



AGENDA JUNE 26, 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. Scott Tawes, Mr. Andy Haynie, PKS, Ms. Cindy Knopp
- Liquor Control Board/FY18 Annual Audit Report
- 2:20 p.m. - Ms. Ivonne Lomax, Youth Program Coordinator/Lower Shore Workforce Alliance
- Workforce Innovation and Opportunity Act (WIOA)

Correspondence:

Received

- * Louis A. Hickman, Crisfield Fire Department re: Request for Fee Waiver
Charter Communications re: Upcoming Changes

Sent

The Honorable Lawrence Hogan, Jr., re: Natural Gas
Ms. Kathleen Harrison, CEO/McCready Hospital re: Eastern Shore Area Health Education Board
Appointment
Mr. Jacob Frego, Executive Director re: Eastern Shore Area Health Education Board
Appointment
Ms. R Suzanne Ford re: Waiver of Permit Fees
Mr. Mark W. Carey re: Waiver of Permit Fees
Reverend Phillip C. Huber, SCLTRC re: Request for Funding
Mr. William Gene Swift re: Surplus Property Purchase
Ms. Jennifer McShane re: Surplus Property Purchase
Mr. Dennis Shipman re: Surplus Property Purchase
Mr. Ryan Becker re: Surplus Property Purchase

Discussion:

- * 1. Jennifer Lutz, AECOM
- Obstruction Removal Project Design
- Land Acquisition Services
- * 2. Gipe Proposal/Health Department HVAC
- * 3. Agricultural Reconciliation Board Vacancy (1)
- * 4. Workforce Development Board Vacancy (2)
- * 5. Adult Guardianship Review Board Vacancy (2)

2:45 p.m. - Closed Session- Ralph D. Taylor, Erica Yeager, Clint Sterling, Louis Hickman
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)(7) to consult with counsel to obtain legal advice; (b)(8) consult with staff, consultants or other individuals about pending or potential litigation.

- * Denotes Action Item

BOARD OF COUNTY COMMISSIONERS
FOR SOMERSET COUNTY
TUESDAY JUNE 26, 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., and Commissioner Rex Simpkins.

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

Closed Session Summary Report June 26, 2018

On June 26, 2018, at 2:53 p.m. until 4:00 p.m. at 11916 Somerset Avenue, Room 111, upon a motion made by Commissioner Simpkins and seconded by Commissioner Fisher, it carried 5-0 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)(7) to consult with counsel to obtain legal advice; and (8) to consult with staff, consultants, or other individuals about pending or potential litigation.

Present for the Closed Session Meeting were President Randy Laird, Commissioner Vice President Charles F. Fisher, Commissioner Jerry S. Boston, Commissioner Craig Mathies Sr., and Commissioner Rex Simpkins.

Also present were County Administrator Ralph D. Taylor, Executive Aide Lory Ebron, HR Director Ms. Erica Yeager, Finance Director Gene Adkins, Tax Supervisor Will Dryden, Internal Auditor Sharon Muir, Warden Louis Hickman, HR Director Erica Yeager, Recreation and Parks Director Clint Sterling and Attorney Kirk Simpkins.

Topics discussed were: (1) Employee Termination (2) Hiring of three Correctional Officers I positions (3) Hiring of temporary Mosquito Control Technician (4) Hiring of two Groundskeepers (5) Uncollected Personal Property Tax (6) Pending Litigation. Actions taken during closed session: (1) Employee termination (2) Approval to hire one Correctional Officer II and two Correctional Officer I positions (3) Approval to hire a temporary Mosquito Control Technician (4) Approval to hire two Groundskeepers for Great Hope Golf Course.

Meeting minutes were presented for approval regarding the Commissioner and Closed Session meetings held on June 12, 2018. Commissioner Boston made a motion to accept the minutes as presented. Commissioner Fisher seconded the motion. The motion carried 5-0.

Mr. Andrew M. Haynie, CPA and Ms. Maggie Vincent with PKS & Company, P.A., along with Mr. Scott Tawes and Ms. Cindy Knopps, Somerset County Liquor Control Board came forward at this time to present the FY18 Annual Audit Report.

Mr. Tawes explained that they are here to report a “record year” regarding sales and net profits for the county dispensary stores. For the year ended April 30, 2018, the three Somerset County Dispensaries made a total profit of \$156,782. He explained that there some major changes that occurred including the reductions of labor costs by changing the stores opening hours, and bulk purchasing, of which he credited Ms. Knopp involvement. He reported that the Pocomoke Store did very well (doubling profits this year), and they attribute that mostly to the opening of the road/bridge. The comparison of sales and net profits for all three stores was as follows:

<u>Sales</u>	<u>2018</u>	<u>2017</u>
Crisfield	\$482,543	\$455,970
Princess Anne	765,381	768,050
Hi-Way (Pocomoke)	654,050	491,699
	<u>\$1,901,974</u>	<u>\$1,715,719</u>
<u>Net Profit</u>	<u>2018</u>	<u>2017</u>
Crisfield	\$ 28,982	\$ 28,739
Princess Anne	67,640	61,906
Hi-Way (Pocomoke)	60,160	30,951
	<u>\$ 156,782</u>	<u>\$ 121,596</u>

A review of the audit report was discussed, after which it was noted that the breakdown would be as follows: \$98,936.00 to the County, and \$12,078 to Princess Anne and Crisfield individually. President Laird questioned the reasoning behind the distribution. It was explained that the formula (75%/12.5%/12.5%) was created some time ago upon establishment.

It was also noted that the audit reports schedule of findings and responses recommended controls to be put in place to property track and value inventory and sales, and the IT department is working with the dispensary stores to install an inventory software program to address the finding. Mr. Tawes also mentioned a request presented last year to increase the LOC from \$150,000 to \$200,000. The increase of the LOC must be requested by legislation and was not received in time last year to present. It was noted that with the increase in sales, the LOC increase is badly needed and warranted. The request will be proposed this year. The checks

presented to the County and municipalities were given to President Laird. Mr. Tawes, Mr. Haynie, Ms. Vicent and Ms. Knopp left the meeting at this time.

Ms. Ivonne Lomax, Youth Program Coordinator, Lower Shore Workforce Alliance came forward. She explained that she was here to present the three year Strategic Plan, which intends to bridge the gaps in services and to develop strategies to coordinate youth policies, quality services and community partnerships in the lower three counties (Somerset, Wicomico and Worcester). She explained the goals of the plan to (1) increase employer engagement with workforce development and education systems in order to increase work-based training opportunities, (2) develop job readiness among area youth including soft skills, basic learning and work ethic and (3) to increase enrollment providing youth with the necessary skills and credentials. She advised that they will be expanding the focus of the program to include youth who have disengaged from the school system or are at risk of dropping out of school, and not successful in finding or maintaining employment. Ms. Lomax noted that they already work with the Conal Turner at the Tawes School. Ms. Lomax also discussed the allocation of funding, with the formula approach. Commissioner Boston asked the percentage that each county will receive. Ms. Lomax explained that Somerset, because of the factors involved with the formula will actually receive the second largest amount of approximately \$62,000 if \$180,000 is allocated. It was noted that Wicomico will receive the most of approximately \$71,000. Ms. Lomax thanked the Board for letting her speak about the plan, and left the meeting at this time.

Mr. Taylor continued the meeting with correspondence and discussion items.

A request was received from the Crisfield Volunteer Fire Department for the waiver of landfill tipping fees. It was explained that they are tearing down a 12 x 12 shed that is both an eye sore and hazard.

Upon a motion made by Commissioner Simpkins and seconded by Commissioner Fisher, it carried 5-0 to waive landfill tipping fees for the removal of the shed on the Crisfield Fire Departments property.

A letter sent to Governor Hogan expressing assistance with the efforts to bring Natural Gas to Somerset County was reviewed.

A letter was sent to Ms. Kathleen Harrison, CEO McCready Hospital thanking her for agreeing to serve on the Eastern Shore Area Health Education Board of Directors.

Letters were sent to Ms. Ford and Mr. Carey with regard to their separate requests for fee waivers.

A letter was sent to Reverend Huber for the approval of his additional funding request for LTRC made in the amount of \$5,000.00 to go towards Ms. Hopkins salary.

Letters regarding the sale of surplus properties to Mr. William Swift, Ms. Jennifer McShane and Mr. Ryan Beckner were also reviewed.

Mr. Taylor presented a letter received from Ms. Jennifer Lutz, AECOM with regard to grant applications for the design of the Obstruction Removal Project as well as the grant to fund land acquisition services, in the amount of \$35,451.42 being returned to the county.

Upon a motion made by Commissioner Fisher and seconded by Commissioner Boston, it carried 5-0 to authorize Mr. Taylor to sign the grant application regarding land acquisition services in the amount of \$34,451.42 as presented.

Upon a motion made by Commissioner Fisher and seconded by Commissioner Boston, it carried 5-0 to authorize Mr. Taylor to sign the Obstruction Removal Project Design application totaling \$143,273 (\$128,945.70 Federal/\$7,163.65 State/\$7,163.65 City/County share) as presented.

Mr. Taylor presented a fee proposal from Gipe Associates, Inc., with regard to mechanical and electrical engineering services for the former Health Department HVAC Design with the Sheriff's Office move to the location. The proposal in the amount of \$11,000 will prepare bid ready documents for bid solicitations. Mr. Taylor requested the Boards approval for his signature on the proposal as presented.

Upon a motion made by Commissioner Fisher, and seconded by Commissioner Boston, it carried 5-0 to authorize Mr. Taylor to sign the Gipe Associates Inc., proposal as received.

Current board and commission vacancies were reviewed. There were no appointments made.

With no further business, at 2:53 p.m., the Board was advised of the need of a Closed Session. Upon a motion made by Commissioner Simpkins and seconded by Commissioner Fisher it carried 5-0 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)(7) to consult with counsel to obtain legal advice; and (b) (8) to consult with staff, consultants, or other individuals about pending or potential litigation.

At 4:00 p.m. upon a motion made by Commissioner Boston, and seconded by Commissioner Simpkins, the Commissioner 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