

**Animal Control Advisory Board**  
**Thursday, July 18, 2019**

**1. CALL TO ORDER**

Drema Ballengee- Grunst, Animal Welfare Representative called the meeting to order at 18:01

**2. ROLL CALL**

Drema Ballengee- Grunst, Animal Welfare Representative  
Joyce Richardson, Animal Welfare Representative  
Aubrey Briggs, Animal Welfare Representative  
David Ryan, Citizen Member  
Rita Weaver, Animal Welfare Representative  
Melinda Brown, Animal Welfare Representative  
Dr. David Langford, Retired Veterinarian  
Dr. Pat Richardson, Citizen Member

**Member Absent:**

Chelsea Franceschini, Animal Welfare Representative  
John Windolph, Citizen Member  
John Butterfield, Citizen Member  
Melissa Carnes, Citizen Member  
Susan Morris, Environmental Health Division

**3. PRESENTATION(S)**

**A. Review & Approve Minutes**

I move to approve the minutes of the May 1, 2019 and June 5, 2019 meetings as presented.

Motion by Melinda Brown, second by Dr Pat Richardson.

Final Resolution: Motion Carries

Yea: Drema Ballengee-Grunst, Joyce Richardson, Aubrey Briggs, David Ryan, Rita Weaver, Melinda Brown, Dr David Langford, Dr Pat Richardson

**B. New Shelter Property Update**

John Deatruck, Department of Public Works & Transportation Director and Steve Walker, Department of Emergency Services Director addressed the concerns previously raised by the board regarding feasibility of the site selected for the new Animal Control Shelter regarding methane gas environmental concerns. Mr. Deatruck and Mr. Walker stated that the site has been found by the Maryland Environmental Service to be suitable for use as an animal shelter.

Mr. Walker referenced a letter received from the Environmental Service that attests to such. The letter specifically states that this location is safe for use as an Animal Shelter.

### **C. New Shelter CIP Update**

Steve Walker Emergency Service Director gave an update presentation on the new Animal Control Shelter.

## **4. COMMITTEE REPORTS**

### **A. Standing Committee Reports**

On July 18, 2019, agreed to add a standing item to the agenda to allow for routine reports from our committee chairs for all regular meetings beginning at the September 4, 2019 meeting.

## **5. OLD BUSINESS**

### **A. By-Laws / Committees / Sub-Committees**

On July 18,2019 the board asked several questions for the office of the county attorney to research and respond to. Anuj Patel, Assistant County Attorney will provide to staff by July 25,2019

1. What is below the Animal Control Advisory Board? Is it a committee or subcommittee?
2. Do the committees immediately under the Animal Control Advisory Board (either committee or subcommittee) have ability to create subcommittees or does it require a vote of the Animal Control Advisory Board?
3. What is the requires number of members required to be on a subcommittee?
4. When is a subcommittee meeting subject to the compliance requirements of the St Marys County Open Meetings Act?
5. If the chairperson of the board goes to a subcommittee meeting does that contribute towards a quorum?

## **6. NEW BUSINESS**

### **A. Meeting Calendar for 2019**

I move to approve the 2019 meeting schedule as presented.

Motion by Melinda Brown, second by Rita Weaver.

Final Resolution: Motion Carries

Yea: Drema Ballengee-Grunst, Joyce Richardson, Aubrey Briggs, David Ryan, Rita Weaver, Melinda Brown, Dr David Langford, Dr Pat Richardson

## **B. Board Member Comments**

This does not need a By-Law change.

I move to approve the Animal Control Advisory Board to be revised to allow member comments at each meeting.

Motion by Dr Pat Richardson, second by Melinda Brown.

Final Resolution: Motion Carries

Yea: Drema Ballengee-Grunst, Joyce Richardson, Aubrey Briggs, David Ryan, Rita Weaver, Melinda Brown, Dr David Langford, Dr Pat Richardson

## **C. Public Comments**

I move to approve the Animal Control Advisory Board to allow public comments at each meeting with a three-minute time limit with Chair can extend.

Motion by David Ryan, second by Melinda Brown.

Final Resolution: Motion Carries

Nay: Dr David Langford

Yea: Drema Ballengee-Grunst, Joyce Richardson, Aubrey Briggs, David Ryan, Rita Weaver, Melinda Brown, Dr Pat Richardson

## **7. ADJOURN**

### **A. Adjourn**

I move to adjourn the meeting at 1949.

Motion by David Langford, second by Rita Weaver.

Yea: Drema Ballengee- Grunst, Aubrey Briggs, David Ryan, Rita Weaver, Melinda Brown, Dr David Langford, Dr Pat Richardson

Mary Ann Gardiner, Recorder

Minutes approved by the Animal Control Advisory Board on November 6, 2019.