

March 23, 2021

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
Jack N. Wilson, Jr.
Stephen Wilson
Philip L. Dumenil

MEETING CALLED TO ORDER:

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

CLOSED SESSION:

Pursuant to State Government Law Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; “The County Commissioners held a Closed Session on a motion of Commissioner Dumenil, seconded by Commissioner Moran, at 5:00 p.m. in the Office of the County Commissioners, The Liberty Building, 107 N. Liberty Street, Centreville, Maryland.” The Board adjourned in Closed Session at 5:20 p.m. Those in attendance were Mr. Todd Mohn, County Administrator, and Ms. Margie Houck, Executive Assistant.

The Board discussed Boards/Commissions.

In open session:

On a motion made by Commissioner Moran, seconded by Commissioner J. Wilson, the Board unanimously agreed to reappoint Andrew Costello & Ben Schaffle to the Broadband Advisory Council to begin immediately and end March 31, 2024 and to appoint Dion Reid & Jason Harms to a remaining unexpired term on the Broadband Advisory Council to begin immediately and end March 31, 2022.

Commissioners	Yes	No
Moran	x	
J Wilson	x	

S Wilson	x	
Dumenil	x	
Corchiarino	x	

On a motion made by Commissioner Moran, seconded by Commissioner J. Wilson, the Board unanimously agreed to appoint Nathan Hoxter to fill a remaining, unexpired term in district 1 on the Bicycle & Pedestrian Advisory Committee to begin immediately and end February 28, 2022 and to appoint Ben Hammock and re-appoint Leslie Sandoz and Bob Zillig to a three-year term on the Bicycle & Pedestrian Advisory Committee to begin immediately and end February 28, 2024.

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

MINUTES:

On a motion made by Commissioner J. Wilson, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve the Agenda, as amended, for the current meeting and the Regular and Closed Session Minutes of March 9, 2021.

DESIGNATION OF MARCH AS GOOD SPORTSMANSHIP MONTH:

The Board presented Ms. Stephanie Grottendick the following Good Sportsmanship Proclamation:

WHEREAS, Queen Anne’s County recognizes that sports are a major social force that influences American culture and families in Queen Anne’s County; and

WHEREAS, being involved in sports, whether as a coach, player and/or fan, everyone should promote good sportsmanship and foster the development of positive characteristics for physical fitness and growth; and

WHEREAS, elements of good sportsmanship reflect crucial life skills that help students thrive throughout their education, rendering a strong sense of character and collaboration that will prepare them for the workplace; and

WHEREAS, Sportsmanship can combat bullying and promote inclusion by providing a safe and healthy environment where players value respect, fairness, integrity, responsibility, and perseverance; and

WHEREAS, fostering a commitment to these qualities on the playing field can prevent harassment and reduce incidence of concussions and other injuries; and

WHEREAS, The State of Maryland has designated March as Good Sportsmanship Month; and

WHEREAS, during Good Sportsmanship Month, we recognize Stephanie Grottendick as a coach, who has met the criteria of good sportsmanship through her preparation and dedication, respect for officials, teaching skills, emphasis on teamwork, team ethics, leadership, motivation, sportsmanship and patience; and

WHEREAS, we recognize Stephanie Grottendick for her Good Sportsmanship and for being awarded the Good Sports Coach Award from the Mid-Atlantic Recreation & Parks Sports Alliance.

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF QUEEN ANNE'S COUNTY do hereby proclaim March as Good Sportsmanship Month in Queen Anne's County, Maryland.

PRESS AND PUBLIC COMMENTS:

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

1. Matt Evans – Funding for Challenge Day
2. Linda Austin – Funding for Challenge Day

WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:

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

MEZZANINE & WINDOWS CONSTRUCTION CONTRACT AWARD:

Mr. Lee Edgar, Chief of Engineering, presented to the Board for their review and approval, DES Station 400 Safety Drive - Mezzanine & Windows Construction Contract Award.

Sealed bids were received and opened on Tuesday, March 16, 2021, for the Department of Emergency Services (DES) Station 400 Mezzanine & Windows construction contract. The work consists of the demolition of existing first floor enclosures and new construction of a fourteen-foot by thirty-six-foot (14'x36') wood-framed mezzanine with enclosed understory spaces. The mezzanine is designed to make more economical use of the former MSP hangar located off Safety Drive, by providing secure, bi-level storage space for Emergency Medical

Services (EMS) emergency response equipment and medical supplies. The height of the mezzanine was established to make optimum use of the building's height and includes metal stairway and railing which provide direct connection between the second story EMS wing and the ambulance bay below. The work includes the removal and replacement of the seven deficient exterior windows with new, weather-tight/efficient models. Bids were solicited in accordance with the County Procurement Policy. Five (5) bids were received, publicly opened and read as follows:

Vendor	Location	Total Bid
BRS Consulting, Inc.	Harrington, DE	\$86,000
Harper & Sons	Easton, MD	\$95,600
Oak Contracting, LLC	Towson, MD	\$108,335
Delmarva Veteran Builders	Salisbury, MD	\$110,600
Bathon Builders	Elkton, MD	\$114,000

BRS Consulting, Inc. (BRS) submitted the lowest responsive and responsible bid. BRS has successfully completed several construction contracts with Queen Anne's County previously. Adequate funding is available in the approved Capital Project nos.400003 County Facilities Program (window replacement) and Queen Anne's County Health Department CARES funding. An Emergency Management Performance Grant - Supplemental (EMPG-S) totaling \$21,496.60 has been awarded to Queen Anne's County for the mezzanine, and the funding must be allocated by July 31,2021. Based on the above, Department of Emergency Services and Department of Public Works staff recommends award of the contract to BRS Consulting, Inc. of Harrington, Delaware in the amount of \$86,000.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to award the DES Station 400 Mezzanine and Window construction contract to BRS Consulting, Inc. of Harrington, Delaware in the amount of \$86,000 and authorize the Director of Public Works to issue the Notice of Award and execute the Contract on behalf of the County Commissioners.

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

2011 CWSP AMENDMENT 11-16 – DECISION:

Mr. Quimby presented to the Board for their review and approval, 2011 Comprehensive Water and Sewerage Plan (CWSP) Amendment 11-16 - Decision.

A public hearing was held on Tuesday, February 23, 2021, to allow testimony on two amendment requests. One of the amendment requests, to upgrade the sewer service designation of four parcels recently annexed into the Town of Barclay, was approved immediately after the conclusion of the hearing.

The second request kept the public record open for two weeks and consists of the following as was shown in the advertisement (in italics):

KOPEC PROPERTIES - This site is shown on Tax Map 58 as Parcels 643 & 814. The parcels combined are approximately 16 acres in size. The parcels are located between the Winchester subdivision and the Chester River Beach subdivision. The property is zoned Grasonville Planned Residential Neighborhood (GPRN) This property's sewer service designation was upgraded from S-3 to S-2 via Amendment 06-06 of the 2006 Comprehensive Water and Sewage Plan which carried the following five conditions:

1. There shall be no more than eight (8) new or existing lots created on the property which shall be configured as set forth on the preliminary subdivision plat displayed to the Commissioners during the public hearing.
2. Stormwater management facilities shall be designed and constructed to avoid additional impacts to the surrounding Properties.
3. Four (4) streetlights will be installed by Mr. Kopec, or his successors, along Loblolly Way.
4. A light illuminating the "Winchester" community sign will be installed by Mr. Kopec, or his Successors.
5. The new lots will be included within the Winchester community and be made subject to all recorded restrictive covenants affecting existing lots within Winchester.

The current amendment application seeks to remove all five conditions to allow for up to 14 lots (a minor subdivision of 7-lots on each existing parcel) with a new configuration than previously reviewed. The average anticipated sewer flows for the property would be 3,500 gallons per day. Sewer service is to be provided by Collection Station 'L'.

In addition to the spoken testimony in opposition at the hearing, we had 10 adjacent property owners, as well as the Winchester HOA, submit written testimony in opposition.

On a motion made by Commissioner Moran, seconded by Commissioner J. Wilson, the Board unanimously agreed to rescind Amendment 06-06 in its entirety.” As part of the motion, Commissioners Moran and Corchiarino asked questions and/or made comments on this topic.

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

Corchiarino	x	
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After a discussion, on a motion made by Commissioner Corchiarino, seconded by Commissioner Moran, with Commissioners Dumenil and S. Wilson opposing, the Board agreed to approve Amendment 11-16 with the following three conditions:

1. Eight residential building lots will be allowed from the two existing parcels for a total of 8 homes.
2. Stormwater management facilities shall be designed and constructed to avoid additional impacts to the surrounding properties and shall further meet all applicable State and County regulations
3. Any sewer connections shall not connect to line in Chester River Drive but shall connect on/near the south end of subject property nearer the pump station.

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

BOND SALE AUTHORITY LETTER:

On a motion made by Commissioner J. Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to sign the bond award delegation letter. As part of the motion, Commissioners Moran and J. Wilson asked questions and/or made comments on this topic.

This is to confirm and certify that I, as President of the Board of County Commissioners for Queen Anne’s County, Maryland (the “County”) designate Todd R. Mohn, the duly appointed County Administrator of the County, to (i) conduct a sale and accept electronic bids for the County’s Public Facilities and Refunding Bonds of 2021 (Tax-Exempt) and for the County’s Taxable Refunding Bonds of 2021 (Taxable) (collectively, the “Bonds”), (ii) execute orders awarding the Bonds to the bidders therefor whose bids are determined to be the best responsible bid received in compliance with the terms and conditions of the official notices of sale for the Bonds, in his sole discretion, and (iii) if necessary, establish alternative dates or times for the sale of the Bonds.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	x	

Dumenil	x	
Corchiarino	x	

RESOLUTION 21-06 – BOND:

A RESOLUTION of Queen Anne’s County, Maryland authorizing the issuance and sale of two series of general obligation bonds in the maximum aggregate principal amount not to exceed Forty Three Million Dollars (\$43,000,000), and the new money portion thereof not to exceed Thirteen Million Dollars (\$13,000,000), under the provisions of Sections 19-207 and 19-501 et seq. of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume, as amended), and in accordance with the Public Local Law (as defined in the Resolution) enacted by the Board of County Commissioners of Queen Anne’s County (the “Board of County Commissioners”); one series of said bonds to be designated “Queen Anne’s County, Maryland Public Facilities and Refunding Bonds of 2021 (Tax-Exempt)” and the other series of said bonds to be designated “Queen Anne’s County, Maryland Taxable Refunding Bonds of 2021 (Taxable),” prescribing the form and tenor of the bonds and the terms and conditions for the issuance and sale thereof at public sales, including the forms of the notice of sale; prescribing the terms and conditions of the bonds and all other details incident to the issuance, sale and delivery of the bonds; providing for the disbursement of the proceeds of the bonds; authorizing the preparation and distribution of a preliminary and final official statement in connection with the sale of the bonds; providing for the levy and collection of ad valorem taxes necessary for the prompt payment of the maturing principal of and interest on the bonds, and providing that the full faith and credit and taxing power of Queen Anne’s County, Maryland shall be irrevocably and unconditionally pledged to the payment of such principal and interest; and generally relating to the issuance, sale, delivery and payment of Section the bonds.

On a motion made by Commissioner S. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to adopt and sign Bond Resolution 21-06.

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

SEMIANNUAL PROPERTY TAX PAYMENT SERVICE FEE:

Mr. Mohn submitted to the Board for their review and approval, Semiannual Property Tax Payment Service Fee.

Annually, the County Tax Collector is authorized to bill a service fee for the lost interest and administrative costs associated with the semiannual property tax billing if the amount of the service charge is approved by the State Department of Assessments and Taxation.

The annual calculation of the service fee is related to the interest we receive from our cash investments, as the semiannual payment results in lost interest to the County. It is estimated that if a service fee based on actual lost interest revenue was implemented, the charge for a typical household would be less than \$2.00 per household.

Queen Anne’s County did not charge a service fee for the 2020-2021 tax year. We recommend that a service fee not be charged in the 2021-2022 tax year as well.

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to submit to the Department of Assessments and Taxation an Approval Form for The Establishment of County and Municipal Service Fees for Semiannual Property Tax Payments a service charge in the amount of 0%. topic.

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

SUBORDINATION AGREEMENT FOR JONATHAN GUNTHER:

Ms. Anne Van Benschoten, Housing Program Administrator - Workforce Housing Unit, submitted to the Board for their review and approval, Subordination Agreement for Jonathan Gunther.

The Subordination Agreement for Jonathan Gunther who qualified for the Critical Workforce Loan Program. The client is requesting a Subordination Agreement to lower his interest rate.

Pat Thompson, Esquire, County Attorney, has reviewed the request and has deemed everything in proper order.

On a motion made by Commissioner Corchiarino, seconded by Commissioner Moran, the Board unanimously agreed to sign the Subordination Agreement for Jonathan Gunther.

Commissioners	Yes	No
Moran	x	
J Wilson	x	

S Wilson	x	
Dumenil	x	
Corchiarino	x	

REQUEST FOR ECONOMIC DEVELOPMENT INCENTIVE FUNDING:

Ms. Heather Tinelli, Director Economic and Tourism Development, submitted to the Board for their review and approval, Request for Economic Development Incentive Funding - Robert Laraway DDS, LLC DBA Kent Island Orthodontics.

At its meeting on March 15, 2021, the Economic Development Incentive Fund (EDIF) Commission recommended approval of a conditional loan for \$50,000 to Robert Laraway DDC, LLC DBA Kent Island Orthodontics for the purpose of purchasing additional sanitation equipment and other practice equipment necessary to grow his practice and hire additional staff. The practice has recently opened in Stevensville, MD in the old fire house building.

Robert Laraway DDS, LLC DBA Kent Island Orthodontics is a limited liability company owned and operated by Robert D. Laraway, DDS, MS whose mission is to provide high quality orthodontic care at affordable fees to residents of Stevensville, MD and the surrounding towns within Queen Anne’s County. Dr. Laraway holds a bachelor’s degree in Life Sciences from The Pennsylvania State University, and a Doctor of Dental Surgery and master’s degree from the University of Maryland School of Dentistry. An additional intensive three-year orthodontic residency program at the University of Maryland School of Dentistry was completed immediately following graduation and has practiced orthodontics since he finished his residency in June 2018. Mr. Laraway applied to the EDIF in December 2020 and moved forward with opening his practice in January 2021 in 3,500 sqft space in Stevensville. This conditional loan would allow him to purchase the equipment necessary to add the treatment stations necessary to see additional patients and hire additional staff of 10 full-time employees within 3-years of funding.

Kent Island Orthodontics will have a state-of-the-art dental lab that captures 3D images on the patient’s mouth, 3D prints the models and can provide clear aligner treatment at a fraction of the cost of products like Invisalign. This will allow Dr. Laraway to provide a lower cost treatment option for those adults on medical assistance that have aged out of orthodontic coverage. The proximity to the elementary and middle schools also provides opportunity for school aged patients to easily schedule visits and possibly be escorted to their appointments.

The EDIF Commission recommends the award be a reimbursement for the cost of the equipment which is estimated up to \$50,000 and conditioned upon the incremental creation of a total of ten (10) full-time jobs within three (3) years from the date disbursement of funds. The company would also be required to maintain the employment level and remain in full operation in the county for a total of five (5) years. The EDIF agreement is to be prepared by the county attorney, will include guarantees, security interest and employment reporting requirements.

Upon meeting performance requirements of the agreement, the conditional loan would revert to a grant.

On a motion made by Commissioner Moran, seconded by Commissioner J. Wilson, the Board unanimously agreed the disbursement of \$50,000 of Economic Development Incentive Funding to Robert Laraway DDC, LLC DBA Kent Island Orthodontics for the purpose of purchasing dental equipment. The disbursement of funds is contingent upon a signed agreement between the EDIF Commission and the company outlining the conditions of the agreement and performance of the project in accordance with the application submitted to the EDIF Commission.

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

QACPS – QAC SAFETY NET COMMITTEE – VIRTUAL CHALLENGE DAY:

Ms. Linda Austin, BOE Co-Chair and Mr. Matthew Evans, BOE Co-Chair, submitted to the Board for their review and approval, QACPS – QAC Safety Net Committee – Virtual Challenge Day.

Thank you for your past awards to the Queen Anne’s County Safety Net Committee for the purpose of funding Challenge Day for all 7th grade students in Queen Anne’s County Public Schools. Challenge Day is an intensive program where students from different backgrounds and social groups are brought together and mindsets are changed Students realize they are not so different from their peers Community volunteers, teachers and school staff help to facilitate the program along with Challenge Day facilitators.

Due to the COVID-19 pandemic, the QAC Safety Net Committee was unable to implement Challenge Day in the fall semester as in previous years. After consultation with Challenge Day staff, we understand there is an opportunity to provide all current 7th graders in QACPS a virtual Challenge Day this spring via the Zoom platform. With the hopes of continuing to offer this opportunity to all QACPS 7th grade students, the QAC Safety Net Committee Is requesting \$13,000 to fund a virtual Challenge Day during the spring of the 2020-2021 school year, We also invite you to attend the event as a volunteer and to attend our Safety Net Committee meetings to learn more about what this great organization is accomplishing in our schools arid community. On behalf of the Safety Net Committee, we thank you for your time and consideration in this matter.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Dumenil, the Board unanimously approved \$13,000 to fund a virtual Challenge Day. As part of the motion, Commissioner Dumenil asked questions and/or made comments on this topic.

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

FY2020 REQUEST FOR NON-RECURRING COST EXCLUSIONS:

Ms. Amalie Brandenburg, Deputy Superintendent for Finance and Administration, submitted to the Board for their review and approval, Requests for Nonrecurring Cost Exclusions.

Local Governments are required to provide funding to local school systems that meets or exceeds the prior year’s highest local appropriation, on a current year per pupil basis. In some cases, local governments may want to make additional, one-time investments in the local school system. Sections 5-202(3)(i)(1) and 5-202(6) of the Education Article provide for the exclusion of qualifying non-recurring costs from the highest local appropriation to the school operating budget.

Local governments identify non-recurring cost items, confer with local school systems, and submit the signed non-recurring cost exclusion request to the Maryland State Department of Education (MSDE). Fiscal Year 2021 requests are due to MSDE on or before March 31, 2020. MSDE will review requests based on the requirements of COMAR 13A.02.05.00 and provide decisions to local governments and local school systems by May 1, 2020.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to approve to complete and sign the FY2020 Nonrecurring Cost Request form. As part of the motion, Commissioner J. Wilson asked questions and/or made comments on this topic.

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

FY2022 REQUEST FOR NON-RECURRING COST EXCLUSIONS:

Ms. Amalie Brandenburg, Deputy Superintendent for Finance and Administration, submitted to the Board for their review and approval, Requests for Nonrecurring Cost Exclusions.

Local Governments are required to provide funding to local school systems that meets or exceeds the prior year’s highest local appropriation, on a current year per pupil basis. In some cases, local governments may want to make additional, one-time investments in the local school system. Sections 5-202(3)(i)(1) and 5-202(6) of the Education Article provide for the exclusion of qualifying non-recurring costs from the highest local appropriation to the school operating budget.

Local governments identify non-recurring cost items, confer with local school systems, and submit the signed non-recurring cost exclusion request to the Maryland State Department of Education (MSDE). Fiscal Year 2022 requests are due to MSDE on or before March 31, 2021. MSDE will review requests based on the requirements of COMAR 13A.02.05.00 and provide decisions to local governments and local school systems by May 1, 2021.

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to complete and sign the FY2022 Nonrecurring Cost Request form.

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

BUDGET AMENDMENTS:

On a motion made by Commissioner Moran, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve Budget Amendment CC-32. As part of the motion, Commissioners Moran and J. Wilson asked questions and/or made comments on this topic.

# CC-32									3/16/2021
QUEEN ANNE'S COUNTY									
REQUEST FOR BUDGET AMENDMENT									
FY 2021									
									Increase (Decrease)
Description of expenditure/revenue accounts to increase/(decrease):				Fund	Account Code	Project			Amount
To establish budget authority to transfer in from Gen Fund and Ag Transfer Fund Balance									
increase	Ag Transfer	Transfer in from Gen Fund		800	800000	39910			\$ 250,577

increase	Ag Transfer	Prior Year Fund Balance	800	800000	39920		\$ 49,423
						Total Revenue	\$ 300,000
increase	Ag Transfer	Other Charges	800	800000	8995		\$ 300,000
						Total Expenditure	\$ 300,000
To establish budget authority for the transfer out of the Gen Fund							
increase	Gen Fund	Income Taxes	100	199000	30201		241,053
increase	Gen Fund	FY21 Pr Year Fund Balance	100	199000	39920		9,524
						Total Revenue	250,577
increase	Gen Fund	Transfer Out	100	180000	8990		250,577
						Total Expenditure	250,577
Justification:							
On February 9, the County Commissioners approved a commitment of \$300,000 towards the Agricultural Land							
Preservation Matching Funds Program. The funds will be derived from the Agricultural Transfer Tax Fund (\$49,423),							
and also from the General Fund (\$250,577).							
The second section of the amendment provides budget authority in the General Fund to transfer \$250,577 to the Ag							
Transfer Tax fund. This is being balanced by increasing the income tax revenue budget and also using prior year fund							
balance of \$9,524 which represents the property tax collected in FY20 for the solar generators.							

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

On a motion made by Commissioner J. Wilson, seconded by Commissioner Dumenil, the Board unanimously agreed to approve Budget Amendment CC-33.

CC-33 Date 3/16/2021

Entered By _____

**QUEEN ANNE'S COUNTY
REQUEST FOR BUDGET AMENDMENT
FY2021**

Description of revenue/expenditure accounts to increase:						Fund	Account Code	Increase (Decrease) Amount
Sudlersville Wastewater								
Increase	Sanitary - Sudlersville WW Treatment	Regular Salaries		206	206210	4003	28,650	
Increase	Sanitary - Sudlersville WW Treatment	Social Security		206	206210	7100	2,105	
Increase	Sanitary - Sudlersville WW Treatment	Health Insurance		206	206210	7200	3,800	
Increase	Sanitary - Sudlersville WW Treatment	Pension		206	206210	7300	2,000	
Increase	Sanitary - Sudlersville WW Treatment	Workmen's Compensation		206	206210	7400	1,600	
Increase	Sanitary - Sudlersville WW Treatment	Life Insurance		206	206210	7600	45	
Increase	Sanitary - Sudlersville WW Treatment	Supplies - chemicals		206	206210	6700	10,000	
Increase	Sanitary - Sudlersville WW Treatment	Contracted services - Other		206	206210	5995	1,800	
						Total Expenditures	50,000	
Increase	Sanitary - Sudlersville WW Treatment	Misc Revenue		206	206000	39090	50,000	
Sudlersville Water								
Increase	Sanitary - Sudlersville Water Treatment	Regular Salaries		216	216200	4003	9,000	
Increase	Sanitary - Sudlersville Water Treatment	Social Security		216	216200	7100	640	
Increase	Sanitary - Sudlersville Water Treatment	Health Insurance		216	216200	7200	1,205	
Increase	Sanitary - Sudlersville Water Treatment	Pension		216	216200	7300	630	
Increase	Sanitary - Sudlersville Water Treatment	Workmen's Compensation		216	216200	7400	500	
Increase	Sanitary - Sudlersville Water Treatment	Life Insurance		216	216200	7600	25	
Increase	Sanitary - Sudlersville Water Treatment	Supplies - chemicals		216	216200	6700	2,900	
Increase	Sanitary - Sudlersville Water Treatment	Contracted services - Other		216	216200	5995	1,100	
						Total Expenditures	16,000	
Increase	Sanitary - Sudlersville Water Treatment	Misc Revenue		216	216000	39090	16,000	
Justification:								
On February 23, 2021, the County Commissioners approved the Sudlersville Water and Wastewater agreements which were developed to allow								
the County to operate the Town Of Sudlersville's public utilities. The Town of Sudlersville will reimburse the County for the expenses.								
This amendment establishes budget authority for the Sudlersville Water and Wastewater expenses and offsetting revenue, per the agreements.								
The current estimate of costs for the Wastewater utility is \$12,500 per month and \$4,000 for the water utility. This budget amendment establishes								
budget authority for four months of services (March - June) for fiscal 2021.								
No County funds are requested.								

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

On a motion made by Commissioner S. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to approve Budget Amendment CC-34.

#	CC-34						Date	3/15/2021
Entered By _____								
QUEEN ANNE'S COUNTY								
REQUEST FOR BUDGET AMENDMENT								
FY2021								
							Increase	
Description of expenditure/revenue accounts to							(Decrease)	
							Amount	
				Fund	Account Code			
Increase	BRIDGE Fund	Transfer Out		596	596010	8990	\$ 85,680	
Increase	BRIDGE Fund	Pr Yr Fund Balance		596	596010	39920	\$ 85,680	
Increase	Economic Dev Incentive Fund	Transfer in		595	595010	39910	\$ 85,680	
Increase	Economic Dev Incentive Fund	Other Charges		595	595010	8995	\$ 85,680	
Justification:								
This amendment will establish budget authority to transfer \$85,680 from the Bridge Fund to the Economic Development Incentive Fund.								
After this budget amendment is approved, the BRIDGE Fund will have a \$0 balance and therefore will be closed.								
No County funds are requested.								

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

On a motion made by Commissioner S. Wilson, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve Budget Amendment CC-35.

#	CC-35							Date	3/16/2021
QUEEN ANNE'S COUNTY									
REQUEST FOR BUDGET AMENDMENT									
FY2021									
								Increase (Decrease) Amount	
Description of expenditure/revenue accounts to increase/(decrease):			Fund	Account Code					
Increase	Animal Services	Medical Services	100	124500	5030			\$	17,125
Increase	Animal Services	Medical Supplies	100	124500	6510			\$	17,125
Decrease	Aid to Agencies	Local Allocation	100	165040	8820			\$	(34,250)
				Net change for Animal Services				\$	-
Increase	Aid to Agencies	Local Allocation	100	165040	8820			\$	25,000
				Increase in Expenditures				\$	25,000
Increase	General Fund	Income Tax	100	199000	30201			\$	25,000
				Increase in Revenues				\$	25,000
Justification:									
The first part of the amendment is to move budget authority to the Animal Services department from Aid to Agencies.									
This funding was approved to be allocated to Animal Services as part of the Outside Agency FY21 budget process, in the amount of \$34,250.									
The second part of the amendment is to add budget authority to Local Allocation expense in the amount of \$25,000.									
After the transfer to Animal Services above, this account would be over budget. This is due to the grant that was awarded to Shine Like Stars Preschool,									
in the amount of \$25,000. This grant was not budgeted in the FY21 approved budget.									

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

On a motion made by Commissioner J. Wilson, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve Budget Amendment CC-36. As part of the motion, Commissioners Dumenil and J. Wilson asked questions and/or made comments on this topic.

#	CC-36						Date	3/16/2021
QUEEN ANNE'S COUNTY								
REQUEST FOR BUDGET AMENDMENT								
FY2021								
								Increase (Decrease) Amount
							Project Only	
Description of expenditure/revenue accounts to increase/(decrease):			Fund	Account Code				
Davidson Property:								
decrease	Davidson Property Imps	ST POS ENCUMB CAP	410	414000	33720	400393		\$ (460,000)
							Decrease in Revenues	\$ (460,000)
decrease	Davidson Property Imps	LAND IMPROVEMENTS	410	414000	9034	400393		\$ (460,000)
							Decrease in Expenditures	\$ (460,000)
Terrapin Park Trail Head:								
increase	Terrapin Park Trail Head	ST POS ENCUMB CAP	410	414000	33720	400911		\$ 460,000
decrease	Terrapin Park Trail Head	ST POS ENCUMB CAP	410	414000	33720	400911		\$ (375,000)
							Net change in Revenues	\$ 85,000
increase	Terrapin Park Trail Head	BUILDINGS - ADDITIONS/ALT	410	414000	9040	400911		\$ 460,000
decrease	Terrapin Park Trail Head	BUILDINGS - ADDITIONS/ALT	410	414000	9040	400911		\$ (375,000)
							Net change in Expenditures	\$ 85,000
Justification:								
This amendment will decrease budget authority in the amount of \$460,000 in the Davidson Property project.								
The current budgeted revenue for State Grant funding is to be allocated toward Terrapin Park Trail Head, also in the amount of \$460,000.								
Therefore, the budgeted revenue and expenditures will be decreased for the Davidson Property project and								
increased revenue and expenditures for the Terrapin Park Trail Head project.								
The second part of this amendment will decrease budget authority in the amount of \$375,000 in the Terrapin Park Trail Head project.								
The current budgeted revenue for State Grant funding will not be realized. Therefore, the budget will be decreased for that								
funding source and also the expenditure. The net change in the Terrapin Park project is an increase of revenue and expenditure of \$85,000.								

Commissioners	Yes	No
Moran	X	
J Wilson	X	
S Wilson	X	
Dumenil	X	
Corchiarino	X	

LANDS END RURAL LEGACY AREA EXPANSION:

Ms. Donna K. Landis-Smith, Soil Conservation Aide, submitted to the Board for their review and approval, Lands End Rural Legacy Area Expansion.

Background -

The Lands End RL Area is located outside of Chestertown, Church Hill and Crumpton. It was created in 2000 and encompasses 11,691 acres of which 8,113 acres have been permanently preserved (69%). The requested expands Lands End Rural Legacy Area, pending approval, will

total approximately 12,283 acres of land within the north western portion of Queen Anne’s County.

To date, not including, current applications, 4,551 acres (37%) have permanently been protected through various preservation programs. Maryland Agricultural Land Preservation Foundation (MALPF), Maryland Environmental Trust (MET), Deed Restricted Open Space (DROS), Non-Contiguous Development Rights (NCD) and private land trusts are some of the preservation tools utilized.

Pending approval and funding of applications submitted in 2021, the percentage of protected lands will increase to 47% or 5,834 acres. If the current rate of preservation and available funding continues, by 2023, Queen Anne’s County will protect an additional 400± acres or 51% of land within the proposed expanded Lands End Rural Legacy Area.

On a motion made by Commissioner S. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to approve the expansion of 308 acres to the existing Lands End Rural Legacy Area. As part of the motion, Commissioner Dumenil asked questions and/or made comments on this topic.

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

RURAL LEGACY – PRIORITY AREA:

Donna K. Landis-Smith, Soil Conservation Aide, submitted to the Board for their review and approval, Rural Legacy - Priority area.

Queen Anne’s County has two existing Rural Legacy (RL) Area, Lands End and Foreman Branch. When applying for grant funding for preservation in both RL areas, the Maryland Department of Natural Resources requests that a priority be given for one of the two areas.

In 2020 the County Commissioners designated the Foreman Branch RL area as priority over Lands End.

On a motion made by Commissioner S. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to choose the Lands End Rural Legacy Area as priority for FY22 Funding.

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

RELIEF ACT OF 2021:

Kelly M. Schulz, Secretary of Commerce, submitted to the Board for their review and approval, Relief Act of 2021.

The bipartisan Relief Act of 2021 was signed into law on February 15, 2021 and includes more than \$1 billion in tax relief and economic stimulus for struggling families and small businesses who are suffering as a result of the COVID-19 pandemic.

I am writing to you today to share Maryland Department of Commerce’s role in providing funding for several of these programs. In accordance with the Relief Act, funds have been made available to the Department through the Maryland Economic Development Assistance Authority (MEDAAF). Since the passing of the legislation, Commerce has been reviewing the language of the Relief Act to identify the intent and ensure implementation systems are in place. The legislature’s amendments establishing the Recovery Now Fund as part of the RELIEF Act provided for these additional funds. The General Assembly stressed their intent that these funds would be disbursed by the end of the State fiscal year, June 30, 2021.

Funds are to be used by local governments to afford direct assistance to two of Maryland’s severely impacted industries, hotels and restaurants. The statute also provides for grants to assist businesses in setting up online sales and employee telework opportunities. Funding for each of these programs is being deployed in the form of a grant. We anticipate providing the Agreements and accompanying Exhibits early next week. When received, please sign and return all three in the existing Word document format, along with the completed Request for Disbursement. A final executed copy will be emailed to you. Due to the timeline for disbursement, we anticipate the agreements to be signed and returned within one week of receipt, to the extent possible. Completed Grant agreements should be emailed to Haley Williams, halcy.williams2maryland.gov.

The amount of Relief Act funding and methodology for allocation is as follows:

Lodging and Accommodations Covid RELIEF Grants- \$10 million. To meet the provisions contained in the Relief Act, funding was allocated based on the population of local jurisdictions. The Relief Act states that priority shall be given to those applicants who have not previously received prior relief funding and also provides up to \$25,000 grants per applicant. For those jurisdictions that may have undistributed funds from the Hotel Relief Grant that was issued

in January 2021, and have reviewed at least two rounds of applications for grants under your Hotel Relief Grant program, Commerce will allow the remaining funds to be rolled into the soon-to-be rolled out grant program authorized by the RELIEF Act Chapter 39 (Senate Bill 496). The requirements to distribute those rolled over funds would be subject to the new grant agreement.

Restaurant and Caterers Covid RELIEF Grants- \$22 million. To meet the provisions contained in the Relief Act, funding was allocated based on the population of local jurisdictions. Attached is a breakdown of the funding per county. The RELIEF Act allows for up to \$12,000 per applicant. Priority shall be given to those applicants who have not previously received prior relief funding from the Department. An awardee list will be provided along with the grant agreements early next week.

Online Sales and Telework Assistance COVID RELIEF Grants- \$500,000. Funding was allocated based on local jurisdiction population. Attached is a breakdown of the funding per county.

Your county should have established a contact responsible for the reporting of these grants. Please make sure that your representative has registered and logged into the reporting portal. It is important that data for the grants is entered weekly. Please do not wait until the final deadline. The Department is required to report to the legislature regularly on the progress of each county's deployment of funds.

As Maryland continues to make great progress toward our economic recovery, these new grant programs will provide much needed assistance to our statewide business community. Although we know there are still challenges ahead, the recovery of 6,800 jobs in January and recent reduction in the unemployment rate gives us reason to be optimistic that we are on the path to an even stronger Maryland.

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

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

CDBG HEARING:

Mr. Michael Clark, Chief of Housing & Family Services and Ms. Anne Van Benschoten, Housing Program Administrator conducted the CDBG Hearing.

Per the grant agreements with the Maryland Department of Housing and Community Development (DHCD), the County Commissioners are required to hold a second public hearing to provide a review of program performance and status of grant activities. The public hearing must be held prior to the grant end date and a notice of the hearing must be published in a local newspaper at least five (5) days prior to the hearing.

A Notice of Public Hearing was placed in the Bay Times/Record Observer and on the Division of Housing and Community Services' website on March 12, 2021, announcing that the public hearing was set for Tuesday, March 23, 2021 at 6:00 p.m. at the Liberty Building at 107 N. Liberty Street, Centreville, MD 21617.

The Public Hearing reviewed the performance and progress for the following projects:

- Queen Anne's County Housing Study: \$50,000
- Queen Anne's County Rental Assistance: \$80,000
- Queen Anne's County Quarantine Sheltering: \$10,200

Queen Anne's County Housing Study -

Queen Anne's County received an award of \$50,000 to perform a housing study. This project is aimed to analyze solutions of the housing crisis in our rural county.

The Queen Anne's County Housing Study is about 90% completed. Staff is reviewing and updating the final draft with assistance from Planning and Zoning. We are expecting to have the study completed within the next two months and look forward to the consultant's presentation of the findings.

COVID - Round I

1. Queen Anne's County Emergency Rental Assistance -

Queen Anne's County received an award of \$80,000 to provide three months of rental assistance to households whose income has been negatively impacted by the loss of employment or reduction in hours as a result of the COVID 19 crisis.

Queen Anne's County Housing has assisted 5 families totaling \$24,500 in rental assistance. The funds have assisted families with up to three months of rent and have helped keep these families stably housed.

Currently, there is \$55,500 remaining in rental assistance funds. We have had several applicants apply for the rental assistance program but have not finished the application process. Compared to our other rental assistance programs, there is a great deal of paperwork required to complete the process as well as more restricted guidelines to qualify for the funds.

2. Queen Anne's County Quarantine Sheltering -

Queen Anne’s County received an award of \$10,200 to provide necessary sheltering at hotels for low- and moderate-income persons who must be quarantined due to the COVID 19 crisis.

Currently, we have not seen a need for the sheltering funds. It seems that most individuals who needed to quarantine were able to shelter in their current homes and did not need to go to a hotel or motel.

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed that the following plans be adopted and signed:

- Queen Anne’s County Fair Housing & Equal Opportunity Plan 2021
- Queen Anne’s County Section 3 Plan 2021
- Queen Anne’s County Minority Business Plan 2021

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

PROCLAMATION:

The Board read the Fair Housing Month Proclamation:

21-15

WHEREAS, the 1968 Fair Housing Act, which guarantees the right of all Americans to dwell in the neighborhood of their choice, is one of the most important components of our national civil rights policy; and

WHEREAS, even though this non-discriminatory policy is now the law of the land, its proper enforcement requires the continued cooperation of government, real estate and homebuilding industries, and private citizens; and

WHEREAS, the location that people live have a direct impact on the quality of their health, education, and access to economic opportunities; and

WHEREAS, economic stability, community health, and human relations in all communities are improved by diversity and integration; and

WHEREAS, acts of housing discrimination and barriers to equal housing opportunities are unacceptable to a common sense of decency and fairness; and

WHEREAS, The County Commissioners believe that access to fair housing laws have made our communities stronger and more vibrant in Queen Anne’s County; and

WHEREAS, this cooperative effort helps guarantee equal housing opportunity in our area, and is especially deserving of public recognition as we celebrate the anniversary of the signing of the Federal Fair Housing Act during the month of April;

NOW, THEREFORE, WE, THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, do hereby proclaim the month of April 2021, to be "Fair Housing Month" and do commend the efforts of all in making fair housing a reality in our County.

COMMUNITY SERVICES UPDATE:

Ms. Catherine Willis, Department of Community Services Director and Mr. Mike Clark, Chief of Housing & Family Services presented to the Board for their review, Community Services Update.

Area Agency on Aging – Senior Centers, Community Care & Transit

- Senior Centers were closed for in person programming due to COVID-19 restrictions. A robust menu of virtual offerings was developed to continue to allow engagement with the community.
- The first “Grab and Go” meal out of Sudlersville Senior Center in December served 63 Senior Center members using CARES funding.
- The division transitioned to paperless record keeping and cross trained staff both internally and within other departments to meet the needs of our customers. Staff have been assisting the Board of Education with school meals, Home Delivered Meals, the COVID-19 Call Center and more.
- Home Delivered Meals served 16,789 meals to 145 participants. CARES Act funding totaling \$93,246 will pay for 16,000 meals through September 2021.
- The Maryland Access Point Caregivers’ Conference went virtual and was a success. We were hosted by QACTV at their studio and virtually via Zoom and Facebook Live.
- Close to 500 people actively participated while we were live, and there have been 1,400 + views.
- Nursing Homes and Assisted Living Homes were closed to visitation so Ombudsman visits with residents were conducted virtually using tablets on virtual platforms.
- Transit purchased two new buses funded 90% through MTA and 10% locally. Two vans were purchased for specialized transportation. New equipment replaced parts of the fleet that had met the useful life cycle and needed to be retired due to age and mechanical issues. The buses are used for public deviated fixed route trips and door to door services.
- Transit provided 11,239 trips in FY20. Ridership was less than normal due to COVID-19 related concerns, but County Ride provided 3,243 specialized trips and 7,996 public deviated fixed route trips. County Ride traveled nearly 183,000 miles and provided 8,700 hours of service.

- Transit applied for \$1,000,000 in FTA CARES Act Funding to be utilized through FY22 or later. To date, we have received approximately a quarter of the funding for the operational budget and will be requesting the remaining funds as operational expenditures are accrued.

Housing and Community Services

- The Homeless Prevention Unit's Rapid Re-Housing Program assisted 84 people in 34 households; 12 people were housed and 22 received case management services, 11 of which we housed prior to FY20. Other homeless prevention programs were able to assist 62 families, totaling 174 people, in FY20.
- DHCS received rental assistance funds to assist those affected by the COVID-19 pandemic. From May 2020 to December 2020 DHCS has been able to assist 23 households, totaling 71 people, with homelessness prevention, and one household with 6 people with rapid re-housing, in addition to seven households, totaling 23 people, with emergency shelter.
- The Affordable and Workforce Housing Unit's Critical Workforce Program made four first time homebuyer's loans to members of Queen Anne's County Critical Workforce; Two teachers, one paramedic, and one volunteer firefighter. The Moderately Priced Dwelling Unit Program made seven first time homebuyer's loans.
- DHCS obtained a \$50,000 grant through the Maryland Department of Housing and Community Development (DHCD) Community Development Block Grant Program (CDBG) to perform a Housing Study. The study will allow us to analyze potential solutions to the housing crisis in our rural county. The information obtained through this study will help DHCS identify resources and write intelligent, thorough, and well-conceived proposals for funding.
- The Housing Livability and Rehabilitation Unit's Special Loans Program made two loans for various rehabilitation projects: roof replacement and installation of a new septic system. Special Loans also assisted with three small grant rehab projects.
- DHCS was awarded \$75,000 for the QAC Emergency Repair Loan and Grant Program through the Maryland Affordable Housing Trust. DHCS was able to assist 12 households, totaling 25 people, with various emergency repair projects.
- The Make A Difference Day Committee made the difficult decision of canceling the annual event. As an alternative, the committee was able to compile a Resource Guide for various agencies to handout to those who need it. Many members were able to volunteer at the drive-through food pantry event hosted by Haven Ministries and the QAC Public Schools/Judy Center. During the event, 1,074 people from 292 households were helped. Food, resources, and supplies were available and received by 135 households.

Local Management Board

- The Local Management Board, also known as the Queen Anne's County Community Partnerships for Children and Families, received \$326,808 in funding from the Governor's Office for Children to respond to Governor Hogan's priority areas of: Opportunity Youth (also known as Disconnected Youth; youth aged 16-24 who are not in

school and not working), At-Risk Youth, and Children Affected by a Caregiver's Incarceration.

- Funding was also received from the Governor's Office of Crime Control and Prevention to provide Community Mentoring services to at-risk youth. In FY20, many mentoring sessions went virtual to adhere to COVID-19 restrictions while still offering needed services to the community.
- Through enhancement funding awarded by the Commissioners and supplemented by CARES funding, the Hunger Backpack Program, established in FY16 continues to thrive and was essential in FY20 for struggling families. The program served over 850 children per week.
- Implementation of the Transportation Voucher Program began, providing vouchers to those qualified for transportation related services such as bus rides, sedan services, vehicle repairs, driver's license, registration, and tag renewals.
- The Local Care Team, a comprehensive interdisciplinary team, served 11 new youth in FY20, and reviewed 31 cases while eradicating problems to eliminate the need for referrals to in-state and out-of-state residential placements. At-Risk Youth were provided connections to available resources in Queen Anne's County.
- Programs such as Healthy Families and Community Mentoring were able to adjust their strategies and continue to deliver services primarily via virtual platforms.
- Character Counts! Coaches continued their instructions virtually with lessons and resources being offered online. QACTV helped to create informative Super Show videos, generating hundreds of views, to continue to spread the messages of the Six Pillars of Character.

PRESS AND PUBLIC COMMENTS:

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

COMMISSIONER'S ROUNDTABLE:

Commissioner J. Wilson discussed the following:

Tax Set-off hearing - Asked for more information in regard to the water treatment plant

Commissioner Moran discussed the following:

Steal plates are back on the bridge but will be done by Memorial Day
A letter was sent out today by Jim Ports, acknowledging that the bridge issues is capacity issues
Discussed various concerns on the bridge and upcoming work

Commissioner S. Wilson discussed the following:

Noted the positive downward hospitalization rates from COVID
Noted the finances from the Pandemic Relief Act

Commissioner Corchiarino discussed the following:

Noted the lawsuit against QAC and other counties regarding vaccine distribution has been dismissed

Parks & Recreation has found bunny tracks in the parks which means Easter is coming and recommends that parents get the kids out in the parks to find the Easter Bunny

Commissioner Dumenil discussed the following:

Noted that graduates will be able to graduate outside in the school stadiums

TAX SET OFF HEARING WITH INCORPORATED TOWNS:

Mr. Brittany Moran, Budget Analyst, presented to the Board, FY22 Tax Set-Off Tax Differential Hearing. Each Town that was present reviewed the services they provide in their towns

Centreville – Councilmen Steven Kline

Church Hill – Commissioner Charlie Rhodes

Queenstown – Patricia Bowell

Queen Anne – Randy Esty

Sudlersville – not present

Barclay – Virginia Albers

Templeville – not present

Millington – not present

There being no further business, they adjourned at 8:00 p.m. to meet again on Tuesday, April 8, 2021.

EXECUTIVE ASSISTANT

PRESIDENT