

Regular Meeting of County Commissioners
Tuesday March 31, 2020

The regularly scheduled meeting of the County Commissioners was convened virtually at 9:14 a.m. with the following persons in attendance:

Reuben B. Collins II, Esq., President, County Commissioner
Bobby Rucci, Vice President, County Commissioner
Gilbert O. Bowling, III, County Commissioner
Thomasina O. Coates, M.S., County Commissioner
Amanda M. Stewart, M.Ed., County Commissioner
Mark Belton, County Administrator
Wesley Adams, County Attorney
Carol A. DeSoto, Clerk to the Commissioners

Open Session

Commissioner Collins called the meeting to order and led the pledge of allegiance.

Announcement of Charles County Board of County Commissioners' Issued Proclamations for April 2020 - Proclamation 2020-10 Archaeology Month; Proclamation 2020-11 National Animal Control Officer Appreciation Week; Proclamation 2020-12 National Public Safety Telecommunications Week; and Proclamation 2020-13 Fair Housing Month

Charles County Health Department Update: Coronavirus/CoVid-19

Dr. Suzan Lowry, Health Officer, Charles County Health Department shared latest efforts to prevent the spread of COVID-19 (Coronavirus). The information included the process for testing, treatment and prevention efforts for COVID-19 locally. Ms. Michelle Lilly, Director, Department of Emergency Services, provided an overview of the Emergency Operation Center's work, including continued daily coordination with local and state affiliated agencies.

Commissioners' Comments

There were no comments.

***Postponed* Approval of the Minutes of March 17, 2020**

Announcement: Next Commissioner Session will be held April 21, 2020

Ms. Carol DeSoto, Clerk to the Commissioners, announced that the next meeting was not scheduled until April 21, 2020. This was due to the Commissioners going to every other week schedule during the pandemic. Additionally, the Commissioners were originally not scheduled to meet on April 14, 2020 due to the holiday schedule.

Approval Items

Resolution 2020-05 Charles County State of Emergency Declaration-Extended

This resolution would extend the Charles County State of Emergency until April 30, 2020.

Regular Meeting of County Commissioners

Tuesday March 31, 2020

A motion was made by Commissioner Bowling, seconded by Commissioner Rucci and passed, with all Commissioners present, voting in favor to approve Resolution 2020-05 Charles County State of Emergency Declaration.

FY2020 Budget Transfer Request #7540 Temporary Sand Filter

Mr. Jacob Dyer, Chief of Budget, Department of Fiscal and Administrative Services, explained that additional funding is needed to support the cost of installing a temporary filtration system to meet contractual obligations with Competitive Power Ventures (CPV). The funds are available due to savings on interest costs on 2019 bond issue and being able to piggyback CCGTV cleaning contract for an additional year.

A motion was made by Commissioner Bowling, seconded by Commissioner Rucci and passed, with all Commissioners present, voting in favor to approve FY2020 Budget Transfer Request #7540 Temporary Sand Filter for two hundred and fifty-four thousand dollars (\$254,000.00).

FY2020 Budget Transfer Request #7554 Project Manager Position

Mr. Jacob Dyer, Chief of Budget, Department of Fiscal and Administrative Services, explained that this budget transfer request was for contract management services to assist with timely completion of projects in Water and Sewer Operations. This was a contract and would not need require a new position identification number (PIN).

A motion was made Commissioner Bowling, seconded by Commissioner Stewart and passed, with all Commissioners present, voting in favor to approve FY2020 Budget Transfer Request #7554 Project Manager Position for fifty thousand dollars (\$50,000.00).

FY2020 Contingency Transfer Request #7596 Reclaimed Water Pump Station Pump Around

Mr. Jacob Dyer, Chief of Budget, Department of Fiscal and Administrative Services, explained that this contingency transfer request would be to install a permanent pump around connection at the Mattawoman Waste Water Treatment Plant Reclaimed Water Pump Station to allow for repairs to be performed while maintaining service to customers.

A motion was made by Commissioner Rucci, seconded by Commissioner Stewart and passed, with all Commissioners present, voting in favor to approve FY2020 Contingency Transfer Request #7596 Reclaimed Water Pump Station Pump Around for three hundred and seventy five thousand dollars (\$375,000.00).

FY2020 Budget Amendment Increase #7663 Rural Housing Preservation Grant-USDA

Mr. Jacob Dyer, Chief of Budget, Department of Fiscal and Administrative Services, explained that this budget amendment increase to the Special Revenue Fund will come from the Mobile Homes Fund Balance Reserve as the County's match for the USDA Rural Housing Preservation Grant. It will provide housing repairs for low and very low-income residents.

A motion was made by Commissioner Bowling, seconded by Commissioner Rucci and passed, with all Commissioners present, voting in favor to approve FY2020 Budget Amendment Increase #7663 Rural Housing Preservation Grant-USDA for twenty thousand dollars (\$20,000.00).

Regular Meeting of County Commissioners
Tuesday March 31, 2020

- *Postponed* Commissioner Committee Assignments*
- *Postponed* Letter of Support - Humanities Grant Veterans Museum*
- *Postponed* Agreement- Neutrality Agreement*

Tabled Discussion: Maryland Capital Region Economic Development Joint Statement on Collaboration

A motion was made Commissioner Rucci, seconded by Commissioner Coates and passed, with all Commissioners present, voting in favor to take from the table the Maryland Capital Region Economic Development Joint Statement on Collaboration that was tabled on March 3, 2020.

Commissioner Stewart voiced her concerns that staff did not follow up with her about her specific questions and concerns.

A motion was made by Commissioner Coates, seconded by Commissioner Rucci and passed, with all Commissioners present, voting in favor to approve the Maryland Capital Region Economic Development Joint Statement on Collaboration.

***POSTPONED* Briefing and Request for Approval: Housing Choice Voucher Waiting List**

***POSTPONED* Briefing and Request for Approval Fiscal Year 2021 Transportation Priority Letter to Maryland Department of Transportation**

***POSTPONED* Update: 2020 Maryland General Assembly Legislative Session**

***POSTPONED* Briefing: Maryland Energy Administration Grant Agreement - Parking Lot Solar Canopies & Electric Vehicle Charging Stations**

Budget Work Session: FY2021 General Fund Revenue Outlook and General Government Capital Improvement Projects (CIP)

Ms. Jenifer Ellin, Director, and Mr. Jacob Dyer, Chief of Budget, Department of Fiscal and Administrative Services provided a review of the General Fund Revenues Outlook and Capital Improvement Projects (CIP). The total FY2021 revenue forecast is four hundred and thirty million eight hundred and fifty-seven thousand one hundred dollars (\$430,857,100.00). This review included a breakdown of the revenue; overview of the General Operating Budget, and adjustments due to the impact of COVID-19. The Capital Improvement Projects (CIP) proposed budget is three hundred and forty million four hundred and thirty-three thousand dollars (\$340,433,000.00). The total requested CIP was for five hundred and thirteen million five hundred dollars (\$513,500,000.00). The proposed CIP budget for FY2021-FY2025 is based on the ability to absorb new debt. Mr. Dyer provided an overview of the projects within the proposed CIP budget.

Commissioner Stewart indicated that she would like to see if there was a way to make the middle school design moved earlier than FY2025.

Regular Meeting of County Commissioners
Tuesday March 31, 2020

Commissioner Collins wanted to make sure that the Old Washington Road Improvement project was as detailed as possible and included enough resources to adhere to the Waldorf Urban Redevelopment Corridor (WURC) plan.

The Commissioners requested that Mr. John Stevens, Chief of Capital Services, provide an update on the Old Washington Road Project and the Billingsley Road Project.

Budget Work Session - FY2021 Fees and Charges

Ms. Jenifer Ellin, Director, Mr. Jacob Dyer, Chief of Budget, and Ms. Tantanya Bowman, Senior Budget Analyst, Department of Fiscal and Administrative provided an overview of the FY2021 New Fees and Charges; Fees and Charge Changes; and all Fees and Charges.

Commissioner Stewart requested that staff look into the possibility of reducing fees for seniors by potentially increasing certain other services fees such as items number twenty-six (26), Rowboat All Day fee and item number twenty-seven (27) Kayak-Fishing fee by one dollar (\$1.00) to offset reducing the fees for seniors.

Commissioner Stewart also requested information on Hunters Brooke being broken out in this summary.

Update: Requested Relief Fund for CoVID-19

Ms. Jenifer Ellin, Director, Fiscal and Administrative Services, Mr. Darrell Brown, Director, Department of Economic Development, provided an update on the requested Relief Fund for COVID-19, including the potential for Charitable Trust's involvement regarding nonprofit organizations and Economic Development Department's involvement to support small businesses which would include temporary modification to the Target Industry Incentives Loan Fund and Business Development Loan Fund.

Ms. Ellin also provided a review of the Tag-A-Bag program and fees. Commissioner Coates wanted to potentially offer a fee relief for this service, while Commissioners Bowling and Stewart expressed concerns that this could possibly encourage more residents out their homes during this stay at home declaration by the Governor.

The Commissioners requested that staff provide a more detail analysis of this program and who is actually using the service.

Mr. Eric Jackson, Chief of Treasury, Department of Fiscal and Administrative Services, discussed the process of the tax sale and potential to postpone this sale. He stressed at this time there would be no foreclosures.

A motion was made by Commissioner Stewart, seconded by Commissioner Rucci to postpone the tax sale not to exceed seven (7) months. This motion and second was withdrawn.

The consensus of the Commissioners was to hold session next Tuesday, April 7, 2020 to discuss the potential postponement of the tax sale and to also have the health department provide another update.

Regular Meeting of County Commissioners
Tuesday March 31, 2020

A motion was made by Commissioner Rucci, seconded by Commissioner Bowling to put two hundred thousand dollars into a relief fund. This motion and second was withdrawn.

A motion was made by Commissioner Bowling, seconded by Commissioner Rucci and passed, with all Commissioners present voting in favor to designate two hundred thousand dollars (\$200,000.00) for small businesses and one hundred thousand dollars (\$100,000.00) for nonprofits for a CoVid-19 Relief Fund to come out of the fund balance.

The Commissioners directed staff to bring back more information and develop criteria and point system for use and the accessibility of the relief funds on April 7, 2020. Economic Development will focus on contract services or other types of businesses not eligible for other relief funds offered through the State of Federal programs.

Commissioners' New Business

There was no new business discussed.

Closed Session

At 12:19 p.m., a motion was made by Commissioner Rucci, seconded by Commissioner Bowling and passed, with all Commissioners present, voting in favor to move into closed session where all or a portion of this session may be closed pursuant to Section 3-305(b)(4)(7) of the General Provisions Article of the Annotated Code of Maryland to seek legal advice on one (1) potential business or industrial organization to locate, expand, or remain in the State. A portion of this session will also concern the Administrative function of the County Commissioners in their executive role. The reason for closing is to keep legal, approaches and strategies confidential.

Summary Closed Session Items

At 12:42 p.m. the Commissioners went into virtual closed session.

Administrative Function

Present: Commissioners Collins, Rucci, Bowling, Coates, and Stewart, Mark Belton, Wes Adams, Carol DeSoto, Deborah Hall, and Jennifer Harris.

Ms. Jennifer Harris, Chief of Media Services, Office of County Administrator, reviewed the CoVid-19 messaging process the County is following.

3-305(b)(4)(7) Legal/Business to Relocate or Expand in State

Present: Commissioners Collins, Rucci, Bowling, Coates, and Stewart, Mark Belton, Wes Adams, Carol DeSoto, Darrell Brown, Jenifer Ellin, Jason Groth, John Stevens, Taylor Yewell, Danielle Mitchell.

Staff reviewed a proposed agreement and next step options related to a business to relocate/expand in the County.

The consensus of the Commissioners was to add this to the April 7, 2020 meeting for approval to forward to the Planning Commission.

The Commissioners also asked for an update on April 7, 2020 from Information Technology staff on the process of Boards and Commissions to hold virtual meetings with public and ability to hold public hearings.

Regular Meeting of County Commissioners
Tuesday March 31, 2020

At 2:28 p.m. a motion was made by Commissioner Stewart, seconded by Commissioner Coates and passed, with all Commissioners present, voting in favor to end close session and adjourn.



Carol A. DeSoto, Acting Clerk



Reuben B. Collins, II, Esq., President

Regular Meeting of County Commissioners
Tuesday March 31, 2020

FORM OF STATEMENT FOR CLOSING A MEETING

Location: Commissioners' ~~Meeting Room~~ ^{Virtual} Date: March 31, 2020

Time: 12:19 p.m.

Motion By: Commissioner Seconded By: Commissioner

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Reuben B. Collins, II, Esq.	[X]	[]	[]	[]
Gilbert O. Bowling, III.	[X]	[]	[]	[]
Thomasina O. Coates, M.S.	[X]	[]	[]	[]
Amanda Stewart, M.Ed.	[X]	[]	[]	[]
Bobby Rucci	[X]	[]	[]	[]

STATUTORY AUTHORITY TO CLOSE SESSION

General Provisions Article §3--305(b):

(1) [] To discuss:

(i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or

[] (ii) Any other personnel matter that affects one or more specific individuals.

(2) [] To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.

(3) [] To consider the acquisition of real property for a public purpose and matters directly related thereto.

(4) [X] To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.

(5) [] To consider the investment of public funds.

(6) [] To consider the marketing of public securities.

(7) [X] To consult with counsel to obtain legal advice on a legal matter.

(8) [X] To consult with staff, consultants, or other individuals about pending or potential litigation.

(9) [] To conduct collective bargaining negotiations or consider matters that relate to the negotiations.

(10) [] To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:

(i) the deployment of fire and police services and staff; and

(ii) the development and implementation of emergency plans.

FORM OF STATEMENT FOR CLOSING A MEETING
Appendix C C-2


(11) [] To prepare, administer or grade a scholastic, licensing, or qualifying examination.

Regular Meeting of County Commissioners
Tuesday March 31, 2020

- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) [] Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

3-305 (b)(4)(7) Legal Advice: Related to business to locate, expand or remain
REASON FOR CLOSING: To keep legal approaches confidential



Reuben B. Collins, II, Esq., President

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