerships for Children and Families effective July 1, 2018, and to re-appoint Vincent Radosta and Carrie O'Conner to a second three-year term ending June 30, 2018.

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

**BUDGET AMENDMENT:**

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board agreed to approve Budget Amendment CC-36.

#	CC-36								<b>Date</b>	6/7/2018
<b>QUEEN ANNE'S COUNTY</b>										
<b>REQUEST FOR BUDGET AMENDMENT</b>										
<b>FY2018</b>										
									<b>Increase (Decrease) Amount</b>	
<b>Description of expenditure/revenue accounts to increase/(decrease):</b>										
					<b>Fund</b>				<b>Account Code</b>	
Increase	Chesterwye	Other Misc Revenue (Chesterwye Funds)			410	415700	39090	400859	\$	30,000.00
<b>Total Revenue</b>										
									\$	<b>30,000.00</b>
Increase	Chester Wye	Restricted Allocation			410	415700	8822	400859	\$	30,000.00
<b>Justification:</b>										
The MAERDAF Grant was awarded to the Chesterwye Foundation in the amount of \$30,000 for the Chesterwye House located on State Street. The Chesterwye										
Foundation will be sending \$30,000 to QAC in order to pay for the installation of the lifting system at the Chesterwye House. This budget amendment is to										
increase the revenue budget for the Chesterwye House Project.										



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

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve Budget Amendment CC-4.

#	CC-4									Date	07/16/18
Entered by											
<b>QUEEN ANNE'S COUNTY</b>											
<b>REQUEST FOR BUDGET AMENDMENT</b>											
<b>FY 2019</b>											
											<b>Increase (Decrease) Amount</b>
<b>Description of expenditure/revenue accounts to increase/(decrease):</b>			<b>Fund</b>	<b>Account Code</b>							
<b>PROJECT ONLY</b>											
Increase	AOA Fence	Transfer In	320	320090	39910	320055					18,417
Decrease	AOA Fence	State Grants	320	320090	33730	320055					(137,351)
Decrease	AOA Fence	Improvements Other than Building	320	320090	9042	320055					(118,934)
<b>Net Decrease in Project</b>											<b>(118,934)</b>
Increase	Capital Projects	Transfer to Enterprise Fund	410	410000	8990	400741					18,417
Increase	Capital Projects	Prior Year Fund Balance	410	410000	39939	400741					18,417
<b>Net Increase</b>											<b>18,417</b>
Increase	Obstruction Removal	Transfer In	320	320090	39910	320057					3,988
Increase	Obstruction Removal	State Grants	320	320090	33730	320057					2,393
Decrease	Obstruction Removal	Federal Grants	320	320090	32730	320057					(137,982)
Decrease	Obstruction Removal	Improvements Other than Building	320	320090	9042	320057					(131,601)
<b>Net Decrease in Project</b>											<b>(131,601)</b>
Increase	Capital Projects	Transfer to Enterprise Fund	410	410000	8990	400741					3,988
Increase	Capital Projects	Prior Year Fund Balance	410	410000	39939	400741					3,988
<b>Net Increase</b>											<b>3,988</b>
<b>COMMENTS:</b>											
This amendment adjusts funding to reflect the most current proposed grant award.											
\$22,405 in additional County funds is being requested due to a reduction in grants received.											

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

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve Budget Amendment CC-3.

CC-3 moved the budget authority for the FY19 employee COLA from contingency in the General Fund to specific departments.

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

**GROWTH ALLOCATION PETITION:**

Joseph Stevens, Esquire, submitted to the Board for their review and approval, Growth Allocation Petition.

On behalf of Sonny Schulz Blvd, LLC (hereinafter referred to as "Petitioner") and in accordance with the Code of Public Local Laws for Queen Anne's County, Chapter 14, Chesapeake Bay Critical Area Act, Article XV (hereinafter referred to as the "County Code, Section\_\_") I am submitting the enclosed growth allocation Petition (with accompanying draft Ordinance). The Petition requests that the County redesignate 2.208 acres of land located on Critical Area Overlay Map 56, Parcel 221, Lot 7 (located in the Matapeake Professional Park) from Limited Development Area (LDA) to Intensely Developed Area (IDA).

No action is required of the County Commissioners at this point except to forward the Petition to the Planning Commission, which will hold a public hearing then make recommendations to you concerning the Petition. Following receipt of the Planning Commission recommendations the County Commissioners will introduce the ordinance and hold a public hearing on the Petition. County Code, Section 14: 1-77(d).

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed forward the Petition to the Planning Commission for review and recommendation.

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

**BOARDS/COMMISSION BOARD APPOINTMENT:**

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to appoint Randy Hutton to a five year term on the AG Preservation Advisory to begin immediately and end June 30, 2023.

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

**RECOMMENDATION TO ALLOW ANTENNA ATTACHMENT TO COUNTY TOWER:**

A request was made to the Broadband Advisory Committee (BAC) to review whether or not the attachment of wireless provider Delmarva Wifi antennas should be allowed on four county towers.

These towers are water towers located in the Chesapeake Bay Business Park, Matapeake Business Park, Castle Marina and Prospect Bay. The Committee recommends that the Commissioners allow this provider to connect to these towers as it will provide alternative and in some instances primary broadband availability to interested citizens in the proximity of these antennas.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to approve the recommendation of the Broadband Advisory Committee to allow Delmarva Wifi to connect to four County water towers located at Matapeake Business Park, Castle Marina, Prospect Bay and the Chesapeake Bay Business Park. As part of the motion, a discussion was held between Commissioners Moran and S. Wilson on this topic.

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

**EDC UPDATE:**

Ms. Jean Fabi, Economic Development Manager, presented to the Board for their review and approval, EDC Update.

#### Economic Development Annual Business Recognition Breakfast

- Focusing on High Potential Economic Activity Sectors -
  - KRM Development Corporation, Stevensville, MD
- Supporting Education and Workforce Development -
  - NRL & Associates, Inc., Stevensville, MD
- Enhancing Infrastructure -
  - Dissen & Juhn Company, Stevensville, MD
- Promotion and Public Awareness -
  - Bull and Goat Brewery, Centreville, MD
- Encouraging Affordable and Workforce Housing -
  - The Promenade at Red Apple Town Center, Chester, MD
- Enhancing Quality of Life -
  - Bigbie's Shore Performance, Centreville, MD
  
- Business Legacy Recognition - S.E.W. Friel, LPP., Queenstown, MD

#### Business Attraction

- Participated in a regional marketing effort as Maryland's Eastern Shore in Site Location Magazine
- Advertised in Business Expansion Magazine featuring Maryland
- Formed an EDC Ambassador Subcommittee
- Targeted marketing through Social Media

#### New Businesses

- In 2017, the former Acme building was purchased by Riaan Properties, Inc. Within six (6) months and with the assistance of the Department of Economic and Tourism, the building was leased and renovations were underway for Cult Classic Brewery.
- Brothers Brooks and Jesse McNew will be making craft beer and operating the taproom, on track to open late summer 2018.
- This project received an EDIF conditional loan to purchase additional equipment to expedite bringing its craft beer to a larger market. The project has been certified to receive both real property and income tax incentives through the Enterprise Zone.

#### Other new businesses:

- Chesapeake Alternatives
- Chesapeake Topshop
- Millennium 2 Custom Auto Glass
- Wet Dog Car Wash

## Business Retention

- Provided assistance with the development review and permitting process.
  - Expanding and relocating businesses
- Conducted business visits and linked businesses with resource providers and services.
  - Leverage funding to match training grants
  - Use of MD Workforce Exchange to recruit employers and social media
- Work to create public awareness of our diverse business community
  - Partnered with Chamber of Commerce to host a tour of NRL & Associates, Patriot Fire and Chesapeake College for 9th and 10th Grade Career and Technology Students
  - Promotion of businesses on Facebook
  - Linking county businesses

## Business Expansions

- Physical Expansions
  - New Inn and cottages at Chesapeake Bay Beach Club
  - Completion of an 86,000 s.f. storage facility for S.E.W. Friel
  - Relocation of Diversified Products to Chesapeake Bay Business Park to support expanded product line and distribution
  - Expansion of Advanced Architectural Materials within Chesapeake Bay Business Park
  - Relocation of Paquin Design and Build
  - Corsica Technologies expansion to 4H Park Road building
  - BlackWater Distillery and Tavern at Cleat Street in Stevensville
- Opening Additional Locations
  - Soistman Family Dentistry
  - An Optical Galleria
- Capital Expenditures
  - Redevelopment of underutilized properties and infill development
  - Investment in new or upgraded equipment
- BlackWater Distilling, Inc. will be relocating its distillery and opening a tavern in a vacant building on the same property as BOE Marine. The new facility, which will feature food and entertainment, will be open this summer. Product storage will continue in the Chesapeake Bay Business Park.
  - BlackWater is a recipient of revolving loans and an EDIF conditional loan.
- AMS Group purchased the former Kaplanges Building in the Chesapeake Bay Business Park and received a conditional loan from the EDIF to renovate the structure. As a result, AMS Group consolidated its operations and made its world-wide headquarters for three of its four divisions.
  - Allied Marine Services, expanded its operations. Environmental Systems and Northern Defense Industries, subsidiaries of the AMS Group, relocated to this facility.

- The company received \$52,000 conditional loan from the EDIF program for renovations.

#### Business Incentives

- Queen Anne’s County Enterprise Zone Tax Credits
  - 2017 Certified Projects valued at \$18 million with 211 new jobs projected to be created.
  - 2018 Certified Businesses include Bardac Drives, Net Vision Consultants, and Paquin Design and Build to receive income tax credits.
- Job Creation Tax Credit
  - Can be used in conjunction with Enterprise Zone Income Tax Credits and More Jobs for Marylanders Tax Credit Programs.
  - Companies certified to receive JCTC are Net Vision Consultants, Communications Electronics Consultants and Corsica Technologies. Each company is projecting to create at least ten (10) new jobs within one (1) year.
- Partnership for Workforce Quality Training Grant
  - Matched PWQ funding with EDIF to provide Miltec U.V. a total training grant of \$23,000.
- Maryland Workforce Exchange
  - Several companies participating in a free service offered by DLLR to recruit employees
  - Promotion of job opportunities on Facebook Page Queen Anne’s County Economic Development

#### Economic Development Incentive Fund

- 4th Quarter FY17 Activities
  - Miltec U.V. awarded \$11,700 to match a PWQ workforce training grant on a new \$1 million piece of equipment.
  - Glass Valve Brewing awarded \$45,348 to purchase equipment used in the manufacturing of beer. Company is opening Cult Class Brewery in late summer 2018 in former Acme Building.
  - Projects receiving full disbursement in 4th Qtr. FY18 are Roszell Coffee Roasters, Sudlersville Volunteer Fire Co., and AMS Group.
  - Five (5) projects received EDIF conditional loans in 2017 totaling \$203,000 to leverage \$3.6 million in projects.

#### Economic Development Commission

- Action Plan Execution
  - Business Ambassadors
  - North County Economic Implications Study
  - Workforce Development Subcommittee
- FY19 Activities
  - Networking Event

- Workforce Development Initiatives with public and private resources
- Marketing and promotion of county

1st Quarter FY19 Initiatives

- Support EDC Action Plan
  - Workforce Development Initiatives with resource partners
  - North County Economic Implication Study
  - Public Awareness, Business Ambassadors and Networking
- Marketing and Promotion- Business Attraction
  - Begin update of website and create promotional video
  - Develop a database of targeted industries and companies
- Business Expansion and Retention
  - Leverage State and Federal resources and incentives i.e. tax credits, training grants, expansion funding, work force recruitment programs
  - Annual Career Expo planned for Fall 2018

**WOMEN’S WEEK PROCLAMATION:**

The Board presented Ms. Mary Margaret Revell Goodwin, County Historian, the following Proclamation In Celebration of Women.

WHEREAS, prior to 1920, women did not have the right to vote; and

WHEREAS, the effort for the vote for women first became a major public effort at a convocation known as the Seneca Falls Convention in New York in 1848; and

WHEREAS, on the first day of the Seneca Falls convention only women were allowed to speak but on the second day Frederick Douglas was provided the opportunity to speak as a major supporter for women to have the right to vote; and

WHEREAS, July 20, 2018 will be the 170th anniversary of the Seneca Falls Convention; and

WHEREAS, the 100th Anniversary of the 19th Amendment to the United States Constitution, the right of women to vote, will be celebrated in the summer of 2020 when the story of the fight for the right for women to vote will be presented at the newly proposed Maryland Museum of Women’s History; and

WHEREAS, this date, the 20th of July, is the first major fundraiser for the newly proposed Museum of Women’s History that will be held at Queen Anne’s County’s White Marsh Park, site of the new museum in the historic Bloomfield Manor; and



WHEREAS, the presence of women in the public square provides both that compassion and positive determination that women provide, adding enormously to our community's spirit; and

WHEREAS, the Queen Anne's County Commissioners recognize the gifts and the achievements of women in all parts of society and especially in our County;

NOW, THEREFORE, WE, THE COUNTY COMMISSIONER'S OF QUEEN ANNE'S COUNTY do hereby declare the week of the 16th to the 20th of July, to be a week of "Celebrate Women in Queen Anne's County" in honor of the efforts to establish this first of its kind museum in Maryland, and we encourage all business entities to consider honoring women especially, in whatever way possible, to celebrate the enormous contributions of women to the progress of our nation, our state and our county.

**LEGISLATIVE SESSION:**

Commissioner Moran introduced the following:

COUNTY ORDINANCE NO. 18-09

A BILL ENTITLED

AN ACT CONCERNING Exemptions from the Queen Anne's County Sanitary District Ready-to-Serve Charge;

FOR THE PURPOSE OF increasing the adjusted gross annual household income below which properties shall be exempt from ready-to-serve charges to \$30,000.00; providing for annual increases in such threshold based on a cost of living index; and generally addressing and revising the provisions on exemptions from ready-to-serve charges imposed by the Queen Anne's County Sanitary District;

BY AMENDING Section 24-38 B.(5) 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 Section 24-38 B.(5) of the Code of Public Local Laws be and is hereby AMENDED to read as follows:

§24-38. Other Charges.

B. Water, sewer and solid waste service.

...

(5) Notwithstanding the foregoing, the Queen Anne's County Sanitary Commission shall exempt any property from ready-to-serve charges where all owners of such property have adjusted gross annual household income for Federal Income Tax purposes of ~~\$25,000~~ \$30,000.00 or below. Beginning January 1, 2019 and on January 1 of each subsequent year, the adjusted gross annual household income shall be increased (but not decreased) by an amount which shall reflect the increase, if any, in the cost of living during the preceding 12 months by adding to the gross annual household income an amount computed by multiplying such amount for the preceding year by the percentage by which the Consumer Price Index for all Urban Consumers (CPI-U) as reported on January 1<sup>st</sup> of the new year by the Bureau of Labor Statistics of the United States Department of Labor has increased over its level as of January 1<sup>st</sup> of the prior year. In order to qualify for such exemption, the owner or owners of a property must furnish satisfactory proof of actual gross adjusted income for federal income tax purposes to the Chief Sanitary Engineer of the Queen Anne's County Sanitary District or his designee who may adopt any reasonable rules and regulations and promulgate any forms necessary to carry out these provisions. Any exemption granted hereunder shall be effective on the first day of the billing quarter immediately following the qualification and shall be valid for a period of three years. Thereafter, the owner or owners must reapply and qualify for a continued exemption under these provisions. [Added 2-24-2009 by Ord. No. 09-02; 8-25-2009 by Ord. No. 09-14.]

**PRESS AND PUBLIC COMMENTS:**

No persons spoke to the Commissioners on subjects of interest to them.

There being no further business, they adjourned at 10:15 a.m. to meet again on Tuesday, July 24, 2018.

\_\_\_\_\_  
EXECUTIVE ASSISTANT

\_\_\_\_\_  
PRESIDENT