

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

MINUTES
June 28, 2016

Present: President Wilbur Levengood, Jr.; Vice President, Daniel J. Franklin; Member, Larry C. Porter; County Administrator, Ken Decker; and Chief of Staff, Sara Visintainer

Invocation by Revered Karen Handy, St. Luke's United Methodist Church of Denton; and **Pledge of Allegiance**. The agenda was accepted as presented. President Levengood called for public comment and there was none.

Ordinance #2016-001: Chapter 175-Zoning: Sara Visintainer, Chief of Staff, County Commissioners Office presented the Commissioners with Ordinance #2016-001: Chapter 175-Zoning and stated that the following amendments would be effective on July 8, 2016 if the Commissioners voted to approve the ordinance. Ms. Vinitainer stated that the purpose of the amendments are to revision the Zoning chapter to permit and provided conditions for ground-mounted solar power electric generation structures, to provide area and use variance criteria, to provide criteria for appeal submissions, to provide application requirements, to provide term limits and membership composition for the Planning Commission, to provide term limits for the Board of Zoning Appeals, and to provide the Planning Commission opportunity to review proposed text amendments. On motion by Commissioner Porter, seconded by Vice President Levengood, the Commissioners moved to adopt Ordinance #2016-001: Chapter 175-Zoning.

Board of Education FY2017 Budget Approval: Milton Nagel, Assistant Superintendent for Caroline County Public School, presented the Commissioners with the Board of Education's official operating budget of the Fiscal year 2017. Mr. Nagel stated that the budget had been approved by the Board of Education during their June 2016 meeting. He stated that salaries have been restructured for all employees and new positions. He stated that the Maintenance of Effort Fund would not have a complete request until October 2016. He stated that the M and E will change depending on the increase of decrease of student enrollment. Mr. Nagel explained that Preston Elementary School will be finished with construction before the new school year begins in August. He stated that the Preston renovation came in under budget and that funds would be sent back to the County for future Board of Education projects. Mr. Nagel stated that public school construction funds and qualifications could change under the new Board of Public Works, and the Board of Education has decided to wait on the renovation or expansion of Greensboro Elementary School. On motion by Vice President Franklin, seconded by Commissioner Porter, the Commissioners voted to approve the Board of Education's FY2017 Operating Budget.

Preservation Foundation Easement Acquisition Program Recommendations: Debbie Cornwell Herr, Long Range and Agricultural Planner for the Department of Planning and Codes presented the Commissioners with the top eight applications for the Agricultural Preservation Advisory Boards Fy2017 grant easement applications. Ms. Cornwell stated that fifty-two applications were sent in, however due to funding only eight can move forwards. She stated that the applications are graded and chooses due to the quality of soil. She explained that the Board met and ranked the top eight applications and she needs the Boards' approval to move forwards and send the top eight to the Preservation Foundation Easement Acquisition Program. On motion by Commissioner Porter, seconded by Vice President Franklin, the Commissioners voted to send the top eight applications to the state of Maryland for approval.

Caroline County Steamboat Wharf Property: President Levengood moved to grant a lease to River Run Cruises, LLC to use the County-owned Steamboat Wharf property and dock, conditioned upon execution by the business of a lease agreement prepared by and approved for legal sufficiency by the County Attorney and provision of proof of insurance that covers the County to an extent advised by our insurer and the County Attorney, and further move the lease agreement evidencing this vote may be signed by President Levengood outside a meeting in order to expedite the process.

Consent Agenda: The Commissioner approve the following items by unanimous consent:

- Minutes: Open Session of June 14, 2016
- Contingency Resolution, \$10,672.00, Goldsboro Fire Hall EMS Air Quality Renovations
- Contingency Resolution, \$1,776.99, Renovations to Old 911 Center
- Contingency Resolution, \$25,640.00, Settlement on Maintenance and Repair Fund for Chesapeake College
- Transfer of Bond Proceeds from Capital Reserve to General Fund, \$1,330,465.83 for Preston Elementary School Renovations and Bridge Construction
- Part-Time Employment Contract for Department of Emergency Service EMT-1 (Barringer)
- Part-Time Employment Contract for Department of Emergency Services Communications PSD-1 (Ferguson)
- Caroline County Courthouse Parking Lot Letter to Town of Denton
- Subordination Agreement with Queenstown Bank for Blades Orchard Small Business Loan
- Resolution #2016-009, Choptank Transport Expansion Project Caroline County
- Resolution #2016-010 Disposal of Surplus Equipment Recreation and Parks #1425 GMC Pickup
- Maryland State Arts Council Grant Acceptance Agreement
- Program Open Space Marydel Community Park: Phase II Engineering & Construction Grant Application
- Program Open Space Preston Elementary School Community Park Grant Application
- Program Open Space for Templeville Community Park Grant Application
- Police Body Camera Digital Video Project Grant Application
- Sex Offender Management Grant Acceptance Letter
- Purchase Order #65198 and Motorola Maintenance Contract in the Amount of \$174,587.16
- Professional Service Agreement with the State of Maryland and Connections Community Support Programs for Mental Health and Addiction Services at the Caroline County Detention Center
- Appointment Letter Regional Behavioral Health Advisory Board (Levengood)
- Employment Agreement for Caroline County Commissioners Office (Visintainer)

County Administrative Report:

- Mr. Decker stated that the Caroline County employees that work at the Courthouse and the Department of Corrections have been receiving an increase of parking citations for the Town of Denton regarding the parking meters. He stated that employees who are working shifts have a difficult time maintain time in the meter. Mr. Decker stated that he drafted a Letter to the Town of Denton, explaining the potential expansion of the County parking lot which is attached to the Courthouse. The Commissioner agreed to sign and send the letter to the Town of Denton
- Goerner Larry Hogan visited the Town of Denton to speak at the groundbreaking of the Caroline County Visitor's Center. Mr. Decker stated that although the visitor's center is a Town of Denton

project and no County funds are being used, a thank you letter has been sent to the Governor for his time and visit to the Town of Denton.

- Mr. Decker explained that the Courthouse gutters and roof is being cleaned and cleared by the Department of Public Works. He explained that they are insuring the building is water tight as well.
- He stated that the Goldsboro Volunteer Fire Company project has wrapped up and the air quality has been improved
- Both the Law Office and the IT Department have finished renovations in their building in downtown Denton.
- Mr. Decker explained that a termination was required due to several personnel issues in a County Department.
- He stated that he would like the Board to approve Warden Ruth Coulbourne to be appointed to the Juridical Reinvestment Commission. All Agreed and staff was asked to prepare an appointment letter for an upcoming meeting
- Mr. Decker told the Board that the Department of Public Works has been putting in overtime to help maintain the service of County roads.

Commissioners Open Discussion Period:

Commissioner Porter stated that he would like the County Attorney to work on the lease for the Tourism Building to see if it will work for a couple looking to invest.

Vice President Franklin stated that he enjoyed his anniversary trip to Florida and has finished unpacking from his recent move.

President Levengood stated that he would like staff to look into the purchase of the new ambulance for the Department of Emergency services.

The Commissioner unanimously adjourned their meeting at 10:15 a.m.

Jennifer M. Farina
Administrative Coordinator