

**County Council of Dorchester County
Regular Meeting Minutes
October 4, 2022**

The County Council of Dorchester County convened in Open Session at p.m. on the 4th day of October, 2022. A roll call of the members was conducted. Present in Room 110 were: Jay L. Newcomb, President; Libby Handley Nagel, Vice President; William V. Nichols; George L. Pfeffer, Jr.; and, Ricky C. Travers. Also present in Room 110 were E. Thomas Merryweather, County Attorney; and Donna F. Lane, Acting County Manager.

REGULAR SESSION

INVOCATION AND PLEDGE OF ALLEGIANCE

Councilman Pfeffer led the invocation and the pledge of allegiance.

CALL FOR ADDITIONS OR DELETIONS TO AGENDA

After publication of the agenda, the following items were added: Request To Expend Capital Budget Funds-Purchase Of Computers-Information Technology and Request To Submit Grant Application-Cardiac Devices-Emergency Services. The Council approved the amended agenda.

APPROVAL OF MINUTES

The Council approved the minutes of September 6, 2022 and September 20, 2022.

APPROVAL OF DISBURSEMENTS

The Council approved the vouchers as presented.

FINANCIAL REPORT: CASH AND INVESTMENTS

Councilman Newcomb reported total cash and investments as \$22,203,391.44.

CLOSED SESSION SUMMARY

The Council convened into Regular Session on October 4, 2022 at 5:14 p.m. in Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland 21613 and motioned to adjourn into Closed Session pursuant to Title 3 of the General Provisions Article of the Maryland Annotated Code, pursuant to §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 it has jurisdiction; §3-305(b)(8) to consult with staff, consultants, or other individuals about pending or potential litigation; and pursuant to §3-305(b)(7) to consult with counsel to obtain legal advice.

Present in Room 110 were: Jay L. Newcomb, President; Libby Handley Nagel, Vice President; William V. Nichols; George L. Pfeffer, Jr.; and, Ricky C. Travers. Also present in Room 110

was Donna F. Lane, Acting County Manager. Voting in favor of the Closed Session were the present Council Members.

The Council convened into a Closed Session at 5:15 p.m. on October 4, 2022 to discuss the following items pursuant to §3-305(b)(1); §3-305(b)(7); and, §3-305(b)(8).

- 1- Approved the request of the Planning and Zoning Director for reconsideration of a salary offer for a position by a 5 to 0 vote;
- 2- Confirmed the hiring by the Sheriff of an individual as a Warrant Control Officer by a 5 to 0 vote;
- 3- Confirmed the hiring by the Sheriff of an individual as a Dog Control Officer by a 5 to 0 vote;
- 4- Approved the request of the Emergency Services Director to hire individuals as 911 Communication Specialists by a 5 to 0 vote;
- 5- Consulted with staff regarding a request to stay litigation; and
- 6- Obtained legal advice from County Attorney regarding a potential abeyance;

Present in Room 110 were: Jay L. Newcomb, President; Libby Handley Nagel, Vice President; William V. Nichols; George L. Pfeffer, Jr.; and Ricky C. Travers. Also present via the conference call was Donna F. Lane, Acting County Manager. E. Thomas Merryweather, County Attorney joined the meeting late in Room 110.

COMMENDATION

The Council presented a Commendation to Nancy Shockley, Local Management Board Director, to commend her on her 23 years of service to Dorchester County and congratulating her on her retirement.

LEGISLATIVE SESSION

The Council adjourned into Legislative Session.

PUBLIC HEARING

BILL NO. 2022 -10 AN ACT OF THE COUNTY COUNCIL OF DORCHESTER COUNTY, MARYLAND PURSUANT TO THE AUTHORITY OF SECTION 10-202 AND SECTION 10-206 OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO REPEAL SECTION 63-5(L) OF CHAPTER 63, ENTITLED BURIAL SITES PRESERVATION OF THE DORCHESTER COUNTY CODE PROVIDING FOR THE REPEAL OF THE DUTY AND POWER OF THE BURIAL SITES PRESERVATION BOARD TO REVIEW AND PROVIDE ASSESSMENT AND COMMENT TO THE DORCHESTER COUNTY DEPARTMENT OF PLANNING AND ZONING REGARDING THE ESTABLISHMENT OF BURIAL SITE AREA BOUNDARIES FOR RECORDATION OF APPROVED BOUNDARIES IN THE LAND RECORDS OF DORCHESTER COUNTY, AS APPROPRIATE, AND TO REPEAL AND REENACT SECTION 63-5(M) OF CHAPTER 63 AND SECTION 63-5(L) OF CHAPTER 63 OF THE DORCHESTER COUNTY CODE.

E. Thomas Merryweather, County Attorney, said before Council is Bill No. 2022-10 which repeals Section 63-5(l) of Chapter 63, entitled "Burial Sites Preservation of the Dorchester County Code" providing for the repeal of the duty and power of the Burial Sites Preservation Board to review and provide assessment and comment to the Dorchester County Department of Planning and Zoning regarding the establishment of burial site area boundaries for recordation of approved boundaries in the Land Records of Dorchester County. He noted that no one signed up to speak. There was no response to his inquiry on whether anyone present wished to speak. Susan Webb, Planning and Zoning Director, confirmed that she is not aware of anyone who opposes this legislation.

The roll call on Bill No. 2022-10 was: Travers-aye; Pfeffer-aye; Newcomb-aye; Nagel-aye; Nichols-aye.

PUBLIC HEARING

BILL NO. 2022-11 AN ACT OF THE COUNTY COUNCIL OF DORCHESTER COUNTY, MARYLAND ACTING PURSUANT TO TITLE 3, LAW ENFORCEMENT, SUBTITLE 1, POLICE ACCOUNTABILITY AND DISCIPLINE, OF THE PUBLIC SAFETY ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO ESTABLISH A POLICE ACCOUNTABILITY BOARD AND AN ADMINISTRATIVE CHARGING COMMITTEE; SETTING FORTH THE QUALIFICATIONS FOR MEMBERS AND METHOD OF APPOINTMENT; PROVIDING FOR A PROCESS TO RECEIVE AND REVIEW CERTAIN COMPLAINTS ALLEGING POLICE MISCONDUCT; SETTING FORTH THE DUTIES OF THE BOARD AND THE COMMITTEE; DEFINING CERTAIN TERMS; PROVIDING FOR THE STAGGERING OF INITIAL APPOINTMENTS TO THE BOARD AND THE COMMITTEE; PROVIDING FOR THE APPLICATION OF THIS ACT; AND GENERALLY RELATING TO POLICE ACCOUNTABILITY IN DORCHESTER COUNTY, MARYLAND.

Mr. Merryweather said before Council for a public hearing is Bill No. 2022-11 which establishes an Administrative Charging Committee; sets forth the qualifications for members and method of appointment; provides for a process to receive and review certain complaints alleging police misconduct, sets forth the duties of the Board and in general relating to police accountability in Dorchester County.

James Pinkett, President, Dorchester County NAACP, asked to be part of the conversation once this legislation is passed.

Mike Detmer, resident, stressed the need to focus on selecting the best person to serve as a member on each board in each of the County's Districts.

Mr. Merryweather noted that it is State mandated law to enact legislation to establish the boards. He said the bill before Council: 1) is consistent with Talbot County's legislation relating to these boards; 2) was reviewed by Charles MacLeod, Special Legal Council; and 3) was reviewed and approved by Sheriff James Phillips. He said pursuant to the County Charter technical amendments can be made to the proposed legislation by not substantive changes.

The Council approved the below amendments to this legislation with a roll call vote as follows: Travers-aye; Pfeffer-aye; Newcomb-aye; Nagle-aye; Nichols-aye.

- Section 122-2, "Police Accountability Bill," Paragraph (C) 4(b) - The "at large member" of the Police Accountability Board will be African American.
- Section 122-4, "Terms and Conditions of Service.," Paragraph (D) 2 – The Chairperson shall serve a term of four years.
- Section 122-3, "Administrative Charging Committee", Paragraph (B) 3 – The two civilian members selected by the County Council shall be African American.

The roll call on Bill No. 2022, as amended, was: Nichols-yes; Nagel-yes; Newcomb-yes; Pfeffer-yes; and Travers-yes.

Mr. Merryweather asked Ms. Lane to amend the bill to reflect the changes and provide it to him for his review prior to execution. Councilman Nichols thanked the Council for its due diligence. Councilman Pfeffer stressed the need for citizens and law enforcement to work together.

REGULAR SESSION

The Council convened into Regular Session.

BOARD OF HEALTH

Roger Harrell, Health Officer, provided an overview of the COVID-19 pandemic beginning with the first case on March 10, 2020 in Montgomery County.

MARYLAND GENERAL ASSEMBLY LEGISLATIVE DISCUSSION

The Council agreed to pursue the below State law amendments during the 2023 Maryland General Assembly Legislative Session:

- to amend Section 1-113 of the General Provisions Article of the Annotated Code of Maryland which requires legal advertisements and legal notices to be published in a "newspaper of general circulation;"
- to amend Section 10-312(f) of the Local Government Article of the Annotated Code of Maryland entitled "County property; housing projects; franchise; required notice," as it relates to leases, to allow the County to enter into a lease for a term of five years or less, without providing notice of publication for three successive weeks; and
- to amend Section 3-702 of the Labor and Employment Article of the Annotated Code of Maryland to exempt applicants for employment with Dorchester County as a 911 Dispatcher with Dorchester County's 911 Center within the Department of Emergency Services; or as a Paramedic or Emergency Medical Technician with the EMS Division within the Department of Emergency Services; or a Correctional Officer at the Dorchester County Detention Center within the Dorchester County Department of

Corrections from the prohibition on employers requiring or demanding that an individual submit to or take a polygraph examination as a condition of employment.

The Council acknowledged that: 1) pursuant to Roger Short, Liquor Inspector, who said Board of License Commissioners has not identified any State law amendments to pursue and/or support during the 2023 Legislative Session; and, 2) emails were sent to Department Heads, Elected Officials and the municipalities seeking proposed legislative initiatives they wish Council to consider and/or support prior to the October 18, 2022 meeting at which there will be a final discussion regarding legislative proposals.

STATEMENT-SHORT TERM RENTALS

Councilman Newcomb made the below statement.

Dorchester County Planning and Zoning and the County Council has never stated that they are going to outlaw short term rentals. They are actively engaged in developing guidelines for short term rentals.

Dave Ferguson, resident, spoke briefly regarding short term rentals and asked that the Council consider regulations relating to these types of rentals after the upcoming Election.

MANAGERS COMMENTS

HALLOWEEN OBSERVANCE

The Council agreed to the observance of Halloween by County residents for children ages 12 and under on October 31, 2022 from 6 p.m. to 8 p.m., which policy does not supersede prescheduled times and dates set by municipalities. Unless residents living outside of town limits carry their child/children into a town, they are to follow this policy.

REQUEST TO USE SOFTBALL FIELDS-HURLOCK-RECREATION AND PARKS

The Council approved the request of Duc Trieu, Recreation and Parks Director, for Mopar Mobb Auto Group to use the perimeter of the baseball field behind the gates of the Hurlock train station pavilion on October 15, 2022 for the Car Show and Block party. The Council acknowledged that a Certificate of Liability Insurance will be provided to the County. Mr. Trieu, based on a statement made by Councilman Pfeffer, said staff will test the ground prior to parking vehicles on the perimeter.

SOLE SOURCE REQUEST-SECURITY SYSTEM UPGRADES-RECREATION AND PARKS

The Council approved the request of Mr. Trieu to sole source with Safehouse LLC for a security upgrade at the Recreation Center at the cost of \$9,943.03 using funds from the contractual services line item in the Recreation and Parks budget. Councilman Nichols thanked him for pursuing the security upgrade.

CHANGE ORDER REQUEST-RECREATION CENTER RENOVATION-RECREATION AND PARKS

The Council approved the request of Duc Trieu, Recreation and Parks Director, to accept the change order of the HVAC duct work that was performed by Hill-Kimmel Contracting for the installation of ductwork due to the existing duct work being in poor condition at the cost of \$2,332.71 and to reflect a credit of \$1,975 for the removal of quartz countertops from the original contract. The Council acknowledged that the new contract total is \$122,246.06 and there is \$377,753.94 in remaining Program Open Space funds for additional facility upgrades.

YOUTH BASKETBALL PROGRAM FUNDING REQUEST-SHERIFF'S OFFICE

The Council approved the request of Sheriff James Phillips to provide \$3,000 for the re-establishment of a Youth Basketball Program from the FY23 Contingency Fund, which will be a one-time request. The Council recognized that a commitment has been obtained from the City of Cambridge Manager of \$3,000 for this program. The Council acknowledged that a commitment to allow the use of a school for this program has been obtained from Dave Bromwell, Superintendent of Schools. Councilman Nichols thanked Antoine Patton and Sheriff Phillips for restoring this program. The Council agreed to provide \$3,000 for this program from the FY23 Contingency Fund.

BYRNE JUSTICE ASSISTANCE PROGRAM GRANT-DORCHESTER CO. ANTI-VIOLENCE INITIATIVE -SHERIFF'S OFFICE

The Council approved the request of Sheriff James Phillips to submit an application to the Byrne Justice Assistance Program administered by the Governor's Office of Crime Control for the following with no local match.

- \$7,632 for technology to have suspects make their first appearance at the Sheriff's Office instead of being transferred for court;
- \$10,000 in overtime to pay for the attendance of the mandatory de-escalation training;
- \$3,000 for upgrades to out lighting units for the tactical team
- \$22,500 to upgrade communication headsets, 15 units

RENEWAL REQUEST-EVERBRIDGE NOTIFICATION SYSTEM-EMERGENCY SERVICES

The Council approved the request of Dozia Rahilly, Emergency Services Director, to renew the agreement for the Everbridge Notification System for a three year period at the cost of \$11,025.00. Pursuant to a request from Councilman Newcomb, Councilman Pfeffer said the County will billed for each year separately.

EASTERN SHORE INNOVATION CENTER LICENSE AGREEMENT-BRIDGING THE GAP GAMING, INC.-ECONOMIC DEVELOPMENT

The Council approved the request of Susan Banks, Economic Development Director, to enter into an Eastern Shore Innovation Center License Agreement with Bridging the Gap Gaming, Inc. for Suite Nos. 6 and 7, consisting of 4,200 square feet for 24 months at \$525 per month commencing on approximately October 16, 2022 and ending on October 16, 2024.

FY23 COMMUNITY PARTNERSHIP APPLICATION RENEWAL-LOCAL MANAGEMENT BOARD

The Council approved the request of Nancy Shockley, to accept the Local Management Board's Community Partnership Agreement for FY 23 in the amount of \$501,558. The Council recognized it will need to sign this agreement annually although Dorchester Moving Forward is the Local Management Board for Dorchester County.

TRAVEL REQUESTS-TOURISM

The Council approved the following travel requests of Holly Gilpin, Tourism Director, and recognized that she will use funds from the FY23 Tourism Budget to cover the associated costs:

- to attend the Maryland Destination Marketing Organization Annual Meeting from October 6 to October 7, 2022 at the total cost of \$208.88 which includes mileage of \$78.88 and lodging for \$130 with food being provided by the hosting location; and,
- to attend the MARYLAND Tourism & Travel Summit, from November 14 to November 16, 2022 in Ocean City, Maryland at total cost of \$748.80 which includes mileage of \$63.80, cost of a hotel of \$260 for two nights, and a two day conference fee of \$425 with food being included.

REQUEST TO REMOVE RADIO ANTENNA-PUBLIC WORKS

The Council approved the request of Dave Edwards, Public Works Director, to contract with Maryland Tower Service, the only local vendor, to remove a radio antenna from the Department of Public Works Department property at the cost of \$13,570.00 using Contingency Funds. In response to a query from Councilman Newcomb, Mr. Edwards said the company will place the tower on the ground and Public Works staff will disassemble the tower and sell the material for scrap.

REQUEST TO PURCHASE REPLACEMENT PICKUP TRUCK-PUBLIC WORKS

The Council approved the request of Mr. Edwards to purchase a Ford F-150 truck at the cost of \$44,845.00 from Preston Ford, which provided the lowest quote, using funding in the FY23 Capital Budget allocated for this purchase of \$60,000.00.

SOLE SOURCE REQUEST-PAVING INTERSECTION OF LORDS CROSSING-CABIN CREEK ROAD-PUBLIC WORKS

The Council approved the request of Mr. Edwards to sole source with Russell Paving, Inc. to pave the intersection of Lords Crossing Road and Cabin Creek Road using the terms outlined in the County's paving agreement with this company at the cost of \$8,960.00 using the FY 23 paving allocation.

REQUEST TO SOLE SOURCE-BEULAH LANDFILL PAVING-PUBLIC WORKS

The Council approved the request of Mr. Edwards to sole source with Russell Paving, Inc. to repave the main haul road at the Beulah Landfill using the terms outlined in the County's paving agreement with this company at the cost of \$124,230.00 using the FY23 Capital Budget allocation of \$150,000.00 for this project.

Councilwoman Nagel left the meeting.

REQUEST TO PURCHASE MOSQUITO CONTROL TRUCKS-PUBLIC WORKS

The Council approved the request of Mr. Edwards to sole source with Preston Ford, a local vendor, and purchase two Ford Rangers at a total cost of \$66,160.00 using FY23 Capital Budget Funds allocated for this purchase.

DORCHESTER COUNTY PROPERTY TAX ASSESSMENT APPEALS BOARD APPOINTMENT

The Council, agreed to appoint Brian Tolley to the Dorchester County Property Tax Assessment Appeals Board. The Council acknowledged that there is one remaining appointment that needs to be made to this Board.

BOARD APPOINTMENTS

The Council appointed Ryan Daniels and Scott Hanson to the Recreation and Parks Advisory Board. The Council also reappointed Wylie Gray to this Board.

POLL CONFIRMATION

The Council confirmed its decision, via poll in the interim of meetings, to:

- approve the below grant awards from the Governor's Office of Crime Control & Prevention for the Sheriff's Office with no local match by a 5 to 0 vote:
 - Dorchester County Program Grant Award of \$20,784 for overtime and supplies for Deputies to be present at events
 - Dorchester De-Escalation Training for Sheriff's Office and Victim Advocacy of \$283,000 for this type of training

- Police Recruitment and Retention Grant Program Award of \$15,045 for gym memberships and tuition assistance
- Domestic Violence Unit Program Award of \$17,900 for entry of domestic violence orders
- agree to send correspondence to the Office of Legislative Audits regarding the FY21 Audit and a letter to the Office of Policy Analysis, Department of Legislative Services, extending the completion date to December 31, 2022.

**REQUEST TO EXPEND CAPITAL BUDGET FUNDS-PURCHASE OF COMPUTERS-
INFORMATION TECHNOLOGY**

The Council approved the request of Don Keyes, Information Technology Director, to expend \$50,000 in FY22 Capital Budget funds to purchase computers for the Detention Center.

**REQUEST TO SUBMIT GRANT APPLICATION-CARDIAC DEVICES-EMERGENCY
SERVICES**

The Council approved the request of Ms. Rahilly to submit a FY23 Cardiac Grant application to the Maryland Institute for Emergency Medical Services Systems for a 50/50 grant to purchase Cardiac Monitors/Defibrillators.

OTHER

The Council agreed to place on the front page of the County website a link for the Police Accountability Board and Administrative Charging Board. Councilman Nichols said he has received two applications.

ADJOURNMENT

With no further business to discuss, the Council adjourned.

ATTEST:



Donna F. Lane
Acting County Manager

THE COUNTY COUNCIL
OF DORCHESTER COUNTY:



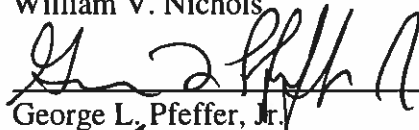
Jay L. Newcomb, President



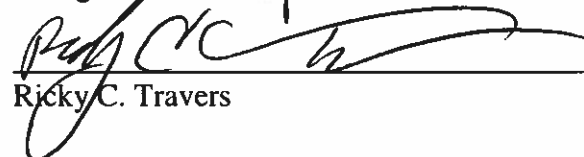
Libby Handley Nagel, Vice President

Absent

William V. Nichols



George L. Pfeffer, Jr.



Ricky C. Travers

Approved the 18 day of October 2022.

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING
("CLOSING STATEMENT") UNDER THE OPEN MEETINGS ACT (General
Provisions Article § 3-305)**

This form has two sides. Complete items 1 – 4 before closing the meeting.

1. Recorded vote to close the meeting: Date: 10/4/22; Time: 5:14 p.m.; Location: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland; Motion to close meeting made by: Nichols Seconded by Newcomb; Members in favor: Newcomb, Noyel, Nichols, Pfoffer, Travers; Opposed: N/A; Abstaining: N/A; Absent: N/A.

**2. Statutory authority to close session (check all provisions that apply).
This meeting will be closed under General Provisions Art. § 3-305(b) only:**

(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; any other personnel matter that affects one or more specific individuals"; (2) "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3) "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4) "To consider a 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) "To consult with counsel to obtain legal advice"; (8) "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 discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11) "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (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, to discuss a matter directly related to a negotiating 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." (15) "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	to consider the request of the Planning and Zoning Director for reconsideration of a salary offer for a position	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above topic	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b)(1)	to confirm the hiring by the Sheriff of an individual as a Warrant Control Officers	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above topic	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b)(1)	to confirm the hiring by the Sheriff of an individual as a Dog Control Officer	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b) (13)	Same topic as above topic	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b) (1)	request of the Emergency Services Director to hire individuals as 911 Communication Specialists	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
§3-305(b)(13)	Same topic as above topic	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b)(8)	to obtain legal advice from County Attorney regarding a request to stay litigation	to consult with staff, consultants, or other individuals about pending or potential litigation.
§3-305(b)(7)	to obtain legal advice from County Attorney regarding a proposed abeyance	Council does not want to waive the attorney-client privilege. See page 101, August 17, 2021, OMCB ruling (15 OMCB 99)

4. This statement is made by , Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

- For a meeting closed under the statutory authority cited above:
Time of closed session: _____
Place: _____
Purpose(s): _____
Members who voted to meet in closed session: _____
Persons attending closed session: _____
Authority under § 3-305 for the closed session: _____
Topics actually discussed: _____
Actions taken: _____
Each recorded vote: _____
- For a meeting recessed to perform an administrative function (§ 3-104): Time: _____
Place: _____ Persons present _____: Subjects discussed _____