

**Board of County Commissioners
Worksession Minutes
August 7, 2012**

PRESENT: Commissioners Mullin, Broomell, Dunn, and Hodge, County Administrator Wein, Public Works Chief of Development Services Phil Muzik, Budget Manager Craig Whiteford, Executive Office Administrator Vicky Rinkerman, Administrative Assistant Robin McCann, County Attorney Norman Wilson, Treasurer Bill Feehley, members of the press, and members of the public.

ABSENT: Commissioner Moore.

OPEN SESSION – Elk Room

9:00 a.m. – President Mullin called the meeting to order.

NOTE: Audio recording of this meeting is available on the County website www.ccgov.org.

Approval of Minutes

On motion made by Commissioner Broomell, seconded by Commissioner Hodge, the Board moved to approve the July 31, 2012 Worksession Meeting minutes, as presented. Motion carried unanimously.

Request to Fill Positions

County Administrator Wein presented the following budgeted requests to fill positions:

Deputy Sheriff position in the Sheriff's Office due to a retirement; and

Equipment Operator 1 position in the Roads Department.

On motion made by Commissioner Hodge, seconded by Commissioner Dunn, the Board moved to approve and authorize the Human Resources Department to advertise and fill the position as presented.

ARAMARK Facilities contract – Budget Manager Whiteford and Bob Jones, Regional Manager for ARAMARK reviewed the proposed facilities maintenance contract for Cecil County.

Board members discussed the following:

- Training for current employees at the Detention Center;
- Review of the terms of the contract; and
- Addition of the Detention Center facility

County Administrator Wein advised the Board that the ARAMARK contract would be on the August 21, 2012 Commissioners' Meeting agenda for consideration by the Board.

Information Briefing – Southern States – Well Contamination Mitigation – County Administrator Wein advised the Board that Mr. Wright from Southern States was scheduled to attend the meeting and is not present at this time.

Review of Ordinance 2012-07, Chapter 183 Purchasing Code/Manual and Ordinance 2012-08 Chapter 166 Ethics Provisions scheduled for public hearing on 8/21/12 – County Administrator Wein reviewed Ordinance 2012-08 proposed revisions to Chapter 166 Ethics Provisions.

County Administrator Wein reviewed Ordinance 2012-07 Repeal and Reenactment of Chapter 183 Purchasing Code and Purchasing Manual. He advised the Board that the proposed Purchasing Code and Purchasing Manual has been reviewed by officials from the County, Union Hospital, W.L. Gore, Board of Education, and a peer review was done by the National Institute of Government Purchasing. As per the direction of the Board, the Purchasing Code and Manual is not included in the codification project of the County Code.

Administrator Wein reviewed the following key revisions to the Purchasing Code:

- Six percent local preference provision is included;
- Purchase order requirement changed from \$200 to \$500;
- Verbal and written quotes are required from three vendors for purchases between \$500 and \$10,000
- Written quotes are required from three vendors for purchases between \$10,000 and \$25,000;
- State law establishes the bidding requirements for road projects over \$10,000;
- Other than road projects, a bidding and procurement requirement is established for projects over \$25,000; and
- Expedited procurement process when deemed necessary

Board members discussed the following:

- In Section 183-10, change County Commissioners to County Council;
- Section 183-9 use of the word "scrap" relative to sending materials to the landfill;
- Clarification on appointments to the Bid Protest Board; and
- Process for expedited and emergency procurements as needed

Request for Proposal RFP 13-02-55015 Construction Management, Inspection and Testing Services for the upgrade to the North East River Advances Wastewater Treatment Plant Enhanced Nutrient Removal – Engineering and Construction Division Chief Muzik reviewed RFP 13-03-55015 to select a construction management firm for the project. He advised the Board that since the beginning of the project, peer review has been provided by an engineering wastewater treatment plant and design firm, and review will continue throughout the construction process.

Board members discussed the following:

- Review of all construction and project documents and contracts by a specialized attorney; and
- Dispute resolution process relative to arbitration

The Board agreed to authorize Public Works staff to proceed with RFP 13-02-55015 contingent upon review of the project documents and contracts by Attorney Howard Stevens.

Commissioner items

Commissioner Dunn had no comments.

Vice President Broomell had no comments.

Commissioner Hodge commented on the cost of the mandated upgrades to the wastewater treatment plants and need for long term planning. He advised that the upgrades are for "quality" improvements and not expanding plant capacity.

Members of the Board provided comments relative to the proposed upgrades.

Chief Muzik advised the Board that the proposed upgrades are not for capacity expansion; however, the plant would be able to handle more during a peak flow with the improvements. He advised the Board that sewer fees are deposited into an enterprise fund and designated for projects by the Board.

President Mullin commented on attending a press conference at the Town of Chesapeake City for a Federal grant they were awarded for the canal trail.

CLOSED SESSION - The Closed Session meeting was postponed until the next Commissioners Worksession meeting on Tuesday, August 14, 2012.

Administrator Wein advised the Board that Southern States information briefing would be on the next Worksession Meeting agenda for August 14, 2012.

Adjournment

On motion made by Commission Hodge, seconded by Commissioner Dunn, the Board moved to adjourn the meeting. Motion carried unanimously.

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