

March 8, 2022

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

Christopher M. Corchiarino
James J. Moran (Absent)
Jack N. Wilson, Jr.
Stephen Wilson
Philip L. Dumenil

MEETING CALLED TO ORDER:

The meeting was called to order at 5:30 p.m.

MINUTES:

On a motion made by Commissioner J. Wilson, seconded by Commissioner Dumenil, the Board unanimously agreed to approve the amended Agenda for the current meeting and the Regular and Closed Session Minutes of February 22, 2022 and Roads Minutes of February 08, 2022.

PRESS AND PUBLIC COMMENTS:

The following persons spoke to the Commissioners on subjects of interest to them:
No individuals spoke.

PRESENTATIONS:

QUEEN ANNE'S COUNTY HEALTH DEPARTMENT UPDATE:

Joseph Ciotola MD, Health Officer, met with the Board and gave an update of his department the following was highlighted:

COVID-19 Testing, Test by Month, Cases in QAC, Cases by Age Group, Vaccinations Rate, Mask Distribution, Public Health Preparedness, Communicable Disease Program, Community Wellness, WIC Program, Healthy Families, Maryland Children's Health Insurance Program, Cancer Prevention Education Screening and Treatment Program, AERS, Mobile

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Integrated Community Health Program, Substance Abuse and Prevention and FY 2022 Environmental Health Services Provided.

GIVING THE EDGE FOUNDATION:

Mr. Robert Woolley, Owner /Operator and Ms. Collen Williams, Director of Operations met with the Board and gave the Board an overview of their organization. Mr. Woolley noted in 2013 Giving the Edge Foundation was started to create positive opportunities for youth. For the past 8 years the foundation has been sitting mostly idle waiting for someone to put the mission of for young people to grow into successful, caring, responsible and productive adults by building partnerships and community support. They achieved this through providing opportunities for youth to engage in community service projects, character development, scholastic achievement activities, and supporting our youth social and emotional needs, in motion.

SPENDING AFFORDABILITY COMMITTEE UPDATE:

Ms. Nichole Hepfer, Director of Finance met with the Board and reviewed the FY 2023 Spending Affordability Committee Recommendations:

While the State of Maryland's revenue projections are favorable, this is a volatile period in which outcomes can be unpredictable.

The Committee notes that although current projections remain strong, it is advisable to formulate a 5-year operating budget projection incorporating the effect of the capital plan, as well as other information available. This will serve as a planning tool to ensure current decisions will hold up over time.

The County should consider the short term and long-term impacts of the Kirwan Commission. There is still considerable uncertainty regarding the Kirwan Commission fiscal impacts going forward.

The County should continue to observe agreed upon debt measures in considering future Capital budgets and bond sales. Along these lines, the County should focus increased attention on the "outyears" of the Capital Budget, not just the current budget year

The Committee is recommending that the County consider, in the context of the budget, the challenges that the County will face over the next 5 years, such as:

1. Growth and the Comprehensive Plan, including job growth and consideration of the types of jobs supported and encouraged.
2. Income and property tax trends and volatility.

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3. Economic development trends—levels and types of growth, commercial vs. residential, types of development (retail, apartment, etc.).

4. Education funding, including Kirwan, school construction issues, adequate public facilities considerations, student enrollment.

The Capital Budget should take advantage of the County’s strong financial condition through the use of Capital Fund Balance and Paygo funds, thereby reducing reliance on debt. The County should continue to fund infrastructure and scheduled replacements.

Consideration should be given to the County’s future development plans and associated population growth and the potential impacts on capital construction, particularly for Board of Education projects.

The County should rely on its strong financial condition, long term planning, and sound financial management to avoid tax increases.

FY2023 Budget Growth—the current forecast indicates strong revenue growth of approximately 10%. The FY2021 experience of higher than anticipated growth in income tax can be explained by multiple factors such as conservative budgeting practices, an increase in personal income tax collections resulting from better than expected results for tax year 2020, significant capital gains income, and wage gains evident in early calendar year 2021.

RPA (American Rescue Plan Act)

The County will receive \$9 8 million in ARPA (American Rescue Plan Act) funds between fiscal years 2022 and 2023. While the final rule appears to give the County more flexibility in the use of these funds, careful consideration needs to be given to ensure decisions made will not be subject to reversal at a later date.

- Eligible uses:

General government services (not precisely defined)

Supporting the COVID-19 public health and economic response

Provide premium pay for eligible workers performing essential work

Investing in water, sewer, and broadband infrastructure

Although there is no indication that the higher revenue levels will not be sustained in the near future, the County should remain cautious with regards to spending and budget growth. The last few years have seen results way above expectation. Periods like this reverse at some point and the County needs to be prepared. Given current economic and global realities, this is not a time for optimistic revenue projections or unsupported expenditures

WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:

The Board reviewed various correspondence with Todd Mohn, County Administrator.

CHARACTER COUNTS PILLAR OF THE MONTH “RESPONSIBILITY”:

Commissioner Dumenil read the following proclamation:

WHEREAS, Queen Anne’s County was declared a “Character Counts! Community, and

WHEREAS, all citizens have been called upon to embrace the “Six Pillars of Character” and incorporate them into their daily activities and to model these traits of good character, and

WHEREAS, the Character Counts! Pillar of the Month for March is “Responsibility”, and

WHEREAS. RESPONSIBILITY can be defined as the duty to be mindful of colleagues, customers and community and to use discretion. compassion and care when making decisions that affect one’s self and others in relationships, finance and business. Further, accepting accountability for those actions is paramount. as is the willingness to learn and grow from the experience, and

WHEREAS, all citizens should be aware that responsibility includes the consideration of how decisions may impact others and upon oneself. It includes exercising discretion, thoughtfulness and respect, in regard to interacting with others, and

WHEREAS, all citizens will incorporate these values in their daily lives by making proper choices, taking into consideration all potential outcomes, and

WHEREAS, all citizens will attempt to set forth the responsibility to one’s community by being involved in local issues, asking substantive questions. using the right to vote, following through on initiatives, and

WHEREAS. each citizen has a responsibility to stay curious, maintain a thirst for knowledge and share the passion for learning with others;

NOW THEREFORE. it seems only responsible for the Queen Anne’s County Commissioners to hereby designate the Character Counts! Pillar of the Month for March as “Responsibility”

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PROCLAMATION – ENDOMETRIOSIS AWARENESS MONTH:

Commissioner J. Wilson read the following proclamation:

WHEREAS, March is Endometriosis Awareness Month; and

WHEREAS, Endometriosis is a condition where the uterine lining grows outside of the uterus — on ovaries fallopian tubes, and other locations throughout the abdomen and body; and

WHEREAS, Endometriosis affects 1 76 million reproductive-age women worldwide: and

WHEREAS, those who have endometriosis often have a diminished quality of life due to pain caused by the disease; and

WHEREAS. Unfortunately, there has been a general lack of awareness due to the normalization of symptoms being shrugged off as severe menstrual pain which contributes to delayed diagnoses for many women: and

WHEREAS. when symptoms are not identified early enough, it can take anywhere between 3 to 11 years for a woman to be diagnosed with endometriosis. as reported by the National Institute of Health and US Library of Medicine: and

WHEREAS, there are four way to spread awareness about Endometriosis:

1. Talk about endometriosis to open lines of communication with yourself, your family, and friends, and most importantly. your health care provider.
2. Join an event such as EndoMarch. a worldwide event where survivors and supporters gather to march for awareness.
3. Educate yourself for you and/or your loved ones that might be experiencing the signs and symptoms of endometriosis.
4. Share your story to help others understand what you've been through which can be a beneficial part of the healing process.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY, do hereby proclaim March as Endometriosis Awareness Month to bring awareness to this debilitating disease so that the healing process can begin.

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MARYLAND HERITAGE AREA AUTHORITIES GRANT SUPPORT BLOOMFIELD MANOR HOUSE-ARCHITECTURAL/SITE ASSESSMENT:

Mr. Steve Chandlee, Director of Parks and Recreation submitted to the Board for their review and approval a grant application for the Bloomfield Manor House and Grounds. Barton Ross and Partners are requesting the support to apply for a Maryland Heritage Areas Authority Non-Capital grant. The MHAA grant application would provide funding to prepare an architectural/archeological site assessment relevant to the Bloomfield Manor House and grounds. The MHAA Non- Capital (50/50) grant application is being made in the amount of \$35,000 to complete the assessment. Barton Ross has coordinated with Parks and Recreation and they are seeking County funding in the form of a match totaling \$17,500.

On a motion made by Commissioner S. Wilson, seconded by Commissioner J. Wilson, the Board unanimously agreed to support the MHAA grant application to provide an assessment of the Bloomfield Manor House & Grounds, and shall provide a cash match of \$17,500 dollars. As part of the motion, Commissioners Dumenil, S. Wilson and J. Wilson asked questions and/or made comments on this topic.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

BAY BRIDGE AIRPORT RUNWAY 11-29 REHABILITATION & SAFETY ENHANCEMENTS:

Ms. Linda Steiner, Manager, Bay Bridge Airport submitted to the Board for their review the runway 11-29 rehabilitation & safety enhancements. Bay Bridge Airport currently has an RFP out for Runway Reconstruction as well as the additional drainage improvements and Airfield Lighting and Signage. This has been identified as mandatory safety upgrades by FAA. On March 22, 2022 staff will be requesting a determination for the winning bidder and a contract award (conditional until FAA approves their grant) as well as approval to submit the grant application to FAA for construction. Funding of construction shall be primarily from grants, with percentages as follows: 90% FAA / 5% MAA / 5% County. Total estimated project cost is \$7.0 million

USDA RURAL BUSINESS DEVELOPMENT PHASE II BRNADING GRANT APPLICATION:

Ms. Heather Tinelli, Director of Economic & Tourism Development submitted to the Board for their approval the QACEDT’S USDA RBDG &73,000 Application. In 2021 using USDA RBDG grant funding of \$30,000 QACEDT undertook a comprehensive re-branding process which involved heavy community input. The Economic & Tourism Development office is now applying for a second grant of \$73,000 to fund the 2nd phase of the branding initiative to include implementation of the brand across departments, create a business brand ambassador program, and to market the businesses and amenities of the county. They have incorporated match funding of \$60,000 in the departments FY23 budget request. Staff is requesting a letter of support from the Commissioners in regards to this grant request to fund Phase 2 of the county wide rebranding initiative.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Dumenil, the Board unanimously agreed to support QAC Economic and Tourism Development in their application for funding through the USDA RBDG grant program and authorize the Director of Economic and Tourism Development to execute the application.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

FEDERAL TRANSIT ADMINISTRATION (FTA) AND MARYLAND TRANSIT ADMINISTRATION (MTA) CERTIFICATIONS AND ASSURANCES:

Ms. Cathy Willis, Director of the Department Community Services submitted to the Commissioners for their review and approval the FTA and MTA Certifications and Assurances packet required of the FY2023 Annual Transportation Plan for the County. Signing these documents informs FTA and MTA that the Queen Anne’s County Area Agency on Aging certifies that it will operate the Public Transit System and the Statewide Specialized transportation Assistance Program (SSTAP) in compliance with those certifications and assurances. Staff recommended the adoption of the Authorizing Resolution #22-01 for the Federal Transit Administration (FTA) and Maryland Transit Administration (MTA) Certifications and Assurances FY2023 packet

On a motion made by Commissioner J. Wilson, seconded by Commissioner Dumenil, the Board unanimously agreed to adopt the Authorizing Resolution #22—01 for the Federal Transit Administration (FTA) and Maryland Transit Administration (MTA) Certifications and

Assurances FY2023 packet to certify that the Queen Anne’s County Department of Community Services Area Agency on Aging will operate the Public Transit System and the Statewide Specialized Transportation Assistance Program (SSTAP).

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

MARYLAND DEPARTMENT OF TRANSPORTATION ADMINISTRATION (MDOT MTA) CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSAA) OPERATING ASSISTANCE ACT:

Ms. Cathy Willis, Director of the Department of Community Services, submitted to the Board for their review and approval the MTA CRRSAA Operation Assistance Act grant. Signing this document informs MTA that Queen Anne’s County accepts the Federal and State funding to support transit services and County Ride the Locally Owned Transit System of Queen Anne’s County. Staff recommended the acceptance of this Operating Assistance Act grant.

On a motion made by Commissioner J. Wilson, seconded by Commissioner S. Wilson, the Board unanimously agreed to accept the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Operating Assistance Act Grant Agreements packet to certify that the Queen Anne’s County Department of Community Services Area Agency on Aging will operate the Public Transit System and accept the awards as offered by the State of Maryland Department of Transportation.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

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TRANSITION OF HUMAN RESOURCES ORDINANCE TO HUMAN RESOURCES HAND BOOK:

Mr. Beverly Churchill, Director of Human Resources submitted to the Board for their review and approval the Transition of Human Resources Ordinance to Human Resources Handbook. It was noted over the past several years; the Employee Communication & Morale Committee has conducted a review of the Human Resources Ordinance for the purposes of updating and converting it from County Code to a Handbook. This transition is more consistent with the functioning of other County Human Resources Departments across the State. While many of the changes are for general housekeeping and clarification purposes, a number of the recommendations are more substantial. A summary of the more significant changes is listed below:

- Increasing the percentage pay adjustment for promotions from 4% to 5%
- Eliminating the maximum longevity and realigning our current maximum to the maximum longevity in our salary scale effective July 1, 2022
- Adding Juneteenth as a recognized County Holiday effective in June 2022
- Adding an inactive employment status for an employee who is not actively working, such as an employee at the conclusion of FMLA while awaiting the disposition of retirement disability or an employee who has retired and is continuing to be paid accrued annual leave (an associated policy has been developed and is attached for consideration)
- Adding a Standard of Conduct and Workplace Etiquette Section
- Modifying leave accrual language to meet the functionality of our new Human Resources Payroll Computer System
- Changing annual (vacation) leave availability for new employees from six to three months
- Removing the minimum personal leave usage requirement

The Committee also identified several existing policies/procedures that were either missing or outdated. These items were updated to meet with our current practices and include:

- Administrative Leave which is currently used, has been defined and added.
- Social Media Policy which currently exists has been referenced
- Employee Assistance Program (EAP) which is a current benefit has been added.
- Drug Free Workplace has been added highlighting our existing program.
- Driver's Safety has been added with a brief overview.
- Occupational Safety has expanded to highlight our current program.
- Lactation Policy has been added as per state regulations.
- Harassment section has been expanded to incorporate additional information.
- Attendance has been expanded to address proper attendance.

- Brief statements have been added to address Use of County Property, Criminal Convictions, Recycling, ID Badges, Dress Code, Resignations and Re-Employment

It was noted that staff recommends the adoption of the new Human Resources Handbook and Procedure to Apply for Retirement Disability Benefits Policy to be effective July 1, 2022 and to introduce County Ordinance 22-08 and schedule a public hearing.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Dumenil, the Board unanimously agreed to adopt the new Human Resources Handbook and Procedure to apply for Retirement Disability Benefits Policy to be effective July 1, 2022.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

COUNTY ORDINANCE 22-08

Commissioner S. Wilson introduced County Ordinance 22-08

A BILL ENTITLED

AN ACT CONCERNING Revision of the Human Resources Ordinance, Chapter 27 of the Code of Public Local Laws of Queen Anne’s County. **FOR THE PURPOSE** of simplifying, clarifying and restating the provisions, rules and procedures affecting the personnel of Queen Anne’s County through amendment and revision of Chapter 27 of the Code of Public Local Laws of Queen Anne’s County and providing for the adoption of a Personnel Manual.

BY REPEALING, REVISING AND READOPTING Chapter 27 of the Code of Public Local Laws.

BUDGET AMENDMENT #CC-38:

The first section of this amendment increases budget authority for expenditure increases for Sanitary Wastewater. The amendment is balanced with the grant revenue received over the budgeted amount. The second section of this amendment increases budget authority for expenditure increases for Sanitary Water Distribution. The amendment is balanced with Sanitary fund balance.

On a motion made by Commissioner J. Wilson, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve Budget Amendment #CC-38 .

Commissioners	Yes	No
Moran	Absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

BOARD OF EDUCATION TRANSFER BETWEEN MAJOR STATE CATEGORIES:

Dr. Patricia Saelens, QAC Superintendent submitted to the Board for their review and approval a request in accordance with Section 5-105(b) of the Annotated Code of Maryland, for approval of the transfers listed between major state categories:

Major Category: Transportation
Other Instructional Contracts to Transportation Salaries- \$30,000
To account for the need of 2 school bus drivers

On a motion made by Commissioner Dumenil, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve the Board of Education’s request to Transfer between Major State Categories.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

LETTERS OF SUPPORT FOR CHESAPEAKE BAY BRIDGE NEPA PHASE 2 FUNDING:

This is a letter addressed to Speaker of the House Adrienne Jones and Senate President Bill Ferguson requesting support for the legislature to approve necessary State or Federal funding in this year’s budget to continue with forward progress to advance a replacement Chesapeake Bay Bridge situated within the existing US Route 50/301 corridor. This funding would be sourced to the Maryland Transportation Authority (MDTA) as the lead agency to conduct the Federal National Environmental Policy Act (NEPA) Tier 2 study.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Dumenil, the Board unanimously agreed to sign the letters .

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

MOSQUITO CONTROL PROGRAM 2022:

This is the annual 2022 Mosquito Control Agreement with Maryland Department of Agriculture and to allocate funding up to \$30,000 for the program per the agreement. Staff recommended execution of the agreement by President Corchiarino.

On a motion made by Commissioner Dumenil, seconded by Commissioner J. Wilson, the Board unanimously agreed to sign the 2022 Mosquito Control Agreement with the Maryland Department of Agriculture.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

PRESS AND PUBLIC COMMENTS:

No individuals spoke.

COMMISSIONER'S ROUNDTABLE:

Commissioner J. Wilson discussed the following:
Tax Freedom Day

Commissioner Dumenil discussed the following:
COVID-19 can be hard on individuals that have underlying issues per Dr. C

Commissioner S. Wilson discussed the following:
The needs of the Ukraine people

Commissioner Corchiarino discussed the following:
Today is International Women's Day

There being no further business, they adjourned at 7:15 p.m. to meet again on Tuesday, March 22, 2022.

EXECUTIVE ASSISTANT

PRESIDENT

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