

**County Council of Dorchester County  
Regular Meeting Minutes  
December 20, 2022**

The County Council of Dorchester County convened in Open Session in Room 110 of the County Office Building at 6:04 p.m. on the 20<sup>th</sup> day of December 2022. A roll call of the members was conducted. Present in Room 110 were: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; Rob Kramer, Jr.; William V. Nichols; Ricky C. Travers. Also present in Room 110 was Donna F. Lane, Acting County Manager and E. Thomas Merryweather, County Attorney.

**REGULAR SESSION**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Councilman Nichols led the invocation and the pledge of allegiance.

**CALL FOR ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

**APPROVAL OF MINUTES**

The Council approved the minutes of November 1, 2022, November 22, 2022 and December 6, 2022

**APPROVAL OF DISBURSEMENTS**

The Council approved the vouchers as presented. Councilman Travers abstained from payments made to Simmons Center Market.

**FINANCIAL REPORT: CASH AND INVESTMENTS**

Councilman Pfeffer reported total cash and investments as \$35,134,610.08.

**CLOSED SESSION SUMMARY**

The Council convened into Regular Session on December 20, 2022 at 4:32 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. Present in Room 110 were: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; Rob Kramer, Jr. and William V. Nichols. 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 in a Closed Session on December 20, 2022 at 4:33 p.m. to discuss the following items:

- Conducted a personnel hearing;
- Approved the request of the Acting Director of Finance, to fill the position of Advanced Fiscal Clerk within the Finance Department by a 5 to 0 vote;
- Approved the request of the Acting Director of Finance, to fill the position of Treasury Manager within the Finance Department by a 5 to 0 vote;
- Approved the request of the Director of Emergency Services, to hire an on-call 911-Communications Specialist within the Department of Emergency Services by a 5 to 0 vote;
- Discussed a personnel matter relating to a County employee.

Present in Room 110 were: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; Rob Kramer, Jr.; William V. Nichols. Also present in Room 110 was Donna F. Lane, Acting County Manager. Councilman Travers and E. Thomas Merryweather, County Attorney, joined the meeting late.

Councilman Pfeffer announced that:

The Council convened into Regular Session on December 13, 2022 at 6:00 pm 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, employee's, or officials over whom it has jurisdiction and pursuant to §3-305(b)(3) discuss possible acquisition of real property and pursuant to §305(b)(7) to consult with counsel to obtain legal advice. Present in the room were Mike Detmer, Vice President; William V. Nichols, Ricky Travers and Rob Kramer, Jr., George L. Pfeffer, Jr., President, participated by phone due to illness. Also present in Room 110 was E. Thomas Merryweather, County Attorney. All Council members voted unanimously in favor of moving to Closed Session.

The Council convened into a Closed Session at 6:01 p.m. on December 13, 2022 to discuss the following items pursuant to §3-305(b)(1), §3-305(b)(3) and §3-305(b)(7):

- Discuss the Vacancy of the County Manager Position. Voted 3 to 2 to hire an Interim County Manager to run day to day operations of the County during the search for a permanent County Manager.
- Discuss the Vacancy of the County Finance Director Position. Voted 5 to 0 to modify job requirements and change job posting accordingly.
- Discuss a specific employee pension issue. Requesting more information from staff.
- Discuss a specific employee's on-call contract concern. Voted 5 to 0 to send correspondence of clarification to on call employees.
- Discuss a specific employee work schedule accommodation request. Requesting more information from staff.

- Discuss specific County Department Director expenditure of funds. Requesting County Manager to discuss issue with Director.
- Discuss specific employee outside employment. Requesting more information from staff.
- Discuss recent termination of contractual employee in a County department. No action taken.
- Discuss Grievance placed by specific group of Sheriff's Office Employees. Voted 5 to 0 to make modifications to correct this issue.
- Received legal advice from Counsel regarding a Lease agreement in a County Building. Voted 5 to 0 to have Staff and Council President discuss with Tenant.
- Received legal advice from Counsel regarding a Lease on County owned property. Requesting more information from staff.
- Received legal advice regarding County Financial obligations at Detention Center. No action taken.
- Discuss possible acquisition of property for State agencies in County. No action taken.
- Discuss possible acquisition of property for recreational use. No action taken.
- Discuss a specific employee possible disciplinary issue. No action taken.
- Discuss a specific employee request for work accommodation. Council agreed to allow staff to assist with modification.
- Discuss claims of maintenance issues in a specific County owned property. Requesting more information from staff.

## **ANNOUNCEMENT**

Councilman Pfeffer announced that by a 3 to 2 vote the County agreed to hire Jeff Powell as Interim County Manager effective January 1, 2023.

## **MANAGERS COMMENTS**

### **CAPITAL PROJECTS GRANT AGREEMENT AWARDS – BOND BILLS – MACES LANE COMMUNITY CENTER, INC.**

The Council deferred the request of Tyrus Farrow Sr., Project Manager, Mace's Lane Community Center (MLCC) to sign two State of Maryland Capital Projects Grant Agreements, one for \$300,000 and the other for \$200,000. The Council acknowledged the bond funds are for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement and capital equipping of the old Mace's Lane High School as the Mace's Lane Community Center.

Mr. Merryweather stated the most important component is that MLCC will be responsible for construction; therefore, the County will not have any direct liability. He said all legal documents have been prepared to address this issue. He explained that the bond grant agreement places a direct liability on the County in the event of default of MLCC. He stated that the Council can amend their decision but will assume liability, which conflicts with the current lease between the parties, OR the County can continue with the prior policy to not have financial liability and not use taxpayers' money in the project. He advised that the County was given oversight capacity on

the construction, bidding and financial stages they required MLCC to develop a Capital Budget showing that funding will not be needed by the County or taxpayer, which has not been provided to the County. Mr. Merryweather expressed his concern that the Grant states that the MLCC has no property interest, however, they own the project by virtue of the 99 year lease. Mr. Merryweather doesn't think the State, whom wrote the agreement, knows of lease. He suggested that the Council defers the request until additional clarification is received. Reverend Keith Cornish stated the reason the County is on the Grant Agreement as the owner is because the County signed as the owner of the property when the first bond was completed for \$100,000. Reverend Cornish stated that MLCC offered to purchase the property, however, Kenneth Holt, Secretary, Department of Housing Community Development, recommended that the County maintain ownership of the property. Reverend Cornish shared that the County is on every document that has gone to the Senate and the House of Delegates; that the County agreed with the Maryland Historical Trust and was given the general letter and full disclosure of what the funds are being used for. He explained that the County is on the Grant Agreement because the County is technically the owner, even though it is leased to MLCC. Mr. Merryweather said he will obtain clarification regarding the agreements including the possibility of a Letter of Support. Reverend Cornish advised that the \$500,000 needed for the project has already been secured. The Council deferred Reverend Cornish's request by a 5 to 0 vote.

#### REQUEST TO SOLE SOURCE & EXPEND FY22 CAPITAL BUDGET FUNDS / LAPTOP PURCHASE – EMERGENCY SERVICES

The Council approved the request of Dozia Rahilly, Director of Emergency Services, to sole source with Law and Order Technology, LLC and expend FY22 Capital Budget funds of \$8,885.14 to purchase two Panasonic Toughbook laptops for field use.

#### GRANT AWARDS - 2022 STATE HOMELAND SECURITY PROGRAM - 2022 EMERGENCY MANAGEMENT PERFORMANCE GRANT – EMERGENCY SERVICES

The Council, based on the request of Ms. Rahilly, accepted a 2022 State Homeland Security Program (SHSP) grant award of \$95,864.00 and with the performance period of September 1, 2022 to February 28, 2025 and no cost share or match requirement for the FY2022 SHSP Grant.

The Council, based on the request of Ms. Rahilly, accepted the grant award of the 2022 Emergency Management Performance Grant (EMPG) of \$83,101.13 and with the performance period of October 1, 2021 to June 30, 2024 which requires a 100% match using the existing 911 Operating Funds. The Council acknowledged that the grant pays the Emergency Management Planners salary and benefits to include some of the Emergency Management operational expenses.

#### GRANT AWARD FY23 MARYLAND HERITAGE AREA AUTHORITY – MANAGEMENT GRANT – TOURISM

The Council, based on the request of Holly Gilpin, Director of Tourism, accepted the FY 2023 Management Grant award of the Maryland Heritage Areas Authority (MHAA) of \$100,000, with the performance period from July 14, 2022 to September 30, 2024. The Council acknowledged

that grant requires a 100% match which will come from the Tourism Budget. The Council further acknowledged that the grant will be used to operate the local Heritage Area office, to fund the employment of a Director of Tourism and a Manager of the Heritage Area, as well as expenses. The Council recognized that the local match consists of:

- Cash
  - Directors salary \$60,000
  - Design Services \$2,000
  - Printing & Publications \$3,774
  - Internet Access \$1,000
  - Web Maintenance & Hosting \$450
  - Staff Development & Travel \$1,250
  - Office Expenses \$1,526
  - Marketing \$20,000
- In-kind
  - Volunteer Hours \$10,000

Councilman Pfeffer opened the floor to Holly Gilpin, Director of Tourism for comments. Ms. Gilpin that the partnership with MHAA started in 2004. She reverberated that the grant allows the Director's salary to be credited toward the match requirement, noting that marketing cannot be matched dollar for dollar.

#### REQUEST TO INSTALL GUNFIRE DETECTION DEVICE ON COUNTY BUILDINGS – PLANNING & ZONING AND RECREATION & PARKS

The Council approved the request of Jeremy Garber, Senior Project Manager, Field Engineering, ShotSpotter on behalf of the Cambridge Police Department (CPD) to install gunfire detection sensors. Prior to moving forward with this project, based on concerns about placement on County buildings the Council agreed that a discussion be held between the City of Cambridge City Manager, City Chief of Police, Mr. Powell, Mr. Edwards and Don Keyes, IT Director.

#### BID AWARD – SUPPLY & INSTAL NEW ATHLETIC EQUIPMENT – RECREATION & PARKS

The Council approved the request of Duc Trieu, Recreation & Parks Director, to sole source with TJ Distributors for \$121,100 using the remainder of the Local Park and Playground Infrastructure (LPPI) funding of \$104,573.94 and Contingency Funds of \$16,526.06 for the supplying and installing of new athletic equipment (four ceiling mounted basketball backstops, two sets of volleyball systems, two sets of tennis systems, four floor sleeves and cover plates, and two retractable divider vinyl/mesh curtains) to be installed at the Recreation Center for recreational program usage. Councilman Pfeffer asked staff to take note of the Contingency Funds balance of \$231,000, which needs to last until July, 2023.

#### REQUEST TO PROCEED – WILDLIFE FENCE PHASE 2 – AIRPORT

The Council approved the request of Steve Nuwer, Airport Director, , to provide AECOM Technical Services, Inc with a Notice to Proceed to begin Phase 2 of the new Wildlife Fence

Project at Cambridge-Dorchester Regional Airport using the Airport's FY23 Capital Budget funds.

#### REQUEST RENEWAL-LETTER OF ACCEPTANCE-CITY OF CAMBRIDGE-DEER MITIGATION - AIRPORT

The Council approved the request of Mr. Nuwer to submit a renewal Letter of Acceptance (LOA) to the City of Cambridge requesting authorization to: 1) allow the Airport Staff to discharge, or supervise the discharge of, firearms on Airport property for the purpose of lethal mitigation of wildlife that pose a safety risk to aircraft and passengers at the airport. or; 2) allow the Director to discharge blanks for the non-lethal harassment of wildlife, whichever is deemed most appropriate.

#### REQUEST TO SOLE SOURCE - INSTALL ADDITIONAL FIRE SPRINKLER PROTECTION – ECONOMIC DEVELOPMENT

The Council approved the request of Susan Banks, Economic Development Director, to sole source with Bayside Fire Protection at the cost of \$2,560, which currently provides annual fire sprinkler maintenance, to install additional fire sprinkler protection in the cooler box and near the overhead door within the warehouse. The Council also approved the request of Ms. Banks to use Contingency Funds for this unanticipated maintenance project.

#### GRANT AWARD FY2023 RURAL MARYLAND PROSPERITY INVESTMENT FUND – ECONOMIC DEVELOPMENT

The Council, based on the request of Ms. Banks, accepted the FY2023 Rural Maryland Prosperity Investment Fund (RMPIF) grant award of \$380,000 for Woods Road construction costs and materials. The grant period is August 1, 2022 to June 30, 2023. This grant requires a 75% match, which will be funded 100% from the Governor's Office Rural Fund. The RMPIF grant award, along with matching funds, will be expended to cover road construction costs and materials that include, but may not be limited to, ditch grading, patching, substrate, piping, manholes, grates, symbols, and legends.

Ms. Lane thanked Ms. Banks for all the time and effort she has put into obtaining funding for the project.

Ms. Banks noted that the previous idea to split the cost with the City of Cambridge is no longer needed since funding has been found for the match requirement. Ms. Banks concurred with Councilman Travers once the grant is accepted a Memorandum of Understanding with the City will be needed.

#### REQUEST TO ADVERTISE FOR PROPOSALS – BOAT RAMP REPAIRS – PUBLIC WORKS

The Council approved the request of Dave Edwards, Public Works Director, to advertise a request for proposals for the boat ramp replacement for Hoopersville, Smithville and Crocheron

Boat Ramps. The Council acknowledged that projects will be funded by the previously awarded Department of Natural Resources Waterway Improvement Fund Grant monies. Mr. Edwards stated that the funding is earmarked but expressed concern about rising costs due to inflation. He recommended only allowing one contractor to perform all of the work.

#### **BID AWARD – KEY WALLACE DRIVE TREE TRIMMING – PUBLIC WORKS**

The Council approved the request of Dave Edwards, Public Works Director, to utilize and sole source with Extreme Tree Services for \$18,000, which provided the lowest quote to complete the roadside tree trimming on Key Wallace Drive. The council acknowledged that the remaining Capital Allocation of \$5,500 for roadside tree trimming will be used and the remaining balance of \$12,500 from the Public Works FY22 Operating Budget.

#### **REQUEST TO EARMARK CONTINGENCY FUNDS FOR WINTER STORMS – PUBLIC WORKS**

The Council approved the request of Mr. Edwards to earmark \$100,000 of the Contingency Funds for winter storms until April 1, 2023. The Council acknowledged that Finance Department agrees with this plan and should the Department of Public Works use the entirety of their Snow budget money, this contingency money will be used to cover costs associated with winter events.

#### **REQUEST TO SOLE SOURCE – INSTALLATION OF ADDITIONAL SECURITY CAMERAS – DETENTION CENTER**

The Council approved the request of Kenneth Rogers, Detention Center Director, to sole source with Bay Country Security and expend Detention Center's FY21 Capital Budget of \$7,089 to install 10 additional security cameras to resolve the issue of blind spots within the Detention Center.

#### **REQUEST TO APPLY FOR FY2023 ADMINISTRATIVE OFFICES OF THE COURT SECURITY GRANT – CIRCUIT COURT**

The Council approved the request of Missy Gallagher, Court Administrator, on behalf of William Jones, Judge, Circuit Court, to apply for the FY2023 Administrative Offices of the Court Security Grant to: 1) replace and/or upgrade security cameras in the Jury Commissioner/Court Administrator Office and Family Services Office; and 2) install a security system in Judge Dean's office. The estimated cost of \$8,495 was provided by Bay County Security.

#### **REQUEST FOR LETTER OF SUPPORT TO REPLACE EASTON HOSPITAL – UNIVERSITY OF MARYLAND SHORE REGIONAL HEALTH**

The Council deferred the request of Kenneth Kozel, President and CEO, University Maryland Shore Regional Health, to provide a letter of support for the construction of a new Regional Medical Center located on Route 50 near the Talbot County Community Center to replace the current Easton Hospital until the first part of year.

## OFFER TO PURCHASE – 503 HUBERT STREET

The Council accepted the offer of Doretha Sampson, Resident, to purchase 503 Hubert Street, Cambridge, MD 21613 for \$9,000. The Council acknowledged that according to Grace Tydings, Acting Director of Finance the County's cost of acquisition was \$3,863.11.

## BOARD APPOINTMENTS - COINCIDE WITH COUNCIL TERMS

The Council deferred the Board Appointments until after the first of the year.

## 2023 MARYLAND ASSOCIATION OF COUNTIES LEGISLATIVE COMMITTEE NOMINATIONS – MEMBER & ALTERNATE

The Council agreed to nominate Councilman Pfeffer as the member and Councilman Detmer as the alternate for the County Council for the 2023 Maryland Association of Counties Legislative Committee.

## POLL CONFIRMATIONS

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

- allow an on duty Medic Unit scheduled for Cambridge to participate in the Cambridge Dorchester County Christmas parade, however if they have a call they must respond, by a 3 to 2 vote;
- accept a Dorchester County Preventative Family Advocacy Pilot Program Grant Award, by a 4-1 (no vote);
- approve a Change Order to the contract with Coastline Pool Services to repair an additional 360 feet of cracks in the wall of the County pool and the zero entry as part of the pool renovations project using contingency funds by a 5-0 vote
- allow an on duty Medic Unit scheduled for Hurlock to participate in the Hurlock Christmas parade, however if they have a call they must respond, if necessary, by a 4 to 1 vote;
- accept the Maryland Emergency Management Agency Mitigation Grant award for 3600 Green Point Road Elevation Project. The grant requires a 75% / 25% match with the estimated cost of \$68,703.75 coming from FEMA and \$22,901.25 from residents. Any additional costs will be the responsibility of the property owners, by a 4 to 0 vote
- provide County employees (other than those who have to work – public safety employees), an extra holiday on Friday, December 23, 2022 in recognition of their service and dedication, by a 5 to 0 vote;

## COUNCIL'S COMMENTS

Councilman Nichols wished everyone a Merry Christmas and a Happy New Year. He said that the staffs' hard work has not gone unnoticed.



Councilman Kramer stated that he looks forward to working with all the Department Heads and hopes they enjoy their Christmas and New Year.

Based on questions from Councilman Detmer, Mr. Edwards provided the following information:

- Palmer’s Mill Road – the work is in progress; the area that was recently damaged has been repaired.
- Indiantown Road –the majority of the road has been paved over the last 10 years or so, however, there is about one mile that that needs to be completed
- Old Route 50 – an outlet ditch on the road was cleaned in December of 2021 to assist with flooding but there are beaver issues; he has been working with the State Highway to flush the pipes; flooding is mainly a concern during a flash flood; the beaver dam on the road needs to be removed; and he recommended reaching out to Department of Natural Resources (DNR) because they have programs in place for these services. The Council agreed that Mr. Edwards should reach out to DNR regarding the beavers.

The Council requested that information be obtained on which Departments have social media pages and to obtain information from other Counties and stakeholders regarding Central Booking.

Councilman Detmer said he is looking forward to working with the Department Heads and thanked them for their service and wished them a Merry Christmas.


Councilman Travers stressed the need to ensure that all positions are posted and out there to the public. He said he is pleased to have Jeff Powell behind the Council and is looking forward to working with him. He thanked the staff for their hard work and wished everyone a blessed holiday season.

Councilman Pfeffer thanked E. Thomas Merryweather, County Attorney for all of his hard work and thanked Donna Lane, Acting County Manager for going above and beyond for all the hard work she has done for the County.

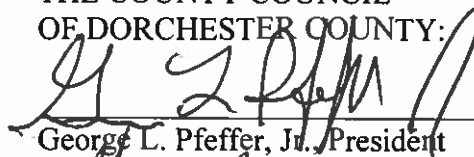
**ADJOURNMENT**

With no further business to discuss, the Council adjourned.

ATTEST:



THE COUNTY COUNCIL  
OF DORCHESTER COUNTY:



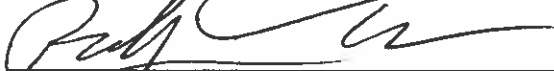
George L. Pfeffer, Jr., President

  
Mike Detmer, Vice President

\_\_\_\_\_  
Rob Kramer, Jr.



\_\_\_\_\_  
William V. Nichols



\_\_\_\_\_  
Ricky C. Travers

Approved the 17 day of January, 2023.

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: December 20, 2022; Time: 4:33 p.m.; Location: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland; Motion to close meeting made by: \_\_\_\_\_; Seconded by \_\_\_\_\_; Members in favor: Pfeffer, Detmer, Kramer, Nichols; Opposed: \_\_\_\_\_; Abstaining: N/A; Absent: Travers.

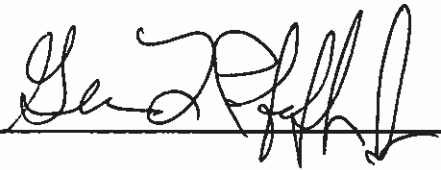
2. **Statutory authority to close session (check all provisions that apply).**  
This meeting will be closed under General Provisions Art. § 3-305(b) only:

(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."

Continued →

**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.**

<b>Citation (insert # from above)</b>	<b>Topic</b>	<b>Reason for closed-session discussion of topic</b>
<b>§3-305(b) (1 )</b>	Held a personnel hearing on a grievance submitted by a County Public Works Employee	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
<b>§3-305(b) (13)</b>	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
<b>§3-305(b) (1 )</b>	To consider the request of the Acting Director of Finance, to fill the position of Advanced Fiscal Clerk position within the Finance Department	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
<b>§3-305(b) (13)</b>	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
<b>§3-305(b) (1 )</b>	To consider the request of the Acting Director of Finance, to fill the position of Treasury Manager position within the Finance Department	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
<b>§3-305(b) (13)</b>	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
<b>§3-305(b) (1 )</b>	To consider the request of the Director of Emergency Services to hire a part time on-call 911-Communications Specialist within the Department of Emergency Services	Public Discussion of applicant's names and job info could discourage people from applying for County jobs
<b>§3-305(b) (13)</b>	Same topic as above	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications

4. This statement is made by , Presiding Officer.

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**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: \_\_\_\_\_