

**ST. MARYS COUNTY**  
**BOARD OF COUNTY COMMISSIONERS MEETING**  
**GOVERNMENTAL CENTER**  
**Tuesday, June 24, 2008**

**Present:** Commissioner President Francis Jack Russell

Commissioner Kenneth R. Dement

Commissioner Lawrence D. Jarboe  
Commissioner Thomas A. Mattingly, Sr.  
Commissioner Daniel H. Raley  
John Savich, County Administrator

Betty Jean Pasko, Sr. Administrative Coordinator (Recorder)

**CALL TO ORDER**

Commissioner President Russell called the meeting to order at 9:00 am.

**CHANGES TO AGENDA**

Commissioner Russell announced that an additional Finance item was added to the County Administrator agenda; i.e., Item 2.e.

**APPROVAL OF CHECK REGISTER**

**Commissioner Raley moved, seconded by Commissioner Jarboe, to authorize the Commissioner President to sign the Check Register for checks dated June 24, 2008, as submitted. Motion carried 5-0.**

**APPROVAL OF MINUTES**

**Commissioner Jarboe moved, seconded by Commissioner Dement, to adopt the minutes of the Commissioners meeting of June 10, 2008, as presented. Motion carried 5-0.**

**Proclamation: Maryland Chiefs Challenge *Click it or Ticket* Summer Campaign**

Present: Jackie Beckman, Community Traffic Safety Program Coordinator

Sheriff Timothy Cameron

Members of law enforcement officers from MSP and Sheriff's Office joined Ms. Beckman and Sheriff Cameron to receive Proclamations declaring June 2008 as Maryland Chiefs Challenge *Click it or Ticket* in St. Marys County.

**St. Marys County Public Schools: Request Approval of FY 2009 Budget**

Present: Elaine Kramer, Chief Financial Officer, St. Marys Co. Government

Daniel Carney, Chief Financial Officer, SMCPS

Ms. Kramer and Mr. Carney presented the St. Marys County Public Schools approved FY2009 Operating Budget and Capital Budget, approved by the Board of Education on June 11, 2008, for BOCC approval at the categorical level.

Ms. Kramer called attention to the Countys allocation to the General Fund includes \$4,000,000 in non-recurring funding for the BOE OPEB Trust (resulting from the May 19, 2008 budget work session).

The following is a summary of the Board of Educations FY 2009 Operating and Capital Budget:

|                    |                                  | <u>FTE</u>     | <u>AMOUNT</u>        |
|--------------------|----------------------------------|----------------|----------------------|
| General Fund       | Administration                   | 39.0           | \$ 3,962,957         |
|                    | Mid-level Administration         | 173.5          | 12,550,250           |
|                    | Instructional Salaries           | 1,160.3        | 67,817,729           |
|                    | Instruct. Textbooks and Supplies | N/A            | 3,710,058            |
|                    | Other Instructional Costs        | N/A            | 726,679              |
|                    | Special Education                | 265.5          | 16,704,213           |
|                    | Student Personal Services        | 15.6           | 1,290,336            |
|                    | Health Services                  | 29.0           | 1,625,730            |
|                    | Transportation                   | 23.5           | 13,756,760           |
|                    | Operations                       | 157.5          | 14,007,698           |
|                    | Maintenance                      | 43.2           | 3,675,175            |
|                    | Fixed Charges                    | N/A            | 39,635,603           |
|                    | Capital Outlay                   | <u>8.5</u>     | <u>1,135,339</u>     |
| Total General Fund |                                  | <u>1,915.6</u> | <u>\$180,598,528</u> |
|                    | Revolving Fund                   | 153.8          | \$6,287,467          |
|                    | Restricted Fund                  | 107.117        | \$9,145,735          |
|                    | Capital Projects Fund            | N/A            | \$19,888,000         |

**Commissioner Jarboe moved, seconded by Commissioner Dement, to accept the St. Marys County Public Schools Approved FY2009 Operating Budget and Capital Budget as presented, and approve the document at the categorical level for FY2009. Motion carried 5-0.**

**County Administrator**

1. Draft Agenda for July 1, 2008 (no BOCC meeting July 8)

2. **Dept. of Finance** (*Elaine Kramer, CFO*)

(*Daniel Carney, CFO, St. Marys County Public Schools*)

Commissioner Raley moved, seconded by Commissioner Jarboe, to approve the submission and authorize the Commissioner President to sign the Certification of Mutual Agreement form, evidencing agreement with the Superintendent on the items identified as excludable non-recurring costs, totaling \$5,807,144, and to sign the transmittal letter to the Maryland State Department of Education transmitting such form. Motion carried 5-0.

Commissioner Jarboe moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign the Budget Amendment re-aligning \$4,966 from the Accounting Division to the Procurement Division of Finance to cover under-budgeted health insurance. Motion carried 5-0.

Commissioner Mattingly moved, seconded by Commissioner Dement, to authorize the Commissioner President to approve checks dated June 27, and July 7, 2008. Motion carried 5-0.

Commissioner Dement moved, seconded by Commissioner Mattingly, to authorize the Procurement Officer to award a contract in the amount of \$2,653,500 to Great Mills Trading Post, Inc. for asphalt overlay, pending receipt of Performance and Payment Bonds and Insurance Certificate. Motion carried 5-0.

Commissioner Jarboe moved, seconded by Commissioner Dement, to approve and sign the letter of commitment related to our FY2009 funding of \$108,000 for the Library capital budget, and to submit this letter to MSDE, as requested. Motion carried 5-0.

**3. St. Marys County Health Dept.** (*Dr. William Icenhower, Health Officer; Joyce Sapp, Fiscal Officer*)

Commissioner Dement moved, seconded by Commissioner Jarboe, to approve and authorize the Commissioner President to sign the Proposed Budget Agreement for Mosquito Control in St. Marys County for the 2008 season, and to sign the letter approving the budget for FY 2008 season and the County match for FY2009 in the amount of \$49,500. Motion carried 5-0.

**4. Walden/Sierra, Inc.** (*Valerie Colvin, Community Development Mgr.*)

Commissioner Mattingly moved, seconded by Commissioner Jarboe, to approve and authorize the Commissioner President to sign the Standard Contract Modification Form, dated June 1, 2008, accepting the increase of \$3,332 to the Community Sexual Assault Prevention and Awareness grant between the County, through Walden/Sierra Inc., and the MD Department of Human Resources, Office of Victim Services. Motion carried 5-0.

Commissioner Mattingly moved, seconded by Commissioner Raley, to approve and authorize the Commissioner President to sign the Intergovernmental Agreement with the Maryland State Department of Human Resources accepting the grant award of funding for ongoing services for rape crisis victims; and, to approve and authorize the Commissioner President to sign the sub-recipient agreement supporting the pass-through of funds to Walden Sierra. Motion carried 5-0.

Commissioner Mattingly moved, seconded by Commissioner Jarboe, to approve and authorize the Commissioner President to sign the Intergovernmental

**Agreement with the Maryland State Department of Human Resources accepting the grant award of funding for ongoing services for domestic violence victims; and, to approve and authorize the Commissioner President to sign the sub-recipient agreement supporting the pass-through of funds to Walden Sierra. Motion carried 5-0.**

**5. Dept. of Economic and Community Dev. (Bob Schaller, Director)**

*(Dennis Nicholson, Exec. Director, Housing Authority; Julie VanOrden, Angels Watch)*

**Commissioner Mattingly moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign the FFY2008 MD Department of Housing and Community Development Emergency Shelter Grants Program Application for funds to provide St. Marys County residents with homeless prevention services. Motion carried 5-0.**

*(George Erichsen, Director, DPW&T)*

**Commissioner Jarboe moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign the Budget Amendment in the amount of \$250,000 reducing the Workforce Housing Initiatives project, PF0701, to reflect the projects actual allocated amount. Motion carried 5-0.**

**6. Dept. of Public Works and Transportation (George Erichsen, P.E., Director)**

*(Jacqueline Fournier, Transportation Mgr.; Cathy Zumbrum, Dept. of Social Services)*

**Commissioner Mattingly moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign the Memorandum of Agreements between the MD Dept. of Human Resources and St. Marys County Dept. of Social Services and the Board of County Commissioners for St. Marys Transit System Job Access and Reverse Commute (JARC) I and II grants and to sign the related Certification Regarding Lobbying; and, to approve and authorize the Commissioner President to sign the Memorandum of Agreement between the MD Dept. of Human Resources and St. Marys County Dept. of Social Services and the Board of County Commissioners for St. Marys Transit System Job Access and Reverse Commute (JARC) III grant and to sign the related Certification Regarding Lobbying. Motion carried 5-0.**

**Commissioner Jarboe moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign the following Budget Amendments returning funds to the FIN 08 Reserve account: 1.) In the amount of \$2,182 to close out completed project PF0602, Library System Assessment; 2.) In the amount of \$10,709 to close out completed project PF0603, Charlotte Hall Library Parking; 3.) In the amount of \$5,004 to close out completed project PF0105, Charlotte Hall Senior Center; and, 4.) In the amount of \$10,293 to close out completed project PF7371, Courthouse Addition/Renovation. Motion carried 5-0.**

**Commissioner Raley moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign the Budget Amendment to consolidate funding from the Tulagi Place Revitalization Project, HW0602, into the Patuxent Park Neighborhood Preservation Program, HW0803. Motion carried 5-0.**

**Commissioner Raley moved, seconded by Commissioner Mattingly, to ratify and acknowledge the Commissioner Presidents signature on the Federal Aviation Administrations Grant Offer for Airport Improvement Program Project #3-24-0022-15 in the amount of \$387,656, and to authorize the Commissioner President to sign the Budget Amendment which will align the levels of funding to match the actual grant offer. Motion carried 5-0.**

**Commissioner Jarboe moved, seconded by Commissioner Dement, to approve and authorize the Commissioner President to sign the Budget Amendment in the amount of \$5,000, to move funds from the Highway Division overtime account to the Construction and Inspections Division overtime account. Motion carried 5-0.**

**Commissioner Dement moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to sign the Budget Amendment in the amount of \$19,000, to move funds from the Vehicle Maintenance Division to the Non-Public School Bus Services Division. Motion carried 5-0.**

**7. Office of the Sheriff** (*Sheriff Timothy Cameron; Erin Shoemaker, Fiscal Manager*)

**Commissioner Mattingly moved, seconded by Commissioner Jarboe,**

**to approve and authorize the Commissioner President to sign the Budget Amendment to closeout project budget revenues and expenses to the Supplemental Reserve Account for the COPS Grant Project, US0819; to accept the 2008 Technology Grant Award, in the amount of \$735,146, from the Department of Justice and to approve and authorize the Commissioner President to sign the Community Oriented Policing Services (COPS) Application; and, to approve and authorize the Commissioner President to sign the Budget Amendment, in the amount of \$355,146, increasing the project revenue and expense, to match the grant award amount of \$735,146. Motion carried 5-0.**

**8. Office of the County Attorney** (*Christy Holt-Chesser, County Attorney*)

**Commissioner Dement moved, seconded by Commissioner Raley, to approve and authorize the Commissioner President to sign the Security Agreement, and all related documents as necessary, between the Second District Volunteer Fire Department and Rescue Squad, Inc. and the Board of County Commissioners for St. Marys County, for the purpose of lending funds to the Second District Volunteer Fire Department and Rescue Squad for the construction of an addition to the current Fire House Facility located in Valley Lee, Maryland. Motion carried 5-0.**

**9. Dept. of Recreation, Parks and Community Service** (*Phil Rollins, Director*)

**Commissioner Dement moved, seconded by Commissioner Jarboe, to approve and authorize the Commissioner President to sign the FY2010 and FY2011 Waterway Improvement Fund Application and Project Agreement forms, in the total amount of \$649,000. Motion carried 5-0.**

The FY2010 and FY2011 Waterway Improvement Fund Application and Project Agreement forms were presented as follows:

for FY2010 - Abandoned Boat and Debris Removal (\$30,000), Countywide Maintenance Contract (\$99,000), Sanitary Service Contract (\$25,000), and St. Georges Island Pier Replacement (\$99,000); and

for FY2010 and FY2011 - Patuxent River Public Landing (\$198,000), and Wicomico Shores Public Landing (\$198,000).

**10. Dept. of Public Safety** (*David Zylak, Director; Michelle Lilly, Mgr., Emergency Management*)

**Commissioner Raley moved, seconded by Commissioner Jarboe, to approve and authorize the Commissioner President to sign the Memorandum of Agreement for the FY08 Emergency Management Performance Grant between the Maryland Emergency Management Agency and St. Marys County, and to sign the two related Budget Amendments for FY08 and FY09, in the amounts of \$16,292 and \$21,721 respectively, decreasing project revenues in accordance with the MOA. Motion carried 5-0.**

**Commissioner Jarboe moved, seconded by Commissioner Mattingly, to approve and authorize electronically submitting the Staffing for Adequate Fire and Emergency Response (SAFER) grant application to FEMA, to fund two new positions recommended by the Volunteer Task Force, for a four year period, FY2009 through FY2012. Motion carried 5-0.**

**Commissioner Mattingly moved, seconded by Commissioner Jarboe, to approve and authorize the Commissioner President to sign the Budget Amendment, in the amount of \$13,870, aligning accounts within the Department of Public Safety, for the purchase of the Weather Warning Phone Notification System. Motion carried 5-0.**

**Commissioner Jarboe moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to sign the First Amendment to Tower License for the Leonardtown tower site and to sign the Third Amendment to Tower License for the Mechanicsville tower site, for microwave dish replacements and system upgrades. Motion carried 5-0.**

**11. Department of Aging** (*Peggy Maio, Fiscal Supervisor*)

**Commissioner Dement moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to execute the Senior Health Insurance Program (SHIP) grant from the Maryland Department of Aging, in the total amount of \$13,488; and to approve and authorize the Commissioner President to sign the Budget Amendment increasing the grant project budget by \$1,521, to align the project budget with the grant award. Motion carried 5-0.**

**12. Department of Human Services** (*Bennett Connelly, Director*)

**Commissioner Dement moved, seconded by Commissioner Mattingly, to approve and authorize the Commissioner President to sign the sub-recipient agreements**

**with Walden/Sierra, Inc., totaling \$2,672,774, relative to the FY09 MD Department of Health and Mental Hygiene, Alcohol and Drug Abuse Administration, Substance Abuse Services Treatment Grant, as identified by staff. Motion carried 5-0.**

Motion pertains to the following sub-recipient agreements:

Outpatient Counseling - \$885,767

Temporary Cash Assistance Client Screening - \$49,040

Anchor (Level III.7D detoxification beds) - \$68,513

Compass Halfway House - \$484,196

Juvenile Drug Court - \$24, 828

Anchor - \$973,390

Anchor (intermediate care) - \$48,720

Outpatient Counseling (outpatient jail inmates, adult) - \$138,320

### **13. County Administration Boards, Committees, and Commissions Appointments**

Item deferred to Executive Session

#### **Commissioners Time**

The Commissioners highlighted upcoming events and events attended over the past week and personal interest items.

#### **MOTION TO ENTER INTO EXECUTIVE SESSION**

**Commissioner Jarboe moved, seconded by Commissioner Dement, to enter into Executive Session for the purpose of discussing Real Property Acquisition matters, specifically potential public facilities sites. Motion carried 5-0.**

**Commissioner Mattingly moved, seconded by Commissioner Raley, to enter into Executive Session for the purpose of discussing Personnel matters, specifically appointments to Boards and Commissions. Motion carried 3-2 (Commissioners Jarboe and Dement voted no).**

#### **EXECUTIVE SESSION**

##### Personnel

Present: Commissioner Francis Jack Russell, President

Commissioner Kenneth R. Dement

Commissioner Lawrence D. Jarboe

Commissioner Thomas A. Mattingly, Sr.

Commissioner Daniel H. Raley

John Savich, County Administrator

Sabrina Hecht, Chief of Staff

Karen Everett, Public Information Officer

Koni Gordon, Boards and Committees, PIO

Donna Gebicke, Recorder

Authority: Article 24, Section 4-210(a)1

Time Held: 12:45 pm 1:55 pm

Subject Discussed: Boards and Commissions

Personnel

Present: Commissioner Francis Jack Russell, President

Commissioner Kenneth R. Dement

Commissioner Lawrence D. Jarboe

Commissioner Thomas A. Mattingly, Sr.

Commissioner Daniel H. Raley

John Savich, County Administrator

Sabrina Hecht, Chief of Staff

Christy Chesser, County Attorney

Karen Everett, Public Information Officer

Donna Gebicke, Recorder

Authority: Article 24, Section 4-210(a)1

Time Held: 2:00 pm 2:12 pm

Subject Discussed: Boards and Commissions

Real Property

Present: Commissioner Francis Jack Russell, President

Commissioner Kenneth R. Dement

Commissioner Lawrence D. Jarboe

Commissioner Thomas A. Mattingly, Sr.

Commissioner Daniel H. Raley

John Savich, County Administrator

Sabrina Hecht, Chief of Staff

Christy Chesser, County Attorney

Phil Rollins, Director, Recreation, Parks and Community Services

Denis Canavan, Director, Land Use and Growth Management

Liz Passarelli, Real Property Manager

Donna Gebicke, Recorder

Authority: Article 24, Section 4-210(a)11

Time Held: 2:15 pm - 2:35 pm

Subject Discussed: Potential parkland acquisitions.

Real Property

Present: Commissioner Francis Jack Russell, President

Commissioner Kenneth R. Dement

Commissioner Lawrence D. Jarboe

Commissioner Thomas A. Mattingly, Sr.

Commissioner Daniel H. Raley

John Savich, County Administrator

Sabrina Hecht, Chief of Staff

Christy Chesser, County Attorney

Phil Rollins, Director, Recreation, Parks and Community Services

Denis Canavan, Director, Land Use and Growth Management

Liz Passarelli, Real Property Manager

Dr. Michael Martirano, Superintendent, St. Marys Co. Public Schools

Bradley Clements, COO, SMCPS

Bill Mattingly, Chair, Board of Education

Dr. Sal Raspa, Board of Education

Donna Gebicke, Recorder

Authority: Article 24, Section 4-210(a)11

Time Held: 2:45 pm - 3:55 pm

Subject Discussed: Potential land acquisitions for public facilities.

#### **Motion from Executive Session**

**Commissioner Jarboe moved, seconded by Commissioner Raley, to direct staff to proceed as discussed in Executive Session on matters related to Personnel and Real Property Acquisition, specifically appointments to boards and commissions and potential parkland acquisitions, as well as public facilities acquisitions. Motion carried 5-0.**

*Commissioner Mattingly clarified that he wished to abstain from the vote for property acquisitions.*

**Specifically for property acquisition, the record should reflect the motion carried 4-0, 1 abstention (Commissioner Mattingly).**