

January 23, 1968

Present: Mr. F. Elliott Burch
Mr. George R. Aud

Absent: Mr. J. Wilmer Bowles was attending Legislative Conference
being held in Washington, D. C.

Meeting convened at 10:00 a.m.

Architect - Mr. F. Tilp

Mr. Tilp requested that the commissioners consider him when new buildings are to be constructed in the county, mentioning specifically added construction to the new E.O.C. building. He stated he did some drawings in 1962, and reviewed these with the commissioners. He recommends that the future building be a four wall structure, with movable partitions, a single stairway, and two restrooms.

Mr. Tilp also reviewed drawings for proposed library in Leonardtown. He is recommending a very low building, constructed in two sections, one in the near future and the other later on.

Treasurer's Bond

Mr. F. G. Cecil, Treasurer, asked the commissioners to approve his bond in the amount of \$50,000, which must be sent to the state. The commissioners approved the bond and signed it.

Dog Damage Claim - Tennison

The commissioners approved payment of claim submitted by Mr. H. Tennison, California, Md., for 13 rabbits killed by dogs, in the amount of \$65.00, as approved by a Justice of the Peace.

Adding Machine

Mr. Donaldson said he will need an additional machine for his office, and the commissioners approved purchase of same. This item will be obtained through purchase order by Mr. Paul Raley.

Position Reclassification - Norris

Mr. Donaldson asked for permission to reclassify Mrs. Mary Lou Norris under the County Merit System. He explained that when she was first classified at the inception of the Merit System, the representative from the office of the State Commissioner of Personnel stated that when her responsibilities increased and the position expanded, she should be reclassified. At the present time she is in Scale 5, at \$5190 per year.

Mr. Donaldson stated that since her original classification, Mrs. Norris has assumed the responsibility of all payroll work, files all

relative reports, handles all transactions pertinent to the retirement system, as well as control accounts for taxes receivable, in addition to her former duties.

After discussion, the commissioners agreed that a letter should be sent to the Commissioner of Personnel requesting reclassification for Mrs. Norris in view of her additional responsibilities.

Director of Finance

Mr. Donaldson reported that his office has reconciled all statements for the Trial Magistrate's Office and the Department of Motor Vehicles up to the end of 1967, and they are now working on the old tax sale records.

General Public School Construction Loan

Mr. Donaldson asked the commissioners what is to be done with the \$580,000 received from the state. He is recommending that this money be put into short term notes if the interest rate is high enough. The commissioners agreed that Mr. Donaldson should ask the banks to submit bids for interest, stating that this money must be collateralized dollar for dollar when it is deposited.

Health Officer's Rating

The commissioners agreed that the efficiency rating for Dr. Alan Houser should be returned to the State Health Department indicating that they concur in the satisfactory rating granted, and Mr. Burch signed the form.

Recreation and Parks Board

The commissioners approved payment to this Board for December 1967 expenses, the amount of \$1,037.47, and January 1968, in the amount of \$687.49.

Floor Repair

Approved repairing floors in Mr. Arthur Briscoe's office and the public men's room, by Mr. R. Peterson, in the amount of \$420.00, and also purchase of an extra box of the tile for future patching.

IBM Typewriter

The commissioners approved payment of \$408.00 to the IBM Corporation for the new electric typewriter to be used in their office.

Road Petition

Mr. Frank Sowell presented petition signed by residents of the Blacksmith Road, which runs behind Bennett's Sunoco Station on Route 5, 3rd District. They are requesting that the road be

improved as postal service has been discontinued, and school buses will not travel the road. Mr. Sowell said that Mr. Bennett, who owns property along the road, has stated that he will give the right of way necessary to widen the road.

Mr. Sowell was informed that Mr. Pantaleo will be asked to investigate the matter and make recommendations to the commissioners for improvements.

Tri-County Animal Shelter

Mr. Paul Raley reported difficulty and complaints about animals not being held at the shelter the required length of time, and that Mr. Ward simply states to owners calling the shelter that a particular dog is not there and there is no record of it having been brought there, yet Mr. Thompson is delivering the animals. After discussion, it was agreed that a letter should be sent to Mr. R. McDonagh, with a copy to Mr. W. Gott, requesting that a system be initiated whereby Mr. Ward would be required to sign for all dogs delivered to the shelter. Such procedure would enable us to keep a more accurate record of the dogs from the county taken to the shelter.

Purchase Order System

Mr. Paul Raley discussed purchase order system that was initiated several months ago, to centralize all expenditures for supplies and equipment for all departments. He stated that Sheriff Burroughs has, on several occasions, made purchases without using the order system, and presented the most recent purchase, from Joseph J. Philips, Police Equipment Company, Washington, D. C., in the amount of \$101.40, for twelve Mark IV Maces. After further discussion, it was decided that a letter would be sent to Sheriff Burroughs, stating that this invoice would be reluctantly paid, but in the future, invoices received for items not purchased through the required purchase order, will not be honored, and will be returned to the company concerned.

St. Margaret's Island Bulkhead

The commissioners approved and Mr. Burch signed application to be sent to the Department of Chesapeake Bay Affairs for funds for construction of approximately 600 feet of bulkhead in this area, as approved by Mr. Pantaleo. Estimated cost is \$40,000, with \$20,000 being requested from the state, and the residents of the area have accepted responsibility of paying the remaining \$20,000.

Petition for Fees - Cherbonnier

The commissioners approved petition for Mr. A. V. Cherbonnier, for \$50.00, Docket No. 15294, as approved by Judge J. H. T. Briscoe.

Supervisors of Elections

The commissioners approved payment of \$360.00, expenses for these officials to attend conference being held in Baltimore, Maryland, February 6, 7 and 8.

Maryland National Bank Depository

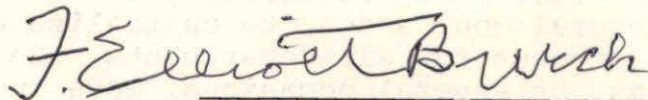
The commissioners reviewed resolution designating the Maryland National Bank as a depository for county funds, authorizing Mr. F. G. Cecil, Treasurer, to act as county agent, and approved same. Mr. Burch signed the document to be returned to the bank.

Switchboard Partition

The commissioners approved installation of a glass partition to enclose the switchboard area, as discussed with Mr. Raley. Kirby Glass Company will do the work for \$85.00.

Meeting adjourned at 6:20 p.m.

Approved,



F. Elliott Burch, President