

**Commissioners of St. Mary's County Meeting Minutes (Tuesday, February 6, 2018)**  
*Generated by Sharon Ferris on Tuesday, February 6, 2018*

**1. OUTSIDE EVENT - RIBBON CUTTING CEREMONY DRAYDEN SCHOOL HOUSE**

**A. DEPT. OF RECREATION & PARKS - Ribbon Cutting Ceremony for Drayden African American Schoolhouse**

Prior to the official ribbon cutting for the Drayden African American Schoolhouse, the Commissioners presented a Proclamation recognizing February as African American History Month. They also presented a Commendation to Don Cropp for donating his time, talents, labor, and supplies to restore the Drayden African American Schoolhouse.

**Members present**

Commissioner President James R. Guy  
Commissioner Michael L. Hewitt  
Commissioner Tom Jarboe  
Commissioner Todd B. Morgan  
Commissioner John E. O'Connor  
Dr. Rebecca Bridgett, County Administrator  
Sharon Ferris, Recorder

**2. WELCOME**

Commissioner President Guy called the business meeting of the Commissioners of St. Mary's County to order at 11:00 am in the Chesapeake Building Meeting Room, Governmental Center.

**Approval of Consent Agenda**

I move to approve the Consent Agenda, which includes the Minutes of January 23, 2018.

Motion by Commissioner Tom Jarboe, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

**3. PROCLAMATION**

A Proclamation was presented to Janice Blackistone on the occasion of her retirement from the Dept. of Land Use and Growth Management.

#### **4. PRESENTATION**

##### **A. DEPT. OF HUMAN RESOURCES - LGIT SWOT Analysis and Training Grant**

**Present:** Tim Ailsworth, Executive Officer, Local Government Insurance Trust (LGIT)

Mr. Ailsworth presented the Commissioners with a check in the amount of \$8,990 for Strengths, Weaknesses, Opportunities, and Threats Analysis and Training.

#### **5. LEGISLATIVE UPDATES**

##### **A. OFFICE OF THE COUNTY ATTORNEY - Legislative Updates**

###### **HB 136 – St. Mary’s County – Library Board of Trustees**

A hearing was held on February 1, 2018 in the Ways and Means Committee. A letter of support signed by Commissioners Guy, Morgan, Jarboe and O’Connor was forwarded to the Committee. The bill was amended to require the Board of Library Trustees (LBOT) to submit to the CSMC one nomination and two alternates for each vacation position on the LBOT.

###### **The following legislation has been introduced:**

###### **HB 266 Condominiums – Lien Priority – Unpaid Water and Sewer Charges**

Hearing: February 6, 2017 at 1:00 p.m. in the Environment and Transportation Committee. Terry Adair (citizen) will attend. CSMC previously sent a letter of support to the St. Mary’s County Delegation.

###### **HB 275 – Metropolitan Commission**

Hearing: February 13, 2018 at 1:00 p.m. in the Environment and Transportation Committee. A draft letter of support is attached for your consideration.

###### **HB 331 – Public Facility Bonds**

Hearing: No date has been set

#### **6. COUNTY ADMINISTRATOR**

**A. DRAFT AGENDAS FEBRUARY 13 AND 27, 2018.** There will be no meeting of the Commissioners on February 20, 2018.

**B. BOARD OF EDUCATION - Maryland State Department of Education (MSDE) Early Childhood Grant Award**

I move to approve the Maryland State Department of Education Early Childhood Grant Award in the amount of \$60,000, to the St. Mary's County Public Schools, and authorized the Commissioner President to execute the related documents.

Motion by Commissioner Tom Jarboe, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

#### **C. DEPT. OF HUMAN RESOURCES - LGIT Training Grant**

I move to approve the Local Government Insurance Trust (LGIT) training grant award, Project #OT1811, on behalf of the Department of Human Resources to provide a consultant SWOT Analysis with the Department of Emergency Services and the Fire and Rescue volunteer community in the amount of \$8,990; and the related budget amendment to establish budget authority and increase the project budget by \$8,990 and authorize the Commissioner President to execute the related documents.

Motion by Commissioner Todd B. Morgan, second by Commissioner Michael L. Hewitt.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

#### **D. DEPT. OF HUMAN RESOURCES - 457 (b) Contract Award**

I move to approve a five year contract with Voya for the provision of 457(b) recordkeeping services beginning May 1, 2018; to adopt the proposed investment line up including American Funds Target Date Retirement as the default investment option; to pay the Valic surrender charges for participants who transfer their money to Voya within the first 90 days after the Plan adoption date; to authorize the establishment of a 457(b) Governance Committee providing Plan oversight; and to authorize the Commissioner President to execute the related documents.

Motion by Commissioner Todd B. Morgan, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

#### **E. DEPT. OF AGING AND HUMAN SERVICES - Approve the agreement & other docs related to Rogers Drive Extension Community Development Block Grant (CDBG) Project & Renewal of CDBG Required Plans**

I move to approve 1) the agreement related to the Maryland Community Development Block Grant Program MD-18-CD-1 Rogers Drive Extension Project US1830, between the Commissioners of St. Mary's County and the St. Mary's County Community Development Corporation for contract administration; 2) the Residential Anti-Displacement and Relocation Assistance Plan and the Citizen Participation Plan; 3) the Request for Release of Funds and Certification; 4) the Semi-Annual Report Infrastructure, and 5) the budget amendment to move the project budget from the Department of Economic Development to the Department of Aging

& Human Services as administering department, and authorize the Commissioner President to execute the related documents.

Motion by Commissioner Tom Jarboe, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

**F. DEPT. OF PUBLIC WORKS AND TRANSPORTATION - Amber Drive Traffic Ordinances**

Motion 1: I move to adopt the Ordinance setting a maximum speed and establishing stop intersections on Amber Drive.

Motion by Commissioner Todd B. Morgan, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

Motion 2: I move to adopt the Ordinance designating the shoulders of Amber Drive as bicycle lanes.

Motion by Commissioner Todd B. Morgan, second by Commissioner John E. O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

Motion 3 : I move to adopt the Ordinance designating the lane usage on southbound Amber Drive at the Chancellor's Run Road intersection.

Motion by Commissioner Todd B. Morgan, second by Commissioner John E. O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

**G. DEPT. OF PUBLIC WORKS AND TRANSPORTATION - Federal Aviation Administration Agreement - St. Mary's County Regional Airport**

I move to approve the Federal Aviation Administration agreement providing a commissioning flight for the new Precision Approach Path Indicator system for St. Mary's County Regional Airport and authorize the Commissioner President to sign the related documents.

Motion by Commissioner Tom Jarboe, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

## **7. COMMISSIONERS' TIME**

The Commissioners highlighted events attended over the past week and provided general comments.

Commissioner O'Connor suggested a motion should be made to sign the letter for HB 136 dated February 6, 2018 to replace the letter for HB 136 dated January 31, 2017 which contained a clerical error omitting a signature block.

I move to approve the letter dated February 6, 2018 to Delegate Anne Kaiser of the Ways and Means Committee.

Motion by Commissioner John E. O'Connor, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

## **8. EXECUTIVE SESSION**

### **MOTION TO ENTER INTO EXECUTIVE SESSION**

I move to enter into Executive Session for the purpose of discussing Litigation.

Motion by Commissioner Tom Jarboe, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

**A. OFFICE OF THE COUNTY ATTORNEY - Litigation Strategy**

**LITIGATION STRATEGY**

**Present:** James R. Guy, President  
Michael L. Hewitt, Commissioner  
Tom Jarboe, Commissioner  
Todd B. Morgan, Commissioner  
John E. O'Connor, Commissioner  
Dr. Rebecca Bridgett, County Administrator  
David Weiskopf, Acting County Attorney  
Bill Hunt, Director, Dept. of Land Use and Growth Management  
Sharon Ferris, Recorder

Authority: §9-512(a)(2) of the *Local Government* Article of the Annotated Code of Maryland

Time Held: 12:04 pm - 12:37 pm

Location: John Savich Meeting Room

Purpose: To discuss litigation strategy

**9. ADJOURN**

The meeting adjourned at 12:37 pm.

Minutes Approved by the Commissioners of St. Mary's County on 2/13/18

SLF  
Sharon Ferris, Administrative Assistant

**10. BUDGET WORK SESSION**

**A. DEPT. OF FINANCE** - Budget Work Session to Review CIP, Impact Fees, Capital Revenues, Debt

**11. ADJOURN**

**12. PUBLIC HEARING - PROPOSED CALCULATION METHODOLOGY FOR THE DEVELOPMENT OF IMPACT FEES**

Commissioner President Guy opened the Public Hearing at 6:34 pm in the Chesapeake Building Meeting Room, Governmental Center.

**Present:** Jeannette Cudmore, Chief Financial Officer

Ms. Cudmore explained the methodology developed and tested by the Impact Fee Focus Group for the development of Impact Fees. The methodology proposed is a tiered approach based on dwelling size (livable space), reflecting smaller dwellings have less impact. The recommended tier structure is 0 to 1,199 square feet - 80% of fee; 1,200 to 2,399 square feet - 90% of fee; and 2,400 square feet and above - 100% of the fee. The phase in of the new calculation by dwelling size will be over a five-year period.

Commissioner President Guy opened the public hearing for public comment. There were no public comments. Commissioner President Guy closed the public hearing for comment, stating that the record would remain open for public comment for an additional seven days, and closed the public hearing at 6:40 pm.