

**CECIL COUNTY COMPREHENSIVE PLAN OVERSIGHT COMMITTEE
MEETING MINUTES
14 November 2007**

Present: Lane, Diane; Pugh, Mike; Smyser, Chuck; Walbeck, Carl; Stewart, Gary; Whitehurst, Dan; Gilley, Paula; Jackson, Ann; Shaffer, Henry; Thorne, Owen; Kilby, Phyllis; Rossetti, Rupert; Folk, Patricia; Edwards, Sandra; Hodge, Robert; Day, Shawn; Bennett, John; Tapley, Donna; Duckett, Vernon; Cairns, Ed; Broomell, Diana; Derr, Dan; Clewer, Jeff; Deckard, Donna; Snyder, Linda; Denver, John; Bunnell, John; Butler, Eileen; Whiteman, Will; Priapi, Vic; Buck, Walter; Wiggins, Kennard; Ellerton, Vaughan; Doordan, Pat

Absent: Colenda, Sarah; Schaub, Philip; Bolender, Brian; Cheney, Harold; Polite, Dan; Poole, John; Gell, Robert

Call to Order: Chairperson Diane Lane called the meeting to order at 6:32 p.m.

Old Business: Dr. Lane distributed handouts addressing outstanding issues from last meeting. Dr. Lane also stated that the meeting locations will move around to different locations to be more accessible to the members of the committee as well as the public. Sub-committee meetings can be held in either Elkton or in North East depending on the availability of meeting rooms. Sub-committees and full committee will meet on alternating months with the first sub-committee meetings occurring in December and the next full committee meeting on 16 January 2008. Dr. Lane stated that no alternates will be permitted to attend in the absence of regular members. Written proxies for voting purposes will be permitted. Discussion ensued regarding the issue of written proxies. Motion made by Paula Gilley to ban the use of written proxies.

Motion was seconded by Jeff Clewer.

Dr. Lane requested a show of hands for those in favor of motion to ban the use of written proxies. 16 members voted in favor of motion.

Dr. Lane asked for show of hands for those members opposed to the motion. 14 members were opposed to the motion. 4 members abstained.

Motion carried to ban the use of written proxies.

State Agency Presentation: John Leocha from the Maryland Department of Planning presented an overview of the Comprehensive Plan process and summarized the requirements of the Water Resources Element and the Municipal Growth Element. Mr. Leocha provided edification on the contents of House Bill 1141 as well as Article 66B of the Annotated Code of Maryland. Discussion ensued regarding models run by the State and information that is available on the websites of State departments such as Planning, Environment and Natural Resources. Discussion ensued regarding Cecil County's uniqueness regarding effects from out of State influences in Pennsylvania and Delaware. Dr. Lane queried as to whether there are other jurisdictions that would provide good examples of addressing the requirements of the new elements. John Leocha stated that none are completed in Maryland. Chester County Pennsylvania has good examples of watershed planning.

Sub-committee Assignments: Chairman Lane distributed the sub-committee assignments. Sub-committees and their chair and vice chair are as follows:

Agriculture

Vic Priapi – Chairman
Owen Thorne – Vice Chair

Economic Development

Sarah Colenda – Chairperson
Walter Buck – Vice Chairman

Housing & Recreation

Jeff Clewer – Chair
Paula Gilley – V. C.

Infrastructure & Trans.

Robert Gell – Chairman
Patricia Folk – Vice Chair

Land Use

Ann Jackson – Chairperson
Kennard Wiggins – Vice Chair

Public Services

Henry Shaffer - Chair
Dona Deckard – V. C.

Water Resources

Rupert Rossetti – Chairman
Eileen Butler – Vice Chairperson

All members received their first choices and many also received their second choices. The sub-committees are well balanced and may require staggered meetings due to membership overlap. The sub-committee members will ruminate on their assignments and the Chairpersons will coordinate meeting scheduling to minimize conflicts. Henry Shaffer expressed angst at the sub-committee and full committee meeting schedules. Dr. Lane explained that the full committee and sub-committees will meet on alternate months with the sub-committees commencing their activities in December and the full committee meeting in January 2008. Rupert Rossetti expressed consternation that same day meetings for sub-committees may be problematic. Paula Gilley suggested letting the sub-committee members decide when they should meet. Dr. Lane stated that the sub-committees have freedom in scheduling their meetings. Eileen Butler found multiple sub-committee assignments to be disconcerting. Dr. Lane stated that the assignments were allocated in an effort to be fair to all and to afford broad representation on each sub-committee. Discussion ensued regarding sub-committee assignments and meeting scheduling.

Consultant Selection Recommendation: Donna Tapley presented the recommendation of the consultant selection subcommittee. Ms. Tapley explained that the sub-committee reviewed the responses to the County’s RFP as well as conducting interviews with both respondents. The sub-committee’s decision to recommend ERM as the consultant to assist with this project was unanimous. This recommendation was based on a review of the technical abilities of ERM as well as their experience on projects of a similar nature. ERM has more experience working with oversight committees, has prepared more comprehensive plans for both counties and municipalities in Maryland, and has more of a focus on a plan of attack to complete the project. Mike Pugh concurred and stated that he was impressed by ERM’s knowledge of the subject matter. Dr. Lane stated that she was impressed by ERM’s level of detail and experience in creating other comprehensive plans. Chuck Smyser agreed and said ERM’s proposal to use sub-contractors was a plus to him. John Denver was impressed by ERM’s presentation and liked their proposed use

of sub-contractors. Dr. Lane summarized Stantec's proposal. Discussion ensued regarding re-allocating consultant's hours to reflect sub-committees.

John Bennett made a motion to select ERM as the consultant to assist with the preparation of the next Cecil County Comprehensive Plan and to negotiate a rearrangement of the hours. Motion to select ERM was seconded by Pat Doordan. Ann Jackson interjected that the committee should obtain ERM's expectations on working with the sub-committees. Dr. Lane concurred. All members present voted in favor of motion to select ERM as the Consultant on this project.

Carl Walbeck asked about the role of the committee as to being an advisory body or if it will give direction. Ed Cairns stated that proactive is better than reactive. Dr. Lane stated that she has informed ERM that the committee will be proactive and will provide driving input to shape content of plan. Discussion ensued regarding sub-committee interaction with consultant.

Contact Information: Dr. Lane stated that if the committee desired, she would distribute the member's contact information to the other members. The committee concurred. Dr. Lane also tasked the sub-committee chairs with scheduling their first meetings in December.

Dr. Lane reported that she consulted with the Board of County Commissioners as to the selection of the Vice Chairperson. The Commissioners want the committee to select the Vice Chairperson. Dr. Lane asked for nominations. Kennard Wiggins nominated himself. Carl Walbeck nominated himself. Paula Gilley nominated herself. Dr. Lane stated that the three nominations have been accepted and a ballot will be prepared for the January 16th meeting when a vote will be taken.

Adjournment: Meeting was adjourned at 8:17 p.m.

Next meeting: The next meeting of the full committee will be held on Wednesday, 16 January 2008 at 6:30 p.m. in Elkton at either Cecil College's Elkton Station facility or the new County Administrative Building located at 200 Chesapeake Boulevard.

Respectfully submitted:

Eric S. Sennstrom, AICP
Director – Planning & Zoning