

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
Tuesday, December 8, 2009**

Present: Commissioner President Francis Jack Russell
Commissioner Kenneth R. Dement
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
John Savich, County Administrator
Donna Gebicke (Recorder)

Absent: Commissioner Lawrence D. Jarboe

CALL TO ORDER

Commissioner President Russell called the meeting to order at 9:03 am.

APPROVAL OF CHECK REGISTER

Commissioner Raley moved, seconded by Commissioner Mattingly, to authorize the Commissioner President to sign the Check Register for checks dated December 8, 2009, as submitted by staff. Motion carried 4-0.

APPROVAL OF MINUTES

Commissioner Mattingly moved, seconded by Commissioner Dement, to adopt the minutes of the meeting of Tuesday, November 24, 2009, as presented. Motion carried 4-0.

Commissioner Mattingly, seconded by Commissioner Dement, to adopt the minutes of the meeting of Tuesday, December 1, 2009, as corrected. Motion carried 4-0.

COMMENDATIONS

Present: Sue Sabo, Director, Human Resources Dept.

The Commissioners presented commendations to Human Resources Department, Risk Management staff members June Robrecht, Kathy Arnold, Jennifer Earhart, who were recognized for conducting training sessions for St. Mary's County employees that resulted in fewer safety incidents and significant cost savings to County Government, as well as receipt of the 2009 Local Government Insurance Trust Training Services Award.

COUNTY ADMINISTRATOR

1. Draft Agenda December 15, 2009

2. **DECD – Business Development** (*Bob Schaller, Director DECD; Hans Welch, Manager, Business Development; Lisa Quill, Cheseldine Management, representing Southern Maryland Tri-County Community Action Committee, Inc.; and Derick Berlage, Director, Land Use and Growth Management*)

Commissioner Raley moved, seconded by Commissioner Dement, to approve and sign the Letter to the Southern Maryland Tri-County Community Action Committee, Inc., approving the six Impact Fee Waiver requests for the Hunting Creek Self-Help Housing Project, located on Willows Road in Lexington Park, MD and to authorize the Commissioner President to sign the related Budget Amendment in the amount of \$27,000. Motion carried 4-0.

3. **Dept. of Recreation and Parks** (*Marie Urbanski, Fiscal Specialist; David Guyther, Parks Division Mgr.*)

Commissioner Dement moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to execute the Budget Amendment to close out the Parks Maintenance Building capital project #RP0801 and return \$9,358 to the FIN10 Capital Reserve account. Motion carried 4-0.

Commissioner Dement moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to execute the Budget Amendment transferring funds in the amount of \$6,500 from the FIN10 Capital Reserve account to the Park Roads, Parking and Access account #RP0803 for the replacement of the Cecil Park entrance road drainage pipe. Motion carried 4-0.

4. **Department of Aging** (*Lori Jennings-Harris, Director, DOA; Rebecca Kessler, Manager, Home & Community Services; Peggy Maio, Fiscal Supervisor, DOA*)

Ms. Harris and Ms. Kessler provided information about the Money Follows the Person Program and requested direction on applying for the grant which would provide additional Home and Community Based Services through the Maryland Department of Aging. The grant requires no County match and current County staff would coordinate the program. With increased caseloads, additional staff will be funded by the MFP grant and reimbursed by Medicaid.

Commissioner Dement moved, seconded by Commissioner Mattingly, to direct staff to continue the application process for the Money Follows the Person Grant. Motion carried 4-0.

REPORT OF THE INDEPENDENT AUDITOR ON THE FINANCIAL STATEMENTS FOR ST. MARY'S COUNTY FOR FISCAL YEAR 2009

Present: Elaine Kramer, Chief Financial Officer
Desiree Ridgell, Accounting Officer
Tim Murphy, Partner, Murphy & Murphy Auditing Firm
Lisa Brown, CPA, Auditor in Charge of Engagement, Murphy & Murphy
Monica Kempson, CPA, Murphy & Murphy

Ms. Kramer and Ms. Ridgell provided an overview of the audit document. Mr. Murphy confirmed that the audit was conducted in accordance with the AICPA and the prescribed standards contained in the Government Auditing Standards. Mr. Murphy reviewed the financial highlights and noted that cash and equities are properly safeguarded and the financial books and records, as well as internal controls, of St. Mary's County government are in good condition. He also noted that, particularly in these difficult economic times, the County should be proud of its management of funds.

Commissioner Raley moved, seconded by Commissioner Dement, to accept the Report of the Independent Auditor on the Financial Statements for St. Mary's County for Fiscal Year 2009, as presented. Motion carried 4-0.

COMMISSIONER'S TIME

The Commissioners highlighted upcoming events and those attended over the past week as well as personal interest items.

MOTION TO ENTER INTO EXECUTIVE SESSION

Commissioner Mattingly moved, seconded by Commissioner Raley, to enter into Executive Session for the purpose of discussing personnel, specifically related to boards and committees. Motion carried 4-0.

RECESS

Meeting was in recess until the Executive Session at 12:10 pm.

EXECUTIVE SESSION

Personnel

Present: Commissioner Francis Jack Russell, President
Commissioner Kenneth R. Dement
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
John Savich, County Administrator
Karen Everett, PIO

Sarah Cannavo, Boards and Committees Administrator

Donna Gebicke, Recorder

Authority: Article 24, Section 4-210(a)1

Time Held: 12:10 pm – 1:27 pm

Subject Discussed: Boards and Committees

DEPT. OF LAND USE AND GROWTH MANAGEMENT: WORK SESSION ON ST. MARY'S COUNTY DRAFT COMPREHENSIVE PLAN

Commissioners participated in a Comprehensive Plan Work Session that included discussion of: (1) plans to proceed with mailing notice to owners of properties potentially down zoned should the plan be adopted as proposed; (2) options for priority preservation areas; (3) the definition and application of the concept of low-density residential transition areas (RL-T, or "Residential Low - Transition"); (4) growth area boundaries; and (5) status under the draft plan of specific properties in Hollywood.

ADJOURN

The meeting adjourned at approximately

Minutes Approved by the Board of County Commissioners on _____

Donna M. Gebicke, Administrative Assistant (Recorder)