

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

**WORK SESSION**  
**January 15, 2018**

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

**Closed Session:**

- Discussion of selection of an at-will position
- Authority: Maryland Code, General Provisions Article, §3-305(b)(1)
- Convened in closed session at 8:10 a.m., motion by Commissioner Franklin, seconded by Commissioner Levensgood, unanimous.
- Adjourned closed session at 9:05 a.m.; motion by Commissioner Franklin, seconded by Commissioner Levensgood; unanimous.
- President's Report: The Commissioners met to discuss potential candidates for an at-will position.

**Topic One: Tourism Board Appointments and Update on Quarter Activities.** Ceres Bainbridge, Director, Office of Tourism, presented the Board with a progress report on the analytics and traffic the VisitCaroline website and their social media account attract. Ms. Bainbridge stated that the holiday season was busy and many events were well attended throughout the county. She went on to explain that the Office of Tourism has big plans for the upcoming year. She stated that a partnership with Caroline County Recreation and Parks will allow for marketing and promotion of the annual Paddlefest, which was normally organized by the Chamber of Commerce.

Ms. Bainbridge stated that the County has been well represented at several historical events, including the Linchester Mill antique show, and the Harry Tubman Byway and Visitors Center opening. Ms. Bainbridge gave the Commissioners reports on all projects and thanked them for their continued support of Caroline County Tourism.

**Topic Two: Maryland Agricultural Land Preservation Foundation Funding and Local Match.** Katheleen Freeman, Director, Planning and Codes, stated that the Maryland Agricultural Land Preservation Foundation is seeking an annual commitment letter from the Caroline County Commissioners for funds dedicated to FY19 MALPF easements. She explained that this year MALPF has \$879,916 in funds available to Caroline County on a 60/40 match basis. Caroline County currently has \$44,128.61 in the agricultural preservation funds available for the match. She stated that there are far more easement applications than there is funding available. In order to use all available state funds, the County would need to contribute \$586,611. There are 12 applications in the current FY19 Easement cycle, totaling in 1567.31 total acres with a total asking price of \$5,179,358. Normal easement request acreage ranges from 26 to 192 acres, with requests ranging from \$78,000-\$918,000.

Ms. Freeman stated that she would like the Commissioners to give her direction on the MALF commitment letter for FY19. She stated the county can commit to the available fund of \$44,128.61 or add additional funding. The Commissioners agreed to sign a commitment letter with the available fund dedicated to easements as \$44,128.61.00

**Topic Three: Small Business Loan Guidelines.** Debbie Bowden, Director, Economic Development, stated that she has been reviewing the current guidelines for local Caroline County business to receive a

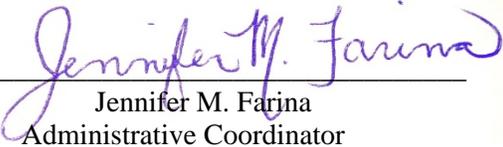
loan from the County. She stated that she has updated the process to be clearer on how the payments will be loaned, as well as how the process of repaying must be received in order to keep the loan active. She stated that it is very clear on the guidelines and application that this is a loan and not a grant and all funds must be repaid according to terms agreed upon. The Commissioners thanked Ms. Bowden for updating the application and agreement process. They asked staff to prepare the agreements to be added to their consent agenda on their next meeting.

**Topic Four: Boat Ramp Permit Fees.** Sue Simmons, Director, Recreation and Parks stated that currently in Caroline County the fee to use the boat ramps is \$20.00 for a yearly pass and \$5.00 for a day. Ms. Simmons stated that in 2018, 581 annual permits were sold, and 63 daily permits were sold. She explained that in 2018 permit revenue deposits were \$16,255 total. If fees are increased to \$25.00 for yearly and \$10.00 for daily, the reduction from loosing the out of State fee will decrease. She stated that the Recreation and Parks Advisory Board recommends the permit increase. Currently the average number of permits sold annually is 770. About 15% are out-of-state permits, and no change in the current fee will likely reduce the annual revenues attained by 11%.

The Commissioners stated that they would like to revisit the idea when they do a County-wide adjustment of all fees. Staff was asked to follow up with a fee discussion during the FY2020 budget process.

**Topic Five: Commissioners Open Discussion Period.** The Commissioners expressed their thoughts and well wishes for a family member of County staff who had undergone surgery.

There being no further discussion the meeting ended at 10:30 a.m.

  
Jennifer M. Farina  
Administrative Coordinator