

July 24, 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 5:20 p.m.

**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 Moran, seconded by Commissioner Anderson, at 5:20 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 5:30 p.m. Those in attendance were Mr. Gregg Todd, County Administrator; Ms. Margie Houck, Executive Assistant;

The Board discussed Board appointments.

**In open session:**

On a motion made by Commissioner Anderson, seconded by Commissioner J. Wilson, the Board unanimously agreed to appoint Jerry Jordan as an alternate to fill the unexpired of Francis Roudiez, on the Ethics Commission to begin immediately and end December 31, 2020.

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

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to appoint Joyce Jones and Scott Seaborne to a two year term on the Broadband Advisory Board to begin immediately and end March 31, 2020.

Commissioners	Yes	No
Moran	x	
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 July 10, 2018 meeting and Closed Session minutes of the July 10, 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. John Plaskon

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

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

**BOARD OF EDUCATION CATEGORICAL TRANSFER:**

Andrea M. Kane, Ph.D., Superintendent of Schools, submitted to the Board for their review and approval, Board of Education Categorical Transfers.

The Board of Education requested the Board to approve the following 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.

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve the Board of Education categorical transfer request for \$50,000 for Instruction to Administration for fiscal year ending June 30, 2018. As part of the motion, a discussion was held between Commissioners Anderson, Moran J. Wilson and S. Wilson on this topic.

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

On a motion made by Commissioner Moran, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve the Board of Education categorical transfer request for Instruction to Health Services for \$5,000 and Operations to Maintenance for \$80,000 for fiscal year ending June 30, 2018.

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

**DESAC APPOINTMENT REQUEST:**

Mr. Scott A. Haas, Department of Emergency Services Director, submitted to the Board for their review and approval, DESAC appointment request.

Queen Anne's County Code Title 21 §21-12 allocates one (1) voting member position to the Volunteer Ambulance Committee on the Department of Emergency Services Advisory

Council (DESAC). A recent change in leadership on the Volunteer Ambulance Committee requires a new appointment to DESAC by the Board. Richard Svoboda has assumed the role of Chairman replacing J.C. Lewis and will replace Mr. Lewis on DESAC.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to appoint Richard Svoboda to a two-year term on the Department of Emergency Services Advisory Council to begin immediately and end June 30, 2020.

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

**UPPER SHORE WORKFORCE INVESTMENT BOARD APPOINTMENT:**

Mr. Daniel McDermott, Executive Director, Upper Shore Workforce Investment Board, submitted to the Board for their review and approval, Upper Shore Workforce Investment Board (USWIB) appointment.

The USWIB is composed of three types of members: private sector representatives, agency representatives and community based organization representatives.

Susan Coppage, the Director of the Queen Anne's County Department of Social Services has been nominated by her peers to be the Social Services representative to the USWIB. Director Coppage has extensive experience in employment and training, education and management and will be a valuable addition to the USWIB.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to appoint Ms. Susan Coppage to the Upper Shore Workforce Investment Board for a three year term. As part of the motion, Commissioner J. Wilson made comments on this topic.

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

**AMENDED DEED OF OPEN SPACE EASEMENT:**

Mr. Stan Kosick, Senior Planner, submitted to the Board for their review and approval, Amended Deed of Open Space Easement.

The Board reviewed an Amended Deed of Open Space Easement (“Easement”) document for an Administrative Subdivision to reconfigure open space for two existing lots of record.

Administrative Subdivision: In March 2018, Kingfisher LLC and Mark Weinman proposed an administrative subdivision, County tracking number 04-18-03-0006-C, to transfer approximately 0.852 acre from Map 49, Parcel 29, Tract 1 owned by Kingfisher LLC to Map 49, Parcel 2 owned by Mark Weinman. The property to be transferred is listed as part of the required open space on Tract 1.

To maintain open space continuity and to ensure no net loss of open space, Kingfisher LLC has drafted an amended deed of easement identifying 0.852 acres in the southwestern portion of Tract 1 as part of the required 20.0 acres of open space.

On a motion made by Commissioner Moran, seconded by Commissioner Anderson, the Board unanimously agreed to approve and sign the Amended Deed of Open Space for the Kingfisher LLC administrative subdivision. As part of the motion, a discussion was held between Commissioners Anderson and J. Wilson on this topic.

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

**BUDGET AMENDMENTS:**

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to approve Budget Amendment CC-37. As part of the motion, a discussion was held between Commissioners Moran and J. Wilson on this topic.

#	CC-37							Date	07/05/18
Entered by	<b>QUEEN ANNE'S COUNTY</b>								
<b>REQUEST FOR BUDGET AMENDMENT</b>									
<b>FY 2018</b>									
								<b>Increase (Decrease)</b>	
<b>Description of expenditure/revenue accounts to increase/(decrease):</b>						<b>Fund</b>	<b>Account Code</b>		<b>Amount</b>
							<b>PROJECT ONLY</b>		
Decrease	IT Infrastructure	FY15 Prior Year Fund Bal			410	415500	39935	400031	(200,000)

Decrease	IT Infrastructure	FY14 Prior Year Fund Bal		410	415500	39934	400031	(72,624)
							<b>Net Decrease</b>	<b>(272,624)</b>
Decrease	IT Infrastructure	Additional Equipment		410	415500	9050	400031	(272,624)
<b>COMMENTS:</b>								
This amendment removes budget authority from this project. The removal of this budget authority was included as part of the FY19 budget process for								
balancing the capital budget.								

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

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to approve Budget Amendment CC-5. As part of the motion, a discussion was held between Commissioners Anderson and Moran on this topic.

#	CC-5						Date	7/5/2018	
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 inc/(dec):</b>							<b>Fund</b>	<b>Account Code</b>	
increase	Aid to Agencies	Miscellaneous Revenue		100	165040	39390	\$	61,761	
							<b>Net Increase in Expenditures</b>	<b>\$</b>	<b>61,761</b>
decrease	Non Departmental	Other Charges		100	176000	8995	\$	(104,981)	
increase	Aid to Agencies	Full Time Salary		100	165040	4003	\$	125,000	
increase	Aid to Agencies	Social Security		100	165040	7100	\$	9,560	
increase	Aid to Agencies	Health Insurance		100	165040	7200	\$	20,497	
increase	Aid to Agencies	Pension System		100	165040	7300	\$	11,000	
increase	Aid to Agencies	Workers Comp		100	165040	7400	\$	467	
increase	Aid to Agencies	Life Insurance		100	165040	7600	\$	218	
							<b>Net Increase in Expenditures</b>	<b>\$</b>	<b>61,761</b>
<b>Justification:</b>									
This amendment moves budget authority to cover the salary and benefit costs for the Director of the Upper Shore Regional Council from non departmental to aid to agencies.									
The County will process payroll for this position and will receive reimbursement from the Upper Shore Regional Council. The total cost for the annual salary and benefits									
is \$104,981. This amendment also provides additional budget authority for an Admin Assistant for the USRC. This position is fully reimbursed by the agency.									
No additional County funds are requested.									

Commissioners	Yes	No
Moran	x	
J Wilson	x	

S Wilson	x	
Buckey - absent		
Anderson	x	

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to approve Budget Amendment CC-6.

#	CC-6					Date	7/13/2018
Entered By _____							
<b>QUEEN ANNE'S COUNTY</b>							
<b>REQUEST FOR BUDGET AMENDMENT</b>							
<b>FY 2019</b>							
							Increase (Decrease)
							Amount
Description of expenditure/revenue accounts to inc/(dec):				Fund	Account Code		
increase	General Fund	Prior Year Fund Balance		100	199000	39939	\$ 27,897
increase	Non-Departmental	Vehicles		100	176000	9054	\$ 27,897
Justification:							
A vehicle was ordered in June 2018 to be paid for with FY18 savings. Due to the timing of the purchase and the year-end cutoff,							
the vehicle will end up being paid out of FY19 since the invoice has a July date and the vehicle didn't arrive until FY19.							
An encumbrance entry will be booked in FY18 to move the funds for this purchase to assigned fund balance, which will be the							
funding source for the payment in July.							
This amendment authorizes the purchase in FY19 using the encumbered funds.							

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

On a motion made by Commissioner J. Wilson, seconded by Commissioner Anderson, the Board unanimously agreed to approve Budget Amendment CC-7.

#	CC-7					Date	8/2/2018
<b>QUEEN ANNE'S COUNTY</b>							
<b>REQUEST FOR BUDGET AMENDMENT</b>							
<b>FY2018</b>							
							Increase (Decrease)
							Amount
Description of expenditure/revenue accounts to increase/(decrease):				Fund	Activity	Account	Project
increase	EMPG	Federal SLA Admin Grant		100	110571	32105	\$ 34,866.00
increase	EMPG	Additional Equipment		100	110571	9050	\$ 34,866.00





differences, which in turn will help to produce caring, respectful citizens for our county and the world; and

THEREFORE, the CommUNITY Mentoring Board members urge all citizens to make Respect a daily part of their lives modeling positive behavior for our youth in the community and consider mentoring a child or youth;

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, do hereby designate the Character Counts! pillar of the month for August to be “Respect”.

**PUBLIC HEARING:**

The County Commissioners of Queen Anne’s County, Maryland held a public hearing at 6:15 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 18-03.

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

COUNTY ORDINANCE NO. 18-03

A BILL ENTITLED

AN ACT CONCERNING A Citizen Sponsored Map Amendment Proposing the Rezoning of Parcel 77 (Deed Parcel 1) on Queen Anne’s County Sectional Zoning Map No. 56 from Kent Island Suburban Commercial (KISC) District to Suburban Industrial (SI) District;

FOR THE PURPOSE of rezoning Parcel 77 (Deed Parcel 1) on Queen Anne’s County Sectional Zoning Map No. 56 from KISC (Kent Island Suburban Commercial Zoning District) to SI (Suburban Industrial Zoning District);

BY AMENDING Sectional Zoning Map No. 56.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, MARYLAND that a portion of Parcel 77 (Deed Parcel 1 containing approximately 14,000 square feet of land, more or less) on Queen Anne’s County Sectional Zoning Map No. 56 be and is hereby rezoned from KISC (Kent Island Suburban Industrial District) to SI (Suburban Industrial District).

SECTION II

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

Michael Foster, Esquire, representing the applicant, gave a list of exhibits 1-22 (see Ordinance 18-03 folder) for the record. He reviewed the parcels of lands surrounding the parcel in question.

Mr. Chris Humphries gave testimony and reviewed the various exhibits.

The following persons gave public testimony:

1. Tom Turner – in favor
2. Helen Bennett – against
3. Mike Ranelli – against

Mr. Ranelli asked questions of Mr. Foster and Mr. Humphries. He also submitted information into the record (see Ordinance 18-03 folder).

#### **UPDATE ON US 50/301 TRAFFIC COUNTERS:**

Mr. Todd Mohn, Department of Public Works Director, and Mr. Steven Cohoon, Public Facilities Planner, presented to the Board for their review and approval, Queen Anne's County Traffic Counter Program.

Mr. Mohn reviewed the following:

- Counter Locations
  - US 50 Westbound, just west of Bay Bridge
  - US 50 Westbound, just east of Bay Bridge
  - US 50 Eastbound, just east of Bay Bridge
  - US 301 Southbound @ Del Rhodes
  - US 301 Northbound @ Del Rhodes
  - US 50 Westbound @ Carmichael
  - US 50 Eastbound @ Carmichael
  - US 301 Southbound @ Galena Rd (south of Delaware line)
  - US 301 Northbound @ Galena Rd (south of Delaware line)

#### Traffic Counter Reports

The counters collect a large amount of daily data (2417) at each location. The data collected includes traffic volumes per lane per hour, traffic speeds per lane per hour, vehicle types traveling in each lane (based on size), percentage of total volume by vehicle type. The information can be compiled on an hourly, daily, weekly, monthly or annual basis to report data. Once we accumulate data it can be analyzed to look for trends and changes over time as well as compare it against data generated by MOOT and MDTA. The data can be mapped to represent

the changes over time at each counter location. For example we will map out increases in traffic volumes at each counter location over time. For the month of May, we have provided a map showing the Average Daily Traffic volume for one week (ADT 7 Day) at each traffic counter location.

#### Traffic Volumes by Month

To show some of the data collected, a summary of Average Daily Trip Volumes at each counter location by month from January - May. The information is broken down further into the following ways:

- ADT 5 Day which is Monday thru Friday Average Daily Trip Count
- ADT 7 Day which is Sunday thru Saturday Average Daily Trip Count
- ADT Max which is the highest Daily Average Count for the month
- 85% speed which is the speed that 85% of the vehicles are traveling at or below at this location
- % Trucks which is the percent of the total volume traveled past the location that are 3 axle or larger

A few items to note include:

- That traffic volumes at all counters are higher in May than in January as expected knowing more trips occur in summer than winter.
- The counters on the east side of the Bay Bridge show the increase of 7,500 - 8,500 ADT in each direction from January to May.
- Max ADT is significantly higher in May than January at all counters.
- The traffic volumes at the 301 and Galena Road are generally low but increasing.
- The % of trucks at the 301 and Galena Road Counters are about double of other counter locations
- The 85% of Speed at all counters is in the range of 65-72 MPH

#### 2018 Memorial Day Weekend Traffic Counts

To represent the type of data collected we produced a report showing the highest traffic volume day and the highest traffic volume hour over the 2018 Memorial Day Holiday weekend. This information tells us that during the heaviest volumes over the holiday weekend, 4,463 trips crossed the Bay Bridge eastbound on 3 lanes at 3:00 pm on Friday May 23, 2018. The estimated capacity of a lane on the Bay Bridge is 1,500 trips per lane per hour (4,500 trips for 3 lanes). A similar situation occurred with 4,436 trips westbound across the Bay Bridge at noon on Monday, May 28, 2018. This identifies peak travel times over the weekend as well as the fact that the bridge was operating at full capacity to move the holiday traffic.

#### **PRESS AND PUBLIC COMMENTS:**

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

1. Mike Ranelli

**COMMISSIONER'S ROUNDTABLE:**

Commissioner S. Wilson discussed the following:  
Spaniard Point drowning

There being no further business, they adjourned at 8:05 p.m. to meet again on Tuesday, August 14, 2018.

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EXECUTIVE ASSISTANT

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PRESIDENT