

BOARD OF GARRETT COUNTY COMMISSIONERS
PUBLIC MEETING
December 2, 2014

IN ATTENDANCE

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

County Administrator R. Lamont Pagenhardt

PUBLIC SESSION

CALL TO ORDER OF PUBLIC SESSION

PRAYER & PLEDGE OF ALLEGIANCE

1. Additions/deletions to Public Meeting agenda. Mr. Pagenhardt indicated there was no additions or deletions to the Public Meeting Agenda for December 2, 2014. 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 Agenda for December 2, 2014.
2. The Board of County Commissioners, on a motion by Commissioner Crawford, which was seconded by Chairman Gatto, and made unanimous by Commissioner Raley, approved the Public Meeting Minutes for October 22, 2014 and Administrative Session for October 30, 2014.
3. The Purchasing Department presented the following recommendations of bid award and contract extension to the Board of County Commissioners:
 - a) Recommendation of Bid Award – Fire Prevention Systems Services (bid #14-1113FP). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, approved an award to Pillar Innovations, LLC, Fire Protection Products, Inc., and ARK Systems, Inc. Specific County Government sections, locations, and applicable cost are on file with the Purchasing Department.
 - b) Recommendation of Contract Extension – Standby Generator Maintenance (bid #13-1121G). The Board, on a motion by Commissioner Raley, which was seconded by Commissioner Crawford, and made unanimous by Chairman Gatto, approved a contract extension to Kelly Generator and Equipment, Inc. Specifics of contract are on file with the Purchasing Department.
 - c) Recommendation of Contract Extension – HVAC Service (bid # 13-1205H). The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, approved a contract extension to Jason Rush for \$80.00 per hour and a percentage mark-up for materials of 25%.
4. John Quilty, Chairman of the Garrett County Marcellus Shale Natural Gas Advisory Commission presented a briefing to the Board of County Commissioners. Other Members of the Commission were in attendance for this presentation and addressed the Board. Commissioner Raley, who sits

on both the Governor's Advisory Committee and the County Committee, expressed his appreciation to Members of the County Committee and how their consensus and participation allowed the Report to be compiled in the final format.

Commissioner Raley entertained a motion that the Board endorse and accept the Report and officially recognize the nature and content. The motion was seconded by Commissioner Crawford and made unanimous by Chairman Gatto.

5. Chairman Gatto, Commissioner Crawford, and Commissioner Raley provided their personal thoughts on serving on the Board of County Commissioners for the 2010 to 2014 Term of Office on this their final public meeting. Commentary was also made by Delegate Wendell Beitzel, County and agency managers, and the members of the public who were in attendance for this session.
6. The Board of County Commissioners, on a motion by Commissioner Crawford, which was seconded by Chairman Gatto, and made unanimous by Commissioner Raley, moved into Executive Session under section 10-508 of the Maryland Open Meetings Law on this date to address personnel matters. The same motion ended the Executive Session.

ADJOURNMENT OF PUBLIC SESSION

ADMINISTRATIVE SESSION

1. Mr. Pagenhardt presented a letter from the Mayor and Town Council of Oakland requesting an extension of the Tax Differential Agreement between the Board of County Commissioners and the Mayor and Town Council for a seven (7) year period. The Board, on a motion by Commissioner Crawford, which was seconded by Commissioner Raley, and made unanimous by Chairman Gatto, approved the extension as presented. Mr. Pagenhardt will draft the new Agreement and forward to the Mayor and Town Council for their review and execution.
2. Scott Weeks, Director, Department of Financial Services presented a recommendation of purchase of a new financial software proposal. Approval was granted by the Board, on a motion by Commissioner Raley, which was seconded by Commissioner Crawford, and made unanimous by Chairman Gatto, a 4 Year Conversion Plan is outlined in **Exhibit 1** of these public meeting minutes. Approval for Phase 1 and 2 will be funded from Fiscal Year 2015 with all future year Phases to be included in that applicable fiscal year budget.

Attest:

By Order of the Board,

R. Lamont Pagenhardt,
County Administrator

Robert G. Gatto, Chairman
Board of County Commissioners

Date

Financial Software Proposal

4 Year Conversion Plan

		Conversion Period	Projected Start	Estimated Cost
Phase 1	Payroll & HR Management	9 months	Mar 2015-Nov 2015	\$141,100
Phase 2	General Ledger/Accounts Payable, Purchasing, Accounts Receivable, Budget & Grant, Fixed Assets	9 months	Dec 2015-Aug 2016	\$156,425
Phase 3	Tax Billing, Tax Sale, & Cashiering	9 months	Sep 2016-May 2017	\$200,922
Phase 4	Utility Billing and Central Property file / Business Licenses (Accommodations Tax, Liquor Control Board)	6-9 months	Jun 2017-Feb 2018	\$77,190
Phase 5	Permits, Work orders, Inventory	6-9 months	Mar 2018-Nov 2018	\$107,155
	Other costs spread throughout phases			\$125,341
				<u><u>\$808,133</u></u>