



AGENDA MAY 29, 2018
BOARD OF COUNTY COMMISSIONERS
FOR SOMERSET COUNTY
11916 Somerset Avenue
Room 111/Meeting Room
Princess Anne, MD 21853
2:00 p.m.

Appointments:

- * 2:00 p.m. - Mr. Gene Adkins, Finance Director
 - Adoption of FY 2019 Budget
- * 2:15 p.m. - Ms. Sherree Marshall, Commission on Aging
 - FY19 Senior Center Operations Grant
- * 2:20 p.m. - Ms. Erica Yeager, HR Director
 - Employee Handbook Changes
- * 2:30 p.m. - Mr. Gary Pusey, Ms. Kristen Tremblay, Ms. Donna Laird/DTCS
 - Rezoning Request Mr. James P. Thomas III/Ordinance Approval
 - Bid Recommendation/Crisfield Armory Feasibility Project
 - Resolution Approval CDBG Block Grant/Housing Rehabilitation
- * 2:40 p.m. - Ms. Sharon Muir, Internal Auditor
 - LGIT Sponsorship/Somerset County Sanitary District and Somerset County Library

Correspondence:

Received

- * MD Department of Planning Clearinghouse Review re: Fairmount/PA WWTP MD20180521-0349
- * Eastern Shore Area Health Education Center re: Appointment Request
- * Somerset County Local Management Board re: Reappointment Requests
- * Mt. Zion Historical Society re: Request for Letter of Support
- * Mr. Lloyd Tyler re: Crisfield High School Tennis Courts

Sent

Mr. Gary Pusey, DTCS re: Reappointments
Mr. Timothy Schadt re: Request for Fee Waiver
Mr. James Parkinson re: Request for Fee Waiver
Ms. Ashlee Green, Division of Neighborhood Revitalization re: Letter of Support/City of Crisfield
Mr. Giancarlo Orozco re: Withdrawal to Purchase Property
Ms. Angela Richardson re: Property Purchase Request
Mr. Dennis Shipman re: Property Purchase Request

Discussion:

- * 1. Surplus Property
- * 2. Friends of Teackle Mansion-Letter of Support Request
- * 3. Proclamation Approvals (2)
- * 4. Lower Shore Workforce Alliance Vacancy (2)
- * 5. Agricultural Reconciliation Board Vacancy (1)
- * 6. Somerset County Social Services Board Vacancy (2)

3:00 p.m. - Closed Session- Ralph D. Taylor, Clint Sterling, Erica Yeager

Authority of the General Provisions Article of the Annotated Code of Maryland § 3-305 (b) (1) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; and (b)(3) consider the acquisition of real property for a public purpose and matters directly related thereto.

* Denotes Action Item

BOARD OF COUNTY COMMISSIONERS
FOR SOMERSET COUNTY
TUESDAY MAY 29, 2018

At 2:00 p.m., the Board of County Commissioners for Somerset County opened in Regular Session. Present for the meeting were Commissioner President Randy Laird, Commissioner Vice President Charles F. Fisher, Commissioner Jerry S. Boston, Commissioner Craig N. Mathies, Sr. Commissioner Rex Simpkins was absent from today's meeting.

County Administrator-Clerk Ralph D. Taylor and Executive Aide Lory E. Ebron were also present.

President Laird called the meeting to order, and asked Commissioner Mathies to lead those attending the meeting in repeating the Lord's Prayer and the Pledge of Allegiance.

Closed Session Summary Report May 29, 2018

On May 29, 2018, at 2:53 p.m. until 3:04 p.m. at 11916 Somerset Avenue, Room 111, upon a motion made by Commissioner Boston and seconded by Commissioner Fisher, it carried 4-0 to enter into Closed Session by Authority of the General Provisions Article of the Annotated Code of Maryland §3-305 (b)(1) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; and (b)(3) consider the acquisition of real property for a public purpose and matters directly related thereto.

Present for the Closed Session Meeting were President Randy Laird, Commissioner Vice President Charles F. Fisher, Commissioner Jerry S. Boston, and Commissioner Craig Mathies Sr. Commissioner Rex Simpkins joined the Closed Session meeting at 2:55 p.m.

Also present were County Administrator Ralph D. Taylor, Executive Aide Lory Ebron, Ms. Erica Yeager, and Mr. Clint Sterling.

Topics discussed were: (1) Avigation Easements Crisfield Airport (2) Change from probationary to permanent Golf Course employee status (3) Golf Course employee promotion request (4) Request to allow additional hours for PT Golf Course employee. Actions taken during closed session: (1) Approval to move forward with Access and Removal Agreement (2) Approval to move probationary employee to permanent employee status (2) Approval to promote two Golf Course employees (3) Approval to allow temporary additional hours for PT employee.

Meeting minutes were presented for approval regarding the Commissioner and Closed Session and Public Hearing meetings held on May 15, 2018. Commissioner Boston made a motion to accept the minutes as presented. Commissioner Mathies seconded the motion. The motion carried 4-0.

Mr. Gene Adkins, Finance Director, and Ms. Sharon Muir, Internal Auditor came forward to present the final County Budget for Fiscal Year 2019 for adoption.

Mr. Adkins first provided a brief review of the budget process. He advised that since the Public Hearing, held on May 15, 2018, three comments were received. The first, from the Somerset County Long Term Recovery Committee requesting funding appropriation. It was noted that \$1,500 was awarded from the Community Promotions category. The second was an email received from Ms. Joan Strang, VP Government Affairs, asking the amount of the total budget amount and tax rate for this year. The third was a comment received from Ms. Barbara Outten thanking the Commissioners for having the tax rate remain the same, and requesting that the proposed budget be placed on the county website. Ms. Outten also made the suggestion to combine the water and sewer operations of the Sanitary District into the County Department of Public Works. Mr. Adkins then advised that there were some minor changes made to the proposed budget, presented on May 15, 2018. These changes included the \$1,500 award approved from the Community Promotions category as previously mentioned, and minimal changes made to salary and fringe benefits regarding Corrections and Family Services. The total adjusted budget amount following the noted changes was revised from \$49,137,827 to \$49,155,571. Mr. Adkins closed his comments by requesting the Boards approval to adopt the FY19 proposed budget as presented. President Laird noted that he advised Ms. Outten that her comments would be addressed next fiscal year, being it was too late to address this year.

Therefore, on a motion made by Commissioner Fisher, seconded by Commissioner Boston, it carried 4-0 that it be adopted and resolved, that for the Fiscal Year ending June 30, 2019, the property tax rate be \$1.00 per \$100.00 of the full assessed value of real property and \$2.50 per \$100.00 of full assessed value of personal and public utility property in Somerset County, except such property as may, by provision of the laws, be exempt from this rate.

On a motion made by Commissioner Boston, seconded by Commissioner Mathies, it carried 4-0 that it be adopted and resolved that for the Fiscal Year ending June 30, 2019, the property tax rate of \$.28 per \$100.00 of the full assessed value of public utility property; and,

\$.112 per \$100.00 of the full assessed value of all other real property in Somerset County, excepting such property as may, by provisions of the laws, be exempt from this rate, be levied and imposed for the State of Maryland.

On a motion made by Commissioner Mathies, seconded by Commissioner Fisher, it carried 4-0 that it be adopted and resolved that for the Fiscal Year ending June 30, 2019, the local income tax rate for residents of the County be at the rate of 3.2% of Maryland's taxable income for Tax Year 2019.

On a motion made by Commissioner Fisher, seconded by Commissioner Boston it carried 4-0 that it be adopted and resolved for the Fiscal Year ending June 30, 2019 that a service charge of 0.68% be applied to the second installment amount of semiannual tax payments.

On a motion made by Commissioner Boston, seconded by Commissioner Fisher it carried 4-0 that it be adopted and resolved that the proposed Levy, reflecting total revenues in the amount of \$49,155,571 and total appropriations in the amount of \$49,155,571, be adopted as the Official Levy of Fiscal Year 2018-2019.

On a motion made by Commissioner Mathies, seconded by Commissioner Fisher, it carried 4-0 that it be adopted and resolved that the proposed Somerset County Roads Budget, reflecting total revenues in the amount of \$3,849,446.02 and total appropriations in the amount of \$3,849,446.02 be adopted for Fiscal Year 2018-2019.

Mr. Taylor thanked the Board, Department Heads, Finance Staff and Ms. Muir for their many hours spent putting this year's budget together.

Ms. Sherree Marshall, Executive Director/Commission on Aging, came forward at this time to present the Senior Citizen Activities Center Operating Fund sub-grant for fiscal year 2019. She explained that this year's grant increased \$5,100 to \$38,358.00. She then requested the Boards approval to apply for the grant as presented.

Upon a motion made by Commissioner Fisher and seconded by Commissioner Boston, it carried 4-0 to approve the Senior Citizen Activities Center Operating Fund sub-grant for fiscal year 2019 in the amount of \$38,358.00.

Ms. Erica Yeager, HR Director came forward to present several proposed changes she was recommending be made to the Somerset County Employee Handbook. A brief summary of the proposed changes are as follows:

1. Page 28, 27 - language replaced would require the possession of a valid license.

2. Page 43, M.B.- language added that states a Governor declared State of Emergency does not qualify as an emergency certified by the County Commissioners
3. Page 25.Q. New Policy inserted (Children in the Workplace Policy)
4. Page 50.H. New Policy inserted (Sick and Safe Leave Policy)

The Board requested to review the changes in greater detail before rendering their decision.

Next, Mr. Gary Pusey, Ms. Kristen Tremblay and Ms. Donna Laird, Department of Technical and Community Services came forward.

First, Ms. Tremblay reviewed the request of Mr. James P. Thomas III to rezone property he owns in Westover from Medium Density Residential (R-2) to General Commercial (C-2). The property is located off the eastern side Route 413 (between Wedda Scott Road and Old Westover Road, Tax Map 32, Grid 23, Parcel 233), comprising of 3.2 acres. Mr. Thomas intends to develop and operate a crab-pot assembly business and lawn care. Ms. Tremblay advised that the 10 day period for public comment has passed, and no comments had been received. Ms. Tremblay closed her comments by respectfully requesting the Boards consideration to approve the rezoning request from R-2 to C-2.

Commissioner Boston questioned if approved to be commercial, whether the Planning and Zoning Office will follow-up; expressing his concerns regarding the amount and height of stored crab-pots on Route 413. It was noted that a site plan will need to be approved by the Planning Commission if the rezoning request is approved. Commissioner Mathies questioned the amount of productivity to be produced by the company. Ms. Tremblay responded that currently Mr. Thomas employs 2 people, but may employ up to 10 full time based on demand, but could not provide an estimation of the number of pots expected to be manufactured.

A motion was made by Commissioner Fisher to approve the rezoning request from R-2 to C-2 presented by Mr. Thomas for the property is located off the eastern side Route 413 (Tax Map 32, Grid 23, Parcel 233), comprising of 3.2 acres. Commissioner Boston seconded the motion. The motion carried 4-0.

Next, Mr. Pusey presented the recommendation regarding the bid award for the Crisfield Armory Feasibility Study (Hurricane Sandy Disaster Grant). Bids were submitted during the May 15, 2018 meeting. The review committee consisted of Mr. Rick Pollitt, Mr. Dean Bozman who represented the City of Crisfield and Ms. Donna Laird and Mr. Pusey representing the County. Upon review of the bids submitted, it was found that all three firms (Davis, Bowen & Friedel/\$57,000, Inc., Davis Buckley Architects & Planners/\$59,945 and George Miles & Buhr,

LLC/\$60,432) were well qualified and addressed the RFP completely. The recommendation was then made to award the bid to the low bidder, Davis, Bowen & Friedel, Inc. in the amount of \$57,000. Although coming in over the appropriated cost of \$50,000, it was noted that all costs will be paid by the grant which has been discussed with Ms. Cindy Stone.

Upon a motion made by Commissioner Boston, and seconded by Commissioner Fisher, it carried 4-0 to award the Crisfield Armory Feasibility Study (Hurricane Sandy Disaster Grant) to Davis, Bowen and Friedel, Inc. for \$57,000.00.

Mr. Pusey presented a resolution (#1133) to support the submittal of the application requesting a Community Development Block Grant to fund the Housing Rehabilitation Program in Somerset County. It was noted that the grant application, in the amount of \$335,000 was approved during the May 15, 2018 meeting.

A motion was made by Commissioner Fisher, and seconded by Commissioner Boston to approve Resolution No. 1133 to support the submittal of the application requesting Community Development Block Grant funding for Housing Rehabilitation. The motion carried 4-0.

Mr. Taylor proceeded with correspondence and discussion items.

A Maryland Department of Planning Clearinghouse Review (MD20180521-0349) was received regarding the Fairmount Wastewater Treatment Plant (WWTP) abandonment and conveyance of the wastewater to the Princess Anne WWTP, a biological Nutrient Removal WWTP with plans for an enhanced Nutrient Removal Upgrade. Mr. Taylor noted this project was approved to be supported through Sandy grant funding, and he made the recommendation to code the project C-5 (It is consistent with our plans, programs and objectives).

A motion was made by Commissioner Fisher and seconded by Commissioner Boston to code the Clearinghouse Review project MD20180521-0349 as C-5. The motion carried 4-0.

Ms. Sharon Muir, Internal Auditor came forward at this time to present a request to approve the LGIT sponsorship of the Somerset County Library System and the Somerset County Sanitary District, Inc., as participants in the Local Government Insurance Trust Liability and Property Pools of insurance coverage. She explained that pursuant to the LGIT Trust Agreement, the County must submit Public Entity sponsorship letters for the 2018-2019 renewal-year for the two component units that the county sponsors, so that the renewal underwriting and Public Entity eligibility confirmation process can proceed. She then presented the two letters requiring the Boards approval of the President's signature.

A motion was made by Commissioner Boston and seconded by Commissioner Fisher to authorize President Laird to sign the Public Entity sponsorship letters for the 2018-2019 renewal year for the two component units (Somerset County Library System and Somerset County Sanitary District Inc.) that the county sponsors. The motion carried 4-0.

Mr. Taylor continued with correspondence and discussion items.

A request was received from Mr. Jacob F. Frego, Executive Director, Eastern Shore Area Health Education Center asking for Somerset County's appointment of a representative. It was noted that the representative need not be a health care professional. The request will be presented again at a future meeting.

Ms. Kelly Hawkins, Board Chairman, Local Management Board has submitted a request to approve the reappointments to their Board of Directors as follows:

Second three-year term:

Ms. Kelly Hawlins
Mr. Garland Hayward
Lt. Patrick Metzger

Third three-year term:

Sister Cecilia McManus

Upon a motion made by Commissioner Boston, and seconded by Commissioner Fisher, it carried 4-0 to approve the appointments of Ms. Hawkins, Mr. Hayward and Lt. Metzger to the Somerset County Local Management Board (LMB) for a second three-year term; and Sister Cecilia McManus for a third three-year term.

Mr. Taylor presented a request from Ms. Retta Jones, Chairperson Mt. Zion Historical Society for a letter of support for a grant application through the African American Heritage Preservation Program. The grant will be used to preserve and restore the Mt. Zion Church, which was built in 1887.

A motion was made by Commissioner Mathies and seconded by Commissioner Fisher to approve a Letter of Support as requested by Ms. Jones. The motion carried 4-0.

A letter was received from Mr. Lloyd Tyler regarding the condition of the tennis courts at Crisfield High School. In his letter, Mr. Tyler writes that residents in the "southern part of Somerset County don't have the same opportunity, because there are no decent tennis courts to be found below Princess Anne"; and feels these residents should be awarded the same opportunities as those residents living in the north end of the county. Mr. Tyler further explained that the tennis courts at Washington High School were recently re-surfaced. Mr. Taylor advised

that he has spoken with Recreation and Parks Director Mr. Clint Sterling who has stated that the last tennis court project funded was in 2004, and a 20 year window exists before a similar project can be submitted. President Laird advised he has spoken with Dr. Gaddis regarding the issue, and was told that if the Board offers the request in letter format, he could see if anything could be done. Following the discussion, the Board was in consensus to have a letter drafted to Dr. Gaddis regarding the request of Mr. Tyler's concerns/requests regarding the tennis courts at Crisfield High School.

Mr. Taylor presented a request to purchase surplus property received from Ms. Sarah Tyler. Ms. Tyler has requested to purchase 10782 Riley Roberts Road (Map 0020 Grid 0009 Parcel0127) for the listed price of \$614.00 plus closing costs.

On a motion made by Commissioner Fisher and seconded by Commissioner Boston it carried 4-0 to approve the offer made by Ms. Tyler to purchase 10782 Riley Roberts Road in the amount of \$614.00 plus closing costs.

Next, Mr. Taylor presented a request to purchase surplus properties received from Mr. Billy Gene Swift. Mr. Swift is not an adjoining property holder, and during a previous meeting, his offer was tabled to give adjoining property holders the opportunity to submit a request. No requests have been received to date. Mr. Swift has offered to purchase 1.69 acres (03-044440) off Route 413 in Marion for \$150.00 (sales price was \$592.50) and 5.86 acres (03-044432) (beside the 1.69 parcel) for \$250.00 (sales price was \$708.50). The Board questioned the exact locations of these two parcels. As it was not known, the request was tabled until the next meeting so that Mr. Taylor can research the location of the parcels.

A letter of support request was received from Ms. Gale Yerges, for the Friends of Teackle Mansion's application for a \$25,000 grant from the Bartus Trew Providence Preservation Fund for further restoration work at the Teackle Mansion.

A motion was made by Commissioner Boston and seconded by Commissioner Fisher to approve the letter of support request on behalf of the Friends of Teackle Mansion grant application.

Mr. Taylor presented requests for approval regarding two proclamations. The first is to commend the Holly Grove Archery team for their outstanding performance during the 2018 Maryland NASP Tournament.

Upon a motion made by Commissioner Boston, and seconded by Commissioner Fisher, it carried 4-0 to approve the proclamation congratulating the Holly Grove Archery Team.

A proclamation was presented in recognition of the following Somerset County men who gave their life during the Vietnam War:

John Henry Beauchamp, Jr.
Arthur J. Bowyer
Robert Lee Cottman
William John Daubert
George Harland Dize
Ralph Marion Dryden, Jr.
Carroll Thomas Jackson
Thomas Wilson Muir
Theodore F. Taylor, Jr.
Benjamin Tilghman

The proclamation will be presented at the VFW Post 5118 in Easton on June 2, 2018 who will be hosting the Vietnam Traveling Wall. Commissioner Vice President Fisher and General Sumpter will present the proclamation on behalf of the county.

On a motion made by Commissioner Boston, and seconded by Commissioner Fisher, it carried 4-0 to approve the proclamation honoring those men who gave the ultimate sacrifice for our country.

With no further business, at 2:50 p.m., the Board was advised of the need of a Closed Session. Upon a motion made by Commissioner Boston and seconded by Commissioner Fisher it carried 4-0 to enter into Closed Session by Authority of the General Provisions Article of the Annotated Code of Maryland Section Subtitle 3-305 (b) (1) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; and (b)(3) consider the acquisition of real property for a public purpose and matters directly related thereto.

At 3:04 p.m. upon a motion made by Commissioner Fisher, and seconded by Commissioner Boston, the Open and Closed Session meetings were adjourned. The motion carried 5-0.

Approved by:



Board of County Commissioners
For Somerset County

Respectfully Submitted:



Lory E. Ebron
Executive Aide