

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

WORK SESSION
February 20, 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: Employee Service Awards

The following employees were recognized for the years of dedicated service to Caroline County:

- 10 Years: Craig Green and Noman Downs, Department of Public Works
- 15 Years: Richard Kinnamon and James Weer, Department of Public Works
- 10 Years: Justin Reibly, Caroline County Sheriff's Office
- 15 Years: Andrew Durham and Dawn Cordrey, Caroline County Sheriff's Office
- 20 Years: Donny Baker, Caroline County Sheriff's Office

The Commissioners thanked each employee for their hard work and their continued service provided to the community of Caroline County.

Topic Two: Draft Changes to Personnel Rules and Regulation Leave Chapter to Comply with State Sick Leave Legislation

Mr. Decker started that the State of Maryland passed and Sick and Safe Leave Act last week, which was vetoed by the Governor of Maryland. Since the bill has passed, Caroline County is required to update their Sick leave policy to comply with the State. The changes require the County to provide sick and safe leave to certain part-time employees, as well as expand the uses for such leave for all employees. Mr. Decker stated that the Commissioners and staff can discuss the sick leave bank at a later date, however the sick leave would need to be adopted as soon as possible to be compliant of the State law. Ms. Bratton stated that the county has 15-20 employees who will be affected by the new law, due to leave being offered to part-time employees.

Commissioner Porter stated that when it comes to the sick leave bank, he would like to hear from the Employee Advisory Board (EAB), before making any decision on the amount of sick days given out each year, or the number of hours each employee could donate to the bank. Staff advised the Commissioners that they would allow the EAB to follow up on this matter, however they believe limiting the sick days each employee receives from 12 to 11, and adding that extra day to the sick leave bank would allow the bank to always have donated time. As the sick leave bank stands today, not all employees donate to it, so when an employee becomes ill and is out for an extended period of time, the bank may not always have time to donate to that individual employee. Commissioner Levengood stated that it is not mandatory for employees to enroll and donate to the sick leave bank, and those not enrolled cannot donate or receive help from the bank. He stated that the Commissioners may want to look at that policy once the EAB has discussed the matter further.

Topic Three: Draft Impact Fee for Residential Development Legislation

Mr. Decker stated that prior to the last work session on the topic of impact fees, he amended the language from the working draft ordinance on impact fees. In Section (1), it's clear that there's no impact fees due on any residential development that doesn't add a new unit (raze-and-replace). He stated that he changed the language in Section (4). Section (4) exempts any home built on a lot that's paid the school construction excise tax. For properties that would have to pay an excise tax, it caps the amount at the excise tax level. Mr. Decker stated that the Tax Office we have a few lots on record that owe the old \$750

school construction tax. Mr. Decker stated that he also added Section (5) to exempt all lots created before the school excise tax was enacted. He went on to state that the impact fee would be collected per unit and not per lot. If the lot paid excise tax prior then 1993 they would be exempt from the impact fee.

Commissioner Porter stated that this impact fee would be put in place on top of the impact fee that is currently already in place by the Towns in Caroline County. Mr. Decker stated that language would be added to the draft which would state that you would need to pay both impact fees in order to move forward with your project, if the project does not get completed the impact fee that was paid, would get reimbursed to the construction company. Mr. Decker stated that in section (6) it is clear that the deed must be reviewed by the Town and County, in order to receive a permit.

The Commissioner's stated that this was a good start for the impact fee resolution and they would like staff to continue working on drafts to formally introduce the legislation and hold a public hearing on at a later date.

Topic Four: Presentation of Operating and Capital Budget Request

The Finance Office and the Office of Tax presented the Commissioners with both the Capital and Operating budget requests for the FY2019 fiscal year. Ms. Roe stated that the total amount of operating request for FY19 is \$48,688,343. and the total request for the Capital Budget is \$9,372,791. Any request above flat, has a listed explanation of why it is being requested. The Commissioners looked over each requested and stated that they would review each request before accepting or cutting them from the budget. Ms. Roe stated that revenues increased \$1,699,499.00 over FY18. Mr. Decker stated that each year staff gather their request and the Commissioners go over them individually and then will come back for a future meeting to decided which request have the highest priority and will be able to be funded for the upcoming year.

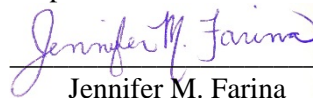
Topic Five: Municipal Tax Differential Formula

Mr. Decker stated that the current tax differential formula was developed in 2012 and is primarily based on law enforcement coverage. As the formula currently stands, the amount generated that would go back to the towns is \$637,000. Commissioner Franklin stated that he is against this formula and hopes to update it due to the fact that each year the County hires more road deputies and yet have to pay more towards the differential. This mean the County is penalized for add more road deputies, when they are needed to increase services in the County. Mr. Decker stated that the formula could be frozen from the FY18 formula which would mean it would not go up for the FY19 budget. He went on to state that the Commissioners could create a new formula and way to distribute the differential to the Towns, or completely take it away. Commissioner Porter stated that he would like to make sure tax payers are held harmless with the formula and that the increase be submitted to the fire companies, which is what normally occurs. The Commissioners asked staff to draft different scenarios regarding the differential, which they would discuss further before their first budget hearing.

Topic Six: Commissioners Open Discussion Period

The Commissioners stated that a County ambulance was in an accident over the weekend and everyone involved is safe. The Commissioners all attended the Preston Fire Hall banquet. Commissioner Franklin asked if staff and the Sheriff's Office would take a look at the Central Avenue at Holly Road intersection. He stated that he heard it may become a four-way stop, however he would like to get an accurate read on the traffic pattern study.

There being no further discussion the meeting ended at 1:35 p.m.



Jennifer M. Farina

Administrative Coordinator