

BOARD OF COUNTY COMMISSIONERS' MEETING

August 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 was called to order at 9:00 a.m. by Commissioner President McKay.

READING AND APPROVAL OF MINUTES

The minutes of August 13-14, 1975 were read. Commissioner Jarboe made a motion to approve the minutes, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

ENCUMBRANCE VOUCHERS APPROVED

Present: Harris Sterling, Director of Finance

Mr. Sterling presented the encumbrance vouchers for the past week for review by the County Commissioners. Commissioner Dean made a motion to approve and authorize Commissioner McKay to sign the submitted Encumbrance Vouchers, seconded by Commissioner Jarboe. All Commissioners voted in favor of this motion.

CHANGE ORDER NO. 76-80 - COUNTY ATTORNEY'S SALARY

The above-referenced matter had been deferred by the Commissioners until the contract had been discussed with the County Attorney. (See minutes of July 16, 1975.) Mr. Cox stated that \$12,000 had been budgeted for the County Attorney's salary and that this increase had not been acted on by the County Commissioners. In addition, Mr. O'Dell, Budget Officer, had recommended at the July 16 meeting that the County Attorney's salary be transferred as follows: to increase Account No. 15-16191 (Salaries - General) and decrease Account No. 15-16281 (Contracting Services for Legal Assistance). Commissioner Jarboe made a motion to increase the compensation to the County Attorney to \$12,000 per year and to authorize the transfer from Account No. 15-16281 to Account No. 15-16191, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

LAW CLERK'S SALARY

Mr. Cox brought to the Commissioners' attention the fact that \$8,846 was budgeted for the Law Clerk's salary and the increase has not been effected to date. Commissioner Jarboe made a motion to increase the Law Clerk's salary to \$8,846, effective July 1, 1975, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

ENVIRONMENTAL STUDY COMMITTEE
EXTENSION OF PIER BY STEUART PETROLEUM COMPANY

Present: Walter Raum
Don McGlade

Mr. Raum submitted a draft letter for the Commissioners' review transmitting to the Army Corps of Engineers the Environmental Study Committee's comments pertaining to the proposed pier extension at Piney Point by the Steuart Petroleum Company. The Commissioners made several recommendations for inclusion in the letter, which will be re-drafted for the Commissioners' review and approval. Mr. McGlade returned later in the meeting with the final approved letter for the Commissioners' signature. Commissioner Jarboe made a motion to sign and forward the letter to the Army Corps of Engineers, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

Commissioner Millison suggested that a strong letter be forwarded to the Corps of Engineers expressing opposition to the granting of a permit for the pier and that, in the best interest of preserving the Potomac River as a recreation and seafood producer, they deny this permit. This is an action that the previous Board of County Commissioners had requested and should be reaffirmed by the present Board. The Commissioners agreed to table this matter until next week.

VALLEY ROAD

Present: John T. Daugherty, Mayjack, Inc.
John Norris, County Engineer
Ernie Bell, County Attorney

Mr. Daugherty appeared before the Commissioners at the request of the Commissioners to explain the circumstances surrounding Valley Road.

Mr. Daugherty gave a chronological history of the Valley Road and explained that in January 1971 Mayjack granted an Easement to Riley Brothers to allow use of Valley Road as an entrance to Spring Valley Subdivision by Deed dated December 28, 1973. Mr. Daugherty stated that in January 1971 he added a stipulation that Valley Road shall be constructed in accordance with specifications of the County Commissioners so that it could be approved for inclusion in the County Road System.

Mr. Daugherty proposed to the Commissioners that if the County does not want Valley Road, they should give it back to Mayjack and Mayjack would close the road; and if the County does decide they want the road, Mayjack would like a letter from the Commissioners stating that the road was donated to the County by Mayjack.

In discussing whose responsibility it would be to bring Valley Road up to standards, Mr. Daugherty stated it would cost approximately \$10,000 to do this. Commissioner Millison inquired if Mr. Daugherty would be willing to spend \$10,000 to correct the road, to which Mr. Daugherty answered he would not. Mr. Daugherty questioned whether there was a bond for this road, which will have to be looked into.

In closing, Mr. Bell stated that the Commissioners are considering legislation for arriving at an equitable solution in that anyone benefiting from a road should pay a proportionate cost. Mr. Bell added that Mayjack has property on either side of Valley Road and would derive a benefit.

The Commissioners thanked Mr. Daugherty for appearing before them and expressed hope that the matter would be cleared up.

PRESS CONFERENCE

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

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

(Commissioner McKay was not present when the meeting reconvened after lunch due to a commitment on the Naval Base. Commissioner Parlett presided over the meeting until Commissioner McKay's return.)

LAUREL GROVE

Present: John Baggett, Director, Recreation & Parks

Mr. Baggett stated that the deadline for Dwight MacRae to complete the work at the Laurel Grove project was August 15th and that there was approximately a week's work left to be done. Mr. Baggett requested that Mr. MacRae be granted an extension in order to complete this work. Commissioner Jarboe made a motion to grant a two-week extension, seconded by Commissioner Dean. All Commissioners present voted in favor of this motion.

Mr. Baggett stated that the County owes Mr. MacRae approximately \$10,000 and Mr. MacRae owes Long Fence (a subcontractor) approximately \$8,000, which he requested the County to pay from the money due him. Mr. Baggett stated that Long Fence will have to sign a Release of Liens when they receive this payment. Mr. Baggett said he would withhold a certain amount of payment to Mr. MacRae in order to insure that the grass is up to standards and other items are according to specifications.

WILLOWS ROAD PROJECT

Present: John Baggett, Director, Recreation & Parks

Mr. Baggett stated that the Department of Natural Resources approved the Willows Road property purchase and requested a decision from the Commissioners whether or not to purchase this property.

Commissioner Millison stated he was in favor of purchasing a park in the Lexington Park area; i.e. Patuxent Park, Spring Valley, Suburban Mobile Home Park and Hopewell Manor.

Commissioners Jarboe and Millison will visit the Willows Road site with Mr. Baggett on Sunday, August 24th.

DOUGLAS-TUBMAN ESTATES

Present: John Baggett, Director, Recreation & Parks

Mr. Baggett stated that residents of the Douglas-Tubman Estates requested the Recreational Council to have a hard-surface court constructed. This request was made of the Recreation & Parks Board and there has not been a decision. Mr. Baggett suggested that the County apply for a Grant, the County's share \$3,000 (cost of the hard-surface court) and the State's share \$9,000. Mr. Baggett stated that this would pay for additional work (correcting the drainage problem, putting in a ball diamond and grass).

The Commissioners will not make a decision until a decision is made by the Recreation & Parks Board.

VALLEY ROAD INFORMATION

Commissioner Jarboe made a motion that Mr. Cox, Chief Clerk, compile a file with all information pertaining to Valley Road (minutes, legal documents, correspondence, etc.) for the Commissioners' review, seconded by Commissioner Dean. All Commissioners present voted in favor of this motion.

CASH MANAGEMENT AND INVESTMENT ANALYSIS

Present: Joseph P. O'Dell, Budget Officer

(Commissioner McKay returned during Mr. O'Dell's presentation)

Mr. O'Dell presented a working paper entitled "Cash Management and Investment Program Analysis of St. Mary's County" (copy on file in the Commissioners' Office) and reviewed same with the Commissioners.

Mr. O'Dell's presentation included investment procedures which he believes would increase the County's investment income, and made the following recommendations:

- (1) Designation of authority and responsibility to Director of Finance;
- (2) Direct the Director of Finance to draft an organizational plan and administrative procedure;
- (3) Eliminate all bank account balances except
 - a. Treasurer's Account (maintain funds to cover checks on a weekly basis)
 - b. Payroll Account (release payroll on Fridays instead of Thursday)
 - c. As a temporary measure request quotation from each bank on daily interest for general funds on deposit;

- (4) Prepare a Cash Flow Projection;
- (5) Invitation to local banks to appear before Commissioners to discuss competitive bidding;
- (6) Approve Investment Ordinance (draft of which is included in the working papers);
- (7) Consolidate all bank accounts (except where legally prohibitive);
- (8) Chart of Accounts revision within the Financial Accounting and Reporting Manual.

The Commissioners will review Mr. O'Dell's report and set up another work session with him. In the meantime, Mr. O'Dell should have the County Attorney review the report. Commissioner Millison suggested that Mr. O'Dell contact other Counties to determine their investment income during a similar period that our County had invested funds.

ROAD RESOLUTION No. R-75-19
MAYCROFT AND COBRUNS WHARF ROAD

The County Engineer's Office submitted Road Resolution No. R-75-19 designating Maycroft Road as a "Stop Street" at its intersection with Cobruns Wharf road. Commissioner Jarboe made a motion to approve and authorize Commissioner McKay to sign said Road Resolution, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

PART-TIME JANITOR - LEONARD HALL

Mr. Cox, Chief Clerk, advised the Commissioners that the part-time janitor has resigned, effective September 6, 1975, and Mr. Cox requested permission to readvertise for this position.

Commissioner Jarboe made a motion to authorize that this position be readvertised, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

OTIS WOOD - CIVIL DEFENSE

Mr. Cox, Chief Clerk, recommended that the Commissioners take action to recommend to the Governor the appointment of Otis Wood as Director of Civil Defense. Commissioner Jarboe made a motion that the Board of County Commissioners recommend to the Governor the appointment of Otis Wood as Civil Defense Director of St. Mary's County; and, further, that the terms and conditions of said appointment shall be set forth in an employment contract by the Board of County Commissioners upon appointment by the Governor; seconded by Commissioner Millison. All Commissioners voted in favor of this motion.

RIGHT-OF-WAY AGREEMENT
DEVELOPMENTAL CENTER FOR THE MENTALLY RETARDED

The County Engineer's Office submitted the Right-of-Way Agreement between the County Commissioners and the St. Mary's County Developmental Center for the Mentally Retarded, Inc., and Mr. Norris, County Engineer, recommended that the Commissioners sign same. It has been reviewed for legal sufficiency by the County Attorney.

Commissioner Jarboe made a motion to approve and sign the Right-of-Way Agreement, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

MARYLAND ENVIRONMENTAL SERVICE
LOWER POTOMAC BASIN - WATER QUALITY MANAGEMENT PLAN

Mr. Cox presented a chart explaining current membership composition of St. Mary's County representatives appointed by the previous Board of County Commissioners in August 1974 as follows:

- A. Public Advisory Council (PAC): Nick Smith
James A. Beaven

- B. Government Policy Group (GPG): Joseph E. Bean
James T. Tennyson
J. Maguire Mattingly, Jr.

Because of the inactivity of some of the above members, Mr. Cox recommended that a letter be sent to each of the above soliciting an expression of willingness to continue serving. The Commissioners agreed with this recommendation.

The Commissioners directed Mr. Cox to contact the Metropolitan Commission to obtain a recommendation to the Commissioners for someone to represent that agency.

NOTIFICATION OF GRANT AWARD - COMMISSION ON AGING

Mr. Cox presented the Notification of Grant Award for the Title VII Program of the Commission on Aging for the Commissioners' signature. Commissioner Dean made a motion to authorize Commissioner McKay to sign said Notification of Grant Award, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

TOURIST INFORMATION CENTER

Mr. F. Elliott Burch, Sr., Chairman of the Tourist Information Center Committee of the Bicentennial Commission, requested approval from the County Commissioners to solicit proposals regarding plans and specifications. Mr. Burch had mentioned that Bill Murray of Lorenzi, Dodds and Gunnill, Waldorf, would be a likely architect to be contacted for this purpose. The Commissioners granted their approval to Mr. Burch's request to solicit proposals on the condition that other architects be contacted in addition to

Mr. Murray and that the proposals should be submitted to the County Commissioners for their review.

Commissioner Parlett stated he had met with Department of Transportation Officials to try to find out whether the County could obtain the picnic area (Routes 5 and 6, Charlotte Hall). Mr. Downs of the Department of Transportation stated that he would consider declaring the land surplus and sell this land to St. Mary's County in order to build the Information Center.

LAND USE BOARD

Commissioner Dean made a motion to appoint the following to the Land Use Board for a two-year term to expire on August 1, 1977:

- Lewie Aldridge
- Richard Arnold
- Barbara Bankins
- James Beaven
- William Boyd, II
- F. Elliott Burch, Jr.
- Jane Conklin
- Walter Dorsey
- Charles Hall
- Thomas Hodges
- Melvin Holland
- J. Spence Howard, Jr.
- John O. Koegel
- Beth McCoy
- Hope Swann

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

LETTER TO GOVERNOR MANDEL
EMERGENCY LOAN AREA

Commissioner Dean made a motion to forward the letter to Governor Mandel requesting that St. Mary's County be declared an Emergency Loan Area in accordance with USDA Emergency Memorandum No. 54, seconded by Commissioner Parlett. All Commissioners voted in favor of this motion.

ESTABLISHMENT OF NEW MAIL SYSTEM

As had been requested at last week's meeting, Mr. Cox reported that he had met with various County departments and agencies and the new metro-mail system will be effected, Monday, August 25th with the Commissioners' approval.

Commissioner Parlett made a motion that the County participate with the Board of Education's metro-mailing system with the Health Department and Metropolitan Commission and that it be instituted Monday, August 25th, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

STENO-CLERK
COMMISSION ON AGING/YOUTH COMMISSION

Mr. Cox, Chief Clerk, requested the Commissioners' approval that Betty Knight be hired for the Office of Citizen Services, in the position of Steno-Clerk, Grade 6, effective August 18, 1975, and that she be placed on a six-month probationary period.

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

LEGISLATIVE PACKAGE

Present: Ann Marie Lowe, Legislative Aide

Miss Lowe presented the preliminary legislative package, which included items that had been proposed during last year's legislative session but were either not submitted for legislation or vetoed by the Governor. Also included in the package was the proposed schedule of preparation of the '76 Legislative Package and public hearings.

The Commissioners set September 11 from 9:00 a.m. to 11:00 a.m. to review the '76 Package.

SURFACE TREATMENT OF SHOULDERS - GOLDEN BEACH ROAD

Present: John Norris, County Engineer

Commissioner Jarboe made a motion to authorize the surface treatment of the shoulders of Golden Beach Road, seconded by Commissioner Dean. All Commissioners voted in favor of this motion.

ENGINEERING ASSOCIATE V

Present: John Norris, County Engineer

Commissioner Jarboe made a motion to authorize the advertisement of the position of Engineering Associate V, Grade 13, as a contract position for a two-year contract, for inspection work at Golden Beach Road, Chaptico-Mechanicsville Road and other projects, seconded by Commissioner Dean. All Commissioners voted in favor of this motion. At time of employment a source of funds will be determined.

LEONARD HALL PLANS

Present: John Norris, County Engineer

Mr. Norris appeared before the Commissioners to recommend that since the preliminary work had been completed by Smeallie, Orrick and Janka the County initiate the process to employ an architect to work up bid proposals for the renovation of Leonard Hall.


The Commissioners discussed the cost estimate by Smeallie, Orrick and Janka for the remodeling of Buildings 1, 2 and 4 at Leonard Hall. There was discussion as to the cost for remodeling as opposed to constructing a new building.

Commissioner Dean made a motion to table this discussion for two weeks, seconded by Commissioner Jarboe. All Commissioners voted in favor.

Mr. Norris was directed to obtain the computational details of the cost estimate provided by Smeallie, Orrick and Janka. Also Mr. Norris was directed to determine what State and Federal agencies presently rent office space in the County area.

The meeting adjourned at 6:15 p.m.

Approved:



JAMES M. MCKAY
President