

ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS
MAY 30, 1995

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Present: Commissioner Barbara R. Thompson, President
Commissioner D. Christian Brugman
Commissioner Paul W. Chesser
Commissioner Frances P. Eagan
Commissioner Lawrence D. Jarboe
Edward V. Cox, County Administrator
Judith A. Spalding, Recording Secretary

MEMORIAL DAY PARADE

The Commissioners attended the Memorial Day Parade and Ceremonies in Ridge.

CALL TO ORDER

The meeting was called to order at 1:10 p.m.

APPROVAL OF MINUTES

Commissioner Chesser moved, seconded by Commissioner Jarboe, to approve the minutes of Tuesday, May 23 and Thursday, May 25, 1995. Motion carried.

APPROVAL OF BILLS

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

COUNTY ADMINISTRATOR ITEMS

Present: Edward V. Cox, County Administrator

- 1) **Department of Recreation and Parks**
Donation of Roller Skates

Also Present: Phil Rollins, Director

Mr. Rollins appeared before the Commissioners to request authorization to accept a donation of 650 pair of roller skates and eight steel shelves from the previous owner of the Skate Station. The donation is valued at \$20,000. He stated that with the closing of the Skate Station Recreation and Parks will offer skating on a limited basis at the Leonard Hall Drill Hall Recreation Center.

Commissioner Brugman moved, seconded by Commissioner Jarboe, to accept the donation of skates and shelves as requested, and further to send a letter of appreciation to the owner of the Skate Station. Motion carried.

- 2) **Fiscal Year 1996 Budget**
Public Information Notice

As discussed at last week's meeting the County Administrator presented correspondence addressed to The Enterprise and St. Mary's Today newspapers requesting the publication of "Understanding the St. Mary's County Government Budget" at no cost to the County.

Commissioner Eagan moved, seconded by Commissioner Chesser, to approve and sign the letters as presented. Motion carried.

3) **Fiscal Year 1996 Mileage Allowance**

The County Administrator presented a memorandum dated May 30, 1995 from the Personnel Officer advising that the State has set the mileage rate for Fiscal Year 1996 at \$.28 per mile. The memorandum requested the Commissioners' approval to set the County's rate at \$.28, effective July 1, 1995.

Commissioner Chesser moved, seconded by Commissioner Eagan, to approve the mileage allowance at \$.28. Motion carried.

4) **Addenda to Public Works Agreements**

On behalf of the Department of Public Works the County Administrator presented the following Addenda to Public Works Agreements for the Commissioners' consideration:

Christmas Hill Minor Subdivision

Addendum to Public Works Agreement between J. Laurence Millison (Heritage Manor Homes of Lexington Park) and Board of County Commissioners extending the deadline for completion of improvements to June 1, 1996. The Addendum is backed by a Letter of Credit with First National Bank of St. Mary's in the reduced amount of \$78,000.

Maple Run

Addendum to Public Works Agreement between Guenther Construction, Co. Inc. and Board of County Commissioners extending the deadline for completion of improvements to September 1, 1995. The Addendum is backed by a Letter of Credit with First National Bank of St. Mary's in the amount of \$106,000.

Pickett's Harbor

Addendum to Public Works Agreement between Heritage Manor Homes, Inc. and Board of County Commissioners extending the deadline for completion of improvements to June 1, 1996. The Addendum is backed by a Letter of Credit with Maryland Bank and Trust Company in the amount of \$89,300

Commissioner Eagan moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner Thompson to sign the Addenda as presented. Motion carried.

(Commissioner Eagan noted for the record that the addenda were for extensions of deadlines and not bank actions or requests. She is on the Board of Directors for the First National Bank of St. Mary's.)

5) **Job Training Partnership Act Grants**

The County Administrator presented the following Job Training Partnership Act Grants and requested confirmation of the documents previously signed by the County Administrator.

- JTPA II-A - Adds \$19,632 Reallocation
- JTPA III EDWAA - Extends end date to June 30, 1996
- JTPA III Needs Related Payments - Extends end date to June 30, 1996.

Commissioner Eagan moved, seconded by Commissioner Jarboe, to confirm the signing of the Grants as presented. Motion carried.

6) **Budget Amendment No. 95-49
EMA/Animal Control**

The County Administrator presented Budget Amendment No. 95-49 recommended for approval by the Director of Finance with the following justification: For replacement of animal traps needed this fiscal year (\$900)

Commissioner Jarboe moved, seconded by Commissioner Chesser, to approve and authorize Commissioner Thompson to sign the Budget Amendment as presented. Motion carried.

7) **Clearinghouse Project No. MD950517-0581
Oyster Aquaculture in Maryland
Innovative Techniques in Response to Disease**

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

Commissioner Eagan moved, seconded by Commissioner Jarboe, to approve submitting the clearinghouse project as recommended. Motion carried.

COMMENDATION - NANCY HUTSON

The Commissioners presented a Commendation to Nancy Hutson recognizing her for obtaining a Bachelor's Degree through the University of Maryland.

PIPER & MARBURY

Present: Ed Clarke
Stewart Diana

The referenced representatives of Piper & Marbury appeared before the Commissioners to introduce themselves and to explain the firm's relationship with St. Mary's County. Mr. Diana explained that Piper & Marbury serves as the County's bond counsel and is a resource for the County in providing assistance relative to Resolutions and other documents. He stated that Piper & Marbury gives opinions to the bond market that the general obligation bonds are valid and are tax exempt.

In closing Mr. Clarke offered the assistance of Piper & Marbury to answer any questions the Commissioners may have.

COUNTY COMMISSIONERS' TIME

Produce Stands/Health Department Requirements

Commissioner Jarboe advised that he learned the Health Department has required that baked goods sold at Amish produce stands be labeled with list of ingredients and the dates they were made. Further, the produce stand is required to have a screened in area. Commissioner Jarboe questioned the need for these requirements, whether all stands are required or are certain ones exempt.

Management Study/Efficiency Commission

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

Commissioner Brugman moved, seconded by Commissioner Jarboe that the contract for the Management Study not be awarded until the Efficiency Commission is formed and until it determines what areas of investigation need the hiring of a consultant. Motion failed two to three with Commissioners Thompson, Chesser, and Jarboe voting against.

During discussion of the motion Mr. Haley advised that the Request for Proposals has been developed with three separate tasks--Management and Organizational Review; Wage Survey; and Classification Review and each can be bid on separately. Proposals are due June 9, and in order for Fiscal Year 1995 funds to be used the contract must be awarded by June 30.

Discussion ensued as to priorities, responsibilities of the efficiency commission, and funding issues.

Mr. Haley suggested that the County proceed with the RFP's for all three tasks and once received and evaluated, the Commissioners would make a decision whether to proceed with any or all three tasks and that the offerers would be informed that Task 1 (management study) would not proceed until the Commissioners and the Efficiency Task Force agree to the scope of services.

A majority of the Commissioners indicated concurrence with this suggestion.

Efficiency Commission - By Laws

Also Present: Mary Pat Pope, Administrative Officer

Commissioner Brugman moved to accept the proposed by-laws for the Efficiency Commission and that it be called a Commission and not a Task Force. He stated that a Task Force has a specific charge, after which it would be disbanded, and he believed that the group should look at some areas this year and other areas in future years. The motion was not seconded.

Discussion ensued as to the tasks to be performed by the Efficiency Task Force, priorities to be established, and the correlation of the task force with the "Strategic Plan."

Resolution - Establishment of Efficiency Task Force

Ms. Pope reviewed with the Commissioners the draft Resolution establishing the Task Force as requested by the Commissioners at the May 25 meeting.

The Commissioners concurred in amending the draft Resolution as follows:

- To change the membership section as follows: There will be seven members. To ensure diversity the members will be appointed by a majority vote of the County Commissioners.
- To remove the word "final" from the Thursday, November 7, 1995 schedule for presentation of report to the County Commissioners.

After discussion Commissioner Jarboe moved, seconded by Commissioner Brugman to accept the Resolution as amended. Motion carried four to one with Commissioner Chesser voting against.

EXECUTIVE SESSIONS

Commissioner Eagan moved, seconded by Commissioner Chesser, to meet in Executive Sessions to discuss matters of Personnel (Hiring Criteria), as provided in Article 24, Section 4-210(a)1 and Property Acquisition (Wicomico Shores) as provided in Article 24, Section 4-210(a)11. Motion carried four to one with Commissioner Brugman voting against.

Property Acquisition (Wicomico Shores)

Present: Commissioner Barbara R. Thompson, President
Commissioner D. Christian Brugman
Commissioner Paul W. Chesser
Commissioner Frances P. Eagan
Commissioner Lawrence D. Jarboe
Phil Rollins, Director, Recreation and Parks
Edward V. Cox, County Administrator
Judith A. Spalding, Recording Secretary

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

Time Held: 3:10 p.m. - 3:30 p.m.

Action Taken: The Commissioners discussed the acquisition of certain property at Wicomico Shores and gave direction to Mr. Rollins

Personnel - (Hiring Criteria)

Present: Commissioner Barbara R. Thompson, President
Commissioner D. Christian Brugman
Commissioner Paul W. Chesser
Commissioner Frances P. Eagan
Commissioner Lawrence D. Jarboe
George Foster, Personnel Officer
Judith A. Spalding, Recording Secretary

Authority: Article 24, Section 4-210(a)1
Time Held: 3:30 p.m. - 4:35 p.m.

Action Taken: The Commissioners discussed hiring criteria for the filling of the County Administrator and County Attorney positions and agreed to announce certain areas in public session.

**HIRING CRITERIA
COUNTY ADMINISTRATOR/COUNTY ATTORNEY POSITIONS**

Present: George Foster, Personnel Officer

Mr. Foster summarized the following information relative to filling the County Administrator and County Attorney positions.

- All five Commissioners will be on the panel to score applications which will be held on June 5 from 12 Noon to 4 p.m.
- The applications will be scored independently in a group meeting, after which scores will be totaled and determination made as to who will be interviewed.
- Factors to be scored have been agreed upon and scores and factors will not be released
- All five Commissioners will sit on the interview panel
- Questions to be asked during the interviews will be determined by the Commissioners
- Interviews, tentatively scheduled for June 15 or 16, will be 45 minutes for each candidate.

The Commissioners indicated concurrence with the above information.

ADJOURNMENT

The meeting adjourned at 4:45 p.m.

Minutes Approved by Board of
County Commissioners on 6/6/95
Judith A. Spalding
Recording Secretary