

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
Tuesday, June 25, 2013**

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)

CALL TO ORDER

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

APPROVAL OF MINUTES

Commissioner Jarboe moved, seconded by Commissioner Morgan, to approve the minutes of June 18, 2013, as presented. Motion carried 5-0.

PROCLAMATION WAS PRESENTED TO RECOGNIZE THE 70TH ANNIVERSARY OF THE US CADET NURSE CORPS AND DECLARE JULY 1, 2013, AS U.S. CADET NURSE CORPS DAY

COUNTY ADMINISTRATOR

1. Draft Agenda for July 16, 2013. There will be no meeting on July 2 or 9th, 2013.

Commissioner Jarboe requested the Dept. of Land Use and Growth Management provide a history of Zoning and Subdivision Text Amendments to coincide with the introduction of new Zoning and Subdivision Text Amendments scheduled on the BOCC main agenda for July 16, 2013.

2. **Department of Economic and Community Development** *(Steven Anderson, Director)*

(Kelly Robertson-Slagle, SBDC Regional Director, CSM; Linda Craven, SBDC, Counselor)

Commissioner Morgan moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the Memorandum of Understanding between the College of Southern Maryland on behalf of its Maryland Small Business Development Center and the Board of County Commissioners for St. Mary's County in the amount of \$18,500 for FY2014 to continue to provide small business counseling services in St. Mary's County. Motion carried 5-0.

Commissioner Jones moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the Finance Programs General Grant Application, Project US1303, in the amount of \$25,000, for use to complete a Comprehensive Economic Development Strategy. Motion carried 5-0.

(Sue Sabo, Chief of Staff and HR Director)

Commissioner Jones moved, seconded by Commissioner Morgan to approve and authorize Commissioner President Russell to execute the FY2014 budget amendment using \$20,534 of the Commissioners' Emergency Reserve to increase the Department of Economic and Community Development FY2014 budget for salary differential and related costs of hiring a Business Development Manager at the advertised salary. Motion carried 3-2. Commissioners Jarboe and Morris voted nay. Both Commissioners indicated they felt the amount allocated for the position in the approved FY 14 budget was sufficient.

3. Department of Aging and Human Services *(Lori Jennings-Harris, Director; Cynthia Brown, Division Manager, Peggy Maio, Fiscal Supervisor)*

Commissioner Jones moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to execute the budget amendment on behalf of the Department of Aging and Human Services for the Commission for Women increasing the budget by \$1,045 and aligning the funds in the proper accounts. Motion carried 5-0.

4. Department of Emergency Services and Technology *(Bob Kelly, Director)*

Commissioner Morris moved, seconded by Commissioner Morgan, to approve and authorize Department Staff to submit the grant application documents electronically for the Emergency Management Performance Grant, Project US1412, from the US Department of Homeland Security in the amount of \$87,302. Motion carried 5-0.

Commissioner Jones moved, seconded by Commissioner Jarboe, to approve and authorize Department Staff to submit the grant application documents electronically for the FFY2013 Homeland Security Grant, Project US1420, from the Maryland Emergency Management Agency in the amount of \$67,597. Motion carried 5-0.

5. Sheriff's Office (*Brian Eley, Civilian Administrator; Captain Edward Willenborg*)

Commissioner Jarboe moved, seconded by Commissioner Morris, to approve and authorize the Sheriff's Office Staff to submit the grant application documents electronically for the Edward Byrne Memorial Justice Assistance (JAG) Program FY2013 Local Solicitation Grant, US1436 in the amount of \$20,396 consistent with the grant solicitation with full document review at the award stage. Motion carried 5-0.

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

Commissioner Jarboe moved, seconded by Commissioner Morris, to approve and sign the ordinance to place a 40 mile per hour sign on Golden Beach Road, County Route 30004, between MD Route 5 and Killpeck Creek Court, County Road 31101. Motion carried 5-0.

Commissioner Morgan moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute and sign the Boundary Line Adjustment and Easement Plat for the Woods at Myrtle Point Subdivision, Section 1, Phase 2, as prepared by Chesapeake Trails Surveying, LLC. Motion carried 5-0.

Commissioner Morgan moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute the budget amendment to return \$42,229.00 from Clean Energies Grant (PF1007) to the FIN13 Capital Reserve. Motion carried 5-0.

Commissioner Jones moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to execute the budget amendment in the amount of \$38,000 from the Critical Building Maintenance & Repair (PF0804) and Programmatic Maintenance & Repairs (PF 0805) to the FIN13 Capital Reserve. Motion carried 5-0.

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

Commissioner Jones moved, seconded by Commissioner Morgan, to approve and authorize Commissioner President Russell to execute the budget amendment realigning sources from Transfer Tax to Paygo in the Spring Ridge Middle School Renovation project in the amount of \$250,000, and realigning Paygo from the FIN13 Capital Reserve to the HW1002 Mechanicsville Road Recovery Act Project by \$125,000 and PF1408 Patuxent Navy Museum by \$625,000. Motion carried 5-0.

Commissioner Morris stated for the record that about a year ago he expressed a safety concern with the number of semi and dump trucks traveling on Mechanicsville Road and asked that Mr. Erichsen review the situation.

Commissioner Jarboe asked what the weight limit is for the bridge on Mechanicsville Road. Mr. Erichsen will provide information.

8. County Administrator (*Dr. Rebecca Bridgett*)

Commissioner Morgan moved, seconded by Commissioner Morris, to appoint the following persons to Boards, Committees, or Commissions with the terms to expire as addressed. Motion carried 5-0.

Adult Public Guardianship Review Board	Term
Dr. Meenakshi Brewster Physician/Health Dept.	Unlimited
Randall Ferguson	Unlimited
Agriculture, Seafood and Forestry Board	
Melissa Alton (Partial Term)	12/31/14
Airport Advisory Committee	
Jacque LaValle (Reappointment)	06/30/16
Daniel Van Orden	06/30/16
Board of Code Appeals	
Adam Stiffler (Reappointment)	06/30/18
Board of Trustees Museum Division	
Mary Farrar (Partial Term)	12/31/17
Commission for People with Disabilities	
Joshua Brewster (Greenwell Rep)	Unlimited
Elizabeth Fuller (Partial Term)	12/31/15

Commission for Women

Makeba Atkins	06/30/16
Elisa Height	06/30/16
Norma Pipken	06/30/16
Elizabeth Servello	06/30/16

Commission on Aging

Samantha Lane	06/30/16
Norma Pipken (Reappointment)	06/30/16
Cindy Williams (Reappointment)	06/30/16
Elizabeth Fuller (Partial Term)	12/31/14

Ethics Commission

Karin Bailey (Reappointment)	06/30/16
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Family Violence Coordinating Council

Rev. Sherill Page	Unlimited
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Historic Preservation Commission

Patricia Samford	06/30/16
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Housing Authority Board

Michelle Camaioni (Reappointment)	06/30/18
Daniel Raley (Reappointment)	06/30/18
Tina Dean (Partial Term)	12/31/15

Human Relations Commission

Calvin Brien	06/30/17
Dr. Charna Lacey	06/30/17

Metropolitan Commission

Paul Matthai	6/30/16
J. Scott Ridgell	6/30/16

Plumbing and Fuel Gas Board

Charles Downs	6/30/16
Daniel Garrison (Partial Term)	6/30/14

Sheriff's Office Retirement Plan Board

Dr. Tracy Harris	6/30/16
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Social Services Board

Wanda Brown (Reappointment)	06/30/16
Veda Willis (Partial Term)	06/30/14

Tri County Animal Shelter

Michael Golden (Reappointment)
Carolyn Monaghan

06/30/17
06/30/15

Wicomico Scenic River Commission

Justin Barlow

06/30/17

OFFICE OF THE COUNTY ATTORNEY: ACQUISITION OF 1.87 ACRES OF LAND IN CONNECTION WITH THE CONSTRUCTION OF FDR BLVD.

Present: George Sparling, County Attorney
George Erichsen, Director, Dept. of Public Works and Transportation

Mr. Sparling noted that this property acquisition is necessary for the construction of FDR Boulevard and is being purchased by the County at the appraised value.

Commissioner Morgan moved seconded by Commissioner Jones to authorize Commissioner President Russell to execute all documents required for the acquisition from Pamela Katafiaz of 1.87 acres of land for \$350,000. Motion carried 4-1. Commissioner Jarboe voted nay stating he did not see any reason to purchase the entire property when just a right-of-way was needed.

MARYLAND TRANSPORTATION ADMINISTRATION AND DEPT. OF PUBLIC WORKS AND TRANSPORTATION: PRESENT FINAL DRAFT OF THE ST. MARY'S COUNTY TRANSIT DEVELOPMENT PLAN

Present: Tracy Perez, MTA, So. Md. Rep
Lib Rood, KFH Consultants
Jacqueline Fournier, Transportation Manager, DPW&T
MaryAnn Blankenship, STS Supervisor

The Maryland Transportation Authority requires that local grantees conduct a five-year Transit Development Plan to be used as a basis for preparing their annual grant applications. The plan identifies the County's goals and objectives for transit, reviews and assesses current transit services, identifies unmet transit needs, and develops an appropriate course of action for the planning period. A summary of long-term, medium-term and short-term initiatives was presented. Initiatives for FY2014 include implementing system wide efficiency improvements such as modifying routes, serving the Golden Beach Park and Ride, and improving bus safety. Short term recommendations included revenue enhancement, coordination with Charles and Calvert Counties, coordination with NAS Patuxent River, passenger amenities and continue/increase partnerships.

Commissioner Jones moved, seconded by Commissioner Jarboe, to accept the Transportation Development Plan as prepared by the Maryland Transportation Administration on behalf of the County and to authorize County staff to proceed with the scheduling of the required public hearing to consider implementation of the suggested Short Term (no cost) Service Alternatives with the exception of increasing Fixed Route Fares. Motion carried 5-0.

**ST. MARY'S COUNTY PUBLIC SCHOOLS: REQUEST APPROVAL OF
FY 2014 BOARD OF EDUCATION OPERATING AND CAPITAL BUDGET**

Present: Dr. Michael J. Martirano, Superintendent of Schools
Greg Nourse, Assistant Superintendent of Fiscal Services and Human Resources

Dr. Martirano, along with Board of Education (BOE) members and several staff members, returned today at the request of the BOCC to provide additional information regarding the FY2014 Operating and Capital Budget approved by the Board of Education on May 23, 2013.

It was noted that while initial submission deadlines were met by the BOE, the information was incomplete and additional information was needed in order for the Commissioners to conduct a thorough review. It was requested that all future BOE chart/data submissions include a narrative summary that explains the information in more detail.

Commissioner Morgan asked Dr. Martirano to provide a detailed breakdown, as requested on February 26, 2013, as to which employees received leave payouts and the corresponding amounts. Dr. Martirano indicated that the information was provided previously, but that he would re-send to the Commissioners.

It was requested that when the FY2015 budget calendar is developed, consideration be given to providing additional time for Commissioner review, as well as turn-around time for Board of Education responses to requests for clarifications or additional information.

Commissioner Jones referred to a statement made by Dr. Martirano at the previous BOCC meeting that positions may need realigning in order to meet Race to the Top requirements and asked if he had any specific information at this time. Dr. Martirano responded that needs would be more apparent after July 1 and confirmed that position realignments will not have any budgetary affect or changes in salary. Realignments will be addressed publically at the July 10, 2013, Board of Education meeting.

Commissioner Jarboe moved, seconded by Commissioner Jones, to approve the Board of Education's operating, revolving, restricted and capital budgets for FY2014 at the category and fund level, including the FTE positions, and execute the consent letter signifying approval of same. I also move to give direction that any savings in both FY 2013 and FY 2014 in Fixed Charges: Group Health, Group Life, Retiree Health, and Retiree Life accounts, be applied to the BOE's Other Post Employment Benefit Trust. Motion carried 5-0.

Commissioner Jarboe moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute the Annual Budget Certification Statement to be submitted to the Maryland State Department of Education. Motion carried 5-0.

Commissioner Jarboe moved, seconded by Commissioner Jones, to approve and authorize Chief Financial Officer Kramer to advise the Maryland State Department of

Education that we confirm the excludable costs submission dated and approved March 26, 2013. Noting excludable costs in the Board of Education's FY2014 budget total \$4,955,256, based upon the BOE's assertion that there is no change in the eligible costs in their current approved budget book. Motion carried 5-0.

Commissioner Jarboe moved, seconded by Commissioner Jones, that:

- **The appropriation of \$83,805,032 will be distributed in equal installments over the fiscal year.**
- **The appropriation for the State pension shift of \$3,150,691 will be paid upon receipt of documentation showing the BOE's payment(s) of these costs to the State.**
- **The appropriation of the additional OPEB funding of \$2,955,256 will be distributed after the BOE reports on its FY2013 health costs and reserves and upon evidence of payment to their OPEB trust of both the planned, as well as any health savings, as described above; the county will make payment directly to the OPEB trust on the BOE's behalf. Motion carried 5-0.**

DEPT. OF ECONOMIC AND COMMUNITY DEVELOPMENT: OVERVIEW OF ECONOMIC DEVELOPMENT INCENTIVE PROGRAMS

Present: Steven Anderson, Director, Dept. Economic and Community Development

Mr. Anderson presented an overview of the federal, state and local incentives available to the County and initiatives the County is already undertaking to develop economic growth. All incentive programs already in process and proposed initiatives will be assessed to determine their return on investment.

Commissioner Morris asked if any senior housing is on a PILOT. Mr. Anderson will research and provide a response.

COMMISSIONER'S TIME

The Commissioners highlighted events of the past week.

ADJOURNMENT

The meeting adjourned at 12:20 pm.

Minutes Approved by the Board of County Commissioners on _____

Sharon Ferris, Senior Administrative Coordinator (Recorder)