



APPROVED

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Joint Board Meeting February 18, 2022

In attendance: Catoctin: J. Falkenstien, A. Holter, E. Arnold, J. Orlowski, B. Sowers
Frederick: S. Hipkins, R. Myers, R. Black, B. Burch

Call to Order: 1:30 p.m. by Scott Hipkins

Current Business:

1. Hutchinson reported that each board has had conversations about hiring a contractual administrative assistant to help out while the current administrative assistant takes medical leave. The purpose of this meeting is to establish the salary and hours per week for this contractual position and gain the approval of both boards to move forward with advertising and hiring.
There was discussion about needing the position for approximately six months with the possibility of an extension.
It was decided that Hutchinson will screen the applications and a committee of three, to include Hutchinson and the Chair or Vice Chair from each of the boards, will form the interview panel.
There was a Motion: Falkenstein/Black to hire an administrative assistant, on a contractual basis, for 7 hours/day up to 5 days/week at a rate of \$15.00-\$18.00/hour based on experience and qualifications. All in agreement.
2. Hutchinson reported that the Catoctin Board voted to hire Roger Thomas as a part-time engineer for the District. This will be a District position and not contractual. She has put this topic on the Agenda for the Frederick meeting.
There was discussion about funding for the position. The Maryland Department of Agriculture, Office of the Attorney General has made the determination that the districts are not allowed to charge fees for pond review.
Hutchinson is working on a budget in preparation for her meeting with the County Executive regarding the request to the county to fund half of a sediment and erosion control technician position at the district. If necessary, she will ask for permission to use county operating funds to help offset the cost of this position.

Motion to Adjourn: Falkenstein/Burch at 2:15 p.m.

Minutes recorded by Heather Hutchinson