

Commissioners of St. Mary's County Meeting Agenda (Tuesday, December 16, 2014)

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Members present

Commissioner President James R. Guy
Commissioner Mike L. Hewitt
Commissioner Tom Jarboe
Commissioner Todd B. Morgan
Commissioner John E. O'Connor
County Administrator, Dr. Rebecca Bridgett
Sharon Ferris (Recorder)

1. WELCOME

Approval of Minutes

I move to approve the minutes of December 9, 2014, as presented.

Motion by Commissioner Todd B Morgan, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

2. COUNTY ADMINISTRATOR

A. BOARD OF EDUCATION - FY2015 Budget Adjustment Chesapeake Public Charter School

I move to approve the St. Mary's County Board of Education's request for categorical transfers realigning \$3,610,743 among categories as reflected in the enclosed attachment which was approved by the Board of Education on November 25, 2014, and to execute the letter evidencing this approval.

Motion by Commissioner Todd B Morgan, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

B. SHERIFF'S OFFICE - State Aid for Police Protection Fund Program (SAAP)

I move to approve and authorize Commissioner President Guy to execute Form One of the Police Protection FY14 Actual Expenditures Form, MD1530, to be submitted to the Governor's Office of Crime Control and Prevention on behalf of the Sheriff's Office.

Motion by Commissioner John E O'Connor, second by Commissioner Todd B Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

C. DEPT. OF AGING AND HUMAN SERVICES - Increase in the FY2014 Medicare Improvements for Patients & Providers Act (MIPPA Grant Award)

I move to approve and authorize the Commissioner President to execute: 1) the FY2014 Medicare Improvements for Patients & Providers Act (MIPPA) Notification of Grant Award in the amount of \$13,728, project # US1460, from the Maryland Department of Aging on behalf of St. Mary's County Department of Aging and Human Services, to provide awareness of the availability of assistance programs to the Medicare population, and 2) the related budget amendment to increase the project budget by \$1,276.

Motion by Commissioner Tom Jarboe, second by Commissioner Todd B Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

D. DEPT. OF RECREATION AND PARKS - Walmart Foundation Local Facility Giving Program Grant

I move to approve and accept the Local Facility Giving Program grant award from the Walmart Foundation, on behalf of the Department of Recreation and Parks, in the total amount of \$500 for specialized equipment and instruction for the Paralympic Sport - Southern Maryland adapted aquatics program.

Motion by Commissioner Todd B Morgan, second by Commissioner John E O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

E. DEPT. OF PUBLIC WORKS AND TRANSPORTATION - Maryland Aviation Administration (MAA) Grant Agreement: Relocate Lawrence Hayden Road (Final Design) and Relocate Airport Road and Extend Taxiway A (Utility Relocation)

I move to approve and authorize the Commissioner President to execute the Grant Agreement with the Maryland Aviation Administration on behalf of the Department of Public Works & Transportation in the amount of \$40,248 for the purpose to Relocate Lawrence Hayden Road (Final Design) and Relocate Airport Road and Extend Taxiway A (Utility Relocation) in support of the approved Airport Master Plan.

Motion by Commissioner Tom Jarboe, second by Commissioner John E O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

F. DEPT. OF PUBLIC WORKS AND TRANSPORTATION - Salt Utilization Agreement between Maryland State Highway Administration and Commissioners of St. Mary's County

I move to approve and authorize the Commissioner President to execute the Salt Utilization Agreement between

the Maryland State Highway Administration and the Commissioners of St. Mary's County and to authorize the Contracting Officer to execute the annual Supplemental Letter of Agreements as long as it is consistent with the Agreement.

Motion by Commissioner Todd B Morgan, second by Commissioner Tom Jarboe.
Final Resolution: Motion Carries
Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

G. DEPT. OF ECONOMIC DEVELOPMENT - FY 2015 Recommended Set Aside Account Spending Plan

I move to approve the 2015 Spending Plan for the Base Realignment and Closure and Sequestration set aside account number 001-0605-465-4598 in the amount not to exceed \$184,129.

Motion by Commissioner John E O'Connor, second by Commissioner Tom Jarboe.
Final Resolution: Motion Carries
Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

Action: Ms. Finnacom provide SWOT and BRAC presentation at a future meeting.

H. DEPT. OF ECONOMIC DEVELOPMENT - Memorandum of Agreement with the Maryland Technology Development Corporation (TEDCO)

I move to approve and authorize the Commissioner President to execute the Memorandum of Agreement between the County and the Maryland Technology Development Corporation (when the signed document is received) on behalf of the Department of Economic Development in the amount not to exceed \$22,629 to provide supplemental staffing support for technology and technology-enabled business development throughout St. Mary's County.

Motion by Commissioner John E O'Connor, second by Commissioner Todd B Morgan.
Final Resolution: Motion Carries
Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

I. FINANCE DEPT. - Budget Amendments to Realign Health Insurance and Worker's Comp Savings

I move to approve and authorize the Commissioner President to execute the two budget amendments, with one budget amendment realigning departmental health budget savings of \$828,913 to the CSMC Emergency Appropriation; and the second budget amendment, realigning worker's comp budget accounts due to rate changes, to reflect increases and decreases in the accounts, and also savings of \$326,488 which will go to the CSMC Emergency Appropriation.

Motion by Commissioner Todd B Morgan, second by Commissioner John E O'Connor.
Final Resolution: Motion Carries
Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

J. OFFICE OF THE COUNTY ATTORNEY - Procedure for Appeals from the St. Mary's County Metropolitan Commission

I move that the Commissioners of St. Mary's County adopt the proposed Resolution establishing a procedure for appeals from the St. Mary's County Metropolitan Commission.

Motion by Commissioner John E O'Connor, second by Commissioner Todd B Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

K. COUNTY ADMINISTRATOR - Boards and Committees Appointments

I move to appoint the following persons to Boards, Committees, or Commissions with the terms to expire as indicated.

	Term
Adult Public Guardianship Review Board Judith Schauf	12/31/17
Agriculture, Seafood and Forestry Board John K. Parlett, Jr. (Reappointment) 12/31/17 David Paulk (Reappointment) 12/31/17 Charles Webb 12/31/17	
Airport Advisory Committee Kazvin Olmeda	12/31/17
Board of Trustees Museum Division Susan Erichsen (Partial Term)	12/31/18
Commission for People with Disabilities Bonnie Elward David Ryan (Reappointment) Ben Smith	12/31/18 12/31/18 12/31/18
Commission for Women Diane Danaher (Partial Term) Melissa Farren	12/31/15 12/31/16
Commission on Aging Teresa Howard Nicky Pires (Partial Term)	12/31/17 12/31/16
Historic Preservation Commission Peter Himmelheber Teresa Wilson	06/30/17 12/31/17
Human Relations Commission Jesus' Godinez Bernadette Shannon Gary Younger	12/31/18 12/31/18 12/31/18
Planning Commission Martin Siebert (Reappointment) James Howard Thompson (Reappointment)	12/31/19 12/31/19

Recreation & Parks Advisory Board

Douglas Bellis	12/31/18
Jake Heibel	12/31/18
Teresa Howard (Partial Term)	12/31/16
Caroline King	12/31/18
Jim Swift (Reappointment)	12/31/18

Social Services Board

Joan Gelrud	12/31/18
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Tri-County Animal Shelter

Lynn Andrus	06/30/15
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Tri-County Community Action Committee

Joseph Douglas Frederick	12/31/17
Richard Lord	12/31/17

Wicomico Shores Golf Course Advisory Board

Robert Collier (Reappointment)	12/31/18
Richard Buckler (Rec & Parks Rep)	12/31/15
Gerald Slagle	12/31/18

Zoning Board of Appeals

John Brown (Partial Term)	06/30/15
Wayne Miedzinski (Alternate Member/Partial Term)	12/31/17
Ronald Payne, Sr. (reappointment)	12/31/17

Motion by Commissioner Todd B Morgan, second by Commissioner John E O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

3. MAIN AGENDA ACTION ITEM

Appointment of Commissioner Representative to the Metropolitan Planning Organization (MPO)

I move to appoint Commissioner Todd Morgan as the Commissioners of St. Mary's County's representative to the Metropolitan Planning Organization for 2015.

Motion by Commissioner Tom Jarboe, second by Commissioner John E O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

4. PRESENTATIONS

EMERGENCY SERVICE AND TECHNOLOGY: Ebola Update

Present: Bob Kelly, Director, Dept. of Emergency Services and Technology

Dr. Meenakshi Brewster, St. Mary's County Health Officer

Mr. Kelly and Dr. Brewster provided an overview/update of actions taken and being taken state-wide and at the local level to prepare to combat the threat of an Ebola outbreak.

5. MAIN AGENDA ACTION ITEMS

A. DEPT. OF LAND USE AND GROWTH MANAGEMENT: Introduction of Comprehensive Water and Sewerage Plan 2014 Review and Report

Present: Phil Shire, Director, Dept. of Land Use and Growth Management

Chapter 113-30.b of the St. Mary's County Code requires the St. Mary's County Comprehensive Water and Sewerage Plan (CWSP) be amended annually to incorporate the approved Capital Improvement Budget (CIB) of the St. Mary's County Metropolitan Commission. The Maryland Department of Environment approved the County's CWSP on Marcy 18, 2014 directing that certain information within the CWSP be updated during the next annual update. The Dept. of Land Use and Growth Management is requesting authorization to schedule a public hearing on the proposed amendments.

I move that the Department of Land Use and Growth Management be authorized to schedule a public hearing on the proposed amendments.

Motion by Commissioner John E O'Connor, second by Commissioner Mike L Hewitt.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

B. ST. MARY'S COUNTY METROPOLITAN COMMISSION: FY 2015 Capital Improvement Budget Amendment

Present: Dan Ichniowski, Executive Director, Metropolitan Commission
Rebecca Shick, Chief Financial Officer, Metropolitan Commission
Mike Sullivan, Chief of Facilities and Operations, Metropolitan Commission
Jacqueline Meiser, General Legal Counsel, Metropolitan Commission

The Metropolitan Commission requested an amendment to their 2015 Capital Improvement Budget to reduce the Sewer Contingency Fund to provide funding for two projects. The Piney Point Road Sewer Line Replacement Project will replace sewer lines that have suffered breaks in 2009 and 2014. Additional funds are needed for the Lynn Drive Wastewater Pump Station Project because bids came in over engineer's estimates for the project. The Metropolitan Commission Board approved the requested budget amendment on October 9, 2014.

I move that the St. Mary's County Metropolitan Commission FY2015 Capital Improvement Budget be amended to provide: (1) new funding for the Piney Point Road Sewer Line Replacement Project in the amount of \$288,420; and (2) additional funding for the Lynn Drive Wastewater Pump Station Project in the amount of \$229,250; and I further move that the previously stated amounts totaling \$517,670 be funded from Sewer

Contingencies.

Motion by Commissioner Tom Jarboe, second by Commissioner Todd B Morgan.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

C. FINANCE - Presentation of the FY2014 Audit and acceptance by the Commissioners of St. Mary's County

Present: Elaine Kramer, CFO, Dept. of Finance

Desiree Ridgell, Accounting Officer, Dept. of Finance

Tim Murphy, Partner, Audit Firm of Murphy & Murphy

Lisa Brown, Auditor, Audit Firm of Murphy & Murphy

Ms. Kramer highlighted section of the Financial Statements included in the audit. Mr. Murphy noted that the audit was performed in accordance with Government Auditing Standards, and the results of the audit disclosed no instance of noncompliance or other matters that are required to be reported under those standards. Ms. Brown noted she was pleased to issue an unmodified opinion. Overall the books and records have improved over last year. Mr. Murphy recommended the Commissioners of St. Mary's County consider applying for the Comprehensive Annual Financial Report award.

The Commissioners discussed the amount of funding being applied to OPEB and the pros/cons for the County to continue to prepay or to free up some of the funds for other items. They agreed more analysis is needed before any decisions are made.

I move that we accept the report of the independent auditor on the financial statements of Commissioners of St. Mary's County for fiscal year 2014, as presented.

Motion by Commissioner Todd B Morgan, second by Commissioner Tom Jarboe.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

6. COMMISSIONERS TIME

The Commissioners highlighted events of the past week and wished citizens a safe and happy holiday season.

7. EXECUTIVE SESSION

I move to enter into Executive Session for the purpose of discussing personnel matter, specifically, appointments to boards and commissions.

Motion by Commissioner Tom Jarboe, second by Commissioner John E O'Connor.

Final Resolution: Motion Carries

Yea: Commissioners Guy, Hewitt, Jarboe, Morgan, O'Connor

Personnel

Present: Commissioner James R. Guy, President
Commissioner Michael L. Hewitt
Commissioner Tom Jarboe
Commissioner Todd B. Morgan
Commissioner John E. O'Connor
Dr. Rebecca Bridgett, County Administrator
Diane Gleissner, Boards and Commissions Staff Liaison
Donna Gebicke, Administrative Assistant

Authority: Article 24, Section 9-512(a)1
Time Held: 12:39 pm – 1:10 pm
Subject: Personnel (Boards and Commissions)

MOTION IN OPEN SESSION

Commissioner Todd Morgan moved, seconded by Commissioner John O'Connor to appoint the following persons to Boards, Committees, or Commissions:

Agriculture, Seafood and Forestry Board
Colleen Corrigan (partial term to expire 12/31/16)

Airport Advisory Board
Wilson "Rusty" Lowry (partial term to expire 12/31/16)

Commission on the Environment
Helen Dorsey (partial term to expire 12/31/18)
Mary Fearn (partial term to expire 12/31/16)

Human Relations Commission
Mary Fearn (partial term to expire 12/31/16)

Ethics Commission
David Willenborg (term to expire 12/31/17)

Motion carried 5-0.

8. ADJOURNMENT

The meeting adjourned at 1:15 pm.

Minutes Approved by the Commissioners of St. Mary's County on _____

Sharon Ferris, Senior Administrative Coordinator (Recorder)