BOARD OF COUNTY COMMISSIONERS' MEETING

Wednesday, March 28, 1979

Present: Commissioner George R. Aud, President
Commissioner Richard D. Arnold
Commissioner Ford L. Dean
Commissioner David F. Sayre
Commissioner Larry Millison
Edward V. Cox, County Administrator
Judith A. Mullins, Recording Secretary

The meeting was called to order at 9:15 a.m.

READING AND APPROVAL OF MINUTES

The minutes of the County Commissioners' meeting of March 21, 1979 were read. The Commissioners unanimously agreed to approve the minutes as read.

ENCUMBRANCE VOUCHERS

Present: Harris Sterling, Director of Finance

Mr. Sterling presented the encumbrance vouchers for the Commissioners' review and approval. Commissioner Dean moved, seconded by Commissioner Millison, to approve payment of the bills as submitted. All Commissioners voted in favor.

LIABILITY INSURANCE COVERAGE

Present: Harris Sterling, Director of Finance

Mr. Sterling advised that the County presently has $500,000 liability insurance coverage and the Insurance Buyer's Council recommended that it be increased to $5,000,000. Continental Insurance Company was the only company to submit a quote for this additional coverage; and the shared cost for the additional coverage is as follows: Board of Education - $27,000, Metropolitan Commission - $4500, County Commissioners, $13,500. Mr. Sterling stated that the County will have to consider the expense of $27,000, which is the Board of Education's share, because the County will have to provide for this amount in their budget, therefore making it a total of $40,500 that the County will have to pay for the additional coverage.

The Commissioners gave their concurrence for this additional liability insurance coverage.

In addition, Mr. Sterling brought to the Commissioners' attention that in order to save insurance dollars, the deductible was increased for public liability insurance and insurance on buildings. He stated that after discussion with the Insurance Underwriters and Insurance Buyers' Council, it was his recommendation to accept the offer of Insurance Underwriters that all claims be turned over to

the insurance agent, the insurance agent would contact Insurance Underwriters, and if the claim is under $1,000, Insurance Underwriters will service the claim.

The Commissioners agreed to accept Insurance Underwriter's offer and requested Mr. Sterling to insure that the County has a guarantee of proper release.

MONTHLY FINANCIAL REPORT

Present: Harris Sterling, Director of Finance
Joseph O'Dell, Budget Officer

Mr. Sterling and Mr. O'Dell reviewed with the Commissioners the Monthly Financial Report setting forth the Operating Statement for the General Fund and Capital Fund for the month ending February 1979.

Mr. O'Dell stated that in future months they will provide the Commissioners with balance sheets as well as information pertaining to investments and cash flow.

SOCIAL SERVICES OFFICE SPACE

Commissioner Sayre advised the Commissioners that he met with the Social Services Board and toured the buildings housing the Social Services' offices. He stated that the Board would like the County's Budget Officer, Mr. O'Dell, and Mr. Buckler of the Social Services to get together to prepare a financial study analysis on which is the best way to proceed with regard to needed additional office space; whether to build at the Governmental Center or to lease a building from a private firm elsewhere. Once this analysis is prepared, Mr. O'Dell and Mr. Buckler would submit a recommendation to the Commissioners for review.

The Commissioners gave their concurrence with this proposal.

COIN MACHINE LICENSE APPLICATION

The Commissioners reviewed correspondence from Mary Bell, Clerk of Circuit Court, requesting the Commissioners' permission to eliminate the Coin Machine License Application, which is used for pool tables and amusements, because of the amount of time it takes and the fact that it does not in her opinion serve any purpose.

After discussion, the Commissioners concurred with this request as long as the criteria in items 7 and 8 on the application concerning residency is retained.

PUBLIC SERVICE PROGRAM - CETA

The County Administrator advised the Commissioners that the Public Service Program is undergoing several changes and with the

publication of requirements and regulations, all of the county's contracts for CETA employees are called due on March 31, and requested the Board to authorize the President of the Board to sign documents reissuing the contracts as of April 1 and continuing the CETA Program through September 30, 1979.

Commissioner Dean moved, seconded by Commissioner Millison, to authorize Commissioner President Aud to sign said documents as presented by the County Administrator. All Commissioners voted in favor.

REQUEST FOR WAIVER OF BUILDING PERMIT FEE
ALL SAINTS EPISCOPAL RECTORY

The County Administrator presented a request from All Saints Episcopal Church for a waiver of a building permit fee for an addition to the All Saints Church Rectory. Inasmuch as this request is in compliance with the County's Resolution No. 75-53 (Abatement of Building Permit Fees), the Commissioners unanimously agreed to grant this request.

MOTOR VEHICLE ADMINISTRATION LEASE

The County Administrator presented an original and three copies of the amended lease by and between the County Commissioners of St. Mary's County and the Department of Transportation, Motor Vehicle Administration, for office space at the Governmental Center in the amount of $100 per month. Commissioner Aud moved, seconded by Commissioner Dean, to authorize Commissioner President Aud to sign said lease, with the understanding that it will be renegotiated at an upward fee at the termination of the lease. All Commissioners voted in favor.

APPOINTMENT
MARYLAND HISTORICAL TRUST

Commissioner Millison moved, seconded by Commissioner Arnold, to nominate Mr. Roger Chandler as St. Mary's County's representative to the Maryland Historical Trust. All Commissioners voted in favor.

COMPLETION OF PROBATIONARY PERIOD - GREGORY RIDGELL

The Personnel Officer submitted a memorandum stating that Gregory Ridgell, Janitor III, Office of Purchasing and Logistics, has received a satisfactory evaluation upon completion of his six-month probationary period from his supervisor and it is therefore recommended that he be given permanent status. Commissioner Dean moved, seconded by Commissioner Sayre, to grant permanent status to Gregory Ridgell as recommended by his supervisor. All Commissioners voted in favor.

PERFORMANCE BOND FOR SENIOR CLASS PICTURES

Present: Richard Weeks, photographer
Marvin Joy, Superintendent of Schools
Henry Kanowicz, Director of Business Admin.
Joey Friend, Asst. in Purchasing

Mr. Weeks appeared before the Commissioners to discuss the $20,400 performance bond required by the Board of Education for Senior Class picture contract. He stated that he contacted various insurance agents, and in order to obtain such a bond, $30,000 liquid or cash assets is required, which made it difficult for the small businessman to comply. Mr. Weeks further stated that according to the Mitchell Act, the bond requirement can be set aside for contracts under $25,000.

After discussion, the Commissioners suggested that the Board of Education contact the County Attorney to determine if property can be pledged for the bond requirement, and if so, all bidders should be notified as soon as possible in that the bid opening is tomorrow, March 29.

1979-1980 BUDGET REVIEW

Present: Joseph O'Dell, Budget Officer

Mr. O'Dell presented and reviewed with the Commissioners the following documents pertaining to the 1979-1980 Fiscal Year Budget: Capital Improvements Fund, Capital Improvements Program (Six Year Summary) of the County Engineer's Office, Schedule of Capital Fund Requests as of March 28, 1979, Tentative Current Expense Budget Analysis - FY 79 Budget vs. Requests for FY 80, and Schedule of CETA employees.

(Commissioner Millison left meeting)

TRANSFER OF FUNDS
PURCHASING AND LOGISTICS

Present: Joseph O'Dell, Budget Officer

Mr. O'Dell requested the Commissioners' approval for the following transfer of funds in the Office of Purchasing and Logistics:

Decrease Account No. 1092-2681 (Telephone Service) by $13,000 and Increase Account No. 1092-2701 (Building Repairs and Alterations) by like amount;

Decrease Account No. 1126-29814 (Budget Savings, Volunteer Fire Department) by $1,150 and Increase Account No. 1092-2741 (Rentals) by like amount;

Decrease Account No. 1126-29814 (Budget Savings, Volunteer Fire Departments) by $1,250 and Increase Account No. 1092-2701 (Building Repairs and Alterations) by like amount.

Commissioner Dean moved, seconded by Commissioner Sayre to approve said transfers. All Commissioners present voted in favor.

HIGHWAY MAINTENANCE ACCOUNT

Present: Joseph P. O'Dell, Budget Officer

Relative to the request made by the County Engineer and Resident Maintenance Engineer for additional funds in the amount of $517,000 for repair to damaged roads because of snow and for preparatory work during the current budget year, Mr. O'Dell requested the Commissioners' authorization for the County Engineer and State Highway Administration to expend funds in an amount not to exceed $1,107,000 (including the $950,000 in the current budget) for highway work during the Fiscal Year 1979 budget.

The Commissioners gave their concurrence.

(Commissioner Millison returned.)

JAIL REVIEW TASK FORCE RECOMMENDATIONS

The Commissioners discussed the Jail Review Task Force report and proposed certain courses of action involving the gathering of more complete data and seeking assistance from additional sources. However, the Commissioners agreed to take no further action on this matter until after the FY 79-80 budget decisions were completed.

LAND OWNERSHIP DISPUTE

Present: Mrs. Calloway

Mrs. Calloway addressed the Commissioners concerning a dispute relative to land ownership in the St. Mary's River Watershed area and a subdivision project presently under review by the County's Planning Commission. Mrs. Calloway presented documentation and a background explanation concerning the land dispute. The Commissioners advised Mrs. Calloway that she should obtain legal counsel to settle the land dispute and the Commissioners had no authority to assist her in the settlement of her problem. However, since the County had purchased land related to the land under dispute, there may be need for county involvement. Accordingly, the Commissioners accepted copies of Mrs. Calloway's documents with the understanding that they would be forwarded to the County Attorney for review and recommendation as to an appropriate course of action.

The Commissioners promised Mrs. Calloway their assistance in whatever way possible.

HOLMES DRIVE/WATERVIEW DRIVE - GOLDEN BEACH

Present: John Norris, County Engineer

Relative to previous discussions concerning the drainage problem at Holmes Drive and Waterview Drive in Golden Beach, Commissioner Millison moved, seconded by Commissioner Arnold, to authorize the County Engineer's Office to bid the project in an amount not to exceed $8,000, and return to the Commissioners for a decision as to the awarding of the bid. All Commissioners voted in favor.

SOUTH POTOMAC SHORES - RIVER ROAD

Present: John Norris, County Engineer

Mr. Norris stated that the developer, Thomas Brooke Bryan, of Potomac Shores had a $300 bond for the "T" turnaround on River Road in South Potomac Shores, which has been expired for some time and Mr. Bryan is offering to grant property to the County to widen the road in lieu of constructing the turnaround. Mr. Norris advised the Commissioners that he and the County Attorney would discuss this matter in greater detail with the Commissioners at a later date.

PROJECT NO. SM 79-1-4
RENTAL CONTRACT

Present: John Norris, County Engineer

The County Engineer explained that the County in the past has been able to save sizeable amounts of money on various projects by contracting for equipment and personnel to be implemented under the county's direction on various projects. Four bids were received for this year's contract and were found to be unacceptable for reasons explained by the County Engineer. The Commissioners accepted the recommendation of the County Engineer to have the four firms resubmit bids and requested that copies of all bid information be provided to the Commissioners in advance of the expected award date.

PROJECT NO. SM 78-1-4
EXTRA WORK AUTHORIZATION
RIGHT TURN LANE - COURTHOUSE DRIVE

Present: John Norris, County Engineer

The County Engineer presented an Extra Work Authorization in the amount of $3,962.85 payable to B.F. Asher, contractor to construct the right turn lane from Courthouse Drive onto Md. Rt. 5.

Commissioner Dean moved, seconded by Commissioner Arnold, to authorize the President to sign said Extra Work Authorization. All Commissioners voted in favor.

PROPOSED BRETON BAY SHORE EROSION DISTRICT

Present: John Norris, County Engineer

Mr. Norris stated that at least three-quarters of the property owners have expressed interest in the proposed Breton Bay Shore Erosion District and therefore, Mr. Norris requested authorization that the President of the Board sign correspondence to Department of Natural Resources indicating the county's intent to enter into special taxing district for said shore erosion district. Commissioner Dean moved, seconded by Commissioner Millison, to grant said authorization. All Commissioners voted in favor.

EXECUTIVE SESSION

The Commissioners agreed to meet in Executive Session in order to discuss a matter of personnel (consideration of appointments to Boards, Committees and Commissions). The Session was held from 3:10 p.m. to 4:00 p.m.

The meeting adjourned at 4:00 p.m.

Approved,

George R. Aud, President