

September 22, 2020

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

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

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 Corchiarino, 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 5:20 p.m. Those in attendance were Mr. Todd Mohn, County Administrator; Ms. Margie Houck Executive Assistant, Ms. Beverly Churchill, Director of Human Resource and Mr. Jonathan Seeman, Director of the Budget, Finance and IT.

In open session, on a motion made by Commissioner Dumenil, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve the following vacant positions:

1. Economic Development & Tourism — Admin Assistant (1)
2. Economic Development & Tourism — PT/Contractual Visitors Center Attendants (4-5)
3. Animal Services — Animal Service techs (2)
4. Planning & Zoning — Senior Planner (1)
5. IT Department - Systems Engineer Position

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

CLOSED SESSION:

Pursuant to State Government Law Section 3-305(b), (7) to consult with counsel to obtain legal advice on a legal matter; “The County Commissioners held a Closed Session on a motion of Commissioner J. Wilson, seconded by Commissioner Corchiarino, at 5:20 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 5:45 p.m. Those in attendance were Mr. Todd Mohn, County Administrator; Ms. Margie Houck, Executive Assistant; Patrick Thompson, Esquire, County Attorney and Mr. Jonathan Seeman, Director of Budget, Finance and IT.

The Board discussed a legal matter regarding the Housing Authority.

MINUTES:

On a motion made by Commissioner J. Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve the Agenda for the current meeting and the Closed and Regular minutes of September 8, 2020.

PRESS AND PUBLIC COMMENTS:

No persons spoke to the Commissioners on subjects of interest to them.

PUBLIC HEARING:

The County Commissioners of Queen Anne’s County, Maryland held a public hearing at 6:00 p.m. in the County Commissioner’s Meeting Room in the Liberty Building, 107 N Liberty Street, Centreville, Maryland 21617, to receive public comment on County Ordinance 20-04.

Patrick Thompson, Esquire, County Attorney, conducted the hearing on behalf of the county and noted all legal requirements were met.

COUNTY ORDINANCE NO. 20-04

A BILL ENTITLED

AN ACT CONCERNING Accessory Dwelling Unit Provisions in the Resource Conservation Area.

FOR THE PURPOSE of making accessory dwelling unit provisions as outlined in both Maryland Natural Resources Annotated Code Section 8-1808.1 and COMAR 27.01.02.05. consistent with the development standards in resource conservation area and the dwelling unit definition found in the Code of Public Local Laws of Queen Anne’s County, Maryland.

BY ADDING §14:1-39.B.(2). Development standards in resource conservation and AMENDING §18App. Definition of Dwelling Unit found in the Code of Public Local Laws of Queen Anne’s County, Maryland.

There was no public comment. The record will remain open for two weeks.

PUBLIC HEARING:

The County Commissioners of Queen Anne’s County, Maryland held a public hearing at 6:05 p.m. in the County Commissioner’s Meeting Room in the Liberty Building, 107 N Liberty Street, Centreville, Maryland 21617 to receive public comment on County Ordinance 20-11.

Patrick Thompson, Esquire, County Attorney, conducted the hearing on behalf of the county and noted all legal requirements were met.

COUNTY ORDINANCE NO. 20-11

A BILL ENTITLED

AN ACT CONCERNING Updates to the Building Code for Queen Anne’s County;

FOR THE PURPOSE of bringing all codes in line with the most current state and federal editions: International Building Code, International Residential Code, International Mechanical Code, International Energy Conservation Code, National Fire Protection Association Fire Code, National Electrical Code, National Standard Plumbing Code Illustrated, and National Fuel Code; defining “Substantial Improvement” for purpose of automatic sprinkler system installation; providing for a digital seal submittal option; increasing the penalties for violations; and generally dealing with and updating Chapter 10 of the Code of Public Local Laws of Queen Anne’s County.

BY AMENDING Sections 10-1 through 10-7 of Chapter 10 of the Code of Public Local Laws of Queen Anne’s County.

There was no public comment. The record will remain open for two weeks.

WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:

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

MID-SHORE REGIONAL LANDFILL:

On a motion made by Commissioner J. Wilson, seconded by Commissioner S. Wilson, the Board unanimously agreed that the Commission President sign the Mid-Shore Regional Landfill – 20-year Extension letter to the Caroline County Commissioners.

Re: Mid-Shore Regional Landfill 20-year Extension

Dear Mr. Porter:

Thank you for the recent letter stipulating preliminary terms for the foundation of an agreement to continue hosting the Mid-Shore Regional Landfill in Caroline County.

The Commissioners of Queen Anne’s County appreciate the opportunity to work on a mutually acceptable arrangement that would allow the Regional Landfill to remain and continue operations in Caroline County until approximately 2050. We strongly believe that every option to fully utilize this regional public asset must be carefully examined as a matter of responsible public policy.

We hereby accept your initial conditions that: 1) any payments or host fees (to be determined) could commence in fiscal year 2022, and 2) such payments or host fees would continue for a minimum 20-year time period. We look forward to further conversations and evaluation of more specific terms with Caroline County and our other Mid-Shore partners.

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

USDA RDBG GRANT AGREEMENT:

Mr. Michael Clark, Chief of Housing & Family Services, submitted to the Board for their review and approval, Letter of support request for Housing Divisions application to the Maryland Energy Administration Low-to-Moderate Income Grant Program.

The Queen Anne’s County Department of Community Services Housing Division is applying to the Maryland Energy Administration Low-to-Moderate Income Grant program to receive \$134,000 in funding. I would appreciate it if you would sign a letter of support for the project.

The project will provide energy saving measures to over 250 low-to-moderate level income households in Queen Anne’s County, with the most energy and cost savings provided to

Queen Anne’s County Public Housing Authority tenants. Foxxtown apartments will be a focus and will be provided with LED lightbulbs, Energy Star refrigerators and Energy Star PTAC HVAC units. The Housing Division will provide a program to low-to-moderate income level homeowners to provide energy saving measures and include LED lightbulbs, Energy Star rated appliances and upgrading HVAC units to ensure maximum cost savings.

Your support is appreciated and essential for this project to benefit our low-to-moderate level income households, especially our seniors in Sudlersville at Foxxtown Apartments.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Moran, the Board unanimously agreed to sign and submit the letter of support for the Queen Anne’s County Department of Community Services, Housing Division’s application to the MD Energy Administration Low-to-Moderate Income Grant Program. As part of the motion, Commissioners Dumenil and S. Wilson made comments on this topic.

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

RESOLUTION 20-29:

Mr. Mike Clark, Chief of the Division of Housing & Community Services, submitted to the Board for their review and approval, Resolution 20-29, Revising the Program Guidelines for the Critical Workforce (CWF) Second Mortgage Financial Program to Include Department of Emergency Services EMS Clinicians.

The Critical Workforce Program offers second mortgage financing to potential home buyers who meet the program guidelines. The purpose of this program is to ensure the County continues to have an adequate number of workers in local jobs who are critical to the safety and well-being of the residents. These jobs are teachers, law enforcement officers, including correctional officers, emergency dispatchers, emergency medical technician and volunteer firefighters. The original guidelines did not include the position of paramedics. We request your approval to correct that.

Recipients of the Critical Workforce Loan must remain in an eligible category (employment or volunteer service) for a minimum of five years. Annual re-certification is conducted to ensure eligibility.

As currently written, the program guidelines have “Emergency Medical Technician employed full-time in Queen Anne’s County” as one of the eligibility job categories.

Unfortunately, this category does not include Paramedics in the “Emergency Medical Technician” category. Therefore, we would like to make the necessary changes for eligibility to include all full-time Queen Anne’s County Emergency Services Clinicians. By making this slight change in wording we will be able to accept all the clinicians into the Critical Workforce loan program.

A RESOLUTION OF THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, MARYLAND, REVISING THE GUIDELINES FOR THE QUEEN ANNE’S COUNTY DEPARTMENT OF COMMUNITY SERVICES, HOUSING AND COMMUNITY SERVICES, CRITICAL WORKFORCE (CWF) SECONDARY MOTGAGE FINANCING PROGRAM.

WHEREAS, the Critical Workforce Secondary Mortgage Financing Program guidelines delineate eligible critical workforce employees;

AND WHEREAS, such guidelines include Emergency Medical Technicians but does not include employees who are considered Paramedics;

AND WHEREAS, in order to include Paramedics among the eligible critical workforce employees these presents are executed;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, MARYLAND, the 22 day of September 2020, as follows:

1. The guidelines for the Critical Workforce (CWF) Secondary Mortgage Financing Program be and are amended to read as set forth on Exhibit A attached hereto and incorporated herein.

On a motion made by Commissioner Corchiarino, seconded by Commissioner Dumenil, the Board unanimously agreed to approve Resolution #20-29 to replace the “Emergency Medical Technician” to “Department of Emergency Services EMS Clinicians employed full-time in Queen Anne’s County” for eligibility to the Critical Workforce (CWF) Second Mortgage Loan Program as amended in Exhibit A.

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

CARES ACT PURCHASE OF KAWASAKI MULES:

Mr. Mike Watson, Chief of Operations, Department of Parks & Recreation, submitted to the Board for their review and approval, CARES ACT purchase of Kawasaki Mules.

The Department of Parks and Recreation requested to purchase two (2) Kawasaki Mules SX 4 x 4 from Talbot Powersports in Easton, Maryland through the Coronavirus Aid, Relief and Economic Security (CARES) Act. The vehicles will be utilized by our Park Rangers and Park staff for the management of the park sites that are experiencing a significant surge in usage and visitation due to the COVID 19 pandemic. They include Terrapin Nature Preserve, Ferry Point Park and Matapeake Beach. Due to the increase in visitation, these vehicles will assist us in patrolling the overcrowded areas, transporting the increase in trash in a safe and efficient manner. The mule vehicles will be able to maneuver in a safer and more efficient manner. It will decrease the potential conflict between trail users and vehicles.

These vehicles will assist with clean up, management and closing of the facilities.

1. Talbot Powersports 2020 Kawasaki Mule SX 4 x 4 XC F1 \$9,372.98 each Total \$18,745.96
2. JohnDeereHPX615E \$12,000 each Total \$24,000

On a motion made by Commissioner Dumenil, seconded by Commissioner S. Wilson, the Board unanimously agreed to authorize the Department of Parks & Recreation to purchase two (2) Kawasaki Mules SX 4 x 4 from Talbot Powersports in Easton, Maryland. Total amount of funding requested is \$18,745.96. Funding to come from the CARES Act. As part of the motion, Commissioner Dumenil.

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

QAC 911 CENTER RENOVATION: CONSTRUCTION CONTRACT AWARD:

Mr. Lee L. Edgar, P.E. submitted to the Board for their review and approval, Queen Anne's County 911 Center Renovation: Construction Contract Award.

Sealed bids were received and opened on Tuesday, September 15, 2020 for the Queen Anne's County 911 Center Renovation construction contract. The work consists of renovation to the Public-Safety Answering Point (PSAP), or 911 call center, so to achieve an increased number of workstations, improved acoustics, technological upgrades and facility recapitalization including lifecycle replacement of the roof and heating, ventilation & cooling (HVAC) systems, both of which are original to the building and are nearing the end of serviceable life. Bids were solicited in accordance with the County Procurement Policy. Eight (8) bids were received, publicly opened and read as follows:

Vendor	Location	Total Bid
Delmarva Veteran Builders	Salisbury, MD	\$1,214,300.00
Willow Construction	Easton, MD	\$1,272,682.73
Oak Contracting, LLC	Towson, MD	\$1,277,954.38
Bancroft Construction Company	Salisbury, MD	\$1,287,020.73
Harper & Sons	Easton, MD	\$1,380,382.73
KRM Construction	Chestertown, MD	\$1,499,849.73
BuildSol, LLC (not responsible)	Lanham, MD	\$ 707,825.67
Encon Corporation (not responsible)	Bladensburg, MD	\$1,177,382.73

Delmarva Veteran Builder provided the lowest responsive and responsible bid. Lesser bids by BuildSol, LLC and Encon Corporation were deemed not responsible and both contractors thereby permitted to withdraw their bids. In a twist of good fortune, though Total Bid serves as the basis of award, when adjusted to include the Add Alternate for roof replacement, Delmarva Veteran Builders’s all-inclusive proposal (\$1,353,900) is lower than that of Encon (\$1,360,382.73). Adequate funding is available in the approved Capital Project nos. 400895 DES 911 Center Update and 400897 Emergency Services Bidding Renovations budgets as shown within the Capital Budget funding and expenditures summary. It is anticipated that a sum in the range of approximately \$200,000 to \$400,000 in additional funding will be made available by the State of Maryland Emergency Number Systems Board (Numbers Board) in October 2020. Based on the above, staff recommended award of the contract to Delmarva Veteran Builders of Salisbury, Maryland, including the addition of its Add Alternate in the amount of \$139,600 for roof replacement.

On a motion made by Commissioner S. Wilson, seconded by Commissioner Dumenil, approve award the 911 Center Renovation construction contract to Delmarva Veteran Builders of Bladensburg, Maryland in the amount of \$1,360,600 and authorize the Director of Public Works to issue the Notice of Award and execute the Contract on behalf of the County Commissioners. As part of the motion, Commissioners Moran and J. Wilson made comments on this topic.

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

BROADBAND SURVEY TO RURAL BUSINESSES:

Ms. Megan DelGaudio, IT Manager/GIS Specialist II; Ms. Heather Tinelli, Economic Development Director; Mr. Sam Stanton, GIS Coordinator; the Broadband Advisory Committee

(BAC); and the University of Maryland Extension Office submitted to the Board for their review and approval, Broadband Survey to Rural Businesses.

To gather information that can be used for both grant opportunities as well as provide supportive information for recommendations for the expansion of broadband this is a request to put out a survey to the businesses in the rural area.

County IT staff; Heather Tinelli, Director of Economic Development; Broadband Advisory Committee; and the University of Maryland Extension Office have created the survey that will be circulated via an online application, mailed, placed at the University of MD Extension Office and other County locations if approved.

On a motion made by Commissioner J. Wilson, seconded by Commissioner Corchiarino, the Commissioner S. Wilson absent agreed to approve the circulation of the survey to gather information as it relates to the need for broadband in the County’s rural area.

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

PROPERTY LIENS:

Ms. Vivian Swinson, Zoning Administrator, submitted to the Board for their review and approval, Property Liens.

- Map 581, Grid 24, Parcel 375, 1005 Grasonville Cemetery Road, Grasonville (\$220.00) bank
- Map 10, Grid 2, Parcel 46, 109 Edmore Road, Chestertown (\$290.00) Vacant
- Map 58H, Grid 12, Parcel 281, 120 Collier Road, Grasonville (\$220.00) Vacant
- Map 581, Grid 23, Parcel 380, 113 Watkins Road, Grasonville (\$220.00) Vacant lot
- Map 58D, Grid 24, Parcel 120, 3809 Main Street, Grasonville (\$235.00) Vacant
- Map 49, Grid 00, Parcel 35, 919 May Lane, Stevensville (\$175.00) Occupied
- Map 5C, Grid 17, Parcel 134, 213 Fourth Street, Crumpton (\$350.00) Vacant lot

An independent contractor hired by the Zoning Office to cut grass at the above referenced addresses after the property owner ignored repeated attempts by the Zoning Inspector to get the site to comply with Queen Anne’s County Code Chapter 19 Article II § 19-2 L. (2) which states: A person may not allow any vegetation to grow higher than 12 inches on any lot or parcel that is: (a) Less than three acres in size; and (b) located in an approved or recorded residential subdivision or any part of which is within 200 feet of a neighboring residence.

On a motion made by Commissioner Corchiarino, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve Resolutions 20-30 through 20-36 to place a lien on each of the properties listed in the County Zoning Administrator’s memorandum dated September 22, 2020 for nuisance violations.

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

HOUSING AUTHORITY FORENSIC AUDIT:

Mr. Mohn and Mr. Jonathan R. Seeman, Director of Budget, Finance & Information Technology submitted to the Board for their review and approval, Housing Authority Forensic Audit.

As you know, the County has held several discussions regarding the Housing Authority’s finances and associated matters. After those discussions, we prepared a Request for Proposals (RFP) to engage in a contract with a Certified Public Accounting Firm for professional forensic investigation services of the Housing Authority. The periods to be investigated are FY17, FY18, and FY19. We released the REP on July 30, 2020.

We received 13 responses to the REP. We evaluated the proposals based on criteria included in the REP and have established a short list of proposers for your consideration. We are prepared to move forward with the contract, with the Executive Director of the Housing Authority as the liaison to the contractor. The Board tabled this item.

BUDGET AMENDMENTS:

On a motion made by Commissioner J. Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve Budget Amendment CC-11.

#	CC-11								Date	9/1/2020
QUEEN ANNE'S COUNTY										
REQUEST FOR BUDGET AMENDMENT										
FY 2021										
										Increase (Decrease) Amount
Description of expenditure/revenue accounts to increase/(decrease):										
Increase	Aging - CARES Act IIIB Supportive Services - SSC3	Fed CARES Grant Revenue			620	620030	32220			25,754
						Net increase in revenue				25,754
Increase	Aging - CARES Act IIIB Supportive Services - SSC3	Regular Salaries			620	620030	4003			15,332
Increase	Aging - CARES Act IIIB Supportive Services - SSC3	Social Security			620	620030	7100			1,265

Increase	Aging - CARES Act IIIB Supportive Services - SSC3	Health Insurance	620	620030	7200		7,140	
Increase	Aging - CARES Act IIIB Supportive Services - SSC3	Pension	620	620030	7300		1,915	
Increase	Aging - CARES Act IIIB Supportive Services - SSC3	Workmen's Comp	620	620030	7400		60	
Increase	Aging - CARES Act IIIB Supportive Services - SSC3	Life Insurance	620	620030	7600		42	
							Net increase in expenditures	25,754
Justification:	The Area Agency on Aging received the CARES Act OAA Title III Notification of Grant Award on May 20, 2020, for the period of							
April 1, 2020 through September 30, 2021. The funding is to be used for disaster relief services during the State's Major Disaster Declaration related to COVID-19.								
This portion of the grant will require a new activity in a current fund in order to allow for efficient CARES fund reporting requirements.								
This award will reduce the County funding for some of the existing activities, which will be completed in a budget amendment later in the fiscal year.								
No additional County Funds Needed								

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

On a motion made by Commissioner J. Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve Budget Amendment CC-12.

#	CC-12									Date	9/1/2020
QUEEN ANNE'S COUNTY											
REQUEST FOR BUDGET AMENDMENT											
FY 2021											
											Increase (Decrease) Amount
Description of expenditure/revenue accounts to increase/(decrease):										Fund	Account Code Activity Account Project
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Fed CARES Grant Revenue				618	618080	32220			37,178
											Net increase in revenue
											37,178
Food Services											
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Regular Salaries				618	618080	5456			29,231
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Part Time Salaries				618	618080	4003			2,600
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Social Security				618	618080	4005			4,000
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Health Insurance				618	618080	7100			240
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Pension				618	618080	7200			800
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Workmen's Comp				618	618080	7300			142
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3	Life Insurance				618	618080	7400			115
Increase	Aging - CARES Act IIIC Nutrition Services - HDC3					618	618080	7600			50
											Net increase in expenditures
											37,178
Justification:	The Area Agency on Aging received the CARES Act OAA Title III Notification of Grant Award on May 20, 2020, for the period of										
April 1, 2020 through September 30, 2021. The funding is to be used for disaster relief services during the State's Major Disaster Declaration related to COVID-19.											
This portion of the grant will require a new activity in a current fund in order to allow for efficient CARES fund reporting requirements.											
This award will reduce the County funding for some of the existing activities, which will be completed in a budget amendment later in the fiscal year.											
No additional County Funds Needed											

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

On a motion made by Commissioner Dumenil, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve Budget Amendment CC-13.

#	CC-13	QUEEN ANNE'S COUNTY						Date	9/1/2020	
REQUEST FOR BUDGET AMENDMENT										
FY 2021										
Description of expenditure/revenue accounts to increase/(decrease):						Fund	Account Code			Increase (Decrease) Amount
							Activity	Account	Project	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Fed CARES Grant Revenue	618	618060	32220				24,631	
							Net increase in revenue			24,631
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Food Services	618	618060	5456				19,080	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Regular Salaries	618	618060	4003				1,896	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Part Time Salaries	618	618060	4005				2,850	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Social Security	618	618060	7100				200	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Health Insurance	618	618060	7200				440	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Pension	618	618060	7300				75	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Workmen's Comp	618	618060	7400				60	
Increase	Aging - CARES Act IIIC Restaurant Service - HDC3	Life Insurance	618	618060	7600				30	
							Net increase in expenditures			24,631
Justification:										
The Area Agency on Aging received the CARES Act OAA Title III Notification of Grant Award on May 20, 2020, for the period of										
April 1, 2020 through September 30, 2021. The funding is to be used for disaster relief services during the State's Major Disaster Declaration related to COVID-19.										
This award will allow for a new program to help local businesses and those in need by delivering restaurant meals to those eligible. We are currently contracting										
with 2 local partners to prepare the meals which we will deliver through our home delivery program. This portion of the grant will require a new activity in a current										
fund in order to allow for efficient CARES fund reporting requirements.										
No additional County Funds Needed										

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

On a motion made by Commissioner Dumenil, seconded by Commissioner J. Wilson, the Board unanimously agreed to approve Budget Amendment CC-14.

#	CC-14							Date	9/1/2020	
QUEEN ANNE'S COUNTY REQUEST FOR BUDGET AMENDMENT FY 2021										
							Account Code	Increase (Decrease) Amount		
Description of expenditure/revenue accounts to increase/(decrease):							Fund	Activity	Account	Project
Increase	Aging - CARES Act IIIIE Family Caregiver Support Program - FCC3	Fed CARES Grant Revenue	621	621060	32220			12,583		
							Net increase in revenue	12,583		
Increase	Aging - CARES Act IIIIE Family Caregiver Support Program - FCC3	Other Expenses	621	621060	6995			12,583		
							Net increase in expenditures	12,583		
Justification:										
The Area Agency on Aging received the CARES Act OAA Title III Notification of Grant Award on May 20, 2020, for the period of April 1, 2020 through September 30, 2021. The funding is to be used for disaster relief services during the State's Major Disaster Declaration related to COVID-19.										
This portion of the grant will require a new activity in a current fund in order to allow for efficient CARES fund reporting requirements.										
This award will reduce the County funding for some of the existing activities, which will be completed in a budget amendment later in the fiscal year.										
No additional County Funds Needed										

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

On a motion made by Commissioner J. Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve Budget Amendment CC-15.

#	CC-15							Date	9/3/2020
QUEEN ANNE'S COUNTY REQUEST FOR BUDGET AMENDMENT FY2021									
							Project Only	Increase (Decrease) Amount	
Description of expenditure/revenue accounts to increase/(decrease):							Fund	Account Code	
increase	Parks Parking Lot Paving	Transfer In	410	414000	39941	400809	\$	53,302.00	
increase	Parks Parking Lot Paving	Improvements other than Buildings	410	414000	9042	400809	\$	53,302.00	
Justification:									
This amendment will establish budget authority to spend \$53,302 on repaving Batts Neck Park. The total estimated cost of the project is \$203,302.									
Of that amount, \$150,000 is available in the existing Parks Parking Lot Paving project from the FY21 capital budget. The additional \$53,302 is being funded									
with General Capital fund balance, which is available due to savings in the DPW Storage building project.									

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

On a motion made by Commissioner Corchiarino, seconded by Commissioner Dumenil, the Board unanimously agreed to approve Budget Amendment CC-16.

#	CC-16							Date	9/14/2020
QUEEN ANNE'S COUNTY									
REQUEST FOR BUDGET AMENDMENT									
FY2021									
								Increase (Decrease) Amount	
Description of expenditure/revenue accounts to increase/(decrease):								Fund	Project Only Account Code
decrease	Emergency Shelter Storage Building	FY21 Prior Year Fund Balance	410	411000	39941	400963		\$	(200,000.00)
increase	Emergency Shelter Storage Building	CARES Funding	410	411000	32218	400963		\$	200,000.00
increase	DPW Storage Building Renovation	FY21 Prior Year Fund Balance	410	412000	39941	400925		\$	97,784.00
increase	DPW Storage Building Renovation	Buildings - Additions/Alterations	410	412000	9040	400925		\$	97,784.00
Justification:									
The first part of this amendment decreases the fund balance used in the FY21 original budget for the Emergency Shelter Storage Building project and replaces it with CARES									
funding, which is now available to fund this project.									
The second part of the amendment increases the existing budget for the DPW Storage Building Renovation project by \$97,784. The existing budget for this project is \$225,000									
and the final bid was \$322,784 so an increase of \$97,784 is needed. This increase is being funded with the savings in the Emergency Shelter Storage Building.									

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

On a motion made by Commissioner Dumenil, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve Budget Amendment CC-17.

#	CC-17							Date	9/14/2020	
QUEEN ANNE'S COUNTY										
REQUEST FOR BUDGET AMENDMENT										
FY2021										
								Increase (Decrease) Amount		
Description of expenditure/revenue accounts to increase/(decrease):								Fund	Project Only Account Code	
decrease	COMM-911 Center Update	State Capital Grants	410	411000	33790	400895		\$	(130,000.00)	
decrease	COMM-911 Center Update	Proceeds of 2019 Bonds	410	411000	39719	400895		\$	(50,000.00)	
decrease	COMM-911 Center Update	Proceeds of 2020 Bonds	410	411000	39720	400895		\$	(833,750.00)	
Total decrease in revenue									\$	(1,013,750.00)
decrease	COMM-911 Center Update	Architectural / Engineering	410	411000	5080	400895		\$	(50,000.00)	
decrease	COMM-911 Center Update	Buildings / Alterations to Bldgs	410	411000	9040	400895		\$	(833,750.00)	
decrease	COMM-911 Center Update	Additional Equipment	410	411000	9050	400895		\$	(130,000.00)	
Total decrease in expenditures									\$	(1,013,750.00)
increase	Emergency Service Bldg Renovations	State Capital Grants	410	411000	33790	400897		\$	130,000.00	
increase	Emergency Service Bldg Renovations	Proceeds of 2019 Bonds	410	411000	39719	400897		\$	50,000.00	
increase	Emergency Service Bldg Renovations	Proceeds of 2020 Bonds	410	411000	39720	400897		\$	833,750.00	

			Total increase in revenue				\$ 1,013,750.00
increase	Emergency Service Bldg Renovations	Architectural / Engineering	410	411000	5080	400897	\$ 50,000.00
increase	Emergency Service Bldg Renovations	Buildings / Alterations to Bldgs	410	411000	9040	400897	\$ 833,750.00
increase	Emergency Service Bldg Renovations	Additional Equipment	410	411000	9050	400897	\$ 130,000.00
			Total increase in expenditures				\$ 1,013,750.00
Justification:							
There are currently two separate capital projects for the 911 Center Update (#400895) and the Emergency Services Building Renovation (#400897). The projects are being combined into one, with one construction bid for a single contract to encompass both projects. This budget amendment zeros out the entire budget for project 400895 and adds it to 400897.							

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

PRESS AND PUBLIC COMMENTS:

No persons spoke to the Commissioners on subjects of interest to them.

COMMISSIONER’S ROUNDTABLE:

Commissioner J. Wilson discussed the following:

Has received calls about overcrowding at parks and fishing piers. People are using watermen’s boats to fish causing problems with for the watermen. Are working on video surveillance for the area.

Commissioner S. Wilson discussed the following:

Would like to send a mailout to let the citizens know of some important issues going on in the county.

On a motion made by Commissioner S. Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to send a mailing to the citizens. As part of the motion, Commissioners Dumenil, Moran, J. Wilson and S. Wilson made comments on this topic.

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

Commissioner Dumenil discussed the following:

Note the difficulty students are having with virtual learning the affect it is having on the family and the importance of getting students back into the schools. Asked citizens to send letters to the BOE.

Noted the Kent Narrows area and keeping the area looking it's best so that people still want to visit and feel safe.

Commissioner Corchiarino discussed the following:

Noted the importance of voting and serving on jury duty. Jury's will be reconvening, and measures are being taken to protect those serving.

Busy Bodies is closing on Kent Island and thanked Mr. Andy for allowing many to hold birthday parties there in the past and hates to see this go away due to COVID-19.

Commissioner Moran discussed the following:

Beach season is over and there is no more restriction at the beaches.

Would like to know what kind of revenue the Kent Narrows is bringing to the County.

Noted the steel plates on the bridge and how they are impacting traffic.

There being no further business, they adjourned at 6:50 p.m. to meet again on Tuesday, October 13, 2020.

EXECUTIVE ASSISTANT

PRESIDENT