

BOARD OF COUNTY COMMISSIONERS' MEETING

July 30-31, 1975

Wednesday, July 30, 1975

Present: Commissioner James M. McKay, President
Commissioner J. Patrick Jarboe
Commissioner Larry Millison
Commissioner John K. Parlett
Commissioner Ford L. Dean (On Vacation)
Donald McGlade, Comptroller
Alice V. Bailey, 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 July 22 and 23, 1975 were read and corrected. Commissioner Jarboe made a motion to approve the minutes as corrected, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

APPOINTMENTS TO BOARDS AND COMMISSIONS:

Commissioner Jarboe made a motion to appoint the following individuals to the committee or commission as indicated by their respective names.

CABLE T.V. STUDY COMMITTEE - A. A. Smith

BICENTENNIAL COMMISSION - William George Taylor

ENVIRONMENTAL COMMITTEE - Florence Ballangee

Commissioner Parlett seconded the motion. All Commissioners voted in favor of this motion.

BUS TOUR OF COUNTY ROADS

A bus tour of County roads with County Engineer John Norris was discussed. It was decided that this tour would take place on the 14th day of August, 1975 commencing at 8:00 a. m. The Board of Education has stated that they are willing to provide the bus as well as the driver, but request that the County be responsible for the cost

of the driver's salary as well as for the gasoline. This was in agreement with all Commissioners in attendance.

APPOINTMENT OF OFFICE SECRETARY I - ELINOR MATTINGLY

Present: Donald McGlade, Comptroller

Mr. McGlade stated that after interviews had been conducted it was the recommendation of the selection committee, consisting of, Edward V. Cox, Richard Platt and Donald McGlade to appoint Elinor Mattingly to the position of Office Secretary I, Grade 7, in Land Use and Development.

Commissioner Jarboe made a motion to accept the above recommendation. Seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

RECLASSIFICATION OFFICE OF COUNTY COMMISSIONERS-
CHIEF CLERK - ALICE V. BAILEY

Mr. McGlade stated that after interviews had been conducted it was the recommendation of the selection committee, consisting of, Edward V. Cox, Richard Platt and Donald McGlade to appoint Alice V. Bailey to the position of Office Secretary II, Grade 8, in the office of County Commissioners - Chief Clerk.

Commissioner Parlett made a motion to accept the above recommendation. Seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

EXTENSION REQUEST TO CORP OF ENGINEERS

Present: Walter Raum
Donald McGlade

Mr. Raum stated that the Environmental Committee had met on the evening of July 29, 1975 and it is necessary to request and extension of time in order to reply properly to the Corp of Engineers in reference the Environmental Draft Statement.

Commissioner Parlett made a motion to send a telegram to the U. S. Corp of Engineers requesting the extension from August 5, 1975 to August 22, 1975 for the purpose of answering the Environmental Impact Statement. Seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

PROCLAMATION 75-58 - RECOGNITION DENICE WHALEN

Present: Robert Wentworth

The Commissioners presented Proclamation No. 75-58 to Denice Whalen recognizing her outstanding performance in the area of youth, and presented said proclamation designating her as the recipient for the 1975 Youth Service Recognition Award.

Mr. Wentworth presented a plaque to Miss Whalen for her outstanding contribution to youth.

PROCLAMATION 75-57 - MR. AND MRS. J. IRVING WOOD

Present: Robert Wentworth

The Commissioners presented Proclamation No. 75-57 to Mr. and Mrs. J. Irving Wood recognizing them for their outstanding performance in the area of taking needy children into their home and raising them to adulthood.

Mr. Wentworth presented the Wood's with a plaque for their roles as foster parents since 1952.

SANITATION AND BUILDING PERMIT VIOLATION
TOM E. GODDARD

Present: Walter Raum
Jamie Raley
Tom E. Goddard
Richard L. Platt

Mr. Raum stated to the Commissioners that Mr. Goddard's property would not pass percolation and that he was in violation of health and zoning regulations. Due to this fact the trailer would have to be removed from the property. It was also stated that Mr. Goddard had not received a permit for the building, and was in violation in this respect also.

Commissioner Parlett asked Mr. Raum if a holding tank could be placed on the property so that Mr. Goddard would have time in which to relocate the trailer. Mr. Raum stated that this could be done, but would be a large expense. After further discussion it was agreed by Mr. Raum to allow Mr. Goddard to place a holding tank on this

property for a period of six months as long as the tank is properly maintained and the present system is made inoperable. Mr. Platt at this time stated that he would suspend any violations upon the provision that Mr. Goddard abide by the above.

Also, Mr. Goddard agreed to enter into an agreement with the Health Department to try and relocate the trailer as soon as possible.

EXPIRATION OF CERTIFICATE OF OCCUPANCY - JAMES CHAUNCEY WATTS

Present: Mr. James Chauncy Watts
Jamie Raley
John P. Rue, Jr., Attorney for Watts

Mr. Watts stated that he was aware of the expiration of the Certificate, and the failure to conform his parking area to the requirements of the St. Mary's County Zoning Ordinance.

Mr. Rue, Attorney for Mr. Watts, stated that Mr. Watts has obtained financial assistance but at the present time is awaiting for the bond. When a bond is received that his client will conform with the regulations. Mr. Rue stated that he would inform the Commissioners by letter, the date the construction will commence, estimates this will be within 15 days, as well as the tentative date of completion, estimate within 90 days. Upon completion of the project Mr. Rue stated that he will send confirmation to the Commissioners of this also.

Mr. Dalton from State Highway Administration stated to Mr. Watts that he will be required to post bond and then his organization will be in a position to issue him a permit from the State within 15 days.

These proposals were agreeable with the Commissioners as well as the Office of Land Use and Development.

SANITATION AND BUILDING PERMIT VIOLATION - BERTHA HALL

Present: Jamie Raley

Mrs. Hall did not show up for the appointment and the following was discussed: Mrs. Hall's trailer is located on land which she does not have ownership to. The Board stated that they would like to have the woner of the land appear before them at their next regular meeting, as well as Mrs. Hall, to arrive at a solution to the problem. A letter will be sent to both parties requesting their attendance. In the event that the parties fail to appear the matter will then be turned over to the County Attorney.

ILLEGAL SUBDIVISION - THOMAS MEIDZINSKI

Present: Jamie Raley
Thomas Meidzinski

Mr. Raley stated that Mr. Meidzinski has transferred nine tracts of land in the Sxith Election District during the past years without having first obtained subdivision approval. Mr. Meidzinski stated that he had a plat of the property with the lots being sold showing their location. He stated that this plat was prepared by McCrone, and that it was in his attorney's office.

Mr. McKay stated that he wanted Mr. Meidzinski to cease subdividing and to correct the violations already in effect. Commissioner McKay stated that the problem with the road could be one of major concern. The people to whom Mr. Meidzinski has already sold property could come back on him and require him to bring this road up to subdivision standards.

Mr. Meidzinski stated that he would get with his attorney to try and resolve this matter. Mr. Platt's office will see that Mr. Meidzinski receives a copy of the requirements that he must meet from Land Use and Development and then he and his attorney can resolve the items that must come into compliance. Mr. Meidzinski was in agreement with this suggestion.

At this point the following decision was made:
After a period of two weeks from receipt of the requirements Mr. Meidzinski is to submit a time table to come in compliance with zoning regulations. Mr. Meidzinski is to make formal application for a subdivision and start making said subdivision come into compliance. Mr. Meidzinski was in agreement with this proposal.

The meeting recessed at 12:00 Noon.

The meeting reconvened at 1:00 p.m.

GORDON OTIS - INTRODUCTION OF EDWARD T. KREINER
EXECUTIVE DIRECTOR MCEA - PERSONNEL MATTERS

Present: Gordon Otis
Edward T. Kreiner
Joyce Nelson

Mr. Otis introduced Mr. Edward T. Kreiner who is executive director of MCEA. Mr. Kreiner thanked the Commissioners for the opportunity to meet them and that he would like to amke some comments in reference the Personnel Study.

Mr. Kreiner stated that the Personnel Manual was an outstanding document and wished that more counties were as aggressive.

At this time Mr. Kreiner stated that he had five points that he would like to bring to the Commissioners' attention.

1. Contract labor: Recommended that Contract Employees be put on the Merit System.

2. DEPARTMENT HEAD - MERIT SYSTEM

Mr. Kreiner stated that he would like for the Commissioners to reconsider the department heads and contractual employees under the merit system.

3. CHANGING OF HOURS: Mr. Kreiner stated that he was under the impression that the changing of hours was in violation of Federal Law. He suggested that the Commissioners contact the Civil Service Commission, the Attorney General and the County Attorney and inquire about the changing of hours. He also stated that when working hours of employees are changed that they must be compensated.

4. Reduction in annual and overtime not being defined: Mr. Kreiner stated that the leave for employees who were hired prior to any adoption of the personnel manual was a condition of employment and to change any status of leave you must have a financial compensation or agreement to do this. Mr. Kreiner recommended that the Commissioners go to their legal counsel for their recommendations in this situation.

5. RECLASSIFICATION OF POSITION: Recommended to the Commissioners that when a position is being reclassified that that position should be open to all qualified employees. He also stated that to change a job to promote someone is a way of reward and this should be done on the basis of proficiency. The County Commissioners informed Mr. Kreiner that this is current County policy and is being implemented.

Mr. Otis stated that these are matters that have been brought to their attention by the members of the association.

Joyce Nelson asked the Commissioners if they would be reviewing and if she would be receiving a response as to the changing of hours.

Commissioner McKay stated that this matter would certainly be looked into.

COURT HOUSE AIRCONDITIONER AND RUGS FOR LEONARD HALL

Present: Paul Raley

Mr. Raley stated to the Commissioners that the air conditioner facility in the court house was working at only one-half capacity. He stated that he had contacted Train Air Condition, Inc. and they stated that to repair the existing machinery would cost \$7083.00. He also stated, that Train had informed him that they would not gurantee the job due to the fact that existing parts could be defective. Train also gave him an estimated cost for a new unit in the amount of \$8371.00. The Commissioners recommended that Mr. Raley obtain other estimates to alleviate this problem.

Mr. Raley then stated that Griffin Carpet has stated, that for the sum of \$185.99 they will install a darker and more absorbent carpet at the north entrance to the County Engineer's Office, name of said carpet being Dauntless Weave. The Commissioners stated that the installation of this type of carpet was not necessary and the present carpet being installed would be satisfactory.

PRELIMINARY REPORT - LEONARD HALL

Present: John Norris
Mr. Lamprech
Mr. Metlac
Ron Johnson'
Mr. Orrick

At this time Mr. Orrick submitted the floor plans for Leonard Hall as well as the site review, architectural, structural, mechanical electrical facilities review. Also submitted in oral form were proposed uses, interior finishes and preliminary cost estimates. Mr. Orrick stated that basically the buildings were in good condition with some exceptions and that the estimated total cost of construction would be \$999,979.00. Commissioner Millison was informed by Mr. Orrick that the cost to renovate would be \$27.00 a square foot and \$40.00 a square foot for a new building.

Commissioner McKay stated that the Commissioners would analyze the report and requested Mr. Orrick to supply the county with the copies of the plans and specifications. Mr. Orrick left three sets of plans for the Commissioners use. After discussion with the Commissioners, Commissioner McKay informed Mr. Orrick that he may submit his bill for payment.

LETTER TO U. S. ARMY DISTRICT ENGINEER

Commissioner Jarboe made a motion to have the President of the Board of County Commissioners, sign a letter addressed to the Department of the U. S. Army District Engineer requesting an extension to the comments on the draft entitled Environmental Draft in reference the extension of the Steuart Pier. Seconded by Commissioner Parlett. All Commissioners voted in favor of the motion.

DEPARTMENT OF LICENSING AND REGULATION

Present: Donald McGlade, Comptroller

Mr. McGlade stated that the Commissioners have received a letter from the Department of Licensing and Regulations in reference safe working conditions for employees. We have missed the date answering, but have obtained a one month extension. After review and comments this matter will be brought before the Commissioners at a later date.

SCHOLARSHIP - CYNTHIA LYNCH

Mr. McGlade stated that the Commissioners in their mail log of July 28 had received a letter from Cynthia Lynch in reference to the tuition for college going up. A letter will be sent to her stating that the scholarship will remain as in previous years.

PUBLIC POLICE FUND

Mr. McGlade stated that he had received in the mail log of July 29 correspondence in reference the State Public Police Fund. He recommended that this be forwarded to Harris Sterling, as Mr. Sterling has been handling this in previous years.

FINANCIAL REPORTING ACCOUNT MANUAL

Present: Joseph O'Dell, Budget Officer
Donald McGlade, Comptroller
Harris Sterling, Director of Finance

There was some discussion as to the reporting account manual and to this subject it will be held in abeyance until a later date. Mr. Sterling brought to the attention of the Commissioners the up coming "County Highway Construction Bonds-Second Issue, Sixth Series". After discussion Mr. Sterling, Mr. O'Dell and Mr. McGlade recommended that the County not participate in said funding.

Commissioner Jarboe made a motion that St. Mary's County refrain from participating in the Highway Construction Bonds-

Second Issue, Sixth Series. Seconded by Commissioner Millison. All Commissioners voted in favor of the motion.

Mr. Sterling stated that he would return the application stating our non-participation in this program. At this point it was discussed as to investment of idle funds. Mr. O'Dell transmitted a letter to the County Commissioners seeking approval to contact local banks in which all Commissioners agreed for Mr. O'Dell to make the preliminary investigation.

Mr. O'Dell outlined a procedure that he was of the opinion would be beneficial to the County as to procedures of checks and processing of invoices.

1. Invoice processing - All departments are to use date stamps to signify the date receive a due invoice. The invoice is to be dated at the upper left hand portion of the bill or invoice. Invoices are to be verified, coded and submitted under current accounting procedures within five (5) working days of receipt, and preferable within three working days of receipt.

2. Check disbursement - Checks are to be issued within thirty days of receipt of the due invoice unless current contractual obligations indicate otherwise.

3. All new Contracts and/or Purchase Orders are to indicate 30-day payment policy. Exceptions to this policy will be granted only with advance approval by the County Commissioners.

4. Checks are issued weekly and be mailed on Fridays, except when conditions dictate otherwise. Priority check requests are to be in to the Director of Finance no later than Wednesday of each week for issuance by Friday of the same week.

Commissioner Jarboe made a motion to adopt the suggested accounts payable and Check Disbursements as outlined by Mr. O'Dell in the above statement. Seconded by Commissioner Parlett. All Commissioners voted in favor of the motion.

Commissioner Jarboe made a motion to recess said meeting, seconded by Commissioner Parlett. All Commissioners voted in favor of said motion.

Meeting recessed at 5:55 p. m.

Thursday, July 31, 1975

Present: Commissioner James M. McKay, President
Commissioner J. Patrick Jarboe
Commissioner Larry Millison
Commissioner John K. Parlett
Commissioner Ford L. Dean

The meeting reconvened at 9:07 a. m.

REQUEST FOR EXTENSION OF HOURS ON SUMMER YOUTH
EMPLOYEE- TREASURER'S OFFICE

Present; Francis Cecil

Mr. Cecil appeared before the Commissioners to state that he had a young lady working out of his office being reimbursed for services through the Summer Youth Program. He stated that she was to work 20 hours a week but that he had worked her for 40 and wanted to continue in this manner for the duration of the summer months.

Commissioner Jarboe made a motion that Mr. Cecil's request be denied due to the fact that the rules and regulations of the Summer Youth Program must be followed, and that a letter of explanation be sent to Mr. Cecil informing him of the Board's decision. Seconded by Commissioner Parlett. All Commissioners voted in favor of the motion.

RESIGNATION - MICHAEL HUMPRIES- BICENTENNIAL COMMISSION

Commissioner Jarboe stated that a resignation had been received from Michael Humpries from the Bicentennial Commission.

Commissioner Jarboe made a motion that Patty Runco be appointed to fill the vacancy on the Bicentennial Commission. Seconded by Commissioner Parlett. All Commissioners voted in favor of the motion.

FEE SCHEDULES

After discussion on the fee schedule and appropriate changes, it was decided that the Plumbing Fees that were incorporated in the package be removed and will be taken up at a later date, after the Plumbing board has reviewed same. Commissioner Jarboe made a motion to adopt the Schedule of Fees subject to review of the final typed copy by the County Commissioners with deletion of the Plumbing Fees. Seconded by Commissioner Parlett. All Commissioners voted in favor of the motion.

AGREEMENT WITH COUNTY AND BRISCOE, KENNY & KAMINETZ

The purpose of this discussion was to review the comments of the County Attorney and the County Engineer in reference to the drainage problem in the area of the applicants property. The applicants want to build an office complex, but the drainage of water through their property is the reason for the agreement.

After further discussion and clarification the County Attorney and the County Engineer recommended that the Commissioners enter into this agreement.

Commissioner McKay made a motion that the Board of County Commissioners agree to sign and enter into an agreement with Briscoe, Kenny, Kaminetz and their respective spouses, to provide them with necessary permits to construct the building on their lot and the responsibility of proper drainage within reasonable amount of time, with the understanding that Briscoe, Kenny and Kaminetz and their respective spouses pay twenty-five (25%) percent of the cost of the drainage problem of that lot or \$10,000.00, whichever is the lower. The agreement is on file in the office of County Commissioners. Seconded by Commissioner Jarboe. All Commissioners voted in favor of the motion.

Commissioner Jarboe stated if someone else would come before the Board with a similar situation that they would be given similar consideration. All Commissioners were in agreement with the statement.

COMMISSION ON AGING - NOTIFICATION OF GRANT AWARD

Present: Billy McGaharn

Mr. McGaharn stated that she had received notification of Grant Award under Title III, in the amount of \$42,000.00. This amount of money was reduced from \$48,000.00, but this was due to the fact that most grants had been decreased. The purpose of the grant is for the services of buses, information, referral and support.

Commissioner Jarboe mad a motion that Commissioner McKay sign the intention to accept this grant upon recommendation to Mrs. McGaharn. Seconded by Commissioner Milliosn. All Commisisoners voted in favor of the motion.

TANNER CREEK PROJECT - GETTY

Present: John Norris, County Engineer

Mr. Norris submitted four sets of Plans for the Tanner Creek Project. After discussion of said plans the following motion was inacted. Commissioner Dean made a motion that Commissioner McKay sign the submitted plans on the Tanner Creek Project, seconded by Commissioner Jarboe. All Commissioners were in favor of the motion.

ST. ANDREWS LANDFILL SEADING WORK

Present: John Norris

Mr. Norris presented to the Commissioners an Amendment to the Agreement with the Soil Conservation Service for the seading work at the St. Andrews Landfill.

The change in the agreement would be in a dollar amount of liability based on a new construction cost estimate submitted by said Soil Conservation Service in the amount of \$30,000.00.

Commissioner Jarboe made a motion to have Commissioner McKay sign said Agreement. Seconded by Commissioner Dean. All Commissioners voted in favor of said motion. Commissioner McKay signed same and returned to Mr. Norris.

AGREEMENT BETWEEN COUNTY AND DEVELOPMENTAL CENTER FOR MENTALLY RETARDED, INC.

Present : John Norris

Mr. Norris presented an agreement between the County Commissioners and the St. Mary's County Developmental Center for the Mentally Retarded, Inc. whereby they request a right of way across the abandoned U. S. Government Railroad which is presently owned by St. Mary's County. After discussion on this situation the following motion was made.

Commissioner Jarboe made a motion that the Commissioners would approve the agreement with the St. Mary's County Developmental Cneter for the Mentally Retarded, Inc. provided that they will not alter the basic grade and drainage system of said Railroad track bed without prior approval by the Board of County Commissioners. Seconded by Commissioner Parlett. All Commissioners voted in favor of the motion.

The agreement will be returned to the attorney for the St. Mary's County Developmental Center for Mentally Retarded, Inc., Michael Davis stating that the agreement will have to specify the above motion.

RAILROAD RIGHT OF WAY AGREEMENT - HUGHESVILLE WAREHOUSE, INC.

Present: John Norris, County Engineer

Mr. Norris presented a proposed agreement by and between the Board of County Commissioners and the Hughesville Warehouse, Inc. for signature. The purpose of this agreement was for the Hughesville Warehouse, Inc. to have the right-of-way over the old U. S. Government Railroad. After discussion on this matter, the following motion was made.

Commissioner Dean made a motion to adopt the agreement provided that the said Hughesville Warehouse, Inc. will not alter the basic grade and drainage system of said Railroad track bed without the prior approval by the Board of County Commissioners, as well as naming the Board of County Commissioners as co-insured on their insurance policy and obtaining a certificate from their insurance company to this effect. Seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

BILLS APPROVED

Present: John Norris, County Engineer

Mr. Norris presented a voucher payable to Dean Construction Company for paving of entrance roads at the Valley Lee Transfer Station and the St. Andrews Landfill (monies over bid price) in the amount of \$4,266.22.

Also, he submitted a voucher in the amount of \$14,525.00 payable to Dean Construction Company for the Paving of entrance roads at the Valley Lee Transfer Station and the St. Andrews Landfill.

Commissioner Parlett made a motion to pay the aforementioned bills, seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

The Commissioners requested John Norris to prepare and Organizational Chart of the employees in his office and present same to the Board.

HOUSING AUTHORITY REPORT

Present: Donald Curtis, Housing Authority

Mr. Curtis appeared before the Commissioners to give a report as to the work being done by his office. Mr. Curtis presented a typed report to give an overall view of the present housing situation in St. Mary's County based on available data sources. To achieve this purpose, the report attempted to investigate the general housing condition, how income influences housing, available housing programs, government involvement in housing, and what steps the Housing Authority will undertake outside of the circle of "Public Housing".

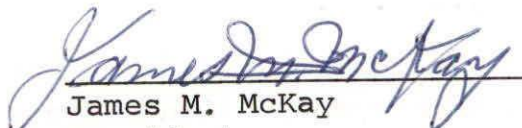
BOARDS, COMMISSIONS, COMMITTEES

Commissioner Jarboe made a motion to have an executive session on August 7, 1975 from 9:00 a. m. to 10:00 a. m. to discuss appointments to the Youth Commission, Recreation and Parks, Land Use Board, Economic Development job description and County Planner. Seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

Commissioner Jarboe made a motion to adjourn, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

The meeting adjourned at 1:00 p. m.

Approved by,


James M. McKay
President