

**ST. MARY'S COUNTY  
BOARD OF COUNTY COMMISSIONERS' MEETING  
GOVERNMENTAL CENTER  
Tuesday, December 11, 2007**

**Present:** Commissioner President Francis Jack Russell  
Commissioner Kenneth R. Dement  
Commissioner Lawrence D. Jarboe  
Commissioner Thomas A. Mattingly, Sr.  
Commissioner Daniel H. Raley  
John Savich, County Administrator  
Betty Jean Pasko, Sr. Administrative Coordinator (Recorder)

**CALL TO ORDER**

Commissioner President Russell called the meeting to order at 9:00 AM.

**DELETION TO AGENDA**

At the request of Mr. Facchina, the **Facchina Family Trust: Donation of Property in St. Mary's County to the MD Environmental Trust Program** has been rescheduled to December 18, 2007.

**APPROVAL OF CHECK REGISTER**

**Commissioner Raley moved, seconded by Commissioner Jarboe, to authorize the Commissioner President to sign the Check Register dated December 11, 2007, as submitted. Motion carried 5-0.**

**APPROVAL OF MINUTES**

**Commissioner Jarboe moved, seconded by Commissioner Dement, to adopt the minutes of the Commissioners' meeting of December 4, 2007, as presented. Motion carried 5-0.**

**SMC COMMISSION FOR PEOPLE WITH DISABILITIES: PRESENTATION OF HANDBOOK, "DISABILITY ETIQUETTE – TIPS FOR INTERACTING WITH INDIVIDUALS WITH DISABILITIES"**

Present: Julie Randall, Chair

Christina Bishop, Therapeutic Recreation Specialist, PR&CS, and  
Commission for Persons with Disabilities members

Ms. Randall and Ms. Bishop, joined by members of the St. Mary's County Commission for People with Disabilities presented a handbook, "Disability Etiquette – Tips for Interacting with Individuals with Disabilities." The 28-page handbook, developed by Christina Bishop, offers basic knowledge of acceptable etiquette when interacting with individuals with disabilities. The Commission hopes to remove communication barriers and promote understanding and acceptance of individuals with disabilities throughout the community. The handbook is available on the County's website at [www.stmarysmd.com/AmericanDisabilities/docs/ADAEtiquetteBook.pdf](http://www.stmarysmd.com/AmericanDisabilities/docs/ADAEtiquetteBook.pdf).

### **INTRODUCE BRENDA BURCH, NEWLY-APPOINTED DIRECTOR OF ELECTIONS FOR ST. MARY'S COUNTY**

Brenda Burch, appointed by the State Board of Elections as the Director of Elections for St. Mary's County, was introduced by Commissioner Russell. Ms. Burch has been Acting Director since the retirement of Ms. Catherine Countiss on July 1, 2007.

### **COUNTY ADMINISTRATOR**

1. Draft Agenda for December 18, 2007 (no BOCC meetings on December 25, 2007 and January 1, 2008)
2. **State's Attorney Office** (*Daniel White, Assistant State's Attorney*)

**Commissioner Jarboe moved, seconded by Commissioner Dement, to approve the 2008 Governor's Office of Crime Control and Prevention CSAF Award, in the amount of \$12, 000, to the Office of the State's Attorney. Motion carried 5-0.**

3. **Dept. of Economic and Community Development** (*Bob Schaller, Director*)

**Commissioner Dement moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to sign the Emergency Shelter Grant Agreements and the related Sub-recipient Agreements with Catholic Charities, D.C./Angel's Watch, Department of Social Services, and Three Oaks Homeless Shelter, Inc. Motion carried 5-0.**

4. **Dept. of Land Use and Growth Management** (*Phil Shire, Deputy Director*)

**Commissioner Dement moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to sign the Proposed Instruments of**

**Final Transfer for a total of four Transferable Development Rights (TDRs) for two additional lots in the RPD zone: Subdivision Case File #06-11000119, Roland Richards Subdivision located in the 6<sup>th</sup> Election District, in accordance with Chapter 26, Schedule 32.2 and Section 52.7.2 of the Comprehensive Zoning Ordinance. Motion carried 5-0.**

**5. Dept. of Public Works and Transportation (*George Erichsen, P.E., Director*)**

**Commissioner Mattingly move, seconded by Commissioner Jarboe, to sign Resolutions accepting South Pembroke Drive and Waverly Court into the County Highway Maintenance System and authorizing the posting of stop signs and 25-mph speed limit signs on said roads, located in the 3rd Election District, Forrest Farm Subdivision, Phase 3, Sections 5 and 6. Motion carried 5-0.**

**Commissioner Raley moved, seconded by Commissioner Dement, to sign Resolutions accepting Bay Ridge Road, Sawgrass Drive, Ketch Court, and Robert Eliff Place into the County Highway Maintenance System and authorizing the posting of stop signs and 25-mph speed limit signs on said roads, located in the 8th Election District, Bay Ridge Estates Subdivision, Section 4; to approve and authorize Commissioner President Russell to sign the Performance Agreement for the Continued Maintenance and Repair for Bay Ridge Estates Subdivision, Section 4, located in the 8th Election District with an Expiration Date of August 1, 2008; and the Public Works Agreement Addendum for Woods of Rue Purchase Subdivision, also located in the 8th Election District with an Expiration Date of November 1, 2008. Motion carried 5-0.**

**6. Dept. of Public Safety (*Dave Zylak, Director*)**

**Commissioner Mattingly moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to sign the Memorandum of Agreement for the FY07 Supplemental Emergency Management Performance Grant with the Maryland Emergency Management Agency (MEMA) and to sign the related Budget Amendment. Motion carried 5-0.**

**Commissioner Raley moved, seconded by Commissioner Mattingly, to accept the Grant Award for the MIEMSS ALS Equipment Grant and to approve and authorize Commissioner President Russell to sign the related Budget Amendment to reduce the grant budget to the grant award and restore \$16,428 to the BOCC Emergency Appropriation Reserve Account. Motion carried 5-0.**

**7. St. Mary's County Library (*Kathleen Reif, Library Director*)**

Supported by several St. Mary's County Library Board and staff members, Ms. Reif announced that the Bill and Melinda Gates Foundation has awarded St. Mary's County Library an "Opportunity Online" Hardware Grant in the amount of \$18,200,

with the challenge that it be matched by \$10,400 in local funds. A campaign to raise local funding via the business community is underway. Rick Anderson, BAE Systems, was also in attendance and presented Ms. Reif with a check for \$1000.

Joined by Elaine Kramer, CFO, a draft update of the "Financial Administration Memorandum of Understanding," between the County and the Library was presented. The proposed draft revises the original MOU dated June 5, 1984. The updated version clarifies commitments and responsibilities, and better defines the working relationship between the County and the Library, and recognizes the Library as a separate entity. The updated draft was approved by the Library Board of Trustees at its meeting on November 20, 2007. In response to Commissioner Mattingly's question regarding the Library's option to use HTE (financial software used for accounting and reporting), Ms. Kramer said they will be mindful of the question and will reword to clarify the dependency of using HTE.

Direction was provided to proceed to Legal and ultimately return to the BOCC for MOU approval.

## **COMMISSIONER'S TIME**

The Commissioners highlighted upcoming and events for the past week and personal interest items.

## **HISTORIC ST. MARY'S CITY COMMISSION: UPDATE ON UPCOMING PROJECTS**

Present: Dr. Martin Sullivan, Executive Director

Dr. Sullivan reviewed the 2008 schedule and provided an update on major events and construction projects for Historic St. Mary's City. A new visitor orientation video, "Once the Metropolis of Maryland," on the history of St. Mary's City has been produced. Dr. Sullivan will provide copies to the BOCC. It was suggested that the 10-minute video could be aired on channel 95.

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

**Commissioner Raley moved, seconded by Commissioner Mattingly, to enter into Executive Session for the purpose of reviewing year-end appointments/reappointments to boards, committees, and commissions. Motion carried 3-2 (Jarboe, Dement).**

## **EXECUTIVE SESSION**

### **Personnel**

**Present:** Commissioner Francis Jack Russell, President  
Commissioner Kenneth R. Dement  
Commissioner Lawrence D. Jarboe  
Commissioner Thomas A. Mattingly, Sr.  
Commissioner Daniel H. Raley  
John Savich, County Administrator  
Delores Lacey, Boards and Committees Liaison  
Koni Gordon, Asst. Boards and Committees Liaison  
Donna Gebicke, Recorder

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

**Time Held:** 10:40 am – 11:30 am

**Action Taken:** Commissioners reviewed year-end appointments/reappointments to boards, committees and commissions.

### **BUDGET WORK SESSION**

A FY2009 Budget Work Session (BWS) was held beginning at 1:30 PM. The BWS was aired live on channel 95 and audio taped.

Minutes Approved by the Board of County Commissioners on \_\_\_\_\_

\_\_\_\_\_  
Betty Jean Pasko, Sr. Admin. Coordinator