

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS
JULY 19, 1994**

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 Lancaster moved, seconded by Commissioner Jarboe, to approve the minutes of the Commissioners' meeting of Tuesday, July 12, 1994. Motion carried.

APPROVAL OF BILLS

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

COUNTY ADMINISTRATOR ITEMS

Present: Edward V. Cox, County Administrator

1) **Metropolitan Commission
Request for Establishment of Positions**

The County Administrator presented correspondence dated July 11, 1994 from the Metropolitan Commission requesting approval to establish three new positions: Wastewater Operator, Maintenance Specialist, and Accounts Payable Clerk. The creation of these positions will not cause an increase in the current water and sewer service rates.

Commissioner Thompson moved, seconded by Commissioner Lancaster, to approve the establishment of the three positions as requested. Motion carried.

2) **Resolution No. 94 - 17
Community Health Advisory Committee**

As a follow up to the July 5 presentation by the County Health Officer and St. Mary's Hospital Administrator, the County Administrator presented Resolution No. 94-17 establishing the Community Health Advisory Committee. The next step would be the appointment of individuals to serve on the Committee, who would then develop bylaws for the Commissioners' approval.

Commissioner Bailey moved, seconded by Commissioner Thompson, to approve and sign Resolution No. 94-17 establishing the Community Health Advisory Committee. Motion carried.

3) **System Reform Initiative**

As a follow up to previous discussions and correspondence relative to Systems Reform Initiative, the implementation of 1992 SB 588 and HB 1055 regarding children with special needs at risk of out-of-home placement and/or out-of-state placement, the County Administrator presented correspondence addressed to the Office for Children, Youth and Families. The correspondence serves as a letter of intent indicating the County's commitment to planning and implementing the Systems Reform Initiative and forwards a letter of support from the directors of the Department of Social Services, Department of Juvenile Services, Local Education Agency, and the Department of Health and Mental Hygiene. The letter further requests startup funds of \$50,000 to begin the planning process and also expresses concern about the funding commitment by the state to redirect the resources necessary to implement the local plans.

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

4) **Request for Waiver of Personnel Manual
Promotion of Correctional Officer**

The County Administrator presented a memorandum dated July 14 from the Personnel Officer advising that John B. Mast has been selected by the Sheriff as a Correctional Officer I, Grade 17. Mr. Mast is currently employed as a Motor Equipment Operator III, Grade 15 in the Department of Public Works. Personnel Officer Foster has requested a waiver to the Manual of Personnel Policies and Procedures, Chapter 12, which indicates that when an employee is promoted to a higher grade, the employee shall receive an increase of at least six percent. Mr. Mast had been promoted to his current position, Motor Equipment Operator on July 2 and the appointment to the Correctional Officer position is effective July 21, and since he will have served only 19 days at his current grade, granting another 6% minimum would not be justified. Therefore Mr. Foster requested authorization to appoint Mr. Mast to the Correctional Officer I position at a Grade 17, Step 3. Mr. Foster in his July 14 memorandum indicated that Mr. Mast has agreed with this recommendation.

Commissioner Bailey moved, seconded by Commissioner Lancaster, to waive Paragraph 1218(a) of the Personnel Manual and appoint John B. Mast to the Correctional Officer I position, Grade 17, Step 3 as recommended. Motion carried.

5) **Grants**

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

Board of Education

Letter addressed to Board of Education approving the inclusion of \$19,722 into the Fiscal Year 1994 Budget for School Improvement Leadership Training as requested in June 30 correspondence from Superintendent Kozlovsky.

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

Office on Aging

Notification of Grant Awards - State Grants (Fiscal Year 1995)

Senior Nutrition	-	\$48,580
Senior Center	-	\$ 4,925
Senior Guardianship	-	\$ 6,600
Senior Information and Assistance	-	\$11,164

Commissioner Bailey moved, seconded by Commissioner Thompson, to approve and authorize Commissioner Loffler to sign the NGA's as presented. Motion carried.

Office on Aging

Group Senior Assisted Housing Contract (Fiscal Year 1995)

\$2,000 for administration

\$6,600 for resident subsidies

Commissioner Thompson moved, seconded by Commissioner Lancaster, to approve and authorize Commissioner Loffler to sign the Group Senior Assisted Housing Contract as presented. Motion carried.

6) Response Letter - Vested Rights

The County Administrator presented correspondence responding to Leonard Greess' letter of July 7 regarding the Vested Rights public hearing. The return letter advises that his comments were taken into consideration during deliberations on vested rights.

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

7) Response Letter - Adolescent Single Day Care Center

The County Administrator presented correspondence addressed to Jennifer Okrie in response to her letter in support of the Adolescent Single Day Care Center. The return letter advises that the Board of Education has applied for a grant for the program.

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

8) Holland Forest Landing - Extension of EDU's

As a follow up to the June 21 discussion relative to the Housing Authority's request for a three year extension for the 84 EDU's set aside for Holland Forrest in Priority No. 1, the County Administrator presented a draft resolution granting the extension until October 15, 1998.

In that 64 EDU's related directly to the Holland Forrest project, Commissioner Thompson inquired as to the reason the Resolution did not include the project on the other side for 20-single family units which is now owned by Tri-County Community Development. County Administrator Cox will check with the Director of Planning and Zoning on this issue.

8) Appointment - Ethics Commission

Commissioner Lancaster moved, seconded by Commissioner Jarboe, to appoint Sara T. Patterson as a alternate to the Ethics Commission for a term to expire June 30, 1993. Motion carried.

RECREATION AND PARKS - HENDERSON PARK PROPERTY EXCHANGE

Present: Phil Rollins, Director

As a follow up to previous discussions, Mr. Rollins presented a Deed conveying the Henderson Park property back to the Board of Education and an Agreement between the County and Board of Education detailing the conditions of the conveyance. The Deed contains a restriction that the property continue to be available for public recreational use until the Henderson Park property is replaced and this restriction is spelled out in the Agreement.

In that the property proposed to replace the Henderson Park property is located in Colton's Point, Commissioner Jarboe questioned whether this would be an acceptable replacement because of the distance from Lexington Park. Mr. Rollins responded that the indication he has received from the state and federal government is that this is not a concern and that as long as the property is in St. Mary's County, it would be acceptable.

After discussion Commissioner Bailey moved, seconded by Commissioner Lancaster, to authorize Commissioner Loffler to sign the Deed and Agreement as presented. Motion carried.

EXECUTIVE SESSION

Commissioner Bailey moved, seconded by Commissioner Lancaster, to meet in Executive Sessions to discuss matters of Litigation/Property Acquisition (St. Mary's County Airport), Litigation (Animal Control and St. Mary's County Airport) as provided for in Article 24, Section 4-210(a) 11 and 8. Motion carried.

Litigation/Property Acquisition (St. Mary's Airport)

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
Dan Ichniowski, Director, DPW
Charles Wade, Director of Finance
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)8 and 11

Time Held: 10:05 a.m. - 10:25 a.m.

Action Taken: The Commissioners reviewed the summary of the referenced legal matter and gave direction to Department of Public Works as to how to proceed.

STREAMLINING

DEVELOPMENT REVIEW AND APPROVAL PROCESS

Present: Jon Grimm, Director, DPZ; Dan Ichniowski, Director, DPW; Aleck Loker, Director, DECD; Tom Russell, Director, Environmental Hygiene; Rob Smith, MDIA; Mary Pat Pope, Administrative Officer; Sue Wilkinson, DECD; Bruce Young, Soil Conservation; F. Elliott Burch, Jr.; Joe Gough.

The referenced individuals continued discussion on the various recommendations contained in the consultant's regarding streamlining the review and approval process. Review included:

Establishing Accountability

- o Tracking subdivision and permit review times.

Each department discussed methods of tracking and the importance of this recommendation. Noted was the need for a computerized tracking system.

- o Appointment of Development Oversight Committee

The Commissioners are considering this recommendation.

- o Transfer requirements which apply only to subdivisions to the subdivision regulations.

Mr. Grimm noted that the Planning Commission is looking into this.

- o Amend subdivision regulations giving Planning Director more latitude in administratively waiving requirements.

Mr. Grimm is preparing alternative methods to accomplish this recommendation.

- o DPZ improving review consistency by developing design guidelines.

- o Being careful with grandfathering provisions and preferably establishing variance procedures.

Mr. Grimm noted that it was important to have both in place.

Improving Public Relations

Mr. Grimm noted the improvements currently in place and proposed improvements once the renovations to the DPZ have been completed.

Improving Interdepartmental Coordination

Participants noted steps being taken to improve coordination and what needs to be done to ensure continued coordination.

The Commissioners thanked all who participated in the discussions for streamlining and gave assurance that the Board will move forward to complete the improvements.

EXECUTIVE SESSION

(Authorization given earlier in the meeting.)

Litigation (Animal Control)

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
Joseph Densford, County Attorney
Paul Wible, Director, EMA
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)8

Time Held: 11:50 a.m. - 12:30 p.m.

Action Taken: Mr. Densford and Mr. Wible reviewed the matter of potential litigation with the Commissioners and the Board gave direction for handling the matter.

Litigation (St. Mary's County Airport)

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

Authority: Article 24, Section 4-210(a)8

Time Held: 12:30 p.m. - 12:40 p.m.

Action Taken: The County Attorney reviewed the status of the Rules and Minimum Standards and litigation related matters.

Litigation (FERST)

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

Authority: Article 24, Section 4-210(a)8

Time Held: 12:40 p.m. - 12:50 p.m.

Action Taken: The County Attorney reviewed the status of the referenced legal matter with the County Commissioners.

ADJOURNMENT

The meeting adjourned at 12:50 p.m.

**Minutes Approved by Board of
County Commissioners on 7/26/94**

Judith A. Spalding
Recording Secretary