

**ST. MARY'S COUNTY GOVERNMENT  
BOARD OF ELECTRICAL EXAMINERS**

*Don Haskin, Chairman  
Danny Johnson, Secretary*



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

James R. Guy, President  
Michael L. Hewitt, Commissioner  
Tom Jarboe, Commissioner  
Todd B. Morgan, Commissioner  
John E. O'Connor, Commissioner

**ST. MARY'S COUNTY ELECTRICAL BOARD  
July 5th 2016 MEETING MINUTES**

Donald Haskin	Chairman	Present
James Johnson	Secretary	Present
Rudolph Worch, III	Member	Absent
Robert Spence	Member	Present
Ron Derby	Member	Present

**Total Deposited for June 2016:**

\$1350.00

**Total Deposited Since May 1<sup>st</sup> 1989:**

\$308,985.00

**June 2016 Deposits to Planning & Zoning:**

Master Electrical New License Deposits	\$1200.00 (8)
Master Electrical License Renewal Deposits	\$0
Master Electrical License Renewal Late Fee	\$0
Master Electricians Exam Deposits	\$0
Restricted License New Deposits	\$0
Restricted License Renewal Deposits	\$0
Restricted License Renewal Late Fee	\$0
Restricted License Exam Deposits	\$0
Low Voltage New License Deposits	\$0
Low Voltage License Renewal Deposits	\$0
Low Voltage Exam Deposit	\$25.00 (1)
Re-Instatement Fee	\$125.00 (5)
Homeowners Exam	\$0

**Insurance Up-Dates for June 2016:**

73

**June 2016 Change of Address and/or T/A:**

3

**June 2016 Shelved License:**

7

**Miscellaneous:**

The meeting was called to order by Don Haskin at 7:30 PM. The discussions held by the board concerned the following items:

1. The June minutes were approved as written. Motion by Mr. Derby and seconded by Mr. Spence. The vote was 4-0 to approve the minutes.
2. The following is a list of dates for the Electrical Examiners Board meetings in 2016.

a. January 5th	Board Meeting
b. January 28 <sup>th</sup>	Master/Low Voltage/Restricted Exam
c. February 2nd	Board Meeting
d. March 1st	Board Meeting
e. April 5th	Board Meeting
f. May 3rd	Board Meeting
g. June 7th	Board Meeting
h. July 5th	Board Meeting
i. July 28th	Master/Low Voltage/Restricted Exam
j. August 2nd	Board Meeting
k. September 6th	Board Meeting
l. October 4th	Board Meeting
m. November 1st	Board Meeting
n. December 6th	Board Meeting
3. The electrical board will send out a new roster every Sunday. Any license request sent in during the week will not be processed and become active to the following Monday. Any licenses that become shelved for insurance reasons will be sent out by email on an individual basis.
4. All homeowner exams are canceled until August because of budget restraint
5. The board has approved a low voltage exam applicant for the July exam.
6. The board has approved a master exam applicant for the July exam.
7. A contractor attended the board meeting to request a master license holder to be removed from his job so another master license holder can take over the work. The board checked the roster and determined that the master license holders license is currently shelved. The contractor was instructed to write a formal letter to the board and the permit will be released.
8. Mr. Knight attended the board meeting to discuss the budget and a new Account to be created for the purpose of paying to send the Chairman to the NEC 2017 Conference in Philadelphia. The board will also move a maximum of \$625.00 from Mileage to the new Conference account for this purpose. Mr. Derby made the motion and Mr. Spence seconded the motion. The vote was 4 in favor 0 against. This will be submitted to finance for action.
9. The board voted 4-0 to submit the annual report as written. This will be submitted to Mr. Knight.
10. Mr. Johnson will not be available for the August meeting.

**Homeowners Exam Applicants for July 2016:**

0

**Homeowner Exam Results for June 2016:**

No Exam

**Monitor Homeowners Exam for August 2016:**

Ron Derby

**Master/Restricted/Low Voltage Results for July 2016 and January 2017:**

2016-July Exam---One master exam and one low voltage exam to be given.

2017-January Exam---TBD

**Monitored Master/Restricted/Low voltage Exam for July 2016:**

Craig Spence

Don Haskin

**Postage for June 2016:**

\$ 1.68

**Next Regular Board Meeting:**

Next regular board meeting is scheduled for Tuesday August 2nd, 2016 at the Governmental Center Carter Building, Leonard Hall Drive, 2<sup>nd</sup> floor conference room at 7:30 PM.

**Motion to Adjourn Meeting:**

Motion was made by Mr. Johnson and seconded by Mr. Spence

**The Following Payments are authorized for the Board Members for July 2016**

1) Robert Spence----MEMBER

a) Attend Meeting	\$25.00
<b>b) Spence Total</b>	<b>\$25.00</b>

2) Chris Worch----MEMBER

a) Attend Meeting	\$0
<b>b) Worch Total</b>	<b>\$0</b>

3) Ron Derby----Member

a) Attend Meeting	\$25.00
b) Attend County Attorney Meeting	\$25.00
<b>c) Derby Total</b>	<b>\$50.00</b>

4) Don Haskin----CHAIRMAN

a) Attend Meeting	\$25.00
b) Attend County Attorney Meeting	\$25.00
c) Attend MUELEC Meeting	\$25.00
d) Mileage for Meeting 172 @ .54	\$92.88
e) <b>Haskin Total</b>	<b>\$167.88</b>

5) James Johnson-----SECRETARY

a) Attend Meeting	\$25.00
b) Prepare Meeting Minutes	\$25.00
c) Recording Secretary (49 @ \$15.00)	\$735.00
d) <b>Johnson Total</b>	<b>\$785.00</b>

Recording Secretary Performed the Following Duties (June):

- 1) Picking up mail
- 2) Issuing licenses and renewals
- 3) Confirming and updating insurance coverage
- 4) Shelve and un-shelve licenses for insurance reasons
- 5) Updating roster with new information on license renewal form
- 6) Printing new licenses
- 7) Worked on annual report
- 8) Responding to mail, email and phone calls.
- 9) Preparing items to be placed on Website
- 10) Preparing information for code classes

**James D. Johnson Jr.**  
**Secretary**  
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