

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

**WORK SESSION**  
**February 6, 2018**

Present: President, Larry C. Porter; Vice President, Wilbur Levensgood; Commissioner, Daniel J. Franklin; Heather Price, County Attorney; Ken Decker, County Administrator; Sara Visintainer, Chief of Staff; and Jennifer Farina, Administrative Coordinator

**Topic One: Employee Service Awards for Department of Corrections**

Ruth Colbourne, Warden, Department of Corrections, presented the following County employees with their award for dedicating 10 years of service to Caroline County: Robert Murphy, Ronald Orendorf, Diane Dyes and Richard Moore. Helene Copper, received her 15-year service award. The Commissioners thanked all employees for dedicating their time to the Department of Corrections.

**Topic Two: Draft Impact Fees**

The Commissioners requested staff to draft legislation which would repeal the development excise tax for school construction in favor of an impact fee. This legislation would apply fees to all new housing units, including multifamily units located in the municipalities. Caroline County currently has an excise tax that is applied when a new lot is created, however it does not apply if multiple units are developed on one parcel.

Commissioner Porter that he would like to add an impact fee to multi-family dwellings, due to the high cost of maintenance and effort that is requested from the Board of Education to the County, when more students are enrolled. He stated that as of now, the Towns do not fund any of the cost that comes from adding more families to the community when it comes to the cost of education and have zero fiscal responsibility, which puts a heavy burden on the County to provide such funds. Mr. Decker stated that under State law there are options to consider when instated an impact fee which would only be put aside for school construction projects. Ms. Price stated that they could add language to the policy which would allow the money allocated from the impact fees to go towards additional projects such as the funding for emergency services as well. Commissioner Porter stated that recently, the County has seen a flux of age restricted complexes being constructed, which has become more prevalent than family homes. Ms. Price stated that developers of age restricted developments are excluded from these fees under the law.

The Commissioners asked staff to draft an impact fee ordinance that would state a flat fee for all family dwelling construction, with a specific detailed section on where the money would go once allocated.

**Topic Three: Review of Current Fee Schedules for County Services and Programs**

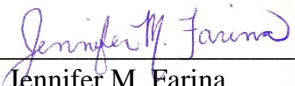
Margaret Roe, Director, Office of Finance, stated that she has been working with the Tax Office, and the senior staff team, to compile a list of all fees County charges for various services. The goal of a fee-based service is to recover the costs of the program to the extent possible, since it serves a narrow group of people, and not have that service be subsidized by the taxpayers as a whole. The Commissioner were provided with a compressive spreadsheet on each fee the County charges. The Commissioners stated that they would like to review each fee in more detail, in order to make any adjustments prior to the adoptions of the FY2019 budget.

After reviewing the fees, the Commissioners stated that they would like to wait before making any changes to any of the amounts. Staff was asked to bring back more detailed information for a later meeting date.

**Topic Four: Commissioners Open Discussion Period**

Commissioner Levensgood stated that he is currently working with Upper Shore Aging and is hoping an MOU can be signed between the rural counties to help fund programs for their current operations.

There being no further discussion the meeting ended at 12:00 p.m.

  
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Jennifer M. Farina  
Administrative Coordinator