

**BOARD OF GARRETT COUNTY COMMISSIONERS**  
**PUBLIC MEETING**  
**DECEMBER 5, 2006**

**IN ATTENDANCE**

*Chairman Ernest J. Gregg*  
*Commissioner David C. Beard*  
*Commissioner Frederick A. Holliday*

*County Administrator R. Lamont Pagenhardt*

**CALL TO ORDER OF PUBLIC SESSION**

**PRAYER & PLEDGE OF ALLEGIANCE**

**PUBLIC SESSION**

1. Additions/deletions to Public Meeting Agenda. Mr. Pagenhardt indicated that there was one addition and one deletion to the Public Meeting Agenda for December 5, 2006. The Board of County Commissioners Meeting Schedule will be deleted from the Agenda for this date and Deborah Carpenter, GIS Specialist, Department of Planning and Land Development will request that the Board execute a GIS Data License Agreement.
2. Minutes of the Public Meeting of November 28, 2006 were read and approved on a motion by Commissioner Beard, which was seconded by Commissioner Holliday, and made unanimous by Chairman Gregg.
3. Gary Mullich, Director, Department of General Services briefed the Board of County Commissioners on the following matters:
  - a) Update on capital project report distributed to the Board.
  - b) A Local Government Insurance Trust Loss Control Report Card - Garrett County for coverage year ending 2006 was presented and reviewed by DaVina Griffith, Risk Manager.
  - c) Other departmental matters.
4. Wendy Yoder, Director, Department of Financial Services briefed the Board of County Commissioners on the following matters:
  - a) Update on Fiscal Year 2006 Financial Audit, which is complete. Staff will be reviewing the internal control letter and management letter with the auditor this week.

- b) The request for proposal for banking services will be published this week.
  - c) Request for proposal for auditing services is being prepared for advertisement.
  - d) GASB Pension requirement preparation is in process for Garrett County Government, Garrett County Board of Education, and Garrett College.
  - e) Employee pension statements have been prepared and will be distributed to all employees.
  - f) The Fiscal Year 2008 Budget will be available on-line for all departments to prepare and submit. The County Administrator and Department staff will have access for review, comments, and approval prior to presenting to the Board.
  - g) Staff is working on setting up employee time sheets on-line for submittal to Human Resources for processing.
  - h) Update of past due/delinquent business personal property tax with securing of correct/up-to-date addresses being located with assistance from the Sheriff's Department.
  - i) Other departmental matters.
5. West Virginia High Technology Consortium Foundation presented the Board of County Commissioners with an Amber View Pilot Program presentation. In attendance for this session was Sheriff Gary Berkebile, Garrett County Sheriff's Department; Leanne Mazer, Executive Director, Tri-County Council for Western Maryland; Patricia Yoder, Regional Education Service Agency; Lisa Thayer Welch, State's Attorney; William Ewing, representing the Garrett County Board of Education; Sergeant Steven Vincent, Maryland State Police; and James Hinebaugh, Director, Department of Economic Development.
6. The Purchasing Department presented a bid recommendation for Request for Proposals – Architectural/Engineering Services – Garrett County Detention Center (RFP #06-103). The Board, on a motion by Commissioner Holliday, which was seconded by Commissioner Beard, and made unanimous by Chairman Gregg, approved an award to ATI, Inc. for a total not to exceed fee of \$923,680 to include A/E services, full time inspection, reimbursable expenses, and cost of public meeting attendance (up to 3).
7. Members of the New Animal Shelter Development/Adoption Center Committee met with the Board of County Commissioners to present a proposed organizational and budgetary plan. The Committee is requesting that the County construct a facility that will be staffed by volunteers and staff. The Committee presented a proposed organizational and budgetary plan, which the Board will take under advisement as part of Fiscal Year 2008 Budget review. The Board also agreed that the Animal

Shelter and Adoption Center, if approved, should located/constructed together with plans to locate at the Public Works Site to be evaluated.

8. Public Commentary. Residents opposed to the Town of Mountain Lake Park annexation informed the Board of County Commissioners that signatures have been secured on a petition and requested guidance as to how to proceed. The Board and Mr. Pagenhardt advised those in attendance that further communication should be directed to the Board of Elections and Town of Mountain Lake Park.

### **ADMINISTRATIVE SESSION**

1. Mr. Pagenhardt reviewed a number of correspondences and communications with the Board of County Commissioners.
2. The Board of County Commissioners, on a motion by Commissioner Holliday, which was seconded by Commissioner Beard, and made unanimous by Chairman Gregg, approved a waiver to Department of Public Utilities Policy 2005-5 – Amortization Policy for Adventure Sports Center International (ASCI). ASCI had requested amortization for the purchase of twelve (12) equivalent residential units that would be permissible only as an exception to the policy which reads that “eligible applicants” shall mean all existing residential, commercial, and industrial properties that are required to connect to a public water and/or public sewer system.
3. Mr. Pagenhardt presented recommendations of appointment to the position of utility operator with the Department of Public Utilities. Brian Lynch, Charles Adams, and Daniel O’Brien were recommended and approved on a motion by Commissioner Beard, which was seconded by Commissioner Holliday, and made unanimous by Chairman Gregg. Mr. Pagenhardt prepared official letters of appointment to each individual outlining terms and conditions of employment.
4. Ms. Carpenter presented the Geographical Information System (GIS) Data Licensing Agreement for approval and execution, which had been reviewed for legal sufficiency by County Attorney Gorman Getty. The Board, on a motion by Commissioner Beard, which was seconded by Commissioner Holliday, and made unanimous by Chairman Gregg, approved the Agreement as presented, which will be executed by Chairman Gregg and applicable licensees. Ms. Carpenter also reviewed the GIS product request form and digital data price comparisons with the Board.
5. Mr. Pagenhardt reviewed a letter from County Attorney Gorman Getty that was prepared in furtherance of planned annexation by the Mayor and Town Council of Mountain Lake Park. County residents who are opposed to the annexation had met with the Board on two occasions requesting that the Board of County

Commissioners arbitrate or intercede on their behalf to cease the annexation by the Mayor and Town Council. A copy of Mr. Getty's letter had been distributed to residents earlier in the day.

6. The Board of County Commissioners addressed a request from Mobile Satellite Ventures, LP concerning a proposal for satellite 2 way radios/telephones and service. The proposal requested that the County purchase equipment and enter into a three (3) year service agreement without first publicly soliciting proposals/bids for this equipment and service. Prior to this session, Mr. Pagenhardt had requested and received an opinion from the Purchasing Department and County Attorney on participation of such an agreement both of which were reviewed at this time. The Board decided to request that the Purchasing Department prepare specifications for the official procurement of such equipment assuring that all components are equitable and review with the County Attorney and Department of General Services. (Funding is available through an appropriation from the Department of Homeland Security).

#### ADJOURNMENT

**Attest:**

**By Order of the Board,**

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R. Lamont Pagenhardt,  
County Administrator

\_\_\_\_\_  
Ernest J. Gregg, Chairman  
Board of County Commissioners

\_\_\_\_\_  
Date