

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
Tuesday, November 22, 2011**

Present: Commissioner President Francis Jack Russell
Commissioner Cynthia L. Jones
Commissioner Daniel L. Morris
Commissioner Todd B. Morgan
John Savich, County Administrator
Sharon Ferris (Recorder)

Absent: Commissioner Lawrence D. Jarboe

CALL TO ORDER

Commissioner President Russell called the business meeting to order at 9:04 am in the Chesapeake Building meeting room, Governmental Center.

ADDITIONS/DELETIONS TO AGENDA

Commissioner Morris added discussion on the need for road signs on Rt. 5 leaving Charles County and entering St. Mary's County.

APPROVAL OF MINUTES

Commissioner Jones moved, seconded by Commissioner Morgan, to adopt the minutes of November 15, 2011, as presented. Motion carried 4-0.

ST. MARY'S COUNTY LIBRARY: ANNUAL REPORT

Present: Kathleen Reif, Library Director
Library Board members: Alan Dillingham, Joan Springer, Carolyn Guy,
Lynn Newkirk, Everlyn Holland, and Dan Burris

Ms. Reif presented an overview of the financial status of St. Mary's County Libraries and highlighted a number of programs and services sponsored to inspire individuals to pursue personal interests and to discover the joy of learning at every stage of life. Noting that public library resources are an essential component of the educational system, St. Mary's County Libraries provide classes to enhance access to technology and computer classes to support Information, Communications and Technology literacy,

and will continue to enhance services to children and their families. Due to funding cuts, library hours were reduced to 60 hours per week (Monday-Saturday). Ms. Reif hopes funding will become available in the future so the Libraries will be able to resume Sunday operations. Planning for a new Leonardtown Library or renovation of the existing one is an on-going process.

COUNTY ADMINISTRATOR

1. Draft Agenda for December 6, 2011. There will be no meeting on November 29, 2011.

2. Department of Recreation and Parks (*Phil Rollins, Director*)

Commissioner Morgan moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute the Waterway Improvement Fund Application and Project Agreement to purchase five (5) life rings with cabinets and three (3) ladders for the Wicomico Shores Public Landing in to total amount of \$5,000. Motion carried 4-0.

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

Commissioner Jones moved, seconded by Commissioner Morgan, to approve and authorize Commissioner President Russell to execute the budget amendment in the amount of \$13,000 which will realign the custodial budget between Building Services and Building Services-Law, on behalf of the Department of Public Works and Transportation. Motion carried 4-0.

4. Department of Economic and Community Development (*Bob Schaller, Director; Robin Finnacom, CEO, St. Mary's County Community Development Corporation*)

Commissioner Jones moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the Inter-Governmental Agreement between the Maryland Department of Human Resources and the Board of County Commissioners for Project US1231, in the amount of \$111,909 and the related Sub-Recipient Agreement between the County Commissioners and the St. Mary's County Community Development Corporation which modifies the original contract term of July 1, 2011 to June 30, 2012 to a term of July 1, 2011 to December 31, 2011 to support job placement and retention services for clients of the St. Mary's County Department of Social Services. Motion carried 4-0.

5. Office of the County Attorney (*George Sparling, County Attorney; Brandy McKelvey, Paralegal*)

Commissioner Morgan moved, seconded by Commissioner Jones, to authorize Commissioner President Russell to execute an assignment of Certificate of Sale issued to the Board of County Commissioners by the St. Mary's County Treasurer for 13.174 acres in the First Election District, Account No. 01017861, and that the assignment be made and delivered to James Dale Blackwell, Jr. upon receipt of the sum of \$26,642.75. Motion carried 4-0.

6. County Administrator (*John Savich*)

Commissioner Morgan moved, seconded by Commissioner Morris, to approve the 2012 Board of County Commissioners Meeting Schedule as presented. Motion carried 4-0.

BOCC 2012 APPOINTMENTS

Commissioner Jones moved, seconded by Commissioner Morgan, to:

- (1) Appoint Commissioner Todd Morgan as the Board of County Commissioners Member and to reappoint Mary Lynn Stone as the Citizen At-Large Member to serve on the Tri-County Council;**
- (2) Appoint Commissioner President Jack Russell to the MACo Legislative Committee as a member and Commissioner Dan Morris as alternate; and**
- (3) Appoint Commissioner Daniel L. Morris as the Board of County Commissioners Vice Chair for 2012.**

Motion carried 4-0.

**DEPT. OF RECREATION AND PARKS AND ENVIRONMENTAL RESOURCES
MANAGEMENT, INC.: DRAFT ST. MARY'S COUNTY LAND PRESERVATION, PARKS,
AND RECREATION PLAN**

Present: Phil Rollins, Director, Dept. of Land Use and Growth Management
Clive Graham, Environmental Resources Management, Inc.
Kathy Bailey, Executive Coordinator, Dept. of Land Use and Growth Management

The State of Maryland requires that counties update their Land Preservation, Parks and Recreation Plans (LPPRP) every six years, one year prior to the statewide Maryland Land Preservation, Parks and

Recreation Plan. The LPPRPs qualify local governments for State Program Open Space (POS) grants and other programs related to recreation and parks, agricultural land preservation, and natural resource conservation. The 2012 draft plan focuses mainly on Recreation and Parks because during the 2005 revision, extensive changes were made on agricultural land elements and natural lands/resources; therefore, an update on the progress of the local land preservation programs is all that is required. Mr. Rollins reviewed major achievements since the 2005 Plan noting acreage acquired for the County as well as State/Federal Recreation Resources and facilities. Mr. Rollins noted that land acquired by the state or federal government for parks (such as Newtowne Neck State Park) do not have to go through the County's planning procedures. Projects being considered through 2022 include: a large waterfront park in the 5th or 6th election district (300 acres); two small water access parks along the Patuxent River; Wicomico Shores Boat ramp and additional parking; Three Notch Trail Phases 4B, 6&7; a new Leonardtown Park on former Hayden Farm property; a new Central County Park; Myrtle Point Park development; Chaptico Park Phases 2&3; expansion of athletic facilities at Chancellors Run Park; multi-purpose fields at Lancaster Park; a county-owned Gymnastic Center; and parking, restrooms and a picnic area at Elms Beach Park.

Commissioner Morris asked if POS funds were used for purchase of the Hayden Farm and asked Mr. Rollins to find out if the County can be reimbursed by POS funds for the 40 acres that is designated as open space.

Mr. Rollins was directed to add language in the draft plan that supports full public involvement in the planning process for Newtowne Neck State Park and recommends passive uses at the park.

The Commissioners agreed to delete the number of acres (300 acre) from the recommended Large Waterfront Park in the 5th or 6th Election Districts addressed in the 2022 Plan.

DEPT. OF FINANCE: PROPOSED IMMEDIATE CHANGES TO ST. MARY'S COUNTY PROCUREMENT POLICIES AND MANUAL

Present: Elaine Kramer, CFO & Procurement Officer
Randy Burns, Procurement Manager

Ms. Kramer explained that the County is in the process of revising its procurement policies to streamline the process and update the procurement manual. Two areas identified as opportunities for immediate change were presented to the Commissioners: (1) changing the Competition Threshold for formal competition and (2) adopting a Local Vendor Preference Program.

Commissioners agreed the competition threshold for St. Mary's County should be changed from \$15,000 for Formal Competition to \$25,000 and Requests for Quotes from \$2,500-\$15,000 to \$2,500-\$25,000 and to allow Request for Quotes (\$2,500-\$25,000) to be at the discretion of the Department Head. They also agreed to implement a Local Vendor Preference Program but deferred on making decisions on various program options until all Commissioners can confer. Commissioner Morgan suggested that Department Heads obtain two (2) bids for purchases of \$15,000 to \$25,000 and will discuss further with the other Commissioners. Commissioner Morgan will confer with each of the

Commissioners on the unresolved topics above and provide information to Ms. Kramer who will address the Board on Procurement Policies in early January.

ROAD SIGNS ON RT 5

Commissioner Morris was contacted by citizens concerning business addresses/locations along Rt. 5 once you leave Charles County and enter into St. Mary's County. He noted that Rt. 5 in Charles County is Leonardtown Road, but once you enter St. Mary's County, the name changes to Three Notch Road. As you continue south, Rt. 5 splits with Rt 235 and Rt. 235 becomes Three Notch Road and Rt. 5 becomes Point Lookout Road. He requested signage be posted as you enter St. Mary's County displaying Rt. 5/Three Notch Road. Signs at the Rt 5/Rt 235 split are sufficient.

Mr. Erichson, Director, Dept. Public Works and Transportation, will address this issue with the State Highway Administration since this a state highway.

COMMISSIONER'S TIME

The Commissioners highlighted events attended over the past week.

ADJOURNMENT

Commissioner Russell closed the Board of County Commissioners meeting at approximately 12:30 pm.

Minutes Approved by the Board of County Commissioners on _____

Sharon Ferris, Senior Administrative Coordinator (Recorder)