

BOARD OF COUNTY COMMISSIONERS' MEETING

June 18-19, 1975

Wednesday, June 18, 1975

Present: Commissioner James M. McKay, President
Commissioner Ford L. Dean
Commissioner J. Patrick Jarboe
Commissioner Larry Millison
Commissioner John K. Parlett
Edward V. Cox, Chief Clerk
Judith A. Mullins, Recording Secretary

The meeting was called to order at 9:10 a.m. by Commissioner President McKay.

READING AND APPROVAL OF MINUTES

The minutes of June 11-12, 1975 were read and corrected. Commissioner Jarboe made a motion to approve the minutes as corrected, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

APPROVAL OF BILLS

The following bills were approved by the Commissioners:

Melvin Construction Company for renovation of part of basements of Leonard Hall Building No. 4 - \$5,658.

Cross & Adreon, dated June 6, 1975 for Nursing Home architect's fee for basic services through May 1, 1975 and construction contract administration and observation of construction, May 2-31, 1975 - \$2,076.82;

Bates & Associates, Inc, dated May 13, for interior improvements for hangar office at St. Mary's County Airport - \$1,007.30;

John Stephen Lacey, for plumbing work at St. Andrews Landfill building - \$5,252.20;

Hayden's Auto Supply, for air compressor and steam cleaner for St. Andrews Landfill Building - \$1,872.00;

Thrift Oil Company, fuel for month of May at landfills - \$1,148.62.

Commissioner Jarboe made a motion to approve payment of the above bills, seconded by Commissioner Millison. All Commissioners voted in favor of this motion.

VOUCHERS APPROVED

Commissioner Parlett made a motion to approve Vouchers No. 11916 through 12233, dated May 1 through May 29, 1975, seconded by Commissioner Millison. All Commissioners voted in favor of this motion.

FINANCIAL ACCOUNTING AND REPORTING MANUAL

Mr. O'Dell, Budget Officer, by memorandum, requested the Commissioners' approval of Financial Accounting and Reporting Manual provided by David M. Gruber & Co. Commissioner Parlett made a motion to approve said Manual, seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

LINE ITEM TRANSFER

OFFICE OF LAND USE AND DEVELOPMENT

Mr. Platt, Director of Land Use and Development, requested an addition in amount of \$5,500 to Account No. 35-35261 (Contract Printing) from Account No. 35-35281 (Consultant Contracts). Mr. O'Dell, Budget Officer, recommended approval of this transfer. Commissioner Dean made a motion to approve said transfer, seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

METROPOLITAN COMMISSION FISCAL ADVANCES

In order to expense pre-feasibility costs of \$6,020.73 in old account receivables from the Metropolitan Commission, Commissioner Jarboe made a motion to credit Account No. 10275 and debit Account No. 73-73531 in the amount of \$6,020.73, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

LETTER FROM JUVENILE SERVICES ADMINISTRATION

SECURITY INSTITUTION FOR JUVENILES

Correspondence dated June 12, 1975 was received from Mr. Robert C. Hilson, Juvenile Services Administration, requesting if a site is available in St. Mary's County for 100-bed security institution for juveniles. This matter is to be referred to the Circuit Court Judge, District Court Judge, Juvenile Master, County Attorney, State's Attorney, Sheriff and Juvenile Services to act as a committee to look at this request and return to the Commissioners' with recommendations .

RIDGE ELEMENTARY SCHOOL - ALTERATIONS AND ADDITIONS

Correspondence dated June 12, 1975 was received from Dr. King of the Board of Education regarding the request of Fire Board that an emergency water supply system for fire fighting for the Ridge Elementary School in order to receive a building permit for this project.

Mr. Cox Chief Clerk, will develop more information and return to the Commissioners.

DERELICT BOAT REMOVAL PROGRAM

Present: John Norris, County Engineer
Warren Shelley, Dept. of Natural Resources

Mr. Shelley came before the Commissioners to discuss the Derelict Removal Boat Program. The Department of Natural Resources provides 100% funding for the removal of these boats. Mr. Shelley explained the procedures of the Program and how it is handled in other communities. A survey should be made of the derelict boats in St. Mary's County waters, perhaps with the assistance of various groups in the County.

The Commissioners agreed to appoint Otis Wood, Acting Director, Civil Defense, as coordinator for this project and that he should be requested to develop a plan for St. Mary's County to follow in identifying, certifying and removal of derelict boats and return to the Commissioners with this Plan.

RECORDING OF JUVENILE HEARINGS

Present: Paul Raley, Director, Administrative and Logistic Services
Marvin Kaminetz, Juvenile Master

Mr. Kaminetz explained that effective July 1, all juvenile master hearings will be required to be recorded, and requested permission to purchase a taping system from Lanier in the amount of \$1300. \$1,000 is presently in Circuit Court budget for this purpose; therefore, an additional \$300 is needed. The Commissioners agreed to grant this request after determination of the source of the \$300 is made.

PRESS CONFERENCE

Present: Jack Kershaw, Enterprise
Dick Myers, WKIK
Randy Buehler, Beacon
Patty Muchow, Guardian
Brian Murphy, Guardian

The regular bi-monthly Press Conference was held at this time. A tape of the hearing is on file in the Commissioners' Office.

SHERIFF'S DEPARTMENT

Commissioner Dean raised two issues pertaining to the Sheriff's Department: (1) a merit system and (2) Sheriff's proposal to establish a ranking system and pay plan for personnel in his department. There was discussion as to whether to include the Sheriff's Department as part of the county's personnel system or to establish a separate system. To include the Sheriff's Department in the county system would necessitate providing several exceptions to the County personnel system that would pertain to the Sheriff's Department only.

With regard to the ranking and classification system, Commissioner Dean stated it was his and Commissioner Parlett's recommendation not to approve or disapprove the proposal submitted by the Sheriff for the ranking and corresponding salary for individuals in the Sheriff's Department in that it should not be the Commissioners' responsibility for ranking. The Maryland Technical Advisory Service recommended a Board of Public Safety, consisting of a representative of the County Commissioners, a representative appointed by the Circuit Court Judge and a representative from the legislators of the County, which would establish the ranking and classifying system.

Commissioner Dean suggested an interim pay scale for the Sheriff's Deputies and Chief Deputies: Jailers - Grade 9, Deputies - Grade 10, and Chief Deputy - Grade 12. Commissioner Dean stated that this is consistent with the pay scales recommended by the Maryland Technical Advisory Service.

Commissioner Dean made a motion that the Commissioners resolve to adopt a Merit System for the Sheriff's Department of St. Mary's County; the details of that system to be determined at some future date, seconded by Commissioner Parlett. The Commissioners voted four in favor of this motion with Commissioner Millison abstaining.

Commissioner Dean stated he would elicit the assistance of the Maryland Technical Advisory Service to get their input as to the advantages and disadvantages of a separate Merit System or inclusion in the County's system.

Commissioner Millison suggested that a public hearing be held once a specific Merit System and particular ranking system is recommended. Commissioner McKay agreed.

J. J. MAILING, INC. (DIRECT MAILING FIRM)

Present: Joseph Ernest Bell, II, County Attorney

The Commissioners discussed the letter dated June 17 from the County Attorney in which he states that it is his opinion that the County has no legislative authority to grant funds to J. J. Mailing for training expenses. It was suggested that training be provided in some manner, ie, through the Vocational Technical Center.

The Commissioners agreed that Wilbur Dörhman of the Board of Education and George Sullivan of the Technical Center are to be contacted to discuss this possibility.

Mr. Cox was instructed to forward the County Attorney's letter to Mr. Roth, of J. J. Mailing, Inc. and advise Mr. Roth that the Commissioners are exploring other avenues of providing training.

WAIVER OF ECONOMIC IMPACT FEE

Present: Joseph Ernest Bell, II, County Attorney

Commissioner Jarboe raised the question concerning the waiver of the economic impact fee for certain subdivisions.

Two alternative suggestions were made:

1. Blanket mortgage could be placed upon the subdivision, and each lot is sold, the \$200 impact fee would have to be paid in order to obtain a release from the mortgage.
2. Allow the developer to pay the economic impact fee at the building permit stage rather than at the recordation stage.

The County Attorney will submit written recommendations to the Commissioners, after which time the Commissioners will make a decision with regard to the request from the developer of the Country Lakes to have economic impact fee softened.

ABATEMENT OF BUILDING PERMIT FEES

Present: Joseph Ernest Bell, II, County Attorney

With regard to the requests from certain groups to have the building permit fees abated, Commissioner Dean suggested that a Resolution be drafted and reviewed by the County Attorney by next week.

EXPANSION OF HOSPITAL PARKING

Present: Joseph Ernest Bell, II, County Attorney

Commissioner McKay stated that at the last Hospital Board meeting, there was discussion as to the need for additional parking, and the Loker property adjacent to the Nursing Home was discussed. Commissioner McKay requested the County Attorney to investigate the possibility of the purchase of this property and determine the purchase price and the conditions under which it could be purchased.

SUBSTANDARD ROADS IN SUBDIVISIONS

Commissioner Dean raised the question of the Commissioners adopting a policy whereby the County would not accept roads into the County system that are below acceptable construction standards. The County Attorney suggested that proposed legislation be drafted and prefiled similar to Charles County legislation pertaining to annual benefit assessments levied against property owners for the purpose of reimbursing the county for the cost of improvements.

A public hearing should be held on this legislation separate from the Legislative Package public hearing.

The County Attorney will contact the County Attorney in Charles County for input.

LEGISLATIVE AIDE

Mr. Cox, Chief Clerk, recommended hiring Anne Marie Lowe for the position of Legislative Aide during the summer months, at \$3.00 per hour, effective, Monday, June 23. There are approximately nine projects, including the Legislative Package, that Miss Lowe could assist with.

Commissioner Dean made a motion to accept Mr. Cox's recommendation, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

INVENTORY OF COUNTY-OWNED PROPERTY

Present: Joseph Ernest Bell, II, County Attorney

Commissioner Parlett inquired as to the possibility of an inventory being made of all county-owned property. Mr. Cox suggested that this could be one of the projects for the Legislative Aide, under the direction of the County Attorney.

CLEARINGHOUSE PROJECTS

Present: H. D. McGlade, Comptroller

Mr. McGlade presented and discussed the following Clearinghouse Projects:

(1) Evergreen Park Sewerage Facilities, (2) St. Mary's County Sewerage Facilities and (3) Statewide Transit Planning Program.

CETA PROGRAM

Mr. Cox, Chief Clerk, advised the Commissioners that \$89,000 is available to St. Mary's County CETA Program. Mr. Cox inquired if the Commissioners wanted to reorder priorities, delete some currently held positions or substitute other positions.

Mr. Cox will contact the various departments using CETA employees for their input and return to the Commissioners with recommendations.

RIP-RAP VS. ASPHALT

Present: Chris Hansen
John Norris, County Engineer
Ben Burroughs, Developer

Mr. Hansen reviewed with the Commissioners his report of his investigation of rip-rap vs. asphalt for ditches in subdivisions.

Mr. Hansen stated he contacted the Federal Highway Administration and the Maryland Department of Transportation and in both instances, these departments recommended the use of rip-rap rather than asphalt, in that rip-rap was found to be very effective for erosion control. Relative cost depended on the location and availability of materials.

Mr. Hansen stated he visited Mr. Burroughs project and was of the opinion that erosion was a big problem and that better sediment control is needed.

In his report, Mr. Hansen stated that on slopes up to 4% grade that sod is an acceptable means of stabilizing ditches and that it is cheaper than asphalt. Mr. Burroughs explained that in the process of developing lots his time sequence is such that from the beginning of the grading work to the final stabilization and paving of the road would be two or three years. During this time he would be responsible for maintenance

of the road would have to replace or clean out the sod or rip-rap that has been filled over.

Mr. Norris suggested sections of approval of subdivisions should be a small number of lots. In that way the developer could build on that section, minimizing his problems and turn the streets and roads over to the county after the houses are built. Additional sections could be approved as the developer satisfactorily progressed.

Today the policy is approving and recording the total tract of land at one time. In closing, Mr. Hansen stated he would not recommend the use of asphalt for ditch lining as a County policy. The Commissioners extended their appreciation to Mr. Hansen for his work and the completion of this study.

STORM WATER MANAGEMENT POND DESIGN SEMINAR

Present: John Norris, County Engineer

Mr. Norris requested approval from the Commissioners to send Joseph Kennedy and Glenn Gass of his office to the Storm Water Management Pond Design Seminar being conducted by the Soil Conservation Service, Soil Conservation District and the Dept. of Agriculture at the Catonsville Community College June 25, July 2, and July 9 at a cost of \$30 each. Commissioner Dean made a motion granting this request, seconded by Commissioner Jarboe. All Commissioners voted in favor.

CONTRACT FOR RESURFACING GOLDEN BEACH ROAD

Present: John Norris, County Engineer

Mr. Norris presented the contract with Bates Paving Company for the resurfacing of Golden Beach Road. Commissioner McKay signed same.

BLESSING OF THE FLEET

Present: John Norris, County Engineer

Mr. Norris explained that the County has supported the Seventh District Optomist Club in the Blessing of the Fleet by providing the landfill front end loader and an employee from the landfill operation and are requesting the County's support in the future.

Commissioner Parlett made a motion to support the Seventh District Optomist Club and approve the use of the front end loader and approve overtime for one landfill employee, seconded by

Commissioner Jarboe. All Commissioners voted in favor of this motion.

LEONARD HALL ROAD PLANS

Present: Edward Cox, Chief Clerk
John Norris, County Engineer
Paul Raley, Director, Administrative and Logistic Services

Mr. Norris reviewed the road plans for Leonard Hall and requested permission to proceed with the surfacing treatment for the entrance and existing road and rear road at Leonard Hall and to make a one way road at one entrance. Commissioner Jarboe made a motion to authorize the County Engineer to proceed, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

LEONARD HALL PLANS

Present: Edward Cox, Chief Clerk
John Norris, County Engineer
Paul Raley, Administrative and Logistic Services

The Commissioners reviewed the plans of the Leonard Hall buildings with the above persons. The Commissioners requested that these proposed plans be submitted to Smeallie, Orrick and Janka for recommendations as to costs. A list is to be developed of all the items of the contract with Smeallie, Orrick, and Janka that have not been fulfilled. The consultants are to be requested to make a recommendation as to utilities for the Leonard Hall buildings.

SUBSTANDARD ROADS IN SUBDIVISIONS

Present: John Norris, County Engineer

Commissioner Dean requested John Norris to submit a list of affected subdivisions with substandard roads, number of miles involved and an estimate of cost to reconstruct these roads to county standards.

The meeting recessed at 5:30 p.m.

Thursday, June 20, 1975

Present: Commissioner James M. McKay, President
Commissioner Ford L. Dean
Commissioner J. Patrick Jarboe
Commissioner Larry Millison
Commissioner John K. Parlett
Edward V. Cox, Chief Clerk
Judith A. Mullins, Recording Secretary

The meeting reconvened at 9:20 a.m.

DEVELOPMENT FINANCING PROGRAM
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT

Present: Ken Minor, Department of Economic and Community
Development

Mr. Minor explained that there are three programs dealing with housing for the State of Maryland:

(1) Development Financing Program which is a program set up to provide construction monies for developments within the State of Maryland to provide housing for moderate income families.

(2) Single Family Housing Program, where the State will provide monies up to a maximum of \$30,000 for the purchase or acquisition of a home for single family.

(3) Insurance Program

In order to qualify for these monies, Mr. Minor stated that the developer must be a non-profit or a limited dividend sponsor or developer. After they contact the Department of Economic and Community Development, a development package is forwarded to them with the rules and regulations and guidelines they would have to follow to participate. The project must answer the needs of low or moderate income families and there must be a need for this type of development in the area.

Before any monies are disbursed or before final approval is given, the developer must obtain a resolution or letter of acknowledgement from the County Commissioners naming the developer or sponsor and that the Commissioners are aware that the Department of Economic and Community Development will be involved.

The Commissioners signed and presented the letter to Mr. Minor approving the general concept of the Lord Calvert

Apartments as had been requested by Mr. Tom Waring at the Commissioners' meeting of May 29.

J. J. MAILING, INC. (TRAINING OF PERSONNEL)

Commissioner Dean reported that Wilbur Dorkman, Supervisor of Vocational and Technical Education and Nathan Breed, head of Industrial Training Program, State Department of Education and he will be meeting this afternoon to discuss the cooperative industrial training program involving the State Department of Education and Department of Economic and Community Development.

They will be discussing the possibility of obtaining training assistance for J. J. Mailing, Inc.

APPLICATION FOR WETLANDS PERMIT

Present: John Baggett, Director, Recreation and Parks

Mr. Baggett submitted the application for wetlands permit for the Forest Landing parking lot project. Commissioner Jarboe made a motion to authorize Commissioner President McKay to sign said application, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

POTOMAC RIVER AND ST. CLEMENT'S ISLAND MUSEUM

Present: John Baggett, Director, Recreation and Parks

Mr. Baggett stated that J. S. Guy, Chairman of the Museum Committee, has requested approval of the transfer of \$400 from the Salaries Account to Operating Expenses for the purpose of covering the floor in one of the rooms and to obtain a printing set.

Commissioner Dean made a motion to approve this transfer, seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

RENTAL OF FUNWAGON

Present: John Baggett, Director, Recreation and Parks

Mr. Baggett advised the Commissioners that he was unable to obtain one of the confiscated panel trucks from the Sheriff's Department and therefore, has rented a station wagon for use as a funwagon. Mr. Baggett stated he will continue to work with the Sheriff's Department in obtaining this vehicle.

PERSONAL MANUAL STUDY

At this time the Commissioners reviewed the Personnel Manual with comments from the various departments pertaining to the Manual. The Commissioners reviewed through Section 6 of the Manual. (Commissioner Millison left the meeting at this time.)

PROPOSED RESOLUTION -CAPITAL IMPROVEMENT FUND

Present: H. D. McGlade, Comptroller
Joseph O'Dell, Budget Officer

Mr. McGlade presented a proposed Resolution entitled "Capital Improvement Fund - Appropriation Control, Transfer and Retrieval of Lapsed or Cancelled Appropriations Processes" for the Commissioners review.

REQUEST FOR FUNDS FOR RECORDING SYSTEM - JUVENILE MASTER

As had been requested by Marvin Kaminetz, Juvenile Master, at yesterday's meeting, Commissioner Jarboe made a motion to transfer \$300 from the Contingency Fund to the Circuit Court budget for the purchase of a recording system for the Juvenile Master, seconded by Commissioner Dean. All Commissioners present voted in favor of this motion.

PRINTING OF PERSONAL PROPERTY TAX BILLS

Commissioner Dean made a motion that in light of the fact that the quotation given in the letter of agreement of March 12, 1975 to David M. Gruber and Company concerning Tax Billings and Assessment Rolls did not include the cost of preparing tax bills for personal property levy which is known as "Zero" District that the recommendation of the Director of Finance be approved to authorize an estimated cost of \$650 for the printing of the Tax Bills for the Personal Property Levy, seconded by Commissioner Jarboe. All Commissioners present voted in favor of this motion.

The meeting adjourned at 12:30 p.m.

Approved,


James M. McKay
President