

**ST. MARY'S COUNTY  
BOARD OF COUNTY COMMISSIONERS' MEETING  
Governmental Center  
Tuesday October 15, 2002**

**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  
Donna Gebicke, Administrative Assistant to BOCC (Recorder)

**CALL TO ORDER**

The meeting was called to order at 10:06 a.m.

**ADDITIONS/DELETIONS TO AGENDA**

**Commissioner Mattingly moved, seconded by Commissioner Raley, to accept the agenda as amended. 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 Mattingly moved, seconded by Commissioner Anderson, to approve the minutes of the Commissioners' meeting of Tuesday October 8, 2002, as corrected. Motion carried.**

**COMMUNITY SERVICE DAY ANNOUNCEMENT**

**Present:** Cynthia Brown, Director, Office Community Services

The SMC Office of Community Services announced it's yearly Food Drive to restock local pantries and soup kitchens. The Drive will take place on October 25, 3:00 – 6:00 p.m., and October 26, 9:00 -1:00 p.m. A special thanks was extended to Rachelle Millison who donated the old MetCom Building on Shangri La Drive for the collection/distribution center. The media, local businesses, Pax River, County employees, and local defense contractors have all been notified of the food drive. Financial contributions are also welcome.

**COUNTY ADMINISTRATOR**

**Present:** Alfred A. Lacer, County Administrator

1. Draft Agenda - October 22 and 29, 2002
2. Department of Public Works (*George Erichsen*)
  - a. Resolution accepting Valley Wood Court, located in Phase 4 of the Valley Wood Estates Subdivision, 5<sup>th</sup> Election District, into the County Highway Maintenance System; and resolutions establishing a 25 mph speed limit and stop sign. The original Public Works Agreement in the amount of \$103,800 was issued on November 21, 2000.

- b. Public Works Agreement for Continued Maintenance and Repair of Valley Wood Court located in the Valley Wood Subdivision, Phase 4, 5th Election District, with an expiration date of September 10, 2003. The original Peoples Bank letter of credit in the amount of \$30,000 has been replaced with a cash bond in the amount of \$20,000 posted by the Pyles Family Limited Partnership.
- c. Public Works Agreement Addendum for Newton Manor Subdivision, Section 1, located in the 6th Election District, amending the Agreement to change the name of "Griffin Drive" to "Pappy's Way". The bond provided by the Developers Surety & Indemnity Company in the amount of \$293,300 remains as originally posted on July 1, 2002 with an expiration date of July 1, 2003.
- d. Public Works Agreement Addendum for Wildewood, Pepper Ridge, Phase 3, located in the 8th Election District, extending the expiration date to October 1, 2003. The letter of credit in the amount of \$108,000 provided by The First National Bank of St. Mary's remains as posted. The original Public Works Agreement was issued on November 19, 2001.

**Commissioner Guazzo moved, seconded by Commissioner Raley, to approve the resolution and public works agreement addendums 2.a through 2.d., as specified. Motion carried.**

- 3. County Attorney's (*John Norris*)
  - a. Presentation of Deed conveying the former Nimmerrichter property adjacent to the County Airport. Execute the certification accepting the transfer of the real property.

**Commissioner Mattingly moved, seconded by Commissioner Anderson, to accept the transfer of the real property and to authorize Commissioner Randall to execute the certification. Motion carried.**

- b. Presentation of Addendum to St. Mary's Hangar, Inc. Lease and Operating Agreement to permit development of the area no longer needed for airport access due to acceptance of Nimmerrichter property. Execute Lease and Operating Agreement Addendum.

**Commissioner Anderson moved, seconded by Mattingly, to authorize Commissioner Randall to execute the lease and addendum. Motion carried.**

- c. Execute the Mutual Release Agreement in full settlement of County's claims against Barbara Radcliff

**Commissioner Anderson moved, seconded by Commissioner Mattingly, to authorize Commissioner Randall to execute the agreement. Motion carried.**

- 4. County Administrator (*Al Lacer*)
  - a. Status of Cape St. Mary's Marina (Cat Creek Marina) - Citizen Access to Public Ramp

Parks and Recreation inspected the facility this morning and the property owner has not complied with the demand letter from the County. County staff will meet on October 16 to discuss appropriate actions to enforce the County's access to the property.

- b. Recommendations re Procurement study and policy change (*Al Lacer, Elaine Kramer, Carol Gallagher*)
- Adopt proposed resolution to change monetary classifications in the Procurement Process.
  - Re-establish a Procurement Policy Review Committee to provide report and recommendation for possible revisions or updates to current Procurement policies and procedures

In response to concerns from individual vendors regarding SMC Government Procurement, County staff held three meetings with vendors to discuss current policies and suggested revisions. As a result of this dialogue, staff provided the Board with the following recommendations: (1) adoption of a resolution that would change the monetary classifications in the procurement process and affect bidding for vehicles; (2) establishment of a Procurement Policy Review Committee to review all County procurement policies and practices with direction to provide a report and recommendation for possible additional revisions or updates (direction was sought to establish the Committee by future resolution, members of which will be appointed by the Board); and (3) changes or clarifications to procurement practices as outlined in an October 9, 2002, memo from the Director of Finance.

The proposed resolution increases the dollar limitation from \$5,000 to \$15,000 for purchases requiring competitive bid and conducted solely by the Office of Procurement. Limitations increase from \$500 to \$2,500 for purchases requiring an informal competitive bid process referred to as Request for Quotations (RFQ) allowing for department vendor recommendations. For procurements requiring a Formal Bid, limitations will be reset at \$15,000. Vehicle purchases extend beyond the State contract and shall be subject to Formal Bid conducted by the Procurement Office.

**Commissioner Guazzo moved, seconded by Commissioner Anderson, to adopt the resolution as presented (SUBJ: Procurement Manual Amendment #7) which will change the monetary classifications in the Procurement Process. Motion carried.**

**Commissioner Guazzo moved, seconded by Commissioner Mattingly, to establish a Procurement Policy Review Committee following recommendations of the make-up of that committee from staff to include no less than two (2) members of the Chamber of Commerce. Motion carried.**

#### **GRANTS DEVELOPMENT COORDINATOR REPORT**

Present: Elaine Lancaster, Grants Development Coordinator

Ms. Lancaster provided a thorough summary of the grants development process, activities, and products generated on behalf of SMC. Partnership, collaboration and quality were identified as key elements of the process. A detailed written report was also provided to the Board.

#### **COMMENDATION: AMERICORPS VISTA VOLUNTEER**

Present: Walt Biscoe and Cynthia Brown, OCS  
Dr. Michael Freeman, Dr. Nancy van Gannon, St. Mary's College of MD

A commendation was given to Ms. Stacy Miller for her outstanding work as an AmeriCorps\*VISTA Volunteer. Among her many outstanding contributions to SMCM, Stacy developed a brochure and website for the new service and social change program, compiled a database of St. Mary's projects related to service and social change, and also assisted in the development of the farmer's market at Historic St. Mary's City.

**SHERIFF'S DEPARTMENT: STAFFING PROPOSALS**

Present: Capt. Horn, Lt. Diedrich, Office of the Sheriff  
Randall Schultz, Director Human Resources  
Dawn Drew, Deputy Director of Human Resources  
Elaine Kramer, Director of Finance

As the result of meeting with Finance and Human Resources, the following was requested by the Sheriff's Department:

- The position of the Law Enforcement Lieutenant be funded effective 7/1/02 through internal funding from vacancies and turnovers.
- Instead of a one grade increase for corrections officers, request a 10% adjustment across the board to the current FY03 salary schedule corrections to be made effective October 25, 2002.
- Reclassify the Correctional Administrative Sergeant to Corrections Lieutenant since he is doing that level work.
- Conduct a salary survey in cooperation with HR and Finance on the correctional officer positions compared with those in Charles and Calvert counties.

A partnership with INS will result in reimbursement of net \$600,000 to the County. As a result, the net \$320,000 from the FY03 budget for the US Marshal's contract (no longer viable) can be offset and sufficient funding remains to support the salary increases/reclassification requested above.

**Commissioner Guazzo moved, seconded by Commissioner Anderson, to approve: (1) the Law Enforcement Lt. position funded effective July 1, 2002; (2) a 10% adjustment for Corrections across the board; and (3) reclassification of the Correctional Administrative Sgt. To Corrections Lt. Commissioners Raley, Mattingly, and Randall voted against this motion. Motion did not carry.**

Commissioner Anderson moved, seconded by Commissioner Raley to approve: (1) funding of the Law Enforcement Lt. position effective July 1, 2002; (2) a 10% salary increase for the C/O, CFC and CPL Correction Officer positions; and (3) an in-house salary study for use in the FY 2003 budget process. **Commissioner Mattingly amended the motion, with the concurrence of Commissioner Anderson, to approve the following: (1) funding of the Law Enforcement Lt. position effective July 1, 2002; (2) a 10% across the board salary increase for Corrections; and (3) an in-house salary study for use in the FY 2004 budget process. Commissioner Raley was opposed. Motion carried.**

**ADJOURNMENT**

The meeting adjourned at 3:45 p.m.

Minutes Approved by the  
Board of County Commissioners on 10/22/02

Donna Gebicke  
Donna Gebicke, Administrative Assistant  
to the Board of County Commissioners