

**ST. MARY'S COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**JUNE 22, 1993**

**Present:** Commissioner Carl M. Loffler, Jr., President  
Commissioner W. Edward Bailey  
Commissioner Robert T. Jarboe  
Commissioner John G. Lancaster  
Commissioner Barbara R. Thompson  
Edward V. Cox, County Administrator  
Judith A. Spalding, Recording Secretary

**CALL TO ORDER**

The meeting was called to order at 9:05 a.m.

**APPROVAL OF MINUTES**

Commissioner Thompson moved, seconded by Commissioner Lancaster, to approve the minutes of the Commissioners' meeting of Tuesday, June 15, 1993. Motion carried.

**APPROVAL OF BILLS**

Commissioner Lancaster moved, seconded by Commissioner Thompson to authorize Commissioner Loffler to sign the Check Register as presented. Motion carried.

**COUNTY ADMINISTRATOR ITEMS**

Present: Edward V. Cox, County Administrator

1) **Fuel Oil Bid**

Also Present: Charles Wade, Director of Finance  
Jim Haley, Procurement Officer

The referenced individuals appeared before the Commissioners to advise that the bid has been awarded for the provision of fuel oil #2 for three years commencing on July 1, 1993, which has resulted in \$.02 less than the previous supply of fuel oil. The County Administrator advised that because of the cooperative purchasing arrangement with Calvert and Charles County Governments and Public Schools a significant savings has been realized.

2) **Chesapeake Bay Tributary Strategy - Point Person**

The County Administrator presented correspondence addressed to the Chesapeake Bay and Watershed Management Administration in response to June 9 correspondence requesting the designation of a Tributary Strategy point person. The return letter designates Mary Owens, Environmental Planner for the Department of Planning and Zoning as the point person.

**Commissioner Bailey moved, seconded by Commissioner Lancaster, to sign and forward the letter as presented. Motion carried.**

3) **Annual Efficiency Rating  
Director, Department of Social Services**

The County Administrator presented the Annual Efficiency Rating Report for Ella May Russell, Director of the Department of Social Services, prepared by the Social Services Board and requires the Board of County Commissioners' approval. Mr. Cox indicated that the Social Services Board rated Mrs. Russell superior in every category.

**Commissioner Thompson moved, seconded by Commissioner Bailey, to approve and authorize Commissioner Loffler to sign the Annual Efficiency Rating as presented. Motion carried.**

4) **Response Correspondence - Subdivision Review Fees  
Request for Reimbursement**

As a follow up to the Commissioners' discussion and action on May 27 regarding the request by Ms. Ruth Johnson for reimbursement of subdivision review fees for Clements Estates, the County Administrator presented correspondence to Ms. Johnson advising that the request cannot be approved. The letter indicates that the request had been reviewed with the Director of Planning and Zoning and concluded that the subdivision application was a separate and distinct application.

**Commissioner Lancaster moved, seconded by Commissioner Thompson, to sign and forward the letter as presented. Motion carried.**

5) **Resolution No. Z 93-02  
Little Creek Critical Area Growth Allocation**

**Application by Virginia Knight for critical area growth allocation review of a 120 unit development for a change in overlay classification from RCA to LDA through the use of 8.38 acres of growth allocation. The parent parcel contains 59.3912 acres, 51.87 acres of which are located within the Critical Area. The subject property is located in the Eighth election District and is shown on Tax Map 34, Block 6, as Parcel 126.**

The Board of County Commissioners had conducted a public hearing on March 30, 1993 (continued from March 23) and deliberated on the application on April 27. Therefore, the County Administrator presented Resolution No. Z 93-02 **DENYING** the referenced critical area growth allocation application for the reasons of incompatibility with the surrounding neighborhood and technical design issues as set forth in the March 16 Department of Planning and Zoning staff report.

**Commissioner Thompson moved, seconded by Commissioner Lancaster, to approve and sign Resolution No. Z93-02 denying the critical area growth allocation application as referenced. Motion carried.**

6) **Conveyance of Surplus Properties**

The County Administrator advised that the Commissioners had determined that certain county-owned properties were surplus and not of use to the County and, therefore, had directed that the properties be sold. Mr. Cox presented deeds for two of the properties as follows:

Deed dated June 1993 between Board of County Commissioners of St. Mary's County and Randy M. Johnson and John J. Roth, Jr. for Lot Seven, Block "I", Plat Number II, Hollywood Shores, Sixth Election District.

Deed dated June 1993 between Board of County Commissioners of St. Mary's County and Michael J. Pellegrino for Lot 17, Port Sunlight Beach, Seventh Election District.

**Commissioner Thompson moved, seconded by Commissioner Lancaster, to authorize Commissioner Loffler to sign the Deeds as presented. Motion carried.**

7) **St. Mary's River State Park - Response Letter**

The County Administrator presented correspondence addressed to John Horton in response to his May 29 letter regarding sensitive areas of the headwaters of the St. Mary's River and the effect of upcoming land use decisions on the area. The return letter explains the public hearing process and that his name will be placed on the mailing list for any hearings.

The Commissioners agreed to sign and forward the letter as presented.

8) **Clearinghouse Project No. MD930517-0463  
FMHA Housing Preservation Grant - Tri-County Community Action**

The County Administrator presented the referenced clearinghouse project and recommended that it be forwarded to the State with the comment that the project was consistent with the County's plans, programs, and objectives.

The Commissioners gave their concurrence.

9) **Governor's Advisory Board on Homelessness**

The County Administrator presented correspondence to the Governor's Advisory Board on Homelessness in response to June 1 letter requesting names and addresses of individuals with specific knowledge of the socioeconomic factors contributing to the growth of homelessness. The return letter recommended the following individuals: Reverend Rona Harding, Ella May Russell, and Dennis Nicholson.

**Commissioner Bailey moved, seconded by Commissioner Lancaster, to sign and forward the letter as presented. Motion carried.**

10) **Hollywood Elementary School Land Transfer**

The County Administrator presented correspondence dated June 14 from Karen Abrams, Attorney to the Board of Education, forwarding the Deed between the Board of Education and the Board of County Commissioners for St. Mary's County and Mark G. Dillow for the transfer of land for the Hollywood Elementary School.

**Commissioner Lancaster moved, seconded by Commissioner Thompson, to approve and authorize Commissioner Loffler to sign the Deed as presented. Motion carried.**

11) **Grants**

The County Administrator presented the following grants for the Commissioners' review and consideration:

**Board of Education**

Letter to Board of Education approving Grant Awards for Fiscal Year 1993 Budget totaling \$217,139.

**Commissioner Thompson moved, seconded by Commissioner Jarboe, to sign and forward the letter as presented. Motion carried.**

**Office on Aging**

Fiscal Year 1993 Revised Notification of Grant Award for Title III Supplemental Funding of \$2,818 from the State Office on Aging for the period 10/1/91-9/30/93 in the total amount of \$195,200.

**Commissioner Lancaster moved, seconded by Commissioner Thompson, to approve and authorize Commissioner Loffler to sign the NGA as presented. Motion carried.**

**Job Training Partnership Act**

- o Southern Maryland Service Delivery Area Agreement and local elected bodies and the Private Industry Council in accordance with the Job Training partnership Act of 1983 as amended in 1992.
- o Title II-C Youth Training Plan - Program Year 1993 (July 1, 1993 to June 30, 1994) in the amount of \$259,985.

**Commissioner Thompson moved, seconded by Commissioner Lancaster, to approve and authorize Commissioner Loffler to sign the Service Delivery Area Agreement and the Title II-C Youth Training Plan. Motion carried.**

**12) Budget Amendments**

The County Administrator presented the following Budget Amendments recommended for approval by the Director of Finance with justifications as indicated:

**No. 93-74**

**Emergency Management Agency**

**Animal Control**

Justification: To transfer funds for payment of leave to terminated personnel (\$3,651)

**No. 93-75**

**Finance**

Justification: To provide funding for anticipated legal costs under self-insurance (\$50,000)

**No. 93-76**

**Finance**

Justification: To provide funding for capital construction costs for the higher education facility (\$15,000)

**No. 93-77**

**Finance**

Justification: To provide funding for additional costs for St. Mary's Press property appraisal (\$1500)

**No. 94-1**

**Board of Elections**

Justification: To return cost of additional voting machines to the Commissioners' reserve account (\$9,000)

**Commissioner Lancaster moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner Loffler to sign the Budget Amendments as presented. Motion carried.**

**12) Property Tax Assessment Appeal Board**

The County Administrator presented correspondence addressed to the Governor's Appointment Office submitting the following nominations to the St. Mary's County Property Tax Assessment Appeal Board:

**Member**

James A. Forrest  
J. Christopher Bowes  
Judy Sterling

**Alternate**

John M. Dixon  
Lynn Delahay  
Henry Fowler

**Commissioner Lancaster moved, seconded by Commissioner Jarboe, to sign and forward the letter as presented. Motion carried.**

**13) Memorandum of Understanding  
Piney Point Lighthouse**

On behalf of the Director of Recreation and Parks the County Administrator presented a Memorandum of Understanding between the County and the Department of Natural Resources, which will provide a federal grant in the amount of \$41,000 for the restoration and improvements to the Piney Point Lighthouse.

The Commissioners will give consideration to the document at next week's meeting.

**SICK LEAVE CLUB AWARDS**

The Board of County Commissioners presented the following Sick Leave Club Awards for accruing unused sick leave:

<u>100 Days</u>		<u>200 Days</u>
Evelyn Alls	George E. Kramer	William E. Ball
William B. Buckler	Glenn A. Norris	Robert C. Cooper
James S. Gass	James D. Pilkerton	John G. Copado
David A. Gray	Paul A. Reed	George A. DeLozier, Jr.
Patricia M. Guy	Kenneth Sothoron	Robert L. Hall
Mary Ruth Horton	John A. Vallandingham	Charles A. Hill
	David Zylak	John O. Thompson

**PUBLIC HEARING**

**ALPD #84-0134 - ROBERT T. JARBOE**

Present: Jon Grimm, Director, Planning and Zoning

(Commissioner Robert T. Jarboe did not participate.)

The County Commissioners conducted a public hearing on the application by Robert T. Jarboe for the Sale of Development Rights Easement of an established Agricultural Land Preservation District (ALPD) for property located on the south side of Md. Rte. 244, approximately 2,500 feet west of Chingville Road, Map 57, Block 7, Parcels 38 and 217, 138.71 acres, zoned RPD.

Mr. Grimm noted that the Planning Commission and the Agricultural Land Preservation Advisory Board have recommended approval of the application for the following reasons:

Property meets state and county program criteria for Agricultural Land Preservation District establishment and easement sale.

Agricultural preservation and preserving "rural character" are major components of the Comprehensive Plan.

The property is a productive, viable farm.

**After discussion Commissioner Lancaster moved, seconded by Commissioner Thompson, to approve the application of Robert T. Jarboe for the Sale of Development Rights Easement of an established ALPD as referenced. Motion carried.**

**EXECUTIVE SESSION**

Commissioner Lancaster moved, seconded by Commissioner Thompson, to meet in Executive Session to discuss a matter of Property Disposition (Leonard Hall Lease), as provided in Article 24, Section 4-210(a)11, Personnel (State's Attorney's Office Classifications, the employment process for the Director of DECD, and the Department of Planning and Zoning), as provided in Article 24, Section 4-210(a)1. Motion carried.

**Property Disposition**

Present: Commissioner Carl M. Loffler, Jr., President  
Commissioner W. Edward Bailey  
Commissioner Robert T. Jarboe  
Commissioner John G. Lancaster  
Commissioner Barbara R. Thompson  
Edward V. Cox, County Administrator  
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)11

Topic: Property Disposition - Leonard Hall Lease

Time Held: 10:15 a.m. - 10:20 a.m.

Action Taken: The Commissioners directed that the lease be finalized and brought back to the Board for action.

**Personnel**

Present: Commissioner Carl M. Loffler, Jr., President  
Commissioner W. Edward Bailey  
Commissioner Robert T. Jarboe  
Commissioner John G. Lancaster  
Commissioner Barbara R. Thompson  
Edward V. Cox, County Administrator  
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)1

Topic: Personnel - Employment Process for Director, DECD

Time Held: 10:20 a.m. - 10:25 a.m.

Action Taken: The Commissioners accepted the County Administrator's recommendation and directed that he begin the process as outlined.

**DEPARTMENT ECONOMIC AND COMMUNITY DEVELOPMENT**

Present: Joseph Mitchell, Director

1) **Resolution No. 93-27**  
**Fast Track Review**

Also Present: F. Elliott Burch, Jr., Chair, EDC  
Joe Gough, EDC  
Joe Daley, "  
Jon Grimm, Director, DPZ

Mr. Burch presented a proposed Resolution regarding the establishment of a Fast Track Review Program which would provide a shorter time than normally required for the review of construction projects. The Resolution would rescind Resolution No. 88-24, which provided fast tracking for defense-related projects, and would provide a greater range of business interests the opportunity to access the "fast track" when appropriate.

During discussion Mr. Mitchell presented and reviewed the Application for Fast Track Review that would be required to be completed and stated that the project must meet certain criteria in order to be considered.

Discussion ensued as to whether a public hearing would be required to rescind 88-24 and to adopt the new resolution. The County Administrator advised that because it was policy and not legislative, a public hearing was not required.

**Commissioner Bailey moved, seconded by Lancaster, to approve and sign Resolution No. 93-27 . Motion carried.**

2) **Warminster Information Fair Report**

Also Present: F. Elliott Burch, Jr., Chair, EDC

Mr. Burch advised the Commissioners that the Information Fair presented to the employees of the Naval Air Warfare Center in Warminster, Pennsylvania held June 16 and 17 was well received. He stated that 140 representatives of Southern Maryland attended the fair, and he commended Tri-County Council and the other participants for their efforts in making it a successful event.

3) **Community College Site**

Also Present: Joe Gough, EDC

Mr. Gough expressed concern regarding the proposal to demolish the dormitory building at the Academy property for the community college site. He suggested that the Commissioners investigate other alternatives prior to making a decision to demolish the building.

The County Administrator indicated that staff would be willing to make a presentation on the community college at the next EDC meeting.

4) **Litter Pick Up**

Mr. Gough advised that he picks up litter in front of home on Route 5 each week, and suggested that efforts be made to keep St. Mary's County beautiful. He indicated that if the Department of Public Works would make "If You Litter, You Pay" signs, that the bills for materials for making the signs be sent to the First National Bank of St. Mary's, and he would see that they were paid. He further suggested that there be more enforcement of violations of littering.

5) **Agricultural Land Preservation Certification**

Also Present: Donna Sasscer, Agricultural Specialist

Mr. Mitchell and Mrs. Sasscer appeared before the Commissioners to provide an update on the County's attempts to develop a certified agricultural land preservation program. The County had forwarded an application to the Maryland Office of Planning, which would allow St. Mary's to operate its own Program and to retain its agricultural land transfer tax. Mr. Mitchell advised that the Governor has granted an extension for a year the period by which St. Mary's can become certified and be able to keep the 1990 agricultural transfer tax, which was in the amount of \$427,000.

Mr. Mitchell reported that his office has been working with the Department of Planning and Zoning and the Maryland Office of State Planning in developing projects for St. Mary's County to be included in the application, and noted that the project should be given high priority in the County. Mrs. Sasscer explained the complexity of completing the application and stated that it was difficult to get firm commitments for the establishment of farmland zones.

After discussion the Commissioners requested staff to develop recommendations as to how to proceed with the project.

**EXECUTIVE SESSIONS**

**(Authority for Executive Sessions given in previous motion.)**

**Personnel**

Present: Commissioner Carl M. Loffler, Jr., President  
Commissioner W. Edward Bailey  
Commissioner Robert T. Jarboe  
Commissioner John G. Lancaster  
Commissioner Barbara R. Thompson  
Edward V. Cox, County Administrator  
Charles Wade, Director of Finance  
George Foster, Personnel Officer  
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)1

Topic: Personnel - State's Attorney's Office Classification Review

Time Held: 11:25 a.m. - 11:45 a.m.

Action Taken: The Commissioners reviewed the consultant's evaluation of certain positions and requested additional information.

**Personnel**

Present: Commissioner Carl M. Loffler, Jr., President  
Commissioner W. Edward Bailey  
Commissioner Robert T. Jarboe  
Commissioner John G. Lancaster  
Commissioner Barbara R. Thompson  
Edward V. Cox, County Administrator  
Jon Grimm, Director, Planning and Zoning  
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)1

Topic: Personnel - Department of Planning and Zoning

Time Held: 11:46 a.m. - 12:50 p.m.

Action Taken: The Commissioners discussed certain personnel issues with Director Grimm, and Mr. Grimm agreed to look into these matters.

**PUBLIC HEARING  
ZO/SUB REGS AMENDMENT  
911 ADDRESSING SYSTEM/ENHANCED 911**

An Ordinance for implementing a uniform addressing system in the County

Present. Jon Grimm, Director  
Peggy Childs, Recording Secretary.  
Debbie Settle, 911 Addressing Technician, DPZ  
Addressing Task Force Members: Paul Wible, Chairman;  
Joe Cooper  
Jeff Jackman  
Mary Pat Pope  
Becky Proffitt  
Harry F. Hall, C&P Telephone

Applicant: St. Mary's County

Mr. Grimm advised that the hearing was advertised in The Enterprise on 6/2/93 & 6/9/93 and referenced a handout containing the proposed amendments to Art. 64 of the Zoning Ordinance and Art. IV of the SubRegs, and a synopsis of the 911 Addressing Manual. Also available for review was the County's Official Road Name List. The State has mandated that an enhanced addressing system be adopted by 7/1/95. Once the new system is adopted, subdivision plats will be required to show house numbers before they may be recorded, and building permits will not be issued for new development without house numbers assigned. Both the Task Force and the Planning Commission recommend adoption of the system as presented.

Ms. Settle explained the proposal, which uses the Maryland Coordinate System superimposed on County tax maps, subdivided to create block grids 1,000 ft. square. From these grids house numbers are assigned to properties along roads. House numbers must be posted at the entrance to the R/W on a named road or on the house itself if it is less than 50 ft. from the named road. Private drives with from 1-3 houses will not be required to be named, however those with 4 or more houses must be. Roads with duplicate or similar names must be renamed to avoid confusion for emergency services. House numbers must be of block lettering, 3" high, preferably black on white. Temporary display of addresses for construction emergencies is required in this proposal.

Commissioner Loffler opened the hearing to public comment. Responding to Commissioner Lancaster, Mr. Wible stated a computer proposal by Mr. Leon Carrington is being studied for future application. Charles Young asked for further clarification regarding the placement of house numbers on long private roads and Becky Proffitt stated that the Town of Leonardtown wishes to participate in this project to ensure uniformity of addressing systems throughout the County. Commissioner Bailey expressed his concern that projects not be held up by the requirement for house numbers on subdivision plats. The record will be held open for 10 days for written comment, following which a decision will be made.

**PUBLIC HEARING  
REQUEST TO SUSPEND PUBLIC ACCOMMODATIONS TAX**

Present: Joe Mitchell, Director, DECD  
Tom Waring, Patuxent Inn  
Ben Burroughs, Charlotte Hall Motel  
Betty Millison, Belvedere Motel

The Board of County Commissioners conducted a public hearing for the purpose of considering a request to suspend application of current 5% tax on accommodations until the federal per diem is reviewed.

Mr. Mitchell explained the changes in the federal formula for calculating per diem rate reimbursement relative to accommodations and St. Mary's and Charles Counties have received lower per diem rates than Calvert County. Hotel/Motel operators have approached the County to request relief until such time as the regulations are modified and equity is restored among all jurisdictions. Congressman Hoyer's office and Senator Mikulski office are working on measurements to correct this inequity.

Mr. Mitchell advised that the County currently collects 5% of the gross receipts for accommodations, and motel owners have requested that the accommodations tax be waived until such time as the changes are made by Congress.

The hearing was opened for comments from the audience.

Mr. Waring, explained the loss of revenue because of the reduced per diem rate, and requested suspension of the accommodations tax until the rate is readjusted upward.

Mr. Burroughs stated he would like to see the tax abolished, but would accept any relief.

Betty Millison expressed agreement with Mr. Waring and Mr. Burroughs.

There were no other comments received.

The public hearing was closed, the record will remain open for ten days, and the Commissioners will make a decision in two week's (July 6).

### **DELINQUENT ECONOMIC IMPACT FEES**

Present: Edward V. Cox, County Administrator  
Jon Grimm, Director, Planning and Zoning  
Joseph Densford, County Attorney  
Charles Wade, Director of Finance

As a follow up to last week's discussion, Mr. Grimm appeared before the Commissioners to explain the process of collecting economic impact fees and to discuss the fees that are delinquent. Mr. Grimm explained that Resolution No. 91-10 allowed the deferment of payment of the economic impact fee until the time of receiving the certificate of occupancy. An impact fee agreement is entered into and is recorded at the courthouse and requires all landowners signatures. He stated that his department looks to see what permits have been issued one year previously, develops a list of outstanding fees, and then a letter is sent to the landowner stating that the building permit is one year old and the fee must be paid. The landowner has 15 days to make the payment. If the payment is not made, the matter is turned over to the County Attorney, who notifies the landowner of the delinquent fee, and if it is not paid it is taken to court. In addition to the one developer owing \$336,000, there are 42 units with outstanding fees that have been forwarded to the County Attorney.

Mr. Grimm explained the ways in which impact fees are not paid including: a mortgage loan may not require a Certificate of Occupancy or an individual may pay cash for the structure.

It was staff's recommendation to rescind Resolution No. 91-10

The Commissioners made the following points:

- o Rescinding Resolution No. 91-10 may do more harm than good
- o Having the fee as a lien against the property
- o Establishing a better method of collecting the fee
- o Amending the Resolution to establish a penalty for nonpayment of the fee plus interest
- o Whether a public hearing would be required.

Mr. Cox indicated that staff would return next week with a revised proposed Resolution which would include penalty and interest and the process by which it would be adopted.

### **DEPARTMENT OF PUBLIC WORKS**

Present: Dan Ichniowski, Director

#### **1. Lease and Operating Agreement St. Mary's County Airport**

As a follow up to last week's presentation, Mr. Ichniowski requested the Commissioners' approval of the Lease and Operating Agreement between GBW partnership and St. Mary's County Commissioners for the lease of 8560 square feet adjacent to the Hangar Association's 10-unit "T" hangar and south of the approach end of Runway 11 for the construction and lease of land for a six-unit "T" hangar with associated ramps.

**Commissioner Bailey moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner Loffler to sign the Agreement as presented. Motion carried.**

#### **2) Army Corps of Engineers Permit Sandgates Road Revetment Project**

Mr. Ichniowski presented the Army Corps of Engineers Permit for the construction of a stone revetment in the Patuxent River at Sandgates Road for the Commissioners' review and approval. The timeframe for construction is October through November 1993.

**Commissioner Lancaster moved, seconded by Commissioner Thompson, to approve and authorize Commissioner Loffler to sign the COE Permit as presented. Motion carried.**

3) **Petition to Close Public Turning and Parking Area  
Kingston Village Subdivision**

Mr. Ichniowski presented a signed petition from landowners requesting the closing of the public turning and parking area on Gross Lane in Kingston Village Subdivision, Eighth Election District. He stated that he would schedule and advertise a public hearing on the abandonment of the road.

The Commissioners gave their concurrence to proceed.

4) **Utility Corridor Easement Agreement**

Mr. Ichniowski presented an Easement Agreement between the Board of County commissioners of St. Mary's County, the Southern Maryland Electric Cooperative, Inc. and Robert L. Reece, Jr. and Mary E. Reece. granting ingress and egress across the railroad right-of-way, which borders on the Reece property in the Sixth Election District.

**Commissioner Bailey moved, seconded by Commissioner Thompson, to approve and authorize Commissioner Loffler to sign the Easement Agreement as presented. Motion carried.**

5) **Proof of Claim  
Wilderness Cluster Subdivision, Section III**

Mr. Ichniowski presented the Proof of Claim from Resolution Trust Corporation against Potomac Federal Savings Bank for a Letter of Credit in conjunction with the calling of the Letter of Credit in the amount of \$138,600.

**Commissioner Lancaster moved, seconded by Commissioner Thompson, to authorize Commissioner Loffler to sign the Proof of Claim as presented. Motion carried.**

6) **Addenda to Public Works Agreements**

Mr. Ichniowski presented the following Addenda to Public Works Agreements for the Commissioners' review and approval as follows:

**Laurel Ridge, Section 4A**

Between Swarey Builders, Inc. and Board of County Commissioners for St. Mary's County extending the deadline for completion of improvements to November 1, 1993. The Addendum is backed by a Letter of Credit with Maryland Bank and Trust Company in the reduced amount of \$47,000.

**Wildewood Parkway Extension Stream Crossing**

Between Paragon Builders, Inc. and Board of County Commissioners for St. Mary's County extending the deadline for completion of improvements to September 1, 1993. The Addendum is backed by a Letter of Credit with Maryland Bank and Trust Company in the reduced amount of \$79,000.

**Laurel Ridge, Section 4B**

Between Swarey Builders, Inc. and Board of County Commissioners for St. Mary's County extending the deadline for completion of improvements to July 1, 1994. The Addendum is backed by a Letter of Credit with Maryland Bank and Trust Company in the amount of \$265,800.

**Cook Hall Run**

Between Henry J. Fowler, Jr. and Board of County Commissioners for St. Mary's County extending the deadline for completion of improvements to June 1, 1994. The Addendum is backed by a Letter of Credit with Maryland National Bank in the amount of \$35,300.

**Sycamore Hollow - Wildewood**

Between Paragon Builders, Inc. and Board of County Commissioners for St. Mary's County extending the deadline for completion of improvements to November 1, 1993. The Addendum is backed by a Letter of Credit with First National Bank of St. Mary's in the reduced amount of \$38,000.

**Laurel Glen PUD**

Between 235 Partnership and Great Mills Trading Post and Board of County Commissioners for St. Mary's County extending the deadline for completion of improvements to June 1, 1994. The Addendum is backed by a Letter of Credit with First National Bank of St. Mary's in the reduced amount of \$110,000.

**Commissioner Lancaster moved, seconded by Commissioner Thompson, to approve and authorize Commissioner Loffler to sign the Addenda to Public Works Agreements as presented. Motion carried.**

**PROPOSED REVISED PERSONNEL MANUAL REVIEW**

Present: Edward V. Cox, County Administrator  
Charles Wade, Director of Finance  
George Foster, Personnel Officer

The referenced individuals appeared before the Commissioners to continue review of the proposed changes to the Personnel Manual beginning with Issue No. 70 and completing the review through Issue No. 126. Issue Nos. 3 through 6 (travel) and 33 through 37 (exempt employees) were re-presented. Staff will return to resolve the non-local travel issue, after which the revised proposed manual will be presented to the Commissioners for formal action.

**ADJOURNMENT**

The meeting adjourned at 4:45 p.m.

**Minutes approved by Board of  
County Commissioners on 6/29/93**

Judith A. Spalding  
**Recording Secretary**