

BOARD OF GARRETT COUNTY COMMISSIONERS
PUBLIC MEETING
March 11, 2014

IN ATTENDANCE

Chairman Robert G. Gatto
Commissioner Gregan T. Crawford
Commissioner James M. Raley

County Administrator R. Lamont Pagenhardt

ADMINISTRATIVE SESSION

1. On March 5, 2014 the Board of County Commissioners agreed to a recommendation of appointment for John Churchill to the position of GIS Specialist with the Department of Community Planning and Development. Mr. Pagenhardt has sent an official letter of appointment to Mr. Churchill that outlined the terms and conditions of employment. This concurrence of appointment and documentation is hereby reflected in these public meeting minutes.
2. The Board of County Commissioners, on a motion by Commissioner Raley, which was seconded by Commissioner Crawford, and made unanimous by Chairman Gatto, moved into Executive Session under section 10-508 of the Maryland Open Meetings Law on this date to discuss legal matters. The same motion ended the Executive Session.
3. Gorman Getty, County Attorney and Patrick Hudnall, Project Engineer, Engineering Department presented and recommended that the Board of Commissioners, acting as the Garrett County Sanitary Commission, review and execute deeds of easement with Exelon - Fair Winds Project. The Board will defer final approval of these easements and place this action on the Public Meeting Agenda for April 1, 2014.
4. The Board of County Commissioners, Mr. Getty, and Mr. Hudnall reviewed proposed deeds of easement with Sandy Beach Subdivision/Development. The Board directed Mr. Hudnall to proceed with the finalization of these to allow for the construction of the Western Conveyance Water and Wastewater Project.
5. Scott Weeks, Director, and Nikki Brown, Accountant, Department of Financial Services briefed the Board of County Commissioners on the Red Flag Rules annual requirement. This requirement relates to the Identity Theft Prevention Program for all County Government departments and offices. Ms. Brown will assure all departments are informed of the process for compliance.
6. The Board of County Commissioners, on a motion by Commissioner Raley, which was seconded by Commissioner Crawford, and made unanimous by Chairman Gatto, moved into Executive Session under section 10-508 of the Maryland Open Meetings Law on this date to discuss personnel matters. The same motion ended the Executive Session.
7. Mr. Pagenhardt updated the Board of County Commissioners on the expansion of the Emergency Operations Center (EOC) at the County Airport. John Frank, Director, Department of Public Safety and Emergency Management and Jay Moyer, Director, Department of Public Works were in

attendance for this review session. The Maryland Aviation Administration stipulates that the Department is to vacate the EOC administrative office and return the use back to the pilots lounge. It was recommended to the Board that the Department lease a portable office trailer until the expansion project is complete. Current plans are to finish the expansion project by the end of the calendar year. The Board agreed with this plan of action.

8. Michael Koch, Director, Department of Planning and Community Development presented discussion points as outlined in **Exhibit 1** of these administrative meeting minutes.
9. The Board of County Commissioners, on a motion by Commissioner Raley, which was seconded by Commissioner Crawford, and made unanimous by Chairman Gatto, approved a request for transfer of one (1) equivalent residential unit (ERU) submitted by William Weissgerber. The transfer of this unit is for Map 57, Parcel 133 to Map 66, Parcel 22. Mr. Pagenhardt will convey this decision of approval to Mr. Weissgerber.
10. The Board of County Commissioners, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, reappointed Carol Newman and Karl Schwalm to serve on the Board of Trustees of the Ruth Enlow Library. Official letters of appointment will be sent to Ms. Newman and Dr. Schwalm under the signature of Chairman Gatto outlining the term of these appointments.
11. Mr. Pagenhardt reviewed a number of administrative, personnel, and managerial matters under his authority and jurisdiction with the Board of County Commissioners. No official action was taken by the Board at this time.

PUBLIC SESSION

CALL TO ORDER OF PUBLIC SESSION

PRAYER & PLEDGE OF ALLEGIANCE

1. Additions/deletions to public meeting agenda. Mr. Pagenhardt indicated there were no additions or deletions to the Public Meeting Agenda for March 11, 2014, however there was one amendment. The session listed as Canaan Valley Institute should read Tucker Community Foundation. The Board, on a motion by Commissioner Raley, which was seconded by Chairman Gatto, and made unanimous by Commissioner Crawford, approved the Public Meeting Agenda for March 11, 2014.
2. The Board of County Commissioners, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, approved the Public Meeting Minutes for February 18, 2014 and Administrative Session for February 25, 2014.
3. The Board of County Commissioners provided an update of the boards, committees, and commission meetings they have attended and participated in since the last public meeting.
4. The following departments and agencies presented briefings and updates to the Board of County Commissioners:
 - a) Garrett County Board of Elections. Director Steven Fratz presented pertinent information on the 2014 Primary Election to be held on June 24, 2014.

- b) Garrett County Chamber of Commerce. Chamber Heritage Area Coordinator Dawn Heinz presented an update and presentation on Mountain Maryland Gateway to the West Heritage Area Program.
 - c) Garrett County Community Action Committee. President Duane Yoder presented their 2014 Report to the Board. Copy of the annual report is on file with the Office of the Board of County Commissioners.
 - d) Dove Center. Executive Director Heather Hanline provided brief information and comprehensive statistics for 2013. Specific statistics are on file at the Dove Center Administrative Office or from Ms. Hanline.
5. The Purchasing Department presented the following recommendations of contract extension to the Board of County Commissioners.
- a) Hauling of Recycled Materials (bid # 13-0627R). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, awarded an extension to Sunrise Sanitation Services for contract period of July 1, 2014 to June 30, 2015. Specifics of the contract are on file with the Purchasing Department.
 - b) Hauling of Refuse and/or Recycled Materials (bid # 13-0523H). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, awarded an extension to Perry's Solid Waste Disposal for a contract period of July 1, 2014 to June 30, 2015. Specifics of the contract are on file with the Purchasing Department.
6. The Department of Community Planning and Development presented the following issues to the Board of County Commissioners:
- a) Final Approval of Revised Permit Fee Schedule. The Permits & Inspections Division had presented this recommended fee schedule to the Board and the public on February 18, 2014 and at the time the Board determined to allow for public commentary with a final decision of approval on this date. The Board, on a motion by Commissioner Crawford, which was seconded by Chairman Gatto, moved a decision to discussion on a vote that would approve the Revised Fee Schedule as presented and recommended. The Board discussed justification for this increase prior to a vote of approval and it was noted that no public commentary had been received on this matter. A call for vote was made with Commissioner Crawford and Commissioner Raley voting to approve the Revised Permit Fee Schedule. Chairman Gatto voted against the fee increase. The Board then executed Resolution 2014-3 – Subdivision Fees; Resolution 2014-4 – Entrance Permit Fees; and Resolution 2014-5 – Grading Permit Fees. The Revised Permit Fee will be placed on-line at the Department of Community Planning and Development – Permits and Inspection Services tab.
 - b) Kim Durst, Economic Development Specialist, presented an executive summary of the Enterprise Zone Program. The Program includes a 10-year gradating tax credit against county and municipal real property tax based on the assessment of the physical improvements located on the property and 1 or 3 year credit against the applicable company's Maryland income tax for wages paid to eligible new employees hired when the business is located within an enterprise zone. Ms. Durst also reviewed the HUBZONE Program with encourages and assists in economic development and

employment growth within economically distressed areas by providing access to more federal contracting opportunities through the establishment of preferences.

7. Members of Garrett County Arts Council presented an overview of the organization and their Fiscal Year 2015 Budget request to the Board of County Commissioners. The Board expressed their appreciation to the Council and will take the request for funding under advisement as part of the comprehensive budget review process.
8. Tucker Community Foundation presented a briefing on the annual "Run For It" event. The event helps nonprofits raise awareness and support for their respective organization. The presentation concluded with a request for funding for Fiscal Year 2015 that was equivalent to their appropriation of County funding in Fiscal Year 2014 (\$500) and will solely support Garrett County participating teams. The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, approved an appropriation of \$500 for Fiscal Year 2015.
9. Public Commentary.
10. Carol Riley-Alexander, Executive Assistant to the Board of County Commissioners and County Administrator, reviewed the Board's meeting and committee schedule for the forthcoming weeks.

ADJOURNMENT OF PUBLIC SESSION

Attest:

By Order of the Board,

R. Lamont Pagenhardt,
County Administrator

Robert G. Gatto, Chairman
Board of County Commissioners

Date

AGENDA of TOPICS

- 1) Administrative
 - a) 2014/15 ED Budget Overview
 - i) Draft budget submitted to finance at \$2.314M (-17.8% YOY; net of carry-overs)
 - ii) Strategic priorities include:
 - (1) Completion of Strata Building at KRBP
 - (2) MMEAC Ops
 - (3) Beitzel Jobs Agreement & Construction Support
 - (4) Municipality Revitalization
 - (5) ASCI Ops Support
 - (6) GIEC Ops Support
 - (7) Water Infrastructure
 - iii) On the horizon – Next Comprehensive Planning Cycle & implementation of Watershed Management Plan
 - b) Re-organization Update
- 2) Maryland Heritage Areas Program Grant – HART for Animal Center – Phase II support letter.
- 3) Press Activity
 - a) County EZ Performance *(attached)*
 - b) WTI Recognition of Frank Vitez/Phenix Technologies *(attached)*
 - c) County Branding Press Release *(attached)*
 - d) IEDC Award Nomination
- 4) Energy Update
 - a) MMEAC
 - i) 12 Practical Project Ideas generated and being worked through process *(attached)*
 - ii) Next Meeting 3/19 *(attached)*
 - iii) Outside speakers scheduled for April & May meetings
 - iv) First-round of recommendations anticipated by Memorial Day
- 5) CM/Beitzel Update
- 6) Municipality Revitalization Discussion
 - a) ED/Planning Collaboration opportunities
 - b) Transit-Oriented-Development Opportunities *(attached)*
- 7) Planning Commission Discussion
 - a) Broader discussion of “special exceptions” and/or Article 12 processes tabled until:
 - i) MDP determination of Comprehensive Planning Cycle
 - ii) Resolution of pending Ethics Case
 - b) D. Carpenter is hopeful that both will be resolved prior to April 2, 2014 for next Planning Commission Meeting.
- 8) TCC
 - a) 2014 CEDS Survey
 - b) 2014 ARC Preliminary Project Descriptions
- 9) New Projects Briefing
 - a) Agri-business
 - i) Food HUB Development – DBED/Talbot County collaboration
 - ii) KivaZip.Org
 - iii) Ag-Village/Grantsville Collaboration
 - b) Artist-in-Residency Program Grant
 - c) Cobblestone Hotel/Oakland Collaboration
 - d) New Financing Program/D. Stork GCED Corp collaboration