

COUNTY COMMISSIONERS OF CAROLINE COUNTY
109 Market Street, Room 106, Denton, Maryland

MINUTES
April 24, 2018

Present: President Larry C. Porter, Wilbur Levensgood Jr., Vice President; Daniel J. Franklin; Commissioner; County Administrator Ken Decker; Chief of Staff Sara Visintainer and County Attorney, Heather Price

The Commissioners convened their meeting at 5:40 p.m., on motion by Commissioner Levensgood, Seconded by Commissioner Franklin, the Commissioners went in to Closed Session for the discussion of legal proceedings before the Public Service Commission, Authority: 2014 Md. Code, State, Government 3-305(b)(7); and discussion of a USDA complaint and legal status of an investigation of Federal licensing; Authority: 2014 Md. Code, State, Government 3-305(b)(7).

President's Report: President Porter stated that the Commissioners received legal advice on a hearing and licensing process of the Public Service Commission and no action was taken. The County Attorney updated the Commissioners on an action being undertaken by the USDA, offered legal advice, and received direction from the Board not to file a complaint on behalf of the County.

President Porter called for public comment and there was none.

Consent Agenda: the following items were approved by unanimous consent

- Minutes: Closed Session: February 27, 2018, March 27, 2018, March 6, 2018, April 10, 2018 and Open Session of February 27, 2018, March 6, 2018, March 13, 2018, April 3, 2018, and April 10, 2018
- P.O #2019-0000001 and Accompanying Contract, Alban Tractor Company, Rubber Tire Roller, \$100,377.29
- Approval for FY2019 Semiannual Property Tax Payments for Municipal Service Fees
- Resolution #2018-006, Adoption of National Fire Protection Association 2017 National Electric Code as the Electrical Code for Caroline County
- Resolution #2018-007, Amendment to the Caroline County Personnel Rules and Regulations, Compensation During Temporary Assignments and Appointments
- FY2019 Critical Area Grant Agreement
- Memorandum of Agreement Between Caroline County Recreation and Parks, and the Caroline County YMCA of the Chesapeake
- Contingency Expenditures in the total of \$101,635.71

Fourth Reading and Potential Amendment/Enactment: Ordinance #2018-1, Chapter 175 –Zoning—Mineral Extraction Facilizes: Sara Visintainer, Chief of Staff, stated that this is the fourth reading and potential enactment of Ordinance #2018-1. She stated that several amendments had been added to the ordinance that were workshopped at a past meeting. Heather Price, County Attorney, presented each amendment individually. On motion by Commissioner Levensgood and seconded by Commissioner Franklin, the Commissioners unanimously amended the Ordinance as presented. On motion by Commissioner Levensgood and seconded by Commissioner Franklin, the Commissioners unanimously adopted Ordinance #2018-1, Chapter 175 – Zoning – Mineral Extractions Facilities as amended. Ms. Visintainer stated that the Ordinance would go into effect immediately.

Public Hearing: Proposed Amendment of Caroline County Comprehensive Plan: Mineral

Resources Element: Katheleen Freeman, Director, Planning and Codes, stated that this Comprehensive Plan amendment would be the final piece related to the mining moratorium. As directed by the County Commissioners, the Planning Commission initiated discussions and development of a Mineral Resources Element for the County Comprehensive plan in June 2017. Ms. Freeman stated that the Planning Commission suggested the following amendment to the proposed language: on page 9, delete “The County should continue to monitor mining and potentially generate revenue from the mining operations for a roadway maintenance of improvement fund. Such funding could be derived using mechanisms such as a special exceptions conditions.”

Commissioner Porter stated that no one signed up for the public hearing, and he asked if any members from the audience would like to speak. There being no comment, the public hearing ended. The Commissioners directed staff to prepare a resolution to adopt the Amendment, with the change recommended by the Planning Commission, for the May 8, 2018 County Commissioners Agenda.

Office of Finance Update, Margaret Roe, Director, stated that she would like to update the Commissioners on several items. She stated that the County is currently using Delmarva Collections after Medical Claim Aid has completed their attempt to collect outstanding debt. Delmarva Collections has been given \$229,465.60 as of March 20, 2018 in outstanding debt. To date we have received \$1,193.18 of the total collected \$ 1,835.66 (35% is retained by Delmarva Collections). She stated that she is staying in contact with the collections group to ensure the County will continue to receive their collections.

Ms. Roe stated that in September of 2014 the County went to bond for \$95,000 for the Jonestown Water System with the USDA. The loan is for 40 years at 2.375% interest rate, payable in quarterly installments of \$922. This was a requirement to receive grant funding from the USDA in the amount of \$ 285,000; MDE grant funding of \$912,500 and CDBG grant funding of \$ 250,000. The total project cost was \$ 1,282,093.76. The Office of Finance would like to recommend that the county pay off the balance using contingency fund. The payoff amount as of May 1, 2018 is \$89,991.84. By paying off this bond, the County will save interest costs and time reporting to USDA. Ms. Roe stated she had checked with both Lindsey Radar, the County’s bond counsel, and Joe Mason, the County’s financial advisor and both indicated that the early payment will not hurt the County’s bond rating moving forward. On motion by Commissioner Levengood, seconded by Commissioners Franklin, the Commissioners unanimously voted to pay off the Jonestown Loan using contingency funds.

Ms. Roe gave the Commissioners an update on the 3rd Quarter Report on Expenditures and FY18 Budget Report. Ms. Roe informed the Commissioners that the county has received \$37,846,542.97 or 81% of FY2018 revenue estimates. The County has spent \$33,848,912.85 or 74% of FY2018 budgeted expenditures. Revenues are over expenditures by \$3,997,630.12. Ms. Roe ended by stating that the Caroline County Office of Finance has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of America award for the fourteenth consecutive year. She stated that she is very proud of her team and thanked the Commissioners for their continued support throughout the budget cycle. The Commissioners applauded the Finance team for this exceptional accomplishment.

County Administrator Report

- Mr. Decker stated that the pole located on Holly Road will be relocated by the end of May.
- He stated that information was sent to the Board regarding a piece of property located in Goldsboro that could be used as a storage area for the Department of Public Works. Mr. Decker stated that the cost to the County would be \$16.00 a month to keep the property available for County usage. The Commissioners agreed to keep the property in their name for future use.

- Mr. Decker explained that Leslie Grunden, Planning and Codes, is working with the Board of Education on a grant partnership for stormwater work and engineering. He stated that this grant will help several locations of County schools upgrade parking lots and maintenance of property.
- He stated that he spoke with Greg Holsey, State Highway Administration, to discuss expanding the paved area on Old Nursery Road, as well as who would be responsible for maintaining that area of road in the future.
- He reminded that Commissioners that the office has not received a response from the powerplant company regarding their request for a Payment in Lieu of Taxes from Caroline County.
- Mr. Decker explained that the Town of Denton was considering adding fiber access to the second floor of the Benedictine Bakery for a “HotDesk” project. He stated that he met with Chris Rice, Director of Information Technology to discuss the capacity they would take to have the County to be the internet service provider for the Town. He stated that he would update the Board when more information was collected.
- He stated that the Goldsborough House is currently being environmentally tested, and he will send the results to the Board once they are received.
- Mr. Decker informed the Commissioners that he and Ms. Visintainer had a meeting with the YMCA of the Chesapeake to discuss the future plans for a new community YMCA in Caroline County, which would be located on the Double Hills Road property owned by the County.
- The Employee Advisory Board will be meeting later in the week to discuss the new employee Hardship Leave Bank.
- He stated that he met with the Sheriff and architect to move forward with the plans for the new Sheriff’s Office.

Commissioners Open Discussion Period

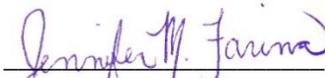
- Commissioner Franklin stated all three Commissioners attended the Republican Candidate Forums for County Commissioner.
- Commissioner Levensgood stated that he attended several dinner fundraisers at local fire companies as well as the candidate forum.
- Commissioner Porter stated that he went to Baltimore with Dina Daly, Department of Social Services, to discuss the fiscal budget for DSS, as well as the future of their new building, which will be moving forward soon.

President Porter called for **public comment** and Revered Paul Merrit stated that the Church of the Nazarene would like to recognize all first responders in the area, and invited the public to attend.

On motion by Commissioner Levensgood, seconded by Commissioners Franklin, the Commissioners adjourned into **closed session** Discussion of the Potential Employment of a Specific Individual; Authority: 2014 Md. Code, State, Government 3-305(b)(1).

President’s Report: The Commissioners discussed the contractual Emergency Planner and the proposed hire. On motion by Commissioner Franklin, Seconded by Commissioner Levensgood, the Commissioners moved to sign the Contract for the Emergency Management Planner (Ludwig)

There being no further discussion the Commissioners adjourned their meeting at 7:16 p.m.



 Jennifer M. Farina
 Administrative Coordinator