

October 10, 2023

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

James J. Moran (Absent)
Jack N. Wilson, Jr.
Patrick McLaughlin
Philip L. Dumenil
Christopher M. Corchiarino

MEETING CALLED TO ORDER:

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

MINUTES:

On a motion made by Commissioner Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve the amended Agenda for the current meeting, the Regular and Closed Session Minutes of September 26, 2023, Roads Minutes of September 26, 2023 and Sanitary Minutes of September 26, 2023.

PRESS AND PUBLIC COMMENTS:

1. David Erhart – MidShore III Solid Waste Facility
2. Keith Palmer – MidShore III Solid Waste Facility
3. Theresa Erhart – Midshore III Solid Waste Facility
4. Brad Dudin – Midshore III Solid Waste Facility
5. Alex Aueller – Midshore III Solid Waste Facility

PRESENTATION:

QUEEN ANNE'S COUNTY HEALTH DEPARTMENT UPDATE:

Dr. Joseph A. Ciotola, Health Officer met with the Board and gave a brief update. The health department will be doing flu clinics. He suggests citizens to see their family doctor for their booster COVID shot insurance will pay for it. They are working on a community health center in Sudlersville, Make a Difference Day is scheduled for November 4th and the Whitsitt Center is treating substance abuse patients.

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SUPPORT FOR CLEAN ANNE’S COUNTY DAY:

Mr. Bill Chesshire met with the Board and noted he would like to facilitate the first annual Clean Anne’s County Day, which he proposed to take place on April 7, 2024. Clean Anne’s County Day is an outgrowth of Project Clean Stream. Project Clean Stream has successfully brought together volunteers from various organizations throughout the Chesapeake Bay watershed for many years to clean up our local roadways, waterways, parks, and natural areas. By organizing Clean Anne’s County Day, he aims to build upon the success of the project and further engage the community in environmental stewardship. This event will not only contribute to the cleanliness and preservation of our natural resources but also offer numerous benefits to Queen Anne’s County as a whole.

CENTREVILLE WASTE-WATER TREATMENT PLANT PROCESS:

Councilmen Eric Johnson and Dan Worth and Town Manager Charles Koogler met with the Board to discuss the renovation and expansion of the Town’s Wastewater Treatment Plant. The current plant is at the last 10% of its capacity and more importantly at the end of its design life. Many of the current components are no longer supported. It was noted that they would be coming in at a later date asking for an amendment.

WEEKLY CORRESPONDENCE AND PRESENTATION OF DOCUMENTS FOR SIGNATURE:

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

ACTION ITEMS

ADMIN/ENGINEERING:

SOUTHERN KENT ISLAND SURPLUS LOTS:

Mr. Dave MacGlashan, Chief Property Manager, DPW submitted to the Board surplus lots for execution. During the installation of public sewer in Southern Kent Island (Phase 1) the County acquired eleven (11) vacant lots through donation for zero (\$0) consideration. Public Works assessed the lots for potential drainage sites and/or other County related functions and has deemed them as ‘not needed’ for County purposes. These lots have been removed from sewer service area maps. At the 7/25/2023 County Commissioners meeting, the lots were approved for surplus to adjacent property owners with a condition of sale being that these lots must be combined with the owner’s home lot. We have received 2 contracts of sale for lots to adjacent property owners. One in the amount of \$7,500 located off Romancoke Road and the other in the amount of \$10,000 located at 559 Talbot Road. These contracts have been reviewed by the County Attorney.

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On a motion made by Commissioner Corchiarino, seconded by Commissioner Wilson, the Board unanimously agreed to approve the Contracts of Sale for the vacant lot located off Romancoke Road, to be consolidated with 103 Virginia Road in the amount of \$7,500 and the vacant lot located at 559 Talbot Road, to be consolidated with 561 Talbot Road in the amount of \$10,000 and authorize the Chief Property Manager to execute these contracts.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

MARYLAND GEOLOGICAL SURVEY GROUNDWATER WELL MONITORING AGREEMENT:

Mr. Lee Edgar, Chief Engineer, Department of Public Works submitted to the Board for their review the MD Geological Survey Groundwater Well Monitoring Agreement. The Maryland Geological Survey monitors and reports on groundwater levels across the State of Maryland. Through a partnership first established in 2000 with Queen Anne’s County, the network of observation wells was expanded to a series of twenty-eight (28) individual wells across the County, providing improved, valuable insight to the availability of groundwater within aquifers which serve the water supply and irrigation needs of County residents.

We have received an Agreement proposed by the Maryland Department of Natural Resources/Maryland Geological Survey for continued monitoring of groundwater in Queen Anne’s County for Fiscal Years 2024 through 2028, with fee as follows:

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
Queen Anne’s County water-level observation wells	\$9,210.00	\$9,490.00	\$9,780.00	\$10,070.00	\$10,370.00	\$48,920.00

Costs for conducting the groundwater testing and well monitoring would be charged to the approved Engineering Division Operating Budget.

On a motion made by Commissioner Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve and execute the agreement with Maryland Geological Survey for groundwater monitoring for Fiscal Years 2024 through 2028 in the total amount of \$48,920.

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Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

PROCLAMATION #23-47 NATIONAL FIRE PREVENTION WEEK:

Commissioner Wilson read the following Proclamation:

23-47

WHEREAS, in 1922, the National Fire Protection Association founded National Fire Prevention Week to take place the week of October 9th, commemorating the date of the Great Chicago Fire in 1871; and

WHEREAS, Queen Anne’s County Government is committed to ensuring the safety and security of all those living in and visiting our county; and

WHEREAS, Queen Anne’s County Volunteer Fire Department first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires almost in half; and

WHEREAS, the Queen Anne’s County Volunteer Fire Departments encourage all residents to embrace the 2023 Fire Prevention Week theme, “Cooking safety starts with YOU. Pay attention to fire prevention”; and

WHEREAS, year after year, cooking remains the leading cause of fires and home fire injuries in the United States; and

WHEREAS, Queen Anne’s County residents should turn pot handles toward the back of the stove; always keep a lid nearby when cooking; keep a three-foot kid-free zone around the stove,

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oven, and other things that could get hot; watch what they heat; and set a timer to remind them that they are cooking; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

NOW THEREFORE, THE QUEEN ANNE’S COUNTY BOARD OF COUNTY COMMISSIONERS, hereby proclaim the week of October 8–14, 2023, Fire Prevention Week throughout Queen Anne’s County, and we urge all the people of Queen Anne’s County to check their kitchens for fire hazards and use safe cooking practices, and to support the many public safety activities and efforts of Queen Anne’s County’s volunteer fire and emergency services.

PROCLAMATION #23-49 NATIONAL VETERANS AND MILITARY FAMILIES MONTH:

Commissioner Corchiarino read the following proclamation:

23-49

WHEREAS, the residents of Queen Anne’s County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Queen Anne’s County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm’s way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers to help fellow former service members access more than \$272 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 250,000 service members and their families transition to civilian communities annually—with 50% experiencing high levels of stress during this transition; and

WHEREAS, an estimated 90 percent service members that deploy for military operations experience or witness traumatic events and are at a higher risk for developing PTSD, and many are at a high risk for suicide during their first year after military service; and

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WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize *Operation Green Light* and *Veterans Day*, as well as *National Veterans and Military Families Month*; and

WHEREAS, Queen Anne’s County appreciates the sacrifices of our United States military personnel, veterans, and their families and believes specific recognition should be granted; and

WHEREAS, execution of Operation Green Light shall kick off Queen Anne’s County’s official time period in which residents may salute and honor the service and sacrifices of our military service members and veterans; and

WHEREAS, in observance of Operation Green Light, Queen Anne’s County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 6th through the 12th, 2023; and

NOW THEREFORE, THE QUEEN ANNE’S COUNTY BOARD OF COUNTY COMMISSIONERS will partner with the Center for the Military and Veteran Family to promote and celebrate Veterans Day on November 11th and National Veterans and Military Families Month for all of November 2023.

INDEPENDENCE DAY FIREWORKS 2024 CONTRACT:

Mr. Steve Chandlee, Director of the Department of Parks and Recreation submitted to the Board for their approval the Independence day fireworks 2024 contract. The Department of Parks and Recreation has coordinated the Fireworks Celebration at the Exploration Center at Kent Narrows. There has been a price increase due to shipping costs. Parks is recommending contracting with Zambelli, Inc. to provide the annual fireworks show. They have agreed to the date of Tuesday, July 4, 2024, with a rain date of Wednesday, July 5, 2024 for a contract amount of \$54,500.

On a motion made by Commissioner Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve the 2024 fireworks contract with Zambelli’s to be held on Thursday, July 4, 2024, with a rain date of Friday, July 5, 2024 in the amount of \$54,500 and authorize the Director of the Department of Parks and Recreation to execute the contract. As part of the motion, Commissioners Dumenil and Wilson asked questions and/or made comments on this topic.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	

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Dumenil	x	
Corchiarino	x	

CHARACTER COUNTS SPOTLIGHT OCTOBER – JENNIFER PARKS:

Commissioner Dumenil read the following spotlight is recognizing Matapeake Elementary School teacher, Jennifer Parks:

The Character Counts! pillar celebrated in October is TRUSTWORTHINESS. Being trustworthy means being honest and accountable, doing what you say you will do, and being a person that can be counted on to do the right thing. We need to trust others every day and often do it almost without realizing it. For parents, placing trust in someone to care for their child can be a challenge. However, this month’s honoree stood out and makes parents feel comfortable placing their trust in her.

This month we want to recognize Matapeake Elementary School teacher, Jennifer Parks. Mrs. Parks has taught 1 grade at Matapeake since 2020 and Jodie Peria, parent of one of her students, nominated her, saying, “Ms. Parks and trustworthiness absolutely go hand in hand. When leaving my child with her I knew that she was caring for each and every child as they are her own.” Carrie Mitten, the principal at MES added, “Mrs. Parks’ sparkling personality creates such an awesome atmosphere in her classroom, everyone demonstrates achievement!” Ms. Peria ended her nomination of Ms. Parks stating, “She is a phenomenal educator and I feel so lucky to have had her and her impact for my child’s early childhood education.” Character Counts and the commissioners would like to thank all the teachers and staff of QACPS who we trust to not only provide a quality education for our youngest citizens every day, but also to show compassion, care, and dedication.

RURAL LEGACY GRANT AGREEMENT – FOREMAN BRANCH AND LANDS END:

Ms. Donna Landis Smith, Soil Conservation Aid submitted to the Board for their approval the Rural Legacy Grant Agreement. The FY24 Rural Legacy grants were submitted in January 2023 and August 23, 2023 and funding was approved by the Board of Public Works in the amount of \$1,394,366 for Foreman Branch and \$1,043,033 for Lands End. These funds will be used for easement acquisitions for both areas. The Soil Conservation District is recommending execution of the grant agreements for both areas with Maryland Department of Natural Resources to preserve these areas in perpetuity. The area to be preserved is approximately 612 acres.

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On a motion made by Commissioner Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve and execute the Foreman Branch and Lands End Rural Legacy Grant Agreements for \$2,437,399. As part of the motion, Commissioner McLaughlin asked questions and/or made comments on this topic.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

QUEEN ANNE’S COUNTY HIGH SCHOOL FFA CHAPTER REQUEST FOR FUNDING:

The Queen Anne’s County High School FFA Chapter is planning on attending the National FFA Convention in Indianapolis, Indiana from October 31 – November 4th. Twelve members of the FFA are planning to attend the convention. The total cost for the trip is \$19,752.44 (see attached breakdown of expenses). The FFA Chapter has been holding fundraisers and has raised a total of \$7,679.00 but do not have sufficient funds to cover all expenses and are requesting a total amount of \$8,079.89 to complete the funding for the FFA Chapter to attend. In addition, each student participating in the trip will be funding their own flights.

On a motion made by Commissioner Wilson, seconded by Commissioner McLaughlin, the Board unanimously agreed to fund the Queen Anne’s County High School FFA Chapter in the amount of \$8,079.89 to allow the FFA Chapter to attend the National FFA Convention in Indianapolis, Indiana from October 31st – November 4th.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

FY25 BUDGET SCHEDULE:

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Mr. Jeff Rank, Director of the Department of Budget and Finance submitted to the Board for their review and approval the FY25 Budget Schedule:

Fiscal 2025 Budget Calendar

October 10	Commissioners Approve Draft FY2025 Budget Schedule
October 19	Spending Affordability Committee Meeting
December	“Budget School” session with OpenGov and Finance Staff – Online Training
December 1	Capital Project Budget Guidelines & Instructions Released
December 12	Operating Budget Guidelines & Instructions Released
January 9	Spending Affordability Committee Report Due
January 10	Provide Tax Set-Off/Tax Differential Request Forms to Municipalities (COG Meeting)
January 12	Outside Agency Grant Request Forms Distributed
January 12	Capital Project Budget Submissions Due to Finance
Jan. – Feb.	Optional Budget Prep Assistance with Finance office
Jan. – Mar.	Finance Office Budget Review
February 9	Completed Operating Budget Submissions are Due, Including: <ul style="list-style-type: none"> - <i>Departmental Overview</i> - <i>Goals & Objectives</i> - <i>Organization Chart / Personnel Listing</i> - <i>Fee Schedule</i> - <i>Revenue Budget Submission</i> - <i>Expenditure Budget Submission</i> - <i>Justifications</i> - <i>Enhancements with Justification</i> - <i>Position Change Requests (previously reviewed by HR)</i>
February 9	Municipal Tax Set-Off/Tax Differential Requests are Due to Finance
February 16	Outside Agency Funding Requests are Due to Finance
Feb. 26 – Mar. 8	County Administrator Budget Review Meetings with Departments
March 13	Municipal Tax Set-Off/Tax Differential Meeting (If needed)
March 26	County Administrator’s Budget Submitted to Commissioners
March 28	Budget Work Session #1 – 5PM (BOE, Library, DES & Sheriff)
April 2	Budget Work Session #2 – 5PM (Parks & DPW)
April 9	Municipal Tax Set-Off/Tax Differential Rate Hearing – 6:15PM
April 11	Budget Work Session #3 – 5PM (Outside Agency Grants & Capital Budget)
April 16	Budget Work Session #4 – 5PM (Other County Departments as Requested)
May 1	Commissioners’ Proposed Budget Released (posted to QAC website)

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May 1	Citizens' Budget Letter
May 20	Public Info Session at Bayside Elementary School – 7PM
May 21	Public Hearing at Liberty Building (Tax Rate Hearing) – 7PM
May 22	Public Info Session at Sudlersville Middle School – 7PM
June 4	Budget Work Session (if needed) – 5PM
June 11	Adopt Budget & Tax Rates – 7PM

On a motion made by Commissioner Corchiarino, seconded by Commissioner Wilson, the Board unanimously agreed to approve the FY25 Budget Schedule.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

BUDGET AMENDMENT #CC-15 – ANIMAL CONTROL INSURANCE CLAIM:

This budget amendment is to establish budget authority in the amount of \$16,225 for a replacement Animal Control vehicle. On August 29th, 2023, Animal Control received proceeds from LGIT in the amount of \$16,225 for a vehicle that was deemed a total loss as the result of an accident. Animal Control would like to utilize those funds to buy a replacement vehicle. No new county funds are requested.

On a motion made by Commissioner Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve Budget Amendment #CC-15 – Animal Control Insurance Claim.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

BUDGET AMENDMENT #CC-16 – SHERIFF’S OFFICE – GRANTS:

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The Sheriff’s Department received the Fiscal Year 2024 Governor's Office of Crime Control and Prevention - Police Accountability, Community, and Transparency (PACT) Grant. The grant is currently budgeted at \$300,000 but \$396,184 was awarded. Therefore, increase of \$96,184 is necessary to match the grant award. This grant reimburses for training expenses, training equipment, educational reimbursements and police overtime/benefits related to training backfill coverage. Funds are paid out on a quarterly reimbursement basis reimbursement. No additional County funds are needed.

On a motion made by Commissioner Wilson, seconded by Commissioner Corchiarino, the Board unanimously agreed to approve Budget Amendment #CC-16 – Sheriff’s Office – Grants.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

BUDGET AMENDMENT #CC-17 – SHERIFF’S OFFICE – GRANTS:

The Sheriff’s Department received the Fiscal Year 2024 Governor's Office of Crime Control and Prevention - Police Recruitment and Retention (PRAR) Grant. The grant is currently budgeted at \$69,501 but only \$25,000 was awarded. Therefore, a decrease of \$44,501 is necessary to match the grant award. This grant provides recruitment bonuses for Sheriff Department officers for various career-related achievements and skills. Overtime bonus fringe benefits are covered by the Sheriff Department's General Fund, therefore we are removing \$4,939 of previously budgeted social security. Funds are paid out on a quarterly reimbursement basis.

On a motion made by Commissioner Corchiarino, seconded by Commissioner McLaughlin, the Board unanimously agreed to approve Budget Amendment #CC-17 – Sheriff’s Office – Grants.

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Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

LETTER OF SUPPORT – BACKPACK HEALTHCARE GRANT APPLICATION:

The Board reviewed a letter addressed to the Maryland Consortium on Coordinated Community Supports requesting support for the application of Backpack Healthcare Support.

On a motion made by Commissioner Corchiarino, seconded by Commissioner McLaughlin, the Board unanimously agreed to execute the Letter of Support for Backpack Healthcare for their grant application.

Commissioners	Yes	No
Moran	absent	
J Wilson	x	
McLaughlin	x	
Dumenil	x	
Corchiarino	x	

PRESS AND PUBLIC COMMENT:

1. Anna Queller – Mid Shore III
2. Shawn Schaffer – Mid Shore III
3. Dale Burns – Mid Shore III

COMMISSIONER’S ROUNDTABLE:

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Commissioner Wilson discussed the following:
Go Orioles

Commissioner Dumenil discussed the following:
Make a Difference Day is November 4th

If you want to nominate a business, non-profit, or individual in the county you feel they should be recognized for the Character Counts Spotlight visit the QAC Character Counts website at www.peopleofcharacter.org

Commissioner McLaughlin discussed the following:
The Whitsitt Center is celebrating 40th Anniversary

Commissioner Corchiarino discussed the following:
KIHS Home Coming is this weekend

Commissioner Moran discussed the following:
Absent

There being no further business, they adjourned at 7:23 p.m. to meet again on Tuesday, October 24, 2023.

EXECUTIVE ASSISTANT

PRESIDENT

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