

BOARD OF COUNTY COMMISSIONERS' MEETING

January 21-22, 1976

Wednesday, January 21, 1976

Present: Commissioner James M. McKay, President
Commissioner Ford L. Dean
Commissioner Larry Millison
Commissioner John K. Parlett
Edward V. Cox, County Administrator
Judith A. Mullins, Recording Secretary

(Commissioner Jarboe was not present as he was attending a Steering Committee meeting of the Health Service Agency.)

The meeting came to order at 9:20 a.m.

READING AND APPROVAL OF MINUTES

The minutes of January 14, 1976 were read and corrected. Commissioner Parlett made a motion to approve the minutes as corrected, seconded by Commissioner Dean. All Commissioners present voted in favor of this motion.

ASSIGNMENT OF AIRPORT LEASE

Present: Joseph Ernest Bell, II, County Attorney

Mr. Bell presented to the Commissioners the Assignment of the Airport Lease to Southern Maryland Aviation for the President of the Board's signature in that assignment of said lease was approved by the Commissioners at their meeting of December 18, 1975, and Commissioner McKay signed same.

ENCUMBRANCE VOUCHERS

Present: Harris Sterling, Director of Finance

Mr. Sterling presented the encumbrance vouchers for the Commissioners review and approval. Commissioner Dean made a motion to pay the bills as presented, seconded by Commissioner Parlett. All Commissioners present voted in favor of this motion.

ENCUMBRANCE VOUCHER - WILLIAM ALEK LOKER

Commissioner Dean made a motion to authorize payment of Encumbrance Voucher No. 06307 in the amount of \$54,500 payable to William Alek Loker for the purchase of 3.5 acres of property located adjacent to the Nursing Home, seconded by Commissioner Parlett. All Commissioners present voted in favor of this motion.

COMMISSION ON AGING TITLE VII - TECHNICAL ASSISTANCE

Mr. Cox brought to the attention of the County Commissioners correspondence received from State Office on Aging in which the parameters of the technical assistance for Title VII in Charles and Clavert were more clearly defined. In view of the information received from the State Office on Aging, it was Mr. Cox's recommendation that the Commissioners approve the Executive Secretary of the St. Mary's Commission On Aging to offer technical assistance to Charles and Calvert Counties as her time and performance of county duties permit within the defined confines of the correspondence from the State Office on Aging.

The Commissioners concurred with Mr. Cox's recommendation.

SAFETY GRANT - MD. DEPT. OF TRANSPORTATION

Mr. Cox stated that correspondence was received from Md. Department of Transportation inquiring if the County was interested in Federal Highway Safety Grant, and if so, Mr. Cox inquired if the Commissioners would like to appoint an individual as Highway Safety Coordinator. The Commissioners agreed that John Norris, County Engineer, should be appointed Coordinator of this Program and that Mr. Norris should schedule a meeting with the Commissioners to discuss what projects should be included in this program.

CIRCUIT COURT PERSONNEL

With regard to Judge Mattingly's request for approval of the classification of the Circuit Court personnel and that they be afforded all the benefits of all County employees, with the exception of tenure and employment procedures, Mr. Cox recommending giving favorable consideration to the classification request and delay further action on the total proposal until consideration during the budget process.

SATAV CORPORATION

Correspondence was received from the SATAV Corporation pertaining to interest on the Escrow Account for the construction of roads in King & Kennedy Estates. Mr. Cox was requested to check the interest calculations that accompanied SATAV'S letter and review the Escrow Agreement with regard to interest on this Account.

BICENTENNIAL PUBLICATION

Mr. Cox advised the Commissioners that a gentleman who is working on a Bicentennial publication, which has the endorsement of the Bicentennial Commission, is requesting the Commissioners' consideration for an opening letter on the first page of this publication. The Commissioners requested Mr. Cox to draft a letter for the Commissioners' review and approval.

POSTING OF COLLATERAL

The Commissioners reviewed a report by Mr. Sterling, Director of Finance, in response to the Commissioners' request to delineate the amount of collateral posted by banking firms with which the County invests money. It was the general opinion of the County Commissioners that the County Attorney should review with Mr. Sterling the requirements of collateral held by the banking firms. The Commissioners directed that Mr. Sterling, should be certain, by a review of monthly reports that the collateral held is sufficient.

RELEASE OF COLLATERAL

Mr. Sterling, Director of Finance, submitted a memorandum requesting release of collateral from Maryland Bank & Trust in the amount of \$30,000. Collateral held to secure deposits of St. Mary's County total \$2,797,000. Since collateral held far exceeds total County Funds, Mr. Sterling recommended that the President of the Board sign the Release of Collateral Agreement. Commissioner Dean made a motion to accept Mr. Serling's recommendation, seconded by Commissioner Parlett. All Commissioners present voted in favor of this motion.

(Commissioner Jarboe entered the meeting at this time.)

HISTORIC SITES INVENTORY

Present: Edwin Beitzell, County Historian

Mr. Beitzell appeared before the Commissioners to advise them that the Historic Sites Inventory (Lower Southern Maryland) put out by the Maryland Historical Trust contained errors in the sites of all three counties (Charles, Calvert and St. Mary's) with the greatest number of errors, approximately 100, in St. Mary's. Mr. Beitzell recommended that the Inventory be reprinted and the Maryland Historical Trust has requested that the counties provide matching funds. Total cost of reprinting is approximately \$8,000, of which Md. Historical Trust will provide \$4,000.

The Commissioners agreed to discuss this matter with the Boards of County Commissioners of Charles and Calvert at their joint meeting on January 28. Since the majority of errors are in the St. Mary's County portion of the inventory, the Commissioners stated they are willing to support a portion of this project with the support of the other two counties.

Mr. Beitzell was requested to contact the members of the Md. Historical Trust of Charles and Calvert Counties to determine the number of errors in the Inventory for those counties and that they contact the Commissioners of Charles and Calvert to inform them of this matter prior to next week's joint meeting.

PRESS CONFERENCE

Present: Jack Kershaw, Enterprise
Richard Polk, "
Mike Kleinback, Beacon
Patty Muchow, Guardian
Brian Murphy, "

The regular semi-monthly Press Conference was held at this time. A tape of the Conference is on file in the Commissioners' Office.

(Commissioner McKay left the meeting at this time in order to attend the legislative session in Annapolis.)

MEMORANDUM TO DEPARTMENT HEADS

The Commissioners agreed to sign a memorandum addressed to All County Department Heads pertaining to the relationship among County Commissioners, County Administrator and County Department Heads.

EXECUTIVE SESSION

The Commissioners agreed to meet in Executive Session on Thursday morning, January 29, in order to discuss personnel.

PRE-TRIAL FACILITY

The Commissioners, in preparation for their evening meeting with the Charles and Calvert County Boards of Commissioners on January 28 agreed to discuss the pre-trial facility question at their regular meeting of that date. Mr. Cox was directed to:

1. Review with the Sheriff the recent jail inspections and how our current jail facility relates to present and proposed jail recommendations.
2. Review all recently received information from the State and other sources regarding the pre-trial facility and to identify any gaps in information.

PROCLAMATION NO. 76-2
NATIONAL JAYCEES WEEK

Present: Glen Wood, Mechanicsville Jaycees
Fred Pumphrey, " "
David Hartman, St. Mary's Jaycees

The Commissioners presented Proclamation No. 76-2 to the above persons proclaiming the week of January 18 through 24, 1976 as Jaycees Week in St. Mary's County in conjunction with National Jaycees Week.

LEONARDTOWN HIGH SCHOOL

Correspondence was received from the Board of Education inviting the Commissioners to attend the bid opening on Tuesday, January 27 for the construction of the new Leonardtown High School. Also said correspondence requested from the Commissioners as soon as possible the letter of commitment regarding the construction of the Leonardtown High School sewage line. Mr. Cox was directed to confer with the Metropolitan Commission regarding the progress on the grant approval.

LEGISLATION PERTAINING TO PAYMENT OF TOWN TAXES

Correspondence was received from Senator Jim Simpson requesting the opinion of the Commissioners with regard to the inclusion of St. Mary's County in legislation pertaining to the payment of town taxes prior to the transfer of real estate.

The Commissioners directed Mr. Cox to draft a letter to Senator Simpson that the Commissioners have no objection to the proposed legislation and that the Commissioners concur with whatever opinion is offered by the Town Commissioners of Leonardtown.

(Commissioner Millison left the meeting at this time - 1:50 p.m.)

COUNTY AUDIT - WOODEN AND BENSON

Present: Joe O'Dell, Budget Officer

Correspondence was received from the auditing firm of Wooden and Benson inquiring whether the County would be retaining their services for next year. Mr. O'Dell recommended that Wooden and Benson do the audit for another year.

Commissioner Dean made a motion to authorize the President of the Board to sign the letter of agreement with Wooden and Benson, pending discussing this with Commissioners McKay and Millison, seconded by Commissioner Jarboe. All Commissioners present voted in favor of this motion.

GUARNTEEING OF LOANS TO FIRE DEPARTMENTS

Present: Joe O'Dell, Budget Officer

Mr. O'Dell discussed several pertinent issues concerning the county's borrowing funds on behalf of the local fire departments; i.e., policies, FHA loan, etc. and the Commissioners agreed that a letter be drafted to the Fire Board expressing the Commissioners' interest in meeting with them to discuss the matter of the pending legislation and other matters of mutual interest and indicate that the Commissioners would be willing to attend one of the Fire Board's regular meetings.

SOLID WASTE MANAGEMENT PLAN

Correspondence was received from Walter Raum of the Health Department expressing a desire for the Health Department to participate in the update of the Solid Waste Management Plan. Mr. Cox was directed to forward a memorandum to John Norris citing Mr. Raum's letter and expressing the County's willingness to have the Health Department participate.

OAKVILLE ELEMENTARY SCHOOL

The Board of Education forwarded a letter requesting a waiver of grading permit fee. Mr. Cox was directed to contact the Board of Education to determine if the contractor bid on paying the fee and if the State pays the fee.

COUNTY SIGNS

Present: Paul Raley, Director, Purchasing and Logistics

The Commissioners requested Mr. Raley to have adequate signs installed at Leonard Hall showing what offices are located on that property and also have a sign posted at the Courthouse side door showing what offices can be reached by that door.

(Commissioner Millison returned to the meeting -2:40 p.m.)

CHILD SUPPORT ENFORCEMENT LAWS

Present: John M. Williams, Chief Support Division
Dept. of Employment and Social Services
Pat Panaggio, Jr, Director, Income Maintenance
Department of Human Resources
Joseph Carter, Director, Social Services
Mary Salisbury, Social Services Board
Richard Buckler, Social Services
George Sparling, State's Attorney

Mr. Williams and Mr. Panaggio appeared before the Commissioners to discuss the Federal Law pertaining to child support -URESA (uniform Reciprocal Enforcement Act), Incentive Payments and enforcement of the law. Mr. Williams gave an overall view of the Program and its features.

The Commissioners thanked them for their presentation, and stated they appreciated the information that was provided.

ABELL'S WHARF

Present: Michael Humphries
J. S. Guy, Jr.

Mr. Humphries and Mr. Guy presented the proposed Abell's Wharf lease with suggested changes for use as an archaeological area, between Abel and Judith Clarke and St. Mary's County for the Commissioners' review and approval. The Commissioners will make a decision on this matter at a later date.

MUSEUM COMMITTEE

Mr. Guy requested the Commissioners' consideration in increasing the number of the Museum Committee by five members and that the new members be more representative of the County rather than just the Seventh District.

ST. CLEMENT'S ISLAND

Present: Michael Humphries
J. S. Guy, Jr.

Mr. Humphries and Mr. Guy brought to the Commissioners' attention the fact that St. Clement's Island is experiencing a shore erosion problem and inquired if the Commissioners would request the Department of Natural Resources to evaluate the erosion control measures which are now in place and determine what additional work may be needed. The Commissioners agreed to forward such a letter.

OLD RECORDS AND DOCUMENTS

Mr. Guy stated that presently the old records and documents are stored in the jail and they are in a disarray and inquired if there was any possibility of having these documents stored at Leonard Hall in order for the Historical Society to correlate those records. The Commissioners will make a decision at a later time.

NEWTOWN MANOR

Mr. Humphries presented a memorandum to the Commissioners setting forth the archaeological sites which have been located on Newtown Manor property.

ST. CLEMENT'S ISLAND AND POTOMAC RIVER MUSEUM

Mr. Humphries submitted a Report to the Commissioners on the attendance from July 5 through December 31, 1975 to St. Clement's Island and Potomac River Museum. Said report also gave the Museum's future plans and accomplishments.

NOTIFICATION PROCEDURES

Present: Richard Platt, Director, Land Use and Development

Mr. Platt discussed the letter dated January 8, 1976 from Secretary of State Planning Wahbe and requested the Commissioners' approval for Notification Procedures between St. Mary's County and the Maryland Department of State Planning for various types of land use proceedings.

Commissioner Jarboe made a motion to approve said Notification Procedures, seconded by Commission Dean. All Commissioners present voted in favor of this motion.

CODE ENFORCEMENT SEMINAR

Present: Richard Platt, Director, Land Use and Development
Dan Raley, Chief of Permits and Inspection

Mr. Platt submitted a memorandum requesting that the Zoning Inspector be allowed to attend the Second Annual Maryland Seminar on Code Enforcement in the Building Industry January 26-30, 1976, at a cost of \$200. The Commissioners will review this request and made a decision at tomorrow's meeting.

PURCHASE OF LAMINATING MACHINE

Present: Richard Platt, Director, Land Use and Development
Dan Raley, Chief of Permits and Inspection

Mr. Platt submitted a memorandum requesting authorization to purchase a laminating machine in order to weatherproof Building Permits. Cost of machine is \$625.50 and roll of plastic would cost \$31.76. Mr. Platt stated that other offices such as Commission on Aging, Recreation and Parks and County Engineer have indicated they would have use of the machine.

The Commissioners will make a decision at tomorrow's meeting on this request.

The meeting recessed at 5:15 p.m.

Thursday, January 22, 1976

Present: Commissioner James M. McKay, President
Commissioner Ford L. Dean
Commissioner J. Patrick Jarboe
Commissioner Larry Millison
Commissioner John K. Parlett
Edward V. Cox, County Administrator
Judith A. Mullins, Recording Secretary

The meeting reconvened at 9:15 a.m.

VISIT TO ST. MARY'S BY NATO DEFENSE COLLEGE

Present: Nick Smith, Chamber of Commerce
Adm. Ward Miller

Adm. Miller brought to the Commissioners' attention the fact that the NATO Defense College, which is composed of high-ranking civilian and military officials, plans to visit the United States during the Bicentennial year and recommended that the Commissioners formally invite General Heslinga Commandant of the NATO Defense College to visit St. Mary's County during their tour of the United States.

The Commissioners were receptive to this proposal and recommended that October of the Bicentennial year would be a good time and stated they would forward a letter to Gen. Heslinga formally inviting the College.

BURNING OF WOOD IN THE COUNTY

Present: Mrs. Phillips, Society Hill Garden Club
Joan Taylor, Happy Homemaker's Club
Jean Forest, Woman's Club of St. Mary's
(Other members of the above clubs)

The above persons appeared before the Commissioners to request their consideration in establishing restrictions in the process of burning wood by developers in the clearing of land in that there was a need for this wood by certain citizens of the County.

Mrs. Phillips mentioned that Anne Arundel and Prince George's County have some type of restrictions. The Commissioners advised that they would obtain a copy of the regulations to these counties and the Commissioners would give consideration to their request.

AUDIT BY WOODEN AND BENSON

Mr. Cox presented the Letter of Agreement from Wooden and Benson, which was approved at yesterday's meeting, for Commissioner McKay's signature. Commissioner McKay signed same.

POSITION OF PLANNER

Mr. Cox stated it was the recommendation of two members of the Selection Committee (Dick Myers and Ed Cox) to employ Kenneth Kipp in the position of County Planner, Grade 16, Step 3, for one-year contract. Commissioner Jarboe made a motion to accept this recommendation, seconded by Commissioner Parlett. The Commissioners voted four to one with Commissioner Millison voting, not against Mr. Kipp, but against the position of County Planner.

Mr. Cox was directed to develop alternatives for space for the County Planner for presentation at next week's meeting.

CODE ENFORCEMENT SEMINAR

With regard to the request of Mr. Platt, Director Land Use and Development, at yesterday's meeting, Commissioner Dean made a motion to deny the request at this time for the Zoning Inspector to attend the Code Enforcement Seminar in January until such time as there is clear direction as to what the county's policy will be with regard to a building code, seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

PURCHASE OF LAMINATING MACHINE

With regard to the Office of Land Use and Development's request for authorization to purchase a laminating machine, the Commissioners agreed that Mr. Platt should be requested to use plastic envelopes and that the purchase should be included in their FY' 77 budget for the Commissioners' consideration during the budget process.

FY' 77 BUDGET POLICY STATEMENT AND INSTRUCTIONS

Present: Joseph O' Dell, Budget Officer

Mr. O'Dell reviewed the FY' 77 Budget Policy Statement with the Commissioners that will be forwarded to all County agencies. A determination will have to be made for the dates for all departments to review their budgets with the Commissioners as well as dates for the public hearings. Mr. O'Dell will make recommendations to the Commissioners with regard to this. Mr. O'Dell stated that the public hearings will be scheduled during the week of May 17-21, 1976.

DATE OF YEARLY INCREMENTS

Present: Joe O'Dell, Budget Officer

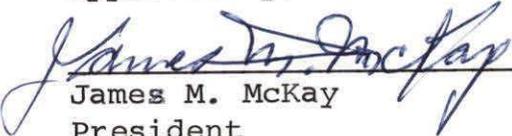
Mr. O'Dell was requested to develop a cost analysis of changing the present system of receiving yearly increments on the employee's anniversary date to receiving it on January or July of each year.

ORGANIZATIONAL CHARTS

Mr. Cox, County Administrator, and Mr. Fresco, Personnel Officer, were directed to develop an overall organizational chart and also individual department organization charts.

The meeting adjourned at 12:15 p.m.

Approved by,


James M. McKay
President

