

**Special Meeting of County Commissioners**  
**Monday, September 24, 2007 (1 of 1)**

The County Commissioners of Charles County . The following persons were in attendance:

Mac Middleton, State Senator  
Wayne Cooper, President, County Commissioners  
Edith J. Patterson, Vice President, County Commissioners  
Reuben B. Collins, II, County Commissioner  
Samuel N. Graves, Jr., County Commissioner  
Gary V. Hodge, County Commissioner  
Paul W. Comfort, County Administrator  
Denise Ferguson, Clerk to the Commissioners

**Annual State Transportation Tour**

Mr. John Porcari, Secretary, Maryland Department of Transportation, provided a briefing on the State's Consolidated Transportation Program for Fiscal Year 2008-2013. Mr. Porcari provided an overview of the Statewide projects, financial issues and the need to increase funding for transportation projects.

Ms. Diane Ratcliff, Acting Director, Office of Planning, Maryland Transit Administration, provided an update on the need for a commuter transfer facility in Waldorf, Park -n- Ride facilities, and the Corridor Preservation Study.

Mr. Ron Freeland, Executive Secretary, Maryland Transportation Authority, gave a briefing on the Nice Bridge Improvement Study and the Nice Bridge Approach Improvement Project.

Mr. Neil Pedersen, Administrator, Maryland State Highway Administration provided a briefing on traffic safety and bridge safety portion of the Maryland Department of Transportation's 2008-2013 Consolidated Transportation Program (CTP). He also updated the Commissioners on the Wilson Bridge project and the MD Route 5 corridor project.

Mr. Greg Welker, District 5 Engineer, State Highway Administration, provided an update on the Administration's Preservation Program.

There being no further business, the meeting was adjourned at 10:47 a.m.

---

Denise M. Ferguson, Clerk

---

Wayne Cooper, President

## **Regular Meeting of County Commissioners**

**Tuesday, September 25, 2007 (1 of 3)**

The regularly scheduled meeting of the County Commissioners was convened at 9:30 a.m. with the following persons in attendance:

Wayne Cooper, President, County Commissioners  
Edith J. Patterson, Vice President, County Commissioners  
Reuben B. Collins, II, County Commissioner  
Samuel N. Graves, Jr., County Commissioner  
Gary V. Hodge, County Commissioner  
Paul W. Comfort, County Administrator  
Roger L. Fink, County Attorney  
Denise Ferguson, Clerk to the Commissioners

### **Ribbon Cutting Ceremony: College of Southern Maryland's Industrial Training Center**

The Commissioners attended the College of Southern Maryland's Industrial Training Center ribbon cutting ceremony at 8:00 a.m.

### **Maryland Open Meetings Act Training**

The Commissioners participated a training session on the Maryland Open Meetings Act conducted by Mr. Roger Fink, County Attorney at the Maryland Fire & Rescue Institute, Audie Lane, La Plata, Maryland.

### **Lunch**

#### **Closed Session (Legal, Land Acquisition) - Maryland Fire & Rescue Institute, Audie Lane, La Plata, Maryland**

At 12:09 p.m., a motion was made by Commissioner Patterson, seconded by Commissioner Hodge, and passed by all Commissioners voting in favor to go into closed session pursuant to the provisions of Section 10-508(a) of the Maryland Annotated Code to discuss two (2) matters related to land acquisition (disposition of public property and acquisition of public property for an easement), three (3) personnel matters, four (4) administrative function items, to consult with legal counsel on the process for disposing of public property, and to obtain legal advice relating to a lease agreement and a scheduling item for the Commissioners.

In addition to the County Commissioners, the following persons were in attendance for this session: Mr. Paul Comfort, County Administrator, Mr. Roger Fink, County Attorney, Ms. Sue Greer, Deputy County Attorney, Mr. Roy Hancock, Assistant to the County Administrator, Mr. Chuck Beall, Acting Director of Planning & Growth Management, Ms. Judy Michael, Property Acquisition Manager, Mr. John Stevens, Team Leader CIP WS/SW Contracts, and Ms. Denise Ferguson, Clerk to the County Commissioners.

#### **Summary of closed session items:**

The Commissioners directed staff to proceed to a public hearing on disposition of public property.

The Commissioners directed Mr. Comfort to work with Public Facilities staff to provide information to the County Attorney's Office related to a parcel of county-owned property.

The Commissioners directed staff to proceed with the condemnation process for a sewer line easement.

The Commissioners directed Mr. Fink to proceed with the scheduling of the public hearing for citizen legislative proposals.

Mr. Fink briefed the Commissioners on the status of negotiations for a pending lease agreement.

The Commissioners provided direction to Mr. Comfort on County vacancies.

**Regular Meeting of County Commissioners**  
**Tuesday, September 25, 2007 (2 of 3)**

*\*Closed session concluded at 2:05 p.m. And the Commissioners returned to the Charles County Government Building for their afternoon session.*

**County Business**

**Proclamation: Jeannette Green, retiring member of the Charles County Library Board of Trustees**

**Certificates of Appreciation: Animal Matters Hearing Board members – Alvin Wall, Jerry Butkiewicz, and Dr. Ivan Cunningham**

**FY08 Budget Amendment, \$705,500, Capital Projects, Maxwell Hall house acquisition**

Mr. David Eicholtz, Acting Director of Fiscal Services, presented the Commissioners with an FY08 Budget Amendment for \$705,500, for acquisition funding to purchase the Maxwell Hall House.

A motion was made by Commissioner Patterson, seconded by Commissioner Hodge, and passed by all Commissioners voting in favor to approve the Amendment.

**County Business - continued**

**FY08 Budget Transfer Request, \$90,000, Capital Projects, Maxwell Hall house acquisition**

Mr. David Eicholtz, Acting Director of Fiscal Services, presented the Commissioner with an FY08 Budget Amendment for \$90,000 for the land and Right of Way in connection with the purchase of Maxwell Hall. Mr. Eicholtz indicated that funds would be transferred from the architectural and design line item to the land and ROW line item.

A motion was made by Commissioner Graves, seconded by Commissioner Collins, and passed by all Commissioners voting in favor to approve the Transfer.

**Briefing: Revised County Government Personnel Policies & Procedures Manual**

Mr. Steve Brayman, Director of Human Resources, and Ms. Nikki Bradburn, Training Officer, provided a briefing on proposed revisions to the County's Personnel Policies & Procedures Manual.

Following discussion between staff and the Commissioners on each of the proposed changes to the manual, the Commissioners collectively agreed to direct staff to make the changes as discussed and present the Manual during the Commissioners session on Tuesday, October 2, 2007 for possible adoption.

**Board of Education: FY07 Budget Intercategory Transfers**

Mr. James Richmond, Superintendent, Charles Count Public Schools, Mr. Paul Balides, Assistant Superintendent for Finance, Business Administration & Technology, Charles County Public Schools, Mr. Ronald Cunningham, Deputy Superintendent, Charles County Public Schools, and Mr. Randy Sotomayor, Budget Manager, Charles County Public Schools, presented the Commissioners with the Board of Education's FY2007 Budget Amendment – Intercategory Budget Adjustments. Mr. Richmond indicated that he was seeking approval for intercategory budget transfers to fund categories that exceeded the budget due to audit adjustments, reclassifications and spending variances. No additional funding from the county or state agencies is required in connection with the transfers.

A motion was made by Commissioner Patterson, seconded by Commissioner Hodge, and passed by all Commissioners voting in favor to approve the FY07 Budget Intercategory Transfers as presented.

**Press Briefing**

The Commissioners conducted a press briefing at 3:30 p.m. in which the press corps were able to ask the Commissioners questions relating to items discussed during the Commissioners' session. The press briefing concluded at 4:00 p.m.

**Regular Meeting of County Commissioners**  
**Tuesday, September 25, 2007 (3 of 3)**

**New Business**

1. Wilson Farm Property - Nanjemoy – Commissioner Patterson requested an update on legalities with the State with regards to the Wilson Farm Property and boat launch in Nanjemoy that is used by the Nanjemoy Fire Department. Mr. Comfort will arrange for this update.
2. Practice Site for Motocross Racing – Commissioner Cooper made note that as a result of the closure of the motocross practice site (DeMarr Road) in Charles County, the riders are in need of a new site in Charles County that is properly zoned for practice riding. He noted a 'gorge' rather than flat land would be preferable. Mr. Comfort will look into possible sites.

Commissioner Hodge commented on the success of the international event held at the Maryland International Speedway/Budds Creek on Saturday, September 23, 2007, and expressed appreciation to the officials and staff of St. Mary's County for making the event a huge success

3. Report on Water Supply Charles County/Southern Maryland – Tri-County Council Meeting – Commissioner Hodge commented on the 2005 report of the Maryland Geological Survey relating to the year 2030 projection for Charles County/Southern Maryland water supply that was presented at the Tri-County Council meeting on Wednesday, September 19, 2007. Commissioner Hodge noted that while this is a matter of urgent priority, he did not want the public or business community to be alarmed or feel that this would be an imminent and unmanageable crises. He further noted that deliberate steps to address the suggested measures and options are being taken to maintain an adequate and ample water supply in Charles County and Southern Maryland.

**Approval of Minutes of September 17-19, 2007**

A motion was made by Commissioner Hodge, seconded by Commissioner Collins, and passed by all Commissioners voting in favor to approve the minutes of September 17-19, 2007, as amended.

**Amendments (Page 2 of 4, Tuesday, September 18, 2007 – Approval of Minutes of September 5, 2007):**

**Amendment – Page 5 of 6, New Business Item 2:**

Commissioner Hodge asked for clarification as to whether the items listed on the Administrative Report (July 18 – August 28, 2007), which is attached to the Minutes, have been approved/authorized by the entire Board of County Commissioners. Denise Ferguson, Clerk to the Commissioners, responded that the items listed on the Administrative report ~~where item in~~ **were items for** which the President of the County Commissioners had authorization to sign on behalf of the Board.

Commissioner Hodge noted that his concern was that ~~of the publics view point~~ **would assume** that all of the Commissioners had approved the Administrative Report items and wanted assurance that the current Board has authorized the Board President to executive documents on their behalf.

There being no further business, the meeting was adjourned at 5:29 p.m.

---

Denise M. Ferguson, Clerk

---

Wayne Cooper, President

**Regular Meeting of County Commissioners**  
**Wednesday, September 26, 2007 (1 of 2)**

The regularly scheduled meeting of the County Commissioners was convened at 2:11 p.m. with the following persons in attendance:

Wayne Cooper, President, County Commissioners  
Edith J. Patterson, Vice President, County Commissioners  
Reuben B. Collins, II, County Commissioner  
Samuel N. Graves, Jr., County Commissioner  
Gary V. Hodge, County Commissioner  
Paul W. Comfort, County Administrator  
Roger L. Fink, County Attorney  
Denise Ferguson, Clerk to the Commissioners

The meeting was opened with the Pledge of Allegiance to the Flag led by Commissioner Hodge.

**Department of Emergency Services – Quarterly Overtime Report**

Mr. Donald McGuire, Director of Emergency Services, and Mr. John Filer, Chief of Emergency Medical Services, presented the Commissioners with the Emergency Services, EMS Division Quarterly Overtime Report for 06/29/07 to 08/17/07. The presentation provided the Commissioners with Year to date overtime expenditures, a breakdown of non-productive hours (vacation, sick leave, FMLA, workers' comp. Coverage), Open Saturday Shift Coverage (0700 -1500 hours), and future challenges for the department.

Mr. Filer noted the the EMS was on-budget for this period.

Mr. Filer also noted that 10% of his workforce is currently out for an extended period of time under the provisions of the Family Medical Leave Act (FMLA) and that staff is working on switching float employees and cross training employees for coverage to assist in dealing with the staff shortage.

The Commissioners requested that Mr. Comfort provide them with the average of the county workforce out on FMLA.

*\*The Commissioners took a 5-minute break at 2:25 p.m.*

**Public Hearing: Annual Water & Sewer Amendments**

The Commissioners conducted a public hearing on the Fall 2007 Water and Sewer Amendment Cycle Applications. Amendments are completed annually, and generally consist of water and sewer category changes for service.

Mr. Jason Groth, Program Manager, Adequate Public Facilities Program, provided an overview of each of the applications which consists of two new applications for water/sewer category changes, one proposed text amendment, and three deferred map amendments.

Commissioner Cooper opened the public hearing up to those signed up to speak. There was no one signed up to speak, and therefore Commissioner Cooper closed the public hearing at 2:49 p.m.

The Commissioners collectively agreed to leave the public record open for comment until the close of business on Tuesday, October 9, 2007. A follow-up work session will then be scheduled.

*\*The Commissioners took a 10-minute break at 2:50 p.m.*

**Regular Meeting of County Commissioners**  
**Wednesday, September 26, 2007 (2 of 2)**

**Charles County Garden Club – Presentation of Charles County Beautification Awards/Reception**

**New Business**

1. Smallwood Village Center – Arts Center Update – Commissioner Hodge shared that a letter had been received from Mr. Saul with indicating that the 2<sup>nd</sup> floor space at the Smallwood Village Center could be made available to the arts community at a very reasonable cost (\$3.00/square foot or possibly lower). He also noted that PGM staff is looking at possibilities with the State and Charles County Arts Alliance.
2. Comprehensive County Policy with respect to Nanjemoy Housing Issues – Commissioner Collins requested that a comprehensive county policy be established as part of the overall housing plan to deal with the unique issues of the Nanjemoy area.

The Commissioners discussed the need for a staff person to be the point of contact on this initiative and asked Mr. Comfort to present them with recommendations within the next two weeks.

**Public Hearing: Bill #2007-11 Charles County Building Code Effective Date**

The Commissioners conducted a public hearing on proposed Bill #2007-11 – Charles County Building Code Effective Date.

Mr. Peter Paff, Chief of Permits, provided an overview of Bill #2007-11 which would extend the effective date of the Charles County Building Code.

Commissioner Cooper opened the hearing up to those signed up to speak. Staff noted that there was no one signed up to speak and that no written comment had been received. The hearing concluded at 4:17 p.m.

A motion was made by Commissioner Graves, seconded by Commissioner Patterson, to close the public record – the motion and second were withdrawn.

A motion was made by Commissioner Graves, seconded by Commissioner Patterson, and passed by all Commissioners voting in favor to adopt Bill #2007-11.

There being no further business, the meeting was adjourned at 4:19 p.m.

**Personnel Session: Interview candidates for Director of Administrative Services**

At 4:25 p.m., Mr. Paul Comfort, County Administrator, requested that the Commissioners go into closed personnel session pursuant to Section 10-508(a) of the Maryland Annotated Code to interview two (2) candidates for the Director of Administrative Services position. A motion was made by Commissioner Patterson, seconded by Commissioner Hodge, and passed by all Commissioners voting in favor to go into closed personnel session.

---

Denise M. Ferguson, Clerk

---

Wayne Cooper, President

**AGENDA**  
**COUNTY COMMISSIONERS MEETING**  
**September 24-26, 2007**

**Administrative Report (September 11, 2007 – September 18, 2007)**

Grant Award Medicaid Waiver, \$149,051
Chase Equipment Leasing, Inc., \$2,000,000, F/S Request #1
State Aid for Police Protection, \$45,939,960
State Aid for Police Protection, \$50,894,425
State Aid for Police Protection, Roster
Maryland State ceiling allocation to the County, to David Edgerley, Secretary, Md of Bus Eco Dev
Release of Lien, DeSarno, Dominic A. & Linda D., Brookwood Subdivision, Property Account #06040756
Release of Lien, Celine Djangmah, 1003 Allward Dr, Account #3505
Bond Release, Gospel Union Road Sewer Extension, VR 05-0018
Bond Release, Rolling Meadows, Phase 2, VR 99-0018
Amendment to Letter of Credit, Lake Jameson, Section 3, VR 03-0083
Bond, Richard's Office Building, VI 07-0008
Bond, O'Donnell Lake Parcel E Parking Lot, VC 06-0110
Contract for Acting Director of Utilities
Grant Application – Program Open Space, \$1,874,000
Grant Award, BJAG Fyo7, \$76,004
Child Support Enforcement Admin, Title IV-D, \$399,323
CFDA: 97.067, Grant Award, passed through to American Red Cross of Charles County
Chase Equipment Leasing, Inc., lease/purchase agreement, \$2,000,000, F/S Request #2
Chase Equipment Leasing, Inc., lease/purchase agreement \$2,000,000, F/S request #'s 3, 4, 5 & 6
Children's Cabinet Interagency Fund Grants for Tri-County Youth Services Bureau from Governor's Office