

**ST. MARY'S COUNTY  
BOARD OF COUNTY COMMISSIONERS' MEETING  
Governmental Center  
July 27, 1999**

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

**CALL TO ORDER**

The meeting was called to order at 10:05 a.m.

**ADDITIONS/DELETIONS TO AGENDA**

**Commissioner Guazzo moved, seconded by Commissioner Anderson, to accept the agenda as amended (to include an executive session on property acquisition and personnel). Motion carried.**

*(During discussion of the agenda, Commissioner Randall referred to discussions regarding the proposed library site and that the Library Board was interested in coming before the Board concerning this issue; however, in that the Board did not have new information and in that today's agenda was full, it was her recommendation that the Commissioners schedule a presentation on the two sites at next week's meeting followed by a public forum to receive input from the community. It was the consensus of the Commissioners to accept Commissioner Randall's recommendation.)*

**APPROVAL OF CHECK REGISTER**

**Commissioner Guazzo moved, seconded by Commissioner Anderson, to authorize Commissioner President Randall to sign the Check Register. Motion carried.**

*(During discussion of the follow up from last week's bills, Commissioner Guazzo referred to the purchase of the oak lectern and suggested that the County consider using local craftsmen; e.g., Amish, in future purchases.)*

**APPROVAL OF MINUTES**

**Commissioner Raley moved, seconded by Commissioner Guazzo, to approve the minutes of the Commissioners' meeting of Tuesday, July 20, 1999, as corrected. Motion carried.**

**COUNTY ADMINISTRATOR**

**Present:** Mortimer L. Smedley, County Administrator

- Draft Agendas for August 3, 1999 and August 10, 1999

*(Later in the meeting during discussion of the draft agendas, the Commissioners agreed to schedule the presentation and a public forum on the Library on August 3 and the decision for site selection on August 10.)*

**1. Department of Public Works Items**

Also present: George Erichsen, Director, DPW

- a) Easement Agreement from Michael Mattingly for improvements to Indian Bridge Road, Eighth Election District.

**Commissioner Guazzo moved, seconded by Commissioner Mattingly, to approve and authorize Commissioner Randall to sign the Easement Agreement. Motion carried.**

- b) Easement Agreement from George S. and Lucy B. Wallace for improvements to Indian Bridge Road, Eighth Election District.

**Commissioner Raley moved, seconded by Commissioner Guazzo, to approve and authorize Commissioner Randall to sign the Easement Agreement. Motion carried.**

- c) Easement Agreement from Robert M. And Tamara F. Miller for improvements to Indian Bridge Road, Eighth Election District.

**Commissioner Guazzo moved, seconded by Commissioner Mattingly, to approve and authorize Commissioner Randall to sign the Easement Agreement. Motion carried.**

- d) Administrative Application for Solid Waste and Recycling Facilities

(Mr. Erichsen requested that he be allowed to administratively handle the application, that the Solid Waste Advisory Committee would review and make any necessary changes, and that once finalized, be incorporated into the Solid Waste Plan.

**Commissioner Anderson moved, seconded by Commissioner Mattingly, to approve and authorize use of Application Form and once finalized to be incorporated into the Solid Waste Plan. Motion carried.**

- e) Traffic Resolution No. 99-16 establishing a stop sign for Harrison Street in Section 4 of the Stallman Subdivision, 8<sup>th</sup> Election District

**Commissioner Mattingly moved, seconded by Commissioner Guazzo, to approve and authorize Commissioner Randall to sign Traffic Resolution No. 99-16. Motion carried.**

- 2. Grant Documents
  - a) St. Mary's County Housing Authority – Grant Application  
Rental Allowance Program (RAP) to Work Initiative  
State Funding: \$53,210

Also present: Dennis Nicholson, Director, Housing Authority

**Commissioner Raley moved, seconded by Commissioner Mattingly, to approve and authorize Commissioner Randall to sign the Grant Application. Motion carried.**

- b) Office of Community Services – Grant Agreement  
Comprehensive Traffic Safety Program  
Federal Funding: \$25,500; State Funding: \$14,500; County: 40% in-kind match or \$16,000

Also present: Cynthia Brown, Director, OCS  
Joe Dick, Alliance

(During discussion the Commissioners indicated that the administrative costs of the grant were high and that the \$1,000 included in the grant for education and training was not adequate. It was the consensus of the Board that the training aspect be emphasized; that OCS work with the Sheriff in a collaborative effort to look for other funds; and that the Board of Education should also be involved.

**Commissioner Guazzo moved, seconded by Commissioner Mattingly, to approve and authorize Commissioner Randall to sign the Grant Agreement. Motion carried.**

- c) Office of Capital Projects – Grant Agreement  
St. Mary's County Airport – Obstruction Removal

FAA - \$180,000 (received); County - \$10,000 (approved in budget);  
State - \$10,000 (pending)

Also present: Jim Stirling, Director, Office of Capital Projects

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

**Commissioner Mattingly moved, seconded by Commissioner Anderson, to approve and authorize Commissioner Randall to sign the Agency Agreement between MAA and BOCC. Motion carried.**

- d) Sheriff's Department  
Domestic Violence Intervention/Prevention Program III (\$57,167)

Also present: Sheriff Voorhaar  
Lynn Fitrell, Women's Center

(The Commissioners had previously expressed concern that the grant did not include the Women's Center and had approved the grant application with the understanding that the funds would not be disbursed until the Sheriff and Women's Center had worked out the differences.)

**After discussion Commissioner Guazzo moved, seconded by Commissioner Raley, to approve and authorize Commissioner Randall to sign the Grant Award document with the stipulation that a budget modification to include the Women's Center be forwarded to the State. Motion carried.**

- 3. Boards, Committees, Commissions  
Approval of Bylaws
  - a. Commission for Women

**Commissioner Guazzo moved, seconded by Commissioner Anderson, to approve and sign letter to Chair of the Commission for Women approving revised bylaws as presented. Motion carried.**

- b. Recreation and Parks Board

**Commissioner Anderson moved, seconded by Commissioner Mattingly, to approve and sign letter to Chair of the Recreation and Parks Board approving revised bylaws. Motion carried.**

- 4. Memorandum of Understanding – Fox Harbor (Todd R. Yeatman Property)

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

- 5. Resolution No. 99-16  
Procurement Policy Review Committee

Also present: Jim Haley, Manager, Office of Central Services

Areas of discussion included membership (amending the Ordinance to include small businesses and small disadvantaged businesses); to delete the sentence regarding conflict of interest; contacting Navair Acquisition Improvement Team.

**After agreeing to changes to the draft Resolution, Commissioner Mattingly moved, seconded by Commissioner Anderson, to approve and sign Resolution No. 99-16 as amended. Motion carried.**

- 6. Nursing Center Personnel Policies Handbook

Also present: Gary Waitt, Acting Director, Nursing Center

The Commissioners indicated that because of other pressing matters, they had not yet had an opportunity to review the Handbook and therefore agreed to defer action until they did get an opportunity to review the document. Mr. Waitt explained that the Personnel Handbook had not been reviewed in ten years and because of a number of changes in the law; e.g., Family Leave, it was reviewed to make sure the document was brought up to date.

#### **DEPARTMENT OF HUMAN RESOURCES**

Present: Melvin "Mac" McClintock, Director  
Evelyn Wood, Assistant Personnel Officer

##### **Introduction of New Employees**

DHR introduced new employees hired in the month of July

##### **Presentation of Sick-Leave Club Certificates**

The Commissioners presented Sick Leave Club Awards as follows:

100-Day: Catherine A. Conlon, Lucy M. Erskine, Lloyd C. Gilbertson, Anna E. McEfresh, Christopher S. Medven, John B. Raley, Julian G. Schwab, Richard A. Smith, Robin T. Vankirk, and Thomas L. Biscoe; 200-Day: F. Michael Harris, Joseph I. Holly.

##### **Presentation of Middle Management Training Certificates**

The Commissioners presented Certificates to those individuals who completed Middle Management Training at the Community College. Additional classes have been scheduled for September and October (there is a waiting list).

#### **MEMORIAL CEREMONY FOR CORPORAL KEITH FRETWELL**

The Commissioners conducted a Memorial Ceremony in the lobby of the Governmental Center and revealed the plaque in memory of Keith Fretwell who passed away while in service to St. Mary's County.

#### **MARYLAND DEPARTMENT OF ENVIRONMENT SEWAGE SLUDGE UTILIZATION**

Present: Martha Hynson, Permitting, MDE  
Bob Heiniger, Compliance, MDE

The referenced representatives from MDE appeared before the Board to provide an overview of the Sewage Sludge Utilization process. The report included the description of sewage sludge (final product of the treatment of sewage at a treatment plant); the amount of sludge produced in Maryland (over a million wet tons); how it is used (applied to agricultural land, composed or pelletized and made into a soil supplement, land reclamation, and incineration); explanation of applying sludge on farm land (it recycles nutrients, saves landfill space, and helps to reduce nutrient pollution to the Chesapeake Bay); impact on crops and restrictions placed on land if sludge is applied. Other areas of discussion included the process for disposal of industrial waste.

## COUNTY COMMISSIONERS' TIME

### ADA Public Forum

Commissioner Randall reported that the ADA Public Forum held on July 21 was well attended by the disabled community and it was very informative. She indicated that staff had done an excellent job in putting the forum together.

Commissioner Anderson stated that the County is in the process of taking steps to include small and disadvantaged business in its procurement process and suggested that there should also be a policy on hiring the disabled. The Commissioners directed the County Administrator and Director of Human Resources to advise the Commissioners of what is in place now and what can be done to improve it.

### Expressions of Appreciation

Commissioner Raley expressed appreciation to the Commissioners for their efforts with regard to the situation at Fox Harbor public pier.

Commissioner Raley reported that the Ridge Rescue Squad thanked the Commissioners for their visit on Saturday in celebration of the Squads 50<sup>th</sup> Anniversary.

### Maryland – One of the Top Ten Places to Live

Commissioner Raley advised that he learned that a federal government agency had done research and that Maryland has been placed in the top ten of the states for the best places to live and raise children.

### Incentive Award

Commissioner Guazzo referred to her request of last week during the bills relative to an Incentive Award given to an employee. She reported that Robin VanKirk from the Department of Public Works had received the award. She requested that in the future the Commissioners be apprised of who receives these awards.

### Charlotte Hall Farmers' Market Grand Opening

Commissioner Anderson advised that he and Commissioner Guazzo attended the Ribbon Cutting of the Charlotte Hall Farmers' Market. He said it was well attended and wanted to commend everyone who contributed to its success.

## OFFICE ON AGING CAREGIVERS' DAY OUT PROGRAM

Present: Gene Carter, Director, Office on Aging  
Jill Knott, OOA  
Sandra Wheeler

Mr. Carter appeared before the Board to provide a briefing on the proposed *Caregivers' Day Out Program*, which is a joint effort between the Office on Aging and the Alzheimer's Association, Greater Washington Chapter. The purpose of the program is to give caregivers of persons with Alzheimer's disease or related disorders an opportunity to go to appointments or time off for a break.

Mr. Carter explained the elements of the program (respite care, failure-free activities, snacks); the cost (\$25/day); and transportation (program is designed as a *drop-off/pickup program*; however, County transportation may be arranged for additional cost); conditions of participation (admission criteria and admission process); features of the Agreement between the County and Alzheimer's Association (the County will provide site, promotion of the program, community education, staff member to serve on Advisory Committee; the Alzheimer's Association will provide signs, a Program Coordinator, activity materials and snacks, recruit volunteers, handle billing and collection of program fees); and the draft FY 2000 budget for the program. The program will be held four hours a day, one day per week at the Chancellor's Run Activity Center.

During discussion Commissioner Randall expressed concern regarding the segregation of the various Office on Aging programs (regular senior center designed for seniors who require no assistance; social senior daycare for seniors who have functional impairments; and medical adult day services for persons with significant physical or mental functional impairments). Mr. Carter explained that one reason is because he does not have anyone on staff on a five-day a week basis who knows how to work with individuals who are beginning to experience functional disabilities and further this was a decision of the Commission on Aging. Commissioner Randall stated that she will meet with the Commission on Aging on this issue and report back to the Commissioners.

In conclusion Mr. Carter requested the Commissioners' approval of the Agreement between the County and the Alzheimer's Association of Greater Washington for the Caregivers' Day Out Program. The Commissioners directed Mr. Carter to have the Director of Finance, County Attorney, and the Risk Manager review the Agreement before submitting it to the Commissioners for approval.

#### **EXECUTIVE SESSION**

**Commissioner Anderson moved, seconded by Commissioner Guazzo, to meet in Executive Session to discuss matters of Property Acquisition, Personnel, as provided for in Article 24, Section 4-210(a)11 and 4-210(a)1, respectively. Motion carried.**

#### **Property Acquisition**

**Present:** Commissioner President Julie B. Randall  
Commissioners Joseph F. Anderson  
Commissioner Shelby P. Guazzo  
Commissioner Thomas A. Mattingly, Sr.  
Commissioner Daniel H. Raley  
Mortimer L. Smedley, County Administrator  
Jim Stirling, Director, OCP (*attended from 4:05 p.m. - 4:26 p.m.*)  
Martin Fairclough, Director, DECD “  
Al Lacer, County Attorney (*attended from 4:26 p.m. - 5:07 p.m.*)  
Phil Rollins, Director, Recreation and Parks “  
Judith A. Spalding, Recorder

**Authority:** Article 24, Section 4-210(a)11

**Time Held:** 4:05 p.m. - 5:07 p.m.

**Action Taken:** The Commissioners discussed several property acquisition issues (including White Neck Creek and Waring Property)

#### **Personnel**

**Present:** Commissioner President Julie B. Randall  
Commissioners Joseph F. Anderson  
Commissioner Shelby P. Guazzo  
Commissioner Thomas A. Mattingly, Sr.  
Commissioner Daniel H. Raley  
Mortimer L. Smedley, County Administrator  
Dr. J. Patrick Jarboe (*attended from 5:13 p.m. - 5:51 p.m.*)  
Jon Grimm, Director, DPZ (*attended from 5:56 p.m. - 7:41 p.m.*)  
Judith A. Spalding, Recorder

**Authority:** Article 24, Section 4-210(a)11

**Time Held:** 5:07 p.m. - 7:44 p.m.

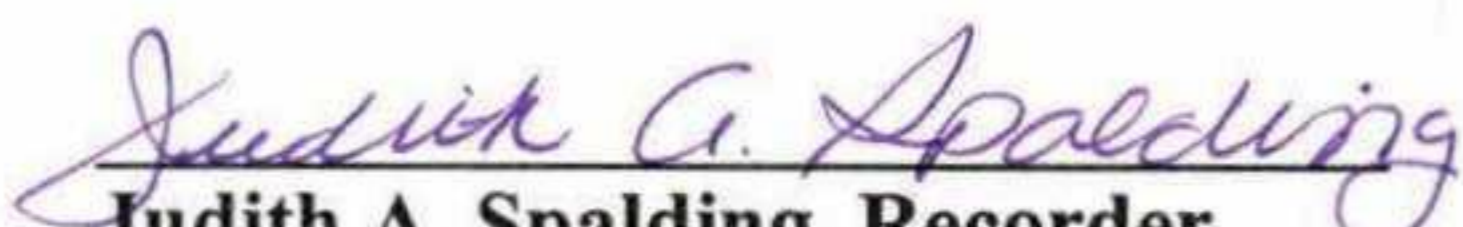
**Action Taken:** The Commissioners discussed personnel issues at the Nursing Center and DPZ.

#### **ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

**Minutes Approved by the**

**Board of County Commissioners on 8/3/99**

  
**Judith A. Spalding, Recorder**