

BOARD OF COUNTY COMMISSIONERS' MEETING

Wednesday, November 27, 1974

Present: Commissioner George R. Aud
Commissioner J. S. Guy, Jr.
Edward V. Cox, Chief Clerk
H. D. McGlade, Comptroller
John K. Parlett, Commissioner-elect
J. Patrick Jarboe, Commissioner-elect
Judith A. Mullins, Recording Secretary

(Commissioner Bowles was not present.)

The meeting came to order at 9:45 a.m.

READING OF MINUTES

The minutes of November 20, 1974 were read and corrected.

BILLS APPROVED

The following bills were approved by the Commissioners:

Montgomery Ward & Co., dated October 2, 1974 for tires for landfill equipment - \$1,201.00;

Dean Construction Co., dated November 1, 1974 for repair to alley and front street, Lexington Park Fire House - \$2,315.00;

State Highway Administration, dated November 15, 1974 for materials inspection at St. Andrews Church Rd. - \$4,988.84.

Commissioner Aud made a motion to approve the above bills, seconded by Commissioner Guy.

LINE ITEM TRANSFERS

COUNTY ENGINEER'S OFFICE - The County Engineer's Office requested the transfer of \$600.00 from the Contingency Fund to General Accounts #95-95771 for the signing and striping of walkways in the Town Creek area. Commissioner Aud made a motion to approve this transfer, seconded by Commissioner Guy.

ASSESSMENT OFFICE - The Assessment Office requested a transfer of \$1,316.40 from the Contingency Fund to Office Supplies and Expenses Account #32-32221 for 12,000 #10 window envelopes. Commissioner Aud made a motion to approve this transfer, seconded by Commissioner Guy.

LEONARD HALL PROPERTY PURCHASE

In view of the successful completion of negotiations for the purchase of Leonard Hall property, Commissioner Aud made a motion to authorize and direct the Director of Finance to prepay the purchase money mortgage on the Leonard Hall property in the amount of \$900,000 which represents the mortgage balance less negotiated discount in the amount of \$250,000. Interest will be computed and paid on the face value of this mortgage as originally established as per settlement. Commissioner Guy seconded the motion.

ROAD CONSTRUCTION BOND
BEVERLY ESTATES

The County Engineer's Office submitted a Road Construction Bond for Beverly Estates, naming William S. and Ann F. Lawrence as Principals and Warren E. and Sarah L. Barley as Sureties, in the amount of \$93,600 for approximately 3,732 feet of road to be completed within two years. John Norris, County Engineer, certified that the bond is in proper form and is sufficient in amount to cover the cost of construction of the streets and roads.

Commissioner Aud made a motion to accept the above Road Construction Bond, seconded by Commissioner Guy.

SATAV CORPORATION

A letter dated November 20, 1974 from Stephen Young, President, SATAV Corporation, stating that the County Engineer has indicated that the base course construction and related drainage structures of the streets and roads in Section III of King and Kennedy Estates are acceptable and the Corporation now requests the release of \$10,200 from the escrow account for the payment of work completed in accordance with the agreement between SATAV Corporation and St. Mary's County. Commissioner Aud made a motion to approve this release, seconded by Commissioner Guy.

IRIS DRIVE AND ANN LANE
MYRTLE POINT SUBDIVISION

The County Engineer's Office submitted the Deed for Iris Drive and Ann Lane in the Myrtle Point Subdivision and recommended that they be accepted into the County Highway Maintenance System. Commissioner Aud made a motion to accept these roads into the System, seconded by Commissioner Guy.

PIER EXTENSION - STEUART INVESTMENT COMPANY

A letter dated November 18, 1974 was received from the Army Corps of Engineers requesting that the County indicate their interest in an investigation concerning the permit application submitted by the Steuart Investment Company for the pier extension at their oil terminal at Piney Point, Md., and should be submitted by December 3, 1974. Ed Cox was directed to review past correspondence concerning this matter.

COMMISSION ON AGING - TITLE VII PROGRAM

Ed Cox stated that he had brought on Mrs. Marie Wilhoit, a site manager in the Title VII Program, who has a background in accounting, to help process the payment of outstanding bills and encumbrances. Since the St. Mary's County Commission on Aging has recommended that we continue the Program through the end of the grant year, December 31, 1974, and since the State has evaluated the Program and has recommended the same course of action, Ed Cox suggested that the County accept the above recommendations. He stated that prior to beginning the Program again, that someone should be hired on a temporary basis to administer the Program and to enforce the guidelines of the Grant. Commissioner Aud made a motion accepting Mr. Cox's recommendations, seconded by Commissioner Guy. Mr. Cox is to call a meeting of all parties concerned to discuss the details.

MCEA - KATHY KENNEDY

Ed Cox brought to the attention of the Commissioners correspondence from Mr. Gordon Otis, Field Representative, MCEA regarding Mrs. Kathy Kennedy. The Commissioners directed Mr. Cox to prepare a response to this letter for their review.

RECLASSIFICATION - BARBARA DOTSON
OFFICE OF ADMINISTRATIVE AND LOGISTIC SERVICE

Ed Cox stated that Paul Raley, Administrative and Logistic Director, submitted a recommendation for the Commissioners' approval to abolish the position of Secretary B, Grade 6, Step 1, \$7,155, currently held by Mrs. Barbara Dotson and to establish the position of Office Secretary II and promote Mrs. Barbara Dotson to said position, Grade 8, Step 1 at an annual salary of \$8,230. Mr. Cox requested authority to forward this reclassification to State Personnel for review. Commissioner Aud made a motion that this reclassification be submitted to the State, seconded by Commissioner Guy.

BICENTENNIAL COMMISSION
OUTDOOR DRAMA ASSOCIATION

Ed Cox brought to the Commissioners' attention the fact that Bernard Johnson, President, Outdoor Drama Association, had presented a proposed contract and job description for the Executive Producer and Coordinator position to serve the Bicentennial Commission and the Outdoor Drama Association. Because of the legal question as to the authority of the Board of County Commissioners to grant funds to the above Committees, Mr. Cox recommended that all parties concerned meet on December 4, the next Commissioners' meeting to discuss all the details.

PERSONNEL - FINANCE OFFICE

A letter dated November 20, 1974 was received from the State Department of Personnel recommending changing position titles in the Finance Office as follows: Account Clerk D, Grade 8 to Fiscal Clerk III, Grade 8, (Mary Lou Norris and Mary Jane Alvey) and Account Clerk B, Grade 6 to Fiscal Clerk II, Grade 7 (position vacant). Commissioner Aud made a motion accepting these position changes, effective November 25, 1974, seconded by Commissioner Guy.

RECLASSIFICATIONS - TREASURER'S OFFICE

By letter of November 20, 1974, from the State Department of Personnel, the following reclassifications were recommended:

V. B. Johnson, from Account Clerk B, Grade 6, to Fiscal Clerk II, Grade 7, K. N. D'Esposito, Account Clerk B, Grade 6, to Fiscal Clerk II, Grade 7, and J. P. Marine, Account Clerk B, Grade 6, to Fiscal Clerk II, Grade 7. Commissioner Aud made a motion to accept the State's recommendations and approve the above reclassifications effective November 25, 1974. The three positions will be a Grade 7, Step 6. Commissioner Guy seconded the motion.

BIDS ON INVESTMENTS
RAILROAD RIGHT-OF-WAY FUNDS

Present: Harris Sterling, Finance Director

Mr. Sterling stated that the following banks were requested to submit bids on the investment of \$255,929.25 for 65 days: Maryland Bank and Trust, First National Bank of St. Mary's and Maryland National Bank. Bids were received as follows:

First National Bank of St. Mary's	8.90%
Maryland National Bank	8.80%

Mr. Sterling recommended that First National Bank of St. Mary's be awarded the bid for the investment of \$255,929.25 for 65 days at 8.90%. Commissioner Aud made a motion to accept Mr. Sterling's recommendation, seconded by Commissioner Guy.

ROAD CONSTRUCTION BOND
FRIENDSHIP ESTATES

Present: Benjamin H. Burroughs, Jr.
F. Elliott Burch, Jr.

The Road Construction Bond for Friendship Estates was submitted naming Benjamin H. Burroughs, Jr. and F. Elliott Burch, Jr. as Principals and Benjamin H. Burroughs, Sr. Louise B. Burroughs, F. Elliott Burch, Sr., and Elizabeth Burch as Sureties, in the amount of \$77,500 for the construction of approximately 3100 feet of road to be completed within two years. The County Engineer's Office certified that the amount of the bond is sufficient in amount to cover the cost of construction.

Commissioner Aud made a motion to accept the Road Bond, seconded by Commissioner Guy.

COUNTRY LAKE SUBDIVISION

Present: Benjamin H. Burroughs, Jr.
F. Elliott Burch, Jr.

In accordance with Article 14, Sub-section 8 of the Zoning Ordinance, Ben Burroughs submitted a Bond Proposal for Country Lake, Inc., said property consisting of 728 home sites. Rezoning has been approved and Section One was on the agenda of the Planning Commission on November 25, 1974.

Commissioner Aud made a motion to accept the Bond Proposal of Country Lake, Inc., pending approval of Richard Platt, Director, Land Use and Development, that the form is in proper order and in compliance with the Zoning Ordinance, seconded by Commissioner Guy.

SHERIFF'S OFFICE STUDY

Ed Cox stated that the Maryland Technical Advisory Service from the University of Maryland met Monday, November 25, 1974 with George Sanger, Sheriff-elect, two of the proposed deputies, and Ed Cox and it was agreed that the study would be initiated without any cost to the County and the Maryland Technical Advisory Service would absorb any travel expenses that would be incurred. Three documents will be delivered at the completion of the study: (1) a proposed ordinance, (2) classification study, and (3) a manual of policy and procedure.

U. S. CIVIL SERVICE COMMISSION PERSONNEL STUDY

Ed Cox stated that the Civil Service Commission has completed their study and has forwarded the documents to be used by the County. Mr. Cox recommended that the Commissioners approve the adoption of the study as presented subject to a 45-day waiting period to advise all personnel of the action taken. The Commissioners authorized Ed Cox to prepare the necessary Resolution and present same at next week's meeting.

LEASING OF PROPERTY (VALLEY LEE TRANSFER STATION)

Present: Irving Knott
Joseph Weiner, County Attorney

Mr. Knott came before the Commissioners to express his interest in leasing approximately 144 acres of the 154 acre county-owned property located at Rte 249 and Happy Land Road. The County would be using ten acres for the Valley Lee Transfer Station. Mr. Knott stated he would like a 30-year lease to use the property for recreational purposes, and perhaps would construct buildings for a charitable organization. He stated that he would like to have protection in the lease that the property and buildings could not be taken from him.

Commissioner Guy questioned the legality of leasing excess county-owned land and whether it would have to be disposed of by public sale. In addition, it would have to be determined whether St. Mary's County would need this land at some future date. Mr. Knott expressed an interest in purchasing the land if it was to be sold.

The Commissioners stated they would take this proposal under consideration and would advise Mr. Knott of their decision.

LEONARD HALL BUILDINGS

Ed Cox brought to the Commissioners' attention the fact that the wiring at Leonard Hall is inadequate to handle the additional electricity needed to accommodate the county offices that will be moving to Leonard Hall. The Commissioners requested Mr. Cox to determine the possibility of temporary buildings until such time as the electrical study and the necessary work have been completed.

BIDS ON ROOF REPAIRS AT LEONARD HALL

Two bids were received on the above project. Bids were as follows: G. M. Wilson, Inc. - \$675.00 and Thomas Moore, Roofing Contractor - \$620.00. Paul Raley, Director, Administrative and Logistic Service, recommended that the bid be awarded to Thomas Moore in the amount of \$620.00. Commissioner Aud made a motion, accepting Mr. Raley's recommendation, seconded by Commissioner Guy.

PERMANENT STATUS - HARVEY RICHARD McELHENNY

Ed Cox stated that Harvey Richard McElhenny, Maintenance Mechanic, has satisfactorily completed his six-month probationary period and, therefore, his supervisor, Paul Raley, Administrative and Logistic Director, recommended that he be placed on permanent status, effective November 27, 1974. Commissioner Aud made a motion to accept Mr. Raley's recommendation, seconded by Commissioner Guy.

KINGSTON AND LITTLE KINGSTON CREEKS

Present: John Norris, County Engineer

John Norris submitted a letter dated November 14 from the Department of Natural Resources requesting an application to be made for permits for the installation of a 350 foot timber jetty at Kingston Creek and maintenance dredging of Kingston and Little Kingston Creeks.

Mr. Norris recommended approval by the Commissioners to authorize the project. Commissioner Aud made a motion to accept Mr. Norris' recommendation, seconded by Commissioner Guy. Funding for this project will be 100% reimbursed by the Department of Natural Resources.

ST. ANDREWS CHURCH ROAD

Present: John Norris, County Engineer

Mr. Norris stated that Regal Construction Company, contractor for the St. Andrews Church Road reconstruction project, is making a claim, in accordance with the specifications, for additional payment for the asphalt work for the right-of-way agreements to pave driveways. Mr. Norris said that the contractor had informed the County of his intention to do so prior to performance of the work and that the County is not required to make an adjustment in the cost. The amount currently due is \$2,421.45 and the Contractor is requesting an additional \$6,336.81, making the total due \$8,758.26.

Commissioner Aud made a motion to authorize this payment, subject to John Norris presenting the proper encumbrance voucher to Ed Cox, Chief Clerk. Said funds are to come from the County Engineer's Construction Project Account. Commissioner Guy seconded the motion.

PLUMBING INSPECTOR

Present: John Norris, County Engineer

Mr. Norris stated that the present inspector, Dale Cropper is doing more than he physically is able to do and, therefore, Mr. Norris suggested that he needed Mr. Cropper to work a couple

of hours a day at the airport hanger presently under construction and for the inspection of asphalt work on St. George's Island, subdivision road inspection and sediment control. Mr. Norris said that Mr. Charles Clements, who is presently working on the inspection of the Nursing Home project, has the necessary experience and is qualified to give part-time support to Mr. Cropper. Mr. Norris recommended hiring Mr. Clements for two months on a part-time basis for plumbing inspector at \$8.00 per hour with .12¢ per mile travel expenses for a maximum of 20 hours per week. There are funds for this in the County Engineer's Plumbing Board Expense Account. Commissioner Aud made a motion to accept Mr. Norris' recommendation and hire Mr. Clements, effective December 2, 1974. Commissioner Guy seconded the motion.

HERMANVILLE ROAD DEDICATION

Present: John Norris, County Engineer

Mr. Norris advised the Commissioners that the dedication ceremony officially opening Hermanville Road will be Tuesday, December 3, at 10:00 a.m.

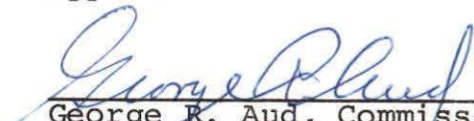
ACCOUNTING CLERK B
ASSESSMENT OFFICE

Present: Mr. William Lawrence, Supervisor of Assessments

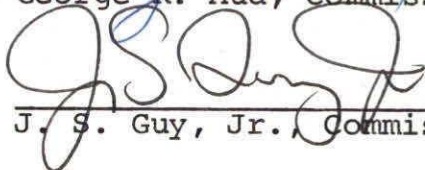
Mr. Lawrence recommended to the Commissioners that Carolyn S. Hanson be hired as Accounting Clerk B, Grade 6, Base, \$6723, effective November 25, 1974, in the Assessment Office. Commissioner Aud made a motion to accept Mr. Lawrence's recommendation, seconded by Commissioner Guy.

The meeting adjourned at 12:45 p.m.

Approved,



George R. Aud, Commissioner



J. S. Guy, Jr., Commissioner