

**CECIL COUNTY COMPREHENSIVE PLAN CITIZEN OVERSIGHT
COMMITTEE
Meeting Minutes
16 January 2008**

Present: Bolender, Brian; Broomell, Diana; Buck, Walter; Bunnell, John; Butler, Eileen; Cairns, Ed; Clewer, Jeff; Colenda, Sarah; Deckard, Donna; Denver, John; Derr, Dan; Doordan, B. Patrick; Duckett, Vernon; Folk, Patricia; Gell, Robert; Gilley, Paula; Hodge, Robert; Jackson, Ann; Kilby, Phyllis; Lane, Diane; Polite, Dan; Poole, John; Priapi, Vic; Pugh, Mike; Rossetti, Rupert; Shaffer, Henry; Smyser, Chuck; Snyder, Linda; Stewart, Gary; Tapley, Donna; Thorne, Owen; Walbeck, Carl; Whitehurst, Dan; Whiteman, Will; Wiggins, Kennard; Bayer, Michael; Graham, Clive; Di Giacomo, Tony; Sennstrom, Eric

Absent: Bennett, John; Cheney, Harold; Day, Shawn; Edwards, Sandra; Ellerton, Vaughan; Strause, Vicki

Observers: Demmler, Rebecca; De Freitas, Bill; Hutton, Randy; Kaplan, George; Steere, Ed; Weygand, Sharon

Call to order: Dr. Lane called the meeting to order at 6:33 p.m.

Approval of minutes: The minutes from the 14 November 2007 Oversight Committee meeting were approved by acclamation.

Old Business: Dr. Lane stated that the election of the Vice Chairperson was to be conducted. Ballots had been prepared with the names of the nominated candidates Paula Gilley, Carl Walbeck and Kennard Wiggins. Dr. Lane requested that the members vote for one candidate and return the ballots to her. The tally of votes will be done by Dr. Lane, Tony Di Giacomo and Eric Sennstrom. The results will be reported to the Committee. Carl Walbeck exclaimed that he had withdrawn his candidacy through an e-mail to Dr. Lane. Dr. Lane stated that there were now two candidates and to vote accordingly.

New Business: Director Sennstrom introduced the representatives from Environmental Resources Management, Inc. (ERM) to the Oversight Committee. Clive Graham and Michael Bayer, the consultants from ERM, were present. Clive Graham presented his opening remarks and stated that Cecil County is in an interesting position as it is projected to be the State's fastest growing County.

Clive Graham proceeded to show a powerpoint presentation that introduced ERM and summarized what a Comprehensive Plan is; what is required to be contained therein; the organization of the Committee, consultant and staff; the relationship of each committee to each other and the Committee as a whole; and the roles and protocols. John Poole queried as to who will actually write the Comprehensive Plan. Clive Graham responded

that ERM will draft the plan at the direction of and with input from the Committee. Clive Graham described the project master schedule and the rationale for its organization.

John Poole inquired as to the need for the sub-committees to meet with each other prior to preparing minutes. Sarah Colenda asked if the consultants need to see the sub-committee minutes. John Poole asked for Mr. Graham to clarify the consultant's needs vis-a-vis the sub-committee meetings. Henry Shaffer reaffirmed the need for all sub-committees to be provided a clear direction for their work. Dr. Lane reminded the committee that there is a sequential nature to this process and that certain items will need to be front loaded. Henry Shaffer asked if sub-committees will go out and gather information from agencies or does that become the consultant's responsibility. Clive Graham responded that the consultant usually does that. However, in this instance the sub-committee and staff can do that. Carl Walbeck interjected that the sub-committees will drive the process. Mr. Graham stated that the consultants can do the heavy lifting to assist the Committee in its work. Dr. Gell reflected that nothing would prevent the committees from calling in experts. Eileen Butler said it was important for chairpersons and co-chairpersons of the various sub-committees to meet with each other and to attend each others meetings to understand the work being done. Sarah Colenda noted that good sub-committee minutes are an integral part of the process. Dr. Lane suggested that meetings between the sub-committee chairs/co-chairs and the consultant prior to could play an important coordination and communication role in the process. Clive Graham stated that the sub-committee schedule will be posted on the County's website. ERM will be initiating the sub-committee meetings on 13 February with Water Resources and on 19 February with Economic Development. Rupert Rossetti opined that a smaller coordinating committee will help with overlap. Henry Shaffer is looking to consultant to provide guidance and direction on whom should take lead on overlap. Ed Cairns requested that his list of additional elements be considered for inclusion in the Comprehensive Plan. Owen Thorne was of the opinion that the Committees feelings need to be included in the Plan. Mr. Graham stated that the Committee interest sheets should be completed and returned to Planning & Zoning. This will help ERM understand each members interests and feelings. Discussion ensued regarding sub-committee overlap, direction to sub-committees from consultant, the sequence of the required work, and consultant/sub-committee interaction. Dr. Lane, Will Whiteman, Clive Graham and Henry Shaffer all weighed in with their ideas.

Dr. Lane stated that there needs to be progress to identify when the chairpersons can meet. ERM will present expectations on what should come out of committee. Pat Doordan noted that the chairs and co-chairs can't accurately represent sub-committee members fairly. Dr. Lane reminded everyone that decisions must be made by all 41 members and that communication is needed from all groups to prevent isolation. Further, meetings among the chairs/co-chairs would focus on coordination and communications only. Pat Doordan reflected that it is important to remember that certain factions have agendas and axes to grind. Discussion ensued regarding minutes, coordination and communication between subcommittees. The group agreed that chair/co-chair meetings would be helpful. The dates for the meeting should be posted on the P & Z website and would be open to other committee members.

Sarah Colenda asked if the chair/co-chair meetings will have minutes. Ann Jackson wanted to know if chair/co-chair meeting will be discussing sub-committee work to ensure communication. Discussion ensued regarding communication and coordination between committees. Robert Hodge suggested that sub-committees should create agenda for moving forward in orderly fashion to be ready to meet with ERM. Clive Graham critiqued Ed Cairns' list of additional elements and explained what is necessary and what is extraneous. Ed Cairns thanked Mr. Graham for his insight.

Meeting Adjourned at 8:29 p.m.

Next Meeting: 19 March 2008, 6:30 p.m.