

**HOWARD COUNTY COUNCIL MEETING: FEBRUARY 28, 2023**

The Howard County Council met in Regular Session on Tuesday, February 28, 2023, at 4:00 p.m. in Hearing Room 338 of the Howard County Administration Center. Those in attendance included Council President John J. Roberts, Council Vice President Daryl Maple, Council Members Bryan Alexander, Martha J. Lake, Tim Cuthbert, and Frank Faulkner, County Auditor Jessica Secrease, and County Attorney Alan Wilson. Councilman James T. Papacek was not in attendance. The meeting was called to order and conducted by Council President Roberts.

Councilman Faulkner led the Pledge of Allegiance, and Council President Roberts offered a word of prayer.

**IN THE MATTER OF APPROVAL OF MINUTES:**

The minutes from the regular meeting held on January 24, 2023, having been previously submitted and reviewed, were approved on a motion made by Councilwoman Lake. Councilman Alexander seconded the motion, and the motion carried.

**IN THE MATTER OF ORDINANCE NO. 2023-HCCO- 8– ADDITIONAL APPROPRIATIONS:**

Auditor Jessica Secrease read Ordinance No. 2023-HCCO-8 – Additional Appropriations one time, and the ordinance was acted upon as follows:

<b>Additional Appropriations and Reductions</b>	<b>Requested</b>	<b>Approved</b>
<b><u>1000 COUNTY GENERAL FUND:</u></b>		
<b><u>0005 Sheriff:</u></b>		
15210 FICA	382.50	382.50
15240 Employee Service Bonus	5,000.00	5,000.00
<b><u>0007 Coroner:</u></b>		
31200 Contract Services	2,025.00	2,025.00
<b><u>0012 Veterans Services:</u></b>		
11333 Assistant Office Manager	1,000.00	1,000.00
<b><u>0068 Commissioners:</u></b>		
12000 Benefits Coordinator	37,500.00	37,500.00
36110 Humane Society Services	10,000.00	10,000.00
47340 Basement Restoration	49,102.96	49,102.96
<b><u>0235 Probation:</u></b>		
12012 Case Manger	1,635.00	1,635.00
12208 Probation Officer	4,142.00	4,142.00
15245 Retroactive Pay	2,135.43	2,135.43
<b><u>9601 Information Systems:</u></b>		
11240 Cybersecurity Administrator	1,000.00	1,000.00
11241 Systems Administrator	1,000.00	1,000.00
<b><u>TOTAL COUNTY GENERAL FUND:</u></b>	<b>114,922.89</b>	<b>114,922.89</b>
<b><u>1114 LIT - SPECIAL PURPOSE FUND:</u></b>		
<b><u>0380 Jail:</u></b>		
15210 FICA	191.25	191.25
15240 Employee Service Bonus	2,500.00	2,500.00
<b><u>TOTAL LIT - SPECIAL PURPOSE FUND:</u></b>	<b>2,691.25</b>	<b>2,691.25</b>
<b><u>1170 LIT - PUBLIC SAFETY FUND:</u></b>		
15210 FICA	191.25	191.25
15240 Employee Service Bonus	2,500.00	2,500.00
<b><u>TOTAL LIT - PUBLIC SAFETY FUND:</u></b>	<b>2,691.25</b>	<b>2,691.25</b>
<b><u>4930 LAW ENFORCEMENT FUND:</u></b>		
15240 Employee Service Bonus	15,000.00	Withdrawn
<b><u>TOTAL LAW ENFORCEMENT FUND:</u></b>	<b>15,000.00</b>	<b>Withdrawn</b>
<b><u>TOTAL ADDITIONAL APPROPRIATIONS FOR ALL FUNDS:</u></b>	<b>135,305.39</b>	<b>120,305.39</b>

**1000 County General Fund | 0005 Sheriff:**

Sheriff Jerry Asher requested to appropriate money from the Sheriff’s Commissary Fund into County General Fund to pay a Deputy’s lateral transfer bonus.

**1000 County General Fund | 0007 Coroner:**

Coroner Dr. Steven Seele requested an additional appropriation to cover the expenses of using the Axon System unlimited for the rest of 2023.

**1000 County General Fund | 0012 Veterans’ Services:**

Veterans’ Service Officer Dale Truax requested an additional appropriation to give his employee a raise.

**1000 County General Fund | 0068 Commissioners:**

Commissioner President Bray requested additional appropriations for the salary for the new position of a full-time Benefits Coordinator in the Human Resources Office, to upgrade the Humane Society’s phone system, and to finish the basement restoration.

**1000 County General Fund | 0235 Probation:**

Chief Probation Officer Dustin DeLong requested an additional appropriation to amend and adjust the salary of one of his employees to what it should have been for 2023 and to supplement the salary of another employee.

**1000 County General Fund | 9601 Information Systems:**

Information Systems Director Jeremy Stevens requested an additional appropriation to modify the salaries of two of his employees.

**1114 LIT – Special Purpose Fund | 0380 Jail:**

Sheriff Jerry Asher requested to appropriate money from the Sheriff’s Commissary Fund into LIT – Special Purpose Fund to pay a Correctional Officer’s lateral transfer bonus.

**1114 LIT – Public Safety Fund:**

Sheriff Jerry Asher requested to appropriate money from the Sheriff’s Commissary Fund into the LIT – Public Safety Fund to pay a Dispatcher’s lateral transfer bonus.

**4930 Law Enforcement Fund:**

This request was withdrawn.

The additional appropriations, having been presented, were approved on a motion made by Councilman Faulkner to approve Ordinance No. 2023-HCCO-8 – Additional Appropriations. Councilwomen Lake seconded the motion, and the motion carried.

**IN THE MATTER RESOLUTION NO. 2023-HCCR-2 – TRANSFERS:**

Auditor Jessica Secrease read Resolution No. 2023-HCCR-2 – Transfers one time, and the ordinance was acted upon as follows:

<b>Transfer From</b>	<b>Transfer To</b>	<b>Requested</b>	<b>Approved</b>
<b><u>1000 COUNTY GENERAL FUND:</u></b>			
<b><u>0002 Auditor:</u></b>			
11403 2 <sup>nd</sup> Deputy - Finance	11303 1 <sup>st</sup> Deputy - Tax	1,248.72	1,248.72
11403 2 <sup>nd</sup> Deputy - Finance	11404 2 <sup>nd</sup> Deputy - Tax	35,808.28	35,808.28
<b><u>0005 Sheriff:</u></b>			
11312 Deputy	11731 Task Force Coordinator	2,810.00	2,810.00
11909 Process Server	11704 Courthouse Lieutenant	1,781.84	1,781.84
<b><u>1181 PLAT BOOK FUND:</u></b>			
11291 Hourly Pay	11303 1 <sup>st</sup> Deputy - Tax	25.28	25.28
11291 Hourly Pay	11404 2 <sup>nd</sup> Deputy - Tax	823.48	823.48
<b><u>1216 AUDITOR’S INELIGIBLE HOMESTEAD DEDUCTION FUND:</u></b>			
11403 2 <sup>nd</sup> Deputy - Finance	11291 Hourly Pay	756.00	756.00

**1000 County General Fund | 0002 Auditor:**

Auditor Jessica Secrease requested a transfer of appropriations in order to adjust salaries so that each position of the same title made the same salary.

**1000 County General Fund | 0005 Sheriff:**

Sheriff Jerry Asher requested a transfer of appropriations to increase the salary of the Task Force Coordinator and to cover the payout of the retired Courthouse Lieutenant.

**1181 Plat Book Fund:**

Auditor Jessica Secrease requested a transfer of appropriations in order to adjust salaries so that each position of the same title made the same salary.

**1216 Auditor’s Ineligible Homestead Deduction Fund:**

Auditor Jessica Secrease requested a transfer of appropriations in order to adjust salaries so that each position of the same title made the same salary.

Councilman Alexander made a motion to approve Resolution No. 2023-HCCR-2 – Transfers as read. Council Vice President Maple seconded the motion, and the motion carried.

**IN THE MATTER OF ORDINANCE. NO. 2023-HCCO-9 – SALARY ORDINANCE AMENDMENTS:**

Auditor Jessica Secrease, read Ordinance No. 2023-HCCO-9 – Salary Ordinance Amendments one time, and the ordinance was acted upon as follows:

<b>Salary Amendments</b>	<b>Requested</b>	<b>Approved</b>
<b><u>1000 COUNTY GENERAL FUND:</u></b>		
<b><u>0002 Auditor:</u></b>		
11303 1 <sup>st</sup> Deputy - Tax	1,248.72	1,248.72
11403 2 <sup>nd</sup> Deputy - Finance	(37,057.00)	(37,057.00)
11404 2 <sup>nd</sup> Deputy - Tax	35,808.28	35,808.28
<b><u>0005 Sheriff:</u></b>		
11312 Deputy	(2,810.00)	(2,810.00)
11704 Courthouse Lieutenant	1,781.84	1,781.84
11731 Task Force Coordinator	2,810.00	2,810.00

11909	Process Server	(1,781.84)	(1,781.84)
15210	FICA	382.50	382.50
15240	Employee Service Bonus	5,000.00	5,000.00
<b><u>0012</u></b>	<b><u>Veterans' Services:</u></b>		
11333	Assistant Office Manager	1,000.00	1,000.00
<b><u>0068</u></b>	<b><u>Commissioners:</u></b>		
12000	Benefits Coordinator	37,500.00	37,500.00
<b><u>0235</u></b>	<b><u>Probation:</u></b>		
12012	Case Manager	1,635.00	1,635.00
12208	Probation Officer	4,142.00	4,142.00
15245	Retroactive Pay	2,135.43	2,135.43
<b><u>9601</u></b>	<b><u>Information Systems:</u></b>		
11240	Cybersecurity Administrator	1,000.00	1,000.00
11241	Systems Administrator	1,000.00	1,000.00
<b><u>1114</u></b>	<b><u>LIT - SPECIAL PURPOSE FUND:</u></b>		
<b><u>0380</u></b>	<b><u>Jail:</u></b>		
15210	FICA	191.25	191.25
15240	Employee Service Bonus	2,500.00	2,500.00
<b><u>1170</u></b>	<b><u>LIT - PUBLIC SAFETY FUND:</u></b>		
15210	FICA	191.25	191.25
15240	Employee Service Bonus	2,500.00	2,500.00
<b><u>1181</u></b>	<b><u>PLAT BOOK FUND:</u></b>		
11291	Hourly Pay	(848.76)	(848.76)
11303	1 <sup>st</sup> Deputy - Tax	25.28	25.28
11404	2 <sup>nd</sup> Deputy - Tax	823.48	823.48
<b><u>1216</u></b>	<b><u>AUDITOR'S INELIGIBLE HOMESTEAD DEDUCTION FUND:</u></b>		
11291	Hourly Pay	756.00	756.00
11403	2 <sup>nd</sup> Deputy - Finance	(756.00)	(756.00)
<b><u>4930</u></b>	<b><u>LAW ENFORCEMENT FUND:</u></b>		
15240	Employee Service Bonus	15,000.00	Withdrawn

Councilman Faulkner made a motion to approve Ordinance No. 2023-HCCO-9 – Salary Ordinance Amendments as read; Councilwomen Lake seconded the motion, and the motion carried.

**IN THE MATTER OF NEW BUSINESS:**

**AUDITOR'S OFFICE**

***2022-2023 Encumbrances***

Auditor Jessica Secrease submitted the 2022-2023 Encumbrances in the amount of \$736,658.48. A motion was made by Councilwoman Lake to approve the 2022-2023 Encumbrances in the amount of \$736,658.48. Councilman Cuthbert seconded the motion, and the motion carried.

**COUNTY ASSESOR'S OFFICE**

***PTABOA Appointment Recommendations***

County Assessor Mindy Heady submitted the official appointments to the Property Tax Assessment Board of Appeals (PTABOA).

<b>Name</b>	<b>Appointment</b>	<b>Date Range</b>
Mark Hornsein	Property Tax Assessment Board of Appeals	01/01/2023 - 12/31/2023
Sheila Pullen	Property Tax Assessment Board of Appeals	01/01/2023 - 12/31/2023
Susan Woolley	Property Tax Assessment Board of Appeals	01/01/2023 - 12/31/2023

The official appointments were submitted and approved as presented on a motion made by Councilman Alexander. Vice President Maple seconded the motion, and the motion carried.

*There being no further business to come before the Council at this time,  
the meeting was adjourned at 4:40 p.m. on a motion made by Councilman Faulkner.  
Councilwoman Lake seconded the motion, and the motion carried.*

**HOWARD COUNTY COUNCIL:**

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JOHN J. ROBERTS, PRESIDENT

DARLY MAPLE, VICE PRESIDENT

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JAMES T. PAPCEK, COUNCILMAN

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BRYAN ALEXANDER, COUNCILMAN

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MARTHA J. LAKE, COUNCILWOMAN

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FRANK FAULKNER, COUNCILMAN

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TIM CUTHBERT, COUNCILMAN

**ATTEST:**

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JESSICA SECREASE, AUDITOR

Howard County Council Meeting: February 28, 2023