

**ST. MARY'S COUNTY GOVERNMENT
BOARD OF ELECTRICAL EXAMINERS**

*Don Haskin, Chairman
Danny Johnson, Secretary*



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President
Michael L. Hewitt, Commissioner
Tom Jarboe, Commissioner
Todd B. Morgan, Commissioner
John E. O'Connor, Commissioner

**ST. MARY'S COUNTY ELECTRICAL BOARD
February 2nd 2016 MEETING MINUTES**

Donald Haskin	Chairman	Present
James Johnson	Secretary	Present
Rudolph Worch, III	Member	Present
Robert Spence	Member	Present
Ron Derby	Member	Present

Total Deposited for January 2016:

\$725.00

Total Deposited Since May 1st 1989:

\$304,410.00

January Deposits to Planning & Zoning:

Master Electrical New License Deposits	\$300.00 (2)
Master Electrical License Renewal Deposits	\$0
Master Electrical License Renewal Late Fee	\$0
Master Electricians Exam Deposits	\$25.00 (1)
Restricted License New Deposits	\$0
Restricted License Renewal Deposits	\$0
Restricted License Renewal Late Fee	\$0
Restricted License Exam Deposits	\$0
Low Voltage New License Deposits	\$300.00 (2)
Low Voltage License Renewal Deposits	\$0
Low Voltage Exam Deposit	\$0
Re-Instatement Fee	\$50.00 (2)
Homeowners Exam	\$50.00 (2)

Insurance Up-Dates for January 2016:

58

January 2016 Change of Address and/or T/A:

None

January 2016 Shelved License:

4

Miscellaneous:

The meeting was called to order by Don Haskin at 7:30 PM. The discussions held by the board concerned the following items:

1. The January minutes were approved as written. Motion by Mr. Worch and seconded by Mr. Spence. The vote was 5-0 to approve the minutes.
2. The following is a list of dates for the Electrical Examiners Board meetings in 2016.
 - a. January 5th Board Meeting
 - b. January 28th Master/Low Voltage/Restricted Exam
 - c. February 2nd Board Meeting
 - d. March 1st Board Meeting
 - e. April 5th Board Meeting
 - f. May 3rd Board Meeting
 - g. June 7th Board Meeting
 - h. July 5th Board Meeting
 - i. July 28th Master/Low Voltage/Restricted Exam
 - j. August 2nd Board Meeting
 - k. September 6th Board Meeting
 - l. October 4th Board Meeting
 - m. November 1st Board Meeting
 - n. December 6th Board Meeting
3. The electrical board will send out a new roster every Sunday. Any license request sent in during the week will not be processed and become active to the following Monday. Any licenses that become shelved for insurance reasons will be sent out by email on an individual basis.
4. A new code class will be given on February 9th and will be completed on April 21st. The class is full with 26 people registered.
5. The new mileage rate is \$0.54 effective January 1st 2016.
6. The board has invited Mr. Stapleton to our meeting to discuss his license. The board reviewed the correct use of his license. Mr. Stapleton has clarified which address is the correct address. Mr. Stapleton will send a new unexpired certificate of insurance to the board with the correct address. Once the paperwork is received his license will be issued.
7. The board has invited Mr. Dameron and Mr. Moneymaker to the meeting to discuss his license and work performed. Mr. Moneymaker has stated he is helping out both Mr. Stapleton and Mr. Dameron. The board at this time has no further action.
8. The following Budget amendments need to have a board vote:
 - a) Move \$500 from Supplies & Materials to Other Contract Services for Mr. Johnson's member portion.
 - b) Move \$100 from Books to Other Contract Services for Mr. Derby's.
 - c) Move \$100 from Membership to Other Contract Services for Mr. Worch's.

The vote was 5-0 in favor of the amendment.

9. Ms. Blackistone will be submitting a Journal Entry today to move funds from the Electrical Board's Printing & Binding Account for \$30 into Administration's account.

Homeowners Exam Applicants for February 2016:

Craig Spence to Monitor
2 Total

Homeowner Exam Results for February 2016:

2 Fail 0 Pass

Monitor Homeowners Exam for March 2016:

Craig Spence

Master/Restricted/Low Voltage Results for July 2015 and January 2016:

2015 July Exam —3 applicants----- 0 pass 3 fail
2016-January Exam—2 applicants-- 0 pass 2 fail

Monitored Master/Restricted/Low voltage Exam for July 2016:

Craig Spence
Don Haskin

Postage for January 2016:

\$1.94

Next Regular Board Meeting:

Next regular board meeting is scheduled for Tuesday March 1st, 2016 at the Governmental Center Carter Building, Leonard Hall Drive, 2nd floor conference room at 7:30 PM.

Motion to Adjourn Meeting:

Motion was made by Mr. Johnson and seconded by Mr. Spence

The Following Payments are authorized for the Board Members for February 2016

- 1) Robert Spence----MEMBER
- | | |
|---------------------------|-----------------|
| a) Attend Meeting | \$25.00 |
| b) Monitor Homeowner Exam | \$25.00 |
| c) Grade Homeowner Exam | \$25.00 |
| d) Grade Master Exam | \$25.00 |
| e) Spence Total | \$100.00 |

2) Chris Worch----MEMBER

a) Attend Meeting	\$25.00
b) Grade Homeowner Exam	\$25.00
c) Grade Master Exam	\$25.00
d) Worch Total	\$75.00

3) Ron Derby----Member

a) Attend Meeting	\$25.00
b) Grade Homeowner Exam	\$25.00
c) Grade Master Exam	\$25.00
d) Derby Total	\$75.00

4) Don Haskin----CHAIRMAN

a) Attend Meeting	\$25.00
b) Monitor Master Exam	\$25.00
c) Grade Master Exam	\$25.00
d) Grade Homeowner Exam	\$25.00
e) Haskin Total	\$100.00

5) James Johnson-----SECRETARY

a) Attend Meeting	\$25.00
b) Prepare Meeting Minutes	\$25.00
c) Monitor Master Exam	\$25.00
d) Grade Master Exam	\$25.00
e) Grade Homeowner Exam	\$25.00
f) Recording Secretary (44hrs @ \$15.00)	\$660.00
g) Johnson Total	\$785.00

Recording Secretary Performed the Following Duties (January):

- 1) Picking up mail
- 2) Issuing licenses and renewals
- 3) Confirming and updating insurance coverage
- 4) Shelve and un-shelve licenses for insurance reasons
- 5) Updating roster with new information on license renewal form
- 6) Printing new licenses
- 7) Worked on annual report
- 8) Responding to mail, email and phone calls.
- 9) Preparing items to be placed on Website
- 10) Preparing information for code classes

James D. Johnson Jr.
Secretary
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