

**County Council of Dorchester County
Regular Meeting Minutes
November 15, 2022**

The County Council of Dorchester County convened in Open Session in Room 110 of the County Office Building at 6:08 p.m. on the 15th day of November, 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 Nichols 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: Contingency Fund Request-Elections Office and Offer to Purchase County Property-2614 Parks Lane Road. The Council approved the amended agenda.

APPROVAL OF DISBURSEMENTS

The Council approved the vouchers as presented with Councilman Travers abstaining for payments made to Simmons Center Market.

FINANCIAL REPORT: CASH AND INVESTMENTS

Councilman Newcomb reported total cash and investments as \$29,330,005.96.

CLOSED SESSION SUMMARY

The Council convened into Regular Session on November 15, 2022 at 5:12 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; 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 5:13 p.m. on November 15, 2022 to discuss the following items pursuant to §3-305(b)(1) and §3-305(b)(7).

- 1- Approved the request of the Director of the Department of Corrections for the lateral transfer of an employee to Corporal for the Pre-Trial Unit at the Detention Center by a 5 to 0 vote;
- 2- Approved the request of the Director of the Department of Corrections to hire individuals as Probationary Correctional Officers pending psychological evaluations by a 5 to 0 vote;
- 3- Approved the request of the Public Works Director to hire individuals to fill vacant Motor Equipment Operator positions by a 5 to 0 vote;
- 4- Discussed compensation relating to a job offer for a position; and,
- 5- Received legal advice from the County Attorney regarding the extension of a Memorandum of Understanding agreement for space at the Eastern Shore Innovation Center.
- 6- Approved the request of the Emergency Services Director to hire an individual as a full time Emergency Medical Services provider by a 5 to 0 vote;
- 7- Discussed a health issue.
- 8- Discussed a matter relating to an existing lease.

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. E. Thomas Merryweather, County Attorney joined the meeting late in Room 110.

MANAGERS COMMENTS

LOCAL JURISDICTIONAL PARTNER LETTER OF SUPPORT-FY23 OFFICE OF STATEWIDE BROADBAND GRANT APPLICATION-CHOPTANK FIBER

The Council approved the request of Matthew Tefteau, Governmental Affairs and Economic Development Manager, Choptank Electric, for a local jurisdictional partner letter of support for the grant application to be submitted by Choptank Electric Cooperative and Choptank Fiber, LLC for funds from the Connect Maryland: FY 2023 Network Infrastructure Grant Program.

LOCAL MATCH REQUEST-FY23 OFFICE OF STATEWIDE BROADBAND GRANT APPLICATION-TALKIE COMMUNICATIONS

The Council denied the request of Andre DeMattia, Talkie Communications, to provide a local match for the Office of Statewide Broadband FY23 Grant Application. The Council agreed to provide a Local Jurisdictional Partner Letter of Support with Councilmen Travers and Pfeffer opposing.

**FY23 CAPITAL GRANT AGREEMENT-MDOT MARYLAND TRANSIT
ADMINISTRATION GRANT-DELMARVA COMMUNITY SERVICES**

The Council approved the request of Andrea Kreeger Waters, Transportation Grants Specialist, Delmarva Community Services, to accept a FY23 Maryland Department of Transportation Maryland Transit Administrative Capital grant for the following:

<u>Project No.</u>	<u>NET Funds</u>	<u>Federal Funds</u>	<u>State Funds</u>	<u>Local Funds</u>
Parking Lot Upgrades	150,000	120,000	15,000	15,000
Fencing around Facility	100,000	80,000	10,000	10,000
Preventive Maintenance	50,000	40,000	5,000	5,000
Small Bus Replacement	108,922	87,137	10,892	10,893
Sedan Replacement-184	49,239	39,391	4,924	4,924
Total	458,161	366,528	45,816	45,817

**FY23 OPERATING GRANT AMENDMENT-MDOT MARYLAND TRANSIT
ADMINISTRATION GRANT-DELMARVA COMMUNITY SERVICES**

The Council approved the request of Ms. Waters to accept a FY23 Maryland Department of Transportation FY23 Indirect Cost Amendment to include requirements and limitations.

CONTINGENCY FUND REQUEST-PLANNING AND ZONING-FINANCE

The Council approved the request of Grace Tydings, Acting Finance Director, to transfer \$95,400 of Contingency Funds to the following Planning and Zoning account line items to accurately reflect the amounts approved during the FY23 budget process: 1) an additional \$5,400 to the advertising line item for a total of \$6,000; and, 2) an additional \$90,000 to the contractual services line item for a total of \$100,000.

**EASTERN SHORE INNOVATION CENTER MEMORANDUM OF UNDERSTANDING
EXTENSION AGREEMENT-ECONOMIC DEVELOPMENT**

The Council approved the request of Susan Banks, Economic Development Director, to extend Baywater Animal Rescue's Memorandum of Understanding for the temporary use of office space (Suite 008) at the Eastern Shore Innovation Center from the end of November 2022 to February 2023 due to project delays of its new facility. Councilman Pfeffer asked Ms. Banks if there are any other options available besides the lease extension. Ms. Banks said the use of co-working space is available free of charge as well as the use of a private office.

REQUEST TO AMEND LICENSE AGREEMENT-EASTERN SHORE INNOVATION CENTER-ECONOMIC DEVELOPMENT

The Council approved the request of Susan Banks, Economic Development Director, to amend the License Agreement for space at the Eastern Shore Innovation Center (ESIC) to Section 2(a) "Additional Services"/"Telephone and Data Service" and Exhibit B, "ESIC Rules and Regulations" of the County's template Eastern Shore Innovation Center – License Agreement. The Council also approved Ms. Banks' request to provide a refund to the five current startup businesses in ESIC of the one-time coax fee of \$150 from the ESIC budget due to these amendments.

REQUEST TO SOLE SOURCE-BULKHEAD REPAIR-ELLIOTT'S ISLAND MARINA-PUBLIC WORKS

The Council approved the request of Dave Edwards, Public Works Director, to sole source with Gee McClain Contracting for bulkhead repair at the Elliott's Island Marina at the cost of \$42,250 using the FY23 Capital Allocation for Marina Repairs.

CIRCUIT COURT RE-ROOF PROJECT-ADDITIONAL REPAIRS-PUBLIC WORKS

The Council approved the request of Mr. Edwards for the use of Transfer Tax Funds of \$50,870 for additional repairs to address pre-existing issues with the existing roof framing to the Circuit Court roof as part of the re-roof project. Pursuant to a query from Council, Mr. Edwards explained that issues arose after the original repairs were started and in order to complete the work, the historic portion of the courtroom needs to be closed for about 5 days.

REQUEST TO PAVE-PORION OF CABIN CREEK ROAD-PUBLIC WORKS

The Council approved the request of Mr. Edwards to sole source with Russell Paving, Inc. to pave of the portion of Cabin Creek Road from Suicide Bridge Road to Waddell's Corner at the cost of \$246,580 using funds from the FY23 Capital Paving Allocation.

REQUEST TO PAVE-PORION OF PALMERS MILL ROAD-PUBLIC WORKS

The Council approved the request of Mr. Edwards to sole source with Russell Paving, Inc. to pave a portion of Palmers Mill Road from Petersburg Road to Harper Road at the cost of \$243,506 which will be funded from the FY23 Capital paving allocation. Based on a question posed by Councilman Newcomb, Mr. Edwards said the cost to pave is roughly \$160,000 per mile depending on what the road needs, i.e., patching and/or wedging.

REQUEST TO SOLE SOURCE-REFURBISH COURT HOUSE FLOORING-PUBLIC WORKS

The Council approved the request of Mr. Edwards to sole source with Shorecrete Coatings, LLC to refurbish the concrete floors in the Register of Wills Office and the Sheriff's area within the Court House at the cost of \$8,787 which will be funded out of the FY22 Capital Budget allocation for this purpose.

BID AWARD-MULTI PURPOSE FLOORING-RECREATION CENTER-RECREATION AND PARKS

The Council approved the request of Duc Trieu, Recreation and Parks Director, to award the bid for the installation of multi-purpose flooring at the Recreation Center to Dynamic Sports Construction, Inc., the lowest bidder, at the cost \$261,133. Pursuant to a query from Councilman Pfeffer, Mr. Trieu said flooring will be installed on the courts of both sides of the building. Based on a question posted by Councilman Newcomb, Mr. Trieu advised that the timeline of the project will depend on supply and demand and estimated that the installation should be completed within a couple of months.

REQUEST TO ADVERTISE FOR PROPOSALS-ATHLETIC EQUIPMENT-RECREATION CENTER-RECREATION AND PARKS

The Council approved the request of Mr. Trieu to advertise for proposals for the following athletic equipment for the Recreation Center using Program Open Space funds: 1) two ceiling suspended/and or wall attached basketball backstops; 2) two sets of volleyball systems; and 3) two retractable divider vinyl curtains for recreational program usage.

LOCAL PARKS & PLAYGROUNDS INFRASTRUCTURE PROGRAM-FUNDING REQUEST-PROGRAM OPEN SPACE-RECREATION AND PARKS

The Council approved the request of Mr. Trieu to submit a request for Local Parks & Playgrounds Infrastructure Program funding totally \$1 million for the following projects: 1) School Street Complex Stadium Field and Lighting, \$750,000; and 2) Dorchester County Recreation Center upgrades including paving and striping of existing parking lot, snow shields for roof and sidewalk repairs, \$250,000. In response to a question posed by Councilman Pfeffer, Mr. Trieu said the Recreation and Parks Advisory Board concurred with the submission of this request. He explained that Program Open Space (POS) staff recommended that the POS funds of \$250,000 previously allocated for the Christ Rock Park be used before submitting the other projects. Councilman Nichols said the School Street project was previously rejected because residents were concerned with the lighting in that area. Ms. Lane advised that Mr. Trieu met with a lighting representative at Musco who provided assurances that the led lighting to be used for this project will not interfere with the neighbors' use of their property. Pursuant to Councilman Nichols's inquiry, Mr. Trieu explained that the \$250,000 will be used for paving, striping, sidewalk repairs and snow shields for the Recreation and Parks Center.

BOARD APPOINTMENTS-POLICE ACCOUNTABILITY BOARD-ADMINISTRATIVE CHARGING COMMITTEE

The Council acknowledged: 1) the receipt of a letter of interest from Stephen Aaron for the Police Accountability Board (PAB) of Dorchester County Administrative Charging Committee (ACC), to serve countywide and local law enforcement agencies relating to police accountability and police discipline issues; 2) the deadline to submit interest was November 14, 2022 however

Mr. Aaron's letter was dated November 15, 2022; and, 3) Mark Lewis, the prior Chief of the City of Cambridge Police Department, provided a list of recommendations.

Councilman Nichols said he received expressions of interest. He cited his concern that the applications and interest in serving on the boards are from mostly Police Officers. He expressed his opinion that citizens should serve on the boards.

Councilwoman Nagel cited her belief that there should be diversification between gender and race. She also mentioned that Mark Lewis is no longer the Chief of Police and asked if a new list of recommendations have been submitted by the new Chief.

Councilman Nichols expressed his belief that appointments should be made to the PAB first so the PAB can appoint members to the ACC. He asked that consideration be given for the Chairman of the PAB to not be a retired police officer such as a retired judge. He said terms need to be established.

Councilman Travers advised that Reverend Ceaser Gonzalez, who Mr. Lewis' recommended no longer lives in the County. He made a motion to accept the applicants Mr. Lewis provided for the PAB.

The Council agreed to appoint Chanta Nelson for the at-large position and Derrick Griffin for the PAB for District 2, based on the request of Councilman Nichols.

E. Thomas Merryweather, Attorney stated the ordinance has been enacted and that the appointments to the Boards will hopefully be completed by January based on a query from Councilman Newcomb. Donna F. Lane, Acting County Manager said she is receiving emails regarding PAB training and once the Board is established she will notify the sender of the appropriate party(ies) who should receive them. Councilman Pfeffer suggested to keep the delayed application from Mr. Aaron for now.

REQUEST FOR TRANSFER OF TAX SALE PROPERTY-914 SPRINGFIELD AVENUE- CITY OF CAMBRIDGE

The Council discussed the request of Tom Carroll, City Manager, for the transfer by the County of 914 Springfield Avenue to the City of Cambridge acquired by the County June 2022 tax sale. The cost to acquire this property via tax sale is \$21,866.98.

Councilman Nichols questioned whether the City will donate or sell the property for profit. Ms. Lane said the property will be included in the City's land bank and will be used for redevelopment. Councilman Nichols cited concern about the County not being about to recoup its costs and the City selling the property for profit.

In response to Councilman Newcomb's inquiry, Mr. Merryweather said once the County transfers the property to the City, City officials have control over its disposition. He noted that the County's policy in the past has been to transfer the land and recoup its costs. He advised that the majority of the cost is for grass cutting and Municipal Utilities Commission (MUC)

infractions. Pursuant to a query from Councilman Travers, Mr. Merryweather confirmed that there is a house on the property that needs to be removed. He explained that in the past the City provided grants to demolish buildings. He said he is unsure whether or not that is an option. In response to a question from Councilman Pfeffer, Ms. Lane clarified that “raise the structure” is another way of saying “demolish.” Mr. Merryweather noted that the City’s request includes the County’s waiver of landfill tipping fees which may impact landfill costs. Councilman Pfeffer said he wants to hear more about the City land bank process and are seeking the County’s participation. The Council deferred the request.

REQUEST TO CHANGE-AVIATION FUEL SUPPLIER-AIRPORT

The Council approved the request of Steve Nuwer, Airport Director, to

pursue the Titan opportunity beginning with a fuel farm inspection to determine any repairs/corrections and the cost involved pending review by E. Thomas Merryweather, County Attorney. The Council acknowledged that once the fuel farm inspection is complete, the Airport will advise Council and seek separate contract signatures to begin the supplier change process. The Council acknowledged that Mr. Nuwer has: 1) asked the current supplier to provide costs to upgrade existing equipment; and 2) has received a good reference for Titan. Pursuant to a concern expressed by Councilman Nichols, Mr. Nuwer said he compared prices with the current vendor and Titan was historically ten cents lower per gallon.

CONTINGENCY FUND REQUEST-ELECTIONS OFFICE

The Council discussed the request of Gwendolyn Dales, Elections Director for Dorchester County, for Contingency Funds for supplemental budget funding of \$119,236, which amount was spent to address the mold issue at the warehouse used by the Elections Office.

In response to Councilman Pfeffer’s inquiry, Ms. Dales advised that funds have been expended for the majority of the items on the list. She said included in those funds is the cost to rent space from February to June and an approximate cost for the rest of the fiscal year. She explained that Elections has outgrown the existing location due to the size of equipment and other items, noting that they have five permanent and two temporary employees.

Pursuant to a query from Councilman Newcomb, Ms. Dales said the current location is temporary as another company is expected to lease the building. She noted that it is not temperature controlled. Ms. Dales confirmed for Councilman Pfeffer that minus the funds for the future leasing of the current location, State funds have already been expended.

Tom Corkran, Elections Board Member, advised they have outgrown their space at the warehouse location. He said they need one location for an office, warehouse and early voting.

Councilman Newcomb referenced the possibility of using the Health Department building once renovated and/or relocated. Dave Edwards, Public Works Director, said the Health Department feasibility study should be completed mid-December. Councilman Newcomb expressed concerns about rental issues. Ms. Dales stated they are on a month to month temporary lease and that

Elections will provide more definitive information. The Council agreed to provide supplemental budget funds of \$119,236 to Elections from the Contingency Fund.

OFFER TO PURCHASE COUNTY PROPERTY-2614 PARKS LANE ROAD

The Council accepted the request of Harold Robinson to purchase County property located at 2614 Parks Lane Road at the cost of \$1,900, which he said was provided to him by Finance as the costs for the property, with that stipulations that Mr. Robinson pays for the recordation fees, deed and other associated costs. The Council acknowledged that pursuant to Grace Tydings, Acting Finance Director the County's cost of acquisition of \$3,385.62. Ms. Lane noted that the property is assessed at \$10,000. Mr. Merryweather said if the property is transferred to Mr. Robinson it will be placed on the property tax rolls and if a house is built on the property in the future, it will increase real property taxes. The Council accepted Mr. Robinson's offer of \$1,900.

OTHER

Councilman Newcomb asked for an explanation on the Payment in Lieu of Taxes (PILOT) in regards to farmland and solar. Mr. Merryweather explained that the solar facilities are considered personal property and not real property which is the reason they are taxed as personal property. He said the personal property tax rate is higher so a PILOT program is used to reduce that rate. A discussion ensued.

ADJOURNMENT

Ms. Lane provided a brief status on the FY21 and FY22 audit process, based on the last information she obtained from Finance, pursuant to a query from Councilman Newcomb.

Councilman Newcomb thanked the staff and said he is hopeful the Woods Road project will finally be completed for which funds have been approved. After a brief discussion, the Council agreed to reduce the American Rescue Plan Act allocation from the Health Department project by \$1 million and to use those funds for roads, bridges and guardrail projects with Councilmen Travers and Pfeffer opposing.

Councilman Pfeffer thanked Councilman Newcomb and Councilwoman Nagel for their service on the Council and wished them the best when starting their next chapter. Councilman Travers also thanked Councilman Newcomb and Councilwoman Nagel.

Councilwoman Nagel stated the Council has accomplished a lot during the last Council term including: Tar Bay project; Dog Control facility, a new Recreation Center and road improvements as well as dealt with issues relation to Covid outbreak. She noted that due to the availability of funding as a result of this outbreak the volunteer fire companies in the County received \$20,000 each and churches received \$5,000.

Councilman Nichols said he ran for County Council for the last seven years. He noted that there are times that Council Members and/or the entire Council have differences of opinion. He stated that it has been a pleasure to sit through another Council. Councilman Nichols thanked

Councilman Newcomb and Councilwoman Nagel for their service. Councilman Pfeffer thanked Ms. Lane for being the Acting County Manager and staff for their hard work.

Councilman Newcomb expressed appreciation for Mr. Merryweather who has been with the County Council longer than any of the past/current Council Members. Mr. Merryweather stated he has been with the County for 53 years.

With no further business to discuss, the Council adjourned.

ATTEST:



Jeff Pawell
Interim County Manager

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 3rd 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: 11/15/22; Time: 5:12 p.m.; Location: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland; Motion to close meeting made by: Travers; Seconded by R. Beffer; Members in favor: Newcomb, Nozel, Nichols, R. Beffer, Travers; Opposed: None; 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 Director of the Department of Corrections for a lateral transfer of an employee to Corporal for the Pre Trial Unit at the Detention Center	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 consider the request of the Director of the Department of Corrections to hire individuals as Probationary Correctional Officers pending psychological evaluations-Probationary Correctional Officers- Department of Corrections	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 consider the request of the Public Works Director to hire individuals to fill vacant Motor Equipment Operators	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 discuss compensation relating to a job offer for an Emergency Services 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)(7)	to obtain legal advice from the County Attorney regarding the extension of a Memorandum of Understanding agreement for space at the Eastern Shore Innovation Center	Council does not want to waive the attorney-client privilege. See page 101, August 17, 2021, OMCB ruling (15 OMCB 99)
§3-305(b)(1)	to consider the request of the Emergency Services Director to hire an individual as a full time Emergency Medical Services provider	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

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 _____