

**BOARD OF COUNTY COMMISSIONERS OF FREDERICK COUNTY MEETING MINUTES  
FOR TUESDAY, SEPTEMBER 1, 2009**

Commissioner Jan Gardner, *President*, called to order a meeting of the Board of County Commissioners of Frederick County, Maryland, ("Board") for Tuesday, September 1, 2009, at 8:30 a.m. Present were Commissioners David Gray, *Vice President*; Kai Hagen, Charles Jenkins and John L. Thompson, Jr. (note arrival time). Also present were Ron Hart, County Manager and Mary Baker, Recording Secretary.

*(Official minutes of the Board of County Commissioners' meetings are kept on file in the County Manager's Office; the meetings are also video recorded. Approved minutes are available on the county's website. To receive a copy of meetings recorded on videotape or DVD, please contact the Board of County Commissioners at 301-600-1100 or visit the county's website at [www.co.frederick.md.us](http://www.co.frederick.md.us))*

**NOTE: Copies of all staff reports are available in the OnBase system. If you need assistance with the OnBase system, please contact the recording secretary.**

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**COMMISSIONERS COMMENTS**

Commissioner Gray noted the Department of Social Services would be closed on Friday, September 4, 2009, and Monday, September 7, 2009. Citizens seeking services will need to do so by 4:00 p.m. Thursday.

Commissioner Gardner noted at 2:00 p.m. today, the Board would attend the ground breaking ceremony for the Public Safety Training Facility, Phase II.

Commissioner Gardner requested residents hang their flags as Labor Day, Patriot Day and the anniversary of September 11 was coming up. The September 11 tribute will be held in the first floor hearing room on Thursday, September 10, 2009, at noon.

Commissioner Gardner advised residents to make sure their smoke detectors were working as three fires were reported this week within the county; two had fatalities.

**WORKSESSION**

**Alcohol and Drug Addiction Recovery Month Proclamation**

Commissioner Hagen presented the proclamation.

**Senior Center Month Proclamation**

Commissioner Gray presented the proclamation.

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**ADMINISTRATIVE BUSINESS**

**Expansion of the Frederick County Infants and Toddlers Program (Continued from  
8/27/09) - Dr. Monica Grant, Health Services Division**

Dr. Monica Grant presented the program details.

The following motions were made on August 27, 2009:

*Commissioner Hagen moved approval of the expansion of the infants and toddlers program as presented. Commissioner Gray seconded the motion that tied 2-2 with Commissioners Jenkins and Thompson opposed and Commissioner Gardner absent.*

*Commissioner Gray moved to table the item until Commissioner Gardner was present to vote.*

*This item was rescheduled for Tuesday, September 1, 2009.*

Commissioner Gray moved approval of the program as presented. Commissioner Hagen seconded the motion that passed 3-1 with Commissioner Jenkins opposed and Commissioner Thompson absent.

**WORKSESSION**

**Frederick County Record Retention Policy and Schedule – Barry Stanton, Office of the County Manager, Linda Thall, Office of the County Attorney, Joyce Grossnickle, Office of the County Manager and Dan Beard, The Cadence Group, Inc.**

(Commissioner Thompson entered the meeting.)

Staff presented information regarding the county’s proposed records retention and disposal schedule policy and proposed resolution that would adopt the records retention schedule for certain county records (All Departments, Board of County Commissioners, and the Office of the County Manager) and give authority to the County Manager to amend and approve all future records retention and disposal schedules.

There was no public comment.

Commissioner Hagen moved to accept the Frederick County Government Records Retention and Disposal Schedule and approve Resolution #09-24 as presented. Commissioner Gray seconded the motion that passed 5-0.

The Board requested once the records retention schedules were approved by the state, staff was to put the policy information on the county website, including a list of contacts for each division/agency for citizens to contact when wanting to obtain copies of documents.

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(A copy of Resolution #09-24 can be obtained in the County Manager’s Office or from the county’s website, [www.co.frederick.md.us](http://www.co.frederick.md.us))

**Frederick County Floodplain Administrator Administer Floodplain District Regulations  
for Village of Rosemont and Town of Burkittsville - Larry Smith, Planning Division**

Mr. Smith presented information to include the Village of Rosemont and the Town of Burkittsville in the administration of floodplains following a discussion from November 2008, when Kevin Wagner, Maryland Department of the Environment Coordinator with Federal Emergency Management Agency, contacted the Village of Rosemont and the Town of Burkittsville to discuss the possibility of joining the National Flood Insurance Program, noting the many benefits of doing so.

There was no public comment.

Commissioner Hagen moved approval of the inclusion of the Village of Rosemont and the Town of Burkittsville as presented. Commissioner Gray seconded the motion that passed 5-0.

**ADMINISTRATIVE BUSINESS**

**Approval of a Letter to the City of Frederick for the Northern Annexations –  
Commissioner Jan Gardner**

Commissioner Gardner and Wendy Kearney, Deputy County Attorney, presented the letter addressed to the City of Frederick regarding the annexations.

Commissioner Thompson noted the Board was confirming whether or not there was a “standing” and supported sending the letter stating the Board was in opposition to the annexations at this time due to the specific issues.

Ms. Kearney advised the letter be specific and include the following concerns:

- U.S. 15
- Traffic safety
- School site
- Fire and public safety
- Water and sewer capacity

There was consensus to send the letter to the city regarding the annexations and to make it part of the public record.

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**COMMISSIONERS COMMENTS**

Commissioner Gardner noted she planned on attending the Mayor Holtzinger's (City of Frederick) press conference at 4:00 p.m. followed by meeting the Maryland Association of Counties representatives for dinner tonight at 5:00 p.m.

**PUBLIC COMMENTS**

- Eric Soter, Planning Division
- Mr. Donald Lee

**QUESTIONS – PRESS**

None.

**ADJOURN**

The meeting adjourned at 10:40 a.m.

Mary E. Baker  
Recording Secretary