

ST. MARY'S COUNTY

BOARD OF COUNTY COMMISSIONERS' MEETING

GOVERNMENTAL CENTER

Tuesday, September 30, 2003

Present: Commissioner President Thomas F. McKay

Commissioner Kenneth R. Dement

Commissioner Lawrence D. Jarboe

Commissioner Thomas A. Mattingly, Sr.

Commissioner Daniel H. Raley

George G. Forrest, County Administrator

Donna Gebicke, Administrative Assistant (Recorder)

CALL TO ORDER

The meeting was called to order at 9:04 a.m.

APPROVAL OF CHECK REGISTER

Commissioner Dement moved, seconded by Commissioner Mattingly, to authorize Commissioner McKay to sign the Check Register. Motion carried.

APPROVAL OF MINUTES

Commissioner Jarboe moved, seconded by Commissioner Dement, to approve the minutes of the Commissioners' Emergency Meeting of Monday, September 22. Motion carried.

Commissioner Jarboe moved, seconded by Commissioner Mattingly, to approve the minutes of the Commissioner's meeting of Tuesday, September 23, 2003. Motion carried.

Commissioner Dement moved, seconded by Commissioner Jarboe, to approve the minutes of the Commissioners' Community Meetings of September 24, 2003, at the Ridge Volunteer Fire Department and Valley Lee Volunteer Fire Department, and of September 25, 2003, at Golden Beach Volunteer Fire Department and 7th District Volunteer Fire Department. Motion carried.

Commissioner Jarboe moved, seconded by Commissioner Dement, to approve the minutes of the Commissioner's Emergency Meeting of Friday, September 19, 2003, and Special Meeting of Sunday, September 21, 2003. Motion carried.

PROCLAMATION

Present: Brian Werring, Knights of Columbus District Deputy, Southern Portion of
St. Mary's County

Preston Rose, District Warden

Bill Kayes, Immaculate Conception Knights of Columbus

The Commissioners presented a Proclamation declaring October as Tootsie Roll Month. 100% of the funds raised through the Knight's of Columbus Tootsie Roll Fundraising Campaign remains in St. Mary's County to help those with special needs.

PATUXENT HABITAT FOR HUMANITY

Present: Mary Ellen Gilbert, President

John Wagner, Chairman of the Board

Bobby Swann, Member, Board of Directors

Rick Tancreto, Member, Board of Directors

Mr. Tancreto informed the Commissioners of Habitat for Humanity's history and mission -- to eliminate sub-standard housing and provide affordable homes to deserving families. Patuxent Habitat for Humanity (PHH) is a new affiliate serving St. Mary's and Calvert Counties. The organization's first home was built in Calvert County in August and funds have been secured to build the first St. Mary's County home.

PHH is interested partnering with the Board of County Commissioners to work on creating more affordable housing in St. Mary's County. The Commissioners were asked to consider waiving the impact fee and five-acre lot requirement for Habitat homes and to donate county-owned land.

County Attorney John Norris advised the Board that because the Attorney General's Office has given the opinion that St. Mary's County's impact fee is an excise tax, the county needs specific authority to provide an exemption of that tax. This could be handled through the FY2004 Legislative Process currently underway. Following discussion, the Board agreed to direct staff to follow-up with PHH and provide feedback regarding their requests.

COUNTY ADMINISTRATOR TIME

1. Draft Agendas: October 7 and October 14, 2003

2. Commissioner Mattingly moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President McKay to sign the Contract Modification for the Emergency Food Assistance Program administered by the Southern Maryland Tri-County Community Action Committee. Motion carried.

3. Commissioner Jarboe moved, seconded by Commissioner Dement, to approve the following changes in the Circuit Court Assignment Office: Upgrade the Senior Office Specialist Grade 3 to Administrative Coordinator, Grade 4; Create a new classification of Senior Assignment

Clerk, Grade 6; Upgrade the Assignment Clerk Grade 5 to Senior Assignment Clerk, Grade 6; abolish the vacant legal Assistant position. Motion carried.

HR Director, Randy Schultz confirmed that all departments requesting reclassifications had identified the necessary funding internally. The Commissioners directed staff to ensure that all future reclassifications are included in the normal budget cycle.

Commissioner Jarboe moved, seconded by Commissioner Raley, to approve the requested reclassifications: Office Specialist, Grade 2 (LUGM), to Senior Office Specialist, Grade 3; Senior Office Specialist, Grade 3 (OOA), to Database Specialist, Grade 4; Senior Office Specialist, Grade 3 (DECD), to Administrative Coordinator, Grade 4; Fiscal Specialist II, Grade 4 (DECD), to Fiscal Specialist III, Grade 5; HR Specialist, Grade 4 (HR) to Senior HR Specialist, Grade 5; and two Program Managers, Grade 8 (DECD), to Program Manager, Grade 9. Commissioner Mattingly abstained. Motion carried.

4. Commissioner Mattingly moved, seconded by Commissioner Dement, to approve and

authorize Commissioner President McKay to sign the revised Board of Trustees of the Museum Division Bylaws. Motion carried.

Discussion included concerns that the bylaws may need to be changed again following reorganization, since they refer to a particular department director. County Attorney John Norris indicated that consistency could be obtained through the County Code, which supercedes any conflict with individual bylaws. He will follow up and bring recommendation to the Board.

5. Commissioner Dement moved, seconded by Commissioner Raley, to approve and authorize Commissioner President McKay to sign the Budget Amendment transferring funds from Wicomico Shores Public Landing to St. Inigoes Public Landing project. Motion carried.

6. Commissioner Jarboe moved, seconded by Commissioner Raley, to approve and authorize Commissioner President McKay to sign Budget Amendment transferring funds from Commissioners Reserve to Community Services Transportation and Other Contracted Services Account and to authorize staff to schedule a Supplemental Appropriations Public Hearing for October 14th to recognize some known funding sources. Motion carried.

7. Commissioner Jarboe moved, seconded by Commissioner Raley, to approve the FY2005 Budget Calendar as presented by the Finance Director. Motion carried.

8. The State Highway Administration must clear county-owned property for utility relocation and construction of the Hughesville Bypass and has made an offer in the amount of \$150,800. This purchase would leave the county with another 10 acres of isolated property. Commissioners directed the County Attorney to pursue further with the State that they purchase the additional 10 acres. If the State's position remains the same, the county's position will be defended.

Commissioner Mattingly moved, seconded by Commissioner Jarboe, to authorize Commissioner President McKay to sign the Lease Agreement with the State of Maryland for the use of space in the St. Mary's County Detention Center by the Department of the Judiciary. Motion carried.

9. Commissioner Dement moved, seconded by Commissioner Jarboe, to authorize Commissioner President McKay to sign the Lease Agreement between All Faith Protestant Episcopal Church and St. Mary's Office on Aging. Motion carried.

10. Commissioner Mattingly moved, seconded by Commissioner Dement, to sign Resolution approving form of Hangar Lease Agreement for the Captain Walter Francis Duke Regional Airport to include the following revisions: page 3, 8c., add "and proper disposal" after "Lessee will be responsible for the clean up;" and authorizing signature of airport manager on lease agreements. Motion carried.

Commissioner Mattingly moved, seconded by Commissioner Jarboe, to sign Resolution to adopt standardized Tie-Down Lease Agreement for the Captain Walter Francis Duke Regional Airport and authorizing signature of airport manager on lease agreements. Motion carried.

Commissioner President McKay directed staff to provide a performance analysis during the course of the budget cycle illustrating operational costs vs. revenues.

11. Commissioner Dement moved, seconded by Commissioner Mattingly, to authorize President McKay to sign the release of the St. Mary's County Agriculture Land Preservation Agreement. Motion carried.

Commissioner Raley moved, seconded by Commissioner Dement, to authorize staff to proceed to contract for a 2nd appraisal and a review of appraisal of the Lexington Manor property at a cost of up to \$15,000. Motion carried.

12. Commissioner Raley moved, seconded by Commissioner Jarboe, to notify the Recreation and Parks Board that revenues coming from the

communications tower at Dorsey Park will go into the county's general fund. Motion carried.

INFORMATION TECHNOLOGY DEPARTMENT UPDATE

Present: Robert Kelly, Director

Mr. Kelly reported on IT Department accomplishments over the last month, including:

- GroupWise E-mail servers were updated in August and process has begun to upgrade all computers connected to the network. This upgrade will bring all Operating Systems, E-mail, and Anti-virus software to their most current revision levels.
- Anti-virus software stopped 18,000 viruses from infecting county computers during August.
- Lessons were learned from Hurricane Isabel. Internet service was only down for 20 minutes during the storm. Connection for Internet was moved to Emergency Communications Center.
- Citizens will soon be able to sign up to receive E-mail notifications of any updates/changes posted to the county website.
- Worked with Spatial Systems to maps/pictures of hurricane damage on the website. Currently working on mapping that will show potential for citizen's property to receive hurricane damage based on the storm's category.

COMMISSIONERS' TIME

Commissioner Dement

- Thanks to all the staff for a good job during and after the hurricane. The Community Meetings went well.
- It was a great honor to attend the unveiling of Dr. James A. Forrest bust at the Career and Tech Center.
- Attended NARFE luncheon. One of the concerns expressed at the luncheon was the need for a senior tax cap on property taxes.
- Presented proclamation at the Ripple Center Open House tea in celebration of National Adult Day Services Week
- Stopped by the United 5k Walk in Leonardtown
- Attended Ribbon Cutting for the Southern Maryland Higher Education Center Classroom Building II.
- Enjoyed the Salt and Pepper picnic at Elms Beach

Commissioner Mattingly

- Congratulations to the Chamber for a successful State of the County Luncheon. There was a good turnout and we appreciated the opportunity to attend.

- Congratulations to Navy Alliance. The annual dinner was a very nice event.
- Attend the unveiling of Dr. James Forrest bust at the Career and Tech Center. The community is proud of this recognition of Dr. Forrest.
- Want to caution citizens to get 2nd or 3rd cost estimates for repairs from hurricane damage.
- Spoke with residents at Old Breton Beach who need their electrical connections back. Herbie Smith at SMECO advised that electricians are authorized to place power directly on service poles. Will talk to Robin Finnacom, Disaster Coordinator, to see if a list of property owners can be provided to SMECO.
- Have a copy of an IRS publication, "2002 Disaster Loss Kit," that will be useful during tax time for those who have incurred hurricane damage.

Commissioner Jarboe

- Will it be possible for the county to waive impact fees for those who need to rebuild following the hurricane? Approximately 40 homes will need permits.

Commissioner President McKay stated that the fees can't actually be waived, they would have to be paid by the county if not by the residents. In many cases, the builders include the fee in the price of construction. Robin Finnacom and Denis Canavan (Disaster Coordinator and Director of Land Use) are looking into this issue.

- Hope that citizens and businesses will offer their services to help in the community disaster clean up. Call 301-475-4911 to let us know your needs or if you can offer volunteer services. It will take the participation of the whole community to help recover from the hurricane.

Commissioner Raley

- Thanks to all county employees for their hard work during and after the storm. There was a tremendous amount of strain on staff and they have reacted well.
- It has been a pleasure working with this Board during the disaster. We all worked well together.

Commissioner McKay

- Also attended the Navy Alliance Annual Dinner. Governor Erlich and Congressman Hoyer and the Southern Maryland Delegation also attended. It was an opportunity to discuss how the state can facilitate some of the BOCC's priorities regarding BRAC. Land swap for schools was discussed and the Office of General Services is looking into this.
- Attended Ribbon Cutting at Southern Maryland Higher Education Center -- terrific facility, great event. Governor Erlich and former Governor Schaeffer attended. Will attend Critical Area Commission meeting this week. The only issue concerning St. Mary's County is the expansion of the parking lot at St. Mary's College.
- On behalf of the citizens of St. Mary's County, accepted a painting presented to the BOCC by the Navy Alliance. The painting will hang in the Governmental Center.

PUBLIC HEARING: PROPOSED AMENDMENTS TO WATER/SEWER PLAN

(to be provided by Peggy Childs)

RECREATION and PARKS BOARD ANNUAL REPORT

Present: Robert Harper, Chair

Sam Brown, Board member

Phil Rollins, Director, Recreation and Parks Department

Mr. Harper presented the Recreation and Parks Board 2002 Annual Report. Highlights follow:

- In 2002, the Board welcomed new members Robert Richardson, Kathryn Burruss and Richard Smith, and Sam Brown in 2003.
- The newly renovated park in Laurel Grove was named for former R&P Director, John V. Baggett.
- Dedication ceremony held in July 2002 for Francis Wathen Trail and Lancaster Park. Francis
- The Elms Management Plan was endorsed by the Board.
- Public Information meeting on the proposed Three Notch Trail project was held in August at the Mechanicsville Fire House. The Board will continue to work with the St. Mary's County Recreational Trails Committee on the development of the Three Notch Trail and to support efforts to establish bike paths within the county.
- Challenges include recovering from storm damage to piers and bulkheads, the opening of Great Mills Swimming Pool, grant funding for Three Notch Trail, and staffing levels and funding.

THREE OAKS CENTER DEDICATION & VOLUNTEER RECOGNITION

The Commissioners departed to attend ceremony at the Three Oaks Center.

The meeting adjourned.

Minutes Approved by the

Board of County Commissioners on _____

Donna Gebicke, Administrative Assistant

to the Board of County Commissioners