

**ST. MARY'S COUNTY  
BOARD OF COUNTY COMMISSIONERS' MEETING  
Tuesday, January 28, 2014**

**Present:** Commissioner President Francis Jack Russell  
Commissioner Lawrence D. Jarboe  
Commissioner Todd B. Morgan  
Commissioner Cynthia L. Jones  
Commissioner Daniel L. Morris  
Dr. Rebecca Bridgett, County Administrator  
Sharon Ferris (Recorder)

Prior to the regularly scheduled Board of County Commissioners meeting, the Commissioners hosted a reception in the lobby of the Chesapeake Building for past and present volunteer members of the Board of County Commissioners' advisory boards and commissions.

**CALL TO ORDER**

Commissioner President Russell called the regular business meeting to order at 9:00 am in the Chesapeake Building meeting room, Governmental Center.

**APPROVAL OF MINUTES**

**Commissioner Morgan moved, seconded by Commissioner Jones, to approve the minutes of January 21, 2013, as presented. Motion carried 5-0.**

**RECOGNITION OF VOLUNTEER MEMBERS OF BOCC BOARDS AND COMMISSIONS**

The Commissioners thanked all past and present Board and Commission members and recognized those attending today's meeting.

Adult Public Guardianship Review Board - **Kathleen Werner**  
Agriculture, Seafood and Forestry Board – **Edward Falta, Michael Sirk, Bruce Young**  
Airport Advisory Committee - **Erik Anderson, Jacque LaValle, Daniel VanOrden,**  
**Terry Adair**  
Board of Code Appeals – **Adam Stiffler**  
Board of Trustee Museum Division – **James Banagan**  
Commission for People with Disabilities – **Joshua Brewster, Fenton Rothwell**

Commission for Women – **Terry Hall, Denise Krumenacker, Norma Pipkin,  
Marta Kelsey**

Commission on Aging – **Linda Fry, Gail Murdock, Juanita Nether**

Commission on the Environment – **Joshua Brewster, Stacy Maffei, Gordon Smith**

Family Violence Coordinating Council – **Dr. Kathleen O'Brien**

Housing Authority Board – **Tina Dean, Daniel Raley**

Historic Preservation Commission – **Carol Moody, Patricia Samford**

Human Relations Commission – **Agnes Butler, Charna Lacey, Joshua Brewster**

Library Board of Trustees – **James Hanley, Lynn Newkirk, Joan Springer**

Metropolitan Commission Board – **Mike Mummaugh**

Planning Commission – **Merl Evans, Jr., James Howard Thompson, Hal Willard**

Recreation and Parks Board – **Richard Buckler, Sabrina Hecht**

Social Services Board – **Richard Buckler**

Tri-County Animal Shelter Board – **Michael Golden**

Wicomico Shores Golf Course Advisory Board – **Gerald Slagle**

Zoning Board of Appeals – **John Brown, William Greene, Ronald Ray Payne, Sr.**

## **COUNTY ADMINISTRATOR**

1. Draft Agendas for February 4 and 11, 2014.

2. **Department of Aging and Human Services** (*Lori Jennings-Harris Director;  
Peggy Maio, Fiscal Supervisor*)

*(Rebecca Kessler, Manager, Home and Community-Based Services, Dept. of Aging and Human Services)*

**Commissioner Jarboe moved, seconded by Commissioner Morris, to approve and accept the Maryland Access Point Grant, Project US1445, from the Maryland Department of Aging on behalf of the St. Mary's County Department of Aging and Human Services in the amount of \$38,560 for streamlining access to information for older adults and people with disabilities, and approve and authorize Commissioner President Russell to execute a related budget amendment that will decrease the grant funds by \$36,440, and realign the budget to be in accordance with the award. Motion carried 4-1. Commissioner Jones voted nay.**

*(Donald Barber, Senior Program Director, Pathways, Inc.; Cynthia Brown, CSA Coordinator and Division Manager, Dept. of Aging and Human Services)*

**Commissioner Jarboe moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute:  
(1) the Memorandum of Understanding documents for the FY2014 Federal Block Grant award to purchase Telemental Health Equipment, Project US1487, from the**

**Maryland Department of Health and Mental Hygiene on behalf of the St. Mary's County Department of Aging and Human Services in the amount of \$2,600;**  
**(2) the related budget amendment to establish budget authority for this one-time-only grant; and,**  
**(3) the related sub-recipient agreement between the County and Pathways, Inc.**  
**Motion carried 5-0.**

**3. Department of Economic and Community Development** *(Robin Finnacom, Acting Director)*

*(John Wasilisin Executive Vice President and Chief Operating Officer; Angela Singleton, Field Representative, Maryland Technology Development Corporation (TEDCO))*

**Commissioner Morris moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute the Memorandum of Agreement between the County and the Maryland Technology Development Corporation on behalf of the Department of Economic and Community Development to identify and provide technical assistance to County businesses for potential technology business opportunities, in the amount of \$19,000 and the related budget amendment decreasing DECD's Administrative Salaries' budget and increasing the DECD Business Development Division's Other Contract Services by \$19,000 respectively. Motion carried 5-0.**

**4. Department of Public Works and Transportation** *(George Erichsen, Director)*

**Commissioner Jones moved, seconded by Commissioner Jarboe, to approve and authorize Department of Public Works and Transportation Staff to submit a Grant Application for the Maryland Department of Natural Resources' Chesapeake & Atlantic Bays Trust Fund in the amount of \$2,671,511 for the design and construction costs associated with the County's approved Water Quality and Nutrient Removal Project (HW1201). Motion carried 5-0.**

**Commissioner Jarboe moved, seconded by Commissioner Morgan, to approve and authorize Commissioner President Russell to execute the budget amendment releasing budget authority from the Carter State Office Building PF1002 in the amount of \$635,914 to the FIN14 Capital Reserve, on behalf of the Department of Public Works and Transportation. Motion carried 5-0.**

*(Zane Rettstatt, Project Engineer, Dept. of Public Works and Transportation)*

**Commissioner Morgan moved, seconded by Commissioner Jarboe, to approve and accept the State Waterway Improvement Fund Grant from the Department of Natural Resources in the amount of \$77,500 and approve and authorize**

**Commissioner President Russell to execute the budget amendment establishing budget authority in a new Capital Project MA1401 from the FIN14 Capital Reserve on behalf of the Department of Public Works and Transportation. Motion carried 5-0.**

## **COMMISSIONER'S TIME**

The Commissioners highlighted events of the past week.

## **ST. MARY'S COUNTY AUDIT REPORT**

**Present:** Tim Murphy, Partner, Murphy & Murphy  
Lisa Brown, CPA, Onsite Auditor, Murphy & Murphy  
Elaine Kramer, CFO, St. Mary's County Government  
Deisree Ridgell, Accounting Officer, St. Mary's County Government

Mr. Murphy stated that the June 30, 2013, audit received an unmodified opinion. The audit included looking at internal controls, test checking receivables, payables, payroll and all other assets and liabilities. The audit found no material weaknesses in the books which were in compliance with the American Institute of Certified Public Accountants (AICPA) and Government Standards. Mr. Murphy noted assets increased about \$12M; ratios to liabilities are in very good condition; all investments are in compliance with County policies and all cash positions are fully collateralized or FDIC insured. Bond ratings remain at AA. Saint Mary's County exceeded their peers by prepaying \$20M to OPEB while other counties have deficits. Mr. Murphy complimented the County on their budgeted expenditures noting that the budget was \$198M and the County only spent \$193M. He noted the audit was completed later than normal this year because of a senior auditor vacancy in Finance and recommended that cross training be provided in the Accounting Department.

Ms. Brown noted they review single audit test compliance requirements. Compliance went well with the exception of the Circuit Court which was late in filing two reports for child support. This is the same note as the prior year audit; therefore, child support will need to continue to be tested as a major program until this is resolved. She stated that next year the Governmental Accounting Standards Board (GASB) will require new financial reporting format changes (GASB #65) which in turn will require additional training for accounting personnel. There will also be two new Pension GASBs (#67 and #68) coming out next year. The Sheriff's Office retirement fund has been overfunded the past 2 years; therefore, next year the County will be reporting a net pension asset unless you make an underpayment in 2014.

Ms. Kramer provided an overview of the financial statements and how they correlate to the budget process. She highlighted several sections of the Audit Report which included: budget to actual variances; OPEB contributions and the percentage required; unexpended

balances; obligated debt; statement of activities; budget statement of revenues, expenditures and changes in fund balance for governmental funds; Sheriff's Office retirement plan; accrual versus modified accrual; depreciation of assets; types of debt; and, long term obligations (St. Mary's County Public Schools and MetCom).

**Commissioner Jarboe moved, seconded by Commissioner Morris, to accept the report of the independent auditor on the financial statements of St. Mary's County for Fiscal Year 2013 as presented. Motion carried 5-0.**

**2015 BUDGET WORK SESSION: REQUEST FOR FIRE/RESCUE TAX RATE INCREASE FROM 7<sup>TH</sup> / 4<sup>TH</sup> DISTRICT VOLUNTEER FIRE/RESCUE DEPTS.**

**Present:** John D. Nelson, President, 7<sup>th</sup> District VFD  
Mike Huseman, Vice President, 7<sup>th</sup> District VFD

The 7<sup>th</sup> District Fire Department is requesting a fire/rescue tax increase to upgrade their fire station, research the possibility of adding a substation in the northern part of their response area, and accommodate the yearly increases in fuel, insurance, equipment replacement, and personal protective equipment. Currently the fire station does not have sleeping quarters, showers, or ADA compliant restrooms to accommodate fire fighters if they want to staff the station overnight. The current tax rate is \$0.044 per \$100 of assessment and the request for FY 2015 is \$0.056 per \$100 of assessment.

**Commissioner Jarboe moved, seconded by Commissioner Morris, to hold a public hearing to allow the 7th District to propose this rate increase. Motion carried 5-0.**

**ADJOURNMENT**

Commissioner Russell adjourned the Board of County Commissioners meeting at 11:59 am.

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

\_\_\_\_\_  
Sharon Ferris, Senior Administrative Coordinator (Recorder)