

Commissioners of St. Mary's County Meeting Minutes (Tuesday, June 2, 2015)

Generated by Sharon Ferris on Thursday, June 4, 2015

Members present

Commissioner President James R. Guy
Commissioner Michael L. Hewitt
Commissioner Tom Jarboe
Commissioner Todd B. Morgan
Commissioner John E. O'Connor
Dr. Rebecca Bridgett, County Administrator
Sharon Ferris, Recorder

1. WELCOME

Commissioner President Guy called the meeting to order at 9:00 am in the Chesapeake Building Meeting room, Governmental Center.

Approval of Minutes

I move to approve the minutes of May 26, 2015 as presented.

Motion by Commissioner John E. O'Connor, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

2. RECOGNITION(S)

Proclamation was presented to Michael W. Butler on the occasion of his Retirement

3. COUNTY ADMINISTRATOR

A. DRAFT AGENDA ITEMS FOR JUNE 9 AND 16, 2015

B. DEPT. OF HUMAN RESOURCES - Manual of Personnel Policies and Procedures Revision

The Human Resources Department is in the process of doing a comprehensive revision of the Personnel Policies and Procedures Manual. Input from Commissioners and employees will be accepted and taken into consideration when revising the 40-chapter manual. The purpose of the revision is to provide clear, easy to read policies and procedures for employees; provide effective tools for managers and supervisors; ensure consistency in applying personnel policies; and, ensure compliance with State and Federal employment laws.

Commissioner O'Connor noted he would like to see a process for on-line employment applications. He noted when applying GSA rules, if county cars are available to employees and

they choose to use their own vehicle, they should be reimbursed at a reduced rate. He also requested separation of policy for Sheriff's Office and County.

Commissioner Hewitt noted that while our personnel manual is being revised Human Resources should review the personnel manuals of the Board of Education and MetCom to ensure the County is not drastically different.

C. DEPT. OF HUMAN RESOURCES - Approve Americans with Disabilities Act (ADA) Coordinator Position for FY 2016

I move to approve the full time position of ADA Coordinator, Grade 7, in the Department of Human Resources for FY 2016.

Motion by Commissioner John E. O'Connor, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

D. DEPT. OF PUBLIC WORKS & TRANSPORTATION - Closed Landfill Final Use Plans – Solar Application Initiative

Mr. Erichsen presented his solar initiative for the closed landfills at Clements and St. Andrews which is part of the on-going solid waste management strategies for the Dept. of Public Works and Transportation. The Clements landfill consists of 47 acres with approximately 13 acres available for a solar site, and St. Andrews consists of 60 acres with a possible 13-15 acres available. He noted the possibility of entering into an agreement with a utility provider that, in return for use of the County land, the County could possibly get either ground rent or reduced rate on electricity.

E. DEPT. OF EMERGENCY SERVICES & TECHNOLOGY - Grant Adjustment Note (GAN) FFY 2013 State Homeland Security Grant (SHSGP) De-obligation/Grant Closure
I move to approve the Homeland Security Grant, Project US1420, Final Grant Adjustment Notice, and authorize the Commissioner President to execute the related document.

Motion by Commissioner Todd B. Morgan, second by Commissioner Michael L. Hewitt.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

F. FINANCE - Budget Amendments to Reduce or Close CIP Projects to the FIN15 Capital Reserve

I move to approve the three budget amendments reducing or closing the Capital Projects RP0902, RP1203, RP1301, RP1401, PF0506, SW0801 and SW1301, by \$550,794 and return these funds and appropriation authority to the FIN15 Capital Reserve, and authorize the Commissioner President to execute the related documents.

Motion by Commissioner John E. O'Connor, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

G. FINANCE - Budget Amendment to realign Debt Service Principal and Interest Savings to CIP Paygo

Commissioner Hewitt asked Ms. Cudmore to prepare a one-page listing of all reserve and rainy day funds available for the financial portion of the Commissioners' Retreat on June 12.

I move to approve the budget amendment realigning \$2,207,452, from the BOCC Emergency Reserve to the FIN15 Capital Reserve Paygo Account, and authorize the Commissioner President to execute the related documents.

Motion by Commissioner Michael L. Hewitt, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

H. DEPT. OF RECREATION AND PARKS - FY2016 Recreational Trails Program Application for Trail Equipment

I move to approve the FY2016 Recreational Trails Program Grant application, project #US1615, on behalf of the Department of Recreation and Parks, in the total amount of \$24,000, to assist with the purchase of an all-terrain vehicle for Three Notch Trail maintenance, and authorize the Department Head to submit electronically, consistent with the document reviewed by the Commissioners of St. Mary's County.

Motion by Commissioner Todd B. Morgan, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

I. DEPT. OF RECREATION AND PARKS - Deed of Gift to the Maryland Historical Trust

I move to approve the Deed of Gift to the Maryland Historical Trust for the donation of artifacts recovered from the Phase I and Phase II archaeological investigations at the former Hayden Farm property and authorize the Commissioner President to execute the related document.

Motion by Commissioner John E. O'Connor, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

4. MAIN AGENDA ACTION ITEMS

A. DEPT. OF RECREATION AND PARKS - Request to Name Ballfield at Chancellor's Run Regional Park for Former Commissioner Dement

Present: Brian Loewe, Director
Mary A. Owens

Ms. Owens requested that one of the ball fields at the Chancellors Run Regional Park be named after the late Commissioner Kenneth Dement. He started the Men's Slow Pitch League in the County and was appointed Amateur Softball Association Softball Commissioner. He hosted many tournaments in the County, with participants from all over the state, which created a huge economic boost to the County. For more than twenty years Mr. Dement devoted time and effort to softball and was known in the County as Mr. Softball.

I move to approve the naming of ballfield number three at Chancellor's Run Regional Park for former County Commissioner Kenneth R. Dement.

Motion by Commissioner Tom Jarboe, second by Commissioner John E. O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

B. OFFICE OF THE COUNTY ATTORNEY - Revision of Chapter 152 of the *Code of St. Mary's County, Maryland* and Repeal and Re-enactment of Provisions Establishing and Governing Advisory Boards, Committees, Councils and Commissions

Present: George Sparling, County Attorney

Mr. Sparling identified a number of issues affecting boards and commissions in the County and requested a public hearing to address these issues, including: the decrease in number of volunteers; difficulty convening quorums; confusion regarding *ex officio* members, alternates, and voting members; authority over minutes; receipt and disbursement of funds; and the relationship between County employees and an advisory committee. Mr. Sparling is proposing repeal and re-enactment of provisions establishing and governing advisory boards, committees, councils and commissions to create greater flexibility for their appointment, functioning, and administration.

I move that the Office of the County Attorney be authorized to schedule a public hearing on the proposed Resolutions.

Motion by Commissioner John E. O'Connor, second by Commissioner Todd B. Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

C. OFFICE OF THE COUNTY ATTORNEY - Amendment of Chapter 212 of the *Code of St. Mary's County, Maryland* (Animal Control Regulations)

Present: George Sparling, County Attorney

The current Animal Control Regulations require a person owning or keeping a dog to apply to the County Treasurers Office for a license and pay a fee if the dog is at least six months old. State law already imposes the requirement of a dog license, however, there is no fee for the license. A public hearing is being requested to present a proposed Ordinance which would repeal the provisions in the *Code of St. Mary's County, Maryland* requiring dog licenses and

setting fees for the issuance of a dog license. The proposed ordinance will delete references to "State Laws" from the enforcement provisions in Chapter 212.

I move to authorize the Office of the County Attorney to schedule a public hearing on the proposed Ordinance to amend Chapter 212 of the Code of St. Mary's County, Maryland and for the immediate Stay and enforcement and collection of fees related to Chapter 212, Animal Dog Licensing and Fees.

Motion by Commissioner John E. O'Connor, second by Commissioner Michael L. Hewitt.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

5. COMMSSIONER'S TIME

The Commissioners Highlighted events attended over the past week and congratulated all the 2015 graduates.

6. OUTSIDE EVENT

The Commissioners attended a luncheon for Secretary Gill who was touring Southern Maryland and meeting with elected officials to learn about the County's top economic priorities and how the Maryland Department of Business and Economic Development can assist the Commissioners in achieving their goals for the County. Ms. Finnacom provided a power point presentation depicting the changes in the composition of the County's workforce since 2001. She explained the County's intent to diversify the economy by increasing light manufacturing opportunities; enabling business growth for defense and non-defense purposes; and accelerating growth of aquaculture and farm-to-table industries. The County wants to maximize opportunities for unmanned and autonomous systems Research Development Testing and Evaluation (RDT&E) for commercial and defense purposes with the University Of Maryland Unmanned Systems Research Center. Ms. Finnacom noted that the County needs technical and financial support for growing businesses and industry sectors; acceleration of infrastructure improvements at the Regional Airport; direct marketing and assistance in crafting the County's story and that of the Southern Maryland Region; and, ongoing support for policy and legislation intended to reduce or eliminating encroachment on the Patuxent Naval Air Station.

7. ADJOURN

The meeting adjourned at 1:40 pm.

Minutes Approved by the Commissioners of St. Mary's County on _____

Sharon Ferris, Senior Administrative Coordinator (Recorder)