

**ST. MARY'S COUNTY**  
**BOARD OF COUNTY COMMISSIONERS' MEETING**  
**Tuesday, May 27, 2014**

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

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

**Commissioner Jarboe moved, seconded by Commissioner Morris, to approve the minutes of May 20, 2014, as presented. Motion carried 5-0.**

**COUNTY ADMINISTRATOR**

1. Draft Agendas for June 3 and 10, 2014.
2. **Sheriff's Office** (*Erin Shoemaker, Fiscal Manager*)

*(Captain Edward Willenborg)*

**Commissioner Jones moved, seconded by Commissioner Jarboe, to authorize the Sheriff's Office Staff to submit the grant application documents electronically for the Edward Bryne Memorial Justice Assistance (JAG) Program FY2014 Local Solicitation Grant, US1536, in the amount of \$20,593 consistent with the grant solicitation with full document review at the award stage. Motion carried 5-0.**

*(Brian Eley, Civilian Administrator)*

**Commissioner Jarboe moved, seconded by Commissioner Morris, to authorize the Sheriff's Office staff to submit the grant application documents electronically for US1564 - Edward J. Byrne Memorial Justice Assistance Grant, from the Governor's Office of Crime Control and Prevention in the amount of \$51,623; and to approve and**

**authorize Commissioner President Russell to execute the hard copy of said Grant Application subsequent to the electronic filing. Motion carried 5-0.**

**3. Department of Aging and Human Services** (*Lori Jennings-Harris, Director; Cynthia Brown, CSA Coordinator and Division Manager*)

**Commissioner Morris moved, seconded by Commissioner Morgan, to approve and authorize Commissioner President Russell to execute:**

- (1) the FY 2015 Five County Crownsville Project Jail Services and Administration Grant Letter of Agreement, Projects MD1553 and 1592, and**
- (2) the related scope of Services and the 432 Budget documents from the Anne Arundel County Mental Health Agency in the amount of \$78,222 to support the development, enhancement and maintenance of community based mental health services effective 7/1/14. Motion carried 5-0.**

**Commissioner Jarboe moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute: (1) the Homeless Women – Crisis Shelter Home Program Interagency Agreement, MD1557, from the Maryland Department of Human Resources on behalf of the Department of Aging and Human Services for FY2015 beginning July 1, 2014 through June 30, 2015 in the amount of \$67,241; and,**

- (2) the related sub-recipient agreement between the County and Three Oaks Center to support homeless shelters and services for St. Mary’s County residents. Motion carried 5-0.**

**Commissioner Jones moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute:**

- (1) the FY2015 PATH Grant Memorandum Of Understanding, Project US1589, from the Maryland Mental Hygiene Administration on behalf of the St. Mary’s County Department of Aging and Human Services in the amount of \$44,140; and,**
- (2) the related sub-recipient agreement between the County and Three Oaks Center. Motion carried 5-0.**

**Commissioner Morgan moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to:**

- (1) execute the FY2015 CSA MOU Services/Administrative Grant documents related to Projects MD1553, 1582, 1584, 1585, 1586, 1590, and 1592, from the Maryland Mental Hygiene Administration in the amount of \$354,793; and,**
- (2) sign the related sub-recipient agreements between the County and Correctional Mental Health Services, Three Oaks Center and On Our Own of St. Mary’s County. Motion carried 5-0.**

**4. Public Information Office** (*Tony Jones, PIO*)

**Commissioner Morgan moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the budget amendment to transfer funds of \$650 from the Commissioners' Miscellaneous Expenses Awards and Recognition Account to the Emergency Services & Technology Miscellaneous-Other Costs Account. Motion carried 5-0.**

**5. Department of Finance** (*Elaine Kramer, CFO*)

**Commissioner Morgan moved, seconded by Commissioner Jarboe to approve and authorize Commissioner President Russell to execute three budget amendments reducing or closing the Capital Projects HW0901, PF0804, PF0805, PF1307, PF1308, PL1301, and RP1403 to the FIN14 Capital Reserve in the amount of \$197,615. Motion carried 5-0.**

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

**Commissioner Morgan moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the Budget Amendment transferring \$75,000 from Project PF0804 to Project PF1407, both Building Maintenance & Repair – Critical projects, to complete the projects as presented by staff. Motion carried 5-0.**

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

**Commissioner Morgan moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute the Memorandum of Agreement between the County and University of Maryland on behalf of the St. Mary's County Department of Economic and Community Development in the amount of \$86,796, utilizing the set-aside funds, and incorporate Addendum A & B into the contract with the University of Maryland. Motion carried 3-2. Commissioners Jarboe and Morris voted nay. Commissioner Jarboe noted he was not supportive of these funds in the budget as he would rather see the funds applied to the drug crisis and school board crisis rather than University of MD. Commissioner Morris said he did not think we should be doing the University of Maryland contract and the Towson contract simultaneously.**

**Commissioner Morgan moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute the Agreement between the County and Towson University on behalf of St. Mary's County Department of Economic and Community Development in the amount of \$61,312 and approve funding this agreement with the set-aside funds. Motion carried 3-2. Commissioners Jarboe and Morris voted nay.**

**c. Plan of Action for the Comprehensive Economic Development Strategy, Base Realignment and Closure and Sequestration Set-Aside Funding**

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**Commissioner Morgan moved, seconded by Commissioner Jones, to delay this subject a week. Motion carried 5-0.**

**HISTORIC PRESERVATION COMMISSION ANNUAL AWARDS**

**Present:** Grace Mary Brady, Historic Preservation Planner, Dept. of Land Use & Growth Management

The following awards were presented:

**Conrad Associates - 2014 St. Mary's County Historic Preservation Project Award**

**Wanda Schuhart (posthumously) - 2014 St. Mary's County Historic Preservation Service Award**

**Dr. James Gibb - 2014 St. Mary's County Historic Preservation Project Award**

**Louanne C. Bailey (posthumously) - St. Mary's County Historical Society 2014 St. Mary's County Historic Preservation Service Award**

**Mr. Michael McCauley - 2014 St. Mary's County Historic Preservation Project Award.**

**ST. MARY'S COUNTY METROPOLITAN COMMISSION: REQUEST APPROVAL OF FY 2016-20 CAPITAL IMPROVEMENT PLAN AND FY2015 CAPITAL IMPROVEMENT BUDGET**

**Present:**

**Present:** Daniel Ichniowski, Exec. Director  
Rebecca Shick, CFO  
David Elberti, Chief Engineer

Mr. Ichniowski provided a summary of the FY15 Operating Budget noting that on April 24, 2014, MetCom Commissioners approved the proposed FY15 Operating Budget, the proposed FY15 Capital Budget, the proposed FY15 Service Charges, the proposed FY15 System Improvement charges and the proposed FY15 Capital Contribution Charges that were presented to the public at a Public Hearing on April 8, 2014. Following the public hearing MetCom decided to defer the Piney Point Water System project from FY15 to FY16; apply remaining Water Supply & Storage Fees in FY15 instead of FY15 and FY19; and reduce Water System Improvement and Capital Contribution Charges. These changes are reflected in the proposed Capital Improvement Budget and Capital Improvement Plan presented to the Board of County Commissioners.

**Commissioner Jarboe moved, seconded by Commissioner Morris, to approve the Metropolitan Commission FY 2015 Capital Improvement Budget and FY 2016-2020 Capital Improvement Plan with the removal of \$7,402,000 in the St. George's Park Water and Sewer projects in FY2019 and**

**FY2020 and removal of the New Market/Charlotte Hall project in 2019/2020. Motion failed 2-3. Commissioners Morgan, Jones and Russell voted nay.**

**Commissioner Jones moved, seconded by Commissioner Morgan, Pursuant to Section 113-30 of the St. Mary's County Code, I move to approve the Metropolitan Commission FY 2015 Capital Improvement Budget and FY 2016-2020 Capital Improvement Plan with the removal of \$7,402,000 in the St. George's Park Water and Sewer projects in FY2019 and FY2020. Motion carried 3-2. Commissioners Jarboe and Morris voted nay.**

## **ST. MARY'S COUNTY PUBLIC SCHOOLS: REQUEST APPROVAL OF FY 2015 BOARD OF EDUCATION OPERATING AND CAPITAL BUDGET**

**Present:** Elaine Kramer, CFO

Ms. Kramer presented a comparison of the Board of Education's FY2014 Approved Budget, FY2014 Projected Actuals, FY2014 Excess (Deficit) versus the May 15, 2015, version of the FY2015 Budget, FY2015 Over(Under) FY14 Estimated Actuals, and the projected FY2015 Over(Under) FY2014 Budget. The FY15 budget reflects a revenue increase of approximately \$8 million; fund balance decreases, FTE decreases; significant increases to accommodate the appropriate health care rates; and no change in health benefits.

### **APPROVAL OF THE BOARD OF EDUCATION BUDGET FOR FY 2015**

**Commissioner Morgan moved, seconded by Commissioner Jones, to:**

**(1) approve the Board of Education's operating, revolving, restricted, and capital budgets for FY2015 at the category and fund level, including the FTE positions, and execute the consent letter signifying approval of same; and give direction that any savings in both FY 2014 and FY 2015 in Fixed Charges: Group Health, Group Life, Retiree Health, and Retiree Life accounts, be applied to the Board of Education's Other Post Employment Benefit Trust.**

**(2) direct County Finance staff to schedule the operating and capital distributions to assist the Board of Education in any cash flow needs, except that the appropriation of the additional OPEB funding of \$2,668,518 will be distributed after the Board of Education reports on its FY2014 health costs, and reserves, and submits a funding plan for OPEB; the County will make payment directly to the OPEB trust on the Board of Education's behalf.**

**(3) to approve and authorize Commissioner President Russell to execute the Annual Budget Certification Statement to be submitted to the Maryland State Department of Education, contingent upon verification of the forms by County Finance.**

**(3) sign the consent letter addressing the budget approval, distributions, and the County's requirements with respect to compliance with reporting requirements, requests for category transfers, etc. Motion carried 5-0.**

### **APPROVAL AND EXECUTION OF THE FINAL AMOUNT OF EXCLUDABLE COSTS TO MARYLAND STATE DEPARTMENT OF EDUCATION FOR THE FY2015 BUDGET**

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The BOE will apply to the MSDE for excludable costs and the State will come back with what they consider excludable costs. The amount is unknown at this time.

**Commissioner Jarboe moved, seconded by Commissioner Morgan, to approve the submission and authorize the Commissioner President to execute the MSDE excludable costs forms as well as the Board sign the letter transmitting the forms to MSDE. Motion carried 5-0.**

### **APPROVAL OF BUDGET ADJUSTMENTS AND CATEGORY TRANSFERS THAT ADDRESS THE BOARD OF EDUCATION'S FY2014 PROJECTED CATEGORY SHORTFALLS OF \$6.4 MILLION**

Ms. Kramer addressed the FY 14 overages and shortfalls and discussed several options available. The Board has projected revenues, but since not all are realized at this time, the final results may vary at the end of the fiscal year. Whether expenses will be higher or lower is unknown. She explained various scenarios and the impact of adding additional funding to the BOE at this time when there are so many variables. The BOE expenses are already set, however, their revenue may change. Noting that the County is anticipating the income tax distribution from the state to be \$1M less than FY13, extra caution should be taken prior to providing any additional funds from the County side.

**Commissioner Morgan moved, seconded by Commissioner Jones, to deny the Board of Education's request to revise their budget and re-align their savings to cover the more than \$6 million in shortfalls for FY2014. My motion assumes that the BOE will continue to seek savings, resulting in a shortfall that is less than currently projected. And, when their actual FY2014 financial results are audited, I would like the BOE to report its results and update us on efforts to manage within identified funding levels, as well as progress on addressing their OPEB commitment. At that time, based on actual results, we could entertain a request for the deficit funding. Motion carried 5-0.**

### **COMMISSIONER'S TIME**

The Commissioners highlighted events of the past week.

Commissioner Jarboe requested the status of a response to letter recently received regarding feral cats.

**ADJOURNMENT**

Commissioner Russell adjourned the Board of County Commissioners meeting at 12:51 pm.

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

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Sharon Ferris, Senior Administrative Coordinator (Recorder)