

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

**MINUTES**  
**May 22, 2018**

**Present:** President Larry C. Porter, Wilbur Levengood Jr., Vice President; Daniel J. Franklin; Commissioner; County Administrator Ken Decker; Chief of Staff Sara Visintainer and County Attorney, Heather Price

Following the Pledge of Allegiance, President Porter called for **Public Comment**. Bill Scudder, former Greensboro VFW Post, stated that he would like to thank the County Commissioners, staff, and Board of Education, for allowing the Greensboro VFW to be donated to the Board of Education. Mr. Scudder stated that he is excited to see the building being used for educational purposes.

**Presentation of Telecommunicator of the Year:** Steve Hurlock, Division Chief, Emergency Communications, presented Erin Adams with the 2018 Telecommunicator of the Year Award for 9-1-1 dispatchers. Ms. Adams excels as an emergency dispatcher and has been an asset to the 9-1-1 Center for the past two years. Mr. Hurlock stated that Emergency Services is not an easy field, however, with supportive and dedicated employees such as Ms. Adams, the Department is able to work together to ensure the safety of all Caroline County residents.

**Proclamation of May 2018 as Mental Health Month:** Courtney Calloway, LCSW, For All Seasons, Inc., presented the Commissioners with the proclamation stating that May 2018 will be Mental Health Awareness Month in Caroline County. Ms. Calloway stated that For All Seasons has dedicated staff that are available to provide care to Caroline County residents. For All Seasons provides a full continuum of outpatient mental health services to children, adolescents and adults. They are committed to assisting individuals to develop an understanding of self and instill hope, empowerment, and coping skills to enhance their quality of life.

**Proclamation of May 2018 As Older Americans Month:** Gary Gunther, Executive Director, Upper Shore Aging, thanked the Commissioners for allowing him time to present to them the proclamation for Older Americans Month. Mr. Gunther Stated that Upper Shore Aging works hard to provide community programs that benefit the aging population of Caroline County. Mr. Gunther stated that Upper Shore Aging continues to provide activities, support and meals for many aging community members, and he is thankful for the Commissioners continued support.

**Resolution #2018-010, Establishment of the Fiscal Year 2019 Tax Rates:** Sara Visintainer, Chief of Staff, stated that Resolution #2018-010 will set the real, personal property, and utility tax rates, and reiterates the other existing local tax rates specified in the Code. On motion by Commissioner Levengood, seconded by Commissioner Franklin, the Commissioners adopted Resolution #2018-010, Establishment of the Fiscal Year 2019 Tax Rates.

**Resolution #2018-011, Adoption of the Fiscal Year 2019 Operating and Capital Budgets:** Ms. Visintainer stated that this resolution adopts both the operating and capital budget, and lays out expenditures by each agency and department, and shows revenues by each fund and type. On motion by Commissioner Levengood, Seconded by Commissioner Franklin, the Commissioners adopted Resolution #2018-011, Adoption of the Fiscal Year 2019 Operating and Capital Budgets. The Commissioners thanked all County staff for their hard work on the budget, and stated that they are happy to produce a balanced budget.

**Public Hearing: Community Development Block Grant (CDBG) Application of Benedictine School for Exceptional Children:** Sara Visintainer, Chief of Staff, stated the purpose of this hearing is to seek input on the proposed application, as well as hear from the public about other needs it feels should be considered for CDBG funding. Notice of the public hearing appeared in the May 16, 2018 Times Record newspaper. The full application of the Benedictine School was posted on the County website on May 16, and a printed hard copy was made available in the Commissioner's Office on May 17. Notice of the hearing and the availability of the application on the website and in the Commissioner's Office was posted on the County's Facebook page on May 19. Ms. Visintainer stated that no written testimony had been received in advance of the hearing. President Porter called for those who signed up to speak, and the following came forward:

- **Scott Evans, Executive Director**, Benedictine School, thanked the Commissioners for their support of the Benedictine school and their application for this important grant. He stated that the CDBG grant will allow the Benedictine School to upgrade their group home facilities, which serve both children and adults, and will allow for better care and more services provided to those with severe disabilities.

The Commissioners stated that they had reviewed the application thoroughly and felt the proposed project was an excellent use of CDBG funding, and that such housing was greatly needed in the county. There being no further testimony, the Commissioners closed the CDBG hearing.

**Public Hearing: Proposed Amendment to the Caroline County Water and Sewerage Plan –Federalburg Water Line Replacement Project:** Leslie Grunden, Planning and Codes, stated that the Town of Federalburg is making upgrades to their water lines, which necessitate the amendment of the County's Water and Sewerage Plan and maps. Ms. Grunden stated that following the public hearing, the proposed Amendment would be brought to the Commissioners at a later date, to be adopted by resolution. The Planning Commission recommends the amendment. Ms. Visintainer stated that the hearing was advertised as required by law, and that no written testimony had been received in advance of the hearing. President Porter stated that no one signed up for to speak, and invited anyone in the audience who wished to testify to come forward. There being no comments, the public hearing was closed. Staff was directed to prepare the resolution to adopt the proposed amendment for approval at the next meeting.

**Public Hearing: Ordinance #2018-03, Chapter 175—Zoning –Administration and Enforcement –Zoning Administrator:** Sara Visintainer, Chief of Staff, stated that the purpose of Ordinance #2018-3 was to clarify the discretionary powers and duties of the zoning administrator as they relate to enforcement action. Ms. Visintainer stated that the hearing had been advertised as required by law and that no written testimony had been received in advance of the hearing. Ms. Visintainer stated that once the public hearing was finished, the ordinance would be brought back to the Commissioners for a third reading and potential enactment on June 12, 2018. President Porter stated that there were no member from the audience that signed up to speak, and invited anyone who wish to testify to come forward. There being no comments, the hearing was closed. Commissioner Franklin stated that he felt language needed to be changed from "have the power" to "shall investigate" when it comes to zoning complaints. He expressed that his primary concern was to ensure that all complaints were followed up on appropriately. Staff stated that they would look at options to accomplish this goal and schedule further discussion during an upcoming work session.

**Consent Agenda:** The following items were approved by unanimous consent.

- Minutes: April 17, 2018 Work Session; Open Session April 24, 2018; and Closed Session of April 24, 2018
- Memorandum of Understanding between Caroline County and the Town of Denton for Fiber Optic and Conduit Use

- Resolution #2018-012, CDBG Grant Application Authorization Benedictine School
- Resolution #2018-013, Amendment to Caroline County Personnel Rules and Regulations, Class Specifications for Caroline County Office of Finance
- Amendment to the County Commissioners of Caroline County, Maryland Retiree Premium Reimbursement Arrangement
- Caroline County Emergency Services Grant Agreement and Sub-recipient Grant Agreement for State Homeland Security Grant Program
- Letter of Support for St. Martin's CDBG Grant Request
- Transfer of Local Housing Bond Allocation to Department of Housing and Community Development
- Reappointment to Caroline County Library Board of Trustees (Visintainer and Fleegle)
- Letter of Support for Ross Chapel AME Church for FY19 Heritage Preservation Grant

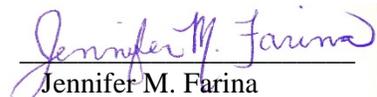
**County Administrator's Report:**

- Mr. Decker stated that he sends his condolences to a County staff member who lost his fiancé in a tragic accident. He thanked all the staff that reached out to the employee, and who have continued to offer both financial and emotional support to the entire family.
- He stated that a pipe broke on Habercamp Road over the weekend, and the County was able to add a steel plate until State Highway could fix the situation.
- Mr. Decker explained that Public Works would be setting up a meeting with engineers to discuss the upcoming County bridge projects.
- He stated that counties who own the Mid-Shore Landfill will be meeting with Maryland Environmental Service to discuss next year's bonds for construction of the new landfill cell.
- Mr. Decker thanked all the Finance of Tax Office staff for their hard work on finalizing the FY19 Operating and Capital Budget.
- He informed the Commissioners that new carpet was being installed to the West Wing of the Courthouse.
- He stated that he is working with the Sheriff and bond counsel on the Declaration of Official Intent for borrowing related to new Sheriff's Office.

**Commissioners Open Discussion Period:**

- Commissioner Franklin stated that he attended several events over the past week, including the Colonel Richardson baseball team's playoff game. He also congratulated the Town of Ridgely on their Town Hall renovations.
- Commissioner Levensgood stated that he attended the Clean Chesapeake Coalition Meeting.
- Commissioner Porter stated that he would like to hear more about the upcoming plans for the YMCA to build a center in Caroline County, and he asked for that discussion to happen at an upcoming work session. He also stated that he would like have a plan for staff moving into the Goldsborough House as soon as the recommended remediation and air quality testing was done. After discussion, the Commissioners agreed to move forward with the remediation and subsequent testing.

There being no further discussion the meeting ended at 7:03 p.m.

  
 Jennifer M. Farina  
 Administrative Coordinator