

**ST. MARY'S COUNTY  
BOARD OF COUNTY COMMISSIONERS' MEETING  
March 2, 1999**

**Present:** Commissioner President Julie B. Randall  
Commissioner Joseph F. Anderson  
Commissioner Shelby P. Guazzo  
Commissioner Thomas A. Mattingly, Sr.  
Commissioner Daniel H. Raley  
Mortimer L. Smedley, Acting County Administrator  
Judith A. Spalding, Recorder

**CALL TO ORDER**

The meeting was called to order at 10:00 a.m.

**ADDITIONS/DELETIONS TO AGENDA**

**Commissioner Mattingly moved, seconded by Commissioner Anderson, to accept the agenda as amended (addition of County Commissioners' time). Motion carried.**

**APPROVAL OF CHECK REGISTER**

**Commissioner Mattingly moved, seconded by Commissioner Raley, to authorize Commissioner Randall to sign the check register, as presented. Motion carried.**

**APPROVAL OF MINUTES**

**Commissioner Mattingly moved, seconded by Commissioner Raley, to approve the minutes of the Commissioners' meeting of Tuesday, February 23, 1999 as corrected. Motion carried.**

**COUNTY ADMINISTRATOR'S ITEMS**

- Draft Agendas for March 9, 1999 and March 16, 1999  
(The Budget work session was scheduled for March 15 from 3 p.m. to 6 p.m.)
- 1. Budget Amendment No. 99-27 – Public Schools  
(to cover funds required for purchase and installation of window air conditioning units for six schools - \$104,000)

**Commissioner Guazzo moved, seconded by Commissioner Anderson, to approve and to authorize Commissioner Randall to sign the Budget Amendment as presented. Motion carried.**

- 2. Department of Public Works items
  - a) Road Deed accepting Stephen Young Court located in the Barnes Estates Subdivision, 3<sup>rd</sup> Election District into the County Highway Maintenance System.
  - b) Traffic Resolutions No. 99-01 and 99-02 establishing stop sign and 25 mph speed limit on Stephen Young Court in the Barnes Estates Subdivision.
  - c) Road deed accepting Secluded Way Court located in the Christmas Hill Subdivision, Section 2, Second Election District, into the County Highway Maintenance System.
  - d) Traffic Resolution No. 99-03 and 99-04 establishing stop sign and 25 mph speed limit on Secluded Way in the Christmas Hill Subdivision.

- e) Road Deed accepting Horseshoe Court located in the Redgate Estates Subdivision, 3<sup>rd</sup> Election District, into the County Highway Maintenance System.
- f) Traffic Resolutions No. 99-05 and 99-06 establishing stop sign and 25 mph speed limit on Horseshoe Court in the Redgate Estates Subdivision.
- g) Public Works Agreement Addendum extending the completion date to February 1, 2000 for Pepper Ridge, Wildewood, 8th Election District; backed by a Letter of Credit provided by Mercantile Safe Deposit & Trust Company in the amount of \$28,200.

**Commissioner Raley moved, seconded by Commissioner Mattingly, to approve and authorize Commissioner Randall to sign the referenced DPW documents.**

- 3. Resolution  
Cable Advisory Committee  
(for the purpose of approving the transfer of control of cable television franchise Cable TV Fund 14-A from Jones Intercable, Inc. to Comcast Corporation)

The Commissioners requested that approval of the Resolution be deferred for additional information (to ensure that it has been reviewed by Cable Advisory Committee; and that Jones is in compliance with the Cable Ordinance—the submission of a check for purchase of a new camera).

- 4. Annual Alcohol License Renewal Application for Wicomico Golf Course

**Commissioner Mattingly moved, seconded by Commissioner Raley, to approve and to authorize Commissioner Randall to sign the Renewal Application as presented.**

- 5. Appointments to Boards and Committees

**Commissioner Anderson moved, seconded by Commissioner Guazzo, and motion carried, to approve the appointments as follows:**

**Recreation and Parks Board**

Gary S. Bell  
Cheryl Blazer  
Frank Fox

**Solid Waste Advisory Committee**

Donald Hammett (reaffirm)

- 6. Board of Education Categorical Transfer – Fiscal Year 1999
  - Administration \$ 5,500
  - Maintenance of Plant 52,500
  - Instructional Salaries (35,000)
  - Mid-level Adm. (17,500)
  - Fixed Charges ( 5,500)

**Commissioner Anderson moved, seconded by Commissioner Guazzo, to approve the transfers and to sign letter to Board of Education approving the categorical transfers as presented. Motion carried.**

- 7. Employment Contract, Director, Office on Aging

**Commissioner Anderson moved, seconded by Commissioner Mattingly, to authorize Commissioner Randall to initial and sign the contract as presented. Motion carried.**

- 8. Tudor Hall Village – Growth Allocation Ordinance

The Commissioners agreed to defer a decision on this Ordinance until next week in order to give them sufficient time to review the Ordinance.

## 9. Proposed Regional Community College Proposal

Commissioner Mattingly moved, seconded by Commissioner Anderson, to sign the letter to the Southern Maryland Delegation (to be signed by Charles County Board of Trustees, Charles County Commissioners and St. Mary's County Commissioners). The letter requests legislation for a two-county regional college (for Charles and St. Mary's) and that the legislation allow Calvert County to join the regional college at anytime on the same terms agreed by Charles and St. Mary's. Motion carried.

**PROCLAMATION - AMERICAN RED CROSS MONTH**

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

**DR. SUESS' READ ACROSS AMERICA DAY**

Present: Dr. Pat Richardson, Superintendent  
Barbara Eddy, Principal  
Oakville Elem., Children: Daryl Blackwell, Michael Dahlstrom, Shanice Shade,  
Jordan Griffith, August Rideenour

In recognition of Dr. Suess' Read Across America Day, the referenced students appeared before the Board to read the Dr. Suess book *Hop on Pop* to the Commissioners.

**ADMINISTRATIVE STAFF ORIENTATION**

Present: Judith Spalding, Adm. Asst. to BOCC  
Mary Langley, Adm. Coordinator to County Administrator  
Kathy Bellinger, Receptionist  
Charlene Newkirk, Public Information Officer  
Delores Lacey, Appts. Secretary (was not present due to a death in the family)

The Commissioners' administrative staff appeared before the Board to explain each of their duties and responsibilities to the Board.

Judith Spalding (taking of minutes and executive sessions; scheduling the agenda, preparing legislative package; gathering county administrator items, etc.)

Mary Langley (tracking of correspondence, time sheets, paying of bills, preparing annual budget, ordering supplies, etc.)

Kathy Bellinger (preparing and distributing mail log; receptionist; Channel 12 video responsibilities; tracking Commissioners' blue sheet, etc.)

Charlene Newkirk (preparing information releases; preparing Commissioners' correspondence; assists with special events; coordinating information given to media, etc.)

Delores Lacey (not present) (main responsibility is the coordinating of boards, committees, commissions, serving as staff support to PIO and others as needed, etc.)

**PROCLAMATION  
NATIONAL PURCHASING MONTH**

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

**DEBT AFFORDABILITY PRESENTATION**

Present: Steve Welkos, Director of Finance  
Sam Ketterman, H. C. Wainwright  
Elaine Foley, “

Representatives from H. C. Wainwright appeared before the Board to present information relative to the County's debt affordability. The information included Standard & Poor's Rating Criteria and Worksheets; Moody's Public Financial Perspective; Moody's Medians; GFO Research Bulletin on "Unreserved Fund Balance and Local Government Finance;" statistical data for years 1994 through 1998; comparison of debt ratios; current outstanding debt (bonds and loans) from FY '99 through FY 2019; capital projects and capital projects financing; calculation of proposed debt service; and debt issuance comparisons.

Other areas of discussion included that the previous board approved this affordability study; the county's debt, which is currently at 3% of its budget, cannot go over 5%, but will get closer to the 5% in coming years; the County's "rainy day fund;" and that an electronic system for bidding on bonds is now in place and that St. Mary's County should offer this to potential bond buyers.

In closing Mr. Ketterman advised that he will take the feedback from the Commissioners and staff, and make any revisions based on that feedback. Mr. Ketterman will be submitting recommendations to the Commissioners in certain areas, e.g., a Fund Balance Policy. Information will be submitted to the County on a diskette, which will include pages the County can change as well as pages that are restricted.

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

**RESOLUTION NO. 99 - 07**

**DEPARTMENT OF PUBLIC WORKS**

**WAIVER OF LANDFILL FEES FOR CHRISTMAS IN APRIL PROJECT**

Present: George Erichsen, Dir., DPW

Mr. Erichsen explained to the Commissioners the process for disposal of trash and debris for the Christmas in April project. A letter will be given to the House Captains advising that there will be no charge for the disposal of waste at the landfill, and that the rubble should be separated from the municipal solid waste. The letter, which will be embossed with the County Seal, will be presented to the scale house and landfill personnel.

**After discussion Commissioner Mattingly moved, seconded by Commissioner Guazzo, to approve and sign Resolution No. 99-07 waiving the landfill fees for the Christmas in April project, which will be held April 24, 1999. Motion carried.**

**DEPARTMENTAL OF ENVIRONMENTAL HEALTH**

Present: Tom Russell, Director, Environmental Health

Mr. Russell appeared before the Board to discuss two issues:

**Residential Addition Policy for Building Permits**

Mr. Russell explained that there were a number of homes constructed prior to the adoption of the 1985 onsite sewer disposal regulations and it has been a dilemma when additions are requested for these houses, because some do not meet soil permeability or water table separation requirements. A policy has been developed establishing a maximum threshold for the size of additions, the limit of which is now 500 square feet, and does not allow for an increase in bedrooms.

During discussion the Commissioners expressed reservations with Procedural Step No. 5 (deed attachment limiting the structure to the existing number of bedrooms is required prior to

issuance of the permit) and Commissioner Randall questioned the enforceability of such a requirement. Discussion also included septic system requirements and that it must be a 1500 gallon top seam tank.

### Status of Wet Season Soil Evaluations

Mr. Russell reviewed with the Board the problem this year with regard to wet season soil evaluations. There are three components required for wet season soil conditions: perched water tables; normal soil moisture levels; and normal water table levels, none of which exist at this time. He pointed out that the wet season soil evaluations are based on monitoring well readings, and currently the readings are not near the bottom of normal range for wet season conditions. Mr. Russell expressed concern that unless there is sufficient and consistent rainfall in the next few weeks, the wet season soil evaluations may have to be cancelled. He noted that there will be a meeting on March 8 with the tri-county health departments and Maryland Department of Environment to determine the fate of wet season soils evaluations.

In closing Mr. Russell advised that he will keep the Commissioners informed relative to this issue.

### **MCI CONTRACT – STATUS REPORT**

Present: Jim Haley, Procurement Officer  
 Jim Stirling, Director, Office Capital Projects  
 Jim Dundas, MCI Systemhouse  
 Robert Szoke, “

The referenced individuals appeared before the Board to provide an update on the contract with MCI Systemhouse relative to the emergency radio system for St. Mary's, specifically the emergency radio Center and project management. Mr. Haley provided a chronology of the project starting March 1998 (MCI solution – site evaluations); September 1998 (direction given by Board to issue separate Notice to Proceed to MCI for construction of facility); October 1998 (Commissioners gave concurrence to the site adjacent to the Garvey Center); October/November 1998 (scope of project increased to 7936 s.f. from planned 7100 s.f. with the addition of numerous program changes; project again revised by deleting Sheriff's Office, down to 7460 s.f.); December 22 (contract was formerly executed by County and MCI); February 1999 (schematic design comment submission to MCI).

Discussion ensued relative to the location of the emergency communications center, with Commissioners Randall, Anderson, and Guazzo expressing concern that it is proposed to be located adjacent to a public building. They were of the opinion that the center was not regularly used by the public and should be located at another location. Commissioners Raley and Mattingly indicated they were satisfied with the recommended location. Mr. Stirling advised the Commissioners that changing the location would delay the project and add to the cost.

Other areas of discussion included the County's acquisition of an 800MHz license (Baltimore County declined to allow St. Mary's to co-channel on its frequency) and the Commissioners' learning about the sale of MCI Systemhouse to EDS through the newspaper. (Mr. Dundas responded that was also the way he had learned about it.)

During his presentation Mr. Haley advised the Board of the Project Management Summary Plan for the emergency communications project and reviewed the project organization (project steering committee, project manager office, project administration, project working committee, facility management, radio/911 communications, CAD/Transition Management, KCI technology, as needed) required to deliver the scope of work under the MCI Systemhouse Contract with the County.

After discussion it was the consensus of the Commissioners that staff and MCI go forward with the emergency communications center as recommended (at Site C).

In closing Commissioner Raley inquired whether the Commissioners needed to do anything with regard to acting capacity pay for the project administrator, Patricia Stiegman. Mr.

Haley responded that he would handle this through the Department of Human Resources, following personnel policies and procedures.

(Commissioner Anderson left meeting at 5 p.m. to attend the Patuxent River Naval Air Museum Committee meeting.)

## **COUNTY COMMISSIONERS**

### **Commuter Service**

Commissioner Guazzo referred to correspondence from Secretary of the Department of Transportation indicating that the State is examining the proposal for a decrease in bus trips from Charlotte Hall to Washington and examining the trips from LaPlata to Waldorf. Three public hearings have been scheduled, and she requested that the dates and places of the meetings be scrolled on Channel 12. Those who are interested in maintaining the bus service should come out and speak at the hearing. Letters can also be written to MDOT. Commissioner Randall noted that it was the Commissioners' recommendation to increase the trips and that the route be extended to Wildewood and/or Lexington Park.

### **Public Forums**

Commissioner Raley suggested that a future public forum be scheduled at the northern end of the county, e.g., Mechanicsville Fire House or Lettie Marshal Dent School. Commissioner Guazzo suggested that one also be scheduled in Lexington Park because of ongoing discussions regarding the library.

## **ADJOURNMENT**

The meeting adjourned at 5:35 p.m.

**Minutes Approved by the  
Board of County Commissioners on 3/9/99**

Judith A. Spalding  
**Judith A. Spalding, Recorder**