

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

WORK SESSION
May 15, 2018

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

Topic One: New Employee Introductions. Bryan Ebling, Director, Caroline County Emergency Services, introduced the following new DES employees to the Commissioners: Erin Adams, Kendall Killian, Jennifer Duncan, Amber Rippetoe, and Jeff Ludwig. Mr. Ebling stated that the employees have brought experience to their Department, and he is happy to work with all of them.

Katheleen Freeman, Director, Caroline County Planning and Codes introduced two new employees: Trey Moore and Alex Willis. Ms. Freeman stated that she is pleased with her new hires and hopes they enjoy working with the Planning and Codes staff. The Commissioners welcomed all employees and stated that they hope they enjoy their time working for Caroline County.

Topic Two: Finalization of FY2019 Budget. Cathie Moore, Comptroller, Tax Office and Margaret Roe, Director, Office of Finance, presented the final draft of the FY2019 Capital and Operating budgets. The Commissioners stated that they grateful for the hardworking staff from both the Finance and Tax Offices. The Commissioners stated that they would like the budget to be prepared for adoption during their May 22, 2018 Commissioners Meeting at 6:00 p.m.

Ms. Roe asked if the Commissioners would like to add the additional funding for the Human Services Council discussed at a previous work session to their line item in the budget or as a contingency expense. The Commissioners stated that they would like that item to be added to contingency. Ms. Roe stated that the County was contacted by Upper Shore Aging regarding an unsecured line of credit. Ms. Roe stated that Upper Shore Aging had requested the neighboring counties to each put up \$25,000-\$30,000 towards the revolving line of credit, until their grant funding would be received. The Commissioners stated that they would like to have a contingency resolution done for an upcoming meeting that will allow the County to fund \$30,000, provided each of the other counties also commits to the funds. Staff stated that they would prepare an agreement for the upcoming Commissioners meeting.

Topic Three: New Sheriff's Office-Design and Cost Estimates. Sheriff Randy Bounds, stated that he recently met with the architect to discuss the new Sheriff's Office. He stated that the plan is to have all information out to bid by December 1, 2018. Mr. Decker stated that the bond for payment would need to have its declaration of official intent finalized with the amount the Commissioners agree on. The current building design is at about 12,800 square feet. The "all in" cost estimated in February 2017 was \$350/square feet or about \$4.48 million. If construction prices increase by 10 percent, the building cost increases to \$4.93 million. The Commissioners directed staff to prepare the declaration of official intent for \$4.5 million, with the understanding that the project costs would be closer to \$5 million, but the County does not intend to use bond proceeds to reimburse itself for the architecture and engineering costs.

Topic Four: Draft Planning and Codes Fee Schedule. Crystal Dadds stated that the Planning and Codes fee schedule has not been updated for the past six years. She stated that the changes requested by the Department are minimal. The Department fee schedule was last reviewed and updated in 2012. Staff has reviewed neighboring jurisdiction's fees as well as our staff review time and expenses involved in plan review, permitting and licensing. They have determined that the proposed fees are no greater than

necessary to defray the costs of review and enforcement of the County's codes. In some areas, fees were decreased and in other areas they were raised. Following review and discussion, the Commissioners stated that they would like more time to think and an updated fee schedule would be considered for adoption at a later date.

Topic Five: Draft Ordinance Chapter 175—Zoning—Breweries and Distilleries. Sara Visintainer stated that this ordinance is an act concerning zoning definitions; for the purpose of adding breweries and distilleries as permissible uses under the same conditions as wineries. The proposed ordinance comes to the Commissioners with the positive recommendation of the Planning Commission. The Commissioners directed staff to schedule the ordinance for introduction during their May 22, 2018 Commissioners meeting.

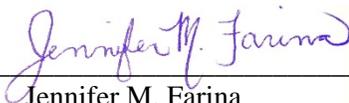
Topic Six: Commissioners Open Discussion Period

- Commissioner Levensgood stated that his family suffered a loss. He attended several meetings as well as the Clean Chesapeake Coalition.
- Commissioner Porter asked staff if there were any updates regarding the power plant that wanted to locate in the Town of Denton. Staff stated that they had not received any type of contact from the developer of that project. Commissioner Porter stated that he would like a letter drafted from the County Attorney, requesting a response on the project.
- Ms. Visintainer asked if the July 17, 2018 work session could be canceled due to a scheduling conflict, and all three Commissioners agreed to the cancellation.

Closed Sessions

- Discussion of the Performance and Assignment of Specific Employees
Authority: 2014 Md. Code, State Government 3-305(b)(1)
- Discussion of the Performance and Assignment of Specific Employees
Authority: 2014 Md. Code, State Government 3-305(b)(1)
- Discussion of the Performance and Assignment of a Specific Employee
Authority: 2014 Md. Code, State Government 3-305(b)(1) Convened in closed session at 2:40 p.m. on motion by Commissioner Levensgood, seconded by Commissioner Franklin, unanimous.
- Reconvened in open session at 3:40 p.m. on motion by Commissioner Franklin, seconded by Commissioner Levensgood, unanimous.
- President's Report: The Commissioners met with the Director of Planning and Codes regarding the performance, assignments, including supervisory responsibilities, and compensation of specific employees. The Commissioners expressed their general concurrence with the proposal of the Director. The Commissioners also met with the Director of Economic Development to provide performance feedback and discuss work priorities. The position is an at-will direct-report to the Commissioners. The Commissioners also met with the Director of the Office of Information Technology to discuss compensation of specific employees.

There being no further discussion the work session ended at 3:42 p.m.



Jennifer M. Farina
Administrative Coordinator