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

MINUTES
JUNE 26, 2012

Present: President Larry C. Porter; Vice President Wilbur Levengood, Jr.; Member Jefferson L. Ghrist; County Administrator Ken Decker; Sara Visintainer, Executive Assistant

Invocation provided by Reverend Bill Davis, Calvary Baptist Church of Denton, and **Pledge of Allegiance.**

President Porter called for **public comment** and there were none.

Special Commendation for Police K-9 Rock: was read by Sheriff Randy Bounds, who stated that the K-9 German Shepherd Rock is officially retiring after eight years of service, with the following career statistics: he was called into duty 1,873 times for 1,482 controlled dangerous substance drug scans; assisted in 636 arrests; the seizure of 46 weapons; and found evidence in connection to 2 Caroline County homicides. Sheriff Bounds stated that Rock's replacement is a Belgian Malinois-German Shepherd mix puppy, who has just completed training.

Introduction of Sheriff's Deputy Jared Royer: Sheriff Bounds stated that Deputy Royer has just completed the six month WorWic Police Academy, and will be sworn in to duty the following day. The Commissioners welcomed Deputy Royer and wished him success in his career.

Special Commendation for Christ Episcopal Church for service to the Detention Center: Warden Ruth Colbourne expressed appreciation on behalf of the County and the Detention Center for use of the church's kitchen during the renovation of the jail's kitchen floor, and presented the leadership with a plaque.

Special Commendation to Lieutenant Darrin Brown for 25 years of service to Caroline County: was presented by Warden Colbourne, and the Commissioners expressed appreciation to Sgt. Brown for his service and dedication.

A **Proclamation declaring July as Recreation and Parks Month in Caroline County** was read into the record by Advisory Board member Emeritus Dalton Mann, and unanimously accepted by the Commissioners. Stacy Seward, Recreation Specialist, gave a brief overview of the Summer Program schedule.

Update on Caroline County Humane Society Programs and Activities: Steve Vaughn, Director, announced that he will officially retire the end of August, and stated that the Board of Directors is working to find his replacement. He expressed appreciation to the Commissioners for their support over the past six years. Mr. Vaughn cited intake numbers for June, stating that the shelter cares for 160 animals daily, 104 of which are cats. He stated that he is most proud of his efforts in the spay/neuter clinic, which increased from 200 to 700 low or no-cost surgeries per year. The Commissioners thanked him for his service and dedication and wished him well on his retirement.

Update on Road Repair and Paving Schedule: George Jamar, Director, Department of Public Works, stated that the County has just completed 18.5 miles of paving in the northern section of the County and 22.25 miles in the southern portion, utilizing 209,330 gallons of asphalt and 5,950 tons of stone. He

stated that workers have been busily mowing, scraping, and tending to roads, and will soon begin exterior work on the Courthouse façade.

Legislative Workshop: Ms. Visintainer and Crystal Dadds, Assistant Director for Codes, Department of Planning and Codes, presented draft legislation combining the boards of appeals required under the building codes, the Board of Electrical Examiners, and the Plumbing Board into a single Board entitled the **Construction Trades Board,** and comprised of: a licensed master electrician, a licensed master plumber, an HVAC journeyman, a licensed home improvement contractor, and five at-large members appointed by the Commissioners. The Commissioners expressed general concurrence and staff was directed to schedule introduction for July 10, 2012.

Mr. Crofoot presented draft legislation for the adoption of the **2012 Edition of the International Building Code,** which the County is required to adopt by the State, and the Commissioners also expressed general concurrence. Staff was directed to schedule introduction for July 10, 2012.

Discussion of the Sick Leave Policy and Payouts: Mr. Decker briefly reviewed the changes in the Personnel Rules and Regulations language, as directed by the Commissioners, including replicating the LEOPS system and paying employees down to a 600 hour maximum. Mr. Ghrist stated that while he preferred not using sick leave as a pension benefit, he was willing to accept the proposal as a compromise, given that it does address the unfunded liability, even only to a certain degree. Mr. Levengood stated that the current system encouraging employees to bank their sick time for a payout upon retirement has been in place for thirty years, and he was not prepared to change it at this point. President Porter stated that the County cannot sustain the current system, and that this proposal is fair to employees, not taking anything away from them while still addressing the unfunded liability. On motion by Mr. Ghrist, seconded by President Porter, the Commissioners directed staff to draft a Resolution to amend the Personnel Rules and Regulations based on their recent discussions. Mr. Levengood stated that he needed additional time to review the payout structure before he could render his opinion. Staff was also directed to circulate the resolution, once drafted, to County employees.

Action Agenda:

- The open, legislative, and closed session minutes of June 12, 2012 were approved by unanimous consent;
- The transfer, in the amount of $52,158.90, from the Capital Improvement Fund to the General Fund for bridge repairs was approved by unanimous consent;
- The contract for Bidding and Contract Administration Services for the Jonestown Water System was approved by unanimous consent;
- The Commissioners confirmed President Porter's signature on the Deadline Waiver for United States Department of Agriculture grant funding for the Jonestown Water Project;
- The Request for Extension of the Maryland Department of the Environment Grant for the Stormwater Retrofit Project at the Department of Public Works was approved by unanimous consent;
- The Annual Maintenance Agreement with Motorola for the Emergency Radio System was authorized by unanimous consent;
- The Listing Agreement with MacKenzie Commercial Real Estate Services for the Mid-Shore Business and Technology Park was approved by unanimous consent;
- The Cable Television Franchise Agreement with Atlantic Broadband was approved by unanimous consent;
- Special Commendations to Loretta Jackson and Camilla Boston were approved by unanimous consent;
- The Lease for the Old Denton Collection Site was authorized by unanimous consent

- The Cooperative Agreement with the Department of Agriculture for the Weed Control Program was approved by unanimous consent;
- The Letter of Reappointment for John Balderson to the Length of Service Award Program was approved by unanimous consent;
- The Employment Agreement for Matt Kaczynski of the Department of Planning and Codes was authorized by unanimous consent;
- The At-Will Employment Agreement for Sara Visintainer was approved by unanimous consent;
- The Termination Amendments to Employee Contracts for positions transitioned to Merit Service were authorized by unanimous consent;
- The Memorandum of Understanding and Employment Contracts for Samantha Parker and Fran Orendorff of the Drug Court Program was approved by unanimous consent; and
- The Contract with the Mid-Shore Mental Health System for the Maryland Community Criminal Justice Treatment Program was approved by unanimous consent.

Mr. Crofoot stated that he distributed his **County Attorney's report** for the week via email, and did not have anything public to discuss.

County Administrator's weekly report:

- Mr. Decker proposed assembling a six member search committee to begin developing the qualifications and standards for a new Medical Director, which the Commissioners expressed general concurrence with the details as presented;
- The engineering estimate for the relocation of the 911 Communications Center has been received, and at $563,000, is well over what was expected. Mr. Decker stated that he and Mr. Ebling are reviewing the proposal for areas that can be eliminated for redundancy and relevance, and will provide an overview at a later date;
- Mr. Ebling is working on a plan to present to the Maryland Transit Authority regarding relocating the Denton EMS Station to the DCT Building. This has Federal and State grant implications and we are weighing the options; and
- Replacement of the kitchen floor at the Detention Center is being rebid, details to follow.

On motion by Mr. Levengood, seconded by Mr. Ghrist, the Commissioners unanimously authorized the **One Year Extension to the Transportation Services Agreement with Delmarva Community Transit,** of which Caroline serves as the administrative body for the three participating counties.

Commissioners' comments:

- President Porter stated that he attended the Greensboro Volunteer Fire Company carnival;
- Mr. Levengood stated that he and President Porter enjoyed the Father's Day Breakfast at the American Legion, and the Prayer Breakfast in Federalsburg. He stated that he and Mr. Ghrist attended the Mid-Shore Regional Council meeting, and he attended the Recreation and Parks Summer Camp kickoff party, the Preston Volunteer Fire Company carnival, the Retirement Luncheon for Sister Jeanette, the CREP meeting at MDA in Annapolis, and he made five fire calls with the Goldsboro Volunteer Fire Company over the past two weeks; and
- Mr. Ghrist had no additional comments.

President Porter called for **public comment** and Ron Kinnamon expressed his appreciation to the Commissioners, County staff and co-workers, whom he all considers his friends, for their support and condolences following the recent passing of his wife, Elsie Kinnamon.

Closed session: at 9:55 p.m., following a brief recess and on motion by Mr. Levengood, seconded by Mr. Ghrist, the Commissioners unanimously adjourned open session and convened in closed session for the following purposes:**Discussion of the Employment of a Specific Employee;** under the authority of 2009

Maryland Code, State Government 10-508(a)(1); with the Commissioners; Amy Kreiner, Minutes Recorder; Ken Decker, County Administrator; Patti Eigenbrode, Director, Office of Human Resources; and Margaret Roe, Director, Office of Finance; and **Discussion of a Contract Matter and Potential Acquisition of Real Property;** under the authority of 2009 Maryland Code, State Government 10-508(a)(14) and (3); with the Commissioners; Kreiner; Decker; Sara Visintainer, Executive Assistant; Ernie Crofoot, County Attorney; and George Jamar, Director, Department of Public Works; **Discussion of Pending Litigation and Legal Advice Regarding the Same**; under the authority of 2009 Maryland Code, State Government 10-508(a)(8) and (7); with the Commissioners; Kreiner; Decker; Visintainer; Crofoot; and Bryan Ebling, Director, Department of Emergency Services, in attendance.

President's report: President Porter stated that during the first Closed session, the Commissioners discussed the terms of an employment contract with a department head. Mr. Levengood reported that during the second Closed session, two of the Commissioners authorized Mr. Crofoot to offer the terms of a lease agreement as directed. President Porter had recused himself from that closed session due to a business relationship with the other party to the contract. President Porter stated that during the third Closed session, the Commissioners discussed pending litigation and directed the County Attorney accordingly.

There being no further business, the Commissioners **adjourned** their meeting at 10:54 p.m.

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Amy L. Kreiner
Caroline County Minutes Recorder