

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

Minutes
September 7, 2021

Present: President Larry C. Porter; Vice President Daniel J. Franklin; Commissioner Wilbur Levensgood, Jr.

The meeting was called to order at 9:02 AM.

There was no public comment.

COVID-19 Response and Recovery Update - Robin Cahall, Health Officer, Caroline County Health Department: Ms. Cahall provided an update on the status of Caroline County in regard to COVID-19 and its variants (Delta & Alpha). The 7-Day Positivity Rate in Caroline County is 9.24% and in the State of Maryland it is 4.35%. The case rate in Caroline County has increased by 52.9% for a total of 45.76%. Maryland saw an increase of 13.3%, for a total of 20.3%. Statewide, 73% of cases were from those not vaccinated. Currently in Caroline County, regarding vaccinated citizens, all eligible ages (12+) are 58.6%. In the State of Maryland, all eligible ages (12+) that are vaccinated is 74.1%.

Discussion- Benedictine Foundation Community Development Block Grant (CDBG) - Margaret Roe, Director, Finance: Commissioner Franklin stated that for the record, his wife (Stephanie Franklin) is employed by the Benedictine Programs and Services (school side), not by the Benedictine Foundation; two separate entities. Ms. Roe informed the Commissioners that the CDBG application is due in October and that the Foundation is requesting to apply for the full \$800,000 available. The funding would go toward construction, classrooms, student rooms, walking paths, etc. If funding is received, the Foundation plans to begin construction in Spring of 2022. Ms. Roe also mentioned that the Finance Department will work with the to submit the application online. To apply, an advertised public hearing will need to be held and a Resolution will need to be made.

Commissioner Levensgood motioned to proceed with the hearing. Commissioner Franklin seconded. All three Commissioners were in favor of proceeding with a public hearing scheduled for 9/21/21.

Discussion – Humane Society - D. W. Masonry, INC. Invoice – Margaret Roe, Director, Finance: Ms. Roe was joined by Ms. Bonnie Johnson from the Caroline County Humane Society. Ms. Johnson apologized for the debacle and stated that she was unaware of the Counties 3 bid procurement model. Ms. Johnson mentioned that she had email correspondence with Kevin Brown from Caroline County Department of Public Works regarding moving a structure from the Elementary School, to the Humane Society. She stated that in the email, Mr. Brown mentioned D.W. Masonry because they are familiar with prepping foundations for moving and receiving. She mentioned since D.W. Masonry was mentioned, that she didn't have to go through a bid process and thought that D.W. Masonry was aware of the process.

Jeremy Goldman, County Administrator, stated that this is a procedural issue and that he cannot sign-off on the invoice because the procurement process was not followed. All three Commissioners agreed to pay the invoice but noted that the process needs to be relooked at and cleaned up to prevent this from happening again.

Discussion - Class Specification Change – Sherry Bratton, Director, Human Resources: Ms. Bratton presented the Commissioners with 8 Class Specification Change drafts (Account Clerk I, II, III, Grant Coordinator and Grant Assistant, Director and Deputy Director of Finance, and Accounting Assistant). All three Commissioners tabled these to an upcoming Work Session.

Consent Agenda: (The following items were unanimously approved by the Commissioners): Commissioner Porter asked why the County's Purchase Card limit was being increased. Jeremy Goldman, County Administrator stated that it is to ensure there are always funds available during a payment cycle. Example, if someone is at a conference and the County is maxed out during a payment cycle, that person doesn't have to use their personal card and wait for reimbursement. It is being raised as a safeguard. Emergency Hotel Placement: 12months ago report to where the money went and who benefited from it. This is just out last Jan – Jun semiannual report that was due. It came out of CARES II funding through DHCD? No local tax revenue through or state, all federal funding.

Commissioner Porter asked about His Hope Ministries Emergency Hotel Placement item. Danny Fox, Deputy Director of Finance stated that this is just a report of where the money went and who benefited from it. It is a semiannual report (January – June). The funding originated from the CARES II Act through DHCD; no local tax revenue was used.

Commissioner Porter inquired about the afterschool cooking program. Administrator Goldman informed him it was the program that taught kids how to make low-cost, healthy meals.

- 2019 Bond Transfer – Board of Education Reimbursement – Greensboro Elementary School
- His Hope Ministries – Emergency Hotel Placement – CDBG Semi Annual Report
- Purchase Order & Contract #2022-00000067– Window Depot – Court House Window Replacement – Window Depot of Delmarva
- Purchase Order & Contract #2022-00000065– Asphalt Recycler & Hot Box Trailer – Spaulding MFG
- Janitorial Services Purchase Orders & Contracts – County Buildings – Bay Country Cleaners, LLC. (#2022-00000076) & Choptank Cleaning Services & Property Maintenance (#2022-00000079)
- Purchase Order #2022-00000084 to Mid-Atlantic Waste Systems - Trailer mounted Sewer Jetter
- Purchase Order #2022-00000086 to Groff Tractor Holdings, LLC - Case 621G
- Purchase Card Amount Increase – PNC
- Joint Use Agreement – Ridgley Car Show – Overflow Parking
- Joint Use Agreement – Greater Impact – Courthouse Green
- Resolution #2021-018 Amendment to the Comprehensive Water and Sewer Plan (CWSP)

- Town of Denton Water and Sewer Service Areas Map Amendment
- Resolution #2021-019 Disposal of Surplus County Property by Grant for Public Purpose – 706 Sunnyside Avenue, Denton, MD 21629
- Resolution #2021-020 Amendment to Caroline County Personnel Rules and Regulations – Class Specification for Caroline County Department of Emergency Services – EMS Supervisor
- Memorandum of Understanding – Upper Shore Aging Workforce Investment Board – 2021-2023
- Memorandum of Agreement – Caroline Human Services Council Inc. – After School/Cooking Matters FY22
- Employment Contract – Paramedic – Riddle
- Employment Contract – Paramedic – Greenhawk
- Minutes – August 17, 2021 – Open & Closed Session

Recessed at 9:58am

Reconvened at 10:03am

County Administrators Report – Jeremy Goldman: Administrator Goldman stated that the County has a lot of work ahead of itself. He also mentioned that he will be out of the office on 9/9 & 9/10. Commissioner Porter mention that the previously mentioned (8/17/21) meeting Electrical Bill needs some work done to it this coming Legislative Session. Stewart Barroll, County Attorney, and Crystal Dadds, Deputy Director, Planning and Codes, are going to get together to form a game plan.

Ryan White, Director, Public Works, mentioned that the Poplar Neck Bridge signs are up, and that Sue Simmons, Director, Recreation and Parks, is looking at the bridge and figuring out what needs to be done.

Mr. Goldman also mentioned that scheduling the meeting with the Town of Denton for the land annexation for the YMCA is in the works.

County Commissioners Open Discussion: Commissioner Levengood mentioned he has been busy farming between rainstorms. Commissioner Franklin mentioned that touring the Red Maples Compost Facility was helpful in clarifying some outstanding questions. Commissioner Franklin also mentioned he enjoyed many crabs at the Annual Federalsburg Lions Club Crab Feast. Commissioner Porter closed the open discussion by sharing that he has had a busy summer. His birthday was on Sunday and is shared with his great-niece. He was able to avoid dressing up as a dinosaur for the party; he is thankful for all the birthday wishes.

There was no public comment.

There being no further discussion the meeting adjourned at 10:15 a.m.

Kaleigh E. Leager

Kaleigh Leager
Executive Assistant to The County Commissioners