

BOARD OF GARRETT COUNTY COMMISSIONERS
PUBLIC MEETING
June 17, 2014

IN ATTENDANCE

Chairman Robert G. Gatto
Commissioner Gregan T. Crawford
Commissioner James M. Raley

County Administrator R. Lamont Pagenhardt

ADMINISTRATIVE SESSION

1. Mr. Pagenhardt updated the Board of County Commissioners on the final collective bargaining proposal the County had submitted to AFSMCE Local 1834 and the status of the final agreement. In attendance for this review was Director of the Department of Public Works Jay Moyer and Paul Harvey, Division Chief, Department of Public Works – Roads Division.
2. Mr. Pagenhardt presented cost estimates prepared by the Engineering Department for road improvements on Marsh Hill Road. Mr. Moyer and Mr. Harvey were in attendance. The proposed start date would be post Labor Day 2014 and early spring 2015. The Board agreed to proceed with drafting an agreement with provisions and terms whereby the County would be responsible for equipment and labor and Wisp Resort will cover the cost of materials and utility relocation expense. The County Attorney will be asked to prepare a draft Agreement.
3. The Board of County Commissioners reviewed persons for consideration of appointment to the following boards:
 - a) Board of Assessment Appeals. The Board agreed to recommend Joseph Winters be moved from Alternate Member on the Board of Assessment Appeals to Board Member and recommend the appointment of John Pucciano as Alternate Member. Names will be forwarded to the Office of Governor - Secretary of Appointments for consideration.
 - b) Licensing and Enforcement Appeals Board. The Board agreed to appoint John Pucciano as Member of this Board. An official letter of appointment will be sent to Mr. Pucciano under the signature of Chairman Gatto outlining the terms of appointment.
4. The Board of County Commissioners reviewed a request from the Board of Education for Fiscal Year 2014 Budget fund category transfers and approval for retainage of Fiscal Year 2014 carryover funds. The Board will take official action during the public meeting on this date.
5. The Board of County Commissioners reviewed the Garrett College Capital Plan. Department of Financial Services Director Scott Weeks was in attendance for this session. The College had requested that the Board execute a Letter of Intent and Petition to the Maryland Higher Education Commission of \$4,263,000 needed for the purpose of assisting the financing of the Public Community Project – STEM Building 200. Approval of these documents was not a commitment of funding but notification that the County would agree that the project would meet the requirements

to be placed in the queue for funding. Commissioner Crawford entered a motion to approve which did not receive a second from Commissioner Raley or Chairman Gatto.

Mr. Pagenhardt informed the Board that based on the June 30, 2014 deadline for submittal by the College to the Maryland Higher Education Commission that he would notify the College of this decision.

6. Department of Public Works and Engineering Staff presented the following update to the Board of County Commissioners:
 - a) Update of Western Conveyance Water and Sewer Project.
 - b) Update of Thousand Acres Development entrance requirement.
7. Department of Community Planning and Development staff presented the following matters for review to the Board of County Commissioners
 - a) Garrett Trails – 2014 MD Bikeways Grant Application.
 - b) Review and prioritization of State Highway Administration transportation projects. Draft project list is attached as **Exhibit 1**. The Board will take this project list under advisement and again review during the July 15, 2014 work session.
 - c) Review of 2015 Program Open Space project funding. Final approval will take place during the Public Meeting on this date.
8. Mr. Pagenhardt reviewed a number of administrative, personnel, and managerial matters under his authority and jurisdiction with the Board of County Commissioners.

PUBLIC SESSION

CALL TO ORDER OF PUBLIC SESSION

PRAYER & PLEDGE OF ALLEGIANCE

1. Additions/deletions to public meeting agenda. Mr. Pagenhardt indicated there were two (2) additions and no deletions to the Public Meeting Agenda for June 17, 2014. (1) Mountain Haven Wellness & Recovery Center requested time on the public agenda to review funding for a food pantry storage rental and (2) Board approval of Board of Education Fiscal Year 2014 Budget fund category transfers. The Board of County Commissioners, on a motion by Commissioner Raley, which was seconded by Chairman Gatto, and made unanimous by Commissioner Crawford, approved the Public Meeting Agenda for June 17, 2014.
2. The Board of County Commissioners, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, approved the Public Meeting Minutes for June 3, 2014.
3. The Board of County Commissioners provided an update of the boards, committees, and commission meetings they have attended and participated in since the last public meeting.
4. The Board of County Commissioners executed a Proclamation designating June 2014 as “Deep Creek Lake Appreciation Month”.

5. University of Maryland Extension Area Extension Director Jennifer Bentlejewski provided the Board of County Commissioners with an update on the following matters:
 - a) Notice that Cooperative Extension is celebrating the 100th Anniversary of the Smith-Lever Act which established the Cooperative Extension Service, a state-by-state national network of educators who extend university based research and knowledge to the people.
 - b) PowerPoint overview of all areas of Extension Programs.
 - c) Other matters of public interest.

6. The Board of County Commissioners conducted a **Public Hearing** to review the following applications for the establishment of an Agricultural Land Preservation District and participation in the Garrett County Ag Land Preservation Tax Credit Program:
 - a) Daniel L. Ganoë and Daniel L. Ganoë, II. 425 Pocahontas Road consisting of 131.21 acres. The Ag Advisory Board and Planning Commission had reviewed and approved this application which has met all requirements for approval.
 - b) Charles and Peggy Gosnell. Pysell Crosscut Road consisting of 50 acres. The Ag Advisory Board and Planning Commission had reviewed and approved this application which has met all requirements for approval.

The Board, on a motion by Commissioner Raley, which was seconded by Commissioner Crawford, and made unanimous by Chairman Gatto, closed the public hearing and approved the applications as presented for action on this date.

7. The Purchasing Department presented the following recommendations of bid award to the Board of County Commissioners:
 - Recommendation of bid award – Motor Oil and Grease (bid #14-0417MO). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, awarded the bid award to PPC Lubricants. Specifics of the bid tabulation are on file with the Purchasing Department.
 - Recommendation of bid award - Custodial Cleaning and Paper Products (bid #14-0410CC). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, awarded the bid award to a number of vendors for a variety of products. Specifics of the bid tabulation are on file with the Purchasing Department.
 - Recommendation of award/request for proposal – Investment Services (#14-0422). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, awarded the award to First United Bank & Trust. Annual contract rates are 35 basis points with total annual market value for all plans of \$36,400,000 equating to an annual contract amount of \$127,435.00 for Fiscal Year 2015. The plans included are Garrett County Government Employee Retirement Plan, Garrett County Government Law Enforcement Officers Retirement Plan, Garrett County Government Other Post Employment Benefits Plan, Garrett County Government Length of Service Awards Program, and Garrett County Government Health Care Plan.
 - Recommendation of award/request for proposal – Inmate Health Care Services (#14-0610). The Board, on a motion by Commissioner Raley, which was seconded by

Commissioner Crawford, and made unanimous by Chairman Gatto, awarded the award to Conmed, Inc. The recommendation also required the

- Contract prices are July 1, 2014 to June 30, 2015 - \$299,784, per diem rate of \$1.10 per inmate (population greater than 50) and pharmaceutical per diem rate \$1.10 per inmate
 - Contract prices are July 1, 2015 to June 30, 2016 - \$308,772, per diem rate of \$1.14 per inmate (population greater than 50) and pharmaceutical per diem rate \$1.14 per inmate
 - Contract prices are July 1, 2014 to June 30, 2015 - \$318,036, per diem rate of \$1.17 per inmate (population greater than 50) and pharmaceutical per diem rate \$1.17 per inmate
- Recommendation of contract extension – Uniform and Mat Rental (bid #13-0509). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, awarded the award to UniFirst Corporation. Specifics of the bid tabulation are on file with the Purchasing Department.
8. The Board of County Commissioners, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, approved Program Open Space project funding requests for Fiscal Year 2015. Requested funding was \$210,780.00 with available funding of \$118,650.70. Approved project funding list is attached as **Exhibit 2**.
9. Mountain Haven Wellness & Recovery Center met with the Board of County Commissioners to review a funding request for a food pantry storage rental. The Board will take this matter under advisement.
10. The Board of County Commissioner reviewed Fiscal Year 2014 Budget transfer and carryover request from the Board of Education. The Board, on a motion by Commissioner Crawford, which was seconded by Chairman Gatto, and made unanimous by Commissioner Raley, approved the following decisions:
- The Board approved all Fiscal Year 2014 fund transfers between categories. (**See Exhibit 3**).
 - The request to retain any Fiscal Year 2014 carryover funds was not approved. The Board will consider the release of these funds upon notification of the amount of funds determined by the Fiscal Year 2014 Audit and a specific designation of expenditure justification. This decision is consistent with the Financial Memorandum of Understanding that explains the designation of Board of Education reserve fund for subsequent year budgets and an acceptable undesignated/unreserved fund balance.
11. Public Commentary.
- Eric Robison asked about the Team River Runner not being allowed to use the Adventure Sports Center International (ASCI). Mr. Pagenhardt will verify and respond to Mr. Robison.
 - Garrett College President Richard MacLennan and College Board of Trustees Member Vianne Bell expressed their displeasure in the Board of County Commissioners earlier decision to not approve the College's request to execute a Letter of Intent and Petition to the Maryland Higher Education Commission of \$4,263,000 needed for the purpose of

assisting the financing of the Public Community Project – STEM Building 200. Commissioner Crawford again asked that Commissioner Raley and Chairman Gatto to reconsider their prior decision to not approve. Commissioner Raley and Chairman Gatto expressed their concerns for a commitment of future funding. After a prolonged discussion between the Board, College representatives, and members of the public, Commissioner Crawford again entered a motion to approve this request which was then seconded by Commissioner Raley, and made unanimous by Chairman Gatto. Commissioner Raley directed Mr. Pagenhardt to draft a letter to the Garrett College Board of Trustees and President that this approval was not a commitment of funds and that such authorization must be made through the fiscal year budget review and approval process.

- 9. Carol Riley-Alexander, Executive Assistant to the Board of County Commissioners and County Administrator, reviewed the Board’s meeting and committee schedule for the forthcoming weeks.

Attest:

By Order of the Board,

R. Lamont Pagenhardt,
County Administrator

Robert G. Gatto, Chairman
Board of County Commissioners

Date

**Priority Capital Projects
Secretary's 2014 Annual Tour
MD Department of Transportation**

Section 1 - Planning Priorities

- 1) Truck Corridor Feasibility Study – MD 495 & US 219
- 2) Oakland By-Pass

Section 2 - Safety Priorities

- 1) Loch Lynn Bridge Project – Planning phase
- 2) MD 135 & Sand Flat Road intersection – safety improvements
- 3) Expansion of use of message signs, especially during inclement weather

Section 3 - System Preservation Priorities

- 1) Stormwater Drain Repair on US 219 at Burger King
- 2) Stormwater Drain Repair on Oakland Drive

Section 4 - Traffic Flow Enhancement Priorities

- 1) Signal Warrant Project Quarry Road and US 219, Thayerville

Section 5 - Sidewalk/Streetscape Priorities

- 1) MD 826 A to Deer Park Ave Project

Section 6 - Trail & Pedestrian Priorities

- 1) Pedestrian Crossing at US 219 and Mosser Road
- 2) Evaluate pedestrian crossings at UNO's and Traders Landing for safety improvements

Section 7 - Transit Priorities

- 1) Transit Service expansion
- 2) Oakland Passenger Train Feasibility Study

Section 8 - Regional Transportation Priorities

- 1) US 219 N Reconstruction/Relocation
- 2) Regional Transportation Committee

EXHIBIT 2

<i>Program Open Space Funding Requests for Fiscal Year 2015</i>							
Sponsor	Project Name	Project Name, Project Description	Acquisition Funding Requests	Development Funding Requests	Total	POS Funds w/10% Local Match	Recommended Funding
1	Town of Mt. Lake Park	Farm Credit of the Virginias parcels Purchase parcels for trail connection	\$ 10,000.00	\$ -		n/a	
Town of Mt. Lake Total					\$ 10,000.00		\$ 10,000.00
2	Town of Oakland	Broadford Park lighting Broadford Park lighting, complete existing lighting project		\$ 25,000.00		\$ 27,777.50	
Town of Oakland Total					\$ 25,000.00		\$ 20,000.00
3	Town of Friendsville	Community Park Lighting upgrade at the community park		\$ 5,000.00		\$ 5,555.50	
Town of Friendsville Total					\$ 5,000.00		\$ 5,000.00
4	Garrett County	McHenry Lions Park Fences for new dog park		\$ 13,140.00		\$ 14,599.85	
McHenry Lions Park Total					\$ 13,140.00		\$ 13,140.00
5	Garrett County	Garrett County Board of Education Phase 1- conversion of basketball court to tennis court Phase 2- new tennis court at SMS		\$ 49,740.00 \$ 55,600.00		\$ 55,266.11 \$ 61,777.16	
Garrett County Board of Education Total					\$ 105,340.00		\$ 49,740.00
6	Town of Grantsville	Town Park Improvements Playground equipment replacement Replacement of circulation pumps in fishing pond		\$ 31,800.00 \$ 7,500.00		\$ 35,332.98 \$ 8,333.25	
Grantsville Total					\$ 39,300.00		\$ 18,457.00
7	Garrett County	Avilton Community Association Benches, trash receptacles, horseshoe pits, grills, sakrete and labor Outside building 12 by 20 feet Surveillance system Pavilion speaker system		\$ 2,880.00 \$ 3,920.00 \$ 2,700.00 \$ 3,500.00		\$ 3,199.97 \$ 4,355.51 \$ 2,999.97 \$ 3,888.85	
Avilton Community Association Total					\$ 13,000.00		\$ 2,313.70
<i>Total request for 2015</i>			\$ 10,000.00		\$ 210,780.00		
				\$ 210,780.00			
<i>Total acquisition and development requests for 2015</i>							\$ 118,650.70
				\$ 118,650.70		per DNR letter dated May 2, 2014	
WJD 6/2/14 cc: M. Pagenhardt County Commissioners				<i>2015 Program Open Space Funds to be applied to the County's available funds</i>			
				<i>Difference</i>	\$ 92,129.30		



40 South Second Street, Oakland, Maryland 21550
Telephone: 301-334-8900, <http://www.garrettcountryschools.org>


Members of the Board of Education

Mr. Thomas A. Carr, President
Mr. Rodney A. Reckart, Vice-President
Mrs. Cynthia M. Downton, Associate Member
Mr. Matthew A. Paugh, Associate Member
Mrs. Charlotte A. Sebold, Associate Member
John R. Major, Student Board Member

Superintendent of Schools

Dr. Janet S. Wilson

To: Garrett County Board of Commissioners

From: Larry McKenzie, Director of Finance Garrett County Public Schools 

Date: June 11, 2014

At the June 10th public meeting of the Garrett County Board of Education, the itemized budget transfer requests below were voted upon and authorized by the members of the Board of Education pending the approval of the Garrett County Board of Commissioners. Pursuant to the Education Article of the Annotated Code of Maryland - §5-105, "a transfer between major categories shall be made only with the approval of the county commissioners or county council."

Over the course of the past fiscal year, there have been instances where positions became open through the normal course of business and positions were filled with long-term substitutes at a lower cost. Permanent replacements for these positions were not considered during this fiscal year given the uncertainty around state and local funding for fiscal year 2015 and the possibility of reductions in force, school closures, and additional program losses. There have also been positive fuel variances relative to student transportation during the past fiscal year. Lastly, savings related to the reduced number of "Non Public Placements" have also resulted in positive variances.

As a result of the fiscal 2015 budget not being funded at the requested level, we would like approval to transfer funds to cover the operating shortfall in the fiscal 2015 operating budget by purchasing textbooks and technology originally outlined for purchase in fiscal 2015 in fiscal 2014. We further request the ability to keep any additional carryover funds to purchase capital items that were also requested in the original fiscal 2015 budget but not funded. We are requesting approval for fund transfers to these categories:

1. Instruction Other – Technology/Computer Equipment – Transfer \$204,000 from "Salaries" and "Fixed Charges" to "Instruction Other – Technology/Computer Equipment." This transfer will allow the system to purchase laptop carts at several elementary schools which will supplement the school's technology as well as assist with online PARCC testing requirements.
2. Instruction – Supplies & Materials ELA Textbooks –Transfer \$45,000 from "Salaries" and "Fixed Charges" to "Instruction – English Supplies & Materials." This transfer will allow the system to buy the 8th grade component of the English Language Arts textbook series outlined in the requested fiscal 2015 budget.
3. Capital Outlay Buildings & Improvements – Transfer \$400,000 from "Transportation - Contracted Services" and "Special Education - Transfers" for the purchase of portable units recommended by the Advocacy Committee – These purchases will defray entirely the \$1,000,000 in estimated portable costs that are in the current plan for the Southern middle school renovation project. It will also help immediately alleviate the overcrowding at Broad Ford elementary and assist in maximizing the enrollments within the southern-end elementary schools.

Thank you for the consideration of these transfers as well as the consideration of the school system's request of keeping all carryover funds at the end of the fiscal year for other unfunded capital requests from the requested fiscal 2015 budget.

Cc: Dr. Janet Wilson, Superintendent of Garrett County Public Schools
Mr. Thomas Carr, President Garrett County Board of Education
Mr. R. Lamont Pagenhardt, Garrett County Administrator