

**ST. MARY'S COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**JANUARY 24, 1995**

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Present: Commissioner Barbara R. Thompson, President  
Commissioner D. Christian Brugman  
Commissioner Paul W. Chesser  
Commissioner Frances P. Eagan  
Commissioner Lawrence D. Jarboe  
Edward V. Cox, County Administrator  
Judith A. Spalding, Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 9:05 a.m.

**APPROVAL OF MINUTES**

Commissioner Brugman moved, seconded by Commissioner Jarboe, to approve the minutes of the County Commissioners' meeting of Tuesday, January 17, 1995. Motion carried.

**APPROVAL OF BILLS**

Commissioner Jarboe moved, seconded by Commissioner Chesser, to authorize Commissioner Thompson to sign the Check Register as presented. Motion carried.

**COUNTY ADMINISTRATOR ITEMS**

Present: Edward V. Cox, County Administrator

- 1) **Resolution No. 95-04**  
**Appointment of Enforcement Officers and Hearing Officers**  
**for the St. Mary's County Airport**

As a follow up to January 17 discussion, the County Administrator presented the referenced Resolution regarding the appointment of enforcement officers and hearing officers at the County Airport.

The Commissioners had requested last week that the Resolution be amended to indicate that it will be done for a 90-day period (after which it will be reevaluated), to remove the specific names of the deputies who will be policing the airport, and to add the words "sheriff's deputies as designated by the Sheriff."

County Administrator Cox advised that the Resolution has been amended as requested by the Commissioners.

**After discussion Commissioner Brugman moved, seconded by Commissioner Chesser, to sign the amended Resolution as presented. Motion carried.**

- 2) **Response Letters**  
**Airport Rules Enforcement**

The County Administrator presented responses to correspondence from various individuals supporting enforcement of the rules and minimum standards for the operation of the St. Mary's County Airport. The letter advises that the Commissioners on this date signed a Resolution appointing enforcement and hearing officers at the Airport as provided in the Airport rules.

**Commissioner Brugman moved, seconded by Commissioner Eagan, to sign and forward the letters as presented. Motion carried.**

3) **Regional Park Advertising Signs**

The County Administrator presented a memorandum dated January 12 from Director of Recreation and Parks Phil Rollins requesting approval by the County Commissioners to continue to sell advertising billboards on the ballfield fences at the Regional Park. Mr. Cox advised that the previous Board approved the selling of advertisements at the park, which is a revenue producer, and the Department of Recreation and Parks would like to do this again this year.

**Commissioner Eagan moved, seconded by Commissioner Jarboe, to approve the sale of advertising billboards at the Regional Park as requested. Motion carried.**

4) **Board of Education  
Grant Award**

As a follow up to last week's discussion the County Administrator re-presented correspondence dated January 12, 1995 that was received from the Superintendent of Schools relative to a grant award in the amount of \$4,000 for Youth Suicide Prevention which had not been included in the Approved Operating Budget for Fiscal Year 1995. The Commissioners had deferred a decision until they received information about this grant. County Administrator Cox presented information provided by Public Schools indicating that the grant funds are used for suicide prevention training.

After discussion Mr. Cox presented correspondence addressed to the President of the Board of Education indicating the Commissioners' approval to include the \$4,000 grant in the Board's Fiscal Year 1995 Budget.

**Commissioner Eagan moved, seconded by Commissioner Jarboe, to sign and forward the letter as presented. Motion carried four to one with Commission Brugman voting against stating that he believed this to be a social program and should not be in the public schools.**

5) **Response Letter  
Expenditure Controls**

The County Administrator presented a response to January 6 correspondence from Louis C. Dunn, Jr. regarding staff lunches. The return letter states that lunches are not routinely provided for any employees or County Commissioners. It further states that there are various systems in County Government that ensure the appropriateness of expenditures including the procurement system and internal audit controls.

**Commissioner Brugman moved, seconded by Commissioner Jarboe, to sign and forward the letter as presented. Motion carried.**

6) **St. Mary's Press Building #2 and #3  
(Hollywood Enterprises, Inc. Lease)**

The County Administrator presented a Lease Agreement between Hollywood Enterprises, Inc. and the Board of County Commissioners for Buildings No. 2 and 3 of the St. Mary's Press building, containing approximately 25,500 usable square feet of warehouse space, located at the St. Mary's Industrial Park. By memorandum dated January 19 County Attorney Densford advised that the Lease has been approved by the Maryland Department of Economic and Employment Development.

**Commissioner Jarboe moved, seconded by Commissioner Chesser, to authorize Commissioner Thompson to sign the Lease as presented. Motion carried.**

7) **Response Letters  
Hanover Run (Myrtle Point)**

The County Administrator presented response letters to individuals who wrote the Commissioners regarding the Hanover Run (Myrtle Point) property. The return letters indicate that the Commissioners have addressed this issue with the Directors of Economic & Community Development and Recreation and Parks and that Recreation and Parks has established a task force to thoroughly examine the issues relative to the site. The task force will report its findings to the County Commissioners in March.

**Commissioner Brugman moved, seconded by Commissioner Eagan, to sign and forward the letters as presented. Motion carried.**

8) **Response Letter  
Request for Economic Impact Fee Exemption**

The County Administrator presented a response to January 10 correspondence from Warren Gilmor in which he requested a waiver of the Economic Impact Fee for the construction of a building on Budds Creek Road in Mechanicsville. The return letter advises that Resolution No. 89-06 provides an exemption when construction replaces an existing habitable dwelling unit on the same zoning lot of record, and since his permit pertains to conversion of an existing barn to a single family dwelling, he does not meet the requirements for an exemption.

**Commissioner Jarboe moved, seconded by Commissioner Chessser, to sign and forward the letter as presented. Motion carried four to one with Commissioner Eagan voting against stating she was opposed to EIF's.**

10) **Resolution No. 95-05  
Appointment of Development Review Forum**

The County Administrator presented the referenced Resolution which establishes a Development Review Forum as recommended in the *Streamlining St. Mary's County Development Review and Approval Process*. The Committee will report directly to the Board of County Commissioners.

**After discussion of the Forum's duties and responsibilities and composition, Commissioner Jarboe moved, seconded by Commissioner Chessser, to approve and sign Resolution No. 95-05 as presented. Motion carried.**

11) **Pending Item Tracking Sheet**

The County Administrator presented a goldenrod sheet setting forth pending items that will be maintained and updated monthly by the Commissioners' Administrative Assistant from minutes, hearing records, correspondence, and personal contacts.

12) **Elected School Board Task Force Proposal**

As a follow up to previous discussions, the County Administrator presented a proposal for the establishment of an Elected School Board Task Force setting forth suggested composition, mission, duties and responsibilities, resources and schedule. He pointed out that the Commissioners will be meeting with the Legislators on February 13 and suggested that the Commissioners consider this proposal and forward it to the Legislators prior to that date so that they will be prepared to discuss at the meeting.

The Commissioners agreed to discuss the proposal at their January 31 meeting.

12) **Response Letter  
Skydiving Center**

The County Administrator presented a response to January 18 correspondence from Kevin Gibson of the Skydiving Center in which he requested a meeting with the Commissioners to discuss negotiations to end the current litigation between the County and the Center. The return letter advises that because of the litigation, the Commissioners have requested guidance from the County Attorney relative to Mr. Gibson's suggested negotiations and until that guidance is received, the request cannot be answered at this time.

**Commissioner Brugman moved, seconded by Commissioner Jarboe, to sign and forward the letter as presented. Motion carried.**

13) **Ethics Commission - Bylaws**

The County Administrator presented correspondence addressed to the Ethics Commission advising that the amended bylaws are in compliance with Resolution No. 88-03 and are therefore approved. He stated that the only amendment was to change the date for the selection of the Chairman from January to July.

**Commissioner Eagan moved, seconded by Commissioner Brugman, to approve and sign the letter as presented. Motion carried.**

14) **Annual Reports  
Appreciation Letters**

The County Administrator presented letters addressed to Chairs of Boards and Committees thanking them for the presentation of their 1994 Annual Reports.

**Commissioner Brugman moved, seconded by Commissioner Chesser, to sign and forward the letters as presented. Motion carried.**

15) **Appointments  
Boards, Committees, Commissions**

Commissioner Jarboe moved, seconded by Commissioner Eagan, and motion carried, to make the following appointments to Boards and Committees with terms as indicated:

<u>Agriculture Commission</u>	<u>Terms To Expire</u>
Edward Carney - <i>REAPPOINTMENT</i>	12/31/97
<u>Metropolitan Commission</u>	
Valentino Johnson	12/31/96/999
<u>Nursing Center Board</u>	
Joseph A. Wilkinson	12/31/97
<u>Board of Trustees for the St. Clement's Island Potomac River Museum</u>	
Jean Chandler - <i>REAPPOINTMENT</i>	12/31/99
Kim Cullins - <i>REAPPOINTMENT</i>	12/31/99
<u>Tri-County Youth Services Bureau</u>	
Anne P. Emery - <i>REAPPOINTMENT</i>	12/31/96
Kathleen M. Lyon - <i>REAPPOINTMENT</i>	12/31/96
<u>Zoning Board of Appeals</u>	
Tana Glockner Shultz - <i>Regular Member</i>	12/31/98

16) **Response Letter  
Open Meetings Act Legislative Proposal**

The County Administrator presented a response to January 1 correspondence from William Dexter in which he expressed support of the legislative proposals relative to the County's Open Meetings Act. The return letter advises that all legislative proposals have been submitted to the Legislators.

**Commissioner Brugman moved, seconded by Commissioner Chesser, to sign and forward the letter as presented. Motion carried.**

11) **Waterway Improvement Grant Application  
Piers and Ramp Facilities**

On behalf of the Director of Recreation and Parks the County Administrator presented the referenced Waterway Improvement Grant Application for maintenance repairs to existing piers and ramp facilities in the amount of \$5,000 (100% state funded).

**Commissioner Jarboe moved, seconded by Commissioner Chesser, to approve and authorize Commissioner Thompson to sign the Application as presented. Motion carried.**

**BOARD OF EDUCATION**

Present: Robert Kirkley, President  
Jean Campbell  
John Roth  
Fred Wallace  
Joan Kozlovsky, Superintendent of Schools

The referenced representatives of the Board of Education appeared before the Board to introduce themselves to the County Commissioners and to indicate a spirit of cooperation in working together with the new Board. Each Board of Education member spoke to his/her background and commitment to education.

In conclusion the Board of Education expressed a willingness to meet with the Commissioners to discuss areas of mutual interest and to get a better understanding of the public school system.

**PERSONNEL MANUAL PRESENTATION**

Present: Charles Wade, Director of Finance  
George Foster, Personnel Officer

The referenced individuals appeared before the Commissioners to present and review the St. Mary's County Manual of Personnel Policies and Procedures. Mr. Foster pointed out that the current Manual, containing 29 chapters, was adopted in October 1993 and covers a variety of types of positions including elected, merit, grant, appointed, contract, seasonal, law enforcement, etc.

During discussion the following issues were addressed:

- Commissioner Brugman inquired about the number of holidays provided county employees
- Commissioner Jarboe requested a comparison of county benefits to the private sector and other jurisdictions
- Commissioner Eagan stated that the Commissioners should look at step increases and COLA's

In response to an inquiry from Commissioner Chesser, Mr. Wade advised that the cost to do a classification/salary study would be approximately \$50,000.

After a review and highlight of the chapters, Mr. Foster offered to get any additional information needed by the Commissioners.

## **COUNTY COMMISSIONERS' TIME**

### **Resolution No. 91-26**

#### **Legal Advertising**

As a follow to January 17 discussion Commissioner Jarboe indicated that the Procurement Officer had been requested to provide information relative to the County's procurement policy with regard to advertising and whether or not there was a competitive process. He stated that Mr. Haley provided the information, principally Resolution No. 91-26. Commissioner Jarboe indicated it was his opinion based on correspondence from Mr. Gray dated January 23 and his reading of Resolution No. 91-26 that the County's current advertising policy was discriminatory in that the conditions eliminated competition.

After discussion Commissioner Jarboe moved, seconded by Commissioner Brugman to rescind Resolution No. 91-26.

During discussion of the motion Commissioner Chesser requested that the matter be tabled until the Commissioners had adequate time to adequately gather information.

In conclusion Commissioner Jarboe agreed to withdraw his motion and Commissioner Brugman his second. The Commissioners agreed to delay further discussion until such time as the County Attorney rendered an opinion as to the legality of Resolution No. 91-26 especially as related to potential suit.

### **"Leonardtown Road"**

Commissioner Jarboe advised that the name "Leonardtown Road" is used in Charles County to the St. Mary's County line and expressed concern as to safety if the road is called "Leonardtown Road" from Halfway House to Point Lookout. He inquired whether this could be brought to public hearing.

Commissioner Eagan reported that she received telephone calls from individuals who submitted a petition to rename "Leonardtown Road" who had expressed concern about the way the names on the petition were validated. Specifically, if more than one person lived at one address only one individual was counted.

Administrative Officer Mary Pat Pope pointed out that the guidelines specifically required one property as one vote.

In conclusion County Administrator Cox stated that the Enhanced 911 Uniform Addressing System Task Force will be requested to address the safety issue and report back prior to the next public hearing.

## **HUGHESVILLE REGIONAL SHELTER FOR HOMELESS WOMEN AND CHILDREN**

Present: Candice Quinn, Director  
Barbara Hitt, Shelter Case Manager  
Darnell McDowning, Tri-County Community Action

The referenced representatives of the Hughesville Regional Shelter appeared before the Commissioners to present an overview of the services provided by the Shelter. Ms. Quinn advised that the Shelter is operated by Catholic Charities and provides 24-hour emergency and transitional shelter for homeless women and their children. During fiscal year 1994, 514 families were served for a total of 11,521 bednights. In St. Mary's County 21 families were served for a total of 2,756 bed nights.

During her presentation Ms. Quinn advised that the shelter provides four programs: Emergency shelter, Transitional Program (to move women into permanent housing and to assist them in finding jobs); Angels Watch Domestic Violence Program; and Soup for the Soul (once a month on Saturdays).

Funding sources from St. Mary's County include \$23,000 grant from Department of Health and Mental Hygiene and \$5,000 from County's General Fund. She stated that the Shelter has a \$300,000 annual budget.

During discussion of the Transitional Housing Program, Ms. Quinn and Ms. McDowning referred to a specific situation whereby an individual who meets all the criteria has not been able to secure Section 8 housing and still remains at the shelter. Ms. Quinn stated that there are clients who have attained life skills and are moving forward to self-sufficiency, who are the most suitable clients. However, because of a shortage of Section 8 Housing these clients often remain in the shelter too long. Ms. Quinn requested assistance from the Commissioners to help located housing for these individuals.

After discussion County Administrator Cox indicated that he would talk with the Housing Office regarding this matter.

#### **COUNCIL ON CHILDREN AND YOUTH 1994 ANNUAL REPORT**

Present: Mary Novotny, Chair  
Ginny Simpson, Member  
Becky Stevens, Community Services Coordinator

The referenced individuals appeared before the Commissioners to present the Council on Children and Youth's 1994 Annual Report. Mrs. Novotny reviewed the group's purpose, membership, and significant activities (including: studying feasibility of implementing Court Appointed Special Advocate volunteer program and honoring individuals at Child Welfare Day). Plans for the current year include participating in Child Welfare Day and addressing the following concerns: students who miss school; location where teens can look for employment; survey of youth to determine needs; overlapping of services and groups; and need for a Children's Coordinator position in County Government.

During discussion Commissioner Eagan suggested that the Council contact the Teen Center Board regarding activities and employment opportunities for teens. Commissioner Chesser requested that the Council look into the issue of youth suicide.

A copy of the report is on file in the Commissioners' Office.

#### **INTERAGENCY CHILDREN'S COMMITTEE 1994 ANNUAL REPORT**

Present: Becky Stevens, Community Services Coordinator  
Jeannine Finnacom  
Linda Himmelheber

The referenced individuals appeared before the Commissioners to present the Interagency Children's Committee's 1994 Annual Report. Mrs. Stevens reviewed the group's purpose and stated that the Committee was established in 1990 by the Board of County Commissioners in response to legislation from the Maryland General Assembly requiring each County to review its school age child care needs and to develop a delivery plan. She highlighted the Committee's significant activities of 1994 (including providing technical assistance to Recreation and Parks Before and After School Child Care directors and preparing a number of grant applications); problems and challenges (including relationship of Centers and Schools, center enrollment, education of parents, school staff and community about importance of good child care situations, and coordination of all appropriate committees); plans for the current year (investigating

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availability of grants; addressing the need for child care space at school sites, child care for teen parents attending schools, and the need for advocacy for child care and children's programs

A copy of the report is on file in the Commissioners' Office.

**COMMISSION FOR WOMEN  
1994 ANNUAL REPORT**

Present: Janice Berry Chen, Chair  
June Dillard  
Becky Stevens, Community Services Coordinator

The referenced individuals appeared before the Commissioners to present the Commission for Women's 1994 Annual Report. Ms. Berry-Chen reviewed the Commission's membership, and background, stating that the Commission was established in 1976 as a result of legislation passed by the General Assembly. The report included the Commission's goals, legislative tracking, and addressed the following issues: domestic violence, women's center, women's health, community outreach, Maryland Commission for Women, Women's History/Education, bylaws, archives, budget, and plans for the current year.

A copy of the report is on file in the Commissioners' Office.

**SITE TOURS**

The Commissioners departed for a tour of the following facilities: Courthouse, Sheriff's Office, and Emergency Management.

**ADJOURNMENT**

The meeting adjourned at 4:30 p.m.

**Minutes Approved by Board of  
County Commissioners on 1/31/95**

Judith Q. Spalding  
**Recording Secretary**