

Minutes of the County Commissioners of Worcester County, Maryland

January 5, 2016

Madison J. Bunting, Jr., President
Merrill W. Lockfaw, Jr., Vice President
Anthony W. Bertino, Jr.
James C. Church
Theodore J. Elder
Joseph M. Mitrecic
Diana Purnell

Following a motion by Commissioner Lockfaw, seconded by Commissioner Church, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; Stacey Norton, Human Resources Director; and Merry Mears, Economic Development Director. Topics discussed and actions taken included: agreeing to advertise to fill the position of Deputy Director within Economic Development and two Welcome Center Greeters for Tourism; hiring Aaron "Chris" Raynor, Danielle Miller and Anthony Donofrio as Communications Clerk Trainees for Emergency Service, and Barbara Beebe and Bryce Gordy as Transfer Station Attendants for the Solid Waste Division of Public Works; transferring and promoting Irlene Connor from Store Clerk II to Office Assistant II in the Warehouse for Liquor Control; promoting David Bradford from Natural Resources Administrator to Environmental Programs Deputy Director and promoting Eddie Lawson from Environmental Health Specialist III to Environmental Programs Administrator; appointing Thomas Babock to the Board of Zoning Appeals; reappointing Bill Bruning to the Agricultural Preservation Advisory Board, Carol Rose to the Commission for Women, Molly Hilligos to the Tourism Advisory Committee, and Joseph Weitzell to the Water and Sewer Advisory Council for the Mystic Harbour Service Area; appointing Steve Engel, Keith Fisher, Wayne Lambertson, Elbert Davis, David Dypsky, Marlene Ott, Merry Mears, Mark Cropper and John Peters to the Design Guidelines Task Force; receiving legal advice from counsel; and performing administrative functions.

After the closed session, the Commissioners reconvened in open session. Commissioner Bunting called the meeting to order and announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the minutes of their December 10, 2015 Work Session and December 15, 2015 meeting as presented.

The Commissioners presented a proclamation recognizing January as National Mentoring

Month to Kara Neel of Big Brothers/Big Sisters (BBBS) and challenged caring, responsible adults to start something big this year in a little person's life by becoming mentors.

The Commissioners met with Ocean City Development Corporation (OCDC) Executive Director Glenn Irwin and OCDC Board of Directors President Chris Trimper to discuss a request from the OCDC for property taxes to be paid to the County by OCDC for the Model Block properties to be reimbursed to the OCDC for a period of up to five years, or sooner if these properties are conveyed to a private development interest. Mr. Irwin explained that the Model Block project consists of eleven properties, which total 35,160 square feet and have an assessed land value of \$2,763,900, which would generate \$23,078.58 in annual County property taxes. The Model Block properties are to be developed as a medium sized, mixed use project by a private development interest with guidance by OCDC. The properties are located on Somerset and Dorchester Streets between Baltimore and Philadelphia Avenues in Ocean City. One of the properties is already owned by the OCDC, and the other 10 are currently owned by the Town of Ocean City and will be conveyed to the OCDC in the near future. He advised that the nine buildings that were on these properties were demolished in 2015 using a grant from the State of Maryland's Smart Growth and Strategic Demolition Impact Fund. Mr. Irwin advised that the town and County agreed to reimburse the OCDC for paid property taxes for a three-year period for another OCDC project in downtown Ocean City in 2011, which was completed in 2015 and now serves as the Ocean City Beach Patrol (OCBP) headquarters. Commissioner Mitrecic stated that the Model Block project is the culmination of efforts by OCDC, the town and County and will be the jewel of the town if they can attract the right developer. Commissioner Elder concurred and stated that the project will be a win-win for everyone involved. Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners conceptually approved a grant to OCDC to reimburse the annual County property taxes paid on the Model Block properties on Somerset and Dorchester Streets in Ocean City until they are conveyed to a private development interest.

Maryland Delegate Chris Adams (District 37B - Caroline, Dorchester, Talbot and Wicomico Counties) met with the Commissioners to seek their support for House Bill 19 - Public Safety - Building Performance Standards - Local Amendments to Fire Sprinkler Systems Provisions, a bill he pre-filed for the 2016 General Assembly Session that would allow local jurisdictions to opt out of a State law passed in 2012 requiring homebuilders to install fire sprinklers in all newly constructed single-family homes. Effective July 1, 2015, local jurisdictions were no longer permitted to opt out of the requirements. Delegate Adams stated that the sprinkler law adds another \$8,000 to \$10,000 cost to home construction, which effects the ability to secure affordable housing in rural areas. He advised that HB 19 would correct this situation by restoring the opt out provision, provided that home buyers are given information on the value of fire sprinkler systems by the State Fire Marshal and a written cost estimate for installation and maintenance of the fire sprinkler system, so they can make an educated decision on whether or not to have such systems installed in their new homes. He stated that the bill was modeled after a similar law in Delaware, which passed last year.

Delegate Adams stated that the State mandate essentially halted new home construction on the Eastern Shore, noting that Wicomico County received applications for 60 new home

construction permits immediately prior to the July 1, 2015 opt out date, while since that date Caroline and Wicomico Counties have each received only one application for new home construction. He stated that, though fire sprinklers provide outstanding protection, this is just one more example of the State usurping the rights of local jurisdictions to determine what is best for its citizens. He further stated that here on the Eastern Shore, where many homes are served by private wells, the cost is even higher and requires a whole new level of consideration. He stated that if adopted HB 19 would return the decision on whether to require these systems to local jurisdictions where it belongs.

Commissioner Church stated that, as a realtor, he's seen first hand the negative impact the sprinkler mandate has had on Worcester County, as it kept one of his clients from being able to afford a new home. He stated that the choice of whether to install a fire sprinkler within a single-family home belongs in the hands of the homeowner, not the government.

Commissioner Elder agreed and stated that requiring property owners to install fire sprinklers goes against their basic freedoms to decide for themselves what risk they are willing to take. Commissioner Mitrecic stated that the Town of Ocean City adopted a fire sprinkler ordinance prior to 2012, and noted that since that time far more damage has been caused by busted water lines during the cold winter months than by fire. He further stated that regulations make it difficult to compete with Delaware, where it is cheaper to build. In response to a question raised by Commissioner Bunting, Delegate Adams clarified that HB 19 would only affect single-family homes and have no effect on the current mandate to install fire sprinklers in townhouses or condominiums.

Following much discussion and upon a motion by Commissioner Bertino, the Commissioners unanimously authorized Commission President Bunting to sign a letter supporting the passage of HB 19. Commissioner Bunting thanked Delegate Adams for meeting with him during the Maryland Association of Counties (MACo) Winter Conference and for being here today to talk about HB 19. Commissioner Church further promised to carry the message of support to the MACo Legislative Committee and ask for MACo's support of the legislation as well.

The Commissioners conducted a public hearing on the requested five-year Capital Improvement Plan (CIP) FY17 - FY21. Chief Administrative Officer Harold Higgins informed the Commissioners and the public that the CIP is strictly a planning document the County will use in preparing future operating budgets, anticipating the future financial needs of the County and to identify possible funding resources; therefore, a project's inclusion in the CIP does not constitute a guarantee of future approval or funding from the County. Budget Accountant Kim Watts reviewed the CIP and advised that projects totaling \$76,305,150 are proposed over the five-year period. She stated that, of the proposed projects, \$11,853,813 or 15.5% is proposed to be funded by the General Fund and \$38,245,500 or 50.1% from General Bond funds. The remaining portion would be funded by user fees, grant funds, State match funds, designated funds, private donations, or enterprise fund bonds. Ms. Watts stated that the CIP projects and estimated costs include the following: \$5.2 million for General Government Facilities for the new Berlin Branch Library; \$17.3 million for several Public Works, Water and Wastewater and Solid Waste projects; \$2.3 million for Recreation and Parks for Showell Park land acquisition and development; \$10 million for Public Safety for the Jail Improvement Project; \$47.9 million

for Public Schools, which includes \$37.3 million to replace Showell Elementary School (SES) and \$10.6 million for a Stephen Decatur Middle School (SDMS) addition; and \$2.6 million for Wor-Wic Community College (WWCC), for a new Academic Building.

In response to questions by Commissioner Bertino, Public Works Director John Tustin stated that the existing scale building at the Central Landfill is 25 years old and in need of replacement. He further advised that the County should be able to pave approximately 25 miles of County roadways with asphalt overlay with budgeted funds of \$2 million. Mr. Higgins stated that the CIP does not reflect an additional \$500,000 in Highway User Revenues (HURs) projected to be returned to the County in FY16. Commissioner Elder requested staff provide additional details regarding the additional classroom space and square footage proposed for the SDMS addition project. Mr. Higgins agreed and stated that the details are included in the Board of Education's CIP approved earlier.

Commissioner Bunting opened the floor to receive public comment.

There being no public comment, Commissioner Bunting closed the hearing.

Upon a motion by Commissioner Mitrecic, the Commissioners unanimously adopted Resolution No. 16-1 approving and adopting the Worcester County Five-Year Capital Improvement Plan - FY 2017 to FY 2021 as presented.

The Commissioners conducted concurrent public hearings on the proposed expansion of the Ocean Pines Sanitary Service Area (SSA) to include the Community Church of Ocean Pines and St. John Neumann Catholic Church to be served by public water and sewer.

Mr. Mitchell explained that Arlene Page filed a petition on behalf of the Community Church of Ocean Pines to serve the church property, which is located at 11227 Racetrack Road (MD Rt. 589) and identified on Tax Map 15 as Parcel 239, with 9 equivalent dwelling units (EDUs) of public water and sewer service from the Ocean Pines SSA previously planned for the property by way of Resolution No. 05-09 on April 5, 2005, which approved the planning area expansion for the Greater Ocean Pines SSA.

Mr. Mitchell stated that County staff considered the expansion of the service area, as it pertains to desirability, feasibility, public health, the environment and standards, and determined the project is appropriate.

Mr. Mitchell explained that Sheila Zimmer filed a petition on behalf of St. John Neumann Catholic Church to serve the church property, which is located east of Racetrack Road (MD Rt. 589) at 11211 Beauchamp Road in Berlin, and more specifically identified on Tax Map 15 as Parcel 230, with 3 EDUs of public water and sewer service from the Ocean Pines SSA. Mr. Mitchell stated that the petitioner is proposing that the sanitary services for the expanded area be provided through the purchase of 3 EDUs of potable water and wastewater treatment capacity from the Ocean Pines SSA previously planned for the property by way of Resolution No. 05-09 on April 5, 2005, which approved the planning area expansion for the Greater Ocean Pines SSA. He stated that County staff considered the expansion of the service area, as it pertains to desirability, feasibility, public health, the environment, and standards, and determined the project is appropriate. He advised that both applicants applied and have been awarded Bay Restoration Funds for these projects.

Commissioner Bunting opened the floor to receive public comment.

Arlene Page of Bishopville urged the Commissioners to approve the request to serve the

Community Church of Ocean Pines with water and sewer as requested, noting that it will ensure the safety of 170 children at the church's Little Lambs Learning Center and more than 1,000 church members, as well as a number of other uses that serve the public good. She highly commended Mr. Mitchell for his efforts to assist the church to obtain public water and sewer and to apply for grant funds to help defray some of the project costs.

There being no further public comment, Commissioner Bunting closed the hearing.

Upon a motion by Commissioner Lockfaw, the Commissioners unanimously adopted Resolution No. 16-2 expanding the Ocean Pines SSA to serve both the Community Church of Ocean Pines and St. John Neumann Catholic Church Properties.

Pursuant to the request of Public Works Director John Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized staff from the Solid Waste and Recycling Division of Public Works to participate at no cost in the 32nd Annual Home, Condo and Outdoor Show from April 8-10, 2016 at the Roland E. Powell Convention Center in Ocean City to provide a booth to encourage residents and visitors to recycle. Mr. Tustin stated that this would be the sixth consecutive year that the County has been invited to maintain a booth at this event. He advised that give-away items at the booth will include pencils, frisbees, post-it-notes and cups, all of which are made from recycled materials.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously awarded the low bid for the provision of three 40-cubic-yard compactor containers to be utilized by the Solid Waste Division of Public Works to Wastequip of Statesville, North Carolina at a cost of \$7,570 per unit for a total delivered cost of \$22,710. Mr. Tustin explained that the additional \$710 in funding would come from savings in the fuel account.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously awarded the low bid for the lease of one current model year landfill track loader to be utilized by the Solid Waste Division of Public Works to Alban Tractor Company, Inc. at an acquisition cost of \$359,273 less buy back at the end of five years of \$125,800 for a net adjusted price of \$233,473, resulting in a monthly lease cost of \$6,493.50 and a final cost to the County of \$263,810.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved the proposals from EA Engineering to perform additional rounds of Assessment Groundwater Monitoring and Analytical Services at the Central Landfill Facility to include the collection, analysis and reporting for an additional three rounds over the next nine months at a cost of approximately \$8,000 per round for a total additional cost of \$24,079.60. Mr. Tustin explained that the first round of sampling has been completed, and this requirement was imposed by the Maryland Department of the Environment (MDE) due to volatile organic detections, which indicates statistically significant increases. He advised that EA Engineering is currently under a two-year contract for these primary monitoring services through calendar year 2016. In response to a question by Commissioner Elder, Mr. Tustin stated that EA Engineering has provided fair pricing to the County for its services over the years.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Lockfaw, the Commissioners unanimously agreed to waive the standard bid process and accept the proposal from Freemire & Associates, Inc. of Harmans, Maryland to replace six sanitary sewer pumps in the County Court House and Government Center in Snow Hill at a total cost of \$29,560. This includes \$9,965 for two pumps in the Chiller/Mechanical Room and \$8,580 for two pumps in the Electrical Room within the Courthouse, \$9,965 for two pumps in the Mechanical Room within the Government Center, and \$1,050 for three duplex buck and booster transformers. Mr. Tustin explained that over the past several years, many of the County buildings and parks that utilize sewage ejection pumps for sewage waste removal have been upgraded to current electronic technology in an effort to provide reliability and alarm notification for loss of service, with the exception of the Court House pumps, which were installed in 1964 and 1984, and the Government Center which were installed in 2001. He advised that on November 17, 2014, two sewage pumps in the Courthouse caused a sewage waste line to blow apart at a coupling, which caused extensive damage in an occupied staff break room, and the equipment did not have alarm notification components to alert emergency responders. He further advised that the pumps were not sized correctly, but rather were larger than necessary. In response to a question by Commissioner Lockfaw, Mr. Tustin stated that staff will be able to remotely monitor the new pumps, so they will be aware of any potential issues in time to correct them.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Bertino, the Commissioners unanimously approved the Request for Proposals (RFP) for preparation of the design documents for the proposed Operations Center at the Ocean Pines Wastewater Treatment Plant. Mr. Tustin stated that the current facility was built in 1973 and lacks private office space. He advised that the new facility would consolidate operating personnel areas, provide better security and include a training area. He advised that funding for this work was included in the 2014 General Obligation Bond.

The Commissioners met with Mr. Tustin to discuss obtaining a utility easement on property owned by Victor and Susan Birch to complete the Mystic Harbour Waterline Extension. Mr. Tustin stated that construction of the waterline extension was proposed to be completed within the right-of-way (ROW) for MD Rt. 611, but the area in question is very narrow, which would require the waterline to be shifted very near the travel lanes, making it difficult to place the pipe without disturbing an area outside of the ROW boundary. He stated that, to avoid this condition, staff approached Mr. Birch who has agreed to grant the easement to the County provided the County provides the following: two water EDUs at no cost to Mr. Birch, one for the Victor Birch Produce Stand and one for his home; approval to purchase at the currently adopted charge two sewer EDUs for the same purposes; and, at no cost to Mr. Birch, install a small diameter service line extended under MD Rt. 611 for his use when he acquires the sewer EDUs. Mr. Tustin stated that meeting the conditions would require minimal out-of-pocket expense and has a number of positive benefits to the County, including future removal of a septic system in the Critical Area and keeping the waterline on a more favorable alignment.

In response to a question by Commissioner Church, Mr. Tustin advised that the request

from Mr. Birch is reasonable. In response to questions by Commissioners Bunting and Lockfaw, Mr. Tustin advised that the proposed alignment of the waterline only requires a 10-foot wide easement, and an additional five feet of width to align with the property corner was not necessary. Following some discussion and upon a motion by Commissioner Church, the Commissioners unanimously approved the proposed Utility Easement agreement subject to review by County Attorney Maureen Howarth.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Church, the Commissioners unanimously agreed to amend the contract with Teal Construction, Inc. of Dover, Delaware to construct the MD Rt. 611 Water Main Extension Project within the Mystic Harbour Sanitary Service Area (SSA) to extend a 12-inch diameter water main down Airport Road from the MD Rt. 611 intersection to the Ocean Reef Drive intersection. The addendum will include approximately 1,500 linear feet of 12-inch main at a total cost of \$90,000, based on the unit prices in the original contract. Mr. Tustin stated that this additional work would enhance the operation and safety of the system, and funds of \$244,000 are available within the existing project budget to complete this work. In response to a question by Commissioner Bertino, Mr. Tustin stated that, with this additional work, the remaining project budget of \$154,000 could be used to complete other needed work within the Mystic Harbour SSA.

Pursuant to the request of Mr. Tustin and upon a motion by Commissioner Mitrecic, the Commissioners unanimously awarded the best bid for the final engineering design of effluent disposal facilities for the Mystic Harbour Wastewater Treatment Plant (WWTP) to Davis, Bowen & Friedel, Inc. (DBF) of Salisbury, Maryland at a cost not to exceed \$14,656. Mr. Tustin stated that the project includes final design and pipeline connections between the Mystic Harbour WWTP and Eagle's Landing Golf Course, an evaluation and recommendation on the need for pumping facilities, control of the effluent being discharged to the golf course, and design and implementation of system controls, as well as evaluation of available and needed storage to enhance system operations. Mr. Tustin explained that the low bid from J.W. Salm Engineering was not as thorough as the bid from DBF, and DBF also has more experience in the control and operation of spray irrigation systems, making their bid better than the J.W. Salm bid.

Pursuant to the request of Housing Program Administrator Jo Ellen Bynum and upon a motion by Commissioner Bertino, the Commissioners unanimously awarded the low bid for the general rehabilitation of a single family home owned by Irlene Colon in the Berlin area to Allstate Renovation & New Homes, Inc. of Trappe, Maryland at a cost of \$21,125.

Pursuant to the request of Budget Accountant Kim Watts and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Bunting to sign the Emergency Solutions Grant Program (ESGP) Agreement with the Maryland Department of Housing and Community Development (DHCD) to provide total funding of \$95,760 divided by the Samaritan Shelter in the amount of \$25,555 and Diakonia in the amount of \$70,205 for general maintenance and operating costs, transition to permanent housing funds, wages and benefits for case management staff, homeless prevention, rapid rehousing, and administrative costs for the period from October 1, 2015 through July 22, 2017.

Pursuant to the recommendation of Jessica Sexauer, Acting Director of the Worcester County Core Services Agency (CSA), an agency of the Health Department, and upon a motion by Commissioner Purnell, the Commissioners unanimously accepted the proposal from Children's Choice of Maryland, Inc. of Baltimore, Maryland for Respite Care Services for the CSA from January 1, 2016 to June 30, 2016, with a total budget award of \$26,047 and a renewal contract for the period of July 1, 2016 through June 30, 2017, with a total budget award of \$52,091.

Pursuant to the recommendation of Ms. Sexauer and upon a motion by Commissioner Bertino, the Commissioners unanimously accepted the proposal from Maple Shade Youth and Family Services and the County Health Department for the Transition Age Youth Initiative for the CSA from January 1, 2016 to June 30, 2016, with a total budget award of \$20,455. Ms. Sexauer advised that the contract is expected to be renewed for the period of July 1, 2016 through June 30, 2017, with a like budget award of \$20,455.

Pursuant to the written request of Roman Jesien, Acting Executive Director of the Maryland Coastal Bays Program (MCBP), and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized the MCBP to conduct the 17th Annual Osprey Sprint Triathlon at Public Landing on Saturday, September 24, 2016, and authorized assistance from several County agencies, including Public Works, Tourism and Recreation and Parks. The annual event begins and ends at the Public Landing boat ramp and includes swimming, bicycling and running. In his letter to the Commissioners, Mr. Jesien stated that the Osprey Sprint Triathlon is the MCBP's largest fundraising initiative, and last year it generated \$22,000, to fund restoration, monitoring, and education projects within the Atlantic Coastal Bays watershed.

Pursuant to the request of Tourism Director Lisa Challenger and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the transfer of funds of \$5,026 available within salaries to be used to print the quarterly Arts & Times arts calendars for spring 2016. Ms. Challenger stated that Tourism prints and distributes 5,000 copies of the calendars, with 500 household mailings and the remainder distributed to area Chambers of Commerce, museums, art galleries and the like. She advised that funds were inadvertently omitted from the FY16 budget for this purpose, but that funds were available within the salary budget due to the delay in hiring a new Social Media Coordinator. She advised that funds would be requested within the FY17 budget to print and distribute calendars beginning with the summer 2016 publication. In response to a question by Commissioner Mitrecic, Ms. Challenger advised that the calendar includes arts and cultural events that occur in the tri-county area, including Somerset and Wicomico Counties, with events at Salisbury University and the University of Maryland Eastern Shore (UMES).

The Commissioners met with Development Review and Permitting Director Ed Tudor to discuss a request from Berlin Planning Director Dave Engelhart to install a "Welcome to Berlin" sign on a parcel of land located at the intersection of MD Rt. 346 and eastbound U.S. Rt. 50 within the County's zoning jurisdiction. Mr. Tudor stated that the County recently found two similar signs necessary to promote local tourism and approved the signs upon the town's request. He noted that the design of the sign is the same as those previously approved by the

Commissioners, with the exception of the deletion of the phrase “Slow Down in Our Town.” Mr. Tudor stated that, with the Commissioners’ approval to promote local tourism, staff could issue the permit for the requested sign. Commissioner Elder pointed out that there was a similar sign at the intersection of MD Rt. 818 and U.S. Rt. 50. After some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously determined the sign to be necessary to promote local tourism and approved the sign.

Pursuant to the recommendation of County Engineer Bill Bradshaw and upon a motion by Commissioner Lockfaw, the Commissioners unanimously approved bid specifications for the addition of a shelter roof above the pens on the rear of the Animal Control building on Timmons Road in Snow Hill. Mr. Bradshaw advised that funds of \$30,000 are available within the FY16 budget to complete this project. In response to a question by Commissioner Lockfaw, Mr. Bradshaw confirmed that Public Works does not have the staff to complete this project in-house. In response to a request by Commissioner Lockfaw, Mr. Bradshaw agreed to include Holland Construction of Pocomoke on the list of potential bidders. At the request of Commissioner Bunting, Mr. Bradshaw also agreed to add pole building vendors to the list of potential vendors.

The Commissioners met with County Attorney Maureen Howarth to discuss naming an alternate flag protocol designee. Ms. Howarth stated that Resolution No. 15-31 gives the Commission President the authority to lower the County flags to half mast following the death of a present or former Worcester County elected official; however, based on the recent death of former Commissioner Louise Gulyas, it would be helpful to designate an alternate person with this authority in the event that the Commission President is not available to make that decision. She suggested the Chief Administrative Officer be designated as the alternate. Following some discussion and upon a motion by Commissioner Lockfaw, the Commissioners unanimously named the Commission Vice President to be the alternate designee.

The Commissioners reviewed a request from Assistant Chief Administrative Officer Kelly Shannahan for out-of-state travel to attend the American Planning Association (APA) National Conference in Phoenix, Arizona from April 2-5, 2016 at a total cost for travel, hotel and meals of \$2,131. Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the request, with the caveat that the \$40 per day meal reimbursement be raised to reflect the existing State reimbursement rate to more accurately cover the expected cost of daily meals, as suggested by Commissioner Church.

The Commissioners answered questions from the press, after which they adjourned to meet in closed session.

Following a motion by Commissioner Bertino, seconded by Commissioner Elder, the Commissioners unanimously voted to meet in closed session at 11:38 a.m. in the Commissioners’ Conference Room to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; and Kim Moses, Public Information Officer. Topics discussed and actions taken included performing administrative

functions.

The Commissioners adjourned to meet again on January 19, 2016.