



**AGENDA**  
**July 23, 2019**  
**BOARD OF COUNTY COMMISSIONERS**  
**FOR SOMERSET COUNTY**  
**11916 Somerset Avenue**  
**Room 111/Meeting Room**  
**Princess Anne, MD 21853**  
**2:00 p.m.**

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**Appointments:**

2:00 p.m. - Mr. Scott Tawes, Mr. Andy Haynie, Ms. Maggie Vincent, Mr. Bob Hogg, Ms. Cindy Knopp  
- Somerset County Liquor Control Board Audit Report

**Correspondence:**

**Received**

- \* Rural Maryland Foundation re: Membership Application
- MD DHCD re: FY20 CDBG Program Funds
- Joseph Fioravante, President/Sly Fox Hunting Club re: Hunting on State Land

**Sent**

City of Crisfield re: Airport Advisory Board Appointments  
Ms. Magda Cruz re: Surplus Property Purchase/Extension Request  
Mr. Ed Goyda re: Reappointment  
Ms. Cheryl Reilly, MDE re: Letter of Support

**Discussion:**

- \* 1. Tax Assessment Appeals Board
- \* 2. Additional Appointments-2020 Census Count Committee
- \* 3. Employee Handbook Revision-Incremental Step Increase

**Public Comments (5-minute time limit to speak)**

- \* **2:30 p.m. – Closed Session, Ralph Taylor, Louis Hickman, 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)(8) consult with staff, consultants, or other individuals about pending or potential litigation.

- \* Denotes Action Item

BOARD OF COUNTY COMMISSIONERS  
FOR SOMERSET COUNTY  
July 23, 2019

At 2:00 p.m., President Craig Mathies, Sr., called the Board of County Commissioners for Somerset County to open in Regular Session. Also, present for the meeting Commissioner Vice President Charles Laird, Commissioner Randy Laird, Commissioner Eldon Willing, and Commissioner Simpkins.

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

President Mathies asked Commissioner Willing to lead those present in Prayer and the Pledge of Allegiance.

**Closed Session Summary Report July 23, 2019**

On July 23, 2019, at 2:37 p.m. until 3:12 p.m., at 11916 Somerset Avenue, Room 111, upon a motion made by Vice President Charles Laird and seconded by Commissioner Randy Laird it carried unanimously 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 (8) consult with staff, consultants, or other individuals about pending or potential litigation.

Present for the Closed Session Meeting were Commissioner President Craig N. Mathies, Sr., Vice President Charles Laird, Commissioner Randy Laird, Commissioner Eldon Willing and Commissioner Rex Simpkins.

Also present were Mr. Ralph D. Taylor, Ms. Lory Ebron, HR Director Ms. Erica Yeager, and Warden Louis Hickman. Topics discussed were: (1) Hiring of Correctional Officer I (2) Dog Control Supervisor Vacancy (3) Pending litigation. Actions taken during closed session: (1) Approval to hire Correctional Officer I.

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Meeting minutes were presented for approval later in the meeting.

Mr. Scott Tawes, Mr. Andy Haynie and Ms. Maggie Vincent came forward at this time to present the annual Somerset County Liquor Control Board Audit for fiscal year ended April 30, 2019. Also present in the audience were Liquor Control Board members Mr. Bob Hogg and Ms. Cindy Knopp.

Mr. Tawes began by distributing the complete audit report. He advised that an unmodified opinion was issued, which is the highest and best opinion that can be rendered. Mr. Haynie then reviewed various sections of the audit, noting that profits have increased in years 2015 forward, with the exception of a slight decrease in 2019 due to the purchase of inventory control software purchased which was a recommendation made in previous audits. One small comment was noted in that this new software should be fully utilized. Profits over the last few years were reviewed, and it was noted that Net Profit for 2019 was \$137,946 versus \$156,782 for last year. Assets versus liabilities were also reviewed, and the following breakdown for distribution of funds was as follows:

Somerset County	\$116,630
City of Crisfield	\$ 10,658
<u>Town of Princess Anne</u>	<u>\$ 10,658</u>
Total	\$137,946

In closing, it was noted that there were two items that will require a decision by the Board. The first is addressing the Reserve Fund increase from \$150,000 to \$300,000 for this year.

The second is the issue with the Princess Anne store, that includes options to purchase, lease or the possible consideration of a new location. Mr. Tawes was advised that the Board will take these matters into consideration, and a decision will be made at a later date.

Mr. Taylor continued with correspondence and discussion items.

Correspondence was received from Rural Maryland Foundation, a 501 (c) 3 nonprofit, created in 2001. The organization supports the efforts of the Rural Maryland Council and has inquired if Somerset County would be interested in joining the foundation. Mr. Taylor was asked to investigate and report back to the Board.

A letter was received from Sly Fox Hunting Club expressing their dissatisfaction with the proposed state hunting lease agreements, currently under consideration by the Maryland Department of Natural Resources to move towards a lottery pool type system regarding hunting clubs leasing of State hunting lands. The letter requested the county to reconsider the proposal. During the discussion, it was noted that the ruling will be a state issue, and it was suggested by Vice President Charles Laird that our State Senator be contacted make her aware of complaints received. The Board requested that a letter be drafted advising Sly Fox Hunting Club that this matter is being addressed at the state level.

Mr. Taylor reviewed a letter sent to the City of Crisfield regarding to the appointments made to the Airport Advisory Board. We are awaiting concurrence regarding these appointments from the City of Crisfield.

Next, Mr. Taylor asked if there were any names that could be offered to submit to the Governor's Office for consideration with regard to the Tax Assessment Appeals Board appointments. Being there were none, the item will be placed on the next meeting agenda.

Mr. Taylor presented the following additional people who have agreed to serve on the 2020 Census Count Committee for approval: Pastor Hopkins, Shannon Warren, Dean Bozman, Pastor Landon and Katie Nurmi.

Upon a motion made by Commissioner Randy Laird and seconded by Vice President Charles Laird, it carried 5-0 to appoint Pastor Hopkins, Shannon Warren, Dean Bozman, Pastor Landon and Katie Nurmi to serve on the 2020 Census Count Committee.

Ms. Erica Yeager, HR Director, came forward at this time to present Somerset County Employee Handbook proposed changes with regard to the Incremental Step Increase.

**Section IV. Pg. 39, E, it was proposed to revise this section to:**

“Salary increases are determined during the annual budget process by the County Commissioners. All eligible employees will receive any COLA, pay scale adjustment, or incremental step increase when the budget permits, usually at the beginning of the fiscal year (July 1).

Employees serving their New Hire Probationary Period will receive any incremental step increases when they have successfully reached and completed their one-year probation. Increases are effective on the start of the next full pay period following County Commissioner approval of successful completion.

Employees serving their Promotional Probationary Period will receive any incremental step increases when they have successfully reached and completed their six-month probation. Increases are effective on the start of the next full pay period following County Commissioner approval of successful completion. *(After discussion, this section was revised to be: ‘Employees serving their Promotional Probationary Period will at July 1 receive the incremental increase’).*

Employees who are serving as Disciplinary of Extended Probationary Period and have not completed it by the start of a Fiscal Year, in which an incremental step increase has been given, are considered ineligible to receive that increase indefinitely.”

**Section III. Pg. 13, C.2.d. it was proposed to add:**

“See Pg. 39, Section IV.E. for additional incremental step eligibility details for employees serving those probationary periods”

**Section III. Pg. 14. D.2.d. it was proposed to add:**

“See Pg. 39. Section IV.E. for additional incremental step eligibility details for employees serving a probationary period”.

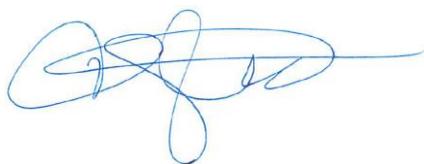
Upon a motion made by Vice President Charles Laird and seconded by Commissioner Willing, it carried unanimously to approve the proposed changes to the Somerset County Employee Handbook as presented and discussed.

Meeting minutes from the Commissioner and Closed Session meetings held on July 16, 2019 were approved as presented upon a motion made by Commissioner Randy Laird and seconded by Vice President Charles Laird. The motion carried unanimously.

With no further business, the Board was advised for the need of a Closed Session. At 2:37 p.m., the Board entered into Closed Session upon a motion made by Vice President Charles Laird and seconded by Commissioner Randy Laird, 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) (8) consult with staff, consultants, or other individuals about pending or potential litigation.

The Commissioner, Closed Session and Work Session meetings adjourned at 3:45 p.m. upon a motion made by Vice President Charles Laird and seconded by Commissioner Randy Laird. The motion carried unanimously.

Approved by:



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Board of County Commissioners  
For Somerset County

Respectfully Submitted:



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Lory E. Ebron  
Executive Aide