

July 12, 2022

The County Commissioners of Queen Anne’s County met this date pursuant to its last adjournment and there were present:

Christopher M. Corchiarino (via zoom)  
James J. Moran  
Jack N. Wilson, Jr.  
Stephen Wilson  
Philip L. Dumenil

**CLOSED SESSION:**

Pursuant to State Government Law Section 3-305(b) (1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; “The County Commissioners held a Closed Session on a motion of Commissioner J. Wilson, seconded by Commissioner Dumenil, at 5:00 p.m. in The Office of the County Commissioners, The Liberty Building, 107 N. Liberty Street, Centreville, Maryland.” The Board adjourned in Closed Session at 5:05 p.m. Those in attendance were Mr. Todd Mohn, P.E., County Administrator and Ms. Margie Houck, Executive Assistant.

In open session, on a motion made by Commissioner Dumenil, seconded by Commissioner Moran , the Board unanimously agreed to reappoint Jim Riggins and appoint Kevin D. Carr to the Blue Heron Advisory Committee. These terms will expire on June 30, 2024

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

In open session, on a motion made by Commissioner Dumenil, seconded by Commissioner Moran, the Board unanimously agreed to reappoint Colleen Thomas and appoint Pastor Mark Famell, Ashley Kaiser, Patrick Kirk and Deyanira Juliet Murga. These terms will expire on June 30, 2025.

**CLOSED SESSION:**

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Pursuant to State Government Law Section 3-305(b), (5) to consider the investment of public funds; “The County Commissioners held a Closed Session on a motion of Commissioner J. Wilson, seconded by Commissioner Dumenil, at 5:06 p.m. in the Office of the County Commissioners, The Liberty Building, 107 N. Liberty Street, Centreville, Maryland.” The Board adjourned in Closed Session at 5:30 p.m. Those in attendance were Mr. Todd Mohn, P.E., County Administrator and Ms. Margie Houck, Executive Assistant.

The Board discussed funding of a project.

**MEETING CALLED TO ORDER:**

The meeting was called to order at 5:30 p.m.

**MINUTES:**

On a motion made by Commissioner J. Wilson, seconded by Commissioner S. Wilson, the Board unanimously agreed to approve the Agenda for the current meeting and the Regular and Closed Session Minutes of June 28, 2022, Roads Minutes of June 28, 2022 and Sanitary minutes June 14, 2022.

**PRESS AND PUBLIC COMMENTS:**

The following persons spoke to the Commissioners on subjects of interest to them:  
None

**PRESENTATIONS:**

**MACo LEGISLATIVE UPDATE:**

Ms. Laura Price, President and Michael Sanderson Executive Director of MACo met with the Board and reviewed the 2022 Legislative Initiatives. They reviewed the Highway User Revenues Fund, Emergency Services Initiatives and Taxes and Revenues.

**CHARTER COUNTS PROCLAMATION:**

The Commissioners read and presented the following proclamation to Ms. Kelly Huber Character Counts Coach Specialist:

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**WHEREAS**, Queen Anne’s County was declared a “Character Counts! Community; and

**WHEREAS**, all citizens have been called upon to embrace the “Six Pillars of Character” and to use them into their daily activities and to model these traits of good character; and

**WHEREAS**, the *Character Counts!* Pillar of the Month for July is “Citizenship”; and

**WHEREAS**, all citizens including our teachers, police, firefighters, store owners, students, community workers, neighbors, family members and friends will be good citizens; and

**WHEREAS**, all citizens will follow the rules, and laws of our community/country in schools, stores, sports events, at parks and anywhere else they may gather; and

**WHEREAS**, all citizens will help others, use manners, being kind and considerate of other’s feelings and do kind things for other people; and

**WHEREAS**, all citizens will show integrity by following the golden rule and treating others as they wish to be treated; and

**WHEREAS**, all citizens will honor their country, their family and their community; and

**WHEREAS**, all citizens will work together to make QAC a wonderful place to visit and/or live; and

**NOW THEREFORE**, Queen Anne’s County Commissioners and AHG Troop MD0414 do hereby designate the *Character Counts!* Pillar of the Month for July to be “Citizenship.”

This month’s proclamation was written by the American Heritage Girls Troop MD0414

**PRESENTATION OF CHECK TO COMMISSIONERS:**

Mr. Jim Flaherty presented the Commissioners a check in the amount of \$40,000 to be used for Pickleball. The money was bequeathed by Carole M. Cascio to Jim Flaherty c/o the Crabby Pickleball Players for the sole purpose of Pickleball. The donation is to be used for Parks CAPITAL PROJECT – PICKLEBALL.

**WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:**

The Board reviewed various correspondence with Todd Mohn, PE, County Administrator.

**ADMIN/ENGINEERING:**

**BALTIMORE METROPOLITAN COUNCIL AGREEMENT – UNIFIED PLANNING WORK PROGRAM CONTRACT FOR FY2023**

Mr. Steve Cohoon, Public Facilities Planner, Department of Public Works submitted to the Board for their review and approval the Baltimore Metropolitan Council (BMC) Agreement Unified Planning Work Program (UPWP) Contract for FY 2023. As a Member of the Baltimore Metropolitan Council each year the County executes a contract relating to our involvement and participation with the proposed work program. In turn, the agreement provides for financial support for our work with the BMC. The BMC will reimburse the County for 80% of the work done by staff on joint planning projects and studies. This year the focus area projects include:

- Investigating Safe Transportation Highway Systems
- Identify Skills and Technology to Support Regional & Local Transit Operations
- Planning for Expansion of Electric Vehicle Charging Infrastructure
- Planning for Connected and Automated Vehicles
- Establishing a Vision for an Integrated Regional Bicycle Network

The total estimated maximum budget relating to joint projects and the work program with the BMC over the next year is \$60,000. The BMC will financially support the County’s involvement up to \$48,000 (80% of the total). The County will provide a 20% match of \$12,000 through staff time and participation. Staff recommends approval and execution of the Unified Planning Work Program Agreement with the Baltimore Metropolitan Council for FY 2023.

On a motion made by Commissioner Dumenil, seconded by Commissioner Moran, the Board unanimously agreed to approve and sign the Unified Planning Work Program Agreement with the Baltimore Metropolitan Council for FY 2023.

Commissioners	Yes	No
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Moran	x	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

**MATAPEAKE INDUSTRIAL PARK GRANT SEMI ANNUAL PROGRESS REPORT:**

Ms. Heather Tinelli, Director of Economic and Tourism Development submitted to the Board for their review and approval the Matapeake Industrial Park Grant Semi Annual Progress Report. This is the Semi-Annual Progress Report for grant number MD-11-ED-70 in regards to the Matapeake Industrial Park. The grant has been in effect since 2011 when the original award of \$575,000 was made. The park is adjacent to the Matapeake Beach and Clubhouse facility. For the grant reporting year ending 6/30/2022, 20 new jobs were created for a total of 51 new full-time jobs and 77 total new jobs at the Matapeake Business Park since 2011. In order to finalize this report, a signature from the President of the Board of County Commissioners is required on the attached CDBG Semi-Annual Progress Report form.

On a motion made by Commissioner , seconded by Commissioner , the Board unanimously agreed to I move to approve and sign the Semi-Annual Progress Report as presented for the Community Development Block Grant number MD-11-ED-70, regarding Matapeake Industrial Park, which covers the time period of January 1, 2022 — June 30th, 2022.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

**JAMES TOLSON SUBDIVISION – AMENDED PERPETUAL PROTECTIVE AGREEMENT DEED OF FOREST CONSERVATION EASEMENT:**

Mr. Doug Summers, Associate Planner, Department of Planning and Zoning submitted to the Board for their review and approval an amended perpetual protective agreement deed of forest conservation easement. This is an Amended Perpetual Protective Agreement Deed of Forest Conservation Easement for the James Tolson subdivision Forest Conservation Plan. The applicant has proposed a forest conservation plan amendment to address lot access issues,

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specifically for lot 3. This Amended Perpetual Protective Agreement Deed of Forest Conservation Easement would shift 0.03 acres of existing protected land from the southwest corner of lot 3, located adjacent to Old Love Point Road, and transfer it north and to the east on lot 3 so that it runs parallel along an existing gravel driveway right-of-way. All reconfigured protected land will remain within lot 3 parcel boundaries, while other protected areas from the original easement would remain unchanged. Staff recommends review and signature for the Amended Perpetual Protective Agreement Deed of Forest Conservation Easement.

On a motion made by Commissioner Moran, seconded by Commissioner S. Wilson, the Board unanimously agreed to sign the Amended Perpetual Protective Agreement Deed of Forest Conservation Easement document for the James Tolson subdivision Forest Conservation Plan.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

**ADMINISTRATIVE SUBDIVISION – THIRD AMENDED DEED OF OPEN SPACE EASEMENT:**

Mr. Doug Summers, Associate Planner, Department of Planning and Zoning submitted to the Board for their review and approval Samuel Kern – Administrative Subdivision #22-01-0281 – Third Amended Deed of Open Space Easement. This is Third Amended Deed of Open Space Easement for the Samuel Kern administrative subdivision. The applicant has proposed an administrative subdivision to reconfigure lot lines between lots 1 and 4, in which lot 1 will convey 0.776 acres of land to lot 4. Due to this reconfiguration, existing deeded open space on lot 1 would require relocation to accommodate this lot line adjustment. This proposed Third Amended Deed of Open Space Easement would shift 0.776 acres of open space from the area between lots 1 and 4 and relocate it to the southeast corner of existing deeded open space. Additionally, due to the land conveyance, the required open space would increase by 4.397 acres to an overall total of 35.473 acres. Staff recommends review and signature on the Third Amended Deed of Open Space Easement.

On a motion made by Commissioner S. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to sign the Third Amended Deed of Open Space Easement for the Samuel Kern Administrative Subdivision.

Commissioners	Yes	No

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Moran	x	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

**CITIZEN SPONSORED TEXT AMENDMENT 22-03 REPEAL OF WOODLAND:**

Ms. Stephanie Jones, Principal Planner with the Department of Planning and Zoning submitted to the Board to be introduced County Ordinance 22-03. TA/CO #22-03 is a citizen sponsored application submitted by Barry Waterman. This proposed amendment would repeal specific woodland disturbance limits that are found in Article IX, Resource Protection Standards. These provisions are separate from the existing Critical Area Law and the Forest Conservation Act. At the June 9, 2022 Planning Commission meeting, after reviewing the proposed language, staff memo, and listening to the applicant’s testimony and public comments the members voted 4:1 to send a favorable recommendation to the Board. Staff is recommending to introduce and schedule a public hearing regarding TA/CO 22-03 as favorably reviewed by the Planning Commission.

Commissioner S. Wilson introduced County Ordinance 22-03.

**CITIZEN SPONSORED TEXT AMENDMENT 22-05 – MAJOR EXTRACTION ON NONCONTIGUOUS PARCEL:**

Ms. Stephanie Jones, Principal Planner with the Department of Planning and Zoning submitted to the Board to be introduced County Ordinance 22-05. TA/CO #22-05 is a citizen sponsored application submitted by Lisa P. Schrader. This proposed amendment would allow, by conditional use, major extractions on a Noncontiguous Parcel of Open Space within the Agricultural (AG) and non-Critical Area Countryside (CS) Districts. At the June 9, 2022 Planning Commission meeting, after reviewing the proposed language, staff memo, and listening to the applicant’s testimony and public comments the members voted 4:1 to send an unfavorable recommendation to the Board. Staff is recommending to introduce and schedule a public hearing regarding TA/CO #22-05 as unfavorably reviewed by the Planning Commission.

This text amendment was withdrawal by the applicant on July 11, 2022.

**CITIZEN SPONSORED TEXT AMENDMENT 22-07 BONUS DENSITY FOR MIXED USE RESIDENTIAL DENSITY IN THE WATERFRONT VILLAGE CENTER DISTRICT:**

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Ms. Stephanie Jones, Principal Planner with the Department of Planning and Zoning submitted to the Board to be introduced County Ordinance 22-07. TA/CO #22-07 is a citizen sponsored application submitted by Jemal's Kent Narrow's, LLC. This proposed amendment would allow for a bonus of a maximum mixed-use residential density of up to 25 dwellings per acre for redevelopment of properties within dilapidated or abandoned structures by meeting the existing bonus density standards within the Waterfront Village Center (WVC) District. It also proposes to alter the purpose statement of the WCV District by adding the term residential to mixed-use in the list of intended uses. At the June 9, 2022 Planning Commission meeting, after reviewing the proposed language, staff memo, and listening to the applicant's testimony and public comments the members voted 4:1 to send a favorable recommendation to the County Commissioners regarding the proposed amendment with a recommendation that the proposed term "residential" be removed from the purpose statement. Staff is Recommending to introduce and schedule a public hearing regarding TA/Co #22-07 as favorably reviewed by the Planning Commission. Commissioner Moran introduced County Ordinance 22-07

**A WILSON WALLS FARM, LLC- MINOR SUBDIVISION #21-11-0273 TERMINATION OF OPEN SPACE:**

Mr. Doug Summers, Associate Planner, Department of Planning and Zoning submitted to the Board for their review and approval a Termination of Open Space Easement document for the A. Wilson Walls Farm, LLC Minor Subdivision. The applicant (Rick Walls) is proposing a minor subdivision to convert existing Lot 1 from a cluster lot designation to a slide lot designation. Lot 1 would maintain its current location and area of 1.5 16 acres. In addition, the plan proposes creating a second slide lot (Lot 2), totaling 2.00 acres, which would be located on Parcel 19 southeast of Lot 1. Whereas the cluster subdivision technique within the Agricultural zoning district (AG) requires the preservation of deed restricted open space, slide lot subdivisions do not require open space to be set aside. By removing the cluster lot from Parcel 19, the current deeded open space requirement becomes unnecessary, thus the applicant is proposing to remove the 157.636 remaining acres of open space on Parcel 19 from deeded easement. Staff is recommending execution of the Termination of Open Space Easement document for the A. Wilson Walls Farm, LLC Minor Subdivision #21-11-0273.

On a motion made by Commissioner Dumenil, seconded by Commissioner Moran, the Board unanimously agreed to sign the Termination of Open Space Easement document for the A. Wilson Walls Farm, LLC Minor Subdivision #21-11 -0273.

Commissioners	Yes	No
Moran	x	
J Wilson	x	



S Wilson	x	
Dumenil	x	
Corchiarino	x	

**Chesapeake College Revised FY2023 Budget and Fund Balance Request**  
**CHESAPEAKE COLLEGE REVISED FY2023 BUDGET AND FUND BALANCE**  
**REQUEST:**

Mr. Clifford Coppersmith, President of Chesapeake College submitted to the Board for their review and approval a revised FY2023 budget and fund balance request. Chesapeake College is pleased to report an increase in FY 2023 State funding of 51,295,019 resulting from the Senator John A. Cade Funding Formula & Budget Reconciliation & Financing Act for FY 2023. The college has prepared a revised FY 2023 budget plan as a result of this increase in State funding. The revised budget proposal does not require any additional support front the five collage support counties. The college’s Board of Trustees met on April 27, 2022 and approved this revised budget. The revised proposal provides an additional salary increase to full-time employees of 3% which brings the total increase for employees to 5% for FY2023. A top priority in the revised budget is to fund the recommendations from the compensation study completed in FY 2022. The college continues to experience challenges retaining our highly skilled and proficient workforce as well as successfully bringing new employees to the College to maintain high demand areas in operations and instruction.

The college is also requesting use of the college fund balance of \$100,000 for two specific projects. These projects include:

**Queen Anne Technical Building Program Statement Consultants**

Chesapeake must submit a Program Statement Part I and Part II to the State agencies in December 2022 for consideration of the project for funding starting in fiscal year 2025. Normally large state funding capital project appropriations are allocated over three fiscal years. (Design FY2025, Construction FY2026 and FF&E FY2027. Examples of consultants that may be needed on this project are civil engineering, HVAC and architectural services.

Amount of Request. \$50,000

**Applicant Tracking, Onboarding and Professional Development Human Resource Software and Implementation**

The college currently uses an applicant tracking system called Hire Touch. The support for this

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software is ending on 12/31/2022. The college will need to replace and update the software to support applicant tracking. The college is searching to replace the current system with a much more comprehensive HR management suite of software solutions.

Amount of Request: \$50,000

On a motion made by Commissioner Moran, seconded by Commissioner Dumenil, the Board unanimously agreed to approve the Chesapeake College revised FY2023 budget by function \$26,332,082 and the request for a one-time fund balance transfer of \$100,000 for the designated projects. As part of the motion, Commissioner S. Wilson asked questions and/or made comments on this topic.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

**AUDIT ENGAGEMENT LETTER:**

Ms. Nichole Hepfer, Director of Budget and Finance submitted to the Board for their review and signature the Audit Engagement Letter. This is a standard letter we receive annually for the County’s financial audit which outlines the terms and conditions of the engagement. The attached letter is for 3 years (FY22-FY24) and locks the County into the specified rates with our auditor, UHY LLP. For the FY23 and FY24 audits, we will receive a similar engagement letter reviewing the terms for those years.

On a motion made by Commissioner S. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to have Commissioner Corchiarino sign the Audit Engagement Letter.

Commissioners	Yes	No
Moran	x	
J Wilson	x	
S Wilson	x	
Dumenil	x	
Corchiarino	x	

**PRESS AND PUBLIC COMMENTS:**

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The following persons spoke to the Commissioners on subjects of interest to them:

None

**COMMISSIONER’S ROUNDTABLE:**

Commissioner J. Wilson discussed the following:

Asked citizens to get out and vote  
Gas tax and going to all electric cars

Commissioner Moran discussed the following:

Will be going to Detroit for a conference with the Chesapeake Connect

Commissioner S. Wilson discussed the following:

HUR Money

Commissioner Dumenil discussed the following:

Representation from MACo did a great presentation earlier in the meeting  
Commissioner J. Wilson puts a lot of work in at MACo

Commissioner Corchiarino discussed the following:

Asked citizens to get out and vote

There being no further business, they adjourned at 6:36 p.m. to meet again on Tuesday, July 26, 2022.

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EXECUTIVE ASSISTANT

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PRESIDENT

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