

TRI-COUNTY COUNCIL
FOR THE LOWER EASTERN SHORE OF MARYLAND
SERVING SOMERSET, WICOMICO AND WORCESTER COUNTIES

Executive Board Meeting Minutes
October 27, 2011

Louise Gulyas, Chair, called the meeting of the Tri-County Council for the Lower Eastern Shore of Maryland Executive Board to order on Thursday, October 27, 2011, at the Tri-County Council office in Snow Hill at 6:20 p.m.

Voting Member in attendance: Jerry Boston and Craig Mathies, Somerset County; Sheree Sample-Hughes, Wicomico County.

Non-Voting Members in attendance: Bob Hawkins, Pocomoke City Council; Renee Stephens, MD Department of Business and Economic Development; Mike Elliott, Wicomico County.

A quorum was present.

Staff in attendance: Mike Pennington, Kristie Eberly, John Donegan and Riggin Johnson.

On a motion by Mr. Boston, seconded by Mr. Mathies, the minutes of the Executive Board meeting on July 27, 2011, were approved with a correction.

Old Business

Shore Transit Update

Mr. Johnson distributed a letter from the Shore Transit Advisory Board (STAB) requesting the Executive Board to appoint Ms. Claudia Nagle of Diakonia to fill a vacancy on the STAB. On a motion by Mr. Boston, seconded by Mrs. Sample-Hughes, the Executive Board unanimously voted to appoint Ms. Claudia Nagle to the STAB.

Mr. Johnson distributed the Shore Transit holiday schedule recommended by STAB. Shore Transit would have no service on Thanksgiving Day but would return to the regular service on November 25th. Service would end at 6:00 p.m. on Christmas Eve and there would be no service on Christmas Day or the following day. The regular schedule would resume on December 27th. There would be regular service for New Year's Eve, closed on New Year's Day and resume regular service on January 2nd.

Following discussion, on a motion by Mr. Mathies, seconded by Mrs. Sample-Hughes, the Executive Board unanimously voted to resume the regular schedule on December 26th instead of December 27th.

On a motion by Mr. Boston, seconded by Mr. Mathies, the Executive Board unanimously voted to approve the Shore Transit holiday schedule with the change approved in the prior motion.

Mr. Johnson reported that Shore Transit is on budget for the 1st quarter of the year. He has

also received the FY12 Capital Grant from Maryland Transit Administration (MTA). Shore Transit will be receiving:

- \$400,000 for preventative maintenance
- \$400,000 for capital maintenance (tires)
- \$24,500 for office furniture
- \$7,500 for 2-way radios
- \$2,400 for a laptop
- \$8,500 for a copier/printer/fax machine
- \$2,200 for GPS units
- \$2,000,000 for the maintenance facility construction
- \$300,000 for facility construction oversight

He noted that 7 buses were requested and none were included in the grant.

Mr. Johnson reported that he has not received the signed grant from the MD Department of Human Resources for transit services. This \$1.4 million grant is 20% of the FY12 budget. If it is not received, major service reductions will be required that could affect up to 25 jobs/employees.

Mrs. Sample-Hughes noted that the citizens of Wicomico County were very happy with Shore Transit's service during the Extreme Makeover Home Edition project in Mardela Springs. Mr. Johnson stated that the local bus companies were not interested in donating their service to the project. Due to Shore Transit's federal funding regulations they are not allowed to do charter service but were able to do this by using exempt employees and employees who were willing to donate their time to drive. By transporting the workers to the project site and additional 5,641 passenger trips were added to the October passenger counts. He also noted that while he was driving the bus there were a lot of riders that told him that they had seen the Shore Transit buses but had never been on one before. They were surprised at how nice the bus was.

New Facility Update

Mr. Donegan reported that if all goes as planned the building should be completed in early December which is ahead of schedule. The administrative and the executive director's offices are scheduled to move the first week of January and the One Stop Job Market (OSJM) will move at the end of January.

Mr. Donegan reported that the project is on budget. The general contractor had to threaten to cancel the contract to get the roofers to complete the job but it is now almost complete. The general contractor is covering the cost of repairs for the roof leaks incurred during replacement. The first coat on the front parking lot will be in before the OSJM moves. The final coat and the landscaping will be done in the spring.

Mr. Donegan noted that all the low voltage contracts, totaling \$400,000, have been awarded to local companies.

He also noted that this is one of the largest storm water projects undertaken in Wicomico County under the new regulations.

Public Access Channel Committee

Mrs. Sample-Hughes discussed the findings of the Public Access Channel Committee. At this time they are recommending a joint audit of the franchise fees paid to the counties by the cable tv providers. Upon further discussion, it was determined that Somerset County and Wicomico County are not interested in participating in a joint audit effort at this time.

The Public Access Channel Committee will not be meeting again unless the Executive Board determines a need for their input.

Mileage Reimbursement Rates

Chair Gulyas reported that at the July 27, 2011, Executive Board meeting it was brought to the attention of the Executive Board that the Internal Revenue Service (IRS) increased the mileage reimbursement rate to .555 per mile as of July 1, 2011. The current Tri-County Council rate is .51 per mile. The Executive Board asked for information on the impact to the budget if they would implement an increase to be presented at their next meeting.

For the first quarter of FY12, 7,186 miles were reimbursed at 51 cents per mile. If the rate had been increased as of July 1, 2011, to 55 cents per mile it would have raised the reimbursement amount from \$3,664.64 to \$3,952.08. Over the full fiscal year, this additional \$287.44 per quarter would yield an increase of \$1,149.76.

On a motion by Mrs. Sample-Hughes, seconded by Mr. Mathies, the Executive Board unanimously voted to maintain the mileage reimbursement rate at 51 cents per mile.

Regional Visioning

Mr. Pennington reported that there has been a good participation and interest in the development of a regional strategic plan that the Tri-County Council has partnered with Wor-Wic Community College, BEACON at Salisbury University, University of Maryland Eastern Shore and the Salisbury Area Chamber of Commerce to develop. The schedule for the remaining visioning meetings was distributed. There will be a presentation of the outcome of these meetings at the Salisbury Chamber's Lower Shore Economic Forecast meeting in January. The information will also be presented to the Tri-County Council CEDS Committee at their meeting in the spring.

Dover Air Force Base Visit

Mr. Pennington reported that there were 8 participants from the Tri-County Council and 9 participants from the Mid-Shore Regional Council for the visit to Dover Air Force Base on October 14. The group toured the air traffic control tower, logistics area, the air museum and

board a C-17 and talk with the crew.

New Business

Legislative Event Committee

Mr. Pennington discussed the possibility of changing the Legislative Event Committee to a Special Events Committee. The purpose of the group would be the planning of the annual legislative event, the grand opening of the new facility and other large events.

Following discussion, on a motion by Mr. Boston, seconded by Mr. Mathies, the Executive Board unanimously voted to change the name of the Legislative Event Committee to the Special Events Committee and the purpose of the committee from planning one event to planning all large future events.

Nominating Committee

Mr. Pennington reported that a Nominating Committee is needed as the election of officers will take place at the next Tri-County Council meeting. The By-laws state that the Nominating Committee will consist of five members with three members from the Executive Board and two member of the not on the Executive Board. The Executive Board decided that the three county administrators would be the Executive Board members on the Nominating Committee and asked Mr. Pennington to find two other Tri-County Council members to serve on the Committee.

Citizenship Award

Mr. Pennington reported that in the past the Tri-County Council has presented a Citizenship Award in recognition of outstanding service to the region to a person or group. The award has not been presented in three years. He asked the Executive Board if they would like to consider nominations for the award this year. Following discussion, the Executive Board decided that they would like to ask for nominations for the Citizenship Award.

Meeting with Mid-Shore Council at MACO

Mr. Pennington reported that the Mid-Shore Council has expressed an interest in having lunch in a private room with the Tri-County Council at the MACO Conference in January as was done last year. This would be an informal meeting with no agenda. The Executive Board asked Mr. Pennington to make the arrangements and notify the Tri-County Council members.

Other Business

There was no other business.

There being no further business, on a motion from Mr. Boston, seconded by Mr. Mathies, the meeting was adjourned at 7:35 p.m.