

County Council of Dorchester County
Regular Meeting Minutes
July 16, 2024

The County Council of Dorchester County convened in Open Session in Room 110 of the County Office Building at 6:05 p.m. on the 16th day of July, 2024. 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; and, Ricky C. Travers. Also present in Room 110 were: Jerry Jones, County Manager; Charles MacLeod, County Attorney; Donna F. Lane, Clerk to Council; and, Irene Barnes, Executive Administrative Specialist.

REGULAR SESSION

INVOCATION AND PLEDGE OF ALLEGIANCE

Councilman Detmer led the invocation and the pledge of allegiance.

CALL FOR ADDITIONS OR DELETIONS TO AGENDA

After publication of the agenda, the following item was added: Airport Terminal Lease Renewal – Dalcom, LLC – Airport. The Council approved the amended agenda.

FINANCIAL REPORT: CASH AND INVESTMENTS

Councilman Pfeffer reported total cash and investments as \$24,082,528.11.

CLOSED SESSION SUMMARY

The Council convened into Regular Session on July 16, 2024 at 5:07 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: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; Rob Kramer, Jr.; and, Ricky C. Travers. Also present in Room 110 were: Jerry Jones, County Manager; Donna F. Lane, Clerk to Council; Irene Barnes, Executive Administrative Specialist; and, Duc Trieu, Recreation & Parks Director. Councilman William V. Nichols and Charles MacLeod, County Attorney, joined the meeting late.

The Council convened in a Closed Session on July 16, 2024 at 5:08 p.m. to discuss the following items:

- 1) Notifications of recent personnel changes within the County were provided;
- 2) Received legal advice from the County Attorney regarding specific State of Maryland requirements of the Landfill; and,
- 3) Received legal advice from the County Attorney regarding the maintenance of a specific leased property.

Present in Room 110 were: George L. Pfeffer, Jr., President; Mike Detmer, Vice President; Rob Kramer, Jr.; and, Ricky C. Travers. Also present in Room 110 were: Jerry Jones, County Manager; Donna F. Lane, Clerk to Council; Irene Barnes, Executive Administrative Specialist; and, Duc Trieu, Recreation & Parks Director. Councilman William V. Nichols and Charles MacLeod, County Attorney, joined the meeting late.

CONSENT AGENDA

APPROVAL OF MINUTES

The Council approved the minutes of July 2, 2024.

APPROVAL OF DISBURSEMENTS

The Council approved the vouchers as presented.

LETTERS OF SUPPORT – DHCD NEIGHBORHOOD BUSINESS WORKS – BUSINESS BOOST MICROGRANTS

Based on a request of Brittney Dillon, Senior Program Manager, Maryland Department of Housing and Community Development (DHCD), the Council agreed to provide letters of support for the following DHCD grant applications through its Neighborhood Business Works Business Boost Microgrant:

- Lewis Security Services Company in the amount of \$25,000 to expand its security guard company and add a LiveScan Fingerprinting service; and,
- T's Divine Sweets & More, LLC in the amount of \$50,000 to expand its current dessert business into dessert manufacturing for grocery chain stores, locally and abroad.

ENGINEERING SERVICES RENEWAL AGREEMENT – AECOM DESIGN SERVICES, INC. – AIRPORT

The Council approved the request of Steve Nuwer, Airport Director, to renew the AECOM Design Services, Inc. Master Design Engineering Services Agreement for a two-year term effective July 8, 2024 to access design engineering services, as needed.

BUDGET TRANSFER REQUEST – RECREATION & PARKS

The Council approved the FY24 Budget Transfer Request for Recreation and Parks.

The Council entered into Legislative Session.

LEGISLATIVE SESSION

INTRODUCTION – ABOLISH SANITARY DISTRICT & ESTABLISH COUNTY DEPARTMENT OF WATER & WASTEWATER

AN ACT OF THE COUNTY COUNCIL OF DORCHESTER COUNTY, MARYLAND PURSUANT TO MD. CODE ANN., LOCAL GOV'T § 20-805 TO ENACT A NEW CHAPTER 122 (PUBLIC FACILITIES AND SERVICES) OF THE DORCHESTER COUNTY CODE FOR THE PURPOSES OF ESTABLISHING THE DORCHESTER COUNTY DEPARTMENT OF WATER AND WASTEWATER SERVICES AND THE ORGANIZATION AND FUNCTIONS THEREOF; ABOLISHING THE DORCHESTER COUNTY SANITARY DISTRICT, INC. AND THE DORCHESTER COUNTY SANITARY COMMISSION; ESTABLISHING THE POWERS AND DUTIES OF THE COUNTY COUNCIL WITH RESPECT TO WATER AND WASTEWATER SERVICES; AND PROVIDING FOR THE ESTABLISHMENT OF A WATER AND WASTEWATER ADVISORY BOARD; PROVIDING THAT THE TITLE OF THIS BILL SHALL BE DEEMED A FAIR SUMMARY, AND GENERALLY RELATING TO WATER AND WASTEWATER SERVICES IN DORCHESTER COUNTY, MARYLAND.

Ms. Lane said before Council for introduction is legislation for the purpose of establishing the Dorchester County Department of Water and Wastewater Services and the organization and functions thereof; abolishing the Dorchester County Sanitary District, Inc. and the Dorchester County Sanitary Commission; establishing the powers and duties of the County Council with respect to Water and Wastewater Services; and providing for the establishment of a Water and Wastewater Advisory Board; providing that the title of this bill shall be deemed a fair summary, and generally relating to Water and Wastewater Services in Dorchester county, Maryland.

Sandra Tripp-Jones, Consultant, provided an overview and explained that this bill will establish a County Department responsible for water and wastewater services and dissolve the Dorchester County Sanitary District, Inc. and the District Commission. Councilman Pfeffer thanked Ms. Tripp-Jones for assisting with the transition. He emphasized that this is not a hostile takeover of the Sanitary District, and that the transition is an amicable decision. He said that this undertaking will benefit its citizens. Mr. Jones introduced Peter McElroy as the Director of Water and Wastewater. Mr. McElroy thanked the council for the opportunity, and said he is looking forward to what's to come. Mr. MacLeod said the bill will take effect 60 days after a public hearing is held, if adopted. He clarified that the new board is strictly transitional and will sunset on June 30, 2028 if no action is taken by the Council. In response to Councilman Detmer's inquiry, Ms. Tripp-Jones said the board will be beneficial to the County and this is an adequate amount of time.

The roll call was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

The Council approved the introduction of the bill and agreed to proceed with the publication of a public hearing.

The Council adjourned into Regular Session.

REGULAR SESSION

PUBLIC HEARINGS

COMMUNITY DEVELOPMENT BLOCK GRANTS PROGRAM PERFORMANCE

Ms. Lane said a public hearing is being conducted to report the program performance on the following Maryland Department of Housing and Community Development (DHCD) Community Development Block Grants (CDBG):

- Grant MD-15-CD-24 Chesapeake Grove Center, \$ 600,000.00
- Grant MD-18-HI-7 Academy Street Shelter, \$ 275,000.00
- Grant MD-CV-2-9 COVID Funding, \$ 100,000.00

Molly Zhang, Grants Accountant, Finance, introduced Andy Hollis, Chief Executive Officer, and Keith Adkins, Chief Operating Officer, Delmarva Community Services (DCS). Mr. Adkins presented information to the Council regarding the above grants that are designed to assist units of local government with activities directed toward neighborhood revitalization, housing opportunities, economic development and improved public facilities and services. Councilman Travers thanked Mr. Adkins and stated it is great to have Mr. Hollis at DCS. Councilman Pfeffer asked for public comments, hearing none, the public hearing was closed. Mr. Hollis introduced himself and thanked the Council.

Councilman Pfeffer asked for public comments on any of the following resolutions. Hearing none, the Council proceeded with deliberation.

RESOLUTION 667 – ADMINISTRATIVE REVIEW – COUNTY CHARTER AMENDMENT

The Council adopted Resolution 667 to specify that the review of administrative structure be conducted within the first fiscal year of each Council term, which will be placed on the General Election ballot in November.

The roll call on Resolution 667 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

**RESOLUTION 668 – BUDGET ADOPTION DATE – COUNTY CHARTER AMENDMENT
& RESOLUTION 669 – BUDGET PREPARATION DATE – COUNTY CHARTER
AMENDMENT**

After a discussion, the Council agreed to merge Resolution 668; to change the date by which the Council shall adopt the annual budget to June 15 each year, and Resolution 669; to change the date in which the Council shall prepare the annual budget to May 15 of each year.
The Council adopted Resolution 668.

The roll call on Resolution 668 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

**RESOLUTION 670 – COUNTY MANAGER RESIDENCY – COUNTY CHARTER
AMENDMENT**

The Council adopted Resolution 670 to delete the requirement that the County Manager be a resident of Dorchester County.

The roll call on Resolution 670 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

**RESOLUTION 671 – COUNTY MANAGER RESPONSIBILITIES – COUNTY CHARTER
AMENDMENT**

After a discussion, the Council agreed to amend Resolution 671 as follows:

- (10) ~~{Under the direction of the Council}~~ WHENEVER APPROPRIATE or under the direction of the Council make, or cause to be made, studies or investigations that are in the best interests of the County, including but not limited to investigations of the affairs, functions, acts, methods, personnel or efficiency of any department, agency, office, or officer;
- (B) THE COUNTY MANAGER IS RESPONSIBLE FOR THE DAY-TO-DAY OPERATION OF THE GOVERNMENT. ~~THE COUNCIL SHALL DEAL WITH ADMINISTRATIVE AND DEPARTMENTAL SERVICES SOLELY THROUGH THE COUNTY MANAGER, AND NEITHER THE COUNCIL NOR ANY MEMBER THEREOF~~ NO ONE INDIVIDUAL MEMBER OF THE COUNCIL SHALL GIVE ORDERS TO ANY SUBORDINATE EMPLOYEE OF COUNCIL, EITHER PUBLICLY OR PRIVATELY.

The Council adopted Resolution 671, with amendments, to clarify certain responsibilities of the County Manager; and, establish procedures for certain vacancies.

The roll call on Resolution 671 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – opposed; and, Travers – aye.

**RESOLUTION 672 – FINANCE DIRECTOR RESIDENCY – COUNTY CHARTER
AMENDMENT**

The Council adopted Resolution 672 to delete the requirement that the Director of Finance be a resident of Dorchester County.

The roll call on Resolution 672 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

**RESOLUTION 673 – GOVERNMENTAL TRANSPARENCY – COUNTY CHARTER
AMENDMENT**

The Council adopted Resolution 673 to ensure transparency of governmental functions and information.

The roll call on Resolution 673 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – opposed; and, Travers – aye.

**RESOLUTION 674 – COUNCILMEMBER TERM LIMITS – COUNTY CHARTER
AMENDMENT**

After a discussion, the Council rejected Resolution 674 to limit the number of consecutive terms a Councilmember may serve to three (four-year) terms.

The roll call on Resolution 674 was: Pfeffer – aye; Detmer – opposed; Kramer – opposed; Nichols – opposed; and, Travers – opposed.

ACTION ITEMS

RESOLUTION ADOPTION – BOARD OF EDUCATION APPOINTMENTS

The Council adopted Resolution 675 to appoint Dr. Brandy Dawson Cumberland to fill the District 1 vacancy; and, Christine LaMonica to fill the District 3 vacancy, due to the resignations of Dr. Susan Morgan and Michael Diaz. Ms. Lane said the Council deviated from the process, outlined in Resolution 440, to fill the Board of Education vacancy: 1) in light of the two Board of Education member resignations in the month of June; 2) in consideration of the Board of Education being able to convene, deliberate and take action with a full board; and, 3) in consideration of the 2024 election schedule and the unopposed candidates for District 1 and District 3. She clarified that the County Council is expediting the appointment process, as strict adherence under the current circumstances could be detrimental to the functioning of the Board of Education.

The roll call on Resolution 675 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

RESOLUTION ADOPTION – BLUE OYSTER

The Council adopted Resolution 676 in support of a loan in the amount of \$200,000 (the “Loan”) from the Maryland Department of Commerce (“Department”) to the County that will be re-loaned (the “Reloan”) by the County to Blue Oyster Processing LLC, a Maryland Limited Liability Company (the “Company”), pursuant to the provisions of the Maryland Economic Development Assistance Authority and fund (“MEDAAF”), codified as Sections 5-301 through 5-349 of the Economic Development Article, Annotated Code of Maryland (as amended, the “Act”).

The roll call on Resolution 676 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

RESOLUTION ADOPTION – DECLARATION OF OFFICIAL INTENT TO REIMBURSE – MCKEIL POINT 1

The Council adopted Resolution 677 to reimburse, from the proceeds of tax-exempt obligations to be issued or incurred by the County, prior expenditures made in connection with undertaking various capital expenditures related to a project generally referred to as Mckeil Point Bermed Infiltration Pond (BIP) #1 that involves the planning, design, construction, improvement and equipping of a public sewer extension to connect certain properties to the Cambridge Wastewater Treatment Plant, and related costs.

In response to Councilman Detmer’s inquiry, Mr. MacLeod said: 1) this is standard practice when financing tax-exempt debt; 2) the County must declare the intent to pay with tax exempt debt; 3) the County can reach back to capture cost; and, 4) the County will be reimbursed through the loan from the Maryland Department of the Environment and the Enterprise Fund.

The roll call Resolution 677 was: Pfeffer – aye; Detmer – aye; Kramer – aye; Nichols – aye; and, Travers – aye.

REQUEST TO PROCEED – INDIANTOWN ROAD REPAIRS – PUBLIC WORKS

The Council approved the request of Dave Edwards, Public Works Director, to proceed with the removal of railroad tracks and pave the railroad crossing on Indiantown Road, near the intersection of MD 331, sourcing the lowest bidder, David A. Bramble, Inc. at the cost of \$21,151.00 which will be funded by the FY24 Capital Budget allocation for Road Paving. The Council acknowledged that the Maryland Department of Transportation Office of Planning and Capital Programming provided the County with permission to proceed.

The Council denied the request of Councilman Kramer to go against the recommendation of Mr. Edwards to provide Russell Paving Co, Inc. an opportunity to match the price of David A. Bramble, Inc., by a 2 to 3 vote, opposed by Councilman Pfeffer, Councilman Detmer and Councilman Travers.

BOARD APPOINTMENTS

Councilman Pfeffer said if a Councilman is aware of a prospect in another district, to contact the district's Councilman to make the recommendation. He explained that filling the open board positions are needed in order for the boards to perform work as necessary and have a quorum.

POLL CONFIRMATIONS

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

- Accept a Governor's Office of Crime Control and Prevention grant award for the States Attorney's Office of \$62,077.00 under the FY25 Full-Time Victim Witness Coordinator program with an in-kind match of \$20,000.00, funded by the following services: 1) Personnel; 2) Operating Expenses; and, 3) Other, for a total of \$82,077.00 and a performance period of July 1, 2024 to June 30, 2025, by a 4 to 0 vote (no response);
- Accept a Governor's Office of Crime Control and Prevention grant award for the Sheriff's Office of \$14,690.00 under the FY25 Domestic Violence Unit Program, with no match requirements and a performance period of July 1, 2024 to June 30, 2025, by a 5 to 0 vote and,
- Agree to enter into a Lease Agreement with Carol's Kitchen and Grady Wilson, jointly, for the 1,600 square foot restaurant space at the Cambridge-Dorchester Regional Airport located at 5263 Bucktown Road, Cambridge, MD 21613, by a 4 to 0 vote (no response).

AIRPORT TERMINAL LEASE RENEWAL – DALCOM, LLC – AIRPORT

Based on the recommendation of Mr. Nuwer, the Council agreed to renew the Dalcom, LLC lease agreement for Office 2 and 3 within the Airport Terminal at the Cambridge-Dorchester Regional Airport for a two-year period commencing on August 1, 2024 with a total rental fee of \$14,004.00.

Mr. Nuwer said he appreciates having Dalcom, LLC at the Airport and it is a good thing.

COUNCIL'S COMMENTS

Councilman Travers said the cameras in the area of the Sailwinds playground and the County Visitor Center need to be adjusted due to vandalism.

Councilman Pfeffer said: 1) the Council discussed legal issues relating to the Glasgow Tennis Courts site and a proposed grant with legal counsel; 2) the Council leases the tennis courts from the Board of Education (BOE); 3) a letter from the Council will be sent to the BOE requesting the acceptance of the grant; 4) the Council does not have the right to make any modifications to the facility without the BOE's permission; 5) the James G. Busick Tennis Foundation initiated the grant, and recommends that the BOE uses the funds to complete the updates; 6) the Council understands the need for pickleball courts and are looking into the best location.

Ed Nabb, resident, on behalf of the pickleball group, said they have operated informally for years without government funding and provided an overview of the league's schedule. In response to Councilman Pfeffer's inquiry, Mr. Nabb said Christ Rock is not an ideal location and recommended that the pickleball courts remain in the Glasgow Street/School Street area. Councilman Pfeffer stated that there are future plans for lacrosse and football fields in that area. Teri Eldenburg, resident, said relocating the pickleball courts to Christ Rock will create division within the community. Councilman Detmer said the Council is in favor of tennis and pickleball, but would like to keep the Glasgow Tennis Courts as is, and create a separate pickleball site.

Councilman Detmer highlighted MidShore Meals til Monday as an important and fundamental organization to the community. He said the organization is looking for a new facility. Councilman Pfeffer added that the facility must be a 1,000-1,500 sq. ft. climate controlled environment so that workers and food are not affected by weather.

Councilman Detmer said: 1) he received complaints regarding the hours of operation at the transfer stations; 2) he understands the gravity of the runoff on Puckum Road and is working with the State Highway Administration; and, 3) he had the privilege to go to Crisfield to see its \$38,000,000 resiliency project, and compared it to the Hoopers Island causeway, stating it is at the mercy of the Chesapeake Bay so a united effort is needed to assess the issue. Councilman Pfeffer added that the damage to the causeway is related to heat and storm damage. Mr. Edwards said the bulkhead is failing along the causeway and the tide undermines the structure which is causing the road to collapse. Councilman Pfeffer said Public Works is trying to maintain the road, and Congressional level funding has been requested to obtain assistance with maintaining this County resource.

PUBLIC COMMENTS

Melinda Madison, resident, requested that the resurfacing of the tennis court be staggered and said she understand the history of the tennis community within the County. Councilman Pfeffer said Mr. MacLeod, Mr. Jones and Mr. Trieu are reviewing all the elements to find the best solution.

Karen Tease, resident, said she and Ms. Eldenburg dedicated 12-weeks to teach pickleball at the Recreation and Parks facility on Leonards Lane, which had a lot of participation, but this facility is not enough.

Terry Robbins, resident, thanked the Council for their support of the tennis foundation. She said: 1) the foundation has invested \$444,921.00 into the County; 2) when the tennis courts were closed the players found alternate locations; and, 3) provided locations of pickleball courts in the County.

Kemp Brooks, resident, President, James G. Busick Tennis Foundation, provided history on the resurfacing of the courts, and said: 1) the grant is for the whole facility which all nine courts must be resurfaced for tennis only; 2) Program Open Space funding cannot be used; 3) the Foundation raised \$130,000, and found s \$40,000 grant; and, 4) he hopes that Council can find a

resolution. Councilman Pfeffer said all points were noted, and the Council tasked staff to look into this further. He asked for everyone's patience.

ADJOURNMENT


With no further business to discuss, the Council adjourned.

ATTEST:




Jerry Jones
County Manager

THE COUNTY COUNCIL
OF DORCHESTER COUNTY:



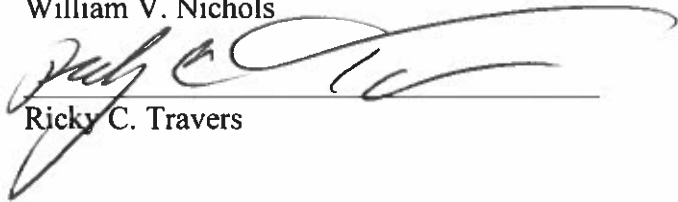
George L. Pfeffer, Jr., President



Mike Detmer, Vice President



Rob Kramer, Jr.

William V. Nichols


Ricky C. Travers

Approved the 6th day of August, 2024.

**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: 7/16/2024 Time: 5:07 p.m.; Location: Room 110, County Office Building, 501 Court Lane, Cambridge, Maryland; Motion to close meeting made by: Ricky Seconded by Rob; Members in favor: Paffer, Detmer, Kramer, Travers, Nichols Opposed: _____; Abstaining: _____; Absent: _____.

**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.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	Notifications of recent personnel changes within the County.	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	Public Information Act, GP Section 4-310 and 311 requires us to shield recommendation letters and job applications
§3-305(b) (7)	To receive legal advice from the County Attorney regarding specific State of Maryland requirements of the Landfill.	Council does not want to waive the attorney-client privilege. See page 101, August 17, 2021, OMCB ruling (15 OMCB 99)
§3-305(b) (7)	To receive legal advice from the County Attorney regarding the maintenance of a specific leased property.	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: _____