

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS**

May 12, 1992

Present: Carl M. Loffler, Jr., President
W. Edward Bailey, Commissioner
Robert T. Jarboe, Commissioner
John G. Lancaster, Commissioner
Barbara R. Thompson, Commissioner
Edward V. Cox, County Administrator
Judith A. Spalding, Recording Secretary

CALL TO ORDER

The meeting was called to order at 9:10 a.m.

APPROVAL OF MINUTES

Commissioner Lancaster moved, seconded by Commissioner Thompson, to approve the minutes of the Commissioners' meeting of Tuesday, May 5, 1992. Motion carried.

APPROVAL OF BILLS

Commissioner Bailey moved, seconded by Commissioner Lancaster, to authorize Commissioner Loffler to sign the Check Register as presented. Motion carried.

WELLNESS PROGRAM REPORT

Present: Dr. William Marek, Health Officer
Mary Novotny, Health Department
Curt Raney, St. Mary's College

The referenced individuals appeared before the Commissioners to present reports entitled Health Care in St. Mary's County prepared by The Survey Research Center at St. Mary's College for the St. Mary's County Health Department and a report entitled Health Risk Appraisal - St. Mary's County Citizens which is a Wellness Check used by the Health Department.

Mr. Raney explained that the Health Care report is the result of a telephone interview study conducted during the week of February 10 with a total of 438 interviews. Twenty questions were asked with some containing sub-questions, and respondents were asked to rate the importance of improving a variety of health-related services and the ranking of various health problems from most to least important. This information will help the Health Department establishing priorities and in providing public education.

Mrs. Novotny spoke to the Health Risk Appraisal Report which dovetails into the Health Care Survey conducted by Mr. Raney. She advised that the appraisal, which determines an individual's risk for preventable death or chronic illness on the basis of health history, was administered to individuals at the Trade Fair, County Fair, as well as to individuals at the work place. Each respondent received a computerized printout pointing out positive behaviors and those in risky or hazardous categories. She noted that in order for individuals to decrease their risks of death or illness, changes in lifestyles are needed.

In conclusion Dr. Marek pointed out that the health risk appraisals can assist companies in analyzing health risks of their groups, and then plan appropriate intervention programs, which often lead to health care cost savings and better productivity.

COUNTY ADMINISTRATOR ITEMS

Present: Edward V. Cox, County Administrator

1. Special Events - Letters

The County Administrator presented correspondence for the Commissioners' signatures to be placed in the Enterprise Newspaper relative to three special events: Celebration of Lexington Park's 50th Anniversary; congratulations to the 1992 graduation classes of Chopticon, Great Mills, Leonardtown, and Ryken High Schools; and announcement of the Freedom Fest '92 to be held at the Fairgrounds on July 4.

The Commissioners agreed to sign the letter as presented.

**2. Addenda to Spoil Disposal Easements
St. Jerome's Creek Dredging Project**

The County Administrator presented the following Addenda to Spoil Disposal Easements:

- Dated April 29, 1992 between Roberdue Polvinale and Board of County Commissioners of St. Mary's County
- Between Leo Dare Evans and Board of County Commissioners of St. Mary's County
- Between Carol Fastnaught and George Robert Evans and Board of County Commissioners of St. Mary's County.

Commissioner Lancaster moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner Loffler to sign the Addenda to Spoil Disposal Easements as presented. Motion carried.

**3. Walden/Sierra Grant
Runaway and Homeless Youth Program**

The County Administrator presented a grant application for federal assistance in the total amount of \$131,697 for the Runaway and Homeless Youth Program for the period July 1, 1990 through June 30, 1993.

Commissioner Lancaster moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner Loffler to sign the grant application as presented. Motion carried.

**4. Amended Agreement
Airpark Sales and Service, Inc.**

The County Administrator presented an amended Agreement between Board of County Commissioners and Airpark Sales & Service, Inc. and Calvert Bank and Trust. The Agreement was amended in order to include Calvert Bank and Trust in the lease.

Commissioner Bailey moved, seconded by Commissioner Lancaster, to approve and authorize Commissioner Loffler to sign the Amendment to the Agreement as presented. Motion carried.

5) Shift Differential Pay

The County Administrator presented a memorandum dated May 5 from the Personnel Officer requesting the Commissioners' approval to implement a clarification to the county's current shift differential pay policy. Mr. Cox explained that although the shift differential policy is in the Manual of Personnel Policies and Procedures, it is brief and not explanatory, and the revision will provide clarification of the matter.

The Commissioners agreed to defer a decision until next week.

6) Correspondence

The County Administrator presented the following items of correspondence for the Commissioners' review and signatures:

- To Mr. Steven d'Arcy responding to his concerns relative to the County's litigation with The Skydiving Center.
- To the Secretary of the Maryland Higher Education Commission expressing disappointment that she will not be able to join the Commissioners at the May 20 Community College meeting, in the fact that she will not designate someone to represent her, and requesting reconsideration.

The Commissioners agreed to sign and forward the letter.

**7) Public Scoping Meeting - Commissioners' Public Comment
Consolidation and Relocation of Naval Activities**

The County Administrator advised that the Navy is sponsoring a Public Scoping Meeting for the presentation of comments and concerns from the community relative to a comprehensive Environmental Impact Statement on the proposed consolidation and relocation of naval activities. Therefore, Mr. Cox presented a proposed Public Comment for the Board of County Commissioners which includes a presentation of the county's "Community Response" document, which serves as county government's planning mechanism to respond to the Naval Air Warfare Center challenge.

Commissioner Bailey moved, seconded by Commissioner Lancaster, to sign the Public Comment statement as presented. Motion carried.

Commissioner Thompson agreed to present the Statement at the May 15 meeting.

8) **Local Government Insurance Trust
Trustee Candidates for Reappointment**

The County Administrator presented correspondence dated May 8 from the Local Government Insurance Trust recommending candidates for reappointment as Trustees effective July 1, 1992.

Commissioner Bailey moved, seconded by Commissioner Lancaster, to accept the list of candidates as submitted by LGIT. Motion carried.

9) **Fiscal Year 1993 - Community Long Term Care Plan and
Senior Care Proposal**

On behalf of the Office on Aging, the County Administrator presented the referenced Community Long Term Care Plan and Senior Care Grant Proposal for Fiscal Year 1993 for the period July 1, 1992 to June 30, 1993.

Commissioner Thompson moved, seconded by Commissioner Bailey, to approve and authorize Commissioner Loffler to sign the document as presented. Motion carried.

10) **Budget Amendment No. 92-49
Director of Finance**

The County Administrator presented Budget Amendment No. 92-49 recommended for approval by the Director of Finance with the following justification: Additional funds needed for unemployment insurance due to extended coverage.

Commissioner Bailey moved, seconded by Commissioner Lancaster, to approve and authorize Commissioner Loffler to sign the Budget Amendment as presented. Motion carried.

11) **Appointments
Boards, Committees, Commissions**

Commissioner Bailey moved, seconded by Commissioner Thompson, and motion carried, to make the following appointments:

<u>Extended Day Care Planning Committee</u>	<u>Term To Expire</u>
Theresa A. Wood	12/31/94
<u>Private Industry Council</u>	
Joseph A. Gass, Jr. (private sector)	6/30/96
Gerda Manson (private sector)	6/30/96
Carl L. Peth III (Labor)	6/30/96

**FOREST HALL APARTMENTS
CDA RENTAL HOUSING PROGRAM**

Present: Joe Mitchell, Director, DECD
Fran Johnson, Waring Associates

The referenced individuals appeared before the Commissioners to discuss the Forest Hall rental housing project proposed by Mr. Henry Thomas Waring. Mr Mitchell advised that there were two issues: (1) Approval of a Resolution reaffirming Resolution No. 91-07 approving the project to be financed by the Community Development Administration; (2) and local contribution to the project.

With regard to the Resolution, Mr. Mitchell indicated that the Commissioners had approved Resolution No. 91-07 for the development of the Forest Hall project in Lexington Park to be financed by CDA. The State is now requiring that a new Resolution be adopted with a paragraph indicating sections of the Annotated Code regarding financing authority.

Mr. Mitchell explained that the project has been scaled down from 120 units to 112 units which are for families of limited income. The units consist of one and two bedroom apartments at rentals of \$490-\$600 depending on income.

After discussion Commissioner Lancaster moved, seconded by Commissioner Bailey, to approve and sign Resolution No. 92-10 Forest Hall Apartments - CDA Rental Housing Program. Motion carried.

With regard to issue number two, Mr. Mitchell discussed the requirement of the State that the County participate in the funding of this project. By commitment letter dated April 1 the State suggests that the County waive or provide a means of payment of the Economic Impact Fee in the amount of \$224,000. Mr. Mitchell suggested that one alternative might be a promissory note to Planning and Zoning from the county's Community Development Corporation backed by a mortgage with Mr. Waring. A second alternative would be a loan from county government to the CDC which in turn would loan it to Mr. Waring who would make the payment and then repay over a period of time principal and interest.

After discussion the Commissioners directed Mr. Mitchell to work with the Director of Finance and return with a proposal (how it can be done, source of funds, and interest rate).

**LEONARD HALL JUNIOR NAVAL ACADEMY
LEASE WITH THE COUNTY**

Present: Dr. James Dabbs, LHJNA PTA
Ellen Bailey,
Rick Heist,
Joe Gough, First National Bank of St. Mary's

The referenced individuals from Leonard Hall appeared before the Commissioners regarding payment of past due amounts owed to the county for rent of the school and to request the Commissioners to rescind previous decisions to cancel the lease because of lack of compliance. Dr. Dabbs noted that the school has been making weekly payments of \$500 in order to bring the delinquent account current and is committed to making full payment by June.

In response to an inquiry from Commissioner Loffler as to an official board which has the authority to make commitments, Dr. Dabbs further explained the problems of the prior Board of Trustees and advised that there will be an election for new board members. Commissioner Loffler stressed that it was important for the Board of Trustees to understand the lease and to be aware of its obligations under that lease.

Commissioner Bailey indicated that Dr. Dabbs has given assurances that payment in full will be made and suggested that the Commissioners give an indication if the Trustees live up to their commitment, that the lease will not be cancelled.

Mr. Gough stated that he was present to give his impression about the school past operations and its future. He stated that there has been a problem with communication and that the new Board is committed to the future of the school. He advised that he has looked at the school's proposed budget for the next school year, and it is his opinion that it will be successful.

During discussion Dr. Dabbs advised that on June 6 there will be a picnic at which parents, students and trustees will be present and invited the Commissioners to attend. He stated that there would be a presentation of the final check at that time.

Commissioner Thompson expressed concern about the school's ability to meet its obligations for next year, particularly in light of the fact that there are other notes due in addition to payment of rent to the county. She stated that she did not feel that the school was providing enough information to show its ability to pay its bills in the future. Mrs. Bailey advised that the budget presented to the Commissioners was intended for next year and that all past obligations will be taken care of before that time. Commissioner Thompson suggested that there be a Memorandum of Understanding outlining the responsibilities of all parties.

After lengthy discussion Commissioner Jarboe moved, seconded by Commissioner Bailey to direct the County Administrator to prepare a letter for the Commissioners' signatures giving Leonard Hall School until June 6 to pay the outstanding rent payments, and if it was paid by that date, the lease for the school would continue. Motion carried. Commissioners Lancaster and Thompson noted that they reluctantly voted in favor because they were unsure the school could meet its financial obligations.

Commissioner Loffler requested that once the Board of Trustees has been selected that the Board come back before the Commissioners to discuss the requirements and obligations contained in the lease.

POTOMAC RIVER ASSOCIATION'S SUIT - PARCEL OF RECORD DECISION

Commissioner Thompson inquired whether the Commissioners would be responding to the points raised by Mr. Wilkerson at the May 5 public forum regarding the legality of the Resolution adopted by the County relative to the Parcel of Record. Mr. Cox stated that because it was matter of litigation, it should be discussed in Executive Session.

EXECUTIVE SESSION

Present: Edward V. Cox, County Administrator
Joseph Densford, County Attorney
Dan Ichniowski, Director, Public Works
Richard Wilson, Airport Commission

Commissioner Thompson moved, seconded by Commissioner Jarboe to meet in Executive Session to discuss matters of litigation. Motion carried. The Session was held from 11:35 a.m. to 12:10 p.m.

COUNTY COMMISSIONERS/BOARD OF EDUCATION

Present: Joan Kozlovsky, Superintendent of Schools
Al Lacer, President, Board of Education
Jean Campbell, "
Robert Kirkley, "
Jonathan Nelson, "
Fred Wallace, "

1) Capital Improvement Program

Also Present: Charles Wade, County Director of Finance

Mr. Lacer advised that the County had budgeted the entire project cost for Park Hall Elementary School addition in the Fiscal year 1993 budget. He stated that it is a two-year project and that of the \$4M for that project, only \$1.5M would be needed in Fiscal Year '93 with \$2.4 to complete it in Fiscal Year 1994. He stated that the Board of Education would like the Commissioners to split the funding in this manner in order to free up funds that might be available for other programing and staffing needs of the public schools.

Mr. Wade presented a list of source of funds (impact fees, transfer tax, forward funding reimbursement from Green Holly and Lettie Dent schools, and General Obligation Bonds) for the Park Hall addition and indicated those funds could not used for operating expenses as they may need to be designa ted for capital projects.

The Commissioners agreed to review this request and make a decision during the budget process.

**2) Available Funds
Fiscal Year 1992 Capital Improvement Program**

Also Present: Jerry Himmelheber, Supervisor of Facilities

The Board of Education distributed a list of projects for budget amendment considerations using available funding from the Fiscal Year 1992 Capital Improvement Budget, of which two of the items had already received County Commissioner approval (Lettie Dent furniture and equipment and Green Holly furniture and equipment). The balance of CIP funds available is in the amount of \$798,992.

Discussion ensued regarding the Park hall site work (\$150,000) and whether to move it to Fiscal Year 1993.

Commissioner Loffler requested an accounting of where the available funds had been budgeted and what projects had been funded.

Mr. Himmelheber described each of the projects, and the Board of Education explained the required funding amounts. After discussion the Commissioners agreed to make a decision on the request and respond in writing at a later date.

3) Fiscal Year 1993 Operating Budget

The Board of Education distributed a handout relative to the Fiscal Year 1993 budget setting forth revenues (county, state, federal impact aid and school sources) and a proposed list indicating how the \$1,962,549 of available funds would be used.

During discussion of the amount allocated for step increases (\$600,000), Commissioner Loffler requested a report on the number of teachers coming into the system, number retiring, number of teachers hired for increased enrollment and what the costs are.

4) Procurement System Status Report

Also Present: Elaine Kramer, Director, Budget and Finance

Mrs. Kramer presented a handout outlining the study of procurement and capital improvement program procurement as a cooperative effort between the Board of Education and county government. She stated that there have been several meetings of staff of both agencies. In looking at the procurement process, the group did comparisons of the county's and public schools volume, staffing bid parameters in trying to determine whether there would be cost savings. Mrs. Kramer advised that the public school system is looking at joint bid lists for products and services and using the county's contracts for services; i.e., plumbing, electrical, carpentry.

During discussion of the procurement process for construction programs, Mrs. Kramer advised that the group has identified three test projects: Piney Point Roof, Piney Point Wing Addition, and Mobile Classroom Relocation. She

stated that at the next meeting on May 18 the projects will be priced out and at that time the group will also revise and more clearly identify processes in working together.

A copy of the procurement progress report is on file in the Commissioners' Office.

FISCAL YEAR 1993 BUDGET REVIEW

Present: Charles Wade, Director of Finance

Mr. Wade discussed the following areas of the Fiscal Year 1993 Budget with the Commissioners:

Fire Tax Resolution

Mr. Wade distributed a draft Resolution setting the fire tax rate for each election district for the Commissioners' review. He stated that the Commissioners would approve the Resolution at the time of the approval of the Fiscal Year 1993 Budget on May 26.

General Fund

For the Commissioners' information, Mr. Wade distributed a handout outlining changes to the general fund and noting that \$250,850 is available during budget deliberations.

Revenues

Mr. Wade distributed a handout setting forth General Fund - Revenues and explained increases and decreases in the various categories. Commissioner Loffler requested Mr. Wade to get information as to whether all motel rooms were included for payment of the accommodations tax.

Recommended Capital Budget

Mr. Wade distributed the list of recommended capital projects for Fiscal Year 1993 indicating source of funding.

Commissioners' Reserve

The Commissioners discussed maintaining the Commissioners' reserve at \$500,000.

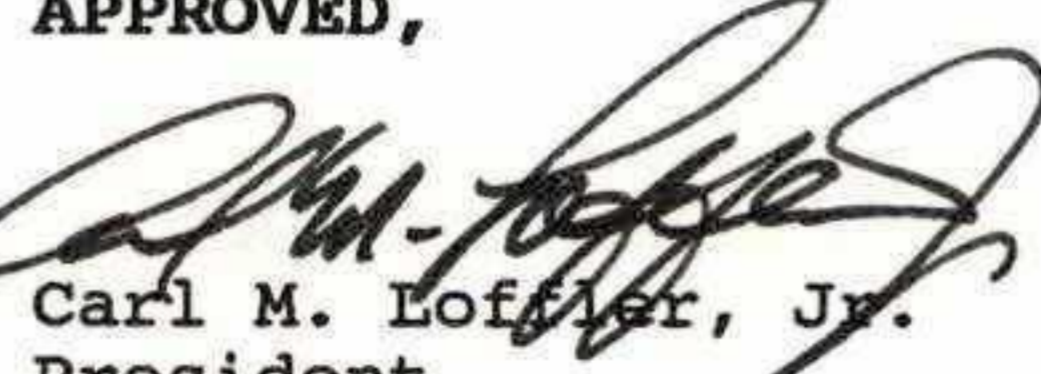
Operating Budget

During discussion of the Operating Budget Commissioner Loffler suggested that there be in depth discussion for the following departments: Public Works, Planning and Zoning, Sheriff's Department and Board of Education.

The Commissioners will continue discussions on the referenced items at their May 19 meeting.

ADJOURNMENT

The meeting adjourned at 5:25 p.m.

APPROVED,

Carl M. Loffler, Jr.
President