

**COUNTY COUNCIL OF FREDERICK COUNTY  
MEETING MINUTES  
Tuesday, December 3, 2024**

Council Members Mason Carter, Jerry Donald, Kavonte Duckett, M.C. Keegan-Ayer, Renee Knapp, Steve McKay, and Brad Young were present for the meeting.

Also present were Catherine Keller, Assistant County Attorney; Ragen Cherney, Chief of Staff, County Council; Nancy Luna, Executive Assistant, County Council; and Abby Boroughs, Administrative Assistant, County Council.

Council President Brad Young called the meeting to order at 5:30 p.m.

**Opening Statement from Council President Brad Young**

Council President Brad Young provided an opening statement at the start of the meeting. Included in that statement was a welcome to the Legislative Day for Tuesday, December 3, 2024, and information on how to watch and participate in the meeting.

The meeting began with a moment of silence followed by the Pledge of Allegiance.

Council President Brad Young asked staff to call role and a quorum was established.

**Action on the Agenda**

*Council Member M.C. Keegan-Ayer moved to approve the agenda for 12/03/2024 as presented. Council Vice President Kavonté Duckett seconded the motion that passed 7-0.*

Council Members	Aye	Nay	Absent/ Abstain/ Present
District 1 – Donald	X		
District 2 – McKay	X		
District 3 – Keegan-Ayer	X		
District 4 – Duckett	X		
District 5 – Carter	X		
At Large – Knapp	X		
Presiding Officer – Young	X		

**Public Comment**

Public Comment was heard from:

- None.

With no further comments, Council President Brad Young closed Public Comment.

**Approval of Minutes**

*Council Member M.C. Keegan-Ayer moved to approve the minutes from 11/19/2024*

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*with the following edit: that on page 13, where the minutes state “with no further comments, Council President Brad Young closed Public Comment”, they should state “with no further comments, Council Vice President Kavonté Duckett closed Public Comment”. Council Member Renee Knapp seconded the motion that 7-0.*

Council Members	Aye	Nay	Absent/ Abstain/ Present
District 1 – Donald	X		
District 2 – McKay	X		
District 3 – Keegan-Ayer	X		
District 4 – Duckett	X		
District 5 – Carter	X		
At Large – Knapp	X		
Presiding Officer – Young	X		

**Budget Adjustments** – Kelly Weaver, Director, Budget Office

*Council Member Jerry Donald moved to approve the following budget adjustments:*

- J-25-144 – Accounting & Finance, Division of Water & Sewer Utilities
- J-25-158 – Division of Fire & Rescue Services
- Board of Education Current Expense Fund Budget Amendment #1-25

*Council Member M.C. Keegan-Ayer seconded the motion that passed 7-0.*

Council Members	Aye	Nay	Absent/ Abstain/ Present
District 1 – Donald	X		
District 2 – McKay	X		
District 3 – Keegan-Ayer	X		
District 4 – Duckett	X		
District 5 – Carter	X		
At Large – Knapp	X		
Presiding Officer – Young	X		

**Election of Council President and Vice President for 2024-2026 Term**

*Council Vice President Kavonté nominated Council President Brad Young to continue to serve as the Council President for the 2024-2026 term.*

*Council Member M.C. Keegan-Ayer nominated Council Member Jerry Donald to serve as the Council President for the 2024-2026 term.*

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Council Members	Vote	Absent/ Abstain/ Present
District 1 – Donald	Donald	
District 2 – McKay	Donald	
District 3 – Keegan-Ayer	Donald	
District 4 – Duckett	Young	
District 5 – Carter	Young	
At Large – Knapp	Young	
Presiding Officer – Young	Young	

With the vote favoring Council President Brad Young 4-3, Council President Brad Young will continue to serve as the Council President for the 2024-2026 term.

*Council Member Renee Knapp nominated Council Vice President Kavonté Duckett to continue to serve as the Council Vice President for the 2024-2026 term.*

*Council Member Steve McKay nominated Mason Carter to serve as the Council Vice President for the 2024-2026 term.*

Council Members	Vote	Absent/ Abstain/ Present
District 1 – Donald	Carter	
District 2 – McKay	Duckett	
District 3 – Keegan-Ayer	Duckett	
District 4 – Duckett	Duckett	
District 5 – Carter	Carter	
At Large – Knapp	Duckett	
Presiding Officer – Young	Duckett	

With the vote favoring Council Vice President Kavonté Duckett 5-2, Council Vice President Kavonté Duckett will continue to serve as the Council Vice President for the 2024-2026 term.

**Summary Results and Required Communications for the June 30, 2024, Audited Financials** - Melanie Thom, Division of Finance, and Christopher Lehman, SB and Company, LLC

Melanie Thom and Christopher Lehman briefed the Council on the Summary Results and Required Communications for the June 30, 2024, Audited Financials.

**Public Hearing - Proposed Listing on County Register of Historic Places – Henry Smeltzer Farmstead (CR #24-05)** - Amanda Whitmore, Historic Preservation Principal Planner II, Livable Frederick Planning & Design Office, Division of Planning & Permitting

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Amanda Whitmore briefed the Council on Proposed Listing on County Register of Historic Places – Henry Smeltzer Farmstead (CR #24-05).

Public Comment was heard from:

- None.

With no further comments, Council President Brad Young closed Public Comment.

*Council Member Steve McKay moved to approve Proposed Listing on County Register of Historic Places – Henry Smeltzer Farmstead (CR #24-05) based on the following criteria: the property is identified with a person or group of persons who influenced society; the property exemplifies the cultural, economic, social, political, or historic heritage of the County and its communities; the property embodies the distinctive characteristics of a type, period, or method of construction or architecture. Council Vice President Kavonté Duckett seconded the motion that passed 6-1, with Council Member Mason Carter opposed.*

Council Members	Aye	Nay	Absent/ Abstain/ Present
District 1 – Donald	X		
District 2 – McKay	X		
District 3 – Keegan-Ayer	X		
District 4 – Duckett	X		
District 5 – Carter		X	
At Large – Knapp	X		
Presiding Officer – Young	X		

**Public Hearing - Fall Out-of-Sequence Cycle 2024 Water and Sewerage Plan**

**Amendment** - Karin Flom, Principal Planner II, Livable Frederick Planning & Design Office, Division of Planning & Permitting

**WS-24-11**

Karin Flom briefed the Council on Water & Sewer Plan Amendment WS-24-11 Division of Planning & Permitting (Text Amendment and Frederick County Government).

Cross Examination was heard from:

- None.

With no further comments, Council President Brad Young closed Cross Examination.

On behalf of the applicant, Rodney Winebrenner spoke in favor of Water & Sewer Plan

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Amendment WS-24-11 Division of Planning & Permitting (Text Amendment and Frederick County Government).

Cross Examination of the applicant was heard from:

- None.

With no further comments, Council President Brad Young closed Cross Examination.

Public Comment was heard from:

- None.

With no further comments, Council President Brad Young closed Public Comment.

*Council Member Steve McKay moved to approve Water & Sewer Plan Amendment WS-24-11 Division of Planning & Permitting (Text Amendment and Frederick County Government) for a text amendment and the addition of a Water Tank Symbol to the Infrastructure Map Tax Map 0084, Parcel 0274. Property ID #14-326472. Council Member M.C. Keegan-Ayer seconded the motion that passed 7-0.*

Council Members	Aye	Nay	Absent/ Abstain/ Present
District 1 – Donald	X		
District 2 – McKay	X		
District 3 – Keegan-Ayer	X		
District 4 – Duckett	X		
District 5 – Carter	X		
At Large – Knapp	X		
Presiding Officer – Young	X		

**Bird City Maryland Designation Resolution** - Kim Gaines, Director, and Andrew Stine, Principal Planner I, Livable Frederick Planning & Design Office, Division of Planning & Permitting

Kim Gaines and Andrew Stine briefed the Council on the Bird City Maryland Designation Resolution and answered Council questions on the topic.

Council President Brad Young passed the gavel to Council Vice President Kavonté Duckett in order to make a motion.

**Third Reading Calendar:**

- a) Bill 24-19 - Amendments to Ch. 1-13-34 of the Frederick County Code - Local Program for the Preservation of Critical Agricultural Land - Amendments to Ch. 1-

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13-34 of the Frederick County Code - Local Program for the Preservation of Critical Agricultural Land – Council President Brad Young on behalf of the Administration

*Council President Brad Young moved to approve Bill 24-19 - Amendments to Ch. 1-13-34 of the Frederick County Code - Local Program for the Preservation of Critical Agricultural Land - Amendments to Ch. 1-13-34 of the Frederick County Code - Local Program for the Preservation of Critical Agricultural Land. Council Member Renee Knapp seconded the motion that passed 7-0.*

Council Members	Aye	Nay	Absent/Abstain/Present
District 1 – Donald	X		
District 2 – McKay	X		
District 3 – Keegan-Ayer	X		
District 4 – Duckett	X		
District 5 – Carter	X		
At Large – Knapp	X		
Presiding Officer – Young	X		

Council President Brad Young regained the gavel in order to preside over the remainder of the meeting.

**Motion to go into Closed Session**

*At 6:30 p.m., Council Member Jerry Donald moved to go into closed session under Maryland Annotated Code General Provisions Article §3-305(b)(1) To discuss (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. Topic: To interview a candidate that the Council may consider for the Aging & Independence Division Director Designee position. Council Member Renee Knapp seconded the motion that passed 6-1, with Council Member Mason Carter opposed.*

Council Members	Aye	Nay	Absent/Abstain/Present
District 1 – Donald	X		
District 2 – McKay	X		
District 3 – Keegan-Ayer	X		
District 4 – Duckett	X		
District 5 – Carter		X	
At Large – Knapp	X		
Presiding Officer – Young	X		

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**Public Comment**

Public Comment was heard from:

- None.

With no further comments, Council President Brad Young closed Public Comment.

**Council Member Comments**

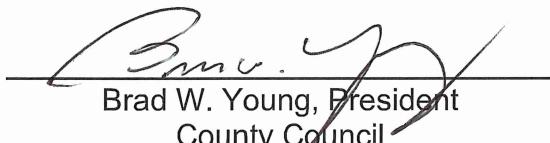
Council Member comments were provided.

**Upcoming Meetings**

- Tuesday, December 10, 2024 – Workshop
- Tuesday, December 17, 2024 – Legislative Day

**Adjourn**

The meeting adjourned at 6:42 p.m.



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Brad W. Young, President  
County Council

## **SUMMARY MINUTES OF CLOSED SESSION HELD ON December 3, 2024**

### **1. Statement of the time, place and purpose of the closed session**

Time of closed session: 6:48 p.m.

Place (location) of closed session: Winchester Hall, Council Conference Room

Purpose of the closed session: To discuss (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

### **Record of the vote of each member as to closing the session**

Name of members voting aye: Council President Brad Young, Council Vice President Kavonté Duckett, Council Member Jerry Donald, Council Member M.C. Keegan-Ayer, Council Member Renee Knapp, Council Member Steve McKay

Members Opposed: Council Member Mason Carter

Members Abstaining/Absent:

### **2. Statutory Authority to close session**

This meeting was closed under the following provisions of General Provisions Article § 3-305(b):

Topic 1 - § 3-305(b)(1)

To discuss (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

### **3. Listing of each topic actually discussed, persons present, and each action taken in the session**

#### **Topic Descriptions:**

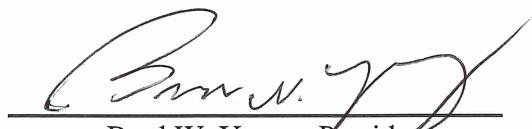
Topic: To interview a candidate that the Council may consider for the Aging & Independence Division Director Designee position.

Persons present for discussion: Council Members Brad Young, President, Kavonté Duckett, Vice President, Mason Carter, Jerry Donald, Renee Knapp, Steve McKay, Ragen Cherney (Chief of Staff, County Council), Catherine Keller (Assistant County Attorney), Abby Boroughs (Administrative Assistant, County Council), John Peterson (Chief Administrative Officer), and Carolyn True (Interviewee).

#### **Action Taken/ Each Recorded Vote:**

No action was taken.

The meeting adjourned: 7:12 p.m.

A handwritten signature in black ink, appearing to read "Brad W. Young".

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Brad W. Young, President  
County Council

# Frederick County Council

## PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING "CLOSING STATEMENT" (General Provisions Article § 3-305)

Form to be completed before closing the meeting. May be prepared in advance.

1. Recorded vote to close the meeting  
Date: 12/03/2024; Time 6:30 p.m.; Location: First Floor Hearing Room Winchester Hall,  
Motion to close meeting made by: Donald Seconded by Knapp;  
Members in favor: Donald, Duckett, Keegan-Ayer, Knapp, McKay Young; Opposed: Carter;  
Abstaining: \_\_\_\_\_; Absent: \_\_\_\_\_.
2. Statutory Authority to close session (check all that apply).  
This meeting will be closed under General Provisions Article § 3-305(b) only:  
(1)  To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;  
(2)  Protect the privacy or reputation of an individual with respect to a matter that is not related to public business;  
(3)  Consider the acquisition of real property for a public purpose and matters directly related to the acquisition;  
(4)  Consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;  
(5)  Consider the investment of public funds;  
(6)  Consider the marketing of public securities;  
(7)  Consult with counsel to obtain legal advice;  
(8)  Consult with staff, consultants, or other individuals about pending or potential litigation;  
(9)  Conduct collective bargaining negotiations or consider matters that relate to the negotiations;  
(10)  Discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;  
(11)  Prepare, administer, or grade a scholastic, licensing, or qualifying examination;  
(12)  Conduct or discuss an investigative proceeding on actual or possible criminal conduct;  
(13)  Comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;  
(14)  Discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process; or  
(15)  Discuss cybersecurity, if the public body determined that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information, or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices.
3. For each provision checked above, disclosure of the topic to be discussed and the Council's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§ 3-305(b) (1)	To evaluate and interview a possible candidate that the Council may consider for the Aging & Independence Division Director Designee position.	Public discussion of a candidate's qualifications could discourage people from applying for County jobs.
§ 3-305(b) ____		
§ 3-305(b) ____		
§ 3-305(b) ____		

4. This statement is made by Brad W. Young, Presiding Officer.

