

**ST. MARY'S COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**FEBRUARY 28, 1995**

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

(Commissioner Frances P. Eagan was not present.)

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m.

**APPROVAL OF MINUTES**

Commissioner Chesser moved, seconded by Commissioner Jarboe, to approve the minutes of Tuesday, February 21, 1995 and Thursday, February 23, 1995. Motion carried.

**APPROVAL OF BILLS**

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

**COUNTY ADMINISTRATOR ITEMS**

Present: Edward V. Cox, County Administrator

1) **Correspondence**  
**Federal Per Diem Rates**

The County Administrator presented correspondence addressed to the County's Congressional Delegation members requesting assistance relative to reviewing the federal per diem rate for lodging and meals for St. Mary's County.

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

2) **Job Training Partnership Act**  
**Tri-County Federal Jobs Program**

For the Commissioners' information, the County Administrator explained the Job Training Partnership Act grant process stating that it is a tri-county federal jobs program of approximately \$2M annually. He stated that St. Mary's County serves as the administrator for grant submission, reports, and audits. Staff for the program is located at Charles County Community College in LaPlata. County Administrator Cox stated that he signs the grant applications on behalf of the County.

3) **Response Letter**  
**Hanover Run (Myrtle Point) Property**

In response to a letter from Helen P. Dodson regarding the Hanover Run Property, the County Administrator presented return correspondence advising that the Recreation and Parks Board task force has been established to conduct a thorough examination of the issue relative to possible acquisition for park land. The task force will be presenting its findings to the Commissioners in March.

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

4) **Personnel**

The County Administrator presented the following Personnel items for the Commissioners' review and consideration:

**Circuit Court**  
**Assignment Clerk IV Position**

Memorandum dated February 28, 1995 from the Personnel Officer requesting to change the Assignment Clerk IV position from Grade 21 to Grade 15. This request is based on the retirement of the current Assignment Clerk and that Judge Briscoe will be reassigning some of the functions of the position.

**Office on Aging**  
**Reclassification Request**

Memorandum dated February 28 from the Personnel Officer stating that the Department of Health and Mental Hygiene has advised the Office on Aging that it is required to have a Medical Social Worker in order for the OOA to continue to qualify for Medical Assistance reimbursement. The Director of OOA has therefore requested the reclassification of the vacant program revenue funded Client Manager position, Grade 16, to a program revenue funded Medical Social Worker position, Grade 17. Approval is requested to advertise for a Medical Social Worker, Grade 17, Step 1.

**Commissioner Jarboe moved, seconded by Commissioner Chesser, to approve the Circuit Court and the Office on Aging personnel requests as presented. Motion carried**

4) **Budget Amendments**

The County Administrator presented the following Budget Amendments recommended for approval by the Director of Finance with justifications as indicated:

**No. 95-24**  
**Department of Public Works**

Justification: Additional funds needed for bridge inspections - \$281

**No. 95-25**  
**Alcoholic Beverage Board**

Justification: Funds for attendance at state meeting - \$850

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

5) **Response Letter**  
**Automatic Weather Observation System at County Airport**

The County Administrator presented correspondence addressed to Steven Bildman and Randy Radaeckar of Airpark Sales and Service, St. Mary's County Airport Fixed Base Operator, relative to the Automatic Weather Observing System (AWOS). The return letter indicates that the Commissioners have received information about the AWOS during the Airport Commission's annual report and the Department of Public Work's budget request and will consider the request during their Fiscal Year 1996 budget deliberations.

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

6) **Response Letter**  
**Wildlands Designation - St. Mary's River State Park**

The County Administrator presented correspondence addressed to Dudley Lindsley, John Horton, and Frank Fox in response to their letters supporting the recommendation of the Recreation and Parks Task Force regarding the Wildlands designation at St. Mary's River State Park. The return letter advises that the Commissioners on February 21 endorsed the Task Force's recommendation to seek General Assembly enactment of Wildlands designation of 1500 acres of the St. Mary's River State Park property.

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

6) **Waterway Improvement Fund Grant Application**  
**Piney Point Lighthouse Pier**

On behalf of the Department of Recreation and Parks, the County Administrator presented the referenced Waterway Improvement Grant Application in the amount of \$5,000 for improvements and maintenance repairs to the existing Piney Point Lighthouse pier.

**Commissioner Jarboe moved, seconded by Commissioner Chesser, to authorize Commissioner Thompson to sign the Waterway Improvement Grant Application as presented. Motion carried.**

7) **1995 National Association of Counties Achievement Award Application**  
Also Present: Judy Pedersen, Information Specialist

Ms. Pedersen presented the referenced National Association of Counties Achievement Award Application and stated that the County's Fire/Rescue Appreciation Day was being submitted. She pointed out that this annual event recognizes the services the County's volunteer fire department and rescue squad members provide to the community.

**Commissioner Jarboe moved, seconded by Commissioner Brugman, to authorize Commissioner Thompson to sign the grant application as presented. Motion carried.**

8) **League of Women Voters - "Know Your County" Educational Sessions**  
Also Present: Judy Pedersen, Information Specialist

Ms. Pedersen advised that the League of Women Voters in cooperation with St. Mary's County Government will be presenting the "Know Your County" educational sessions beginning March 15. The sessions will be held at the Carter State Office Building, Public Meeting Room on Wednesdays from 7 to 9 p.m.

9) **Response Letters**

The County Administrator presented the following response letters for the Commissioners' review and consideration:

- To W. Edward Bailey and to Luella Davis relative to requests for correction of zoning mistakes. The letters advise that Planning and Zoning is scheduled to come before the Commissioners on March 7 to present information relative to these requests.
- To Eugene Holton and to Kevin Hurst responding to their requests for a swimming pool in the County. The letter advises that there are no immediate plans to construct a pool because of costs and other priorities.
- To Jessica Johnson relative to her suggestions to promote safety at teen activities. The letter advises that Recreation and Parks is concerned about participant's safety and there is always adult supervision at teen center activities.

- To Senator Dyson responding to his February 6 letter relative to the renaming of Leonardtown Road. The letter advises that the Commissioners approved an exception to the Road Naming Manual and will hold a public hearing on March 22.
- To Adam Karlin responding to his concerns about the need to protect and preserve the county's environment, heritage and rural character. The letter advises that the Commissioners continue to place a priority on preserving the community's character and other efforts to preserve the community.
- To Jean Campbell responding to her suggestions relative to a "technical advisor" and the need to receive public comment regarding the Elected School Board Task Force.

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

**8) Appointments - Boards, Committees, Commissions**

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

<u>Airport Commission</u>	<u>Terms To Expire</u>
William P. McCarthy	6/30/97/2000
<u>Community Health Advisory Committee</u>	
Joseph C. Furio	NO TERM
<u>Council on Children and Youth</u>	
Juliet Brown	12/31/98
Joan L. Farrar	12/31/97
Arthur Shepherd	12/31/98
<u>Economic Development Commission</u>	
G. Bradford Reeves, Jr.	6/30/97
<u>Elected School Board Task Force</u>	
<u>Commissioner Appointments</u>	
Robert Harper	NO TERM
Todd B. Morgan	NO TERM
Kathy Pinkel	NO TERM
Dennis Ramey	NO TERM
Julie Randal	NO TERM
<u>Legislative Delegation Appointments</u>	
Alfreda Mathis	NO TERM
Steven Metcalf	NO TERM
Charles L. Rosenfield	NO TERM
Tom Vollman	NO TERM
<u>Environmental Review for Critical Area Analysis</u>	
Norris Jay Hanks	NO TERM
<u>Mental Health Authority Board</u>	
Alissa S. Jones, Ph.D.	12/31/97

**9) Letters of Appreciation**

The County Administrator presented letters of appreciation addressed to those individuals who can no longer serve on a board, committee, or commission.

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

10) **Solid Waste Management Plan**

The County Administrator presented correspondence addressed to the Maryland Department of Environment requesting a 90-day extension of the State's review period of the St. Mary's County Comprehensive Solid Waste Management Plan. The letter indicates that it is anticipated that during this time period some changes will be made to the Plan.

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

**PROCLAMATION - AMERICAN RED CROSS MONTH**

The Commissioners presented a Proclamation designating the month of March as American Red Cross Month.

**FREEDOM FEST 1995**

Present: Joe Dick, Director, Alliance for Alcohol Drug Abuse Prevention  
Walt Biscoe, Coordinator, "  
Judy Pedersen, Public Information Specialist

The referenced individuals appeared before the Commissioners to present a proposal and a grant application for the 1995 Freedom Fest, an alcohol-free outreach program of the Alliance, scheduled for July 4 at the St. Mary's County Fairgrounds.

Ms. Pedersen reviewed the particulars of the event stating that the costs range from \$13,000 to \$15,000 with attendance between 7,500 and 10,000 people. She stated that it is the Alliance's intent to break even; however, any shortfall has been made up by the Alliance and any profit was used to support Alliance programs.

During the presentation the Alliance requested the following of the Commissioners:

- Endorsement of the Program  
**The Commissioners indicated their support of the program.**
- Permission to charge a small fee in order to ensure that revenues continue to match costs.

**The Commissioners indicated they would not agree to charging a fee.**

- A guarantee that in the event the festival revenues fall short of expenses, the Commissioners would cover any unpaid expenses.

**Commissioner Chesser moved, seconded by Commissioner Jarboe, to guarantee the coverage of any unpaid expenses, if necessary. Motion carried.**

In addition Ms. Pedersen presented a Grant Application from the Arts Council in the amount of \$1,850 to provide funding for sound system and entertainment at the festival.

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

**OFFICE ON AGING**

Present: Gene Carter, Director

1) **Director, Maryland Office on Aging**

Mr. Carter presented a memorandum dated February 28 advising that Ms. Sue Ward, former Director of the Prince George's County Office on Aging has been selected by Governor Glendening to serve as the Director of the Maryland Office on Aging. Governor Glendening has also appointed Mr. Irving Pinder, former Manager of Operations of the Montgomery County Office on Aging, as the Deputy Director.

2) **Revised Notification of Grant Award - Title III**

Mr. Carter advised that the Office on Aging has received from the Maryland Office on Aging a revised Notification of Grant Award for the Title III programs for Fiscal Year 1995 for a total award of \$178,587.

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

3) **Public Transportation Program  
Bus Signs/Shelters**

Mr. Carter advised that the Office on Aging received funding last year for bus signs and shelters for the Public Transportation Program. One of the shelters is proposed to be located at the Carter State Office Building and a building permit is required by the Town of Leonardtown. Therefore, Mr. Carter presented a building permit application for the Commissioners' approval.

**Commissioner Chesser moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner Thompson to sign the building permit application for the bus shelter to be located at the Carter State Office Building as presented. Motion carried.**

4) **Retired Senior Volunteer Program Grant Application**

Also Present: Mary Ruth Horton, RSVP Program Manager

The referenced individuals appeared before the Commissioners to present the grant application for second year funding for the Retired Senior Volunteer Program (RSVP). Mr. Carter by way of handout reviewed the program features including the budget and funding sources, program dimensions (goals for number of participants and hours of service), main program goals (including providing volunteer support in the health and human needs area, crime prevention and public safety, education, and for the preservation and improvement of the environment), program clients (public schools, Alliance, AARP, Senior Programs, Sheriff's Department), Service Specialties (prevention education, tax aide, tutors, visitors, emergency need assistant, library aides, counselors).

**After discussion Commissioner Jarboe moved, seconded by Commissioner Chesser, to approve and authorize Commissioner Thompson to sign the RSVP Grant Application. Motion carried.**

**SHERIFF'S DEPARTMENT**

**TYPIST CLERK II POSITION (NARCOTICS SECTION)**

Present: Sheriff Richard Voorhaar  
Barbara Dotson, Fiscal Analyst

The referenced individuals appeared before the Commissioners to request approval of the conversion of the Typist Clerk II position, Grade 11, from a temporary month-to-month assignment to permanent full-time for support of the clerical and record keeping needs of the Narcotic Section.

The Commissioners discussed the options (1) to deny the request; (2) to approve continuance of the position through June 30, 1995 and consider the permanent position during the Fiscal Year 1996 deliberations; or (3) approve the request.

During discussion Commissioner Chesser stated that he had some concerns about the position and would like to discuss it in executive Session

**Commissioner Chesser moved, seconded by Commissioner Brugman, to meet in Executive Session to discuss a matter of Personnel, as provided in Article 24, Section 4-210(a)1. Motion carried.**

**Executive Session**

Present: Commissioner Barbara R. Thompson, President  
Commissioner D. Christian Brugman  
Commissioner Paul W. Chesser  
Commissioner Lawrence D. Jarboe  
Sheriff Richard Voorhaar  
Barbara Dotson, Fiscal Analyst, Sheriff's Department  
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)1

Time Held: 10:43 a.m. - 10:47 a.m.

Action: The Commissioners discussed certain aspects of the referenced typist clerk position with representatives of the Sheriff's Department.

(Return to Open Session)

**After discussion Commissioner Brugman moved, seconded by Commissioner Jarboe, to approve continuation of the position through June 30, 1995 and to consider the full-time position during Fiscal Year 1996 budget deliberations.**

**DEPARTMENT OF RECREATION AND PARKS  
DISPOSAL AND PURCHASE OF PARK MAINTENANCE EQUIPMENT**

Present: Phil Rollins, Director  
Bill Ball, Maintenance Supervisor

The referenced individuals appeared before the Commissioners to request approval to use funds derived from the sale of park maintenance equipment for the purchase of other needed park maintenance equipment. Mr. Rollins stated that because of the privatization of the grass cutting program, Recreation and Parks is in the process of disposing of surplus trucks, tractors, trailers, and bush hogs through the County's Procurement Office. Mr. Rollins provided a list of the surplus equipment with an estimated sales income of \$55,000 as well as a list of proposed equipment at an estimated cost of \$55,000.

**After discussion Commissioner Jarboe moved, seconded by Commissioner Brugman to approve the purchase of maintenance equipment using funds from the sale of surplus equipment. Motion carried.**

**EXECUTIVE SESSION (PERSONNEL)**

**Commissioner Brugman moved, seconded by Commissioner Chesser, to meet in Executive Session to discuss a matter of Personnel (Animal Control Personnel and Boards, Committees, Commissions), as provided in Article 24, Section 4-210(a)1. Motion carried.**

(While waiting for the Director of EMA to arrive for the Executive Session on the Animal Control personnel matter, the Commissioners met in Executive Session to consider appointments to Boards, Committees and Commissions.)

**Executive Session - Boards, Committees, Commissions**

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

Authority: Article 24, Section 4-210(a)1

Time Held: 11:05 a.m. - 11:15 a.m.

Action: The Commissioners reviewed the current status sheet, made nominations and directed staff to contact the individuals and prepare letters of appointment for the Commissioners' approval at a later meeting.

**Personnel**

Present: Commissioner Barbara R. Thompson, President  
Commissioner D. Christian Brugman  
Commissioner Paul W. Chesser  
Commissioner Lawrence D. Jarboe  
Edward V. Cox, County Administrator  
Paul Wible, Director, EMA  
Steven Kuss, Animal Warden  
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)1

Time Held: 11:15 a.m. - 11:25 a.m. and  
11:42 a.m. - 12:30 p.m.

(Steve Kuss attended the session during the 11:42 a.m. - 12:30 p.m. time period.)

Action: The Commissioners discussed with EMA representatives certain personnel issues relative to the animal control program

**CONGRESSMAN HOYER  
BASE CLOSURE ANNOUNCEMENT**

By way of the speaker phone Congressman Hoyer contacted the Commissioners to announce that the Patuxent River Naval Air Warfare Center was not on the recently announced base realignment/closure list. He reported out that Pax River was scheduled to receive an additional 716 people from Indianapolis, Indiana, Lakehurst, New Jersey, and Warminster, Pennsylvania. Congressman Hoyer pointed out that this is the first step and the list will go to the BRAC Commission during which time other bases could be added or deleted. BRAC has until July to send the list to the President for action.

Subsequent to the telephone call from Congressman Hoyer, Commissioner Thompson read a Public Statement indicating the Commissioners guarded optimism in reaction to the announcement regarding recommendations for base closures.

**PROCLAMATION - NATIONAL GIRL SCOUT WEEK**

The Commissioners presented a Proclamation designating the week of March 6 - 12, 1995 as National Girl Scout Week in St. Mary's County.

**PROCLAMATION - AMERICAN PURCHASING MONTH**

The Commissioners presented a Proclamation designating the month of March as Purchasing Month in St. Mary's County.

**HOUSING AUTHORITY- ANNUAL REPORT**

Present: Michael McCauley, Chair  
Francis Forrest, Member  
Aleck Loker, Director, DECD

The referenced individuals appeared before the Commissioners to present the 1994 Annual Report of the Housing Authority. Mr. McCauley highlighted the various programs of the Housing Authority including Public Housing Homeownership Demonstration Program (Tubman Douglass Estate); Public Housing Construction program, particularly the Holland Forrest Landing project (32-unit townhouses located on McIntosh Road in Leonardtown); Rental Assistance Payments; Fiscal Year 1994 Community Development Block Grant program; and the Loan Programs.

During discussion Commissioner Thompson referred to a recent presentation made to the Board regarding a low-income rent to homeownership proposal at Hunting Quarter and suggested that the Housing Authority may want to review the project and make recommendations to the Commissioners.

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

#### **AGRICULTURE/SEAFOOD COMMISSION**

Present: John Mattingly, Chair, Rudy Baliko, Don Tennyson, Richard Pelz, Betty Rusell  
William Lyon, Barry Roache, Staff: Aleck Loker, Director, DECD, Donna  
Sasscer, Agriculture/Seafood Specialist.

The referenced individuals appeared before the Commissioners to present the 1994 Annual Report for the Agriculture/Seafood Commission.

Challenges and Plans of the Commission presented by the members included:

- Farmers right to farm and the need to preserve agricultural land
- Certification of the County's Agriculture Land Preservation Program so that agriculture transfer tax could be used to preserve agricultural land.
- Request for elimination of the requirement for building permits for non-residential agricultural structures.
- Requirement of the Forest Conservation Act which prohibits development for five years on property that has had timber harvested.

In closing Commissioner Thompson suggested that the Commission put its concerns in writing so that the issues may be addressed by the Board.

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

#### **FISCAL YEAR 1996 BUDGET REVIEW**

The Commissioners reviewed the Fiscal Year 1996 Capital Projects. After the review the Commissioners agreed to take action on the Capital Budget at their March 7 meeting.

#### **ADJOURNMENT**

The meeting adjourned at 4:30 p.m.

#### **COUNTY COMMISSIONERS/PLANNING COMMISSION/BOARD OF APPEALS**

(At 7 p.m. the three referenced Boards met to discuss various planning, development and other issues of mutual concern.)

Minutes Approved by Board of  
County Commissioners on 3/7/95

Judith A. Spalding  
Recording Secretary