

COUNTY COMMISSIONERS OF CAROLINE COUNTY
Health and Public Services (HAPS) Building
403 S. 7th Street, Room 111
Denton, MD 21629

Minutes
August 15, 2023

Present: President J. Travis Breeding; Vice President Larry C. Porter, Commissioner N. Franklin Bartz, III; County Attorney, Stewart Barroll

The meeting convened at 9:00AM

Following the pledge of Allegiance, President Breeding called for **public comment** and there was none.

President Breeding stated that this would be the last County Commissioners meeting held at the Health and Public Services Building. He stated that as of August 22, 2023, County Commissioners meetings would resume in the Circuit Courthouse, 109 Market Street, Denton, MD in room 106. Meetings will be every Tuesday at 9:00am until 2024. For further information regarding County Commissioners meetings please visit www.carolinemd.org .

President's Report: During the August 8th, 2023, Commissioners Meeting, the Commissioners met in closed session to discuss the following items:

- The consideration of real property acquisition. Staff was directed to obtain further information and bring before the Commissioners once completed.
- The County Attorney and outside legal counsel provided an update on the status of litigation. The Commissioners voted unanimously to sign a settlement agreement regarding litigation.
- The resignation of an employee. Various board resignations were also discussed. No action was taken.

Federal Reserve Bank of Richmond Discussion: Tom Barkin, CEO, Federal Reserve Bank of Richmond, and Debbie Bowden, Director, Economic Development; lead the formal introduction of Mr. Barkin. Mr. Barkin serves on the Fed's chief monetary policy body, the Federal Open Market Committee, and is also responsible for bank supervision and the Federal Reserve's technology organization. He is "on the ground" continually in the Fed's Fifth District, which covers South Carolina, North Carolina, Virginia, D.C., West Virginia, and Maryland. His engagement in the region has brought real attention to areas facing economic challenges.

Mr. Andy Bower, staff member, was also in attendance. Mr. Barkin stated that he has allotted time in his schedule to tour rural areas around the Eastern Shore of Maryland, to get a sense of the issues each county is currently facing. He stated that Caroline County is gearing up to be business friendly.

The Commissioners had an in-depth conversation regarding federal and local economics. They touched on key details regarding the future of the housing market as well as financial patterns seen locally regarding shopping and business.

On motion by Commissioner Porter, Seconded by Commissioner Bartz, the Commissioner voted to go into **Legislative Session** for the following:

Introduction and First Reading: Legislative Bill #2023-002: Authorization of Additional Projects to be Funded from Proceeds of the Consolidated Public Improvement and Refunding Bonds of 2019: Daniel Fox, Director Office of Finance, stated that the Legislative Bill #2023-002, is being introduced because earlier in year it was identified that the County would not be pursuing the renovation of the Detention Center, funded through the 2019 Bond Issuance.

As a result of this, the County Commissioners directed staff to reallocate the funding of the project to three proposed school roof replacements and a replacement of the HVAC located in the Fretterd Center. To do this the Commissioners must formally reallocate the 2019 Bond to include the new proposed project. Stewart Barroll, County Attorney stated that the seconded reading and public hearing of this bill would be scheduled for September 5, 2023, at 9:15 a.m. during the September 5th Commissioners meeting. The anticipated enactment for this bill if passed will be October 27th, 2023.

On motion by Commissioner Porter, Seconded by Commissioner Bartz, the Commissioner motioned to come out of **Legislative Session**.

Class Specification Discussion—County Administrator: Sherry Bratton, Director of Human Resources, presented the Board with the updated language for the position of County Administrator. She stated that the main changes that were updated included the following:

Definition:

- Performance will be evaluated periodically, based upon **the management of employees, detail of department director performance evaluations, responsiveness to concerns of the County Commissioners and residents of the county, implementation of tasks directed by the County Commissioners.** ~~mutually agreed upon goals and objectives.~~

Examples of Work:

- **Provides regular reports to the County Commissioners, directs the preparation of different program reports, special projects, reports and analyzes the findings prior to making recommendations to the County Commissioners; follows the direction from the County Commissioners regarding final actions to be taken.**
- **Prepares for emergencies and anticipates events by understanding the various factors and conditions which affect County government and responds appropriately when these factors change and responds to emergency problems as appropriate.**

- Department ~~heads~~ was changed to Department **Directors**

Minimum Education, Training and Experience

Bachelor ~~Undergraduate~~ degree in Public or Business Administration, **And/OR** ~~or related field~~ **AND** (10) ten or more years of highly responsible experience in fiscal and public policy leadership and administration;

President Breeding stated that regarding the degree, he didn't want to limit the field to only business administration. He stressed the need to broaden the language to allow for different backgrounds such as law, and political science. The Board also agreed as a whole, to mandate a residency requirement for the positions, allowing 6 months from the date of hire for the future employee to move to Caroline County, Maryland. The salary range would be updated based on years of experience.

At 9:56 a.m. the Board took a 10-minute recess and resumed at 10:07 a.m.

Delmarva Community Transit (DCT) Discussion: President Breeding stated that he asked for time on the agenda to discuss the future of the Delmarva Community Transit (DCT) building renovation. For background information, he explained that the County had begun looking into the DCT building to house some County Departments. The building, which is located at 10502 Greensboro Road, Denton, MD, has quite a bit of vacant square footage that could be useful. Upon further development it was learned that Upper Shore Aging which is currently located in the Caroline County Health and Public Services Building, was looking to relocate, which opened up space in the Health Department for more county departments to move. He stated that having a "one stop shop" when it came to having IT, Law, Planning and Human Resources in one building, it would allow for a more centralized area. Unfortunately, after a detailed analysis of the Upper Shore Aging area, it was quickly realized that the space was not as functional or big enough to allow for the County to move departments. The project was then put on hold. With the absence of former County Administrator, Jeremy Goldman, the Board as well as designated Department Heads, have begun to look into this project further.

Commissioner Bartz stated that he has reached out to Andy Hollis at Upper Shore Aging, and they are still very much interested in moving out of their current space, due to lack of accommodating square footage. Mr. Bartz asked Jennifer Reibly, Public Information Officer, to reach out to Mr. Hollis to have him on an upcoming meeting to discuss Upper Shore Aging in more detail.

Mr. Bartz stated that Upper Shore Aging would still like to Move from the HAPS building, but they would like to acquire a building with about 5,000 sq footage to provide all of their services. Commissioner Porter stated that he thought the County was still waiting for authorization

regarding how much of the DCT building needed to be dedicated to transportation. Mr. Barroll stated that neither the County nor DCT could find documentation regarding those details.

Staff was asked to follow up with several items regarding this project. The Commissioners agreed as a Board, that felt it best to have a further discussion with Upper Shore Aging to see if the DCT building would fit their needs. A more detailed discussion would be held at a later date regarding the moving of other county departments to the HAPS building.

Consent Agenda: the following items were approved by unanimous consent.

- Minutes: Open and Closed Session of August 8, 2023
- P.O #2024-038 & Accompanying Contract, Rapid SOS Premium Ready 3 – 911 Board - \$59,760, Caroline County Department of Emergency Services
- P.O #2024-056 & Accompanying Contract, Stryker EMS Combined ProCare - \$45,226, Caroline County Department of Emergency Services
- P.O #2024-080 & Accompanying Contract, Martin’s Excavating & Hauling, for Choptank Marina Dredge Disposal Site Preparations, \$148,628.39, Caroline County Department of Recreation and Parks
- P.O #2024-082, & Accompanying Contract, David A. Bramble, Inc for Central Avenue Paving & Preparation, \$580,651, Caroline County Department of Public Works
- P.O #2024-083, Accompanying Contract, David A. Bramble, Inc, for Church Lane Paving & Preparation \$190,151, Caroline County Department of Public Works
- Certification for Cooperative Local-State Library Aid Programs for FY2024, Caroline County Public Library
- FY2024 Police Accountability, Community, and Transparency (PACT) Grant Program Application, Caroline County Sheriff’s Office, Grant Funds, \$35,937.00

Action Agenda:

- Bank-Run Gravel Materials Contract, J. Richard Breeding Excavating, Inc. Caroline County Department of Public Works. Commissioner Breeding stated for the public record that he must recuse himself from voting on the following contract due to a conflict of interest and a relation to the company being awarded the contract. Was approved on motion by Commissioner Porter and seconded by Commissioner Bartz.
- Resolution #2023-017, Amendment to Caroline County Personnel Rules and Regulations, Class Specification for Caroline County Office of the County Administrator, was approved on motion by Commissioner Porter, and seconded by Commissioner Bartz.
- Resolution #2023-018, Rescission of Declaration of Local State of Emergency and Executive Order-Battery Energy Storage System, was approved on motion by Commissioner Breeding, seconded by Commissioner Bartz. Commissioner Porter opposed. He stated he did not agree with lifting the state of emergency until the storage system had the proper emergency plan in place.

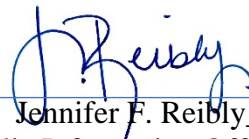
County Administrator's Report:

- The Board went around the room and asked each department head for any specific updates.
- Ms. Leager stated that she and Commissioner Porter would be having a meeting with the County's new lobbyist firm to go over local initiatives.

County Commissioner Open discussion

- Commissioner Bartz stated Terae Warner, a local business owner and mentor to the County's youth, host an annual basketball tournament. Mr. Bartz stated that Mr. Warner gets sponsorship, provides jerseys, photographs, and recordings. He stated that he wanted to give Mr. Warner the recognition he deserves regarding such a fun and positive activity for several different age groups for both boys and girls in the county. He stated that Mr. Warner helps make a positive impact on all the youth that participates.
- Commissioner Porter stated that he was approached by Sheriff Baker, regarding the use of the County Seal on a 250th Anniversary Challenge coin, for the Caroline County Sheriff's Office. The Board saw no issue with the use of the seal on the coin. On motion by Commissioner Porter, seconded by Commissioner Bartz, the board approved the use of the County seal on the Sheriff's Office Challenge coin.
- Mr. Porter stated that it was brought to his attention that 9-1-1 addresses were not allocated to farms without a dwelling or livestock on them. He stated that although he understood why that was in the County Code, he would like a further discussion. He stated that he felt obligated to bring to everyone's attention due to it being a public safety matter.
- Steve Hurlock, Communications Division Chief, explained that any accidents that occur on a farm with no dwelling, would still be located through the 9-1-1 mapping system that the County has through Rapid SOS. Mr. Hurlock went on to stress that the location would be found even without a 9-1-1 address allocated to that specific property.
- Mr. Hurlock also asked the Board to please visit the 911 booth at the Maryland Association of Counties (MACo) Conference, in Ocean City, where several County 91-1-1 Communication Specialist would be setting up a Caroline County Public Safety Answering point.
- Commissioner Porter briefed everyone on the Board's visit to Arcadia Nursing Facility located in Denton. He stated that they would be following up with Compass Regional Hospice to discuss the visit further, and get more details regarding the MOU with Hospice, which in return allows beds to be available for Caroline County Hospice patients.
- Mr. Breeding stated that Sheriff Baker, Ms. Reibly and the Board would be meeting with the Times Record at a later date to go over the exciting milestone of the 250 Anniversary of Caroline County as a governing entity.

There being no further discussion the meeting ended at 11:22 a.m.



Jennifer F. Reibly

Public Information Officer