

BOARD OF GARRETT COUNTY COMMISSIONERS
ADMINISTRATIVE SESSION
March 13, 2012

IN ATTENDANCE

Chairman James M. Raley

Commissioner Gregan T. Crawford

Commissioner Robert G. Gatto

R. Lamont Pagenhardt, County Administrator

1. The Board of County Commissioners discussed issuing a media press release relative to “Stop the Shift” which is an initiative directed by other county governments to encourage the Maryland General Assembly and Governor O’Malley to not shift the cost of public school system teacher pensions to local jurisdictions this year. It was determined, based on discussion that the General Assembly may defer the transfer of the cost, the Board would table the issuance of any press release on this matter.
2. Mr. Pagenhardt recommended and requested that the Board of County Commissioners approve 3 policy changes for law enforcement officers in the Sheriff’s Department of Detention Center. The Board took the following action of approval:
 - a) Amending current policy to allow for the payment of all calendar year County holidays to be paid to non-exempt public safety employees in a onetime payment. This policy change will allow a more proficient scheduling of personnel and reduce the cost of overtime compensation at time and one-half. In addition, the Rules and Regulations of the Classified Service of Garrett County Government will be amended to read that holidays worked will not be considered hours worked for computation of overtime compensation. Mr. Pagenhardt will make the required text language policy changes.
 - b) A request to revise the Law Enforcement – Public Safety Grade Allocation Table to reflect consistent percentage increments between all pay steps within all pay grades and consistent with other County Government Grade Allocation Tables. The Board decided to take this amendment and recommended revision under advisement and include compensation related matters with all employee groups (Classified Service Employees and County Roads Department Employees) who have hourly rates of pay included in a collective bargaining agreement.

A request to allow law enforcement officers enrolled in the Law Enforcement Officers Pension Plan to be eligible for the employer match in the County Government Deferred Compensation Program. In 2002 when the Law Enforcement Officers Pension Plan was approved, this match was discontinued. This action will be deferred until the Fiscal Year 2013 Budget.

3. The Board of County Commissioners, on a motion by Commissioner Gatto, which was seconded by Commissioner Crawford, and made unanimous by Chairman Raley, moved into Executive Session

under section 10-508 of the Maryland Open Meetings Law on this date to discuss personnel, economic development, and financial matters. The same motion ended the Executive Session.

4. The Board of County Commissioners discussed the County Scholarship Program. In attendance for this session was James Hinebaugh, Director, Department of Economic Development; Wendy Yoder, Director, Department of Financial Services; and Scott Weeks, Assistant Director, Department of Financial Services. No action of approval was taken and the session was informational. A public meeting session will be conducted on March 19, 2012.
5. Chairman Raley, on behalf of the Board of County Commissioners, executed a Community Facilities Grant Agreement with the United States Department of Agriculture Rural Housing Service – Appalachian Regional Commission for road improvements to the Exhibit and Trade Center. Amount of the grant is \$350,000.
6. Chairman Raley and Mr. Pagenhardt, on behalf of the Board of County Commissioners, executed a Resolution authorizing the sale of 1.50 acres adjacent to County property on Francis Sanders Lane to Ronald J. Harvey for the sum of \$12,000.
7. Chairman Raley and Mr. Pagenhardt, on behalf of the Board of County Commissioners, executed a Resolution authorizing the sale of real property known as 65 Enterprise Drive, Oakland, Maryland to GCC Technologies for the sum of \$1,150,000. A Contract of Sale and Right of Entry Agreement were also executed.
8. The Board of County Commissioners reviewed the State of Maryland Department of Assessment and Taxation Office lease in the Garrett County Court House. Ms. Yoder and Mr. Weeks were in attendance for this session. This session was informational and no action was taken on this date.
9. The Board of County Commissioners discussed a number of financial and budgetary matters. Ms. Yoder and Mr. Weeks attended all sessions.
 - a) Funding for Meadow Mountain Trail Improvements and Extension Phase I Project. Brian Bowers, Purchasing Agent; Nikki Brown, Accountant, Department of Financial Services; and Meg Ellis, Project Manager, Department of Economic Development attended this session.

The Meadow Mountain Trail Improvements and Extension Phase I Project will create an approximately 10-mile trail from New Germany Road to Route 495. There are three components to this project:

- 1) Approximately 1.5 miles of new trail construction from the Fire Tower South of Frank Brenneman Road to Route 495.
- 2) Improving the surface of the approximately 8.5 miles of existing trail from New Germany Road to the Fire Tower South of Frank Brenneman Road (This is located on Maryland Department of Natural Resources Property).
- 3) Improvement and construction of trailhead parking areas.

On May 26, 2011, Garrett County received notice that it was receiving \$316,000 of National Recreational Trails funding for this project. The Memorandum of

Understanding for this project was executed with the Maryland State Highway Administration on 9/28/2011. The County is responsible for completing the project within 3 years of the MOU execution date. The grant budget indicated matching funds of \$250,000 via Appalachian Regional Commission, \$40,150 via Garrett County, and \$8,400 via Garrett Trails.

An Appalachian Regional Commission Grant for this project in the amount of \$250,000 has been prepared for signature and submittal.

Some engineering services for the project have already been completed by Johnson, Mirmiran, & Thompson (JMT). JMT has advised the County that it can complete the construction documents and permitting for Component 1 of the project for a fee of \$7,000. In order to keep the project moving forward, we feel that the County should advise JMT to move forward with the engineering for Component 1. This may require up to \$7,000 of County funds to be expended for this project in FY2012. Currently no funds for the project are budgeted in FY2012.

The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Gatto, and made unanimous by Chairman Raley, approved the following:

- Approval of \$40,150.00 (\$29,650.00 Cash + \$10,500.00 In-Kind Inspection Services) County Match towards project.
- Approval of up to \$7,000.00 County Match (NOTE: The \$40,150.00 Total County Match would be reduced in future fiscal years by any FY 2012 expenditures) Expenditure in FY 2012.
- Approval and Signature of \$250,000.00 Appalachian Regional Commission Grant Application for project

- b) The Board of County Commissioners of Garrett County, Maryland Identity Theft Prevention Program. Ms. Brown attended this session and requested that an update to the Program reflect changes in department name and reporting lines. The Board, on a motion by Chairman Raley, which was seconded by Commissioner Crawford, and made unanimous by Commissioner Gatto, approved the recommended change as presented on this date.
- c) Fiscal Year 2013 Budget review schedule and dates. Informational.
- d) Revenue Estimation and Real Tax Rate. Informational.
- e) Scheduling constant yield hearing and public budget presentations for May 15 at Garrett College at 7:00 PM.
- f) Board of Education Appropriation for Fiscal Year 2013. Informational.
- g) Other

10. The Board of County Commissioners conducted Work Session #2 – Proposed Land Use Management Ordinance Review. John Nelson, Director, Department of Planning and Land Development facilitated this session review. It was announced that the Board would schedule Work Session #3 for April 10, 2012 at 10:00 AM.

11. Mr. Pagenhardt reviewed a number of other administrative and personnel issues with the Board.

Attest:

By Order of the Board,

R. Lamont Pagenhardt,
County Administrator

James M. Raley, Chairman
Board of County Commissioners

Date