

October 23, 1962

All officials were present at today's regular meeting. Minutes of the previous meeting were approved as read.

Civil Defense - M. C. Thompson, Jr., County Director of Civil Defense presented a bill for \$139.50, to cover his expenses at a Civil Defense Convention held in Knoxville, Tenn., from October 12-20, 1962. Bill was paid Oct. 23, 1962.

Storage space - Mr. Thompson requested storage room in the basement of the Health Dept. Bldg, be converted for the use of Civil Defense. Mr. Thompson is to clear this with Dr. Houser.

Supplies-repairs

Kenneth B. Duke was authorized to notify the several offices and the janitor of the Court House, Welfare and Health Dept. Bldgs., that all purchases of supplies, and any and all repairs, be cleared through the office of the Administrative Assistant.

Mail All mail for the County Commissioners' office is to be delivered and opened by the Administrative Assistant.

D.M. Gruber- Accountant:- Mr. Gruber submitted a letter relative to his continuing the 1962-3 audit, and scheduled the preparation of the 1963 Tax Rolls and bills. The letter was approved by the Commissioners October 23, 1962 and is attached to these minutes.

Roads. Mr. John Capps with a large delegation of the Hollywood Shores and Drum Cliffs Citizens Association, appeared requesting work be done on the roads leading to these subdivisions. Jr. Raley stated these roads would be maintained thru the winter.

Wm. H. Duke. Charlotte Hall, who resides on the Oaks Road, came regarding the road at his proposed sub-division. Mr. Duke was advised to consult with an attorney in regards to the preparation of Right of Way, etc. No further action taken.

Road work in general Jr. Raley stated that road work is progressing rapidly and that he hopes, on the completion of the major projects, some of the minor work will be done, prior to winter setting in.

Commissioners adjourned at 3 pm.

approved

Leonard S. Raley
president.

DAVID M. GRUBER

Certified Public Accountant

DENRIKE BUILDING, 1010 VERMONT AVE., N. W.

WASHINGTON 5, D. C.

STERLING 3-1166

AMERICAN INSTITUTE OF ACCOUNTANTS

D. C. INSTITUTE & MD. ASSOCIATION
OF CERTIFIED PUBLIC ACCOUNTANTS

October 23, 1962

The Honorable Board of
County Commissioners,
St. Mary's Co.,
Leonardtwn, Md.

Gentlemen:

The IBM program for the running and processing of the County's 1963 assessment and tax rolls is being prepared and scheduled.

We are also proceeding with our 1962 -1963 audit work, which as in the past has been on a continuing retainer basis. This is particularly applicable to the quarterly collection analysis of each respective tax levy.

Because of the overlap of this work between the present and future Board, your acknowledgement of our present authorization relative to these two items is respectfully requested.

The basis for the 1963 tax assessment and billing rolls would be as follows:

We will update and correct the necessary master card files, print separate assessment rolls for each of the nine election districts at as early a date as possible, prepare and deliver tax bills and tax rolls and tax collection cards, and perform a separate listing of assessments by class of property under the following terms and conditions:

1. We will bill St. Mary's County directly for all paper costs, binders, etc. as incurred by us.
2. We will pay all machine costs directly.
3. We will charge the County \$230.50 per one thousand cards pulled or replaced in the master deck. This consists of cards from the prior years which are to be corrected or removed and any new cards added this year, either as a replacement of removed cards or as additional or new data.

DAVID M. GRUBER

Certified Public Accountant

DENRIKE BUILDING, 1010 VERMONT AVE., N. W.

WASHINGTON 5, D. C.

STERLING 3-1166

AMERICAN INSTITUTE OF ACCOUNTANTS

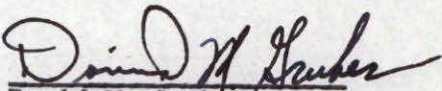
D. C. INSTITUTE & MD. ASSOCIATION
OF CERTIFIED PUBLIC ACCOUNTANTS

4. We will charge the County \$42.50 per one thousand cards used to list assessments rolls, tax rolls, tax bills and tax collection cards. This also includes all of the computation and calculation of tax bills.
5. After the completion of all other work as outlined above, it will be necessary for us to run a separate listing of property by classes, i.e.: Residential, Commercial and Agricultural. We would estimate this listing to cost about \$150.00.

As you may recall the State of Maryland required the inclusion of a considerable amount of detailed information in the 1962 rolls. While this resulted in extra costs for 1962 the data is now a part of the master cards and the 1963 processing costs should be substantially less than 1962 even with the reassessment of the 3rd. and 4th. districts.

The per thousand card rates quoted are the same as in 1962.

Sincerely yours,


David M. Gruber,
Certified Public Acct.

Approved 10-23-1962


Clerk A.A.

County Commissioners of
St. Mary's County, Md.

