

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
Governmental Center
September 19, 2000**

Present: Commissioner President Julie B. Randall
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
Alfred A. Lacer, 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 Raley moved, seconded by Commissioner Mattingly, to accept the agenda as amended (to add executive sessions on property acquisition and personnel). Motion carried.

APPROVAL OF CHECK REGISTER

Commissioner Mattingly moved, seconded by Commissioner Raley, to authorize Commissioner President Randall to sign the Check Register. Motion carried.

APPROVAL OF MINUTES

Commissioner Raley moved, seconded by Commissioner Mattingly, to approve the minutes of the Commissioners' meeting of Tuesday, September 12, as corrected. Motion carried.

COUNTY ADMINISTRATOR

Present: Alfred A. Lacer, County Administrator
Elaine Kramer, Director of Finance

1. Draft Agendas for September 26 and October 3, 2000
2. **Budget Amendment #2001-07**
Department of Information Technology to Department of Emergency Communications
Transfer \$354,220 into various 911 Department accounts for allocation for Emergency Radio Communications

Commissioner Guazzo moved, seconded by Commissioner Mattingly, to approve and authorize Commissioner President Randall to sign budget amendment #2001-07. Motion carried.

3. **Budget Amendment #2001-08**
Department of Public Works and Transportation Re: Courthouse
Transfer \$200,310 from various capital projects into Courthouse project

Also present: George Erichsen, Director, DPW

Commissioner Guazzo moved, seconded by Commissioner Raley, to approve and authorize Commissioner President Randall to sign budget amendment #2001-08. Motion carried.

4. **Emergency Shelter Grant Agreement (\$26,162)**

**Award to support homeless assistance for Angel's Watch, DSS
and Three Oaks Homeless Shelter**

Also present: Dennis Nicholson, Director, Housing Authority

Commissioner Anderson moved, seconded by Commissioner Raley, to approve and authorize Commissioner President Randall to sign the Grant Agreement. Motion carried.

5. Clarification of Airport Protection Zone/Scheduling of Public Hearing

Also present: Jon Grimm, Director, DPZ

County Administrator Lacer referred to last week's discussion on the airport protection zone and requested clarification from the Board regarding the text amendment proposal, whether the text amendment would come directly to the Commissioners or whether it should go through the Planning Commission first.

After discussion the Commissioners agreed that because of scheduling conflicts, the Planning Commission proceed with its public hearing on October 10, the Board of County Commissioners to have its hearing on October 17, the Planning Commission will submit its recommendations by October 23, and the Commissioners will take action on October 31.

SUSTAINABLE COMMUNITY DEVELOPMENT REPORT

Present: Roger Stone, Consultant
Bill Reed, Consultant
Jon Grimm, Director, DPZ

Messrs. Stone and Reed appeared before the Board to provide an update on the Sustainable Community Development Project. Areas of discussion included:

- The planning process being proposed is a whole systems approach and will include all planning activities during Fiscal Years 2000-2002, and may include the Comprehensive Plan update.
- There are three phases to the project—(1) whole systems site assessment, including a detailed review of impact of human activities on the natural environment and implications of future interventions; (2) public dialogue, using the charrette process to get input from the community in defining a sustainable future and critical success factors; there will be a series of workshops and open public sessions; (3) development of a computer model to develop scenarios with results and consequences.
- Request for a letter from the Board of County Commissioners endorsing the general concept of the proposal and recognition of the partnership among the Board of County Commissioners, county staff, Sustainable Development Institute and Global Environmental Options.
- That it was important to integrate the various County plans into one document.
- That strategic planning was one of this Board's goals.
- Mr. Stone suggested that the County look at its capital budget to see what funds can be transferred to complete this project.

In conclusion Mr. Grimm reported that he will provide information so that the Commissioners can determine whether or not to include sustainable development in the comprehensive planning process or as a separate project. Each option will have its own distinct funding and schedule implications.

(Kate Mauck took the following portion of the minutes:)

SINGER PAY SCALE/CLASSIFICATION REPORT PRESENTATION

Present: Melvin McClintock, Director of Human Resources
Dr. Paula Singer, Singer Company (consultant)

Mr. McClintock and Dr. Singer came before the Board of County Commissioners to present the Singer Pay Scale/Classification Report. Financial analysis is being developed by Elaine Kramer and will be presented at another time. The main topics included in the presentation included:

- Implementation of the Singer Study
- Methodology – Seven Major Phases (fiscal impact not included)
- Custom Market Survey Results for County Benchmark Jobs
- Market Survey for Benchmark Jobs in the Private Sector
- Findings within the County – non-exempt jobs, exempt jobs and their relationship to the private sector
- Summary of Findings – Benefits are Superior and Competitive
- Compensation Philosophy
- Pay Plan and Structure
- Next Steps – to include review and approval of the salary schedule by the Board of County Commissioners, approval of the implementation date (pay check dated October 20), staff to complete the placement based on classification of positions, approval of job classifications, and any further requests for re-consideration of placement submitted to staff.

Specific information presented included:

- There are currently 21 pay grades within the current system, although effectively, only 16 are utilized. The new pay grade system would involve 11 grades, with 20 steps per grade;
- Information Technology and Engineering positions are currently very competitive industry-wide and must have a separate pay grade scale;
- Department Heads were removed from the pay grade process as they are contracted employees;
- Information concerning the appeal process – first time appeals have already occurred, and the opportunity to appeal after pay grades/classifications are instituted will be provided in late October or early November. The County Administrator, based on input from staff, will be responsible for the appeal process;
- No additions or deletions were recommended to the total benefits package other than salary compensations;
- Every year, every pay scale employee will have the opportunity to have a step increase, in addition to any cost-of-living increases provided; and
- Dr. Singer explained how the steps were developed. Although Dr. Singer is currently recommending a pay scale process, she further recommends that pay for performance for all employees be evaluated in the future.
- Sheriff's Department will move over to the County scale, and then will have another evaluation which will go into effect by January 1, 2001.

The Board of County Commissioners requested the following information:

- Explore the possibility of including in each employee's pay stub detailed information on employer contributions – will help employees to see the total compensation/benefits package provided. If unable to put on pay stubs, then utilize another method, perhaps monthly.
- Information be grouped by department and an organizational tree be submitted.
- On the information presented, individuals below minimum that will be brought up to at least minimum be flagged or highlighted on list provided.
- Commissioner Raley outlined concerns about the appeal process and the ability of lower-graded (grade 5 and below) individuals to have full representation during this process. Dr. Singer stated that she would have results of the first appeal process on

these individuals submitted within 24 hours. Further, after much discussion, Mr. Lacer committed to the Board of County Commissioners that he would personally guarantee that extra assistance (above and beyond the supervisor or director) on the appeal process would be provided to any employee that asks for it.

Commissioner President Randall asked the Board of County Commissioners to submit any other questions or concerns to Mr. McClintock within the next few days. The Singer Pay Scale/Classification Study issue will be placed on the next week's agenda and will be further evaluated at that time.

SUPPLEMENTAL PROPERTY TAX CREDIT (CIRCUIT BREAKER TAX)

Present: Patrick Murphy, Acting County Attorney
Jannette Norris, Treasurer
Jeannett Cudmore, Assistant Finance Director

Mr. Murphy came before the Board of County Commissioners in order to seek instruction and guidance on the proposed adoption of a Supplemental Property Tax Credit. Background information was provided, and Mr. Murphy stated that there was no legal reason to prevent the County from moving forward on the tax credit. The County would need to determine what level of funding might go toward this issue, but this will not have to be fully determined until the budget process is completed.

Much discussion took place concerning the Homestead Tax Credit and/or Homeowners Tax Credit. Ms. Norris provided information about these credits which were designed to assist homeowners in keeping their homes. Ms. Norris stated that she would forward a tax credit form to each of the Board of County Commissioners.

Commissioner Anderson expressed concerns that many individuals may not be aware of the tax credits available to them, and Ms. Norris stated that she would try another form of advertising, in addition to the information presented on the back tax payment statements that are mailed out. Commissioner Raley asked that the existing two programs, and this potential third program be publicized. Information on tax credits which are based on income, age or disability was discussed. Ms. Norris presented information concerning disabled credit benefits available.

The Board of County Commissioners requested that staff develop a work statement for a citizens group on this topic, and asked that Ms. Norris be a part of that process and work closely with the group. In addition, Mr. Murphy was asked to provide figures and information concerning Anne Arundel County and Montgomery County on this topic.

ORDINANCE 2000-18 IMPACT FEE ORDINANCE AMENDMENT

Present: Patrick Murphy, Acting County Attorney
Jon Norris, Assistant County Attorney
Robin Guyther, Director, Permits and Inspection

The Board of County Commissioners reviewed and discussed a proposed Amendment to the Impact Fee Ordinance Number 2000-18. Mr. Guyther responded to questions concerning age exemptions and stated that he would provide a brief summary concerning the Amendment to the front desk staff in his department, so they could effectively respond to incoming questions by the public.

Commissioner Mattingly moved, seconded by Commissioner Raley, to approve and sign the Impact Fee Ordinance Number 2000-18. Commissioner's Randall, Raley, Mattingly and Anderson voted in favor, and Commissioner Guazzo voted against. The motion carried with a vote of 4 to 1.

(Judith Spalding resumed taking minutes at this point.)

**COMMENDATION
RECOGNITION OF DANA BROOKHART**

The Commissioners presented a Commendation recognizing Mr. Dana Brookhart as the outstanding Science Educator of the Year.

COUNTY COMMISSIONERS' TIME**Chris Webb – Next Big Star Program**

Commissioner Mattingly reported that Chris Web, a singer from Mechanicsville will be appearing on Ed McMahon's *Next Big Star* Program. People can vote for the individuals competing in this event by going to nextbigstar.com. He encouraged the community to log on and vote for her.

Tudor Hall Project

Commissioner Mattingly stated that Delegate Wood advised him that a meeting is going to be scheduled with the Town and Board of County Commissioners to develop a request for an updated feasibility study for the Tudor Hall Project. The meeting will include representatives from the Governor's Office.

(Commissioner Mattingly left the meeting at 3:48 p.m.)

Southern Maryland Navy Alliance Annual Dinner

Commissioner Randall advised that she attended the referenced annual dinner and that Vice Adm. John Lockhard, who recently retired, was the guest speaker. She stated he was important for the community to heed the words he spoke "do not for a moment take for granted that NAVAIR and Pax River are her to stay."

United Way Kickoff Breakfast

Commissioner Randall reported that she attended the Kick Off Breakfast for United Way campaign. She noted that the County offers payroll deductions for United Way contributions, and that county employees are big contributors. She stated that she received, on behalf of the County a Certificate of Appreciation from the United Way.

Pascal Turner Homes (formerly Southern Mobile Homes Park)

Commissioner Randall reported that she toured the Pascal Turner Homes and pointed out that there was a special needs home modified with ramps and other accessible features. The owner of the Homes advised her that he was having a problem with disposing of the mobile homes in that the County no longer has a landfill, and that he was bearing the cost of disposal, but progress has been slow.

Commissioner Randall requested Mr. Erichsen to contact the owner and offer his department's assistance in accelerating the disposal of these old units.

Americans with Disabilities Act Anniversary Celebration

Commissioner Randall thanked staff, the Commission for Disabled, the Seventh District Optimist Club and all others who assisted with the ADA Anniversary Celebration held on the Governmental Center grounds on Friday, September 15. She stated that approximately 300 people were in attendance.

Commissioner Anderson also thanked the staff for all the work that was done to make this a successful event. He pointed out that one of the County's goals should be to make St. Mary's County one of the most accessible counties in the State and referred to the statement by Commissioner Randall that "in St. Mary's County, all means all." He commended Commissioner Randall for her leadership in this endeavor.

Ripple Senior Center

Commissioner Randall stated that the Commissioners attended the ribbon cutting for the Ripple Senior Center at the old Hollywood Elementary School. She stated that county staff deserves a lot of credit for making this such a fine facility.

Infrastructure Committee

Commissioner Anderson advised that the Infrastructure Committee has reconvened and suggested that discussion items to be submitted to the Committee be placed on a future agenda; e.g., roads, stormwater management, erosion control, emergency management, etc.

Piney Point Aquaculture

Commissioner Anderson reported that Piney Point Aquaculture Center is getting ready for an expansion project. He stated he would like to get them on the agenda to get an update on the facility and the new project.

Thorton Commission

Commissioner Anderson reported that he attended the September 14 meeting at which three initial recommendations were developed and are scheduled to be finalized on October 5. The recommendations include increased state funding for special education, transportation, and continuation of the "sunset" programs. Another area that needs to be discussed is improving base teachers' salaries.

Comprehensive Plan/ULDC

Commissioner Anderson advised that he had requested information from the Director of Planning and Zoning on the maximum build out projected under the Comprehensive Plan. He stated that the ULDC must comply with the Comprehensive Plan, and it appears that the maximum build out could mean 400,000+ in population, and that the Commissioners will need to address this in working on the ULDC.

Expressions of Sympathy

Commissioner Guazzo noted that the County has lost two important citizens from the northern end of the County—James Beaven Sr., a farmer, and Bernard Johnson, a former educator.

Tobacco Farmers Buyout/Transition Program

Commissioner Raley advised that the State has released \$5.2M and have indicated that an additional \$450,000 will be released. This will enable the Tri-County Council and the Commission to go forward with hiring an agricultural officer to run this program. He further noted that there will be informational meetings in each of the five counties this week.

EXECUTIVE SESSION

Commissioner Raley moved, seconded by Commissioner Anderson, to meet in Executive Session to discuss matters of Litigation, Property Acquisition and Personnel, as provided for in Article 24, Section 4-210(a)8, 11 and 1, respectively. Motion carried.

Property Acquisition

Present: Commissioner President Julie B. Randall
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Daniel H. Raley

Alfred A. Lacer, County Administrator
George Erichsen, Director, DPW
Joan Lolcama, Property Manager
Patrick Murphy, Acting County Attorney
Judith A. Spalding, Recorder

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

Time Held: 4:25 p.m. – 4:51 p.m.

Action Taken: Staff brought the Commissioners up to date on a property acquisition issue and the Commissioners gave direction to staff.

Litigation

Present: Commissioner President Julie B. Randall
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Thomas A. Mattingly, Sr. (*entered meeting at 5:02 p.m.*)
Commissioner Daniel H. Raley
Alfred A. Lacer, County Administrator
Patrick Murphy, Acting County Attorney
Jon Grimm, Director, Planning and Zoning
Judith A. Spalding, Recorder

Authority: Article 24, Section 4-210(a)8

Time Held: 4:51 p.m. – 6 p.m.

Action Taken: The Commissioners received an update on various matters of litigation.

Personnel

Present: Commissioner President Julie B. Randall
Commissioner Joseph F. Anderson
Commissioner Shelby P. Guazzo
Commissioner Thomas A. Mattingly, Sr.
Commissioner Daniel H. Raley
Alfred A. Lacer, County Administrator

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

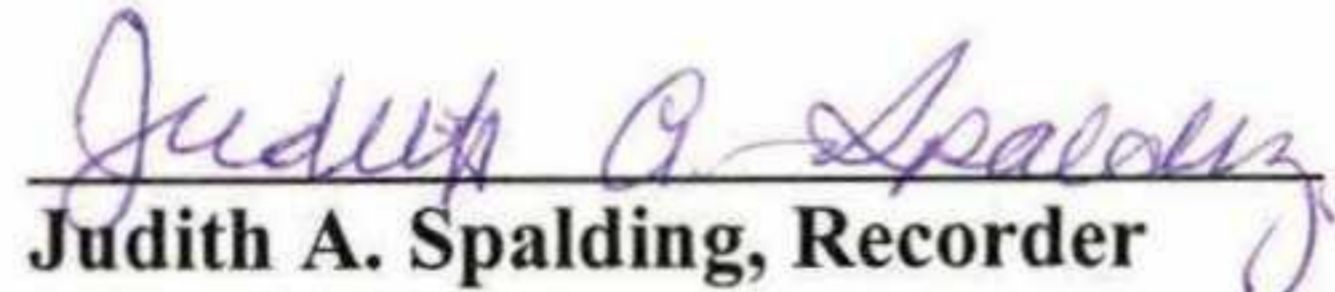
Time Held: 6:00 p.m. – 6:30 p.m.

Action Taken: The Commissioners discussed a personnel issue and gave direction to staff.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

**Minutes Approved by the
Board of County Commissioners on 9/24/00**


Judith A. Spalding, Recorder