



**Tuesday, February 27, 2024**

**\*Charles County Board of County Commissioners Regular Session (Legislative Day)**

**Charles County Commissioners' Meeting-Hybrid Virtual/In-Person**

The County Commissioners will be holding these public meetings virtually and limited in-person. The public can watch this meeting on Comcast 95 (SD) and 1070 (HD), Verizon FIOS 10, Roku or Apple TV streaming devices (Charles County Government), and the web at [www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov). Residents without internet service can listen to the meeting at 301-645-0500.

[Link: Live Streaming \(Day of Meeting\)](#)

---

[Link: Meetings on Demand \(Previously Recorded Meetings\)](#)

---

**[9:00 a.m.] Open Session (Hybrid- Virtual and Limited In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

---

- **Call to Order/Pledge of Allegiance**
- **Roll Call**

**Commissioners' Comments**

---

- **Summary of Public Comments on February 7, 2024**

[02072024\\_Public Comment Session TRACKING SHEET.pdf](#)

**Approval of the Minutes**

---

- **Minutes of February 7, 2024**

**Announcement(s)**

---

- **Next Scheduled Session(s): March 5-6, 2024**
- **Announcement: The following Public Hearings originally scheduled for February 27, 2024 have been rescheduled to meet public notice requirements:**
  - Bill 2024- 02 Code of Ethics Update
  - Bill 2024- 03 Zoning Text Amendment (ZTA) #23-177 Transit Oriented Development Zone (TOD)
  - Bill 2024-(04) 9-1-1 Fee Increase

**NEW Date; March 19, 2024 at 6:00 p.m. to be held in in the Charles County Government Building both in person and virtually**

•

## Approval Items

---

- **Budget Amendment(s) and Budget Transfer(s):**

(Mr. Jacob Dyer, Acting Director, Department of Fiscal and Administrative)

[FY2024 Budget Transfer request #84 CCPS J.P. Ryon Construction Funding for Change Orderc.pdf](#)

[FY2024 Budget Transfer Request #673 JC Parks Full Day Kindergarten Capital Project Permit Fess and Additional Design Servicesc.pdf](#)

[FY2024 Budget Transfer Request #351 Support New PIN for Administrative Associate CoAdmin-DFASc.pdf](#)

- **\*\*TO BE RESCHEDULED\*\*Lease: United Way**

(Ms. Jenifer Ellin, Acting Deputy County Administrator, Office of the County Administrator)

- **VanGO 2025 Annual Transportation Plan Consolidated Grant Application**

(Mr. Jeffry Barnett, Chief of Transit, and Mr. Jason Groth, Acting Director, Department of Planning and Growth Management)

[Presentation.pdf](#)

[Authorizing Resolution FY-25 Unsigned.pdf](#)

[Opinion of Counsel FY-25 Signed.pdf](#)

- **Action on Boards and Commissions**

## Legislative Updates

---

- **Legislative Update: 2024 Maryland General Assembly Session**

(Ms. Danielle Mitchell, Associate County Attorney, Office of the County Attorney; Ms. Jenifer Elin, Acting Deputy County Administrator, Office of the County Administrator; Mr. Steve Proctor; Mr. Joseph Green; and Ms. Sherrie Simms, Lobbyists, GS Proctor and Associates, Inc.)

[Legislative Worksheet 2.27.24.1.pdf](#)

[Written Testimony for MD Senate 2023 T-CPR Bill v2 \(002\).pdf](#)

## Briefings-Morning

---

- **Briefing: College of Southern Maryland State of the College**

(Dr. Yolanda Wilson, President, Ms. Judy Mills, DFS Vice President, and Members of the Board of Trustees, College of Southern Maryland)

[CSM State of the College YouTube Link](#)

[MAR\\_QuickFacts\\_2023-24\\_Jan2024.pdf](#)

[PRE\\_LegislativeAgenda2023\\_R2-booklet.pdf](#)



[State of the College video.docx](#)

- **Briefing: Internal Audit End of Fiscal Year Reporting for Commissioners Expenses**  
(Mr. Johnnie Coleman, Senior Internal Auditor, Office of the Internal Audit)

[2024.02.27 Internal Audit Presentation to Commissioners \(002\).pdf](#)  
[CP.CC.01.002 County Commissioner Expense Policy 2023.03.08.pdf](#)

- **Briefing: Historic Landmarks Designation**  
(Ms. Esther Read, County Archaeologist, Mr. Joel Binkley, Planning Supervisor, Mr. Charles Rice, Planning Director, and Ms. Cathy Thompson, Assistant Chief of Planning, Department of Planning and Growth Management)

[Landmarks Presentation to CC February 27-2024.pdf](#)  
[Landmark Letter to BOCC 2-27-24 Signed.pdf](#)  
[Historic Landmark\\_MIHP\\_JC Parks House.pdf](#)  
[CH-839\\_St.\\_Nicholas\\_Creek\\_Cemetery.pdf](#)  
[MD\\_Inventory\\_Form\\_Twifords\\_Store\\_CH765.pdf](#)

- **Work Session: Swan Point Petition Project**  
(Ms. Elizabeth Theobalds, Deputy County Attorney, and Ms. Terrah Dews, Associate County Attorney, Office of the County Attorney for Charles County)

[Swan Point Petition Resolution\\_.pdf](#)  
[Swan Point Petition for posting.pdf](#)  
[Swan Point Petition - BriefingRequest PowerPoint.pdf](#)  
[Swan Point Petition Resolution\\_.pdf](#)

**[12:00 p.m.] Closed Session (Hybrid- Virtual and In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

---

Closed Session: All or a portion of this session may be closed pursuant to Section 3-305(b)(7)(8) of the General Provisions Article of the Annotated Code of Maryland.

**[2:30 p.m.] Open Session (Hybrid- Virtual and Limited In Person - Government Building Conference Room, 200 Baltimore Street, La Plata, MD 20646)**

---

- **Roll Call**

**Briefings-Afternoon**

---

- **Briefing: Artificial Intelligence (AI)**  
Mr. Nishant Shah, Senior Advisor for Responsible Artificial Intelligence - Maryland DoIT; Ms. Alexis Blackwell, Director, Department of Human Resources; Ms. Evelyn Jacobson, Chief of Information Technology, Department of Fiscal and Administrative Services; Ms. Jennifer Harris, Chief of media Services)

[Media Presentation Link](#)

[AI Presentation\\_2.pdf](#)  
[EO 01.01.2024.02 Catalyzing the Responsible and Productive Use of Artificial Intelligence in Maryland State](#)

[Government\\_Accessible.pdf](#)  
[ethicaluseofai.pdf](#)  
[AI presentation for Charles County.pdf](#)

- **\*\*TO BE RESCHEDULED\*\* Discussion: Collaborative Community Improvement Projects**

(Ms. Renesha Miles, Chief Equity Officer, Department of Human Resources; and Ms. Doria Fleisher, Community Engagement Coordinator-Media Services, Office of the County Administrator)

[Community Improvement Project Proposal presentation2.pdf](#)  
[ROC Initiative.pdf](#)

- **Bi-Monthly Update: Western Parkway Roadway Improvements**

(Mr. Brian Kagarise, Acting Program Manager, and Mr. Martin Harris, Director, Department of Public Works)

[Western Parkway Commissioners Update Presentation on 2-27-24\\_DRAFT \(002\).pdf](#)

## **Charles County Boards and Commissions Annual Update**

---

- **Briefing: Annual Update from the Charles County Police Accountability Board and Administrative Charging Committee**

[2023 PAB Annual Report.pdf](#)

- **Briefing: Annual Update from the Ethics Commission**

[January 2024\\_Annual Report for Ethics Commission for 2023.pdf](#)

- **Briefing: Annual Update from the Board of Fire and Rescue**

[BOFR 2023 Annual Report.pdf](#)

## **Commissioners' New Business**

---

### **[5:00 p.m.] Commissioners' Public Comment Session**

---

The Board of Commissioners will receive public comments as part of its normal agenda for this meeting today.

Each speaker will be called up to share their comments in the order that they signed up, and will be limited to three minutes, after which the Clerk will call up the next person on the list. Commissioners will not provide any response to public comments or engage in dialogue with speakers. This time is allocated only for listening to feedback, not for answering questions or responding to concerns that are raised.

- **Registration for Commissioners' Public Comment Session**

**In-person:** Speaker sign-up will begin at 4:30 p.m. at the Charles County Government Building (200 Baltimore Street, La Plata).

**Virtually:** Call (240) 776-6709, between 8 a.m. to 4:00 p.m. on Tuesday February 27, 2024, to register to speak. Once registered, citizens will receive a virtual link to present comments. If you are not available to speak when your name is announced, we have the right to move on to the next caller. Each speaker will be allotted three (3) minutes.

- [\*\*Link to Submit and/or View Public Written Comments\*\*](#)
- [\*\*Guide to Understanding Board of County Commissioners Public Comment Sessions\*\*](#)

[Guide to Understanding Public Comment Sessions.pdf](#)

## **Adjournment**

---

**AGENDAS ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE**

---

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Summary Commissioners' Public Comments

**AGENDA SECTION:** Commissioners' Comments

**SUBJECT:**

- Summary of Public Comments on February 7, 2024

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[02072024\\_Public Comment Session TRACKING SHEET.pdf](#)

## Public Comment Session – Tracking Sheet

DATE: February 7, 2024

TIME: 5:00pm

### TOTAL OF COMMENTS RECIEVED

WRITTEN	IN-PERSON	VIRTUAL
1	5	0

### SUMMARY OF IN-PERSON COMMENTS

SUBMITTED BY	TOPIC	SUMMARY
David Heidelberg	CCG having off on Super Bowl Monday; Water issue in Charles County	Stated that the Charles County Government employees having Super Bowl Monday off was bizarre and that other constituents have a negative response to it. Stated that he is still looking into the water issue and talking to staff about what's going on in the county.
Gregory Sampson	Homelessness in Charles County	Stated that the issue he wanted to bring before the BOCC was regarding to homelessness in the county. It appears to be rapidly growing & there doesn't seem to be much of a coordinated effort between the different Government entities, private charities and services in the community in addressing this problem. He met with some of the homeless individuals living behind Shoppers and Walmart to get feedback regarding what the problems or barriers to no longer being homeless were. Those individuals stated the issue of crime in the homeless population, mental illness (suicidal thoughts), feeling as though no one cares about them, no safe place to reside without being run off by police. One thing they all had in common was they all previously worked & paid taxes. He proposed recommendations such as a designated safe space, promoting the transportation system more often to help these individuals, tax relief, tax credit or deductions for businesses & property owners, housing & security. <i>(For further detail see attached statement)</i>
Nancy Schertler	Zoning Local Land Use & Comp Plan	Stated that according to the MD Dept of Planning consistency between zoning local land use regulations & the Comp plan is required & spot zoning is not permitted. The 2016 Comp Plan plans intent for the WCD is to restrict density to one unit

		per 20 acres to protect the Mattawoman Watershed for its ecological, esthetic, and scenic values & for its recreation & economic value as a sustainable & natural resource. To implement the direction & intent of the Comp Plan the county adopted the WCD. The WCD was a new zoning classification w/specific limits on the types of land use density and intensity within that zone as directed by the Comp Plan. Our zoning ordinance requires the applicant for a text amendment to provide the specific reasons why such a text amendment is necessary & should be approved by the County Commissioners. ( <b><i>For further detail see attached statement</i></b> )
<b>Howard Dent</b>	Charter Government	Requested to have an independent organization to do a cost analysis of what a Charter Form of Government will cost both to implement and operate on a yearly basis. Stated that voters need to have all the data that is associated with this form of government not just the Charter itself & that includes any additional cost. And that needs to be provided to the voters before the election. The last election voters were given all the information that could and should be available to them. Would the vote have changed had the information been available to them? Charles County has spent a great deal of money on reports & lawyer's fees since then will this cost assessment of Charter Government cost us money? Yes, if it's done right but he would rather the county spend the money upfront then to realize too late that we really can't afford a change. An independent auditor can look at the proposed charter, form of government and current form of government & delineate any extra costs involved. The voters deserve to know upfront. ( <b><i>For further detail see attached statement</i></b> )
<b>Debra Jones</b>	Ethics Finding re: Commissioner Coates legal appeal fees; Successional Habitats in Charles County	Stated that she asks all four of the other Commissioners vote not to have taxpayers pay for the \$150,000 plus in legal fees for Commissioner Coates appeals, she doesn't want to pay for those, and she is sure most citizens don't want to pay for them either. The main topic she wanted to speak about is the benefit of early successional habitat to the environment., the benefits of woodlands, the early successional habitat consists of grasslands which is perennials that typically succeed crops when farmland is allowed to grow fallow or in the case of nature fire, they will be the first things to grow back. You're probably familiar with an example would be

		<p>Port Tobacco River Park where there are fields managed there, the thing is most species that utilize forests also use successional habitat, deer as an example. However, many species that depend on successional habitat cannot be supported by woodlands &amp; they disappear if they don't have proper habitat. The huge loss of grassland and successional habitat in Maryland &amp; in Charles County over the past 100 years or so has happened as former farmland has been converted to either woodland or to development &amp; because of that habitat loss species such as the Northern Bob white quail is no longer present another well known example is Monarch Butterfly. Healthy grasslands can also help prevent the speed at which water drains off slopes. I just wanted to get it on your radar that we need a diversity of habitats if we are going to retain a diversity of species &amp; a healthy ecosystem. <b><i>(For further detail see attached statement)</i></b></p>
--	--	---

#### SUMMARY OF WRITTEN COMMENTS

SUBMITTED BY	TOPIC	SUMMARY
Tammy Padgett-Riemer	Watershed Conservation District Rezoning of her properties	<p>Inquiring about the rezoning of her properties. She would like to understand why her properties were considered for rezoning from RL to WCD when there's public water and sewage available on these properties. She would like to know what are the requirements for her land to be "grandfathered" and not rezoned? <b><i>(For further detail see attached statement)</i></b></p>

**From:** [Gregory Sampson](#)  
**To:** [Christina Elkins](#)  
**Subject:** Re: Public Comment Session - Feb. 7, 2024  
**Date:** Thursday, February 22, 2024 3:01:55 PM

---

**[External Content Warning] This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.**

Ms Elkins,

Good afternoon. I hope your week is going well. Below is the outline from which I was speaking. If you have any further questions, please feel free to contact me.

## **I. Homelessness**

A. The goal is to bring attention to this growing problem (community awareness)

B. As an affiliate of a private charitable organization, we have identified several locations where homeless individuals congregate, two examples are Walmart - La Plata and Shoppers Grocery Store - Smallwood (Waldorf), etc.

C. I met/sat with 4 homeless individuals and a reporter from the Southern Maryland News (newspaper) to get a better feel for what the homeless were experiencing and their thoughts about the support they received from both the public and private sector.

1. All four individuals had experienced suicidal thoughts due to their situation
2. All individuals had previously worked (full time employment)
3. Three of the four individuals previously owned their own home
4. All expressed safety concerns and crime among the homeless population (want a safe space)
5. Three of the four expressed eye witness accounts of employees at private charities taking donations and keeping them for themselves as opposed to distributing to the needy
6. All four stated the police routinely harassed them and broke up their camps
7. Three of the four were unaware of available services currently in place (ex. free showers at the library, free public transport - VanGo, etc.)
8. Three of the four claimed they were previously aware of a homeless individual freezing to death

## **II. Proposed Mitigation**

A. The below mitigation efforts are simply mitigation strategies that the county might be able use under the current fiscal constraints

1. **Designated Safe Space:** The goal is to allot a designated area within the county where the homeless could congregate/reside. This would allow county officials to better identify remedies and use/deliver resources.

2. **Transportation:** Better promote transportation services (VanGO) that would be beneficial to the homeless and working poor. Promotion campaigns should be especially robust during winter months.

3. **Tax Incentives:** If possible, incentivize businesses through the tax code to donate to service providers of the homeless and working poor. This can be done in the form of a tax credit or deduction. For example small businesses that consistently donate (8 out of 12 months yearly) may receive deductions or credits to their property taxes over 5 year increments. Therefore, the longer a small business stays in the county and donates, the less in property taxes the business has to pay. This would also apply to charitable organizations. This act



would reward businesses that reside within the county for long periods of time while simultaneously helping those in need.

4. **Housing Insecurity:** Implement a form of rent control tied to the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), so that landlords cannot raise rent greater than 5% in any given fiscal year based on the rate of inflation in the CPI-W. In years where the CPI-W increases by greater than 5% or when two consecutive quarters of economic contraction takes place; landlords with 3 or more renters can apply and receive an automatic tax deduction or credit to their property taxes.

5. **Annual Conference:** The county government should hold a bi-annual conference with all public and private stakeholders to review and discuss ways of improving the applicable delivery and effectiveness of services.

6. **Working Poor:** Every three years the county should conduct a study of poverty within the English as Second Language (foreign born) population and those experiencing/requesting mental health services.

### III. Mitigation Results

A. It is my strong belief that if the above mitigation efforts were implemented it would:

1. Reduce crime among the homeless and general population
2. Promote long term residency and growth within the county population
3. Promote a family friendly image
4. Help reduce budget costs\*(see footnote below)
5. Promote a pro-business and favorable tax image

**Footnote for number 4 above.** Designating a safe space saves the county money over the long term as it helps to reduce the delivery cost of services. For example, responding to social and law enforcement issues related to the homeless are more expensive when the population is disbursed.

Sincerely,

Gregory Sampson  
63 Jockey Dr  
La Plata, MD 20646  
phone#: 240-926-0377

On Thu, Feb 22, 2024 at 10:20 AM Christina Elkins <[ElkinsC@charlescountymd.gov](mailto:ElkinsC@charlescountymd.gov)> wrote:

Mr. Sampson,

Good morning! I am reaching out regarding the Board of County Commissioners Public Comment Session on February 7, 2024, that you gave a Public Comment at. I wanted to follow up with you to see if you would mind sending me the statement you read for the record. I know that there were a few things that you didn't get the time to touch on and wanted to be able to share all your concerns and suggestions with the Commissioners.

If you could email me the statement or give me a call at 240-776-6709 today that would be

great.

Have a wonderful day!

With kind regards,

Chrissi Elkins



**Chrissi Elkins**

Assistant Clerk to the Commissioners

Charles County Commissioners

**Charles County Government**

200 Baltimore Street | La Plata, MD 20646

**E:** [ElkinsC@CharlesCountyMD.gov](mailto:ElkinsC@CharlesCountyMD.gov)

**O:** 240-776-6709 ext: 2909

**“What you do makes a difference and it’s up to you what kind of difference you want to make.”**



This e-mail is intended only for the addressee and may contain confidential and/or privileged material. Any interception, or other use of, or taking of any action upon the information contained therein by persons or entities other than the intended recipient is prohibited and may subject them to criminal or civil liability. If you received this communication in error, please delete the communication from any computer or network system. Although this e-mail (including attachments) is believed to be free of any virus or other defect, it is the responsibility of the recipient to ensure that it is

virus free, and no responsibility is accepted by the sender for any loss or damage arising in any way in the event that such a virus or defect exists. Charles County accepts no liability for the content of this email, or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. No employee or agent is authorized to conclude any binding agreement on behalf of Charles County with another party by email, without express written confirmation by the County Commissioners of Charles County. Charles County Government is an equal opportunity employer, and maintains a strict policy against discrimination and/or harassment of any kind.

[Charles County Government](#)

February 7, 2024

RE: Public Comments

According to the Maryland Department of Planning, consistency between zoning/local land use regulations and the Comprehensive plan is required, and “Spot” Zoning is not permitted.

The 2016 Comp plan’s intent for the Watershed Conservation District is to restrict density to 1 unit per 20 acres to protect the Mattawoman watershed for its ecological, aesthetic and scenic values, and for its recreation and economic value of a sustainable natural resource.

In order to implement the direction and intent of the Comprehensive Plan, the County adopted the WCD as a part of the comprehensive replanning and rezoning called for by the plan. The WCD was a new Zoning classification with specific limits to types of land use, density and intensity within that zone as directed by the Comp plan.

Our zoning ordinance requires the applicant for a text amendment to provide the specific reasons why such a text amendment is necessary and should be approved by the County Commissioners.

#### Change/Mistake

The courts tend to have a strong presumption of the validity and correctness of Zoning Laws especially when they are in accordance with the Comprehensive Plan. Maryland courts often review the planning process underlying zoning through the substantial change rule.

The WCD, was well planned, and designed to be permanent. If an applicant wishes to amend that zoning, by including new uses, or changes in allowable densities, the applicant must demonstrate that either the original zoning was made in error, a *mistake*, or that there has been a

substantial change in the character of the neighborhood around the parcel to such an extent as to justify the proposed amendment.

Amendatory rezonings generally are requested when an owner seeks to use a parcel more intensively than before.

### Spot Zoning

It is hard to find the specific definition of spot zoning, but those I have found include:

“Spot Zoning” describes a zoning provision which restricts only the use of a particular piece of property or a small group of adjoining properties but which does not relate to the general plan of the community.

Spot Zoning is a loose term denoting a rezone of too small or unrelated an area to overcome the presumption of permanency inherent in the original zoning scheme.

Spot zoning appears to be of special benefit for a limited group of property owners.

Before a legislative body can approve a text amendment, the applicant needs to either overcome the presumption of correctness in the original text, and show the *mistake* in the original zoning, *or* that there has been a substantial change in the surrounding neighborhood that demonstrates why the amendment is *necessary*.

Nancy Schertler

Howard Dent 14725 Banks O'Dee Road in Newburg. I do appreciate these Public Comment periods.

We are scheduled to have a referendum on the ballot for Charter Government in November. I have a request: Can we get an independent organization to do a cost analysis of what a Charter form of government will cost, both to implement and to operate on a yearly basis? In Congress, the Congressional Budget Office is an independent group that assesses what a bill will cost if it becomes a law. I think Charles County needs the same. Voters need to have all the data that is associated with this new form of government, not just the charter itself. And that includes any additional costs. And, of course, that report needs to be made available to the voters well before the election.

In the last election, voters were not presented with all of the information that could (and some say should) have been available to them. Would the vote have changed if the information had been available? We don't know. But Charles County has spent a great deal of money in reports and lawyers' fees since then.

Will this cost assessment of Charter Government cost us money? Yes, if it is done right. But I would rather that the County spend the money up front than to realize too late that we really can't afford a change. We just don't know right now. An independent auditor can look at the proposed charter form of government and the current form of government and delineate any extra costs involved. The voters deserve to know up front.

And thanks again for having these open comment sessions. It gives us an official time to make our thoughts known to you. But it would be nice to listen to your response to our comments while we are still here.

Debra L. Jones, Port Tobacco, MD

## Public Comments Session Weds, 2/7/24 – Early Successional Habitat / Coates' Appeal Funding

Briefly before I get into my main comments:

On the heels of the most recent finding by the ethics commission, I ask that all 4 of the other Commissioners vote NOT to have taxpayers pay for Commissioner Coates' \$150k+ in legal appeals costs. I don't want to pay for those, and I'm confident a vast majority of citizens don't, either.

Now, totally switching gears to benefits of early successional communities to the environment:

- My comments were in part inspired by two recent presentations here that noted the benefits of woodlands.
- Early successional habitats consist of grasslands and forbs - broadleaved perennials - that either succeed crops when farmland is allowed to go fallow, or which grow following natural fire occurrences. An example you're probably familiar with are the fields at Port Tobacco River Park, which are actively managed.
- Most species that utilize forests also use successional (deer). by contrast, many species that depend on successional habitat can't be supported by woodlands and will disappear without it.
- There has been a huge loss of grassland / successional habitat in MD over the last century as former farmland converted to woodlands or development.
- Because of that habitat loss, species such as the northern bobwhite quail - which were still here when I moved here in the 90's - are no longer present.
- Another well-known example is the Monarch butterfly, which depends on milkweed. Milkweed needs sun and will grow in successional communities but is shaded out as the tree canopy closes. So, no grassland habitat = no milkweed, and no milkweed = no monarch.

- Healthy grasslands also provide benefits such as slowing the movement of rainwater as it flows across sloping land.
- To sum, we hear so much about benefits of woodlands, but I just want to get it in your radar that we need a diversity of habitats if we are to retain a diversity of species and a healthy ecosystem.



**From:** [Charles County Government](#)  
**To:** [Public Record](#)  
**Subject:** \*NEW SUBMISSION\* Submit Comments - Commissioners' Public Comment Sessions  
**Date:** Wednesday, January 31, 2024 6:46:32 AM

---

**[External Content Warning]** This message is from an external sender. Please exercise caution when opening attachments and hover over any links before clicking.

#### Submit Comments - Commissioners' Public Comment Sessions

**Submission #:** 2971090  
**IP Address:** 57.140.28.48  
**Submission Date:** 01/31/2024 6:46  
**Survey Time:** 1 minute, 29 seconds

You have a new online form submission.

Note: all answers displaying "\*\*\*\*\*" are marked as sensitive and must be viewed after your login.

#### Read-Only Content

##### Name

Tammy Padgett-Riemer

##### Address

7710 Bensville Rd  
Waldorf, MD 20603

##### Phone

(301) 752-0772

##### Email

tammyriemer@outlook.com

##### Comment

I'm writing to inquire about the Watershed Conservation District (WCD) rezoning of my properties 06047025, Map 0013, Grid 0005, Parcel 0080 located 7730 Bensville Rd Waldorf, MD 20603 and 06047017, Map 0013, Grid 000, Parcel 0111 located off W Side of RT 228. I would like to understand how commissioners Ken Robinson, Amanda Stewart and Peter Murphy came to the conclusion that my properties listed above were considered for rezoning from RL to WCD when there's public water and sewage available on these properties. There's numerous amounts of articles about the WCD. Unfortunately, I still don't fully understand how 3 individuals have put the greatest restriction on my property rights. If you could take a few minutes to review my questions below. I would greatly appreciate it. 1. How was I notified that my properties were being consider for rezoning? 2. What research, studies and/or statistics and information was provided to the commissioners for them to make the decision to rezone my properties? 3. Who was the County Engineer that investigated the eventual rezoning of my properties? 4. I reviewed the topography map of my properties and would like to know how much (percentage) of the storm water runoff on my properties go directly into the Mattawomen creek? 5. How do my properties (alone) directly affect the aquatic

life in the Mattawomen creek? 6. How much of my properties alone save the natural resources for the Mattawomen creek? 7. How much has my property affected Mattawomen creek alone? 8. How does developing my properties with public water and sewage access affect the Mattawomen creek? I assume that the county has something in place for all residents connected to public water and sewage to stop polluting the Mattawomen creek. 9. What are the requirements to get my land “grandfathered” and not rezoned? 10. There is a major housing shortage and available apartments for rent in the Charles County area. Is the housing shortage a reflection of the WCD?

**Upload File(s)**

Thank you,  
**Charles County, MD**

---

**This is an automated message generated by Granicus. Please do not reply directly to this email.**

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Minutes

**AGENDA SECTION:** Approval of the Minutes

**SUBJECT:**

- Minutes of February 7, 2024

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Announcement: Next Scheduled Commissioners' Session(s)

**AGENDA SECTION:** Announcement(s)

**SUBJECT:**

- **Next Scheduled Session(s): March 5-6, 2024**

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

**\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Announcement: Next Scheduled Commissioners' Session(s)

**AGENDA SECTION:** Announcement(s)

**SUBJECT:**

- **Announcement: The following Public Hearings originally scheduled for February 27, 2024 have been rescheduled to meet public notice requirements:**  
Bill 2024- 02 Code of Ethics Update  
Bill 2024- 03 Zoning Text Amendment (ZTA) #23-177 Transit Oriented Development Zone (TOD)  
  
Bill 2024-(04) 9-1-1 Fee Increase  
  
Bill 2024-05 Critical Area Commission Update  
  
**NEW Date; March 19, 2024 at 6:00 p.m. to be held in in the Charles County Government Building both in person and virtually**
- 

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, Department of Fiscal and Administrative Services

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- **Budget Amendment(s) and Budget Transfer(s):**  
(Mr. Jacob Dyer, Acting Director, Department of Fiscal and Administrative)

### SUGGESTED ACTION:

### ATTACHMENTS:

[FY2024 Budget Transfer request #84 CCPS J.P. Ryon Construction Funding for Change Orderc.pdf](#)  
[FY2024 Budget Transfer Request #673 JC Parks Full Day Kindergarten Capital Project Permit Fess and Additional Design Servicesc.pdf](#)  
[FY2024 Budget Transfer Request #351 Support New PIN for Administrative Associate CoAdmin-DFASc.pdf](#)

# Budget Transfer/Amendment Form

Please fill the form out **completely** and **attach it** to your transfer/amendment request in MUNIS.

<b>Date</b>	<u>2/15/2024</u>
<b>Submitted by</b>	<u>Charles County Public Schools</u>
<b>Department</b>	<u>Charles County Public Schools</u>

**Funding Request: \$98,000**

**Fiscal Year: FY24**

FY2024

**Category:**

Operating

**Fund:**

Capital Projects (02)

## Reason transfer/amendment is requested?

The J.P. Ryon Full Day Kindergarten Capital Project needs additional funding in the construction subproject to support a pending change order. This change order will support uncutting the building pad due to the current soil conditions not meeting the necessary requirements for the required weight of the new kindergarten addition.

## Reason for availability of funds?

There is available funding in the Contingency Inflation Reserve for school projects. The funding would come from the Excise Tax reserve since the J.P. Ryon Full Day Kindergarten Capital Project is funded by School Fair Share School Excise Tax revenues.



<b>PROJECT:</b>	<b>Full Day Kindergarten Addition: J.P. Ryon E.S.</b>
<p>There is need for permanent space to support pre-kindergarten programs at J.P. Ryon Elementary School in Waldorf. The building opened in 1969 and was renovated in 2001, with a classroom addition in 2001. The school was constructed with two kindergarten classrooms and one pre-kindergarten classroom as part of the renovation in 2001. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. J.P. Ryon currently houses five kindergarten classes and three all day pre-kindergarten classes. An addition is proposed that would contain three kindergarten classrooms. In addition, two classrooms will be renovated to house the kindergarten program with inclusion provisions. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten aged, special education students. This requires one classroom at both the kindergarten and pre-kindergarten levels to be increased in size to house an additional seven students, a special education teacher and an aide.</p>	

<b>PROJECT STATUS AS OF</b>	<b>PROJECT NUMBER</b>
31-Dec-2023	5344005165
<b>PROJECT TYPE:</b> Board of Education	
<b>STATUS:</b> ACTIVE	
<b>PROJECT RESPONSIBILITY:</b> BOE	

Life to Date Status					
Revenue Budget	ACTUAL LTD FUNDING	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
FEDERAL	\$0.00	\$0.00	\$0.00		
STATE	2,711,000.00	2,711,000.00	0.00	100%	5344005165.40342
EXCISE	1,705,020.00	2,171,000.00	465,980.00	79%	5344005165.40387
BOND PROCEEDS	0.00	0.00	0.00		5344005165.40389
PAY-GO OPERATING	17,000.00	17,000.00	0.00	100%	5344005165.40390
OTHER: Forward Funding	0.00	0.00	0.00		5344005165.40388
<b>TOTAL</b>	<b>\$4,433,020.00</b>	<b>\$4,899,000.00</b>	<b>\$465,980.00</b>	<b>90%</b>	
Expense Budget	ACTUAL LTD EXPENSE	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
INSPECTION	\$0.00	\$0.00	\$0.00		
FAS ADMINISTRATION	3,379.04	2,000.00	(1,379.04)	169%	5344005165.50442
A&E	432,235.32	448,840.00	16,604.68	96%	5344005165.50443
LAND & ROW	0.00	0.00	0.00		
CONSTRUCTION	3,944,686.88	4,134,710.00	190,023.12	95%	5344005165.50450
CONTINGENCY	0.00	113,450.00	113,450.00	0%	5344005165.50468
MISCELLANEOUS	28,708.38	50,000.00	21,291.62	57%	5344005165.50469
EQUIPMENT	123,005.38	150,000.00	26,994.62	82%	5344005165.50505
EQUIPMENT - NON-BONDABLE	16,817.45	0.00	(16,817.45)		5344005165.52505
<b>TOTAL</b>	<b>\$4,548,832.45</b>	<b>\$4,899,000.00</b>	<b>\$350,167.55</b>	<b>93%</b>	
<b>PROJECT BALANCE</b>	<b>(\$115,812.45)</b>	<b>\$0.00</b>			

BUDGET HISTORY		BOND FUNDING HISTORY			
400,000.00	FY19 Original Budget, N.S.C.C.				
3,695,000.00	FY20 Original Budget, \$17K PayGo, \$2,200K Forward Funding, \$1,478K Excise Tax Bonds				
804,000.00	FY22 Budget, \$293 Excise Tax Bonds, \$511K State	0.00 Total Local Funding			
2,711,000.00	FY23 Budget, \$2,711K State				
(511,000.00)	\$511k State funding was already captured in FY22				
(2,200,000.00)	FY23 Remove Forward Funding				
4,899,000.00	TOTAL LTD BUDGET	NEW SCHOOL CONSTRUCTION CAPACITY (N.S.C.C) BOND FUNDING HISTORY			
		207,000.00 2018 N.S.C.C. (10YR)			
		150,000.00 2020 N.S.C.C. (10YR)			
		1,245,020.00 2021 N.S.C.C. (10YR)			
		103,000.00 2022 N.S.C.C. (10YR)			
		1,705,020.00 Total Funding			
			Bonded	Expended	%
		18	207,000	207,000	100%
		20	150,000	150,000	100%
		21	1,245,020	1,245,020	100%
		22	103,000	103,000	100%

CONTRACT INFORMATION:				
Phase	Contractor	Contract Amount	Remaining Balance	% Complete
A&E	Grimm&Parker	\$365,378.50	\$152,550.61	58%

<b>COMMENTS:</b>
PROJECT IS FULLY BUDGETED



# Charles County County Commissioners



## PROJECT BUDGET REPORT

FOR 07/01/2020 - 02/29/2024

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
Project: 5045005999 - BOE Contingency								
F 5045005999.40387	-2,388,240.00	-2,541,000.00	-4,929,240.00	0.00	0.00	0.00	-4,929,240.00	0.00%
F 5045005999.40389	-755,210.00	-3,498,200.00	-4,253,410.00	0.00	0.00	0.00	-4,253,410.00	0.00%
F 5045005999.40390	0.00	0.00	0.00	0.00	0.00	-6,266.82	6,266.82	0.00%
E 5045005999.50468	755,210.00	6,468,200.00	7,223,410.00	0.00	0.00	0.00	7,223,410.00	0.00%
E 5045005999.53468	2,388,240.00	-429,000.00	1,959,240.00	0.00	0.00	0.00	1,959,240.00	0.00%
FUNDING SOURCE TOTALS for Project: 5045005999 - BOE Contingency								
	-3,143,450.00	-6,039,200.00	-9,182,650.00	0.00	0.00	-6,266.82	-9,176,383.18	0.07%
EXPENSE TOTALS for Project: 5045005999 - BOE Contingency								
	3,143,450.00	6,039,200.00	9,182,650.00	0.00	0.00	0.00	9,182,650.00	0.00%
TOTALS for Project: 5045005999 - BOE Contingency								
	0.00	0.00	0.00	0.00	0.00	-6,266.82	6,266.82	

TOTALS FOR FUNDING SOURCE STRINGS								
	-3,143,450.00	-6,039,200.00	-9,182,650.00	0.00	0.00	-6,266.82	-9,176,383.18	0.00
TOTALS FOR EXPENSE STRINGS								
	3,143,450.00	6,039,200.00	9,182,650.00	0.00	0.00	0.00	9,182,650.00	0.00

REPORT TOTAL								
	Original Budget 0.00	Net Budget Amendments 0.00	Revised Budget 0.00	Requisitions 0.00	Encumbrances 0.00	Actuals -6,266.82	Available Budget 6,266.82	

Report generated: 02/06/2024 08:10  
User: reedye  
Program ID: pareport

Page 1

# Charles County County Commissioners



## PROJECT BUDGET REPORT

FOR 07/01/2020 - 02/29/2024

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
Project: 5344005165 - J.P. Ryon E.S Full Day Kinderg								
F 5344005165.40342	-511,000.00	-2,200,000.00	State -2,711,000.00	0.00	0.00	-2,711,000.00	0.00	100.00%
F 5344005165.40387	-2,171,000.00	0.00	Excise -2,171,000.00	0.00	0.00	-1,705,020.00	-465,980.00	78.54%
F 5344005165.40388	-2,200,000.00	2,200,000.00	Other 0.00	0.00	0.00	0.00	0.00	0.00%
F 5344005165.40390	-17,000.00	0.00	PayGo -17,000.00	0.00	0.00	-17,000.00	0.00	100.00%
E 5344005165.50442	2,000.00	0.00	FAS Admin 2,000.00	0.00	0.00	3,379.04	-1,379.04	168.95%
E 5344005165.50443	434,000.00	14,840.00	A&E 448,840.00	0.00	0.00	432,235.32	16,604.68	96.30%
E 5344005165.50450	4,098,000.00	171,450.00	Construct 4,269,450.00	0.00	0.00	3,944,686.88	324,763.12	92.39%
E 5344005165.50468	165,000.00	-165,000.00	Contngcy 0.00	0.00	0.00	0.00	0.00	0.00%
E 5344005165.50469	50,000.00	-21,290.00	Misc 28,710.00	0.00	0.00	28,708.38	1.62	99.99%
E 5344005165.50505	150,000.00	0.00	Equipment 150,000.00	0.00	0.00	123,005.38	26,994.62	82.00%
E 5344005165.52505	0.00	0.00	EQ Nonbond 0.00	0.00	0.00	16,817.45	-16,817.45	0.00%
FUNDING SOURCE TOTALS for Project: 5344005165 - J.P. Ryon E.S Full Day Kinderg								
-4,899,000.00	0.00	-4,899,000.00	0.00	0.00	-4,433,020.00	-465,980.00	90.49%	
EXPENSE TOTALS for Project: 5344005165 - J.P. Ryon E.S Full Day Kinderg								
4,899,000.00	0.00	4,899,000.00	0.00	0.00	4,548,832.45	350,167.55	92.85%	
TOTALS for Project: 5344005165 - J.P. Ryon E.S Full Day Kinderg								
0.00	0.00	0.00	0.00	0.00	115,812.45	-115,812.45		
TOTALS FOR FUNDING SOURCE STRINGS								
-4,899,000.00	0.00	-4,899,000.00	0.00	0.00	0.00	-4,433,020.00	-465,980.00	
TOTALS FOR EXPENSE STRINGS								
4,899,000.00	0.00	4,899,000.00	0.00	0.00	0.00	4,548,832.45	350,167.55	
REPORT TOTAL								
Original Budget 0.00	Net Budget Amendments 0.00	Revised Budget 0.00	Requisitions 0.00	Encumbrances 0.00	Actuals 115,812.45	Available Budget -115,812.45		

Report generated: 02/06/2024 08:05  
User: reedye  
Program ID: pareport

Page 1



# CHARLES COUNTY PUBLIC SCHOOLS

5980 Radio Station Road  
P.O. Box 2770  
La Plata, MD 20646  
www.ccboe.com

**Maria V. Navarro, Ed.D.**  
Superintendent of Schools

**Michael L. Heim**  
Chief of Operations and Supporting Services

## Office of Operations and Supporting Services

Maintenance: 301-934-7288  
Operations: 301-934-7283  
Planning and Construction: 301-934-7290  
Safety & Risk Management: 301-934-7275  
Supporting Services: 301-934-7270  
Transportation: 301-934-7262

February 5, 2024

Mr. Jacob Dyer  
Chief of Budget  
Charles County Government  
P.O. Box 2150  
La Plata, MD 20646

Re: FY24 J.P. Ryon ES  
Full Day Kindergarten Addition  
REVISED - Budget Transfer Request

Dear Mr. Dyer,

Please find attached a budget transfer request for \$98,000.00.

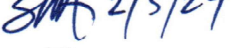
Please reallocate these funds from the Inflation Reserve – Excise Tax line item, Project # 5045005999 to the construction line item within project # 5344005165 - J.P. Ryon ES-FDK project. This reallocation is to provide additional funding for Change Order #6.

Please let me know if you have any questions and/or concerns.

Sincerely,

Michael L. Heim  
Chief of Operations and Supporting Services

Enclosure

cc: Steven Andritz  2/5/24  
Brenda Basinger- Zimmerman

**Steven M. Andritz**  
Director of Planning & Construction

**Jason L. Tonkins**  
Director of Transportation

**Glenn Belmore**  
Risk Manager

**April K. Murphy**  
Supervisor of Operations

**Thomas C. Gragan**  
Supervisor of Maintenance

# FY2024 BUDGET TRANSFER REQUEST

**FUND:** 2024 **Department Reference #:** Ryon-ConstrCO6\_additional  
**DEPARTMENT:** Planning & Construction **Fiscal Services Approval #:** \_\_\_\_\_

TO			
Division	<u>ACCOUNT TITLE</u> Account Description	ACCOUNT NUMBER	AMOUNT
BOE	JP Ryon FDK Construction	5344005165.50450	\$98,000

**TOTAL** \$98,000

**SON BUDGET TRANSFER IS REQUESTED:**

This Budget Transfer is being requested to reallocate funding from the inflation reserve excise tax line item within project #5045005999.40387 to the construction line item within project# 5344005165- JP Ryon FDK to the construction line within this project.  
This request will provide funding for Change Order #6.

FROM			
Division	<u>ACCOUNT TITLE</u> Account Description	ACCOUNT NUMBER	AMOUNT
BOE	Inflation Reserve Excise Tax	5045005999.40387	\$98,000

**TOTAL** \$98,000

**N FOR AVAILABILITY OF BUDGET FUNDS:**

Available funding in the inflation reserve excise tax line item within project# 50454005999.40387.

**Shaded Area to be completed by Fiscal Services**

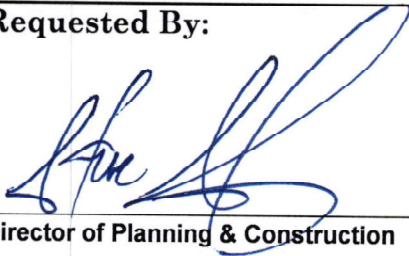
<b>Availability of Funds:</b>  <div style="border-bottom: 1px solid black; margin-top: 10px; width: 80%; margin-left: 0;">date</div>	<b>BTR Policy #:</b>  
<b>Director of Budget:</b>  <div style="border-bottom: 1px solid black; margin-top: 10px; width: 80%; margin-left: 0;">date</div>	<b>Authorization Level:</b>  

**NOTE:**  
 - Dollar amounts should be rounded to the nearest \$10.  
 - A separate form should be used for each Fund.

**Please see back  
for signatures.**



**Requested By:**



Director of Planning & Construction

2/5/24  
Date

 2/5/24  
Chief of Operations & Supporting Services Date

**Approved By:**

Department Head

date

Deputy County Administrator

date

Director of Fiscal Services

date

County Administrator

date

President of County Commissioners

date

# Budget Transfer/Amendment Form

Please fill the form out **completely** and **attach it** to your transfer/amendment request in MUNIS.

<b>Date</b>	<u>2/7/2024</u>
<b>Submitted by</b>	<u>Charles County Public Schools</u>
<b>Department</b>	<u>Charles County Public Schools</u>

**Funding Request: \$100,000**

**Fiscal Year: FY24**

FY2024

**Category:**

Operating

**Fund:**

Capital Projects (02)

## Reason transfer/amendment is requested?

The J.C. Parks Full Day Kindergarten Capital Project needs additional funding to support permit fees and additional design services. These funds were originally anticipated to be needed in FY2025 and are now needed in FY2024.

## Reason for availability of funds?

There is available funding in the Contingency Inflation Reserve for school projects. The funding would come from the Excise Tax reserve since the J.C. Parks Full Day Kindergarten Capital Project is funded by School Fair Share School Excise Tax revenues.



# Charles County County Commissioners



## PROJECT BUDGET REPORT

FOR 07/01/2020 - 01/31/2024

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
Project: 5344005182 - J.C. Parks ES Full Day Kinderg								
F 5344005182.40387	-	0.00	Excise					
-400,000.00			-400,000.00	0.00	0.00	-453,446.50	53,446.50	113.36%
E 5344005182.50442	-	0.00	FAS Admin					
1,000.00			1,000.00	0.00	0.00	2,527.93	-1,527.93	252.79%
E 5344005182.50443	-	0.00	A & E					
399,000.00			399,000.00	0.00	0.00	168,000.00	231,000.00	42.11%
E 5344005182.50450	-	0.00	Construct					
0.00			0.00	0.00	0.00	0.00	0.00	0.00%
E 5344005182.50468	-	0.00	Contngcy					
0.00			0.00	0.00	0.00	0.00	0.00	0.00%
E 5344005182.50469	-	0.00	Misc					
0.00			0.00	0.00	0.00	0.00	0.00	0.00%
E 5344005182.50505	-	0.00	Equipment					
0.00			0.00	0.00	0.00	0.00	0.00	0.00%
FUNDING SOURCE TOTALS for Project: 5344005182 - J.C. Parks ES Full Day Kinderg								
-400,000.00	0.00		-400,000.00	0.00	0.00	-453,446.50	53,446.50	113.36%
EXPENSE TOTALS for Project: 5344005182 - J.C. Parks ES Full Day Kinderg								
400,000.00	0.00		400,000.00	0.00	0.00	170,527.93	229,472.07	42.63%
TOTALS for Project: 5344005182 - J.C. Parks ES Full Day Kinderg								
0.00	0.00		0.00	0.00	0.00	-282,918.57	282,918.57	
TOTALS FOR FUNDING SOURCE STRINGS								
-400,000.00	0.00		-400,000.00	0.00	0.00	0.00	-453,446.50	53,446.50
TOTALS FOR EXPENSE STRINGS								
400,000.00	0.00		400,000.00	0.00	0.00	0.00	170,527.93	229,472.07
REPORT TOTAL								
	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Availabl Budd	
	0.00	0.00	0.00	0.00	0.00	-282,918.57	282,918.57	

Report generated: 01/26/2024 09:51  
User: reedyc  
Program ID: pareport

Page 1

PROJECT:
Full Day Kindergarten Addition: J.C Parks E.S

There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at J.C. Parks Elementary School in Bryans Road, which opened in 1967 and was renovated in 1997. The building contains 2 kindergarten classrooms and 1 pre-kindergarten classroom. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. J.C. Parks currently houses five kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.

PROJECT
STATUS AS OF
31-Dec-2023

PROJECT NUMBER
5344005182

PROJECT TYPE: Board of Education

STATUS: ACTIVE
PROJECT RESPONSIBILITY: BOE

Life to Date Status					
Revenue Budget	ACTUAL LTD FUNDING	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
FEDERAL	\$0.00	\$0.00	\$0.00		
STATE	0.00	0.00	0.00		
EXCISE	453,446.50	400,000.00	(53,446.50)	113%	5344005182.40387
BOND PROCEEDS	0.00	0.00	0.00		
PAY-GO OPERATING	0.00	0.00	0.00		
OTHER: Forward Funding	0.00	0.00	0.00		
TOTAL	\$453,446.50	\$400,000.00	(\$53,446.50)	113%	
Expense Budget	ACTUAL LTD EXPENSE	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
INSPECTION	\$0.00	\$0.00	\$0.00		
FAS ADMINISTRATION	2,527.93	1,000.00	(1,527.93)	253%	5344005182.50442
A&E	168,000.00	399,000.00	231,000.00	42%	5344005182.50443
LAND & ROW	0.00	0.00	0.00		
CONSTRUCTION	0.00	0.00	0.00		
CONTINGENCY	0.00	0.00	0.00		
MISCELLANEOUS	0.00	0.00	0.00		
EQUIPMENT	0.00	0.00	0.00		
TOTAL	\$170,527.93	\$400,000.00	\$229,472.07	43%	
PROJECT BALANCE	\$282,918.57	\$0.00			

BUDGET HISTORY		BOND FUNDING HISTORY			
400,000.00	FY21 Original Budget, Excise Bonds				
400,000.00	TOTAL LTD BUDGET	0.00 Total Local Funding			
		NEW SCHOOL CONSTRUCTION CAPACITY (N.S.C.C) BOND FUNDING HISTORY			
		1,446.50 2020 Bond Issue			
		62,000.00 2021 Bond Issue			
		390,000.00 2023 Bond Issue			
		453,446.50 Total Funding			
			Bonded	Expended	%
		20	1,447	1,447	100%
		21	62,000	62,000	100%
		23	390,000	107,081	27%

CONTRACT INFORMATION:				
Phase	Contractor	Contract Amount	Remaining Balance	% Complete

COMMENTS:					
Per Approved FY24-FY28 CIP					
2025	2026	2027	2028	Beyond 2028	Est. Total Project Cost
\$4,718,000	\$0	\$0	\$0	\$0	\$5,118,000



PROJECT:

Full Day Kindergarten Addition: J.C Parks E.S

PROJECT STATUS AS OF

PROJECT NUMBER

5344005182

31-Dec-2023

PROJECT TYPE: Board of Education

STATUS: ACTIVE

PROJECT RESPONSIBILITY: BOE

There is a need for permanent space to support pre-kindergarten and full-day kindergarten programs at J.C. Parks Elementary School in Bryans Road, which opened in 1967 and was renovated in 1997. The building contains 2 kindergarten classrooms and 1 pre-kindergarten classroom. Additional spaces have been appropriated for kindergarten over the years by displacing higher grades to portable classrooms. J.C. Parks currently houses five kindergarten classes and one pre-k class. An addition containing four kindergarten classrooms and an activity area is proposed. Charles County Public Schools now uses an inclusion model for providing services to pre-kindergarten and kindergarten-aged, special education students. This requires that one classroom at both the kindergarten and pre-kindergarten levels be increased in size to house an additional seven students, a special education teacher and an aide. The existing kindergarten classrooms will be converted to regular classrooms.

Life to Date Status					
Revenue Budget	ACTUAL LTD FUNDING	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
FEDERAL	\$0.00	\$0.00	\$0.00		
STATE	0.00	0.00	0.00		
EXCISE	453,446.50	400,000.00	(53,446.50)	113%	5344005182.40387
BOND PROCEEDS	0.00	0.00	0.00		
PAY-GO OPERATING	0.00	0.00	0.00		
OTHER: Forward Funding	0.00	0.00	0.00		
TOTAL	\$453,446.50	\$400,000.00	(\$53,446.50)	113%	
Expense Budget	ACTUAL LTD EXPENSE	APPROVED LTD BUDGET	REMAINING BALANCE	% OF BUDGET	ACCOUNT NUMBER
INSPECTION	\$0.00	\$0.00	\$0.00		
FAS ADMINISTRATION	2,527.93	1,000.00	(1,527.93)	253%	5344005182.50442
A&E	168,000.00	399,000.00	231,000.00	42%	5344005182.50443
LAND & ROW	0.00	0.00	0.00		
CONSTRUCTION	0.00	0.00	0.00		
CONTINGENCY	0.00	0.00	0.00		
MISCELLANEOUS	0.00	0.00	0.00		
EQUIPMENT	0.00	0.00	0.00		
TOTAL	\$170,527.93	\$400,000.00	\$229,472.07	43%	
PROJECT BALANCE	\$282,918.57	\$0.00			

BUDGET HISTORY		BOND FUNDING HISTORY			
400,000.00 FY21 Original Budget, Excise Bonds					
400,000.00 TOTAL LTD BUDGET		0.00 Total Local Funding			
		NEW SCHOOL CONSTRUCTION CAPACITY (N.S.C.C) BOND FUNDING HISTORY			
		1,446.50 2020 Bond Issue			
		62,000.00 2021 Bond Issue			
		390,000.00 2023 Bond Issue			
		453,446.50 Total Funding			
			Bonded	Expended	%
		20	1,447	1,447	100%
		21	62,000	62,000	100%
		23	390,000	107,081	27%

CONTRACT INFORMATION:				
Phase	Contractor	Contract Amount	Remaining Balance	% Complete

COMMENTS:					
Per Approved FY24-FY28 CIP					
2025	2026	2027	2028	Beyond 2028	Est. Total Project Cost
\$4,718,000	\$0	\$0	\$0	\$0	\$5,118,000

## Charles County County Commissioners



### PROJECT BUDGET REPORT

FOR 07/01/2020 - 01/31/2024

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
Project: 5045005999 - BOE Contingency								
F 5045005999.40387	-2,388,240.00	-2,541,000.00	-4,929,240.00	0.00	0.00	0.00	-4,929,240.00	0.00%
F 5045005999.40389	-755,210.00	-3,498,200.00	-4,253,410.00	0.00	0.00	0.00	-4,253,410.00	0.00%
F 5045005999.40390	0.00	0.00	0.00	0.00	0.00	-6,266.82	6,266.82	0.00%
E 5045005999.50468	755,210.00	6,468,200.00	7,223,410.00	0.00	0.00	0.00	7,223,410.00	0.00%
E 5045005999.53468	2,388,240.00	-429,000.00	1,959,240.00	0.00	0.00	0.00	1,959,240.00	0.00%
FUNDING SOURCE TOTALS for Project: 5045005999 - BOE Contingency								
	-3,143,450.00	-6,039,200.00	-9,182,650.00	0.00	0.00	-6,266.82	-9,176,383.18	0.07%
EXPENSE TOTALS for Project: 5045005999 - BOE Contingency								
	3,143,450.00	6,039,200.00	9,182,650.00	0.00	0.00	0.00	9,182,650.00	0.00%
TOTALS for Project: 5045005999 - BOE Contingency								
	0.00	0.00	0.00	0.00	0.00	-6,266.82	6,266.82	

TOTALS FOR FUNDING SOURCE STRINGS								
	-3,143,450.00	-6,039,200.00	-9,182,650.00	0.00	0.00	-6,266.82	-9,176,383.18	0.00
TOTALS FOR EXPENSE STRINGS								
	3,143,450.00	6,039,200.00	9,182,650.00	0.00	0.00	0.00	9,182,650.00	0.00

REPORT TOTAL								
	Original Budget 0.00	Net Budget Amendments 0.00	Revised Budget 0.00	Requisitions 0.00	Encumbrances 0.00	Actuals -6,266.82	Available Budget 6,266.82	

Report generated: 01/29/2024 14:14  
User: reedyc  
Program ID: pareport

Page 1



**CHARLES COUNTY**  
**PUBLIC SCHOOLS**

5980 Radio Station Road  
P.O. Box 2770  
La Plata, MD 20646  
[www.ccboe.com](http://www.ccboe.com)

**Maria V. Navarro, Ed.D.**  
*Superintendent of Schools*

**Michael L. Heim**  
*Chief of Operations and Supporting Services*

**Office of Operations and Supporting Services**

Maintenance: 301-934-7288  
Operations: 301-934-7283  
Planning and Construction: 301-934-7290  
Safety & Risk Management: 301-934-7275  
Supporting Services: 301-934-7270  
Transportation: 301-934-7262

January 23, 2024

Mr. Jacob Dyer  
Chief of Budget  
Charles County Government  
P.O. Box 2150  
La Plata, MD 20646

Re: FY24 J.C. Parks FDK  
Budget Transfer Request

Dear Mr. Dyer,

Please find attached a budget transfer request for \$100,000.00.

Please reallocate these funds from the Inflation Reserve- Excise Tax line item within project #5045005999 to the miscellaneous line item within project# 5344005182- J.C. Parks FDK. This reallocation is to provide funding for permit fees and additional services needed. Permit fees have been paid for this project and this BTR will support the project as it moves through design.

Miscellaneous funding is expected to be received in FY2025 and this will supplement this request.

Please let me know if you have any questions and/or concerns.

Sincerely,

Michael L. Heim  
Chief of Operations and Supporting Services

Enclosure

cc: Steven Andritz *SA 1/23/24*  
Brenda Basinger- Zimmerman

**Steven M. Andritz**  
*Director of Planning & Construction*

**Jason L. Tonkins**  
*Director of Transportation*

**Glenn Belmore**  
*Risk Manager*

**April K. Murphy**  
*Supervisor of Operations*

**Thomas C. Gagan**  
*Supervisor of Maintenance*

## FY2024 BUDGET TRANSFER REQUEST

FUND: 2024 Department Reference #: JCParks-Misc  
DEPARTMENT: Planning & Construction Fiscal Services Approval #: \_\_\_\_\_

TO			
Division	<u>ACCOUNT TITLE</u> Account Description	ACCOUNT NUMBER	AMOUNT
BOE	JC Parks FDK Miscellaneous	5344005182.50469	\$100,000

TOTAL \$100,000

### SON BUDGET TRANSFER IS REQUESTED:

This Budget Transfer is being requested to reallocate funding from the Inflation Reserve-Excise Tax within Project# 5045005999 to the miscellaneous line item within Project No. 5344005182.50469- JC Parks FDK.

This transfer will provide funding for permit fees and additional design services needed for this project.

Miscellaneous funds are expected to be received in FY2025.

FROM			
Division	<u>ACCOUNT TITLE</u> Account Description	ACCOUNT NUMBER	AMOUNT
BOE	Inflation Reserve Excise Tax	5045005999.40387	\$100,000

TOTAL \$100,000

### N FOR AVAILABILITY OF BUDGET FUNDS:

Available funding in the Inflation Reserve-Excise Tax line item within project no. 5045005999.

#### Shaded Area to be completed by Fiscal Services

Availability of Funds:

BTR Policy #:

\_\_\_\_\_ date

Director of Budget:

Authorization Level:

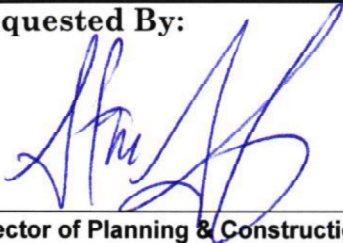
\_\_\_\_\_ date

#### NOTE:

- Dollar amounts should be rounded to the nearest \$10.
- A separate form should be used for each Fund.

**Please see back  
for signatures.**

**Requested By:**



1/23/24

Director of Planning & Construction

date

Chief of Operations and Supporting Services

date

**Approved By:**

Department Head

date

Deputy County Administrator

date

Director of Fiscal Services

date

County Administrator

date

President of County Commissioners

date

# Budget Transfer/Amendment Form

Please fill the form out **completely** and **attach** to your transfer/amendment request in MUNIS.

**Date** 2/13/2024  
**Submitted by** FAS / County Admin  
**Department** FAS / County Admin

**Funding Request:** \$12,800

**Fiscal Year:**

FY2024

**Category:**

Operating

**Fund:**

General Fund (01)

## Reason transfer/amendment is requested?

To transfer funds from part time budgets under Fiscal & Administrative Services (FAS) and County Administrator's Office to a full-time budget line item to support a new Administrative Associate full time position. This budget transfer is requesting the Commissioners approve a new full time position and that the position be shared among these two areas. A full-time Administrative Associate position that supports both FAS & County Admin will improve overall efficiencies under these areas and will assist staff with carrying out the Institutional Governance Commissioner Goals & Objectives.

## Reason for availability of funds?

FAS and the County Administrator's Office have part time budgets that will be used to fund this request in FY2024. If approved, the County Administrator's Office part time budget will no longer be needed, and the FAS part time budget will be reduced to only support a part time II employee. Due to reducing their part time budgets in FY2025, the net impact of adding this new full-time position is expected to be \$8,500. If this request is approved, FAS budget will build this impact into the FY2025 baseline budget.





## Fiscal Note: Administrative Associate - New Position

This Salary Note assumes the following:

- This position will be grade A109 and hired at the based salary budget of \$47,528.88
- Employee is Hired April 1st, with BOCC approval
- Position is split 60% County Admin & 40% FAS Admin. County Admin will be the employee's direct supervisor.

### FY-2024 Budget Impact

	FY24 Amended	FY24-YREND EST. Expense	FY24 Est. Budget	BTR needed to support	Savings after BTR
County Admin Part Time:	\$26,900	\$0	\$26,900	(\$7,700)	\$19,200
FAS Part Time:	21,500	(12,400)	9,100	(5,100)	\$4,000
Admin Associate Full Time Position	0	(12,800)	(12,800)	12,800	\$0
<b>Total:</b>	<b>\$48,400</b>	<b>(\$25,200)</b>	<b>\$23,200</b>	<b>\$0</b>	<b>\$23,200</b>

#### FY2024 Recommended Budget Transfer

FROM	County Admin Part Time	(\$7,700)
FROM	FAS Admin Part Time	(5,100)
TO	County Admin Full Time	\$7,700
TO	FAS Admin Full Time	5,100
<b>Net Impact of new position</b>		<b>\$0</b>

Due to FY2024 part time salary savings, the FY2024 impact of the new Administrative Associate position for County Admin & FAS Admin can be absorbed from within. Approval of a new position does request BOCC approval.

### FY-2025 BUDGET IMPACT

	Current FY25	FY25 Est. Change	Revised FY25
County Admin Part Time:	\$29,600	(\$29,600)	\$0
FAS Admin Part Time:	31,500	(17,700)	13,800
County Admin Full Time:	828,300	33,500	861,800
FAS Admin Full Time:	227,400	22,300	249,700
<b>Total:</b>	<b>\$1,116,800</b>	<b>\$8,500</b>	<b>\$1,125,300</b>

Due to County Admin and FAS Admin reducing their part time salary budgets, the net impact of this new position for FY2025 is expected to be \$8,500.

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Christina Elkins

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- **\*\*TO BE RESCHEDULED\*\*Lease: United Way**  
(Ms. Jenifer Ellin, Acting Deputy County Administrator, Office of the  
County Administrator)

**SUGGESTED ACTION:**

**ATTACHMENTS:**



# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, Department of Planning and Growth Management

**ITEM TYPE:** Approval Item(s)

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- **VanGO 2025 Annual Transportation Plan Consolidated Grant Application**  
(Mr. Jeffry Barnett, Chief of Transit, and Mr. Jason Groth, Acting Director, Department of Planning and Growth Management)

### **SUGGESTED ACTION:**

### **ATTACHMENTS:**

[Presentation.pdf](#)

[Authorizing Resolution FY-25 Unsigned.pdf](#)

[Opinion of Counsel FY-25 Signed.pdf](#)



**Department of Planning & Growth Management**

# **Annual VanGO Transportation Plan**

**February 27, 2024**

**Presenters:**

**Jason Groth, Acting Director**

**Jeffrey Barnett, Chief of Transit**

# Annual Transportation Plan

- Consolidated grant application to Maryland Department of Transportation Maryland Transit Administration for transit operating and capital assistance.
- Includes numerous “standard assurances”.
- Operating assistance formula grants can cover approximately 50% of net costs.
- Capital assistance covers 80% of costs with Federal Transit Administration funds and 10% with MDOT MTA funds

# Current Status

- December 15, 2023 - Public notice appeared allowing requests for a public hearing.
  - January 19, 2024 deadline to request a public hearing passed with no requests
- Notices sent to all transportation providers inviting written comments.
- March 22, 2024- Application package deadline for submission.

# Application Highlights

- \$10,138,496 – net operating costs / requested amount for transit operations. Federal and State share requested is \$5,654,139
  - No new services are proposed
  - County share is \$4,981,501 per application
  - Includes remaining CRRSAA funding that will be closed out during FY-25

# Application Highlights

- \$11,512,503 - requested amount for Capital Assistance
  - Capitalized Preventive Maintenance
  - Replacement of 6 buses
  - Repower 4 buses to extend useful life
  - Zero Emissions Planning Study
  - Bus Stop Improvements
  - Driver Security Barriers
  - VanGO facility construction
  - County share is \$1,151,250

# MDOT MTA Funding Status

- Capital assistance cuts made in FY-21 were restored in FY-23 and the 10% match is expected to continue at this time
- Operating assistance is expected to be flat and continue at the 20% reduction enacted in FY-2021
- We expect allocation of additional federal funding through the Bipartisan Infrastructure Law starting in FY-25, but it is not budgeted yet

# Completion of Application

- Standard Assurances have already been processed
- Opinion of Counsel has been generated
- Program compliance is complete
- Approval and execution of an Authorizing Resolution is required to be included in the application.



# Requested Action:

- Motion to approve and execute the Authorizing Resolution



**Presented By:**

**Charles County Government  
Department of Planning & Growth Management**

**301-934-0102 • [barnettj@charlescountymd.gov](mailto:barnettj@charlescountymd.gov)**

**200 Baltimore Street**

**La Plata, MD 20646**

**MD Relay Service: 7-1-1**

**Equal Opportunity Employer**

**It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.**

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**



**COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND**

**Resolution No. \_\_\_\_\_**

**A RESOLUTION** concerning Annual Transportation Plan.

**A RESOLUTION** authorizing Reuben B. Collins, II, Esquire, President, County Commissioners of Charles County, Maryland to file an application with the Maryland Transit Administration of the Maryland Department of Transportation for a Section 5303, 5304, 5307, 5309, 5310, 5311, 5316 and/or 5317 grant(s) under the Federal Transit Act.

**WHEREAS**, the Maryland Transit Administration is the designated recipient in Maryland for grants under the Federal Transit Act,

**WHEREAS**, the Administrator of the Maryland Transit Administration of the Maryland Department of Transportation is authorized to make grants to counties and to local governments for a mass transportation program of projects, and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

**WHEREAS**, it is required by the United States Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964 that, in connection with the filing of an application for assistance under the Federal Transit Act, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

**NOW, THEREFORE, BE IT RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2024, by the County Commissioners of Charles County, Maryland, the filing of the aforesaid application be approved, and

**BE IT FURTHER RESOLVED** that copies of this resolution be sent to the Maryland Transit Administration of the Maryland Department of Transportation.

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

\_\_\_\_\_  
Reuben B. Collins, II, Esquire, President

\_\_\_\_\_  
Gilbert O. Bowling, III

\_\_\_\_\_  
Thomasina O. Coates, M.S.

\_\_\_\_\_  
Ralph Patterson

ATTEST:

\_\_\_\_\_  
Carol DeSoto, Clerk to the Board of  
County Commissioners

\_\_\_\_\_  
Amanda M. Stewart, M.Ed.

CERTIFICATE

I HEREBY CERTIFY that I am the duly appointed Clerk to the County Commissioners of Charles County, Maryland, and that the foregoing Resolution No.2023-\_\_\_\_\_ was duly adopted by the County Commissioners of Charles County, Maryland on this \_\_\_\_ day of \_\_\_\_\_, 2024, in public session on a regular meeting day at which meeting a quorum was present.

\_\_\_\_\_  
Carol DeSoto, Clerk to the Board of County  
Commissioners



CHARLES COUNTY GOVERNMENT  
**Office of the County Attorney**

**Wes Adams**  
County Attorney

Phone | 301-645-0555  
Fax | 301-645-0515  
Email | CoAttorney@CharlesCountyMD.gov

**OPINION OF COUNSEL**

January 10, 2024

Honorable Reuben B. Collins, II, Esquire  
Commissioner President  
Charles County Government  
200 Baltimore Street  
La Plata, Maryland 20646

Dear Commissioner Collins:

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with all applications of Charles County for financial assistance pursuant to the provisions of the Federal Transit Act (the "Act") for planning, capital, training, demonstration, and/or operating assistance project(s). The legal authority for Charles County's ability to carry out planning, capital, training, demonstration, and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

1. Charles County is authorized under (cite and quote from legal authority) to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly by Charles County or be lease arrangements with other parties.
2. The authority of Charles County to provide for its share of project funds is set forth in Local Government Article Section 1-902 of the Annotated Code of Maryland.
3. I have reviewed the pertinent Federal, State and local laws, and I am of the opinion that there is no legal impediment to your making applications for financial assistance pursuant to the Act. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation for other any which might in any way adversely affect any proposed project(s), or the ability of Charles County to carry out such projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Wesley Adams".

Wesley Adams  
County Attorney

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Action of Boards, Commissions, and Committees

**AGENDA SECTION:** Approval Items

**SUBJECT:**

- Action on Boards and Commissions

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, Office of the County Attorney

**ITEM TYPE:** Legislative Updates

**AGENDA SECTION:** Legislative Updates

**SUBJECT:**

- **Legislative Update: 2024 Maryland General Assembly Session**  
(Ms. Danielle Mitchell, Associate County Attorney, Office of the County Attorney; Ms. Jenifer Elin, Acting Deputy County Administrator, Office of the County Administrator; Mr. Steve Proctor; Mr. Joseph Green; and Ms. Sherrie Simms, Lobbyists, GS Proctor and Associates, Inc.)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[Legislative Worksheet 2.27.24.1.pdf](#)

[Written Testimony for MD Senate 2023 T-CPR Bill v2 \(002\).pdf](#)

Bill	Title	Sponsor	Current Status	Committee	Comments
<a href="#">HB0350 (SB0360)</a>	Budget Bill (Fiscal Year 2025)	<a href="#">Speaker</a>	In the House - First Reading Appropriations	<a href="#">Appropriations</a>	
<a href="#">HB1092 (SB0649)</a>	Public Safety Answering Point Personnel - Training in Telecommunications Cardiopulmonary Resuscitation	<a href="#">Delegate White Holland</a>	In the House - Hearing 3/08 at 2:00 p.m.	<a href="#">Health and Government Operations</a>	
<a href="#">HB0220</a>	Homestead Property Tax Credit - Calculation of Credit for Dwelling Purchased by First-Time Homebuyer	<a href="#">Delegate R. Long</a>	In the House - Hearing 2/13 at 1:00 p.m.	<a href="#">Ways and Means</a>	
<a href="#">HB0899 (SB0691)</a>	Higher Education – Firefighters and EMS Recruitment and Retention – Scholarship and Loan Repayment Assistance	<a href="#">Delegate Jones, D.</a>	In the House - Hearing 3/06 at 1:00 p.m.	<a href="#">Appropriations</a>	
<a href="#">HB1090</a>	Revitalizing Neighborhoods Through Homeownership Program and Fund - Established	<a href="#">Delegate Queen</a>	In the House - Hearing 2/27 at 1:00 p.m.	<a href="#">Environment and Transportation</a>	
<a href="#">HB1153 (SB0956)</a>	Environment – Water Pollution Control – Protecting State Waters From PFAS Pollution (Protecting State Waters From PFAS Pollution Act)	<a href="#">Delegate Love</a>	In the House - Hearing 3/01 at 1:00 p.m.	<a href="#">Environment and Transportation</a>	
<a href="#">HB1295</a>	Real Property - Residential Rental Apartments - Air-Conditioning Requirements	<a href="#">Delegate Lehman</a>	In the House - Hearing 3/05 at 1:00 p.m.	<a href="#">Environment and Transportation</a>	
<a href="#">SB0479 (HB0513)</a>	Motor Vehicles - Work Zone Speed Control Systems - Revisions (Maryland Road Worker Protection Act of 2024)	<a href="#">President</a>	In the Senate - Hearing 2/22 at 1:00 p.m.	<a href="#">Judicial Proceedings</a> 2/22/2024 - 1:00 PM	
<a href="#">SB0484 (HB0538)</a>	Land Use - Affordable Housing - Zoning Density and Permitting (Housing Expansion and Affordability Act of 2024)	By Request - Administration	In the Senate - Hearing 3/01 at 9:00 a.m.	<a href="#">Education, Energy, and the Environment</a>	
<a href="#">SB1025</a>	Public Utilities – Distributed Generation Certificate of Public Convenience and Necessity	<a href="#">Senator Brooks</a>	In the Senate - Hearing 3/07 at 1:00 p.m.	<a href="#">Education, Energy, and the Environment</a>	
<a href="#">SB783 (HB1435)</a>	Renewable Energy – Net Energy Metering Aggregation, Solar Renewable Energy Credits, and Taxes on Solar Energy Generating Systems (Brighter Tomorrow Act)	<a href="#">Senators Elfreth</a>	In the Senate - Hearing 2/29 at 1:00 p.m.	Education, Energy, and the Environment	
<a href="#">SB0158</a>	Cannabis Licensing - Zoning Requirements - Alteration	<a href="#">Senator Jack Bailey</a>	In the Senate - Hearing 2/15 at 1:00 p.m.	<a href="#">Finance</a>	
<a href="#">SB0121</a>	College of Southern Maryland - Funding and Responsibilities - La Plata Pool	<a href="#">Senator Arthur Ellis</a>	In the Senate - Hearing 1/17 at 1:00 p.m.	<a href="#">Budget and Taxation</a>	Letter of Information submitted.
<a href="#">SB0131</a>	Transportation - Consolidated Transportation Program - Categorization and Equitable Distribution of Projects	<a href="#">Senator Arthur Ellis</a>	In the Senate - Hearing 1/18 at 12:00 p.m.	<a href="#">Budget and Taxation</a>	
<a href="#">SB0163</a>	Charles County Public Library - Imagination Library Program - Funding	<a href="#">Senator Arthur Ellis</a>	In the Senate - Hearing 1/18 at 12:00 p.m.	<a href="#">Budget and Taxation</a>	
<a href="#">SB0012</a>	College of Southern Maryland - Board of Trustees Membership - Alterations	Senator Ellis	In the Senate - Hearing 1/24 at 1:00 p.m.	<a href="#">Education, Energy, and the Environment</a>	Letter of Opposition submitted.
<a href="#">SB0157</a>	Domestic Animals - Penalties for Abandonment and Microchip Requirements for Dogs	Senator Ellis	In the Senate - Hearing 1/24 at 2:30 p.m.	<a href="#">Judicial Proceedings</a>	
<a href="#">SB0160</a>	Labor and Employment - Payment of Minimum Wage - Tipped Employees	Senator Ellis	In the Senate - Hearing 2/01 at 1:00 p.m.	<a href="#">Finance</a>	Introduced in a prior session as: <a href="#">SB0803</a> Session: 2023 Regular Session
<a href="#">SB0173</a>	Consolidated Transportation Program - Indian Head Highway - Conversion Into Limited Access Highway	Senator Ellis	In the Senate - Hearing 1/24 at 1:00 p.m.	<a href="#">Budget and Taxation</a>	Introduced in a prior session as: SB0116 Session: 2022 Regular Session
<a href="#">SB0014/HB1281</a>	Economic Development - Tourism Zones - Designation and Benefits	<a href="#">Senator Michael A. Jackson</a>	In the Senate - Hearing 1/18 at 12:00 p.m. In the House - Hearing 2/29 at 1:00 p.m.	<a href="#">Budget and Taxation</a>	
<a href="#">SB0323</a>	Income Tax - Subtraction Modification - Public Safety Volunteers	<a href="#">Senator Jackson</a>	In the Senate - Hearing 1/24 at 1:00 p.m.	<a href="#">Budget and Taxation</a>	Introduced in a prior session as: SB0094 Session: 2023 Regular Session
<a href="#">HB0151</a>	Charles County Board of Education - Vacancy Procedures - Timing and Video Streaming and Archiving	<a href="#">Delegate Edith Patterson</a>	In the House - Hearing 1/25 at 1:00 p.m.	<a href="#">Ways and Means</a>	
<a href="#">SB0321</a>	Property Tax - Credit for Hotel or Residential Development Projects	<a href="#">Senator Jackson</a>	In the Senate - Hearing 1/24 at 1:00 p.m. Crossed over	<a href="#">Budget and Taxation</a>	
<a href="#">sb81</a>	Higher Education - College of Southern Maryland - Budget	Senator Ellis	In the Senate - Hearing 1/24 at 1:00 p.m.	<a href="#">Education, Energy, and the Environment</a>	



<a href="#">HB 81</a>	Constitutional Amendment - Form of County Government - Requirement to Adopt Charter Home Rule	Del. Bouchat	In the House - Hearing 2/06 at 1:30 p.m.	<a href="#">Environment and Transportation</a>	
<a href="#">SB0200</a>	Counties - Construction of Sidewalks and Crosswalks - Safe Alternative Routes to Public Schools		In the Senate - Hearing 2/07 at 2:00 p.m.		Bill imposes a local government mandate, which is a directive in a bill requiring a local government unit to perform a task or assume a responsibility that has a discernible fiscal impact on the local government. Introduced in a prior session as: SB0065 Session: 2020 Regular Session SB95 in
<a href="#">HB 477/SB644</a>	Landlord and Tenant - Residential Leases and Holdover Tenancies - Local Just Cause Termination Provisions	Del. Wilkins	In the House - Hearing 2/13 at 1:00 p.m. In the Senate - Hearing 2/16 at 10:00 a.m.	In the House - Hearing 2/20 at 1:00 p.m. In the Senate - Hearing 3/01 at 9:00 a.m.	
<a href="#">HB0459 (SB0417)</a>	Election Administration – State Administrator, Local Boards, and Election Directors	Del. Jones	In the House - Hearing 2/13 at 1:00 p.m.	<a href="#">Ways and Means</a>	
<a href="#">HB0538 (SB0484)</a>	Land Use – Affordable Housing – Zoning Density and Permitting (Housing Expansion and Affordability Act of 2024)	<a href="#">Speaker</a>	In the House - Hearing 2/20 at 1:00 p.m. In the Senate - Hearing 3/01 at 9:00 a.m.	<a href="#">Environment and Transportation</a> 2/20/2024 - 1:00 PM	Prohibiting a local legislative body from prohibiting the placement of a certain manufactured home in certain residential zoning districts under certain circumstances; prohibiting a local jurisdiction from using an element of an
<a href="#">SB0361 (HB0351)</a>	Creation of a State Debt - Maryland Consolidated Capital Bond Loan of 2024, and the Maryland Consolidated Capital Bond Loans of 2015, 2016, 2017, 2018, 2019.	<a href="#">President</a>	In the Senate - First Reading Budget and Taxation	<a href="#">Budget and Taxation</a>	
<a href="#">SB0480 (HB0585)</a>	Protecting Election Officials Act of 2024	By Request - Administration	In the Senate - Hearing 2/21 at 1:00 p.m. In the Senate - Hearing 2/21 at 1:00 p.m.	<a href="#">Education, Energy, and the Environment</a>	
<a href="#">SB0589(HB812)</a>	Tri-County Council for Southern Maryland - Southern Maryland Agricultural Development Commission - Funding	<a href="#">Senator Bailey</a>	In the Senate - Hearing 2/14 at 1:00 p.m. In the House - Hearing 3/08 at 1:00 p.m.	<a href="#">Budget and Taxation</a>	
<a href="#">SB651(HB882)</a>	Business Regulation - Sale of Motor Fuel - Pricing Signage (Gas Price Gouging Act)	<a href="#">Senator Kagan</a>	In the Senate - Hearing 2/29 at 1:00 p.m. In the House - Hearing 2/29 at 1:00 p.m.	Finance	Altering a signage requirement for retail service stations relating to the price of regular gasoline so that the signage prominently displays clearly and visibly the credit and debit price
<a href="#">HB895/SB793</a>	Maryland Tort Claims Act - Sheriffs and Deputy Sheriffs - County Responsibility	<a href="#">Delegate Embry</a>	In the House - Hearing 2/21 at 1:30 p.m. In the Senate - Hearing 2/29 at 1:00 p.m.	<a href="#">Judiciary</a>	Clarifying that a county assumes the responsibilities of a certain tort claim against a sheriff or deputy sheriff under the Maryland Tort Claims Act; clarifying that, for certain tort claims against a sheriff or deputy sheriff, the State is the proper defendant
<a href="#">HB576(SB453)</a>	Mental Health - Emergency Evaluation and Involuntary Admission Procedures and Assisted Outpatient Treatment Programs	<a href="#">Speaker</a>	In the Senate - Hearing 2/20 at 1:00 p.m.	<a href="#">Health and Government Operations</a>	Requiring a peace officer to transport the emergency evaluatee to a nearby emergency facility, rather than the nearest emergency facility. requiring each county to establish an assisted outpatient treatment program
<a href="#">HB909(SB803)</a>	Education – Local Share of Major Education Aid – Nonrecurring Costs Exclusion	<a href="#">Delegate Hinebaugh</a>	In the House - Hearing 2/28 at 1:00 p.m. In the Senate - Hearing 2/28 at 1:00 p.m.	Appropriations	Authorizing the exclusion of certain costs from the calculation of a 5 county's highest local appropriation to its school operating budget
<a href="#">HB919</a>	Property Tax - County Authority to Set Special Rates	<a href="#">Delegate Fair</a>	In the House - Hearing 2/27 at 1:00 p.m.	<a href="#">Ways and Means</a>	Authorizing the governing body of a county to set special property tax rates for certain subclasses of property to finance certain transportation improvements or a certain minimum school funding amount;

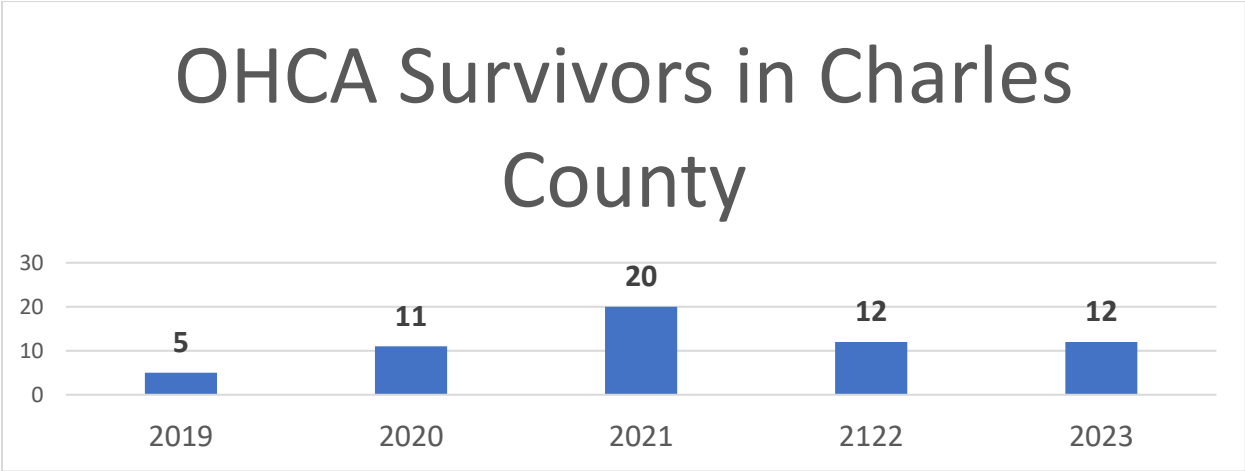
<a href="#">HB0940(SB1170)</a>	Local Government - Authorized Uses of Revenues From Development Impact Fees	Delegates <a href="#">Arentz, Ghrist, and Jacobs</a>	In the House - Hearing 2/27 at 1:00 p.m.	Environment and Transportation	Authorizing the use of revenue from development impact fees to finance 5 the capital costs for replacement, maintenance, or expansion of public works, 6 improvements, or public facilities; and generally relating to the use of revenues from 7
<a href="#">HB974</a>	Prince George's County - Speed Monitoring Systems - Indian Head Highway PG 3	<a href="#">Prince George's County Delegation</a>	In the House - Hearing 2/29 at 1:00 p.m.	Environment and Transportation	speed monitoring systems on Maryland Route 210 (Indian Head Highway) in Prince George's County that are second or subsequent violations or that involve exceeding the maximum speed limit by certain amounts.
<a href="#">HB692</a>	Economic Development - County or Municipality Economic Development Authority - Powers and Use of Proceeds	Delegates <a href="#">Qi, Bofo, Fair, Kaufman, Patterson, Spiegel,</a>	In the House - Hearing 2/15 at 1:00 p.m.	Ways and Means	Expanding the acceptable names authorized for an economic development authority established by a
<b>BOARD PROPOSALS</b>					
<a href="#">HB440</a>	Motor Vehicle Registration - Exceptions for Golf Carts and Low Speed Vehicles - Cobb Island	Charles County Delegation	In the House - Hearing 3/07 at 1:00 p.m.	Environment and Transportation	Approved letter of support
<a href="#">HB972</a>	Motor Vehicles – Off-Highway Vehicles – Clarifications and Revisions	Delegate Boyce	In the House - Hearing 2/29 at 1:00 p.m.	Environment and Transportation	Approved letter of support
<a href="#">LR2750</a>	A proposal to adopt legislation that would prohibit an unlicensed establishment from allowing the consumption of alcohol on their premises.				Requested additional information from Delegation. Liquor Board to consider.
<a href="#">HB690</a>	A proposal to change to Maryland Law 14-402 on behalf of the Adult Guardianship Review Board to change the Board's membership composition requirement for a psychiatrist	<a href="#">Charles County Delegation</a>	In the House - Hearing 2/15 at 1:00 p.m.	<a href="#">Judiciary</a>	Approved letter of support
<a href="#">HB1321</a>	A proposal to enact a Parkland Dedication Ordinance to require property developers pay a fee to be used instead of dedicating land (i.e., "fee-in-lieu"), or a combination of dedication or construction of recreational facilities	<a href="#">Charles County Delegation</a>	In the House - Hearing 3/08 at 1:00 p.m.		
<a href="#">HB687</a>	A proposal to require certain training be completed by those individuals appointed or elected to the governing body of a common ownership community.	<a href="#">Charles County Delegation</a>	In the House - Hearing 3/08 at 1:00 p.m.	<a href="#">Environment and Transportation</a>	Approved letter of support
<b>SOLAR BILLS</b>					
<a href="#">HB0258 (SB0416)</a>	Renewable Energy - Customer-Sited Solar Program	<a href="#">Delegate Qi</a>	In the House - Hearing 2/22 at 1:00 p.m.	<a href="#">Economic Matters</a>	
<a href="#">HB0366 (SB0049)</a>	Restrictions on Use - Solar Collector Systems - Alteration	<a href="#">Delegate Smith</a>	In the House - Hearing 2/13 at 1:00 p.m.	<a href="#">Environment and Transportation</a>	
<a href="#">HB1265 (SB1054)</a>	Local Government – Building Permits for Residential Solar Energy and Residential Energy Storage Systems – Required Platform and Inspections	<a href="#">Delegate Fraser-Hidalgo</a>	In the House - Hearing 3/05 at 1:00 p.m. In the Senate - Hearing 3/07 at 1:00 p.m.	<a href="#">Environment and Transportation</a>	
<a href="#">HB1328 (SB1082)</a>	Solar Energy and Energy Storage - Development and State Procurement	<a href="#">Delegate Ziegler</a>	In the House - Hearing 2/29 at 1:00 p.m. (Economic Matters)In the Senate - Hearing 3/07 at 1:00 p.m.	<a href="#">Economic Matters</a>	
<a href="#">HB1407</a>	County Tier 1 Renewable Sources – Generating Systems, Capacity, and Generation – Prohibition, Studies, and Plans	<a href="#">Delegate Wilson</a>	In the House - Hearing 2/29 at 1:00 p.m.	<a href="#">Economic Matters</a>	
<a href="#">SB0640 (HB0361)</a>	Property Tax Exemption for Community Solar Energy Generating Systems - Limitation on Generating Capacity - Alteration	<a href="#">Senator Brooks</a>	In the Senate - Withdrawn by Sponsor	<a href="#">Budget and Taxation</a>	
<a href="#">SB0685</a>	Program Open Space - Use of Property - Renewable Energy and Storage	<a href="#">Senator Augustine</a>	In the Senate - Hearing 2/27 at 1:00 p.m.	<a href="#">Education, Energy, and the Environment</a>	
<a href="#">SB1082 (HB1328)</a>	Solar Energy and Energy Storage - Development and State Procurement	<a href="#">Senator Hester</a>	(	<a href="#">Education, Energy, and the Environment</a> <a href="#">Budget and Taxation</a>	

Cardiac arrest is a life-threatening medical emergency that can result in irreversible brain death after ten minutes (600 seconds) if the victim does not get help. When an out of hospital cardiac arrest (OHCA) occurs, our 9-1-1 Specialists are most often the very first, first responders that can intervene to save a life. They have the opportunity to save lives in this time dependent medical emergency by managing 3 of the 4 links in the chain of survival (early access to 9-1-1, early CPR, early defibrillation, early advanced cardiac life support, early post resuscitative care) and by providing assertive coaching to 9-1-1 callers to increase the application of bystander CPR.

In 2019 Charles County became aware of a program that combines an innovative, more effective form of education coupled with data collection, Quality Improvement review, and feedback on the performance of the 9-1-1 Specialists in high fidelity simulations based upon national performance measures, all delivered and tracked via a learning management system. This program introduced us to a better way of educating 9-1-1 Specialists and is supported by low-dose, high frequency education sessions. The program’s focus is on deliberate practice (every three months), and those actions which can improve performance and save more lives. This was a completely new approach for 9-1-1 education, one that has shown proof of concept here in Charles County and has resulted in increased lives saved.

On April 18, 2019, Charles County sent a letter to the 9-1-1 Board (previously the Emergency Number Systems Board) requesting funding for a pilot project to implement and evaluate a new program focused on resuscitation quality improvement for 9-1-1 Specialists. On July 25, 2019, Charles County appeared before the 9-1-1 Board to describe the program and present our action plan. The 9-1-1 Board approved funding for a pilot and we began the work of building this new learning management system into our training regime. In August of 2019 we initiated the first stage of the program, an assessment of our competency and proficiency.

Funding approval required us to appear before the Board to present our findings, and in September of 2020 we notified the 9-1-1 Board that we were ready. We reported on our baseline assessment and what we had observed in the way of performance improvements. We also reported that we had improved the application of bystander CPR from 27% to 43%, improved bystander application of an AED from 23.5% to 28.6% and saw the number of survivors that were discharged from the hospital increase from five to eleven. In October of 2021 we again notified the 9-1-1 Board that we would like to appear before them as a follow up. The number of cardiac arrest survivors discharged from a hospital since the program began is shown in the chart below.



Maryland 9-1-1 Centers are required by law to use standards-based protocols to process 9-1-1 calls. These protocols are intended to provide the 9-1-1 Specialist with a proven, task driven script that can guide the caller, who they can't see, to provide a lifesaving intervention to a victim they also cannot see. Protocol programs measure conformance with the delivery of specifically designed telephone instructions used, in this case, to guide a 9-1-1 caller through the CPR process. Charles County has supplemented their protocol program with an education program that focuses on performance metrics. Metrics include how much time it took for the 9-1-1 Specialist to recognize cardiac arrest, how much time it took to get the caller to start CPR, how much time it took the 9-1-1 Specialist to overcome obstacles (caller doesn't know where they are at, caller can't get the victim onto the floor for CPR, caller is reluctant to help, etc.), and how much time it took to get an Automated External Defibrillator (AED) on the victim. Most importantly, this program measures outcomes and makes quality improvement recommendations. It identifies the areas of 9-1-1 Specialist performance that have improved and by how much, and where performance improvement is still needed. Armed with this information, 9-1-1 Center managers can evaluate the impact that low-dose, high frequency education sessions and quality improvement efforts have had on out of hospital cardiac arrest survival? The two programs are complimentary, not mutually exclusive. We have only 600 seconds to save a cardiac arrest victim. We do that by following protocol, setting performance expectations, measuring results, partnering with high performing Emergency Medical Service (EMS) clinicians, and constantly striving to improve. In so doing, lives are saved, loved ones are united and futures are restored.

Senate Bill 0649 "Public Safety Answering Point Personnel – Training in Telecommunications Cardiopulmonary Resuscitation", sponsored by Senator Kagan, was heard in the Maryland Senate on February 22, 2024. This program has been very successful in Charles County. Coupled with high performance EMS, we have significantly increased the number of survivors who return to their families after having had a non-traumatic out of hospital cardiac arrest. This Bill seeks to expand the availability of this type of program to all Maryland 9-1-1 Centers by directing the Maryland 9-1-1 to fund such programs.

I request authorization to submit written testimony to the Maryland Legislature on this matter and, if opportunity arises, appear before the Maryland Legislature to tell our story.

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Briefing

**AGENDA SECTION:** Briefings-Morning

**SUBJECT:**

- **Briefing: College of Southern Maryland State of the College**  
(Dr. Yolanda Wilson, President, Ms. Judy Mills, DFS Vice President,  
and Members of the Board of Trustees, College of Southern Maryland)

[CSM State of the College YouTube Link](#)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[MAR\\_QuickFacts\\_2023-24\\_Jan2024.pdf](#)

[PRE\\_LegislativeAgenda2023\\_R2-booklet.pdf](#)

[State of the College video.docx](#)



# QUICK FACTS



## VISION

CSM will be the region's first choice for accessible, inclusive, and innovative education that transforms communities.

## MISSION

The College of Southern Maryland enhances lives and strengthens the economic vitality of a diverse and changing region by providing affordable postsecondary education, workforce development, and cultural and personal enrichment opportunities.



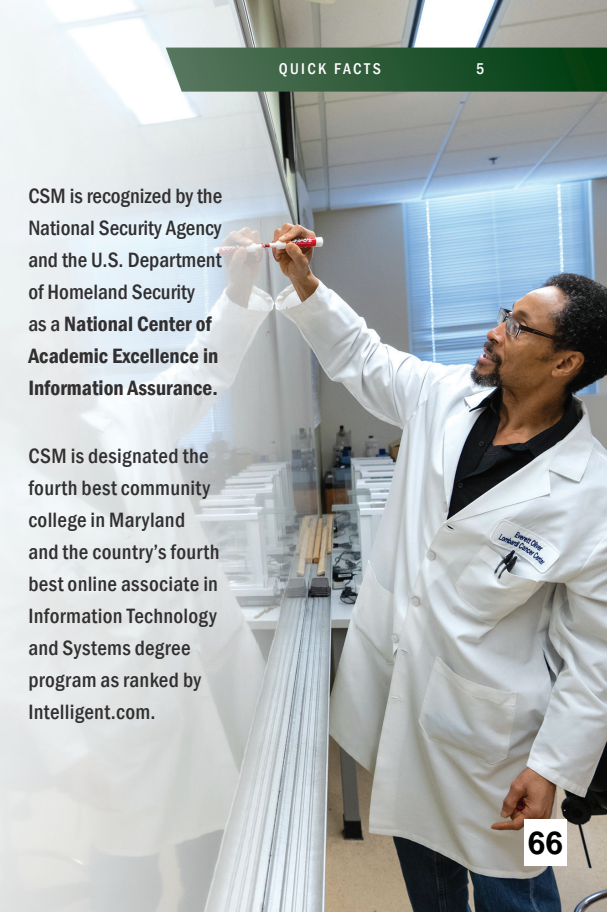


## POINTS *of* DISTINCTION

- ▶ For the eighth consecutive year, **CSM ranks as a top postsecondary school for veterans and their spouses** by Military Friendly®.
- ▶ **CSM has twice been recognized among the top 150 community colleges in the country** by the Aspen Institute in its Aspen Prize for Community College Excellence

- ▶ More than 1,300 **CSM students transferred to 225 different colleges and universities in 2022-23.** Destinations include Maryland's universities and highly regarded schools across the nation.
- ▶ **CSM's Talons Robotics Team consistently excels in national and global competitions,** most recently ranking 13th in the world in the Skills category, and 20th in the world in the Research category.

- ▶ CSM is recognized by the National Security Agency and the U.S. Department of Homeland Security as a **National Center of Academic Excellence in Information Assurance.**
- ▶ CSM is designated the fourth best community college in Maryland and the country's fourth best online associate in Information Technology and Systems degree program as ranked by Intelligent.com.





## TALKING POINTS



- ▶ CSM is the **sixth largest** community college in Maryland.
- ▶ **Students save, on average, \$29,000 on their bachelor's degree** by starting at CSM and transferring with an associate degree.
- ▶ **63%** of CSM students attend part time.
- ▶ **83%** of CSM's full-time faculty hold a master's or doctoral degree.
- ▶ **CSM offers 300+ transfer agreements with 70+ partnering four-year institutions**, including the University of Maryland, Towson, Salisbury, Virginia Commonwealth, George Mason, UMBC, University of Maryland School of Nursing, and more.

- ▶ **54%** of Southern Maryland public high school graduates going on to college in Maryland choose to start at CSM.
- ▶ **The college has created a Professor of Equity and Diversity position.** This individual began work in August 2022.
- ▶ In FY23, **CSM awarded 869 associate degrees** and 756 certificates.
- ▶ **Over 400 high school students** participated in dual enrollment in Fall 2022.
- ▶ Students who earn an associate degree from CSM can expect approximate wages of \$45,000 per year, **25% more than someone with a high school diploma or equivalent working in Maryland.**
- ▶ In the past five years, the **CSM Foundation has awarded \$4 million** scholarships to more than 3,000 students.

## TOTAL CREDIT AND CON-ED STUDENTS

# 14,329

*The Credit Students' and Continuing Education (Con-Ed) Students' figures do not sum to the total students' figures because some students are enrolled as both types during the same fiscal year.*

## CREDIT ENROLLMENT FY23

Total Credit Students  
**7,622**

State-Funded  
Full-Time Equivalent (FTE)  
**3,090**



Average Age  
**24**



Average Class Size  
**16:1**



## ONLINE (FY22)

Number of online  
programs of study **11**

Total enrollments  
in online courses **26,207**

## ETHNICITY

White	46%
Black or African American	28%
Hispanic (Any Race)	9%
All Others	17%

## CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT FY23



Total Continuing  
Education Students  
**7,017**

State-Funded  
Full-Time-Equivalent (FTE)  
**499**

## ENROLLMENT BREAKDOWN

Total  
enrollments  
in workforce  
training  
courses  
**6,355**

Job skills  
enhancement  
**960**

Enrollments in  
contract training  
**4,237**

Job preparation  
**296**

Licensure  
**5,099**

Total  
enrollments  
in lifelong  
learning  
courses  
**3,927**

# 68

## FINANCES

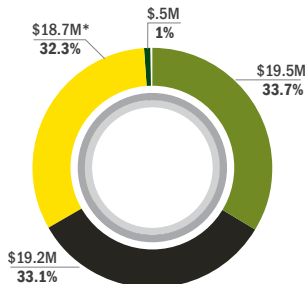
## FY22 REVENUE

● Student Tuition and Fees	\$19,579,847	33.7%
● Local	\$19,268,038	33.1%
● State*	\$18,796,792	32.3%
● Other	\$535,708	1%

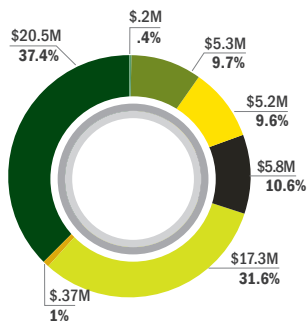
## TOTAL

\$58,180,386

\*Includes contribution to employee benefits



## FY22 EXPENDITURES



Total \$54,942,540

● Instruction	\$20,544,928	37.4%
● Institutional Support	\$17,363,399	31.6%
● Student Services	\$5,354,665	9.7%
● Academic Support	\$5,252,060	9.6%
● Operation and Maintenance of Plant	\$5,816,515	10.6%
● Scholarships and Fellowships	\$231,631	.4%
● Research	\$379,342	1%

## CSM 2023-2024 TUITION

In-County Tuition	\$140/credit
In-County Tuition with Fees	\$175/credit
In-State Tuition	\$245/credit
Out-of-State Tuition	\$308/credit

## FY23 FINANCIAL ASSISTANCE AWARDS

Grants (including Pell grants)	\$5.74 million
Loans	\$4.86 million
Scholarships	\$2.45 million
Work Study	\$86,589

## CSM FOUNDATION



## MISSION

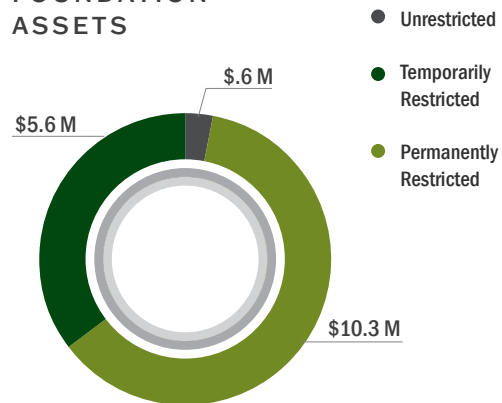
The CSM Foundation serves as the fundraising arm of the college connecting donors and regional partners in support of our students, faculty, programs, and community by cultivating relationships and stewarding assets consistent with our donors' intent.

## VISION

Transform the lives of our students and enrich our community.

For more information about the CSM Foundation, email [csmfoundation@csmd.edu](mailto:csmfoundation@csmd.edu) or visit [www.csmd.edu/Foundation](http://www.csmd.edu/Foundation).

## FY23 CSM FOUNDATION ASSETS



FY23 Net Assets **\$16.5 million**

FY23 Interest Income and Contributions **\$2,053,862**

FY23 CSM Foundation Disbursements **\$1,114,987**

## BOARD OF TRUSTEES

Shawn B. Coates  
Chair

Sonja M. Cox  
Vice Chair

Dr. Yolanda Wilson  
Secretary-Treasurer

Kenneth W. Abell

Celeste Alexander-Frye

Cathy Allen

Pamela Cousins

Jose M. Gonzalez

Christy Lombardi '05

Cordelia S. Postell



## FOUNDATION DIRECTORS

Randall Williams  
Chair

Trey Proctor  
Vice Chair

Jose M. Gonzalez  
Trustee Liaison

Dr. Yolanda Wilson  
Secretary-Treasurer

Toni Kruszka '11  
Interim Executive Director

Kim Rosenfield '21  
Immediate Past Chair

Dexter Bordes  
Danielle Conrow '23  
Natalie Cotton '10  
Mary Hannah '01  
Theodore L. Harwood, II\*  
Carolyn Heithaus  
Janna Jackson  
Julie Lemmon  
Brenda Lowe  
Dixie Miller  
James Norris, Jr.  
David Osterhouse  
Teresa (Tiki) Shasho '14  
Kelly Robertson-Slagle '95  
Samantha Stratchko '18  
Kevin Switick  
Eric Vrem  
Joanna Yakaitis  
Dawn Yeitrakis '96

\*Trustee Emeritus (2020)

### LA PLATA CAMPUS

8730 Mitchell Road  
PO Box 910  
La Plata, MD 20646  
301-934-2251

### LEONARDTOWN CAMPUS

22950 Hollywood Road  
Leonardtown, MD 20650  
240-725-5300

### PRINCE FREDERICK CAMPUS

115 J.W. Williams Road  
Prince Frederick, MD 20678  
443-550-6000

### REGIONAL HUGHESVILLE CAMPUS

6105 Foster Place  
Hughesville, MD 20637  
301-539-4730

### OTHER LOCATIONS:

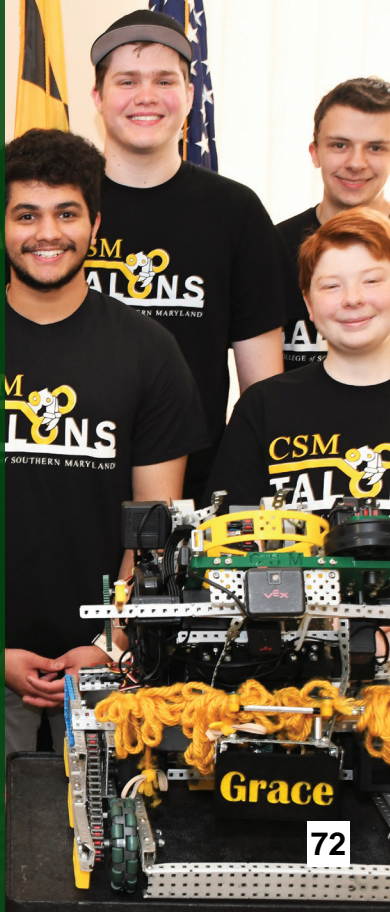
### CENTER FOR TRANSPORTATION TRAINING

5825 Radio Station Road  
La Plata, MD 20646  
301-392-5493

### VELOCITY CENTER AT INDIAN HEAD

4465 Indian Head Highway  
Indian Head, MD 20640  
301-539-4830

Updated 1/24







### ONLINE (FY22)



Number of online programs of study	11
Total enrollments in online courses	26,207

### ON THE MOVE



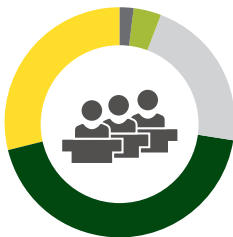
CSM students move between campuses. Almost 45% of CSM students attend two or more locations and another 32% take online classes.

### RESIDENCY OF REGIONAL HUGHESVILLE STUDENTS

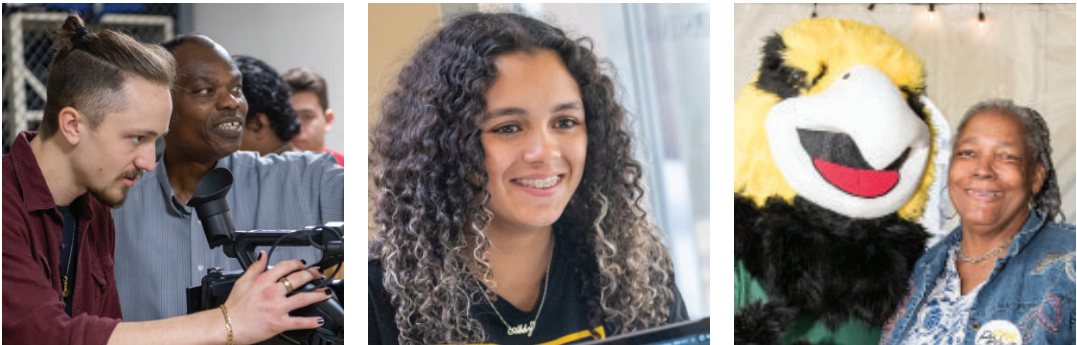


- 45.5% Charles County
- 25.1% St. Mary's County
- 24.5% Calvert County
- 4% Other Maryland Counties
- 0.9% Out-of-State

### HEADCOUNTS BY RESIDENCY



- 43.44% Charles County
- 28.81% St. Mary's County
- 21.79% Calvert County
- 3.85% Other Maryland Counties
- 2.04% Out-of-State



# 2024 LEGISLATIVE AGENDA

**SOUTHERN MARYLAND,  
*TOGETHER***



## BOARD OF TRUSTEES

Shawn Coates, Chair  
Sonja M. Cox, Vice Chair  
Dr. Yolanda Wilson, Secretary-Treasurer

Kenneth (Kee) Abell  
Celeste Alexander-Frye  
Cathy Allen  
Pamela Cousins  
Jose Gonzalez  
Christy Lombardi '05  
Cordelia Postell

CSM Office of the President  
301-934-7602

Government Relations  
301-934-7701



# SOUTHERN MARYLAND, TOGETHER

The College of Southern Maryland (CSM) is a connector and convener in our region and throughout our communities. As a community college, CSM is a hub of learning, credentialing, and mobility for all students.

As a college in and for our community we are a bridge among the stakeholders working toward the shared vision of a thriving, prosperous Southern Maryland: employers and industry; job-seekers and workers; families; community-based and non-profit organizations; four-year colleges and universities; primary and secondary schools; local and state governments; and economic development agencies.

Key to CSM’s role is ensuring access, momentum, and mobility for students and graduates. The college is committed to removing barriers to access and entry; to supporting students through successful completion of their program; and to providing them with the means, motivation, and preparation for rewarding careers, financial security, and social advancement.

Together, we move forward. Together, we make an impact.

*Together, we are Southern Maryland.*

## CSM FY24 AGENDA

Endorsed by Maryland Association of Community Colleges Board of Directors

- Operating Budget: Full funding of the Cade Funding Formula at 29% funding per full-time enrolled student (FTES).
- Capital Budget: Full funding of the FY24 MACC Capital Prioritization List for \$94.4M for 13 projects across eight colleges.
- Facilities Renewal Grant: Increase the annual funding to \$8M to be distributed across all 16 community colleges, to ensure equitable funding on a yearly basis.
- Tuition Waivers: Full funding of all state-mandated tuition and residency waivers for community college students.
- Cyber Workforce Shortage: \$5M to expand and implement new cybersecurity training to equip students with entry and mid-level skills and prepare them to fill high-paying jobs in this vital workforce.

# POLICY/PRACTICE IMPLICATIONS



## ACCESS

- ▶ Outreach to high schools: Labor market outlook, academic information/guidance
- ▶ Expanding financial aid, including non-credit
  - Work-Based Learning (WBL) and work-study opportunities
  - New/under-utilized sources of aid
  - Short-term Pell Grants, federal loans with income-based repayment (IBR)
- ▶ Support that removes barriers to entry
  - Guidance in balancing life, work, and education
  - Transportation access



## MOMENTUM

- ▶ Efficient and effective developmental education that focuses on foundational skills
- ▶ Use data to identify students with needs and connect them to resources and support before “need” escalates to “crisis”
- ▶ Academic guidance and accompaniment throughout students’ CSM trajectory
- ▶ Stay the course: emergency cash assistance, case management, and coaching to provide immediate, acute relief and to build long-term, sustainable resilience



## MOBILITY

- ▶ Identify labor market opportunities, close skills gaps, and prepare students to fill high-paying, in-demand positions
- ▶ Comprehensive career guidance
- ▶ Stackable credentials and progressive pathways
- ▶ Engagement with local employers for Work-Based Learning, apprenticeships, and job placement



State of the College video:  
<https://youtu.be/Rsb1wYGREYV>

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, County Administrator's Office

**ITEM TYPE:** Briefing

**AGENDA SECTION:** Briefings-Morning

**SUBJECT:**

- **Briefing: Internal Audit End of Fiscal Year Reporting for Commissioners Expenses**  
(Mr. Johnnie Coleman, Senior Internal Auditor, Office of the Internal Audit)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[2024.02.27 Internal Audit Presentation to Commissioners \(002\).pdf](#)

[CP.CC.01.002 County Commissioner Expense Policy 2023.03.08.pdf](#)



# Internal Audit Report Commissioner Expenses FY23

Johnnie Coleman, Senior Internal Auditor

February 27, 2024

# Agenda

- Internal Audit Objectives
- Commissioner Business Expense Overview
- Commissioner Business Expense Audit Objectives
- Audit Findings and Recommendations
- Commissioner Office Staff Comments

# Internal Audit Objectives

- Internal Audit provides an unbiased, objective assessment on whether public resources are responsibly and effectively managed to the intended results.
- Internal Audit provides accountability and transparency to help improve operations and provide confidence to citizens that County resources are being utilized as intended.
- Internal Audits are conducted in accordance with the International Standards for the Professional Practice of Internal Auditing.

# Internal Audit Objectives

- Standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.
- Internal Audits are designed to add value and improve operations.

# Overview

- ▶ The County Commissioner Expense Policy (SOP #: CP.CC.01.002) was revised in March of 2023 when management identified payments that were made in violation of County policy and the subsequent requests for transfer of funds to cover a negative Individual Commissioner Account balance.
- ▶ The revised County Commissioner Expense Policy (SOP #: CP.CC.01.002) section 1.5.3 included the requirement that an internal audit be conducted at the end of each fiscal year on Commissioner Expenses and the results presented to the Board in Open Session.
- ▶ Annual funding is provided to Individual Commissioner Expense Accounts to be utilized in the fulfillment of his or her duties. Annual funding provided for FY2023:
  - Conferences and Meetings \$3,600 Per Commissioner
  - Mileage Reimbursement \$1,200 Per Commissioner
  - Commissioner Special Projects \$3,000 Per Commissioner

# Overview

- ▶ Funds allocated to the Commissioner Expense Accounts may be used only for Official Charles County business, and at the discretion of each individual commissioner in compliance with the County Commissioner Expense Policy.
- ▶ The County Commissioner Expense Policy specifically excludes use of county funds on:
  - Personal Items - alcoholic beverages; expenses associated with a spouse, family members, guests, or friends
  - Any class of travel other than “business class” unless extreme conditions apply
  - Meals when included with conference registration
  - Any expenditure not explicitly authorized under the County Commissioner Expense Policy SOP



# Overview

- ▶ To qualify for payments through the Special Projects Account, the activities must take place in Charles County and cannot be in support of organizations that already receive funding from the County through the grants award process
- ▶ A general County Commissioner credit card is available as a courtesy and convenience to Commissioners, to pay in advance for business-related expenditures such as room reservations, air travel, conference registration fees, dues and subscriptions, etc.
- ▶ The most recent version of the Commissioner Expense Policy SOP outlining all requirements related to how public funds may be used for Commissioner business expenses can be found on the Intranet (ICG).

# Audit Objectives

1. Determine processes and procedures are in place to ensure proper utilization of funds allocated annually for Individual Commissioner Accounts.
  - Determine that County Commissioner Expense Policy is updated to include any changes in business unit operations.
2. Determine how the departmental purchase card is utilized in payment of Individual Commissioner Account transactions.
  - Determine if additional reports are generated in support of managing purchase card transactions
3. Assess the effectiveness of internal control systems and segregation of duties in processing Individual Commissioner Account transactions.
  - Ensure backup documentation is properly authorized and included in the files.

# Audit Objectives (continued)

4. Ensure monthly reconciliations are completed for Individual Commissioner Account expenses.
  - Determine if transactions are coded correctly and backup documentation has proper authorization, review, and approval.
5. Search for value-added recommendations and suggestions to improve the efficiency and/or effectiveness of the function under review.

# Audit Findings and Recommendations

## ▶ Finding #1 (High Risk)

- ▶ The departmental purchase card was used for purposes that are not allowed under the County Commissioner Expense Policy and the Credit and Purchasing Card Policy. A total of 10 transactions were found to be in violation of the policy.

## ▶ Recommendations

- ▶ Include authorization and verification for each transaction (signature or email) by the requesting Commissioner that the request follows County policy. County funds must never be used for items excluded by policy.
- ▶ Training for staff to ensure they understand what transactions are ineligible for purchase card use. Staff can provide verification that company policy is adhered to.
- ▶ Monthly reconciliation of each Commissioner's expense accounts

# Management Comments

## ➤ Finding #1 Response:

- Concur: Violations of the commissioner expense policy must never occur.
- To ensure that policies are adhered to, Commissioner Specialists are now requesting their individual Commissioners to provide authorization/approval of expenditures in a written or email format when requesting funding for expenditures allocated to the commissioner expense accounts.
- Commissioner Specialists now verify that transactions for which they are being asked to complete are within policy.
- The email request from the Commissioner authorizing the transaction is signed by the Commissioner Specialist and forwarded with any additional backup to the Assistant Chief of Staff and Administrative Associate. Both have MUNIS access and will complete purchase card reconciliations and final approval of commissioner expense transactions.
- The Commissioner Expense Policy is provided to all specialists and the importance of following it has been discussed in department meetings. Step-by-Step procedures are currently being finalized.

# Audit Findings and Recommendations

- ▶ Finding #2 (High Risk)

- ▶ Support Documentation does not include proper authorization, verification, and approval.

- ▶ Recommendations

- ▶ Written step-by-step procedures that detail the specific duties of staff.

# Management Comments

- Finding #2 Response:
  - Commissioner Specialists are now requesting their individual Commissioner provide authorization/approval of expenditures in a written or email format when requesting funding for expenditures.
  - Commissioner Specialists now verify authorization/approval is included on support documentation and sign to verify accuracy of all information prior to forwarding to the Assistant Chief of Staff and Administrative Associate for final approval and reconciliation.
  - Written Procedures are currently being finalized.

# Audit Findings and Recommendations

## ▶ Finding #3 (Medium Risk)

- ▶ Support documentation does not include the specific details of all attendees for events that were paid for using County funds.

## ▶ Recommendations

- ▶ Include purpose of payments in detail, including names of all attendees, for events paid for with County funds. Include the details with the monthly reconciliation and approval documentation that will be attached to the transaction as support and verification.



# Management Comments

- Finding #3 Response:
  - Each Commissioner Specialist now updates their Commissioner's various expenditures on a spreadsheet called Charles County Budget 2024.
  - It includes the description of the transaction, the purchaser, and the amount of the transaction.
  - Monthly reconciliation is being completed on a spreadsheet called Commissioners Office Credit Card Receipts.
  - Verification of accuracy is now required at two different levels, the Commissioner Specialist and the Administrative Associate, or Assistant Chief of Staff.

# Audit Findings and Recommendations

## ▶ Finding # 4 (Medium Risk)

- ▶ An expense was coded to the incorrect Commissioner Expense Account pending the transfer of funds to the correct account. The transaction was corrected on the Commissioner office files after completion of the transfer but not the records in MUNIS.

## ▶ Recommendations

- ▶ Complete monthly reconciliation of Commissioner expense accounts to identify errors.
  - Utilize a payment summary that can be signed by the Commissioner specialist (verification) and the Commissioner (approval).
- ▶ Transfer of funds should be approved by the County Administrator prior to the transaction being initiated.
- ▶ Ensure account coding is correct by including sign-off on the monthly reconciliation.

# Management Comments

- Finding #4 Response:
  - Each Commissioner Specialist now updates their Commissioner's various expenditures on a spreadsheet called Charles County Budget 2024.
  - A separate sheet is maintained for each of the three funding accounts assigned to each Commissioner.
  - A running balance is included on each sheet to ensure expenses are not incurred if the balance is not sufficient to cover the expense.
  - Account coding is now verified monthly on the Commissioner Office Credit Card spreadsheet file.



**Charles County Government**  
200 Baltimore Street • La Plata, MD • 301-645-0550  
Equal Opportunity Employer

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**



### **About Charles County Government**

The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace. Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

## Charles County Government Commissioner Standard Operating Policy

<b>Title:</b>	County Commissioner Expense Policy	<b>SOP #:</b> CP.CC.01.002
<b>Department:</b>	Commissioners	<b>Effective Date:</b> 10/30/2007
<b>Division:</b>	Administration	<b>Last Review Date:</b> 3/8/2023
<b>Purpose:</b>	To provide a policy regarding the County Commissioners' expenses associated with their official duties.	
<b>References:</b>	Code of Charles County, Section 27-2E (Bill # 2003-09)	
<b>Attachments:</b>		

### Policy:

#### 1.0 Expenses Generally

- 1.1 The County Commissioners shall establish an annual budget to support each Commissioner Board member in fulfillment of his or her duties as County Commissioner.
- 1.2 These funds may be used only for official Charles County business, and at the discretion of each individual commissioner in compliance with this standard operating policy (SOP).
- 1.3 The following exclusions shall not be purchased or reimbursed with County funds:
  - 1.3.1 Personal items – alcoholic beverages; expenses associated with a spouse, family members, guests, or friends
  - 1.3.2 Any class of travel other than “business class” unless extreme conditions apply
  - 1.3.3 Meals when included with conference registration
  - 1.3.4 Any expenditure not explicitly authorized under this SOP
- 1.4 Nothing in this section shall be construed to imply any inference that a violation of any provision in this SOP is acceptable. By way of example, no Commissioner shall ask nor shall any member of the Commissioners' Office staff, on their own, make an improper expenditure “for convenience” with the understanding that the expense will be refunded. The proper practice would be for the Commissioner to spend private funds and then be reimbursed. Both Commissioners and their assistants are responsible for ensuring the funds allocated under this section are used only for authorized purposes.
  - 1.4.1 If a purchase that falls under item 1.3 is made with a County credit card or County funds in error, the individual Commissioner for whom the purchase was made is required to reimburse the County in full within 30 days of the error being discovered.
  - 1.4.2 The Board recognizes that Commissioners are in the best position to understand the purpose of an expenditure and should strive to alert their

assistants when they recognize an error is made so that County funds can be repaid as quickly as possible.

1.4.3 If the Commissioner is unable to make the payment in full within 30 days, a payroll deduction will be established to reimburse the expenditure within a reasonable timeframe.

1.4.4 When tickets cannot be purchased separately, e.g., non-transferable invitations or seating conflicts, the tickets will need to be purchased from the Commissioner's private funds and utilize the steps in Section 3.0 of this SOP to obtain reimbursement.

1.5 The Commissioners, with full understanding and appreciation that the funds allocated are public funds, are committed to full reporting and transparency.

1.5.1 All receipts, records, and documentation associated with all expenditures will be maintained in the Office of the County Commissioners by staff as assigned, as well as the Department of Fiscal and Administrative Services, and available for inspection by the public upon request pursuant to the Public Information Act.

1.5.2 A report detailing Commissioners' expenditures should be run by Commissioner Office staff and reconciled monthly at a minimum to verify that charges have been correctly coded to the accounts.

1.5.2.1 Each detailed report will be signed by the respective individual Commissioner to authorize that the transactions listed on the report were made in accordance with the regulations outlined in this SOP.

1.5.3 At the end of each fiscal year, an internal audit will be conducted, and the results will be presented to the Board in Open Session.

1.6 The Commissioners will annually fund the following Individual Commissioner Accounts:

1.6.1 Annual conferences, conventions, educational seminars, events, meetings, and related transportation, meals, and lodging.

1.6.2 Mileage reimbursement for use of personal vehicles and/or County-owned vehicles when Commissioners personally incur cost for fuel, tolls, parking, and other vehicle-related expenses, during the execution of their duties as a County Commissioner.

1.6.3 Individual Commissioner special projects, individual Commissioner town hall meetings, community outreach, or other activities that are unique to an individual Commissioner in the fulfillment of his or her duties. To qualify for payment through this account, the activities must take place in Charles County and cannot be in support of organizations that already receive funding from the County through the grants award process.

1.7 Funds are permitted to be transferred between the Individual Commissioner Accounts of the same Commissioner, however, funds are not permitted to be transferred from any Individual Commissioner's Account to another Individual Commissioner's Account.

- 1.8 Funds in the aforementioned Individual Commissioner Accounts are allocated annually and do not carry over into the following fiscal year. Any remaining funds at the end of the fiscal year will be automatically appropriated to the Fund Balance.

## **2.0 Credit Cards**


- 2.1 Individual Commissioners are not eligible for credit cards. A general County Commissioner credit card is available with a credit limit suitable for monthly activity and administered by the Accounting Division.
- 2.2 This card may be used by staff, as a courtesy and convenience to Commissioners, to pay in advance for business-related expenditures, such as room reservations, air travel, conference registration fees, dues and subscriptions, etc.
- 2.3 Commissioners are responsible for submitting receipts and documentation for all charges made on their behalf on the credit card.
- 2.4 Credit card use is restricted to business expenses in furtherance of the duties and responsibilities of the Commissioner.
- 2.5 Funds used from this card will be debited from the applicable Individual Commissioner Accounts as described in Section 1.6 once receipts and other documentation is submitted for credit card expenses.

## **3.0 Reimbursement**

- 3.1 Commissioners are eligible for reimbursement for expenses not prepaid (see Section 2.0) by using the County-approved expense reimbursement form (FAS-101) and the associated SOP.
- 3.2 In order to receive reimbursement, a Commissioner must provide a valid receipt that clearly denotes the nature of the expenditure. No reimbursement shall be issued without a valid receipt.

## **4.0 Exceptions**

- 4.1 Any and all exceptions to this policy must be approved in advance by the Board of County Commissioners.

<b>Authorized:</b>		<b>Date:</b> Mar 8, 2023
--------------------	---	--------------------------

<b>Revision Dates:</b>	1/31/2012	12/11/2012	12/18/2015	3/12/2019

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, Department of Planning and Growth Management

**ITEM TYPE:** Briefing

**AGENDA SECTION:** Briefings-Morning

**SUBJECT:**

- **Briefing: Historic Landmarks Designation**  
(Ms. Esther Read, County Archaeologist, Mr. Joel Binkley, Planning Supervisor, Mr. Charles Rice, Planning Director, and Ms. Cathy Thompson, Assistant Chief of Planning, Department of Planning and Growth Management)

### **SUGGESTED ACTION:**

### **ATTACHMENTS:**

[Landmarks Presentation to CC February 27-2024.pdf](#)  
[Landmark Letter to BOCC 2-27-24 Signed.pdf](#)  
[Historic Landmark\\_MIHP\\_JC Parks House.pdf](#)  
[CH-839\\_St.\\_Nicholas\\_Creek\\_Cemetery.pdf](#)  
[MD\\_Inventory\\_Form\\_Twifords\\_Store\\_CH765.pdf](#)





# Local Historic Landmark Designation

## Presenters

Esther Read, County Archeologist

Joel Binkley, AICP, Planning Supervisor

February 27<sup>th</sup>, 2024

# Purpose of Local Historic Landmark Designation

- Legislation adopted in 2009.
- Historic Preservation Commission established to administer program in 2011.
- Protection through *local* development review
- Designation may confer eligibility for tax credits.

# Local Historic Landmark Designation Process

- Upon receipt of an application, the Historic Preservation Commission reviews and makes a recommendation for designation.
- The recommendation is submitted to the Planning Commission for review.
- The Planning Commission forwards their recommendation to the County Commissioners for approval or disapproval.

# Local Historic Landmark Designation Process FAQs

- HPC may initiate, but owner must consent.
- Designation does not make property public.
- Designation does not change zoning or use.
- HPC must approve “construction, alteration, reconstruction, moving or demolition affecting the exterior of a designated site or structure”
- HPC may recommend (with BOCC approval) de-designation

# Historic Landmark Designation Applications

- Saint Nicholas Creek Cemetery – Benedict
- Twiford's Store – Marbury
- Joseph C. Parks House – Bryan's Road

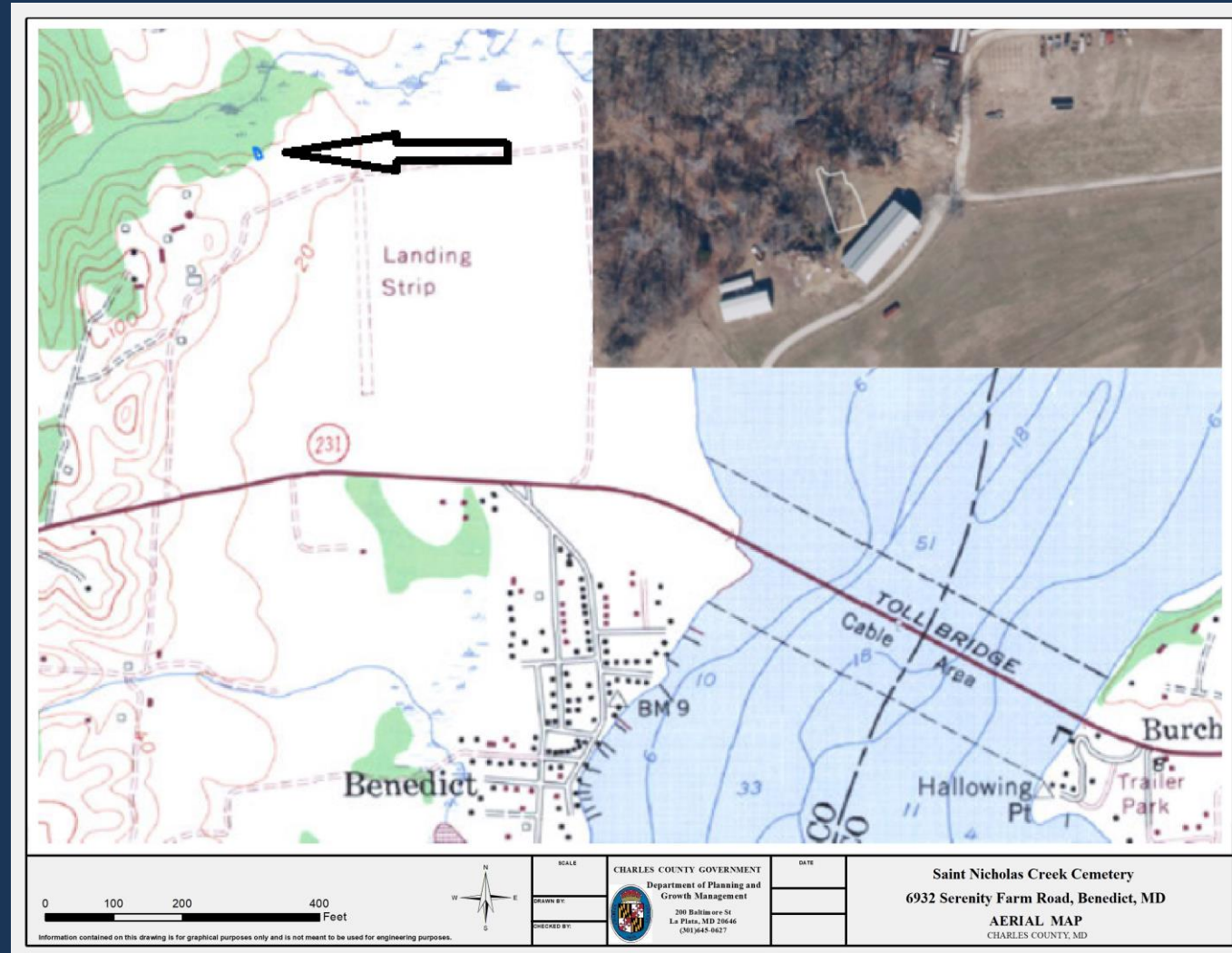
Approved by HPC in March and April, 2023



# Saint Nicholas Creek Cemetery



# Saint Nicholas Creek Cemetery





# Saint Nicholas Creek Cemetery

## Summary

- 6932 Serenity Farm Road, Benedict, MD
- Burial Ground holds the remains of at least 23 African Americans interred ca. 1790 - 1810.
- Location and dates of the burials suggest those interred here were African Americans enslaved by the Smith family.
- Census records – at least two dozen or more enslaved African Americans lived on Smith Farm.
- Enslaved in census included men and women ranging in age from 1 year up to 70 years of age.



# Saint Nicholas Creek Cemetery

St. Nicholas Creek Cemetery meets the following criteria per Article XXXI, Section 297-524 of the Charles County Zoning Ordinance:

## Historical and Cultural Significance

- (a) Has character, interest, or value as part of the development, heritage, or culture of the County, State, or Nation.
- (b) Is associated with events important to the past.

# Twiford's Store





# Twiford's Store



# Twiford's Store

## Summary

- 5105 Marbury Run Road, Marbury, MD.
- 1.1547 acres - includes the general stores as well as the storehouse and lumber shed behind it.
- Within the Marbury Historic District.
- 1916 general store is the oldest documented commercial building within the village
- An important part of its economic and social life through the first half of the twentieth century.
- The store was the location of the U.S. Post Office from 1917 until at least 1948.

# Twiford's Store

Twiford's Store meets the following criteria per Article XXXI, Section 297-524 of the Charles County Zoning Ordinance:

## Historical and Cultural Significance

- (a) Has character, interest, or value as part of the development, heritage, or culture of the County, State, or Nation.
- (b) Is associated with events important to the past.

## Architectural Design Significance

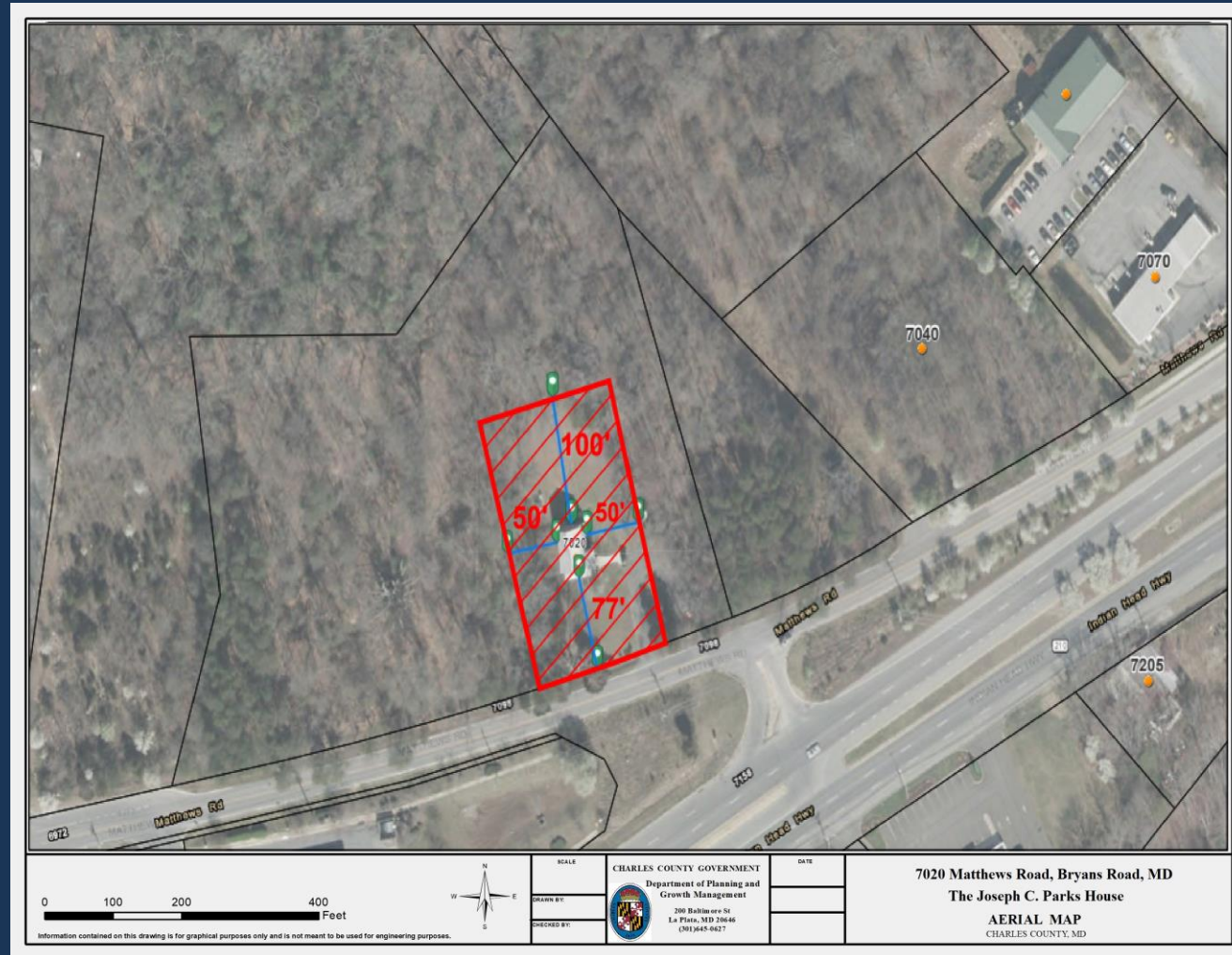
- (a) Embodies the distinctive characteristics of a type, period, or method of construction.

# Joseph C. Parks House





# Joseph C. Parks House



# Joseph C. Parks House

## Summary

- 7020 Matthews Road, Bryans Road, MD.
- Built circa 1927 in the Colonial Revival style.
- Parks designed and built the house.
- Supervisor of County's Colored Schools 1919 to 1961.
- 1920s - 1940s Involved in the planning and construction of numerous grammar and high schools.
- Took an active role in recruiting, training, and housing teachers.
- J.C. Parks Elementary School named after him.



# Joseph C. Parks House

The Parks House meets the following criteria per Article XXXI, Section 297-524 of the Charles County Zoning Ordinance:

## Historical and Cultural Significance

- (a) Has character, interest, or value as part of the development, heritage, or culture of the County, State, or Nation.
- (b) Is associated with events important to the past.

## Architectural Design Significance

- (a) Embodies the distinctive characteristics of a type, period, or method of construction.

# Staff, HPC, and Planning Commission Request:

Approval motion for Local Historic  
Landmark Designation of St. Nicholas  
Creek Cemetery, Twiford's Store, and  
Joseph C. Parks House



Presented By:

**Charles County Government**  
**Department of Planning and Growth**  
**Management**

**301-645-0627**

**200 Baltimore Street**

**La Plata, MD**

**MD Relay Service: 7-1-1**

**Equal Opportunity Employer**

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**



**HISTORIC PRESERVATION COMMISSION  
LOCAL HISTORIC LANDMARK DESIGNATION**

**REPORT TO THE BOARD OF COUNTY COMMISSIONERS**

**February 27, 2024**

**BACKGROUND**

Pursuant to Article XXXI Chapter 297 Section 524 of the Charles County Zoning Ordinance, the Historic Preservation Commission is charged with accepting and reviewing applications for designation of local historic sites and districts, and forwarding recommendations to the Planning Commission for its review and recommendation to the County Commissioners.

In April 2023, the Historic Preservation Commission held a public meeting to consider the following applications for local historic landmark designation:

1. St. Nicholas Creek Cemetery – St. Nicholas Creek Cemetery holds the remains of at least 23 African Americans interred between circa 1790 and 1810. The burial ground is within the boundaries of the former Smith farm, suggesting that those individuals buried there were enslaved by the Smith family. Records indicate that the Smith family enslaved more than two dozen African Americans who ranged in age from 1 year to 70 years. Located at Serenity Farm in Benedict, the burial ground is accessible to the public by appointment.
2. Twiford Store – The Twiford Store in Marbury is the oldest documented commercial building in the village. Built in 1916, it was not only the local general store, it was also the location of the U.S. Post Office from 1917 through at least 1948. A lumber yard was located behind the store. And, eventually gasoline pumps were added as the number of automobiles increased in the county. Marbury was the home to many African Americans and Native Americans who worked at the Indian Head Naval Facility. The store was an important hub of the economic and social life of the community, providing goods, services, and a place where the local populace congregated to hear and exchange news. The store is now privately owned and is not open to the public. It is currently used as an apartment residence.
3. Joseph C. Parks House – Joseph C. Parks was the supervisor of the County's Colored Schools from 1919 to 1961. Trained as an architect, Parks designed and built his Colonial Revival style home in Bryans Road circa 1927. Parks made substantial contributions to the education of children of color in the county during his tenure as supervisor. He was active in the recruitment, training, and housing of the teachers hired to teach in the colored schools. He was instrumental in obtaining Rosenwald school funds for the construction of grammar and high schools. These included schools at La Plata, Marbury, Mason Springs, Mount Hope, Oak Grove, Gel Alton, Thompkinsville, and Waldorf. The current J.C. Parks Elementary School is named after him. The house is privately owned and is not open to the public. His daughter Miss Lillian Parks currently lives in the house.

**CRITERIA FOR APPROVAL AND FINDINGS**

The Historic Preservation Commission determined that all three of these sites meet the following criteria per Article XXXI, Section 297-524 of the Charles County Zoning Ordinance:

Historical and Cultural Significance

- (a) Has character, interest, or value as part of the development, heritage, or culture of the County, State, or Nation.
- (b) Is associated with events important to the past.

Both the Twiford Store and J.C. Parks House meet the criteria for:

Architectural Design Significance

- (a) Embodies the distinctive characteristics of a type, period, or method of construction.

Therefore, the Historic Preservation Commission voted unanimously to recommend that the St. Nicholas Creek Cemetery, Twiford Store, and Parks House be designated as local historic landmarks. On December 4, 2023 the Charles County Planning Commission voted unanimously to recommend the same to the Board of County Commissioners.

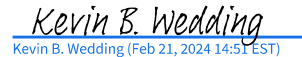
**RECOMMENDATION**

Pursuant to Article XXXI Section 297-524 of the Charles County Zoning Ordinance, the Historic Preservation Commission and Planning Commission recommend that the Charles County Board of Commissioners vote to approve the local historic landmark designations of St. Nicholas Creek Cemetery, Twiford Store, and Joseph C. Parks House.



---

Franklin A. Robinson, Chairman  
Charles County Historic Preservation Commission

  
Kevin B. Wedding (Feb 21, 2024 14:51 EST)

---

Kevin Wedding, Chairman  
Charles County Planning Commission

CH-143

## Joseph C. Parks House

### **Architectural Survey File**

This is the architectural survey file for this MIHP record. The survey file is organized reverse-chronological (that is, with the latest material on top). It contains all MIHP inventory forms, National Register nomination forms, determinations of eligibility (DOE) forms, and accompanying documentation such as photographs and maps.

Users should be aware that additional undigitized material about this property may be found in on-site architectural reports, copies of HABS/HAER or other documentation, drawings, and the “vertical files” at the MHT Library in Crownsville. The vertical files may include newspaper clippings, field notes, draft versions of forms and architectural reports, photographs, maps, and drawings. Researchers who need a thorough understanding of this property should plan to visit the MHT Library as part of their research project; look at the MHT web site ([mht.maryland.gov](http://mht.maryland.gov)) for details about how to make an appointment.

All material is property of the Maryland Historical Trust.

***Last Updated: 11-21-2003***

**CH-143**

**circa 1927**

**Joseph C. Parks House**  
**Bryans Road vic.**  
**Private**

Erected circa 1927, the J.C. Parks house consists of a 2-story frame Colonial Revival-style dwelling with a wrap-around front porch. Built on a small parcel in Bryans Road, the house features several decorative elements typical of the early 20th century.

The Parks House represents a rare example of a relatively refined early-20th century dwelling built by an African-American professional. While modest in its architectural statement, the house displays an ambition towards architectural refinement that reflects the training and education of its builder, Joseph C. Parks. Parks served as Charles County's first Supervisor of Colored Schools, and had architectural and engineering training.

MARYLAND HISTORICAL TRUST  
MD INVENTORY OF HISTORIC PROPERTIES

Inventory No. CH-143

=====

1. Name of Property

=====

historic name Joseph C. Parks House

common/other name \_\_\_\_\_

=====

2. Location

=====

street & number 7020 Matthews Road not for publication \_\_\_\_\_

city or town Bryans Road vicinity X state Maryland code MD

county Charles code 017 zip code 20616

=====

3. State/Federal Agency Certification N/A

=====

4. National Park Service Certification N/A

=====

5. Classification

=====

Ownership of Property (Check all that apply)

X private  
\_\_\_\_\_ public-local  
\_\_\_\_\_ public-State  
\_\_\_\_\_ public-Federal

Category of Property (Check only one box)

X building(s)  
\_\_\_\_\_ district  
\_\_\_\_\_ site  
\_\_\_\_\_ structure  
\_\_\_\_\_ object

Number of Resources within Property

Contributing Noncontributing

<u>1</u>	<u>0</u>	buildings
<u>0</u>	<u>0</u>	sites
<u>0</u>	<u>0</u>	structures
<u>0</u>	<u>0</u>	objects
<u>1</u>	<u>0</u>	Total

Is this property listed in the National Register?

Yes \_\_\_\_\_ Name of Listing \_\_\_\_\_

No X



MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

=====

6. Function or Use

=====

Historic Functions (Enter categories from instructions)

Cat: DOMESTIC Sub: Single dwelling

Current Functions (Enter categories from instructions)

Cat: DOMESTIC Sub: Single dwelling

=====

7. Description

=====

Architectural Classification (Enter categories from instructions)

Colonial Revival

Materials (Enter categories from instructions)

foundation pier: poured concrete

roof front gable: pressed metal sheets

walls frame: vinyl German siding

other \_\_\_\_\_

Narrative Description (Describe the historic and current condition of the property.)

See Continuation Sheet No. 7-1

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

=====

8. Statement of Significance

=====

Applicable National Register Criteria (Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing)

- ☐ A Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☒ B Property is associated with the lives of persons significant in our past.
- ☐ C Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ D Property has yielded, or is likely to yield information important in prehistory or history.

Criteria Considerations (Mark "X" in all the boxes that apply.)

- ☐ A owned by a religious institution or used for religious purposes.
- ☐ B removed from its original location.
- ☐ C a birthplace or a grave.
- ☐ D a cemetery.
- ☐ E a reconstructed building, object, or structure.
- ☐ F a commemorative property.
- ☐ G less than 50 years of age or achieved significance within the past 50 years.

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

=====  
Areas of Significance (Enter categories from instructions)

EDUCATION

ARCHITECTURE

Period of Significance circa 1927

Significant Dates circa 1927

Significant Person (Complete if Criterion B is marked above)

Joseph Christopher Parks

Cultural Affiliation African American

Architect/Builder Joseph Christopher Parks

Narrative Statement of Significance (Explain the significance of the property.)

See Continuation Sheet No. 8-1

=====

9. Major Bibliographical References

=====

(Cite the books, articles, legal records, and other sources used in preparing this form.)

Brown, Jack D., et al. *Charles County, Maryland, A History*. Charles County Bicentennial Committee, 1976.

Charles County Land Records, Charles County Courthouse, La Plata, Maryland.

Charles County Retired Teachers Association. *A Legacy: One- and Two-Room Schools in Charles County*. 1984.

Klapthor, Margaret Brown. *The History of Charles County, Maryland*. La Plata, MD: Charles County Tercentenary, Inc., 1958.

=====

10. Geographical Data

=====

Acreage of Property 3.23 acres

**Verbal Boundary Description (Describe the boundaries of the property.)**

The property at 7020 Matthews Road is designated as Parcel 290 on Map 5, Grid 24 on the Charles County Property Map.

**Boundary Justification (Explain why the boundaries were selected.)**

The dwelling at 7020 Matthews Road has been associated with Parcel 290, Map 5 since its construction circa 1927.

=====

11. Form Prepared By

=====

name/title Kathryn Gettings Smith, Architectural Historian  
 organization Charles County Planning Dept. date Dec. 2, 1998  
 street & number P.O. Box B telephone 301-645-0689  
 city or town La Plata state MD zip code 20646

=====

12. Property Owner

=====

name Lillian V. Parks  
 street & number P.O. Box 1315 telephone 301-283-6336  
 city or town Bryans Road state MD zip code 20616

=====

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

Section 7 Page 1

J.C. Parks House  
name of property  
Charles County, Maryland  
county and state

=====

Erected circa 1927, the J.C. Parks house consists of a 2-story frame Colonial Revival-style dwelling with a wrap-around front porch. Built on a small parcel in Bryans Road, the house features several decorative elements typical of the early 20th century.

Located on a 3.23-acre lot on the northwest side of Matthews Road near its junction with Indian Head Highway (MD Route 210), the Joseph C. Parks House stands on a level open site and is set back from the road approximately fifty feet. Several mature evergreen trees frame the front of the house, and a tall hedge screens the front yard from the road. The open lot is surrounded on three sides by forest.

The dwelling itself consists of a 2-story front gable frame block with a wrap-around front porch. Colonial Revival in style, the house features gable end cornice returns, boxed eaves, and Tuscan porch columns. Diamond windows pierce both the front and rear gable ends. The house originally sat on poured concrete piers that have since been infilled with concrete block and brick. An original interior brick stove flue has been removed and the exterior of the building reclad with vinyl German-style siding. However, the original decorative pressed metal roof remains intact.

The dwelling's facade is two bays wide with a side-passage entry consisting of a single-leaf panel-and-light wood door framed by sidelights and topped by a fixed rectangular transom. The second facade bay of the first story holds a coupled double-hung window containing two replacement 1/1 metal sashes. At the second story two vertically aligned window bays pierce the wall. The southernmost of these is identical to the coupled window below, while the northern bay contains a single replacement 1/1 sash window.

The north elevation of the house contains one of the building's more interesting architectural elements. At the western end of this elevation the wall is pierced by two windows and a door. The windows are unique in their construction. Set side-by-side, they function as drop-pocket windows that slide down into pockets set in the frame wall. However, their lighting pattern is configured to look like a standard 6/6 double-hung sash window. The accompanying entry holds a single-leaf panel-and-light wood door typical of the 1930s. This combination door and two windows is sheltered by a shed roof porch set on square wood posts. At the second story, the north elevation contains a single window opening that contains a replacement 1/1 metal sash.

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

Section 7 Page 2

J.C. Parks House  
name of property  
Charles County, Maryland  
county and state

=====

The rear or west elevation of the house again contains two bays below and two above. A pair of the same unusual drop-pocket style windows occupy the northern bay of the first story. The remaining three window bays contain replacement 1/1 sash.

Finally, the southern elevation contains three window bays on the first story and two above. From west to east, the first story openings consist of two single 1/1 replacement windows and a pair of 1/1 sash windows. On the second story, two single 1/1 replacement sash windows pierce the south wall.

OUTBUILDINGS:

There are no associated outbuildings standing on the property. The owner indicated that an outhouse originally stood at the rear of the property. Additionally, a 2-story, side gable log tenant house that pre-dated the present house once stood just north of the dwelling.

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

Section 8 Page 1

J.C. Parks House  
name of property  
Charles County, Maryland  
county and state

=====

The Colonial Revival-style Joseph C. Parks House represents a rare example of a relatively refined early-20th century dwelling built by an African-American professional. While rather modest in its architectural statement, the house displays an ambition towards architectural refinement that reflects the training and education of its builder. Joseph C. Parks served as Charles County's first Supervisor of Colored Schools, and had trained as an engineer and architect in school.

The Joseph C. Parks house was built circa 1927 by Joseph Christopher Parks, the Supervisor of Colored Schools for Charles County between 1919 and 1961. As an amateur builder/architect Parks designed and constructed his house over a period of several years. As Supervisor, Parks was involved in the planning and construction of numerous grammar and high schools throughout the County, including Pomonkey Elementary, Pomonkey High School and Bel Alton High School. Parks also took an active role in recruiting, training, and housing teachers; negotiating the purchase of land for school construction; maintenance of school buildings; and transportation of students to one of two County high schools for African Americans.<sup>1</sup> According to J.C. Park's daughter, her father also was responsible for the design of many of the small grammar schools erected in Charles County between the 1920s and 1940s.<sup>2</sup>

In addition, Supervisor Parks played an instrumental role in securing and utilizing Rosenwald funding to erect a number of grammar and high schools, including the schools at La Plata, Marbury, Mason Springs, Mount Hope, Oak Grove, Bel Alton, Thompkinsville, and Waldorf. The Rosenwald Foundation, a nationwide charitable organization set up by Sears, Roebuck & Company chairman, Julius Rosenwald, made funds available to local jurisdictions for the construction of schools, especially for African-American children. J.C. Parks has since been honored by the Charles County Board of Education by the naming of a school near Bryans Road after him.

Joseph Christopher Parks was born to Lillie Lee and Reverend

---

<sup>1</sup> Charles County Retired Teachers Association, A Legacy: One- and Two-Room Schools in Charles County, 1984: p.13.

<sup>2</sup> Interview with Lillian V. Parks, 11/30/1998. Miss Parks indicated that she or the African-American Heritage Society of Charles County may still possess some of the drawings of the schools designed by J.C. Parks.

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

Section 8 Page 2

J.C. Parks House  
name of property  
Charles County, Maryland  
county and state

=====

Hannibal Parks in Fayette County, Kentucky. He attended grammar and high school in Lexington, Kentucky; and later was sent to Hampton Institute in Hampton, Virginia where he completed the course in the Division of Technology and Trade in 1916 and Teacher Training in 1917. He went on to study at Hampton University, Penn State, Morgan State and Catholic University. During this time he took preliminary engineering and architecture courses where he learned to execute architectural drawings.

J.C. Parks began his teaching career as principal of the Centerville Colored Elementary School in Queen Anne's County, Maryland. His career was interrupted by his service in the armed services during World War I. In February 1919, he returned to America from Europe, and resumed his career accepting the supervisory position in Charles County that would occupy him until his retirement.

After moving to Charles County in 1919, J.C. Parks took up residence as a boarder with several different families in the County. It is said that he boarded for nearly twenty years with George & Annie Butler at their residence on Marshall Hall Road near Bryans Road (2664 Marshall Hall Road, see CH-098).<sup>3</sup>

In 1927, J. C. Parks purchased three acres of land that had formerly been a part of the Colonial estate known as Market Overton (see CH-56) from Alice & Robert Johnson. Over the next several years, Parks planned and built his residents for himself and his wife, Carliza Clayton Parks. His daughter retains the professionally executed architectural drawings for the house, and indicated that, as planned, the house was designed to replicate the family home of his wife in Newport News, Virginia. The original design for the house was a substantial symmetrically arranged 2-story Colonial Revival dwelling with a hipped roof and full-width front porch. However, due to time or money constraints, the plans were scaled back, and essentially only half of the original design was erected. It appears that the house at 7020 Matthews Road was complete by 1932 (as appears in the County assessment records).

The house retains much of its original design although some significant alterations to the interior and exterior have been made. The side passage plan remains, although an arched opening dividing the front and back parlors has been removed on the first

---

<sup>3</sup> Retired Teachers Association, p.13.



MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

Section 8 Page 3

J.C. Parks House  
name of property  
Charles County, Maryland  
county and state

=====

floor.

As built, the house represents a relatively substantial and architecturally refined dwelling built by an African American professional during the early 20th century. Its generously scaled first floor rooms, and decorative interior and exterior finishes reflect it owner's aspirations of architectural refinement.

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

J.C. Parks House  
name of property  
Charles County, Maryland  
county and state

=====

**HISTORIC CONTEXT:**

**Geographic Organization:** Western Shore

**Chronological/Development Period (s):**

Industrial/Urban Dominance, 1870-  
1930

**Prehistoric/Historic Period Theme (s):**

ARCHITECTURE  
EDUCATION

**RESOURCE TYPE(S)**

**Category:** Building

**Historic Environment:** Rural

**Historic Function (s):** DOMESTIC/Single dwelling

**Known Design Source:** Unknown

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
CONTINUATION SHEET

Inventory No. CH-143

J.C. Parks House  
name of property  
Charles County, Maryland  
county and state

=====  
**Chain of Title:**

May 2, 1885: Florence C. Southerland, et al. to  
Samuel B. Barkley  
11,362 square feet  
Charles County Land Records  
Liber BGS 8 Folio 93

September 28, 1897: Paul L. Barkley to Samuel Barkley  
Charles County Land Records  
Liber JST 9 Folio 295

August 2, 1899: Samuel B. Barkley, et al. to Alice  
L. Johnson (formerly Alice L.  
Hawkins)  
3 acres  
Charles County Land Records  
Liber BGS 10 Folio 64

September 24, 1927: Alice L. & Robert Johnson to Joseph  
C. Parks  
\$400  
3 acres, Two contiguous lots on  
state road from Pomonkey to  
Piscataway, part of "Market Road"  
Charles County Land Records  
Liber WMA 47 Folio 509

August 12, 1980: Lillian V. Parks to Household  
Finance Corporation  
\$14,056.40  
Mortgage  
3 acres, Part of a tract known as  
"Market Overton"  
Charles County Land Records  
Liber 730 Folio 254

RESOURCE SKETCH MAP

10/98

CH-143



J.C. Parks House  
7020 Matthews Rd.  
Bryans Road Vic.  
CHARLES COUNTY, MD

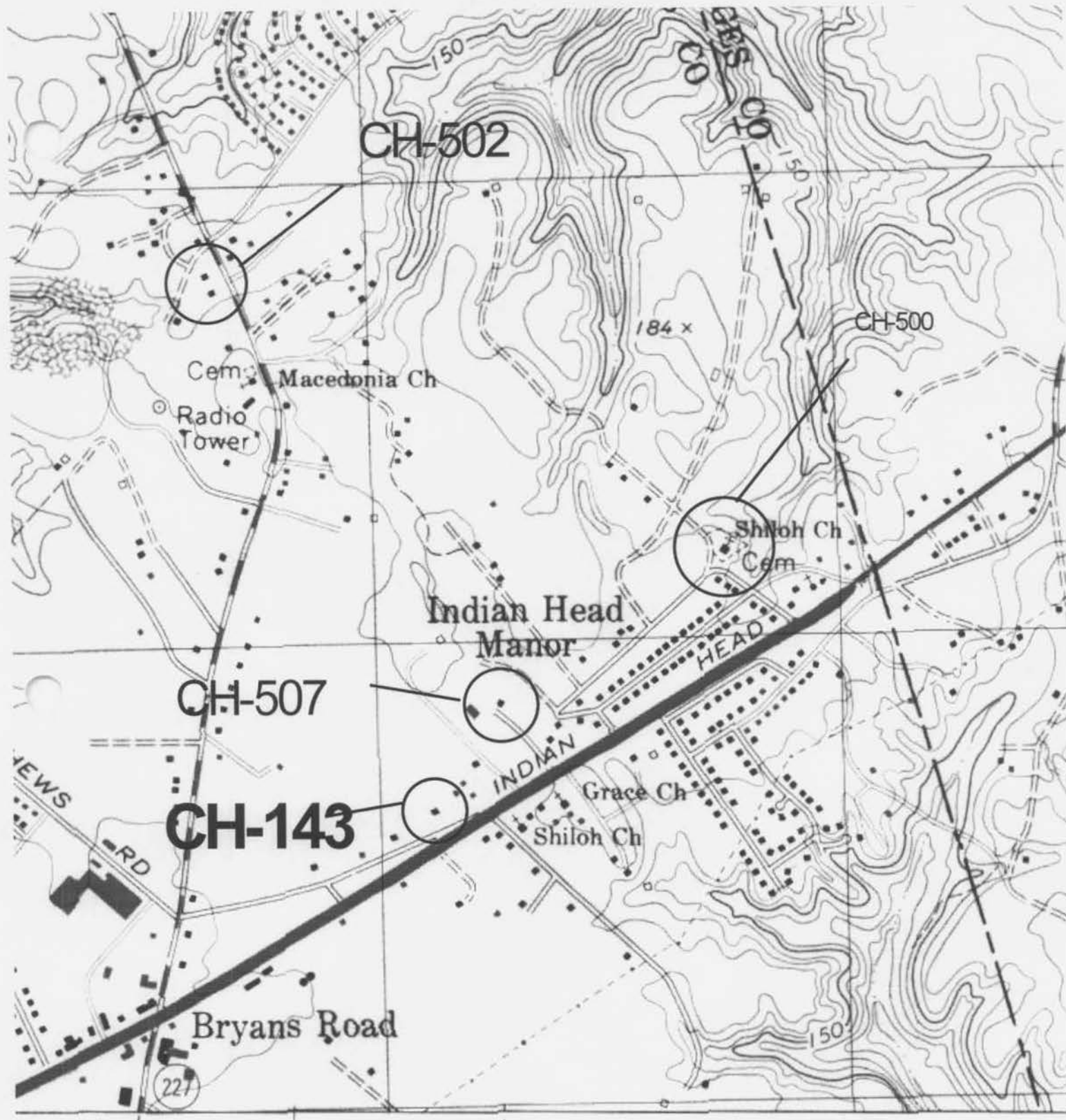
Wooded  
Area

Wooded  
Area

1/2-story  
concrete blk.  
addn

gravel driveway

Matthews Rd.



Joseph C. Parks House  
Charles County, MD

CH-143

MOUNT VERNON, MD-VA QUAD



CH-143

J.C. Parks House

Charles County, MD

K.G. Smith

10/98

MARYLAND SHPO

EAST ELEVATION

1 OF 3





CH-143  
J.C. PARKS HOUSE  
CHARLES COUNTY, MD  
K.G. SMITH  
10/98  
MARYLAND SHPO  
LOOKING NE  
2 OF 3



CH-143

J.C. PARKS HOUSE  
CHARLES COUNTY, MD  
K.G. SMITH

10/98

MARYLAND SHPO  
NORTH ELEVATION

3 OF 3

MARYLAND INVENTORY OF HISTORIC PROPERTIES  
ARCHEOLOGICAL SITE SURVEY: BASIC DATA REPORT

Date Filed: \_\_\_\_\_  
Check If Update: \_\_\_\_\_

Site Number	18CH839
County:	Charles

A. DESIGNATION

1. Site Name: Serenity Farm Burial Ground
2. Alternate Name/Numbers: \_\_\_\_\_
3. Site Type (describe site chronology and functions; see instructions):  
Late Archaic to Middle Woodland short-term camp; Late 18th-Early 19th Century African American Cemetery
4. Prehistoric: ☒ Historic: ☒ Unknown: \_\_\_\_\_
5. Terrestrial: ☒ Submerged/Underwater: \_\_\_\_\_

B. LOCATION

8. Physiographic Province (check one):
- |  |   |
|--|---|
| <input type="checkbox"/> Allegheny Plateau | <input type="checkbox"/> Lancaster/Frederick Lowland            |
| <input type="checkbox"/> Ridge and Valley  | <input type="checkbox"/> Eastern Piedmont                       |
| <input type="checkbox"/> Great Valley      | <input checked="" type="checkbox"/> Western Shore Coastal Plain |
| <input type="checkbox"/> Blue Ridge        | <input type="checkbox"/> Eastern Shore Coastal Plain            |
9. Major Watershed/Underwater Zone (see instructions for map and list): Patuxent River

C. ENVIRONMENTAL DATA

10. Nearest Water Source: Smith Creek/St. Nicholas Creek Stream Order: \_\_\_\_\_
11. Closest Surface Water Type (check all applicable):
- |  |   |
|--|---|
| <input type="checkbox"/> Ocean                     | <input checked="" type="checkbox"/> Freshwater Stream/River |
| <input type="checkbox"/> Estuarine Bay/Tidal River | <input checked="" type="checkbox"/> Freshwater Swamp        |
| <input type="checkbox"/> Tidal or Marsh            | <input type="checkbox"/> Lake or Pond                       |
|  | <input type="checkbox"/> Spring                             |

**C. ENVIRONMENTAL DATA (CONTINUED)**

13. Current Water Speed: _____ knots	14. Water Depth: _____ meters
15. Water Visibility: _____	
16. SCS Soils Typology and/or Sediment Type: <u>MfA,MnC</u>	
17. Topographic Settings: (check all applicable):	
<input type="checkbox"/> Floodplain	<input type="checkbox"/> Hilltop/Bluff
<input type="checkbox"/> Interior Flat	<input type="checkbox"/> Upland Flat
<input type="checkbox"/> Terrace	<input type="checkbox"/> Ridgetop
<input type="checkbox"/> Low Terrace	<input type="checkbox"/> Rockshelter/Cave
<input checked="" type="checkbox"/> High Terrace	<input type="checkbox"/> Unknown
<input type="checkbox"/> Hillslope	<input checked="" type="checkbox"/> Other: <u>Peninsula</u>
18. Slope: <u>0-5%</u>	
19. Elevation: <u>10</u> meters or <u>34</u> feet above sea level	
20. Land Use At Site When Last Field Checked (check all applicable):	
<input type="checkbox"/> Plowed/Tilled	<input type="checkbox"/> Extractive
<input type="checkbox"/> No-Till	<input type="checkbox"/> Military
<input type="checkbox"/> Wooded/Forested	<input checked="" type="checkbox"/> Recreational
<input type="checkbox"/> Logging/Logged	<input type="checkbox"/> Residential
<input type="checkbox"/> Underbrush/Overgrown	<input checked="" type="checkbox"/> Ruin
<input type="checkbox"/> Pasture	<input type="checkbox"/> Standing Structure
<input type="checkbox"/> Cemetery	<input type="checkbox"/> Transportation
<input type="checkbox"/> Commercial	<input type="checkbox"/> Unknown
<input type="checkbox"/> Educational	<input checked="" type="checkbox"/> Other: <u>grassy area</u>
21. Condition of Site (check one):	
<input checked="" type="checkbox"/> Disturbed	
<input type="checkbox"/> Undisturbed	
<input type="checkbox"/> Unknown	
22. Causes of Disturbance/Destruction (check all applicable):	
<input checked="" type="checkbox"/> Plowed	<input type="checkbox"/> Vandalized/Looted
<input checked="" type="checkbox"/> Eroded/Eroding	<input type="checkbox"/> Dredged
<input type="checkbox"/> Graded/Contoured	<input type="checkbox"/> Heavy Marine Traffic
<input type="checkbox"/> Collected	<input checked="" type="checkbox"/> Other: <u>utility lines, plantings</u>
23. Extent of Disturbance (check one):	
<input type="checkbox"/> Minor (0-10%)	
<input type="checkbox"/> Moderate (10-60%)	
<input checked="" type="checkbox"/> Major (60-99%)	
<input type="checkbox"/> Total (100%)	
<input type="checkbox"/> % Unknown	

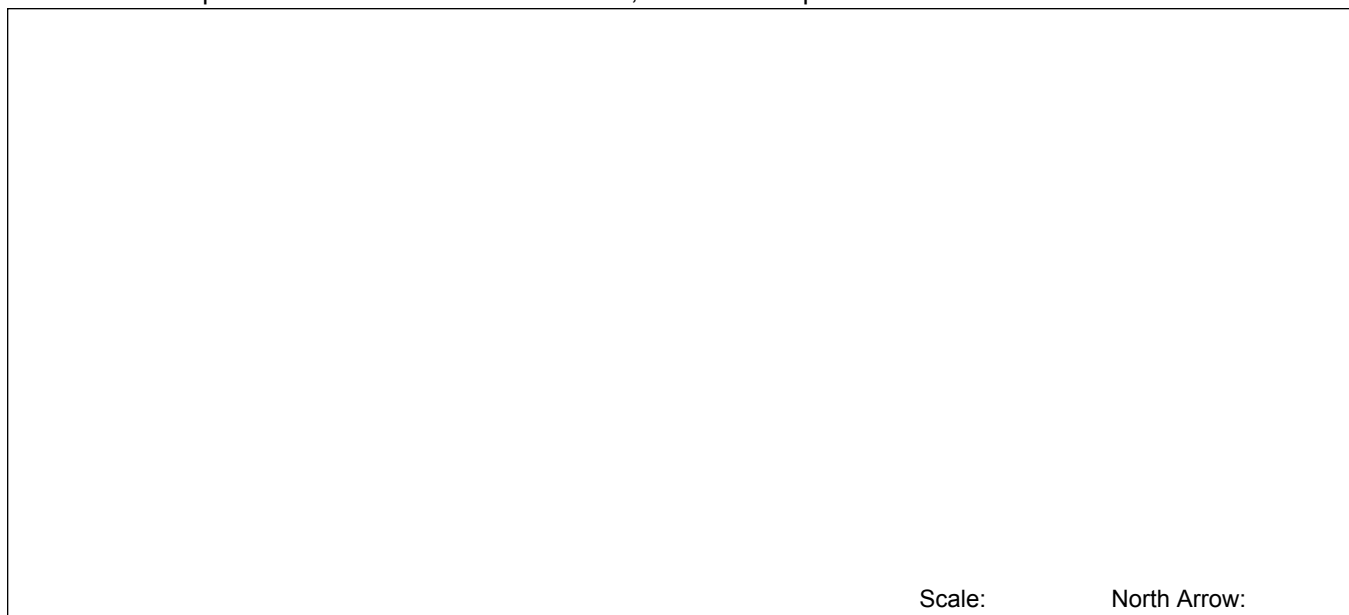
### C. ENVIRONMENTAL DATA (CONTINUED)

25. Characterize site stratigraphy. Include a representative profile on a separate sheet, if applicable. Address plowzone (presence/absence), subplowzone features and levels, if any, and how stratigraphy affects site integrity. Use continuation sheet if needed.

The site does not feature an apparent plow zone but stratigraphy located above intact subsoil has undergone significant disturbance related to a late 20th century occupation, now removed. Disturbance is related to the seating of a mobile home, the construction of associated additions, the installation of underground water and electrical lines, the installation of metal and wood fence posts, the planting of ornamental landscaping and the use of areas of the landscape as driveway. Additionally, the buildings were recently destroyed by a fallen tree and ruins and debris were removed from the site using heavy equipment.

26. Site Size: 23 meters by 15 meters (75 feet by 50 feet)

27. Draw a sketch map of the site and immediate environs, here or on separate sheet.



Scale: North Arrow:

Photocopy section of quadrangle map(s) and mark site location with heavy dot or circle and arrow pointing to it.

## D. CONTEXT

28. Cultural Affiliation (check all applicable):

PREHISTORIC		HISTORIC	UNKNOWN
<input type="checkbox"/>	Unknown	<input type="checkbox"/>	Unknown
<input type="checkbox"/>	Paleoindian	<input type="checkbox"/>	17th Century
<input type="checkbox"/>	Archaic	<input type="checkbox"/>	1630-1675
<input type="checkbox"/>	Early Archaic	<input type="checkbox"/>	1676-1720
<input type="checkbox"/>	Middle Archaic	<input type="checkbox"/>	18th Century
<input checked="" type="checkbox"/>	Late Archaic	<input type="checkbox"/>	1721-1780
<input type="checkbox"/>	Terminal Archaic	<input checked="" type="checkbox"/>	1781-1820
<input type="checkbox"/>	Woodland	<input type="checkbox"/>	19th Century
<input type="checkbox"/>	Adena	<input type="checkbox"/>	1821-1860
<input checked="" type="checkbox"/>	Early Woodland	<input type="checkbox"/>	1861-1900
<input checked="" type="checkbox"/>	Middle Woodland	<input type="checkbox"/>	20th Century
<input type="checkbox"/>	Late Woodland	<input type="checkbox"/>	1901-1930
<input type="checkbox"/>	Contact	<input type="checkbox"/>	post-1930

## E. INVESTIGATIVE DATA

29. Type of Investigation (check all applicable):

<input type="checkbox"/>	Phase I/Reconnaissance Survey	<input type="checkbox"/>	Field Visit
<input type="checkbox"/>	Phase II/Site Testing	<input type="checkbox"/>	Artifact/Collection Inventory
<input checked="" type="checkbox"/>	Phase III/Excavation	<input type="checkbox"/>	Report from Informant
<input checked="" type="checkbox"/>	Archival Investigation	<input type="checkbox"/>	Overview
<input type="checkbox"/>	Monitoring	<input type="checkbox"/>	Other: _____

30. Purpose of Investigation (check all applicable):

<input type="checkbox"/>	Compliance	<input type="checkbox"/>	Site Inventory/Update
<input checked="" type="checkbox"/>	Research	<input type="checkbox"/>	MHT Grant Project
<input type="checkbox"/>	Avocational Investigation	<input checked="" type="checkbox"/>	Other: Public Outreach, SHA grant
<input type="checkbox"/>	Regional Survey		

31. Method of Sampling (check all applicable):

<input checked="" type="checkbox"/>	Non-Systematic Surface Search	<input type="checkbox"/>	Excavation Units
<input type="checkbox"/>	Systematic Surface Collection	<input checked="" type="checkbox"/>	Mechanical Excavation
<input type="checkbox"/>	Non-Systematic Shovel Test Pits	<input checked="" type="checkbox"/>	Remote sensing
<input type="checkbox"/>	Systematic Shovel Test Pits	<input checked="" type="checkbox"/>	Other: Feature excavation

32. Extent/Nature of Investigation:

2012-2013, SHA: Geophysical survey. Mechanical removal of topsoil and excavation of several grave shafts. Reburial of remains.



## F. SUPPORT DATA

33. Accompanying Data Form(s): ☒ Prehistoric ☐ Historic ☐ Shipwreck  
34. Ownership: ☒ Private ☐ Federal ☐ State ☐ Local/County ☐ Unknown

36. Tenant and/or Local Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

37. Other Known Investigations:

38. Primary report reference or citation:

Cochran, Matthew, Matthew Palus, and Julie M. Schablitsky (2016) Archaeological Survey and Corridor Study along MD 231, Benedict, Charles County, Maryland. (State Highway Administration) MHT # CH 202

44. Site visited by: Julie M. Schablitsky  
Company/Group Name: State Highway Administration  
Address: 707 North Calvert St., LL-4, Baltimore, MD 21202  
Phone: 443-758-7562 Date: 09/27/2013  
Email: jschablitsky@sha.state.md.us

---

45. Form filled out by: Aaron Levinthal  
Company/Group Name: State Highway Administration  
Address: 707 North Calvert St., LL-4, Baltimore, MD 21202  
Phone: 443-758-7562 Date: 2013-08-23  
Email: alevinthal@sha.state.md.us

---

## F. SUPPORT DATA (CONTINUED)

### 46. Site summary/additional comments:

Approximately 20 years prior, a skull and a long bone fragment were unearthed by property owners digging pipe trenches meant to provide a mobile home with water service. A severe storm during the summer of 2012 toppled a large tree in the area of the skull and long bone recovery. After the storm, property owners requested that SHA archaeologists investigate the tree fall area. During the initial investigation multiple grave shafts were observed, one shaft was partially excavated and, human bones and teeth were observed in situ. The location of the initial investigation and all observed burials were mapped for possible future and expanded investigations. A short time later a geophysical survey of the cemetery and immediate surroundings was completed as was a survey of the site using cadaver recovery dogs. Cadaver dogs marked several locations possibly containing human remains and the geophysical survey noted numerous areas of deep disturbance. All buildings, structures, landscaping and fallen trees had been cleared from the vicinity by this time.

In June of 2013 the project area was pedestrian surveyed for the presence of additional artifacts or cultural features. Several Native American artifacts were observed and recorded. No historic material was observed. Later that month and during July of the same year, the entirety of the nearly level section of the slightly peninsular landform was mechanically stripped to the depth of clearly intact subsoil. SHA archaeologists and consultant archaeologists from the Ottery Group of Kensington, MD shovel and trowel scraped the exposed ground surface in order to identify all grave shafts and any other historic or prehistoric features. In total, 23 grave shafts were recorded and no additional historic or prehistoric features were observed. Select few shafts were excavated and artifacts and human remains were removed and exhumed for analysis.

The Serenity Farm Burial Ground holds the remains of at least 23 African Americans that were interred between ca. 1790 and 1810. The burials were dated from 14 sets of coffin nails and the buttons recovered from Burials 13 and 14. The location and dates of the burials suggest those interred here were African Americans enslaved by the Smith family. The dates of the burials coincide with Henry Arundel Smith's inheritance of the property in 1781 and his death in 1809.

Census records revealed that the property supported at least two dozen or more enslaved African Americans since 1790. Although the federal population census does not mention names, enslaved families were enumerated and included men and women ranging in age from 1 year up to 70 years of age.

Careful excavation of the remains showed they were buried in their clothing and/or wrapped in shrouds fastened with copper alloy straight pins. It was common during this time to wrap the body in a sheet and fasten it with a pin at the head. Each individual, including the infants, had a pine coffin custom made for them. Grave shafts were dug as rectangles, but once a certain depth was reached, the hole was reduced to the size and shape of the coffin. Once the coffins were placed within the grave, a series of wooden slats were placed on the dirt ledge (left from narrowing the hole), thereby creating a vault over the coffin. The family of the deceased commonly excavated the grave. Wooden markers may have once marked the burials, but have long since decomposed.

Physical anthropologists studied the remains. The individuals had worked hard and some even suffered vitamin deficiencies and disease during their childhood. Through physical examination and DNA testing, sex and approximate age could be determined for some of the individuals.

On September 27, 2013, over two dozen people gathered for a reburial ceremony for the individuals exhumed and studied earlier that summer. At the close of the event, all of the bones, nails, bricks, wood, soil samples, and buttons were reinterred into the graves from which they were taken. A dedication ceremony was held on May 30, 2014. Today, the burial ground is planted in wild flowers and numbered Red Missouri granite stones mark the burials. An interpretive panel was placed at the cemetery in August 2014.

## MANAGEMENT DATA

Site Number:

Date: \_\_\_\_\_

Investigation By: \_\_\_\_\_

**Type of Investigation:**

\_\_\_\_\_ Phase I/Reconnaissance Survey  
\_\_\_\_\_ Phase II/Site Testing  
\_\_\_\_\_ Phase III/Excavation  
\_\_\_\_\_ Archival Investigation  
\_\_\_\_\_ Monitoring

\_\_\_\_\_ Field Visit  
\_\_\_\_\_ Artifact/Collection Inventory  
\_\_\_\_\_ Report from Informant  
\_\_\_\_\_ Overview  
\_\_\_\_\_ Other \_\_\_\_\_

**Purpose of Investigation:**

\_\_\_\_\_ Compliance  
\_\_\_\_\_ Research  
\_\_\_\_\_ Regional Survey

\_\_\_\_\_ Site Inventory/Update  
\_\_\_\_\_ MHT Grant Project  
\_\_\_\_\_ Avocational Investigation  
\_\_\_\_\_ Other \_\_\_\_\_

**Method of Sampling:**

\_\_\_\_\_ Non-Systematic Surface Search  
\_\_\_\_\_ Systematic Surface Collection  
\_\_\_\_\_ Non-Systematic Shovel Test Pits  
\_\_\_\_\_ Systematic Shovel Test Pits

\_\_\_\_\_ Excavation Units  
\_\_\_\_\_ Mechanical Excavation  
\_\_\_\_\_ Remote Sensing  
\_\_\_\_\_ Other \_\_\_\_\_

**Extent:**

**Report(s):**

**Other:**

## ARCHEOLOGICAL SITE REPORT -- ADDITIONAL DESIGNATIONS

Site Number: 18CH839

Site Name: Serenity Farm Burial Ground

**National Register of Historic Places:**

No

**Determination(s) of Eligibility:**

Not evaluated.

**Preservation Easement(s):**

No

## PREHISTORIC DATA FORM

1. Site type (check all applicable):

- |   |  |
|---|--|
| <input type="checkbox"/> village                                    | <input type="checkbox"/> earthen mound         |
| <input type="checkbox"/> hamlet                                     | <input type="checkbox"/> shell midden          |
| <input type="checkbox"/> base camp                                  | <input type="checkbox"/> fish weir             |
| <input checked="" type="checkbox"/> short-term resource procurement | <input type="checkbox"/> submerged prehistoric |
| <input type="checkbox"/> lithic quarry/extraction                   | <input type="checkbox"/> lithic scatter        |
| <input type="checkbox"/> rock shelter/cave                          | <input type="checkbox"/> unknown type          |
| <input type="checkbox"/> cairn                                      | <input type="checkbox"/> other type: _____     |

5. Features present:

- ☐ yes  
☒ no  
☐ unknown

PREHISTORIC DATA FORM

6. Types of features identified:

<input type="checkbox"/> midden	<input type="checkbox"/> chipping clusters
<input type="checkbox"/> shell midden	<input type="checkbox"/> refuse/storage pits
<input type="checkbox"/> post molds	<input type="checkbox"/> burials
<input type="checkbox"/> house patterns	<input type="checkbox"/> ossuaries
<input type="checkbox"/> palisade	<input type="checkbox"/> unknown
<input type="checkbox"/> hearths	<input type="checkbox"/> other: _____

7. Flotation samples collected:

☐ yes  
☒ no  
☐ unknown

Analyzed:

☐ yes, by: \_\_\_\_\_  
☐ no  
☒ unknown

8. Samples for radiocarbon dating collected

☐ yes  
☒ no  
☐ unknown

Dates and Lab Reference Numbers: \_\_\_\_\_

9. Soil samples collected

☐ yes  
☒ no  
☐ unknown

Analyzed:

☐ yes, by: \_\_\_\_\_  
☐ no  
☒ unknown

10. Other analyses:

11. Additional comments:

12. Form filled out by: Aaron Levinthal  
Address: State Highway Administration  
Date: 08/23/2013

### HISTORIC DATA FORM

**1. Site Class (check all applicable, check at least one from each group):**

- |    |   |  |
|----|---|--|
| a. | <input type="checkbox"/> domestic             | <input type="checkbox"/> commercial                  |
|    | <input type="checkbox"/> industrial           | <input type="checkbox"/> educational                 |
|    | <input type="checkbox"/> transportation       | <input type="checkbox"/> non-domestic agricultural   |
|    | <input type="checkbox"/> military             | <input type="checkbox"/> unknown                     |
|    | <input checked="" type="checkbox"/> sepulchre | <input type="checkbox"/> other: _____                |
|    | <input type="checkbox"/> religious            |  |
| b. | <input type="checkbox"/> urban                |  |
|    | <input checked="" type="checkbox"/> rural     |  |
|    | <input type="checkbox"/> unknown              |  |
| c. | <input type="checkbox"/> standing structure   | d. <input type="checkbox"/> above-grade/visible ruin |
|    | <input type="checkbox"/> yes                  | <input type="checkbox"/> yes                         |
|    | <input checked="" type="checkbox"/> no        | <input checked="" type="checkbox"/> no               |
|    | <input type="checkbox"/> unknown              | <input type="checkbox"/> unknown                     |

**2. Site Type (check all applicable):**

- |   |   |
|---|---|
| <input type="checkbox"/> artifact concentration   | <input type="checkbox"/> furnace/forge          |
| <input type="checkbox"/> possible structure       | <input type="checkbox"/> other industrial _____ |
| <input type="checkbox"/> post-in-ground structure | <input type="checkbox"/> road/railroad          |
| <input type="checkbox"/> frame structure          | <input type="checkbox"/> wharf/landing          |
| <input type="checkbox"/> masonry structure        | <input type="checkbox"/> bridge                 |
| specify other structure: _____                    | <input type="checkbox"/> ford                   |
| <input type="checkbox"/> farmstead                | <input type="checkbox"/> battlefield            |
| <input type="checkbox"/> plantation               | <input type="checkbox"/> military fortification |
| <input type="checkbox"/> townsite                 | <input type="checkbox"/> military encampment    |
| <input type="checkbox"/> raceway                  | <input checked="" type="checkbox"/> cemetery    |
| <input type="checkbox"/> mill specify: _____      | <input type="checkbox"/> unknown                |
| <input type="checkbox"/> quarry                   | <input type="checkbox"/> other: _____           |

**3. Ethnic Association (check all applicable):**

- |  |   |
|--|---|
| <input type="checkbox"/> Native American             | <input type="checkbox"/> Asian American     |
| <input checked="" type="checkbox"/> African American | <input checked="" type="checkbox"/> unknown |
| <input type="checkbox"/> Angloamerican               | <input type="checkbox"/> other: _____       |
| <input type="checkbox"/> Hispanic                    |   |

## HISTORIC DATA FORM

### 5. Diagnostics:

### 6. Features Present:

☒ yes  
☐ no  
☐ unknown

### 7. Types of Features Present:

☐ construction feature  
☐ foundation  
☐ cellar hole/storage cellar  
☐ hearth/chimney base  
☐ posthole/postmold  
☐ paling ditch/fence  
☐ privy  
☐ well/cistern  
☐ trash pit/dump  
☐ sheet midden

☐ planting feature  
☐ road/drive/walkway  
☐ depression/mound  
☒ burial  
☐ railroad bed  
☐ earthworks  
☐ raceway  
☐ wheel pit  
☐ unknown  
☐ other: \_\_\_\_\_

### 8. Flotation Samples Collected:

☒ yes  
☐ no  
☐ unknown

### Analyzed:

☒ yes, by: Justine Woodard McKnight  
☐ no  
☐ unknown

### 9. Soil samples collected

☒ yes  
☐ no  
☐ unknown

### Analyzed:

☒ yes, by: Dana Kollmann  
☐ no  
☐ unknown

### 10. Other analyses:

Wood - XRF, dental - isotopic, bone - DNA

### 11. Additional comments:

In September of 2013 all human materials and grave goods were reinterred and grave markers were installed. All Native American artifacts were also reburied on site in the vicinities of their original recoveries.

12. Form filled out by: Aaron Levinthal

Date: 8/23/2013

Address: State Highway Administration





CH-765

## Twiford's Store

### **Architectural Survey File**

This is the architectural survey file for this MIHP record. The survey file is organized reverse-chronological (that is, with the latest material on top). It contains all MIHP inventory forms, National Register nomination forms, determinations of eligibility (DOE) forms, and accompanying documentation such as photographs and maps.

Users should be aware that additional undigitized material about this property may be found in on-site architectural reports, copies of HABS/HAER or other documentation, drawings, and the “vertical files” at the MHT Library in Crownsville. The vertical files may include newspaper clippings, field notes, draft versions of forms and architectural reports, photographs, maps, and drawings. Researchers who need a thorough understanding of this property should plan to visit the MHT Library as part of their research project; look at the MHT web site ([mht.maryland.gov](http://mht.maryland.gov)) for details about how to make an appointment.

All material is property of the Maryland Historical Trust.

***Last Updated: 10-11-2011***

**CH-765**  
**Twiford's Store**  
**Marbury**  
**Private**

**1916**

Typical of other general stores built in Charles County, the 1916 Twiford's Store is a two-story, front-gable frame structure located at a prominent intersection in the early 20th century village of Marbury. Despite many alterations, Twiford's Store is one of several commercial and public structures in Marbury that date from the first half of the 20<sup>th</sup> century. Together they reveal the town's size and significance as one of Charles County's largest late-Victorian villages. Marbury grew in response to the establishment of the Naval Proving Ground in Indian Head during the 1890's. As a major employer in Charles County, the proving ground paved the way for a building boom in the region during the first two decades of the 20<sup>th</sup> century.

Inventory No. CH-765

**1. Name of Property** (indicate preferred name)

historic Twiford's Store

other

## 2. Location

street and number	5105 Marbury Run Road	not for publication
-------------------	-----------------------	---------------------

city, town	Marbury	vicinity
------------	---------	----------

county Charles

**3. Owner of Property** (give names and mailing addresses of all owners)

name	Patricia A. Long
------	------------------

street and number	5105 Marbury Run Rd	telephone	804-453-7226
-------------------	---------------------	-----------	--------------

city, town	Marbury	state	MD	zip code	20658
------------	---------	-------	----	----------	-------

#### 4. Location of Legal Description

courthouse, registry of deeds, etc. Charles County Courthouse tax map and parcel: 20 p. 18

city, town	La Plata	liber	1997	folio	15
------------	----------	-------	------	-------	----

## 5. Primary Location of Additional Data

☐ Contributing Resource in National Register District  
☐ Contributing Resource in Local Historic District  
☐ Determined Eligible for the National Register/Maryland Register  
☐ Determined Ineligible for the National Register/Maryland Register  
☐ Recorded by HABS/HAER  
☐ Historic Structure Report or Research Report  
☐ Other

## 6. Classification

Category		Ownership		Current Function		Resource Count	
						Contributing	Noncontributing
<input type="checkbox"/>	district	<input type="checkbox"/>	public	<input type="checkbox"/>	agriculture		
<input checked="" type="checkbox"/>	building(s)	<input checked="" type="checkbox"/>	private	<input type="checkbox"/>	commerce/trade	<u>2</u>	<input type="checkbox"/>
<input type="checkbox"/>	structure	<input type="checkbox"/>	both	<input type="checkbox"/>	defense	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	site			<input checked="" type="checkbox"/>	domestic	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	object			<input type="checkbox"/>	education	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	funerary	<u>2</u>	<input type="checkbox"/>
				<input type="checkbox"/>	government		<input type="checkbox"/>
				<input type="checkbox"/>	health care		<input type="checkbox"/>
				<input type="checkbox"/>	industry		<input type="checkbox"/>
				<input type="checkbox"/>	landscape		<input type="checkbox"/>
				<input type="checkbox"/>	recreation/culture		<input type="checkbox"/>
				<input type="checkbox"/>	religion		<input type="checkbox"/>
				<input type="checkbox"/>	social		<input type="checkbox"/>
				<input type="checkbox"/>	transportation		<input type="checkbox"/>
				<input type="checkbox"/>	work in progress		<input type="checkbox"/>
				<input type="checkbox"/>	unknown		<input type="checkbox"/>
				<input type="checkbox"/>	vacant/not in use		<input type="checkbox"/>
				<input type="checkbox"/>	other:		<input type="checkbox"/>
						<b>Number of Contributing Resources previously listed in the Inventory</b>	
						0	

## 7. Description

Inventory No. CH-765

### Condition

<input type="checkbox"/> excellent	<input type="checkbox"/> deteriorated
<input type="checkbox"/> good	<input type="checkbox"/> ruins
<input checked="" type="checkbox"/> fair	<input type="checkbox"/> altered

Prepare both a one paragraph summary and a comprehensive description of the resource and its various elements as it exists today.

Typical of other general stores built in Charles County, the 1916 Twiford's Store is a two-story, front-gable frame structure located at the a prominent intersection in the early 20th century village of Marbury. It stands facing southeast directly on Marbury Run Road, once the main Road leading from Nanjemoy to Glymont. The frame dwelling, which was originally covered in German siding and a pressed metal shingle roof, is currently covered in aluminum siding with an asphalt shingle roof. A combination of original 2/2 and replacement windows are found throughout. Several one-story additions flank the side elevations and a two-story wing extends from the south elevation. The porch has been substantially altered with the removal of original turned wood posts and brackets and the erection of a low brick retaining wall. The foundation was not visible.

The front elevation includes a centered replacement window in the attic above two second-story 2/2 windows. The first floor is sheltered by a hipped, partially enclosed wrap-around porch. The altered fenestration includes a centered three-part window next to the principal entranceway. The side elevations are characterized by a row of windows on the second floor and enclosed ell additions on the first floor.

To the rear of the dwelling is a former storehouse, now used as a detached apartment. An early 20th century structure which was used as a lumber shed extends northward from the storehouse. The shed is covered in white-washed vertical board siding and is characterized by two rows of hinged doors that provide access to two interior levels where various lumber products were stored.

## 8. Significance

Inventory No. CH-765

Period	Areas of Significance	Check and justify below			
<input type="checkbox"/> 1600-1699	<input type="checkbox"/> agriculture	<input type="checkbox"/> economics	<input type="checkbox"/> health/medicine	<input type="checkbox"/> performing arts	
<input type="checkbox"/> 1700-1799	<input type="checkbox"/> archeology	<input type="checkbox"/> education	<input type="checkbox"/> industry	<input type="checkbox"/> philosophy	
<input type="checkbox"/> 1800-1899	<input checked="" type="checkbox"/> architecture	<input type="checkbox"/> engineering	<input type="checkbox"/> invention	<input type="checkbox"/> politics/government	
<input checked="" type="checkbox"/> 1900-1999	<input type="checkbox"/> art	<input type="checkbox"/> entertainment/	<input type="checkbox"/> landscape architecture	<input type="checkbox"/> religion	
<input type="checkbox"/> 2000-	<input checked="" type="checkbox"/> commerce	<input type="checkbox"/> recreation	<input type="checkbox"/> law	<input type="checkbox"/> science	
	<input type="checkbox"/> communications	<input type="checkbox"/> ethnic heritage	<input type="checkbox"/> literature	<input type="checkbox"/> social history	
	<input type="checkbox"/> community planning	<input type="checkbox"/> exploration/	<input type="checkbox"/> maritime industry	<input type="checkbox"/> transportation	
	<input type="checkbox"/> conservation	<input type="checkbox"/> settlement	<input type="checkbox"/> military	<input type="checkbox"/> other:	

**Specific dates** 1916 **Architect/Builder** Unknown

**Construction dates** 1916

Evaluation for:

☐ National Register ☐ Maryland Register ☒ not evaluated

Prepare a one-paragraph summary statement of significance addressing applicable criteria, followed by a narrative discussion of the history of the resource and its context. (For compliance reports, complete evaluation on a DOE Form - see manual.)

Erected in 1916, Twiford's Store was once a prominent landmark in the village of Marbury and is representative of the types of general stores found in villages throughout Charles County during the period. Marbury developed in response to the naval ordnance manufacturing plant built at Mattawoman Neck in 1890. The plant was the single most important and long-lasting industry established in Charles County during the late 19th century.

The Naval Proving Ground was moved to Mattawoman Neck when transportation from the former Proving Ground at Annapolis to the Naval Gun Factory in Washington, DC became too dangerous. Nearly nine hundred acres of land was purchased for the proving ground, and later supplemented by an additional ten thousand acres on Stump Neck. In 1898, the Naval Powder Factory was constructed, and the first powder was manufactured in 1900. During World War I, transportation to and from the factory was improved by the construction of a railroad spur from White Plains in 1917.

Although the Proving Ground was moved to Dahlgren, Virginia in 1921, the plant continued to operate and began tests that would lead to the development of jet propulsion and rocket testing at the naval station. From the beginning, the plant and proving ground provided an important and stable center of employment for the county. During the war years, the plant expanded, requiring more laborers. The town of Indian Head grew up just opposite the gates of the installation. The Navy contributed to the housing and education of its employees and their children by building housing and a school at Indian Head.

Marbury was connected to the proving ground at first by a locally built narrow footbridge, and after 1917 by a unique hand-drawn footbridge that allowed coal barges to proceed upstream in Mattawoman Creek. Congressman Sydney Mudd was the driving force behind the federally-funded footbridge construction stating that, "The purposes of this bridge is to afford direct and convenient communication to the government employees, for nearly 50% of them have homes on the Marbury side of the creek."

Further evidence of the proving ground's impact on the adjoining region can be found in census records from 1890-1920. While all other election districts reflected populations that stagnated or dwindled, the Pomonkey district, including Indian Head and Marbury, was the only area of growth. Between 1910 and 1920 the population nearly doubled from 1589 to 3,124. In 1920, a new census district was established in Marbury having a population of 1,392. (1)

The village of Marbury is situated on high ground on the former plantation of the Marbury family. During the early 20th century, Marbury included a post office and barber shop as well as Twiford's Store and Lumber Yard. Most of the town residents were in some way dependent on Indian Head for their livelihood. The property now associated with Twiford's Store, was purchased in 1916 from Benson Hammock. (Liber 169/ Folio 657). The Twiford's owned the store until 1964.

Endnotes

# Maryland Historical Trust

## Maryland Inventory of Historic Properties Form

Inventory No CH-765

Name Twiford's Store

Continuation Sheet

Number 8 Page 1

---

(1) Carlisle, Rodney. Powder and Propellants. Energetic Material at Indian Head, Maryland, 1890-1990. pg. 96.

---

## 9. Major Bibliographical References

---

Inventory No. CH-765

---

---

## 10. Geographical Data

---

Acreage of surveyed property 1.15

Acreage of historical setting 1.15

Quadrangle name Indian Head

Quadrangle scale 1:24,000

---

Verbal boundary description and justification

Twiford's Store is associated with Charles County Property Tax Map 20, Parcel 18.

---

## 11. Form Prepared By

---

name/title Cathy Hardy/Historic Sites Surveyor

organization Charles County Planning

date 3/17/2003

street and number 200 Baltimore Street

telephone 301-396-5815

city or town La Plata

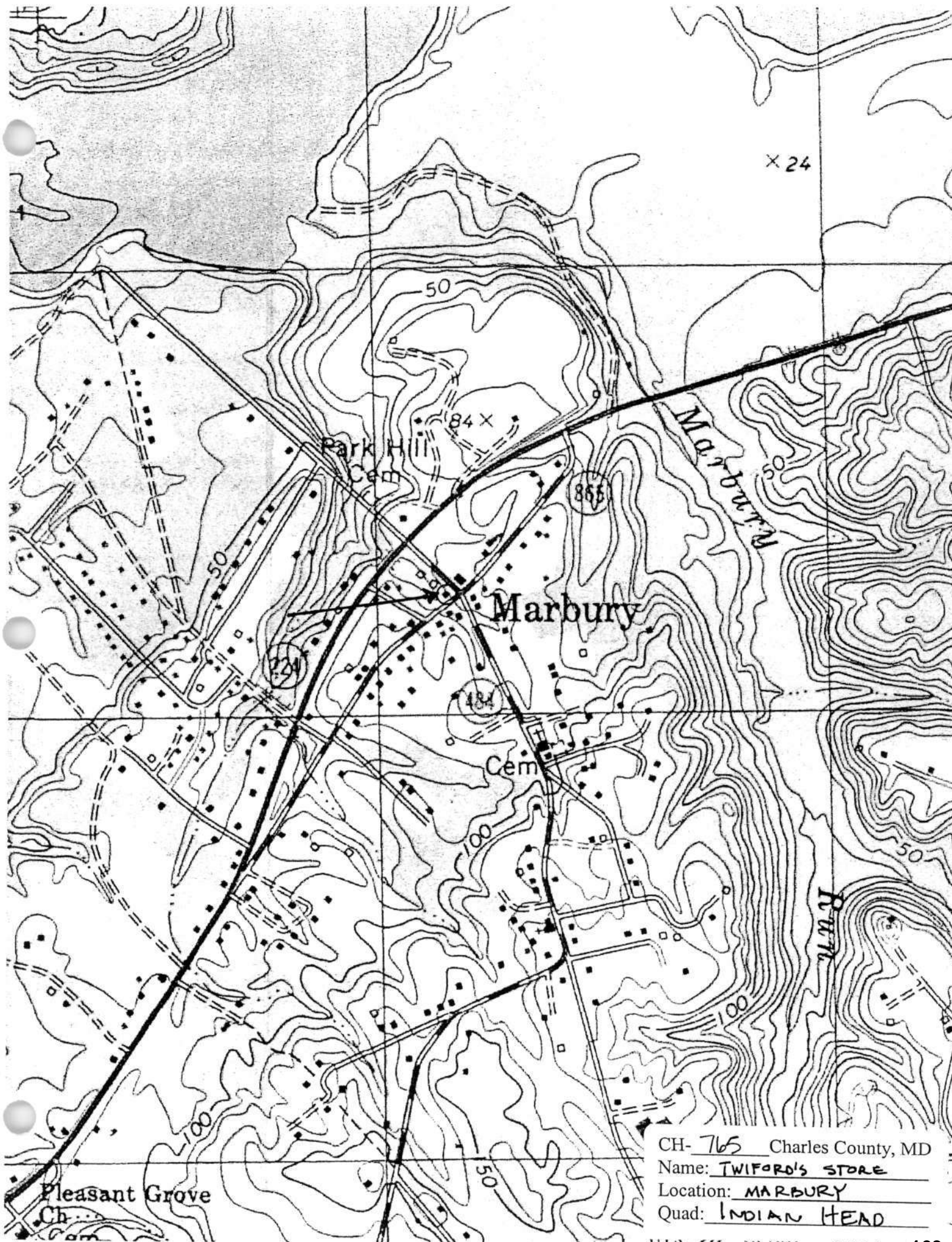
state MD zip code 20646

The Maryland Inventory of Historic Properties was officially created by an Act of the Maryland Legislature to be found in the Annotated Code of Maryland, Article 41, Section 181 KA, 1974 supplement.

The survey and inventory are being prepared for information and record purposes only and do not constitute any infringement of individual property rights.

return to: Maryland Historical Trust  
DHCD/DHCP  
100 Community Place  
Crownsville MD 21032  
410-514-7600





CH- 765 Charles County, MD  
Name: TWIFORD'S STORE  
Location: MARBURY  
Quad: INDIAN HEAD



CH-765



CH-765  
TWIFORD'S STORE  
MARBURY, MD  
11/2002  
P. HARDY  
MD SHPO  
LOOKING WEST  
10/24



CA-765  
TWIFORD'S STORE  
MARBURY, MD  
11/2002  
C. HARDY  
MD SHIP  
LOOKING NE  
20P4







CA-765

TWIFORD'S STORE  
MARBURY, MD

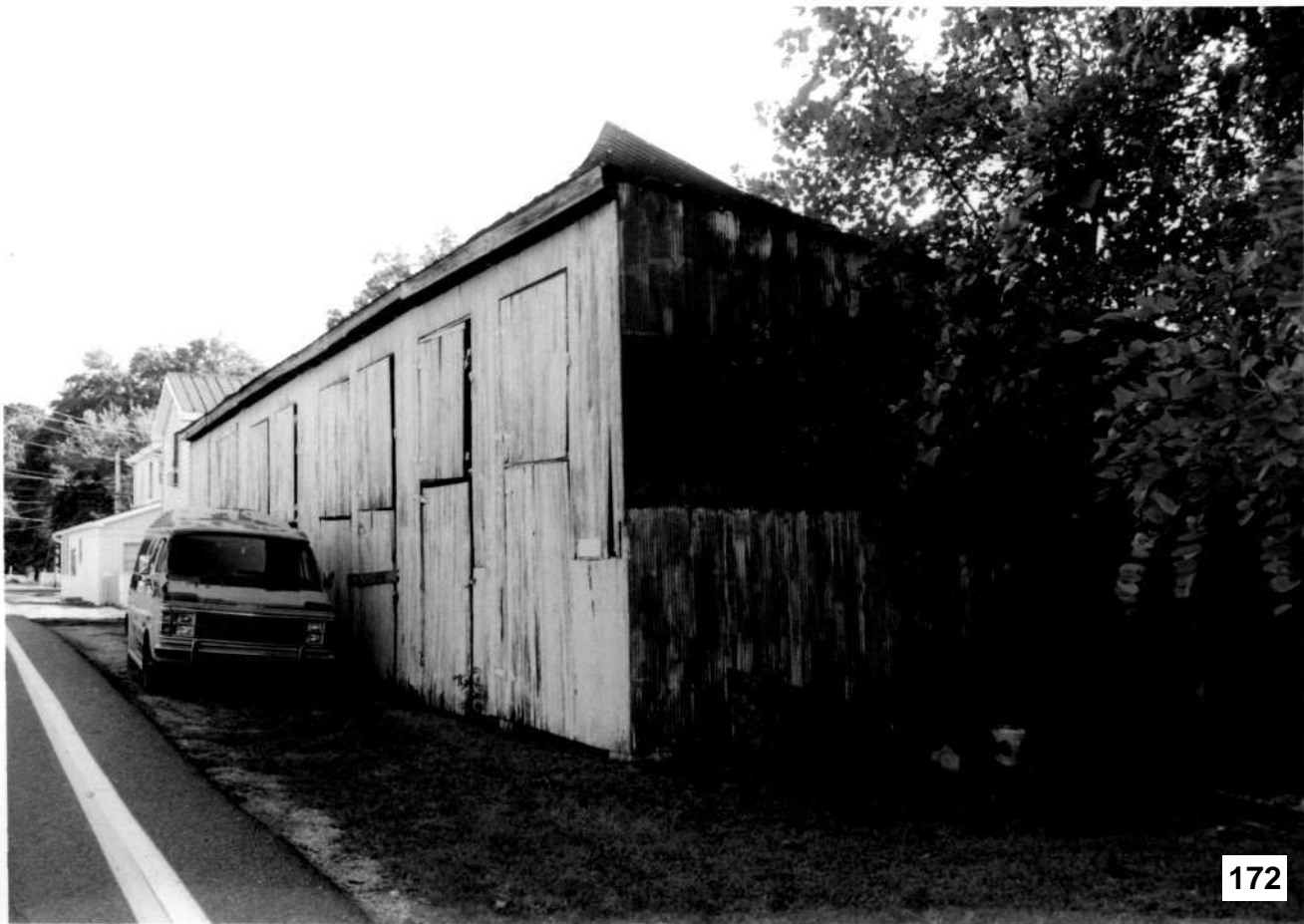
11/2002

C. HARDY

MD SHPO

LUMBER SHED, LOOKING NW

3 of 4



04-765  
TWIFORD'S STORE  
MARBURY, MD

11/2002

C. HARDY  
MD SHPO

LUMBER SHED, LOOKING SW  
4 of 4

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, Office of the County Attorney

**ITEM TYPE:** Briefing and Request to Schedule a Public Hearing

**AGENDA SECTION:** Briefings-Morning

**SUBJECT:**

- **Work Session: Swan Point Petition Project**  
(Ms. Elizabeth Theobalds, Deputy County Attorney, and Ms. Terrah Dews, Associate County Attorney, Office of the County Attorney for Charles County)

## **SUGGESTED ACTION:**

## **ATTACHMENTS:**

[Swan Point Petition Resolution\\_.pdf](#)  
[Swan Point Petition for posting.pdf](#)  
[Swan Point Petition - BriefingRequest PowerPoint.pdf](#)  
[Swan Point Petition Resolution\\_.pdf](#)

**COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND**

**Resolution No. 2024-\_\_\_\_\_**

WHEREAS, the County Commissioners of Charles County, Maryland, in accordance with Chapter 97, Sections 97-2 *et seq.* of the Code of Charles County, Maryland are empowered to improve, construct, acquire or maintain an existing stormwater management system after the approval by the Commissioners of a petition filed by a majority of the property owners whose property is benefitted by the storm drainage system:

WHEREAS, the County Commissioners of Charles County, Maryland have been petitioned by a majority of the property owners in the Swan Point Subdivision to improve, construct, and maintain the stormwater management system in the Fifth Election District of Charles County, Maryland (“the Petition”);

WHEREAS, in accordance with Section 97-5 (C) of the Charles County Code, a public hearing on the Petition was advertised in the Southern Maryland News, Maryland Independent, a newspaper of general circulation and regularly published within Charles County, on \_\_\_\_\_, 202\_\_ and \_\_\_\_\_, 202\_\_;

WHEREAS, the County Commissioners of Charles County, Maryland held a public hearing on \_\_\_\_\_, 202\_\_, to consider the Petition; and

WHEREAS, the County Commissioners of Charles County, Maryland in consideration of the entire record including all testimony, documents and exhibits offered there by way of oral, written or referenced material and in light of matters of public record of which official notice has been taken, have determined that it is in the public interest to approve the Petition.

NOW, THEREFORE, BE IT RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 2024, by the County Commissioners of Charles County, Maryland, as follows:

1. The petition of the residents of the Swan Point Subdivision for the improvement, construction and maintenance of the Swan Point Subdivision stormwater management system set forth in the attached Exhibit A, is hereby granted.
2. The County Commissioners of Charles County, Maryland shall improve, construct, and maintain the Swan Point Subdivision stormwater management system in compliance with the Resolution, existing laws, rules, regulations, and standards of Charles County and in accordance with plans and specifications to be approved by the Charles County Department of Planning and Growth Management.
3. That upon completion of the improvement and construction of the Swan Point Subdivision stormwater management system and execution of all deeds and easement documents , the County Commissioners of Charles County, Maryland shall accept the stormwater management system for County maintenance.

4. That the total cost of the improvements and repairs of the Swan Point Subdivision stormwater management system shall be paid by the users over a (15) fifteen-year period by an annual benefit assessment levied against the owners of record of parcels of property which benefit by the stormwater management system as listed on the attached Exhibit A.
5. That said annual benefit assessment is hereby levied and shall be computed as follows:
  - A. The total cost of said improvements and repairs to the Swan Point Subdivision stormwater management system, as determined by the Department of Planning and Growth Management, shall be divided by the total number of parcels of property benefitting from the stormwater management system to determine the "total cost to each property". The total cost of the improvements and repairs to the Swan Point Subdivision stormwater management system shall include, but not be limited to costs of surveying and engineering, land acquisitions costs; all legal fees, advertisement costs; inspection fees, permit fees and construction costs, plus interest to be set at the time of the assessment of prime plus one (1) percent per annum.
  - B. The "total cost to each property" shall be amortized over a (15) fifteen-year period to determine the annual benefit assessment to be levied against each of the properties served by the Swan Point Subdivision stormwater management system.
  - C. Upon completion of improvements and repairs to the Swan Point Subdivision stormwater management system, a quarterly fee shall be assessed and paid by each user to cover County maintenance of the stormwater management system.
6. That the County Commissioners of Charles County shall certify the amount of each assessment to the Chief of the Treasury for Charles County, Maryland on or before May 1, following completion of said improvements.
7. That the Chief of the Treasury for Charles County, Maryland, shall place said annual benefit assessment on the State and County real estate tax bill for said properties for fifteen (15) years commencing the fiscal year following completion of said improvements and construction continuing until the total benefit assessment is paid in full and shall be subject to discount and interest allowances and charges as provided by law.
8. That said annual benefit assessment shall constitute a lien on the said properties against which they are assessed, until paid, subject only to prior other State and County taxes.
9. That said annual benefit assessments may be collected in the manner provided in

Section 97-2 through 97-6, *et seq.* of the Charles County Code or in any other manner provided by law.

10. That at the time of a sale, conveyance, or other transfer of any property, or portion thereof, which is subject to the annual benefit assessment, the entire balance of the “total cost to each property” shall be transferable and become the obligation of the heirs, successors, and assigns, as provided by the Charles County Code and as amended from time to time.
11. That no deed or other conveyance of any real property which is subject to the aforesaid annual benefit assessment shall be transferred by the Department of Assessments and Taxation of Charles County, Maryland until proof of payment of the benefit assessment owed by the property owner through the date of transfer has been produced.
12. That the Resolution approved herein along with Exhibit A shall be recorded among the Land Records for Charles County.
13. That at any time prior to the actual commencement of construction of the Swan Point Subdivision Stormwater Management System Project, the County Commissioners of Charles County, Maryland, reserve the right to repeal this Resolution without the necessity to hold a further hearing concerning the matter. If for any reason this Resolution is repealed, the total cost of construction and improvement to the date of repeal shall be reimbursed to the County by the owners of record of parcels of property served or to be served by the Swan Point Subdivision stormwater management system, in the same manner as specified above relative to assessments.
14. That this Resolution shall become effective on this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

---

Reuben B. Collins, II, Esq., President

---

Ralph Patterson, II, M.A., Vice President

---

Gilbert O. Bowling, III

\_\_\_\_\_  
Thomasina O. Coates, M.S.

\_\_\_\_\_  
Amanda M. Stewart, M.Ed.

ATTEST:

\_\_\_\_\_  
Clerk to the County Commissioners

CERTIFICATE

I HEREBY CERTIFY that I am the duly appointed Clerk to the County Commissioners of Charles County, Maryland, and that the foregoing Resolution No. \_\_\_\_\_ was duly adopted by the County Commissioners of Charles County, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, in public session on a regular meeting day at which meeting a quorum was present.

\_\_\_\_\_  
Clerk to the County Commissioners

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
County Attorney



**BEFORE THE COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND**

In the matter of the request for improvement, construction, and maintenance of the stormwater management system for the SWAN POINT SUBDIVISION

**PETITION:**

The undersigned do hereby Petition the County Commissioners of Charles County, Maryland to improve, construct, and maintain the stormwater management system located in the Swan Point Subdivision, in accordance with the provisions of Article, II, Sections 97-2 through 97-6 of the Charles County Code of Public Law, the service area of which is outlined in red on the attached plat.

We do certify and warrant that the signatories to this Petition constitute the owners of a majority of the residential properties which are currently served by the stormwater management system.

Further, we certify and warrant that we have read and are familiar with the provisions of Article II, Sections 97-2 through 97-6 of the Charles County Code of Public Local Laws, and that we understand that if the County Commissioners of Charles County, Maryland, approve this Petition, the costs of improvements to and/or construction of the stormwater management system, including interest, will be paid by the owners of the properties which are benefitted by said stormwater management system as provided in the aforesaid law. We also understand that the improvements to and/or construction of the stormwater management system will be subject to and in accordance with the Stormwater Management Ordinance for Charles County, Maryland and under the direction of the Department of Planning and Growth Management for Charles County, Maryland.

It is preliminarily estimated that our share of these improvements will cost approximately \$388,455.00 which includes design, construction, legal fees, and other associated project costs. One hundred percent (100%) of these costs plus interest must be paid proportionately by each property served or to be served within fifteen (15) years of the completion of the construction, improvement and acquisition.

Finally, we agree to cooperate fully with the County Commissioners, County employees, agents, contractors, and designees in connection with this project and agree to execute any and all documents necessary to facilitate this project, including a deeds of conveyance of the stormwater management system and all easement agreements appertaining thereto, to the County Commissioner of Charles County, Maryland.

**PETITIONERS' SIGNATURES ON THE FOLLOWING PAGES**

**SIGNATURE PAGES ON FILE AT THE OFFICE OF THE COUNTY ATTORNEY**



# Swan Point Drainage Petition

## Briefing & Request to Schedule Public Hearing

### Presenters

Andy Balchin, Chief of Infrastructure Management  
Elizabeth D. Theobalds, Deputy County Attorney

December 12, 2023

# Swan Point Drainage Petition

## Introduction

- Charles County Code § 97-2 authorizes the County Commissioners to receive petitions from residents requesting County assistance to repair/improve/construct infrastructure such as storm drains, stormwater management facilities and water/sewer systems.

# Swan Point Drainage Petition

## Process

- The community obtains signatures/consents from more than 50% of the residents served by the infrastructure and then submits the petition to the County.
- If the petition is approved by the County Commissioners during a Public Hearing, a Resolution is signed by the Commissioners committing the County to make the improvements or repairs and in exchange, the property owners agree to reimburse the County for the cost of the improvements or repairs on a pro rata basis over a period of time.

# Swan Point Drainage Petition

## Purpose of today's briefing:

- The residents of the Swan Point Subdivision have submitted a petition to the County for their share of the repair, improvement and reconstruction of the storm drain system as part of an agreement to resolve responsibility for the repairs to the declining condition of the drainage system.

# Swan Point Drainage Petition

## History/Background:

- The Swan Point subdivision is a waterfront community consists of approximately 320 homes, a golf course, marina and venue for special events.
- In 2014 the Swan Point Property Owner's Association requested a proposal from an independent consultant to perform an inventory and assessment of the storm drain infrastructure, pipes and stormwater management facilities.

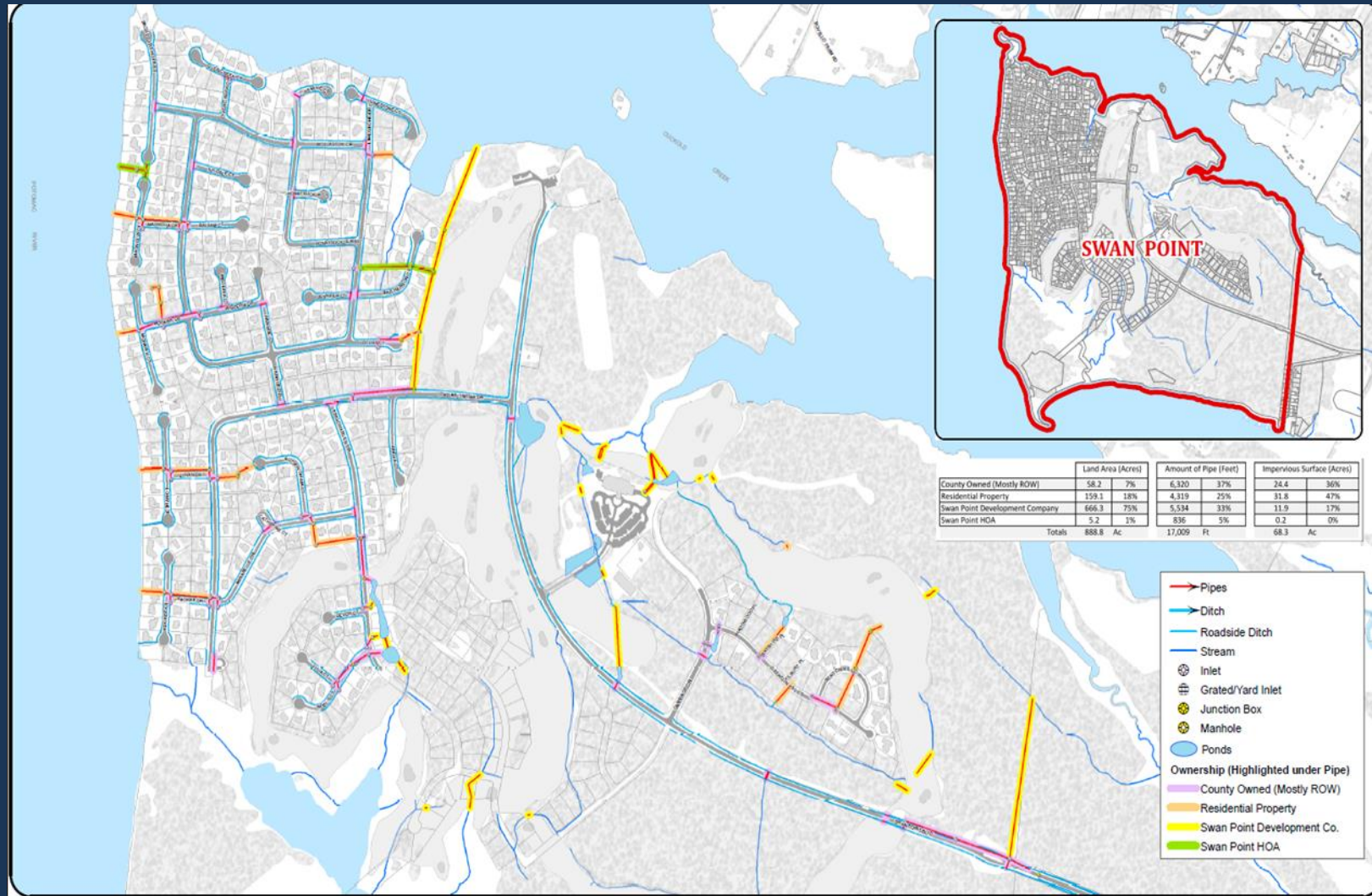
# Swan Point Drainage Petition

## History/Background (continued):

- The report indicated that the stormwater and storm drain system, some of which are on private property and others on public property are beyond their expected useful life and are in need of repair or replacement.
- The inspection and report were updated in September of 2022 and included a summary of the inspection, recommendations and locations for the repairs, a cost estimate and a feasibility study to address deficiencies.



# Swan Point Storm Water System



# Swan Point Petition Project

## Shared Costs

- The report estimated the total cost of the repairs to be \$1,640,000.00.
- Through discussions with the residents and the owner of the undeveloped property and amenities in the subdivision (Swan Point Development Company), an agreement to share in the cost was reached:
  - The County portion will include upgrades to the system in anticipation of the increased intensity of storms and the impact on stormwater management
  - SPDC will share in the cost to include portions of the system on its property
  - Residents will share in the cost to include portions of the system on their property through this petition request

# Swan Point Petition Project

## Shared Costs

### Estimated Cost to Residents:

- Total Estimated Cost of Improvements = \$388,455
- Estimated annual assessment per property = \$76.54
- \*(Total estimated cost including interest divided into 458 properties over 15 years)
- This is an estimated cost of the project. The final assessment will be based on the actual cost which will include design, construction, advertising and interest.

# Swan Point Petition Project

Next steps:

Schedule a Public Hearing



**Presented By:**

**Charles County Government  
Planning & Growth Management  
200 Baltimore Street, La Plata, MD 20646  
301-645-0692  
MD Relay Service: 7-1-1**

### **Equal Opportunity Employer**

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**

**COUNTY COMMISSIONERS OF CHARLES COUNTY, MARYLAND**

**Resolution No. 2024-\_\_\_\_\_**

WHEREAS, the County Commissioners of Charles County, Maryland, in accordance with Chapter 97, Sections 97-2 *et seq.* of the Code of Charles County, Maryland are empowered to improve, construct, acquire or maintain an existing stormwater management system after the approval by the Commissioners of a petition filed by a majority of the property owners whose property is benefitted by the storm drainage system:

WHEREAS, the County Commissioners of Charles County, Maryland have been petitioned by a majority of the property owners in the Swan Point Subdivision to improve, construct, and maintain the stormwater management system in the Fifth Election District of Charles County, Maryland (“the Petition”);

WHEREAS, in accordance with Section 97-5 (C) of the Charles County Code, a public hearing on the Petition was advertised in the Southern Maryland News, Maryland Independent, a newspaper of general circulation and regularly published within Charles County, on \_\_\_\_\_, 202\_\_ and \_\_\_\_\_, 202\_\_;

WHEREAS, the County Commissioners of Charles County, Maryland held a public hearing on \_\_\_\_\_, 202\_\_, to consider the Petition; and

WHEREAS, the County Commissioners of Charles County, Maryland in consideration of the entire record including all testimony, documents and exhibits offered there by way of oral, written or referenced material and in light of matters of public record of which official notice has been taken, have determined that it is in the public interest to approve the Petition.

NOW, THEREFORE, BE IT RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 2024, by the County Commissioners of Charles County, Maryland, as follows:

1. The petition of the residents of the Swan Point Subdivision for the improvement, construction and maintenance of the Swan Point Subdivision stormwater management system set forth in the attached Exhibit A, is hereby granted.
2. The County Commissioners of Charles County, Maryland shall improve, construct, and maintain the Swan Point Subdivision stormwater management system in compliance with the Resolution, existing laws, rules, regulations, and standards of Charles County and in accordance with plans and specifications to be approved by the Charles County Department of Planning and Growth Management.
3. That upon completion of the improvement and construction of the Swan Point Subdivision stormwater management system and execution of all deeds and easement documents , the County Commissioners of Charles County, Maryland shall accept the stormwater management system for County maintenance.



4. That the total cost of the improvements and repairs of the Swan Point Subdivision stormwater management system shall be paid by the users over a (15) fifteen-year period by an annual benefit assessment levied against the owners of record of parcels of property which benefit by the stormwater management system as listed on the attached Exhibit A.
5. That said annual benefit assessment is hereby levied and shall be computed as follows:
  - A. The total cost of said improvements and repairs to the Swan Point Subdivision stormwater management system, as determined by the Department of Planning and Growth Management, shall be divided by the total number of parcels of property benefitting from the stormwater management system to determine the "total cost to each property". The total cost of the improvements and repairs to the Swan Point Subdivision stormwater management system shall include, but not be limited to costs of surveying and engineering, land acquisitions costs; all legal fees, advertisement costs; inspection fees, permit fees and construction costs, plus interest to be set at the time of the assessment of prime plus one (1) percent per annum.
  - B. The "total cost to each property" shall be amortized over a (15) fifteen-year period to determine the annual benefit assessment to be levied against each of the properties served by the Swan Point Subdivision stormwater management system.
  - C. Upon completion of improvements and repairs to the Swan Point Subdivision stormwater management system, a quarterly fee shall be assessed and paid by each user to cover County maintenance of the stormwater management system.
6. That the County Commissioners of Charles County shall certify the amount of each assessment to the Chief of the Treasury for Charles County, Maryland on or before May 1, following completion of said improvements.
7. That the Chief of the Treasury for Charles County, Maryland, shall place said annual benefit assessment on the State and County real estate tax bill for said properties for fifteen (15) years commencing the fiscal year following completion of said improvements and construction continuing until the total benefit assessment is paid in full and shall be subject to discount and interest allowances and charges as provided by law.
8. That said annual benefit assessment shall constitute a lien on the said properties against which they are assessed, until paid, subject only to prior other State and County taxes.
9. That said annual benefit assessments may be collected in the manner provided in

Section 97-2 through 97-6, *et seq.* of the Charles County Code or in any other manner provided by law.

10. That at the time of a sale, conveyance, or other transfer of any property, or portion thereof, which is subject to the annual benefit assessment, the entire balance of the “total cost to each property” shall be transferable and become the obligation of the heirs, successors, and assigns, as provided by the Charles County Code and as amended from time to time.
11. That no deed or other conveyance of any real property which is subject to the aforesaid annual benefit assessment shall be transferred by the Department of Assessments and Taxation of Charles County, Maryland until proof of payment of the benefit assessment owed by the property owner through the date of transfer has been produced.
12. That the Resolution approved herein along with Exhibit A shall be recorded among the Land Records for Charles County.
13. That at any time prior to the actual commencement of construction of the Swan Point Subdivision Stormwater Management System Project, the County Commissioners of Charles County, Maryland, reserve the right to repeal this Resolution without the necessity to hold a further hearing concerning the matter. If for any reason this Resolution is repealed, the total cost of construction and improvement to the date of repeal shall be reimbursed to the County by the owners of record of parcels of property served or to be served by the Swan Point Subdivision stormwater management system, in the same manner as specified above relative to assessments.
14. That this Resolution shall become effective on this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

COUNTY COMMISSIONERS OF  
CHARLES COUNTY, MARYLAND

---

Reuben B. Collins, II, Esq., President

---

Ralph Patterson, II, M.A., Vice President

---

Gilbert O. Bowling, III



\_\_\_\_\_  
Thomasina O. Coates, M.S.

\_\_\_\_\_  
Amanda M. Stewart, M.Ed.

ATTEST:

\_\_\_\_\_  
Clerk to the County Commissioners

CERTIFICATE

I HEREBY CERTIFY that I am the duly appointed Clerk to the County Commissioners of Charles County, Maryland, and that the foregoing Resolution No. \_\_\_\_\_ was duly adopted by the County Commissioners of Charles County, Maryland on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, in public session on a regular meeting day at which meeting a quorum was present.

\_\_\_\_\_  
Clerk to the County Commissioners

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
County Attorney

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Briefing

**AGENDA SECTION:** Briefings-Afternoon

**SUBJECT:**

- **Briefing: Artificial Intelligence (AI)**  
Mr. Nishant Shah, Senior Advisor for Responsible Artificial Intelligence - Maryland DoIT; Ms. Alexis Blackwell, Director, Department of Human Resources; Ms. Evelyn Jacobson, Chief of Information Technology, Department of Fiscal and Administrative Services; Ms. Jennifer Harris, Chief of media Services)

[Media Presentation Link](#)

## **SUGGESTED ACTION:**

## **ATTACHMENTS:**

[AI Presentation\\_2.pdf](#)

[EO 01.01.2024.02 Catalyzing the Responsible and Productive Use of Artificial Intelligence in Maryland State Government\\_Accessible.pdf](#)

[ethicaluseofai.pdf](#)

[AI presentation for Charles County.pdf](#)



# Artificial Intelligence

## Presenters

Jennifer Harris, Chief of Media Services

Alexis Blackwell, Director of Human Resources

Evelyn Jacobson, Chief of Information Technology

February 27, 2024

# ARTIFICIAL INTELLIGENCE (AI) CONSIDERATIONS IN COMMUNICATIONS

## How can AI enhance communications?

- Developing content for social media (i.e. ChatGPT).
- Creating a content calendar for digital communications.
- Provide insights on what is trending in public dialogue.
- Provide first drafts or editorial corrections for written content (i.e. Grammarly).

## What are the risks of using AI in communications?

- Mis- or dis-information is incorporated.
- Information is fabricated (Fake audio/video content, facts are “made up”)
- Bias and discrimination may be integrated into content.
- Legal uncertainties – potential for copyright violations.
- Privacy can be compromised when sharing information and data.

“According to the 2023 State of AI in PR report, 61% of public relations professional already use or plan to use AI in their work. This rate has doubled in the past six months.”

# ARTIFICIAL INTELLIGENCE (AI) CONSIDERATIONS IN COMMUNICATIONS

## How can risks be managed?

- Effectively and strategically use AI prompts.
- Look for patterns and inconsistencies in AI-generated content.
- Fact-check and proofread everything.
- Evaluate source material
  - Check links provided by paid ChatGPT subscription.

## What are the next steps?

- Apply the Public Relations Code of Ethics to the use of AI.
- Develop a County SOP on ethical and safe use of AI.
- Invest in education and training on AI use.
- Be transparent in how it is used.

“Public relations professionals who use AI to assist with written communications write 59% faster and 18% better.”

# ARTIFICIAL INTELLIGENCE (AI) CONSIDERATIONS FOR HUMAN RESOURCES

## What We Like

- Potential to make some processes more effective through speed and efficiency

## Uses

- Draft job descriptions
- Create interview questions
- Other routine functions that can be simplified

## Concerns

- Technology is relatively new
  - Compatibility with CCG systems
  - Data security and safeguarding:
    - protected health information (PHI)
    - personally identifiable information (PII)
    - banking information
    - other records held by the County
- AI “hallucinations” can generate false information and cause issues
  - Bias coded into a program thereby creating barriers and access issues
  - When AI is used to create images, there are often slight glitches

# ARTIFICIAL INTELLIGENCE (AI) CONSIDERATIONS FOR IT

## What We Like

- Possible increase in efficiency and productivity
- The ability to automate routine tasks
- Content generation

## Uses

- Producing grammatically correct and professional text content for written items such as email, documentation, procedures, etc.
- Repetitive tasks such as running monthly reports.

# ARTIFICIAL INTELLIGENCE (AI) CONSIDERATIONS FOR IT

## Security Risks

- Scammers can use AI tools to commit malicious acts scams and fraud.
  - Cybercriminals will target AI tools, resulting in technology that isn't doing what we think it is.
  - AI relies on massive amounts of data to learn and improve. As you use AI, it gathers information about you and your activity. This presents a privacy concern.
- AI technology has the ability to take actions which should be done by an employee:
    - Shut down systems
    - Stop and start technology services
    - Take control of a technical process
    - Develop programming code that is not clearly understood by technicians



# ARTIFICIAL INTELLIGENCE (AI) CONSIDERATIONS FOR IT

## Security Risks

- Utilizing AI for processes that may require a moral or ethical decision.
- Biases and prejudices could be, unintentionally, built into AI technology.
- Inability for staff to explain AI decisions that are made.
- Increased human reliance on AI which ultimately could increase human complacency.



If you trace AI technology back all the way, there is a human.

# ARTIFICIAL INTELLIGENCE (AI) CONSIDERATIONS FOR IT

## Next Steps

Before the County gives the OK for employees to start utilizing AI technology, policies must be developed by an AI Committee. The purpose of the AI Committee would be to:

- Determine County functions which would benefit from AI technology.
  - Understand and measure capabilities and limitations of these AI systems.
  - Conduct research to determine trustworthy and acceptable AI systems to meet County needs.
- Develop County-wide AI policies that clearly outline trustworthy and acceptable AI systems which are, at least:
    - secure
    - resilient
    - explainable
    - interpretable
    - privacy enhanced
    - accountable
    - transparent
    - do not contain harmful biases and prejudices



**Presented By:**  
**Charles County Government**  
**301-645-0550**  
**200 Baltimore Street**  
**La Plata, Maryland 20646**  
**MD Relay Service: 7-1-1**

### **Equal Opportunity Employer**

It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**



# The State of Maryland

## Executive Department

### EXECUTIVE ORDER

01.01.2024.02

#### Catalyzing the Responsible and Productive Use of Artificial Intelligence in Maryland State Government

- WHEREAS, Artificial intelligence (AI) is transforming society and work in myriad ways, and the pace of that change will continue to accelerate - unlocking new opportunities and risks for Maryland's residents, workers, and economy;
- WHEREAS, To meet the moment, the State must begin its work to ensure the use of AI in Maryland state government is responsible, ethical, beneficial, and trustworthy;
- WHEREAS, Maryland is home to a rich and growing AI ecosystem of academic, industry, government, and civil society experts, researchers, builders, organizers, and stakeholders;
- WHEREAS To foster an environment for innovation while respecting individuals, employees, and civil rights, as AI technologies are developed and evolve, they should be analyzed and monitored by government officials, industry experts, consumer protection advocates, and other stakeholders;
- WHEREAS Given the rapid rate of change in AI technologies and industry, the State must chart a principled yet adaptable, pragmatic path forward, so that the technology's benefits can be confidently harnessed on behalf of Marylanders and in service of our mission to Leave No One Behind; and
- WHEREAS, Leaders across Maryland government share a common interest in establishing effective AI governance, and are committed to working together to develop the legal and policy framework for its responsible use in the State.

NOW, THEREFORE, I, WES MOORE, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, HEREBY PROCLAIM THE FOLLOWING EXECUTIVE ORDER, EFFECTIVE IMMEDIATELY:

A. Definitions. In this Executive Order, the following terms have the meaning indicated.

1. The term "artificial intelligence" or "AI" has the meaning set forth in 15 U.S.C. § 9401(3): a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.
2. The term "generative AI" or "GenAI" refers to AI algorithms and models that can create new content, including audio, code, images, text, and video, based on the data they are trained on.

B. Principles. Any use of AI in Maryland state agencies shall be rooted in the following.

1. Fairness and equity.

The State's use of AI must take into account the fact that AI systems can perpetuate harmful biases, and take steps to mitigate those risks, in order to avoid discrimination or disparate impact to individuals or communities based on their race, color, ethnicity, sex, religion, age, ancestry or national origin, disability, veteran status, marital status, sexual orientation, gender identity, genetic information, or any other classification protected by law.

2. Innovation.

When used responsibly and in human-centered and mission-aligned ways, AI has the potential to be a tremendous force for good. The State commits to exploring ways AI can be leveraged to improve State services and resident outcomes.

3. Privacy.

Individuals' privacy rights should be preserved by design in the State's use of AI, while ensuring that data creation, collection, and processing are secure and in line with all applicable laws and regulations.

4. Safety, security, and resiliency.

AI presents new challenges and opportunities for ensuring the safety and security of Maryland residents, infrastructure, systems, and data. The State commits to adopting best practice guidelines and standards to surface and mitigate safety risks stemming from AI, while ensuring AI tools are resilient to threats.

5. Validity and reliability.

AI systems can change over time. The State should have mechanisms to ensure that these systems are working as intended, with accurate outputs and robust performance.

6. Transparency, accountability, and explainability.

The State's use of AI should be clearly and regularly documented and disclosed, in order to enable accountability. The outputs of AI systems in use by the State should be explainable and interpretable to oversight bodies and residents, with clear human oversight.

C. Establishment of AI Subcabinet. To ensure these principles are at the root of all AI use by Maryland state government agencies, there is hereby established an AI Subcabinet of the Governor's Executive Council (the "AI Subcabinet").

1. Purpose. The purpose of the AI Subcabinet is to:

- a. Promote the principles set forth in this executive order among all units of State government;
- b. Provide advice and recommendations to the Governor on matters related to AI; and
- c. Facilitate statewide coordination on the responsible, ethical, and productive use of AI, including by recommending approaches and State policies, setting objectives and priorities, structuring workstreams, establishing working groups, and building internal and external partnerships as needed.

2. Membership. The AI Subcabinet shall include the following members.

- a. The Secretary of Information Technology;
- b. The Secretary of Budget and Management;
- c. The Secretary of General Services;

- d. The Secretary of Labor;
- e. The Secretary of Commerce;
- f. The Director of the Governor's Office of Homeland Security;
- g. The Chief Privacy Officer;
- h. The Chief Data Officer;
- i. The Senior Advisor for Responsible AI; and
- J. Any additional member of the Governor's Executive Council at the discretion of the Chair.

- 3. Chair. The Secretary of the Department of Information Technology shall chair the AI Subcabinet.
- 4. The AI Subcabinet may designate working groups from the members' agencies to assist in the performance of its duties.
- 5. Each Executive Branch department and agency is hereby required, to the extent not inconsistent with law, to cooperate fully with the AI Subcabinet, and to furnish such assistance - including data, reports, or other information and assistance - on as timely a basis as is necessary to accomplish the purpose of the Executive Order.

D. AI Action Plan. The AI Subcabinet shall develop and implement a comprehensive action plan that takes a phased approach to operationalizing the State's AI principles. The elements of this plan shall draw upon emerging and established guidance such as NIST's AI Risk Management Framework, while acknowledging that global best practices and standards in AI governance are still being formulated and evolving. It will include at a minimum:

- 1. A path to establishing policies, processes, standards, contracts, and playbooks that ensure any AI tools procured by the State adhere to the AI principles.
- 2. Developing an approach and timeline to embedding risk-based assessments for AI tools into state processes.
- 3. Developing an approach and timeline to move towards continuous monitoring of AI tools, to ensure they continue to reflect the state's adopted values.
- 4. An approach to conducting legal analyses on an ongoing basis to evaluate evolving AI impacts to existing laws, policies, and regulations, and any necessary changes therein.

E. Promotion of AI Knowledge, Skills, and Talent in State Government. In order to upskill the state workforce and ensure access to needed AI talent, the AI Subcabinet shall:

1. Find, evaluate, and offer training programs for state workers on the use of AI, and particularly Generative AI.
2. Explore ways to provide external AI talent, such as in academic institutions or industry, an opportunity to serve Marylanders and State government agencies via targeted, short-term projects.

F. Recommendations for Critical Domains.

1. Over time, AI may have particular influence and impact on certain sectors of Maryland's economy, environment, and society. The AI Subcabinet shall oversee and coordinate efforts to study and provide recommendations to the Governor and the legislature for Maryland-specific approaches in the following critical domains: workforce, economic development, and security.
  - a. Workforce: Potential impacts of AI on the Maryland workforce in the coming decade and responses - including opportunities to upskill the workforce - in collaboration, as appropriate, with external experts, workers, labor unions, business, and civil society.
  - b. Economic development: Opportunities and approaches for AI to drive job and business creation and growth in Maryland.
  - c. Security: Mapping emergent cyber and physical security and resiliency risks to Maryland infrastructure and residents stemming from AI, along with prioritized recommendations.
2. The AI Subcabinet may determine, at its discretion, any additional sectors that will be identified and studied as critical domains.

G. Identify AI Use Cases and Build Foundational Infrastructure.

1. The Department of Information Technology shall evaluate relevant infrastructure to safely, securely, and efficiently test AI proofs of concept (PoCs) and pilots.
2. The Department of General Services, in close consultation and partnership with the Department of Information Technology, shall create a repeatable playbook for running and procuring AI PoCs and pilots in compliance with applicable State laws, regulations, and policies.
3. The Department of Information Technology, in consultation with the AI Subcabinet, will work with interested agencies to provide support in identifying



and prioritizing use cases and executing PoCs/pilots for key areas in line with the Governor's priorities.

- H. Nothing in this Executive Order shall be construed to impair or otherwise affect the authority granted by law to an executive department or agency.
- I. This Executive Order shall be implemented in a manner that is consistent with all applicable statutes and regulations. Nothing in this Executive Order shall operate to contravene any State or federal law or to affect the State's receipt of federal funding.
- J. If any provision of this Executive Order is held invalid, or its application to a person, event or circumstances is held invalid by any court of competent jurisdiction, all other applications or provisions of the Executive Order shall remain in effect to the greatest extent possible without the invalid provision or application. To achieve this purpose, the provisions of this Executive Order are severable.

GIVEN Under My Hand and the Great Seal of the State of Maryland, in the City of Annapolis, this 8th Day of January 2024.



Wes Moore  
Governor

ATTEST:

Susan C. Lee  
Secretary of State

PROMISE & PITFALLS:

# The Ethical Use of AI For Public Relations Practitioners

Guidance from the PRSA Board of Ethics and Professional Standards (BEPS)



## AUTHORS

Linda Staley, APR, Fellow PRSA, Chair, BEPS AI Workgroup  
Mark Dvorak, APR, Fellow PRSA  
Michele E. Ewing, APR, Fellow PRSA

Holly Kathleen Hall, J.D., APR  
James R. Hoeft, APR  
Cayce Myers, Ph.D., LL.M., J.D., APR

While artificial intelligence (AI) has been in use for decades — the term itself was coined in 1956 — the introduction of ChatGPT by OpenAI in November 2022 made generative AI tools widely available for the first time. Google Bard, Microsoft Bing, Jasper and a host of other research and content generative tools followed almost immediately. As a result, many public relations practitioners experienced feelings of excitement or being overwhelmed at the possibilities, sometimes both at the same time.

Similar tools such as Adobe Firefly, DALL-E, Midjourney and Stability AI are being used to generate digital images while other AI applications are emerging for video, audio and music. AI-powered chatbots and virtual assistants, such as Chatfuel, ManyChat and IBM Watson, are becoming popular to enhance web interactions and customer service. PR practitioners are also using AI tools like Google Analytics, Brandwatch and Tableau, to process and analyze data faster and gain valuable insights from large datasets. At the heart of these platforms is the common use of “large language models” (LLMs) that draw upon vast amounts of data from the internet and apply algorithms and machine learning to craft human-like responses to user prompts.

For PR practitioners, these technologies promise to transform the way we work, enhancing productivity by aiding in content creation for materials such as emails, news releases and presentations as well as performing research, data analysis and language translation. The use of these AI technologies allows practitioners to engage in higher-value critical thinking. Content generation tools for video and audio, like their text-based counterparts, also offer improved efficiency and potential cost savings.

The tools offer exciting possibilities. Yet, their capabilities and limitations also present potential ethical issues. While generative platforms produce output resembling human speech or realistic visuals, they inherently lack experiential cognitive ability, human understanding or judgment. The generated content is based on algorithmic patterns embedded in the tools’ programming. While often accurate, the output in some instances deviates from reality. For example, images created using platforms such as DALL-E may weave in nonsensical or unrealistic elements. Furthermore, timeliness of information can be a concern. While ChatGPT is now able to provide current information, that may not be the case for all tools.

In all cases, the ease and risk of spreading misinformation is high. Generative AI’s reliance on vast available datasets presents a substantial risk of inadvertently sharing proprietary information, trade secrets and intellectual property. Conversely, plagiarizing and infringing on copyrights, even unintentionally, is a concern, given the lack of explicit source disclosure in outputs. Another challenge lies in the biases ingrained in AI. Due to the nature of their training data – essentially an accumulation of human-generated content – these tools may reflect existing attitudes and prejudices.

PR practitioners’ innate curiosity is an advantage especially when it comes to an innovation like generative AI. To fully embrace AI’s promise and avoid potential ethical pitfalls, we must know how these tools operate. Without such knowledge, we risk omitting the essential human element the communication is meant to serve.

## CHALLENGING OUR PROFESSIONAL ETHICS

As AI technologies continue to proliferate, it is incumbent upon PR practitioners to know how and when to ethically use them. There is no better time than the present for examining ethical dilemmas and questioning how this technology can positively impact PR practice. Just as social media emerged as a different way to communicate with audiences, its use did not diminish our need to adhere to our enduring professional ethics. Their emergence did, however, cause us to revisit how our ethics are applied to the daily work of the PR profession.

When technology transforms PR practice, it's worth pausing to remind ourselves of our obligations — to our organizations and clients, their stakeholders and others. The [PRSA Code of Ethics](#) provides a clear roadmap for navigating our responsibilities. Because we help to shape and maintain reputation, communication and relationships between our organizations and the public, we are obligated to consider the impact of our actions and decisions on the greater good, as well. Without due diligence, the use of AI tools to improve a campaign's results, for example, may end up doing harm by exposing proprietary or personal data, perpetuating biases or similar unforeseen consequences.

It is a testament to the PRSA Code of Ethics that the Code remains as relevant to our world and work today as when it was written, even when innovations such as AI arise. This resilience is encapsulated in the Code's Professional Values, the bedrock principles that guide our conduct and uphold the integrity of our profession.

The Code champions values such as informed public debate (advocacy), accuracy and truth (honesty), providing the highest quality work (expertise), being objective and accountable for actions (independence), being faithful and working for the public interest (loyalty), and encouraging free expression (fairness). Additionally, when using AI tools practitioners should weigh the impact of AI outputs on stakeholders and the public, and how AI outputs protect and advance informed decision-making (free flow of information).

PRSA's Code of Ethics was developed in 1950, early in our Society's history, to enhance the professional stature of public relations. PRSA has revised the Code several times since, yet our commitment to serving the public good and, therefore, our special obligation to operate ethically has not waned. (Whitman & Guthrie, 2018). The Code serves as a foundation for ethical decision-making in the public relations profession by anticipating ethical challenges members may face in professional practice and advising on the proper conduct.

With the advent of generative AI, we turn to our tried-and-true Code of Ethics to provide guidance on preventing and managing potential ethical challenges that may arise from the improper use of AI tools. This guidance builds on the earlier work of the [PR Council](#), [Chartered Institute of Public Relations](#), [Global Alliance](#), and the [U.S. Department of Defense regarding the impact of AI on the PR profession](#).

# GENERATIVE AI: ETHICAL ISSUES AND BEST PRACTICES

A proactive and thoughtful examination of potential ethical issues with the use of AI tools helps to ensure privacy, fairness and transparency, and mitigate potential biases. In addition to PRSA's Professional Values, at least five Code of Ethics Provisions relate to the use of generative content.

## Free Flow of Information

This Code Provision speaks to “protecting and advancing” accurate and truthful information, as it “is essential to serving the public interest and contributing to informed decision-making in a democratic society.”

How this Code Provision relates to Generative AI tools	Example(s) of improper use	Guidance on proper use
AI can streamline efforts to personalize messages and provide information and data to create meaningful insights. However, when used inappropriately or negligently, harmful or incorrect information can be disseminated.	An AI tool used by a public relations firm to automatically generate and personalize email messages is not administered/supervised/monitored by a public relations professional and spreads dated, false or damaging content.	<p>Before using any material generated by AI tools, validate the sources of information. Check for accuracy.</p> <p>Determine whether vendors or partner organizations use AI and how they are using it. For example, what kinds of prompts do they use? Consider how such uses might affect your clients and the final outcome of your projects.</p> <p>To mitigate risk, avoid using material that may be plagiarized, erroneous, infringe on intellectual property rights, violate personal privacy, or discriminate.</p>

## Competition

This principle focuses on how the encouragement of “healthy and fair competition among professionals” cultivates an ethical atmosphere and nurtures a “robust business environment.”

How this Code Provision relates to Generative AI tools	Example(s) of improper use	Guidance on proper use
AI may be used to screen resumes by searching for key terms relevant to position descriptions. While the programming is meant to be unbiased, a hiring manager must still be on the lookout for trends that reflect bias and limit diversity, equity and inclusion.	A hiring manager solely relies on AI to provide returns relevant to an advertised job without reviewing whether the pool of applicants reflects the known diverse traits in a competitive labor market.	While AI may be effective at screening applicants, it still takes human intervention to ensure a diverse pool of applicants are selected to compete for the position.

## Disclosure of Information

This Provision in our Ethics Code focuses on informed decision-making in a democratic society, the intent being to build trust with the public by revealing all information needed for responsible decision-making.

How this Code Provision relates to Generative AI tools	Example(s) of improper use	Guidance on proper use
AI can easily generate content that appears to be written by different people.	<p>Front groups: “Avoid the lure of AI turning your “grassroots” campaign into “astroturf.” A member implements “grass roots” letter-writing campaigns to legislators on behalf of undisclosed interest groups.</p> <p>For example, “ChatGPT, please write for me a letter from fifty different people with names similar to those located in a [region of the country or ethnic origin] to legislators in [state] about [issue].”</p> <p>The program will quickly generate content, but doing so may misrepresent actual public sentiment and is dishonest.</p>	<p>How to properly use AI for letter writing campaigns to legislators:</p> <p>Use as a grammar checker or editor to review original content from clearly identified, genuine constituents from disclosed interest groups prior to sending to the legislator.</p> <p><i>Note of caution: using biased information in the development of products created by large language models exacerbates the spread of misinformation because the generative AI is learning the bias.</i></p>
AI tools offer a robust means to process and analyze vast amounts of financial data, which enhances the transparency of financial reporting. As AI becomes more prevalent in financial analysis, professionals in investor relations or corporate communications will find it more challenging to misrepresent or fabricate results. However, it's essential to note that not utilizing AI's insights doesn't inherently imply deception.	<p>Lying by omission: “A practitioner for a corporation knowingly fails to release financial information, giving a misleading impression of the corporation's performance.”</p> <p>For example, failing to use the financial information the AI provides.</p>	<p>How to properly use AI to release financial information:</p> <p>AI tools that are being applied to analyze financial data and trends provide a degree of certainty in the credibility of that financial information (although there always remains a margin for error). This makes it difficult for a practitioner to claim plausible deniability when failing to accurately represent corporate performance. AI, for this provision, should make PR practitioners more accountable. The quality of the AI tool and the data its analyzing are also important factors to consider.</p>

How this Code Provision relates to Generative AI tools	Example(s) of improper use	Guidance on proper use
<p>The Code calls for PRSA members to act in the public interest, advocate for media literacy, and correct misinformation and disinformation when discovered.</p>	<p>“A member discovers inaccurate information disseminated via a website or media kit and does not correct the information.”</p> <p>For example, bad actors are increasingly using generative AI to create content with the intent of spreading disinformation.</p>	<p>Use AI to correct and stop the spread of mis- and disinformation.</p> <p>If a practitioner spots disinformation, the principle of correcting the information/record still applies. While the proliferation of disinformation has created challenges for fact-checkers, some organizations are training AI to spot and help correct the record.</p> <p>Practitioners should encourage and support AI fact-checking efforts. Moving toward fully automated fact-checking is likely the only way to compete with AI-generated falsehoods.</p> <p>Also, members should support the development of AI fact-checking and its ability to proactively correct the record.</p>
<p>AI can flood websites, social media accounts, chat boards and other digital platforms by creating fake accounts.</p>	<p>“A member deceives the public by employing people to pose as volunteers to speak at public hearings and participate in grassroots campaigns.”</p> <p>For example, an army of chatbots, fake accounts, or imposters are created, claiming to be authentic.</p>	<p>Use AI to stop the spread of digital imposters:</p> <p>As in the previous example, practitioners need to be bold. We must hold to our core value of honesty and be willing to identify and openly admonish those who pretend to be something they are not.</p> <p>We must also encourage and work with AI developers in the work to counter increasingly realistic deepfakes and imposters. As generative AI becomes more refined at creating deepfakes, AI allies will need to be one step ahead to protect truthful information.</p>



## Safeguarding Confidences

The intent of this Ethics Code Provision is “To protect the privacy rights of clients, organizations and individuals by safeguarding confidential information.”

How this Code Provision relates to Generative AI tools	Example(s) of improper use	Guidance on proper use
Publicly accessible or “open” AI tools are increasingly being used by businesses, which increases the risk of individuals uploading sensitive, proprietary, or confidential data such as personal health information and trade secrets. Once AI has data, AI may have it forever and the data can be used in countless ways.	An employee accidentally leaks sensitive internal information by uploading it to an AI generative text tool.	Generative text tools have a number of uses, such as improving productivity and workflow, which can be highly beneficial to public relations professionals.  Exercise caution when using such tools in managing sensitive information. An example is the use of generative text tools to create a presentation that includes client trade secrets.

## Enhancing the Profession

This principle emphasizes the goal for public relations professionals to continually “strengthen the public’s trust in the profession.” Practitioners should foster “respect and credibility” for their work and “improve, adapt and expand professional practices.” AI presents risks to the PR profession’s commitment to accuracy, transparency serving the public’s interest, and other reputational threats to the profession.

How this Code Provision relates to Generative AI tools	Example(s) of improper use	Guidance on proper use
AI presents risks to the PR profession’s commitment to accuracy, transparency serving the public’s interest, and other reputational threats.	<p>AI writes a blog post about a medical issue and does not use credible sources.</p> <p>AI collects personal data from social media platforms about an individual’s interests and preferences and then uses this data for social media profiling and the creation of emotionally manipulative content.</p> <p>AI is used for hiring employees and algorithms discriminate against females and people of color, or based on age or religion, and other audiences.</p>	<p>Form interdisciplinary teams across the organization to guide the design, creation and deployment of AI in communication and business practices. Public relations professionals should serve as the ethical conscience throughout AI’s development and use.</p> <p>Educate employees to critically think about ethical challenges and consistently apply ethical guidelines when working with AI.</p> <p>Maintain transparency about how AI is being used, and seek input from internal and external audiences about AI practices and how its use is communicated.</p>



# COST-BENEFIT ANALYSIS FOR THE USE OF GENERATIVE AI TOOLS

Opportunity/Benefit of using Generative AI tools	Potential Risk(s)/Ethical Challenge(s)	Guidance on proper use
Improve communication content, serve as personal editor, proofreader.	May be used intentionally or unintentionally to spread misinformation. AI may invent fake information, and is prone to “hallucination,” making up facts that have no basis in reality.	<p>Always fact-check data that generative AI provides. AI chat tools can sometimes produce fabricated or inaccurate information.</p> <p>For instance, when writing press releases, be cautious because generative AI can create fictitious content, specifically fake quotes. An ethical approach to using AI means the PR practitioner is making conscious and informed choices throughout the process. Rather than letting AI solely dictate the content, use the technology as a supplementary tool, guiding it with precise prompts and rigorously editing its outputs. This ensures the final product is created with AI assistance, not purely AI authorship.</p>
Gather research, frame an issue. (Likened to working with a high school intern.)	<p>Potential disclosure of proprietary information to the application which could include trade secrets and intellectually protected information.</p> <p>(Unless using a closed loop, proprietary tool, users’ content is saved in the AI application and may be shared with other users.)</p>	<p>Be aware and cautious about what is submitted into an AI platform.</p> <p>Sensitive, private, and proprietary information should be separated from use in the platform.</p> <p>Good AI work requires deliberate decisions made upfront by the user. The user, not the AI platform, is responsible for making appropriate, ethical decisions.</p>
Content Generation	<p>Unintentional copyright infringement or plagiarism of others’ content or likeness poses potential legal liability, although it is unclear how copyright law pertains to nonhuman generated content. For example, if AI creates two identical texts, can one user sue the other for copyright infringement?</p> <p>Copyright issues in AI are two-fold. First, there is the issue of not receiving copyright where there is not enough human interaction to meet the threshold of originality as set forth in the U.S. Code.</p> <p>Second, the issue in copyright infringement is serious because AI software uses large language models (LLMs) and an amalgamation of content pulled from voluminous sources. It does not necessarily cite or inform the user of the content origin.</p> <p>Use of AI tools presents potential violation of agency agreements re: ownership of materials produced on clients’ behalf or “work made for hire.”</p> <p>The lack of disclosure by employees when using generative AI in drafting or creating content may result in these and other infringement consequences.</p>	<p>To claim ownership of work generated through AI, make sure the work is not solely generated through AI systems, but has legitimate and substantive human-created content.</p> <p>Always fact-check data generative AI provides. It is the responsibility of the user – not the AI system – to verify that content is not infringing another’s work.</p> <p>AI chat tools are proficient at fabricating information. For instance, in press releases generative AI can create phantom content, specifically fake quotes.</p> <p>Appropriate, ethical use of AI means the PR practitioner is making deliberate choices. Use of prompts and refined editing in the end product created with AI assistance, and not purely AI authorship, is appropriate.</p>

Opportunity/Benefit of using Generative AI tools	Potential Risk(s)/Ethical Challenge(s)	Guidance on proper use
<i>Content Generation (continued)</i>	Unintentional bias may occur in generated content.	<p>Understand that there are limits and what the limits are of the AI software and platform used.</p> <p>Utilize audits to ensure that AI programs are not creating unintentional bias or discrimination of content or reviews. An AI audit is used to evaluate AI systems to ensure they work as intended without bias or discrimination and are aligned with ethical and legal principles.</p> <p>This is especially important in AI use in employment, promotions and work evaluations.</p>
	Translation into other languages may not be accurate.	<p>Use caution when performing language translation using AI tools.</p> <p>For more common language pairs and straightforward sentences, ChatGPT can provide accurate and coherent translations. However, for more specialized or complex translation tasks, especially involving idiomatic expressions, technical terminology, or nuanced cultural differences, the quality of the translation might not be as high as that of a specialized translation service or a human translator.</p>
	<p>Generative AI cannot think as humans do. It is not a replacement for experience or insight. However, generative AI has the ability to process and return information based on probabilities, though not from experiences.</p> <p>Causality is also a problem for AI's process of generating content. Perhaps most importantly, human thought is rooted in a complex system of reflection and rumination. This turning over of thoughts in our mind helps to create innovative solutions to problems. AI is not yet equipped for that type of sophisticated process.</p> <p>AI is not a questioning philosopher such as Socrates, or subject to strikes of genius, such as the moment Isaac Newton saw an apple fall to the ground. As such, AI is not a replacement for human cognitive processes, especially in terms of problem-solving, which is what PR practitioners and communication professionals are hired to do.</p>	<p>Recognize the limits of the technology and acknowledge the sophistication and expertise of personal knowledge.</p> <p>AI is not a substitute for human judgment, and it cannot replicate human experience.</p> <p>AI platforms do not mull problems, have epiphanies, or moments of brilliance like humans. Rather, the generative AI model is a byproduct of human creation, and AI reflects the knowledge we've created for millennia.</p>
	<p>As generative AI advances, the platforms will update information. However, it is important to note that platform updates are limited to a finite number of resources.</p> <p>Working conditions for those inputting AI content have become a top-of-mind issue. Issues of sustainability, living wages, worker health, mental health, worker exploitation and the carbon footprint of AI platform work is an emerging problem. This results in both an issue for the frequency of updates for information, but also a larger ethical and moral issue of how the use of AI may perpetuate inequality and mistreatment of workers.</p>	<p>Verify all AI-generated information to ensure accuracy.</p> <p>Be mindful of what platforms you use and analyze if those platforms' practices align with your clients' or organization's.</p>

## REFERENCES

Pequeño, A. IV. (2023, September 27). *Major ChatGPT Update: AI Program No Longer Restricted To Sept. 2021 Knowledge Cutoff After Internet Browser Revamp*. Forbes.

PRSA Code of Ethics. PRSA.

Whitman, B. J., & Guthrie, J. (2018). *PRSA & Ethics: A History of Our Commitment to Integrity and Education*. BEPS History, Timeline Participants, Research & Evolving Standards in Public Relations: A Historical Examination of PRSA's Codes of Ethics.

Cover Art Credit: VRVIRUS

## ACKNOWLEDGEMENT

Special thanks to the members of the PRSA Board of Ethics and Professional Standards, and to Michael Cherenson, APR, Fellow PRSA, Anthony D'Angelo, APR, Fellow PRSA, and Mark McClennan, APR, Fellow PRSA, for their insights and perspectives.

# What is AI and how are we approaching it?

*Nishant Shah, Special Advisor for Responsible AI, State of MD*

# What is AI? The context we're working in.

- Definition for today: Machines that mimic human intelligence to make predictions and perform tasks based on collected data, and get better at doing so over time.
- “AI” first coined in the late 1950s, but there’s been a renaissance in the last 15 years: exploding data & [more/cheaper] computing power.
- Examples in consumer technology: “You might also like...”; “recommended for you...”; personalized ads
- True “liftoff” in public consciousness with the advent of generative AI, powered by foundation models (like OpenAI’s GPT4).
- Next up: years of rapid breakthroughs in AI capabilities, intelligent agents, and use cases across industries

# AI Risks

# AI Risks & Concerns

- Algorithmic bias & discrimination
- Privacy issues
- New cybersecurity vulnerabilities
- Misinformation & disinformation
- Deepfakes
- Hallucinations
- Model drift & poor performance
- Unintended uses
- Liability / copyright risks
- Sustainability & energy use concerns
- Ethical gray areas

# The AI Executive Order

*Catalyzing the Responsible and Productive Use of AI in Maryland State Government*



# AI Executive Order: Catalyzing the Responsible and Productive Use of AI

1. Establishes the principles that internal use of AI should abide by
2. Establishes a Governing body responsible for executing the EO and advising the governor
3. Mandates creating and operationalizing a clear AI Governance Framework
4. Mandates us to find ways to upskill the state workforce and get in short term talent
5. Asks for deep dives and recommendations in 3 key domains: economic development, workforce, security.
6. Asks for experimentation in the form of proofs of concept and pilots

# Next Steps

# Build out internal and external partnerships & mechanisms

- Ensure we have the right teams, governing body, experts, voices at the table as we execute against the EO
- Internal mechanisms
  - Subcabinet working rhythms
  - Cross-agency working teams for EO initiatives
  - Identify an “AI Lead” for each agency
- External partnerships & engagement
  - Academia
  - Industry
  - Civil Society
  - Labor

# Flesh out & operationalize each principle

- For each principle: what does it look like if fully adhered to?
- How do we operationalize each one?
- Short vs. medium term: building out the action Plan
- Risk/Impact Assessments
- Procurement implications
- Streamlining cyber, privacy, and AI governance requirements to avoid overburdening state processes

# Better understand current use & create an inventory

- Low current use, but requests will increase rapidly this year
- Examples:
  - License Plate Readers @ Maryland State Police
  - Facial Recognition for Driver's Licenses @ Motor Vehicles Administration
  - Azure and Microsoft Power Platform @ State Highway Administration
  - "Shadow IT" - use of publicly available tools for state business that we can't detect, sometimes on personal devices
- Next up: stand up an AI Inventory that is updated on a set cadence

# Issue Generative AI “interim” guidance

- For leveraging publicly available GenAI tools (eg - ChatGPT, Microsoft Copilot)
- Note best practice use guidelines, uses that we don't believe yet abide by our principles, and where and when disclosures would be required.
- Unlocks experimenting with AI agents and addresses shadow IT
- Combined cybersecurity, privacy, and AI governance perspectives

# Use cases & experimentation

- Identify key use cases in line with the governor's priorities that we want to funnel experimentation towards
- Examples:
  - Help residents cut through bureaucracy to access info they need
  - Find universally hated processes and experiment with improvements
  - Improve translation and accessibility services
  - Run workshops with agencies to unearth what's possible and get a short-list of use cases
- Serve as a state-wide catalyzer: as agencies make asks around AI, find ways to structure their work as experiments & pilots, so we ensure they are learning opportunities and whether they are repeatable elsewhere.

What we do in the  
next two years will  
determine the next  
dozen.



# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, County Commissioners Office

**ITEM TYPE:** Discussion

**AGENDA SECTION:** Briefings-Afternoon

**SUBJECT:**

- **\*\*TO BE RESCHEDULED\*\* Discussion: Collaborative Community Improvement Projects**  
(Ms. Renesha miles, Chief Equity Officer, Department of Human Resources; and Ms. Doria Fleisher, Community Engagement Coordinator-Media Services, Office of the County Administrator)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[Community Improvement Project Proposal presentation2.pdf](#)  
[ROC Initiative.pdf](#)

# Collaborative Community Improvement Projects

Renesha Miles, Chief Equity Officer  
Doria Fleisher, Community Engagement Coordinator  
Charles County Government



# Background & Proposal



- Relationship between Community Engagement (Media Division) and Office of Diversity, Equity, and Inclusion
- Connecting with community through the Common Ground & Conversation model (April –August 2023)
- Response to Commissioner Bowling's request

# Collaborative Community Improvement Projects Proposal

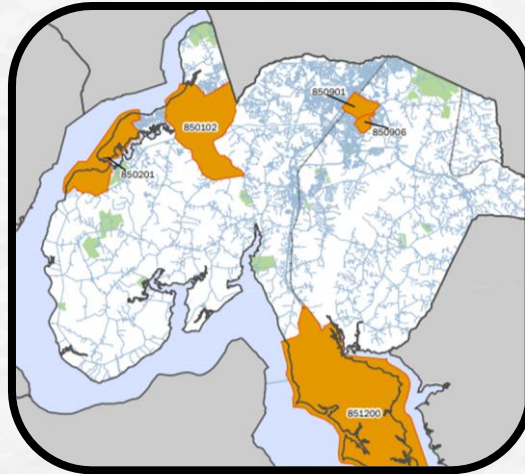


Implementation of a 21-month pilot program that promotes collaboration between Board of County Commissioners, County Government employees, and community members to :

- Learn about available resources and programs
- Discuss community's opinions on valuable needs & improvements
- Implement measurable projects that align with Commissioner Goals & Objectives

**These intentional and facilitated discussions will lead to a specific plan of action with measurable outcomes.**

# Collaborative Community Improvement Projects Objectives



- To create accessible and equitable opportunities for residents in and around Equity Emphasis Areas to come together in their communities
- To create civil & productive two-way dialogue between Charles County Government and its residents.
- To develop measurable action plans that incorporate resident investment, commitment of Charles County Government services, and focus of elected officials



# Collaborative Community Improvement Projects Stakeholders



# Collaborative Community Improvement Projects Overview



## Identification of Communities

One community identified as Equity Emphasis Area from each district selected.



## Survey

Residents complete survey on current engagement/satisfaction.



## Community Meeting

Brief staff presentations on focus areas, followed by facilitated conversation.



## Draft Plan

CCG staff draft plan. Community has opportunity to review.



## Plan Implemented

Getting the work done!



## Review of Progress

2<sup>nd</sup> Community Meeting. Review of progress. Residents complete post-survey.

# Recommended Implementation Timeline





# Options for Funding



## **Option 1: Use of Additional Funding**

- BOCC could request enhancement of FY25 budget to include consistent, equitable funding for each project



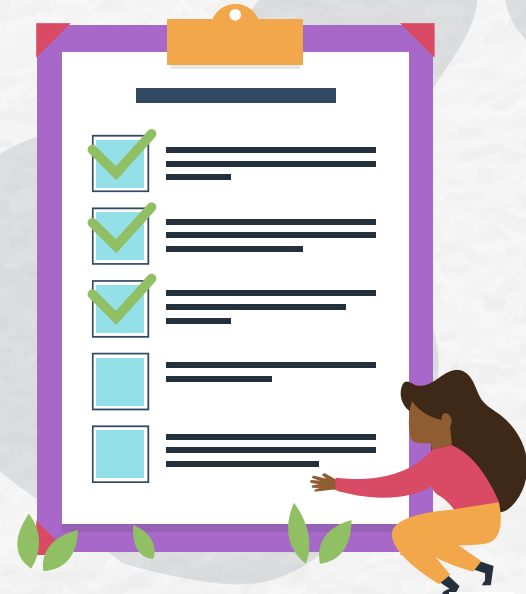
## **Option 2: Use of Current Funding**

- CCG staff would work with communities to determine available programs and options for projects using current allocated funds

For either option, funding is needed for supplies and materials at community meetings.

# Next Steps

- Determination of funding
- Schedule meetings with department representatives for goal areas
- Begin timeline of community selection for June 2024



# Charles County Government

200 Baltimore Street • La Plata, Maryland 20646

301-645-0550 • 301-870-3000 • MD Relay Service: 7-1-1 • Relay TDD: 1-800-735-2258



Learn more at...

[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)



**Mission Statement** – The mission of Charles County Government is to provide our citizens the highest quality service possible in a timely, efficient and courteous manner. To achieve this goal, our government must be operated in an open and accessible atmosphere, be based on comprehensive long- and short-term planning and have an appropriate managerial organization tempered by fiscal responsibility. We support and encourage efforts to grow a diverse workplace.

**Vision Statement** – Charles County is a place where all people thrive and businesses grow and prosper; where the preservation of our heritage and environment is paramount; where government services to its citizens are provided at the highest level of excellence; and where the quality of life is the best in the nation.

**Equal Opportunity Employer** – It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.



# Thank you for your time!

**CREDITS:** This presentation template was created by [Slidesgo](#), and includes icons by [Flaticon](#), and infographics & images by [Freepik](#)

The purpose of the ROC program is to change CCG from being a governing body that is reactive to its citizen members into a proactive entity that actively seeks out where its services are needed.

Our current CRO system, while responsive as it is, will only continue to be overburdened as we suffer the growing pains of a growing citizen population while CCG fails to grow in sync. ROC aims to streamline the citizen not only aims to relieve the burden of the CCG employee but also to empower its citizens. ROC aims to provide education and knowledge to those community advocates much like the citizens academy. This is much like taking the citizens academy to the population and systematically reaching one community at a time.

This BOCC has made a clear effort to avoid duplication of services but one of the main problems in this area is that there is not one source of information for all services. County departments, and even Divisions within departments have systems that do not communicate with each other. Step one of the ROC program requires each division to compile a complete list of services and programs that it offers citizens. It is imperative that we work alongside other agencies in our area to include: DSS, CCSO, DHS, CCPS to form a partnership during the ROC process in these communities. We must be able to tap into each other's knowledge to better be of service. I recommend a formal meeting of County departments along with other agency leaders to explain and seek buy-in for the program. This meeting may also include non-profit and faith-based organization leaders.

Step 2: Each Commissioner identifies an area in his or her district: what criteria are they using to choose. Do we use the programs/services list?

3: Coordinate Community meeting in each of those areas

4: Identify the program/service need in community

5: Identify org to take lead

6: Meet to discuss game plan, approach,

7: Begin to educate community on services

Build on existing strengths and assets.

Respond to community priorities as part of the process.

This is much like taking the citizens academy to the population and systematically reaching one community at a time.

The initiative was designed to not only revitalize the neighborhoods, but also to engage the people living there.

**By addressing these neighborhoods in need, we can connect them with orgs who can direct them re: community grants, state funding, ccso, street improvements, paint and façade programs, Conservation groups. Sensitive to the social and economic characteristics of that particular community.**

**Address poor physical conditions: deteriorating buildings and living units, absence of landscaping, inadequate parking, presence of trash, lack of play areas and usable open space areas, reckless driving, lack of security in the area.**

#### **Thoughtful comprehensive approach**

Improve access to parks, trails, and open space.

Aggressively seek to involve new sectors of the community through a unique blend of grassroots outreach, culturally sensitive engagement, and participatory planning techniques.

The general plan update education and engagement strategy used for the foundation for education and engagement of residents that has become useful in solving subsequent problems and addressing ongoing community concerns.

**Partnering with community-based organizations and consultants is important. However, it is important to make sure the agency is deeply engaged and “owns” the information and relationships developed during the process to create a legacy that goes beyond the individual effort.**

- **Assess conditions in the neighborhood**
- **Identify clear vision for the future of the community**
- **Developing an implementation strategy**
  - **Housing conditions**
  - **Safety**
  - **Parking**
  - **Trash**
  - **Common open space**

- **Schools**
- **Landscaping**

Feedback from other agencies:

City staff worked with consultants and non-profit organizations to engaged residents during their daily errands, distributed flyers and hung banners in both English and Spanish on major streets, at corner stores, Laundromats, and coffee shops to promote upcoming public meetings. In addition, city staff and volunteers met the residents at community events to inform them about the city planning process and to listen to their needs.

Once at the meetings, residents participated in interactive discussions, small group exercises, informal discussion and workshops. The meetings also contained fun elements such as games and raffles to maintain interest and encourage participants to remain at the meeting. Meeting organizers noted that because many of the Latino residents previously had not been involved in the local decision making, many of them started off by talking about “small concerns. With the help of the facilitators, the city was able to expand upon those concerns to help develop a future vision for the city. Facilitators made sure that each meeting had a specific objective and built upon the information received through the public discussions, which fostered open dialogue and trust.

The extensive outreach process resulted in an ongoing, regional collaboration called the Prosperity Network, which includes economic and educational professionals, business leaders, representatives from civic groups and local officials throughout the county.

Residents contributed a lot when they felt comfortable doing so. Feedback from residents showed that people preferred smaller group discussions and found them more productive than larger forums.

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto, Department of Public Works

**ITEM TYPE:** Update

**AGENDA SECTION:** Briefings-Afternoon

**SUBJECT:**

- **Bi-Monthly Update: Western Parkway Roadway Improvements**  
(Mr. Brian Kagarise, Acting Program Manager, and Mr. Martin Harris, Director, Department of Public Works)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[Western Parkway Commissioners Update Presentation on 2-27-24\\_DRAFT \(002\).pdf](#)





# **Charles County Government**

## **Project Update**

## **Western Parkway Roadway Improvements**

### **Department of Public Works** **Capital Services Division**

#### **Presented By:**

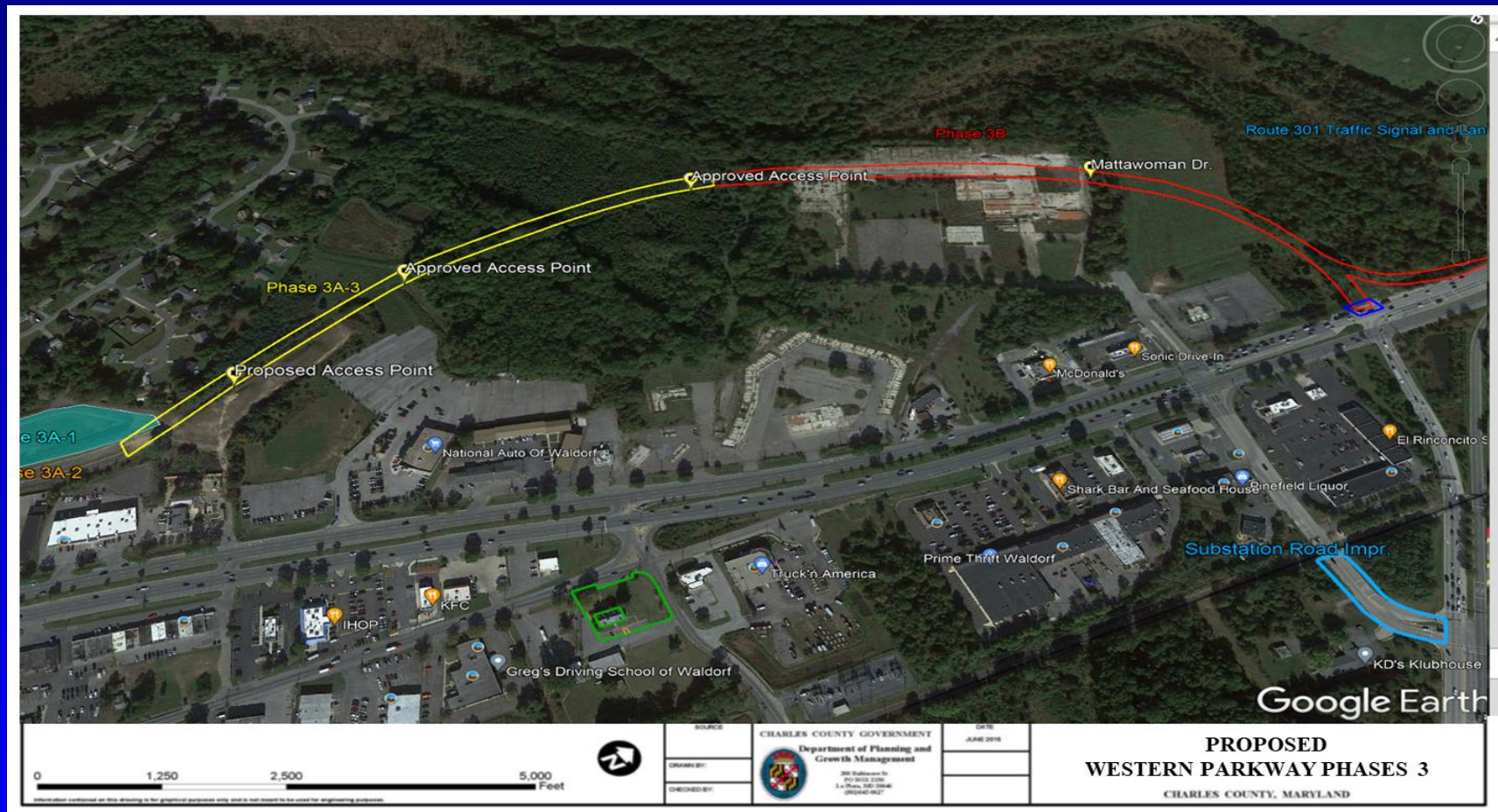
**February 27, 2024**

Martin Harris, Director of Public Works

Brian Kagarise, P.E., Acting Chief and

Acting Program Manager of Capital Services

# Western Parkway, Phase 3



## Project Descriptions:

**Phase 3A-3:** Construct an 1,165-linear foot extension of Western Parkway to include a four-lane divided roadway with a shared use hiker/biker facility.

**Phase 3B:** Construct a 2,735-linear foot extension of Western Parkway to include a four-lane divided roadway with a bridge structure, retaining walls, hiker/biker trail, and sidewalk.

# Western Parkway, Phase 3

---

## Phase 3A-3:

### **Permit Status:**

- Soil Conservation District (SCD) Sediment & Erosion Control Permit:
  - approval received Oct. 16, 2023
- County's Development Services Permit:
  - review complete received Jan. 4, 2024
- Maryland Department of the Env. (MDE) & US Army Corp of Engineers (USACE) environmental permits:
  - **Details presented in a later slide**

### **Future Milestones:**

- Issuance of the Development Services Permit and advertisement for construction upon MDE/USACE approvals and authorizations

# Western Parkway, Phase 3

---

## Phase 3B:

### Permit Status:

- SCD Sediment & Erosion Control Permit: submission anticipated in March, concurrent with County permit submissions until approved
- County's Development Services Permit:
  - 95%-100% design plan package: submission anticipated in March
  - Final Forest Conservation Plan: submission anticipated in April
- MDE & USACE environmental permits:
  - Details presented in a later slide

### Future Milestones:

- Issuance of the Development Services Permit and advertisement for construction upon MDE/USACE approvals and authorizations

# Western Parkway, Phase 3

---

## Phase 3B (cont'd.):

### **Next Steps:**

- Ongoing coordination with the Waldorf Station Owner/Developer to:
  - determine and work through the process and procedure for on-site forest conservation mitigation
  - receive the on-site public easements required for Western Parkway
  - finalize the Right-of-Entry Agreement for construction of Western Parkway

# Western Parkway, Phase 3

## Phase 3A-3 and Phase 3B:

### Permit Status:

- MDE's (new) environmental permit(s):
  - Tier II Analysis: The Social and Economic Justification for the Tier II review was deemed acceptable on Feb. 15, 2024. Forest conservation easements and covenants shall be submitted for each phase for approval.
  - 30-day Public Notice and Public Hearing: The process for Certification of Notification is underway with submission anticipated in March. Capital Services requested MDE's concurrence for scheduling the public hearing during the Public Notice period to expedite the approval process.
- USACE's environmental permit(s):
  - Water Quality Certification: MDE determined the Certification remains valid for the duration of the existing USACE permit (exp. Dec. 31, 2025)
- Review and approval of MDE's Tier II analysis and the Non-tidal Wetlands and Waterways authorization continue to be the critical paths at this time.

# Western Parkway Roadway Improvements

---

Thank You





**Presented By:**

**Charles County Government  
Department of Public Works**

**(301) 932-3440 • [DPF@charlescountymd.gov](mailto:DPF@charlescountymd.gov)**

**10403 Audie Lane, La Plata, MD 20646**

**MD Relay Service: 7-1-1**

**Equal Opportunity Employer**

**It is the policy of Charles County to provide equal employment opportunity to all persons regardless of race, color, sex, age, national origin, religious or political affiliation or opinion, disability, marital status, sexual orientation, genetic information, gender identity or expression, or any other status protected by law.**

**[www.CharlesCountyMD.gov](http://www.CharlesCountyMD.gov)**



# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Update

**AGENDA SECTION:** Charles County Boards and Commissions Annual Update

**SUBJECT:**

- **Briefing: Annual Update from the Charles County Police Accountability Board and Administrative Charging Committee**

**SUGGESTED ACTION:**

**ATTACHMENTS:**  
[2023 PAB Annual Report.pdf](#)

## INTEROFFICE MEMORANDUM

Equal Opportunity Employer



<b>TO:</b>	Board of Charles County Commissioners
<b>FROM:</b>	Charles County Police Accountability Board
<b>SUBJECT:</b>	2023 Annual Report- Police Accountability Board
<b>DATE:</b>	December 31, 2023

The Police Reform Act of 2021, codified at Maryland Annotated Code, Public Safety Article, Title 3, Subtitle 1 (the "Act"), requires that the Police Accountability Board ("PAB") for each county submit a report to the governing body of the county by December 31 for each year that:

1. identifies any trends in the disciplinary process of police officers in the county; and
2. makes recommendations on changes to policy that would improve police accountability in the county.

Eleven (11) meetings of the PAB were convened during CY2023, four (4) of which included representatives of the Charles County Sheriff's Office ("CCSO") and the La Plata Police Department ("LPPD").<sup>1</sup> In addition to the perfunctory agenda items, such as scheduling meetings, selection of a vice chairperson, etc., the first two quarterly meetings with CCSO and LPPD were also used to address several key components of the legislation, to include discussion of the process for transmitting investigative files to the Administrative Charging Committee ("ACC"), as well as statutory deadlines for completion of review by the investigating unit and disposition by the ACC within 1 year and 1 day.

Fortunately, the process for accessing investigative files by the ACC from CCSO and LPPD has been straightforward for the ACC, however, the PAB is concerned about the use by ACC members of their personal devices for accessing documents that may be sensitive and confidential in nature. Use of county-issued devices would provide additional security and ensure encryption from end to end. Currently, ACC members are accessing documents on their personal devices with varying levels of protection against malware and unauthorized redisclosure.

The PAB developed a complaint form to be used by members of the public to submit complaints of police misconduct. The form is available on the PAB webpage of the Charles County Government website. Complaints may also continue to be submitted directly to CCSO and LPPD, as was the previous process before the Act. To date, the PAB has not received any complaints of police misconduct utilizing its form; all investigations transmitted to the ACC were the result of complaints filed directly with CCSO and LPPD.

#### Administrative Charging Committee Statistics

To our knowledge, the Charles County ACC was the first in the State of Maryland to begin

<sup>1</sup> Md. Public Safety Code Ann. § 3-102(a)(1) mandates PAB hold quarterly meetings of law enforcement agencies.

reviewing cases in accordance with the Act. The ACC has received 44 complaints that include 98 violations of police misconduct as of November 2023. Each case requires review of the investigative file prepared by the agency in response to the complaint. The types of offenses alleged against officers is vast, but the most frequently complained of offenses include the following: 1. Performance of Duty; 2. Courtesy; 3. Traffic Stops; and 4. Bias.

Of the 98 violations contained in 44 cases, the ACC administratively charged the law enforcement officer for 23 violations. The officer was deemed exonerated or the violations alleged were deemed unfounded in 70 instances. To date, no complaint of bias or excessive force has been sustained by the ACC. A failure of supervision was identified by the ACC as causing or contributing to the officer's misconduct in 2 cases.

On average, the ACC considers 4-5 cases of police misconduct per month, and determines to administratively charge or to not administratively in approximately 23 days from receipt of the case. The PAB is especially appreciative of the hard work and dedication exhibited by the ACC, as they review investigative files outside of their scheduled meetings that may range from 40-100 pages, in order to be prepared to discuss and decide cases as a body on a monthly basis. The PAB recommends the compensation for ACC members be increased to better account for seriousness and time-consuming nature of the work completed by the ACC.

### Traffic Accidents

The ACC has also received 23 cases through the first 11 months of the year that CCSO determined were "traffic accidents;" in other words, cases involving an officer where it is undisputed that the officer, during the course of operating their employer-issued vehicle, was involved in a vehicular accident. The ACC requested in writing to CCSO that accident cases not be referred to the ACC unless they met a specific criteria involving "serious neglect, personal injury and/or driving while under the influence that involve citizen complaints." Despite this request, the ACC continues to receive traffic accident cases from CCSO. LPPD does not forward traffic accident cases, per the request of the ACC.

Traffic accident cases from earlier this year were reviewed by the ACC, but the ACC has since begun to return these cases without review and disposition. The PAB concurs with the position of the ACC with respect to declining consideration of accident cases that do meet an objective criteria. We believe review of traffic accidents is inconsistent with the purpose of the ACC - to consider police misconduct- which by its very nature includes a level of willfulness/intent not ordinarily found in traffic accidents. Additionally, ACC review of traffic accidents does not, in our opinion, serve to value the time and attention volunteered by ACC members.

The disagreement between CCSO and the ACC concerning the latter's responsibility to consider traffic accident cases may stem from the Act's definition of "police misconduct" as "a pattern, a practice, or conduct by a police officer or law enforcement agency that includes: being (1) depriving persons of rights protected by the constitution or laws of the State or the United States; (2) a violation of a criminal statute; and (3) a violation of law enforcement agency standards and policies." *Pub. Safety §3-101(g)*. An unofficial opinion by the Office of the Attorney General interpreted the enumerated subparts of the definition as being as three independent predicates for misconduct, therefore allowing even the most minor violation of agency standards and policies to qualify for consideration by the ACC.

The additional requirement that the police misconduct involve a "member of the public" may be accomplished by something as tenuous as an officer accidentally striking an inanimate object with his vehicle that is owned by a "member of the public." Therefore, a minor traffic accident may qualify in the

technical sense as "police misconduct involving a member of the public," but it remains difficult to square this interpretation with the common sense understanding of what is commonly thought of as "police misconduct."

Under the new landscape created by the repeal of the Law Enforcement Officers' Bill of Rights ("LEOBR"), and adoption of the Act, some agencies have erred on the side of transmitting virtually everything to the ACCs for fear of *getting it wrong*, while others have reserved only certain types of accidents for review by their ACCs. Both approaches, when left to the discretion of the agencies, may present problems for ACCs and the broader communities they serve. We are concerned that at least one of our county's agencies has taken the former approach without consideration for the ACC's request to refrain from inundating them with accidents that do not include allegations of the criteria identified by the ACC. Additionally, the PAB is concerned that we may face challenges in the future with keeping the ACC properly appointed if ACC members determine the amount of added work from accident is not reasonable or fulfilling, and no longer choose to volunteer. Lastly, the ACC is currently receiving traffic accidents from CCSO, while not receiving them from LPPD, creating a lack of consistency in our own county that does not advance our efforts to establish clear processes and protocols around implementing this new law.

### *Trial Board Processes*

The Act provides that if an officer declines discipline as recommended by the ACC pursuant to administrative charges, or higher discipline, as may be offered by the chief of the agency, the officer may request a trial board. As of November 2023, 8 requests for trial boards were received by officers.

According to the Act, the trial board process is determined by the affected agency. The trial board is constituted based upon the Act, and consists of 3 members who have each completed trial board training provided by the Maryland Police Training and Standards Commission. Charles County Government has negotiated agreements for the use of both administrative law judges through the Maryland Office of Administrative Hearings, and a retired District Court judge. Additionally, the PAB appointed member Jamila Smith as the civilian member to the trial board. The PAB is also in the process of appointing a second civilian member in order to ensure additional availability for holding trial boards when requested. The third member of the trial board, an officer of equal rank to the officer at issue, is appointed by the agency.

To our knowledge, Charles County was the first county in the State of Maryland to conduct a trial board under the Act. To date, Charles County has completed 6 trial board hearings, each of which were requests by CCSO officers. During the process of coordinating the hearings, it came to the attention of the PAB that when CCSO makes an offer of discipline based upon the decision of the ACC, the written policy of CCSO is to include and CCSO's recommended disposition and discipline. Additionally, if CCSO is of the opinion that the findings of the ACC are not supported by evidence or law, it is their written policy to prepare a memorandum to the officer explaining the position of CCSO to attach to the ACC charging document.<sup>2</sup> The PAB is very concerned about this process and the obvious impact of undermining the charges and discipline determined by the ACC. We do not believe this policy is consistent with the intent of the General Assembly when mandating the establishment of an independent ACC to review and decide complaints of police misconduct.

Pursuant to the Act, the agency is responsible for proving police misconduct by a preponderance of the evidence before the trial board. In instances where CCSO does not agree with the ACC charges,

---

<sup>2</sup> CCSO Administrative and Operational Manual, §3-716.

CCSO has determined it will not argue a case contrary to its position, understandably. Yet, according to the Act, it is their case to prove, not that of the ACC. There is no party to the trial board proceedings advocating the position of the ACC. In fact, once the trial board is requested, the agency may choose to negotiate lesser charges and discipline than what was decided by the ACC, or may choose to not put on any evidence before the trial board whatsoever, rendering the work of the ACC nothing more than an exercise in futility.

In all 6 cases decided to date by the trial board, CCSO and the officer have offered a negotiated settlement, or CCSO has not put on the evidence, and the trial board was left to find the officer not in violation of the charges found by the ACC. The Act is written in such a way that the trial board does not have the benefit of hearing the argument in support of the ACC's determination and the evidence relied upon to sustain an administrative charge of police misconduct, unless it is the will of the agency to share such information before the trial board. This, in our opinion, is counterproductive to the development of an independent and neutral third party to consider complaints of police misconduct, because if the officer requests a trial board, we are right back to pre-police reform days, with the agency deciding what to hold officers accountable for and what accountability looks like in terms of discipline. In the opinion of the PAB, there must be a mechanism for the ACC to intervene through legal counsel or become the primary party defending their charges in trial board proceedings, otherwise the Act will never be the transformative legislation the legislature envisioned.

#### PAB Membership and Training

When fully appointed, the PAB is comprised of 9 members. To date, 3 members resigned prior to the term expiration, of which 1 member was recently replaced. The PAB currently has 2 vacancies to include representatives from District 2 and District 4. The PAB would appreciate additional advertising of vacancies on the board to ensure the county is properly represented and the board will have the diversity of thought and background necessary to complete its objectives.

The PAB and ACC were recently invited by CCSO to attend a training titled *Human Perception vs Digital Video* intended to increase attendee's knowledge of body worn camera footage, as CCSO begins to equip officers with body worn cameras.

#### Recommendations

- County to issue 5 county-owned laptops to ACC members to better ensure proper security of confidential documents.
- County to adjust ACC members' compensation to an hourly rate rather than an annual stipend to better reflect the seriousness of their responsibilities and the time commitment required to dispose of complaints of police misconduct.
- CCSO to cease transmitting traffic accident cases to the ACC unless the traffic accident includes claims of willful neglect, personal injury, driving while under the influence, or complaints submitted by a member of the public.
- County to request a State legislative amendment to clarify that traffic accidents involving an officer, absent willful neglect, personal injury, driving while under the influence, or complaints submitted by members of the public, are not eligible for ACC review under Md. Public Safety Code Ann. § 3-104.

- County to request a State legislative amendment to amend Md. Public Safety Code Ann. § 3-106(a)(h) to allow the trial board process to be established by the ACC, and to allow the trial board case to be brought on behalf of the ACC.
- CCSO to cease providing the position of the agency along with the offer of discipline to the officer required pursuant to Md. Public Safety Code Ann. §3-105, as it does not comport with the purpose of the ACC recommendation under the Act, and effectively makes an offer of discipline less than that of the ACC recommendation in some instances, which is not permitted under the Act.
- County to request a State legislative amendment to amend Md. Public Safety Code Ann. § 3-105 to include clear language that prohibits inclusion of the position of the chief of the law enforcement agency in the offer of discipline and limits the ability to communicate a recommendation of the agency until such time as the officer has declined the offer of discipline from the ACC.
- County to enhance their recruitment efforts to be more aggressive and proactive when advertising vacancies on the PAB.
- PAB to request attendance of the LPPD Chief and CCSO Sheriff, rather than representatives, at least twice annually.
- PAB to provide the Board of Commissioners quarterly updates on high level information concerning the mandate of the PAB.

cc: Ms. Deborah E. Hall, Acting County Administrator  
 Mr. Wes Adams, County Attorney  
 Mr. Guy Black, Chairman, Administrative Charging Committee

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Boards and Commissions Updates

**AGENDA SECTION:** Charles County Boards and Commissions Annual Update

**SUBJECT:**

- **Briefing: Annual Update from the Ethics Commission**

**SUGGESTED ACTION:**

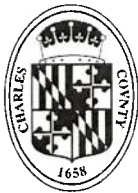
**ATTACHMENTS:**

[January 2024\\_Annual Report for Ethics Commission for 2023.pdf](#)


CHARLES COUNTY GOVERNMENT

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



**TO:** Christina Elkins  
Assistant Clerk to the Commissioners

**FROM:** Melody Weschler  
Acting Clerk to the Ethics Commission 

**SUBJECT:** Annual Report – Ethics Commission for 2023

**DATE:** January 16, 2023

The Ethics Commission is currently made of four members, Cecila Miller, Shara Hendler, Christopher Nickerson and Sarah Hazeltine. The Ethics Commission met 7 times during 2023, and during these meetings the Commission completed the review following:

- Ethics Inquires/Advisory Opinions 1
- Ethics Complaints 13
- Financial Disclosure Forms for 2022
  - 76 current employees
  - 5 former employees
  - 49 board/commissions members

Goals: The Ethics Commission has discussed reviewing the Charles County Ethics Code in 2024 to see if the code should be expanded. As required under the State Ethics Law, updates were made in 2022 to conform with changes during the 2021 General Assembly session.

The Ethics Commission updated the Rules of Procedures for the Ethics Commission in February of 2023.



Ethics Commission Attendance 2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Shara Hendler	P	P	P	P	P	N/A	N/A	P	N/A	N/A	N/A	P
Cecia Miller	P	P	P	P	P	N/A	N/A	P	N/A	N/A	N/A	P
Christopher Nickerson	P	P	P	P	P	N/A	N/A	P	N/A	N/A	N/A	P
Sarah Hazeltine												P

Charles County Ethics Commission  
Rules of Procedure

1. The Charles County Ethics Commission consists of 5 members and 1 alternate. A quorum is three.
2. The Commission shall meet at the call of the Chairman, but at least once every quarter of a year,
3. The Commission shall meet as necessary to issue advisory opinions or to conduct proceedings related to complaints. All proceedings shall be open to the public except as provided in the Code of Ethics with respect to complaints. The Commission is the advisory body responsible for interpreting the Code of Ethics and advising persons subject to the Code of Ethics regarding its application.
4. The concurrence of three members shall be required for an advisory opinion or a final determination of a complaint.
5. The Charles County Attorney shall assist the Commission in carrying out the Commission's duties. If a conflict exists for the County Attorney in a specific matter, the County shall provide sufficient funds for the hiring of independent counsel for the duration of the conflict.
6. The Commission shall hear and decide, with the advice of the Charles County Attorney or independent counsel, if authorized, all complaints filed regarding alleged violations of the Code of Ethics by any person.
7. The County Attorney shall retain as a public record all financial disclosure forms submitted by any person for at least four years after receipt by the Commission.
8. Any person subject to the Code of Ethics may request an advisory opinion from the Commission concerning the application of the Code of Ethics. The request shall be a public record, with the identity of the requestor deleted. The Commission shall respond promptly to a request for an advisory opinion and shall provide interpretations of this chapter based on the facts provided or reasonably available to the Commission within 60 days of the request.
9. Any person may file a complaint in accordance with 170-4(K) of the Code of Ethics. All complaints must be in writing (form available) and signed under the penalty of perjury.
10. The Commission may dismiss a complaint that fails to allege a violation of the Code of Ethics or permit an amendment of a deficient complaint or refer a complaint to the Charles County Attorney, or independent counsel, if authorized, for investigation and review,
11. The Commission may dismiss a complaint if, after receiving an investigative report, the Commission determines that there are insufficient facts upon which to base a determination of a violation.

Charles County Ethics Commission  
Rules of Procedure


12. If there is a reasonable basis for believing that a violation has occurred, the subject of the complaint shall:
  - a. Be advised in writing by the Ethics Commission that a complaint was filed with the Commission and the Commission has found a reasonable basis for believing a violation has occurred;
  - b. That the subject of the complaint may respond in writing, with any supporting documentation, to the Commission and
    - i. submit that as their response to the complaint and request that the Commission issue a ruling; or ii. submit it as their response and ask for a hearing; or
  - c. That the subject of the complaint may, without any written submission, request a hearing on the complaint, which will be subject to the Rules contained herein; and
  - d. Upon receipt of a written submission which is submitted as a response to the charges (without a request for a hearing), the Commission will meet and make determinations as authorized by these Rules.
13. A final determination of a violation resulting from the hearing shall include findings of fact and conclusions of law. The form and legal sufficiency of the findings and conclusions shall be approved by the County Attorney, or independent counsel if authorized.
14. Upon finding of a violation, the Commission may take any enforcement action provided for in the Code of Ethics.
15. After a complaint is filed and until a final finding of a violation by the Commission, all actions, including any enforcement or other judicial action, regarding a complaint are confidential.
16. Upon conclusion of the actions, including any enforcement or other judicial action, regarding a complaint, a finding of a violation is public information.
17. The following provisions apply to all complaints:
  - a. The complainant is not a party to any proceedings regarding a complaint and is not entitled to any notice or information regarding the complaint, other than acknowledgment of receipt of the complaint, or information to which the public may be entitled.
  - b. That after the Commission reviews the complaint at a hearing, within 5 days the Clerk shall send out 1 of 2 letters to the respondent, either stating that a complaint was received and will be investigated or that the complaint is dismissed and state its reason. Unless the complaint is dismissed pursuant to Section 170.04(k)(3), the subject of the complaint shall be given an opportunity to respond in writing or in person prior to conclusion of any investigation.

Charles County Ethics Commission  
Rules of Procedure

- c. The subject of a complaint may be represented by counsel at all stages of the proceeding.
  - d. If the complaint is not dismissed pursuant to Section 1 70.04(k)(3) or (k)(4), the subject of a complaint shall be given access to all information, documents and tangible objects received or acquired by the Commission in sufficient time to prepare for a hearing or to otherwise respond to the complaint.
  - e. The examination of witnesses at a hearing shall be conducted on behalf of the Commission by the County Attorney. or independent counsel if authorized. Members of the Commission may also question witnesses as to relevant and material matters.
  - f. At a hearing, the subject of a complaint shall have the right to introduce evidence, the right to question witnesses, the right to testify and the right to be heard.
  - g. The formal rules of evidence shall not apply at a hearing; provided, however, all statements shall be under oath and the authenticity of any document shall be established.
  - h. At any time after the filing of a complaint, the Commission and the subject of a complaint may enter into an agreement that the complaint will be dismissed, if a dismissal would not be inconsistent with the purposes and policies of the Code of Ethics, upon compliance with condition(s) that the subject of the complaint will take specified actions to cure the violation(s) and that the subject will take any other specified actions, including a penalty or remediation, that the Commission may lawfully Impose.
- 1. At any time after the filing of a complaint, if the complaint alleges the commission of a criminal offense, or if the Commission has reasonable grounds to believe that the subject of the complaint has committed a criminal offense, the Commission shall promptly refer the matter to the appropriate prosecutorial authority, suspend further proceedings, and forward all information received or acquired by the Commission to that authority.
18. The Commission shall not comment on any person or the conduct of government except in an advisory opinion or in the final determination of a complaint. This
18. The Commission shall not comment on any person or the conduct of government except in an advisory opinion or in the final determination of a complaint. This provision shall not limit the exercise of the right to free speech by any member of the Commission acting in the member's individual capacity as a citizen subject to the protection of all confidential material. .

Charles County Ethics Commission  
Rules of Procedure

Adopted this 23<sup>rd</sup> day of February, 2023 by the Charles County Ethics Commission.

  
Cecelia Miller (Jan 16, 2024 14:15 EST)  
Cecelia Miller, Chairperson

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Boards and Commissions Updates

**AGENDA SECTION:** Charles County Boards and Commissions Annual Update

**SUBJECT:**

- **Briefing: Annual Update from the Board of Fire and Rescue**

**SUGGESTED ACTION:**

**ATTACHMENTS:**  
[BOFR 2023 Annual Report.pdf](#)

## **2023 Annual Report**

### **Charles County Board of Fire and Rescue**

Chapter 54 of the Charles County Code of Public Law establishes the authority, responsibilities, and makeup of the Board of Fire and Rescue. The members of the Board of Fire and Rescue are: Brent Huber and Quincy Cobey, Commissioner Appointees, Lynn Gilroy, Volunteer Fireman's Association Representative, Bill Deer, Association of Emergency Medical Services Representative, Sam Graves and Derrick Jones, Governor's Appointee, and Commissioner Gilbert Bowling, Commissioner Representative. The Board meets regularly on the third Thursday of each month beginning at 7 p.m.

#### **Responsibilities**

- Review and approve capital expenditure requests from all Fire and Rescue Companies for the purchase or modification of buildings and apparatus and the acquisition of land.
- Review and approve the semi-annual distribution of funds received from the County Fire Tax.
- Review annual financial reports from all Volunteer Companies to verify their continued financial stability.
- Review and monitor response reports provided by the Department of Emergency Services for all Companies.
- Work with Volunteers and Department of Emergency Services to improve response goals as needed.
- Ensure that standards set by the respective Associations are met.
- Work with Companies to take corrective action when set standards are not met,
- Review and approve the distribution of Length of Service Awards (LOSAP)

#### **Highlights for the Year**

The Fire and EMS Services Comprehensive Study Implementation Group that was established in February 2020 continues to work and provides progress reports to the Board on a quarterly basis.

The Board reviewed and approved the two Fire and EMS Tax distributions to the Volunteer Companies in accordance with Chapter 54.

It should be noted that Volunteer Departments continue to experience extremely long delivery times for apparatus due to supply chain delays. They are also experiencing significant cost increases for apparatus and equipment due to inflation and supply chain issues.

The following Departments continue to experience trouble financing their building needs due to inflated prices for building materials, increased costs of environmental requirements for site development, the need to address 24/7 housing requirements for a very diverse career and volunteer staff, safety recommendations for things like exhaust removal systems, decontamination areas, and separate storage areas for protective gear. These issues are compounded by the increase in calls for service and minimal funding provided for buildings in the Fire/EMS Tax distribution. There are also no funds

available for adding any new stations to address the need for additional fire and EMS services to address the rapid development in the County.

- **Charles County Dive Rescue Station 13 (Bensville area)** needs to be expanded and renovated. The most recent Comprehensive Fire/EMS Study also recommended the addition of the EMS and Fire suppression services to this area.
- **Dentsville Fire and EMS Station 15** needs to be expanded or replaced in order to properly house the apparatus required to deliver fire suppression services that was needed and added in 2019. This Company is currently housing one fire suppression unit in an old barn.
- **Waldorf EMS-3** needs to replace their existing building due to growth in calls for service coupled with the age, size, and condition of the building.
- **Waldorf/Westlake Fire and EMS Station 12** needs to be expanded and renovated for the same reasons. This project has been placed on hold.

The Board reviewed and approved the following Capital Expenditures.

Engines/Tankers	Heavy Rescue Squads	Brush Trucks	Utility/Command Vehicles	Buildings	Special Operations Training
			La Plata VFD – Replace Command Unit 1		
					CC Dive Rescue – Replace Dive Support 13
			Waldorf VFD – Replace Vehicle 3		
					Benedict VFD – Purchase Swift Water Inflatable Boat
Tenth District – Replace Tanker 8					
					Benedict VFD – Replace Fire Boat 5
			Bel Alton VFD – Purchase Admin Car 10		
Hughesville VFD & RS – Replace Engine 24					



## **2024 Goals**

To continue to:

- Ensure all Companies remain financially sound.
- Work with Companies and their Executive Committees to ensure County funds are utilized to maintain the highest standards for public safety.
- Continue to work with Companies to monitor and improve response goals.
- Monitor the progress of the Fire and EMS Comprehensive Study Implementation Group.

1/15/24

BOFR Attendance 2023		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Gilbert "BJ" Bowling		A	P	P	P	A	A	A	A	P	P	P	A
Quincy Coby		P	P	P	P	P	P	P	P	P	P	P	A
Bill Deer		P	P	P	P	P	A	P	P	P	P	P	P
Brent Huber		P	P	P	P	P	P	P	P	P	P	P	P
Lynn Gilroy		P	P	P	P	P	P	P	P	P	P	P	P
Sam Graves		P	P	P	P	P	A	P	P	P	P	P	P
G.O. Lyon		P	P	P	A	P	P	P	P	Last Mtg			
Derrick Jones											P	P	P

# Item Cover Page

## \*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Comments

**AGENDA SECTION:** [5:00 p.m.] Commissioners' Public Comment Session

**SUBJECT:**

- Registration for Commissioners' Public Comment Session

**SUGGESTED ACTION:**

**In-person:** Speaker sign-up will begin at 4:30 p.m. at the Charles County Government Building (200 Baltimore Street, La Plata).

**Virtually:** Call (240) 776-6709, between 8 a.m. to 4:00 p.m. on Tuesday February 27, 2024, to register to speak. Once registered, citizens will receive a virtual link to present comments. If you are not available to speak when your name is announced, we have the right to move on to the next caller. Each speaker will be allotted three (3) minutes.

**ATTACHMENTS:**

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Comments

**AGENDA SECTION:** [5:00 p.m.] Commissioners' Public Comment Session

**SUBJECT:**

- [Link to Submit and/or View Public Written Comments](#)

**SUGGESTED ACTION:**

**ATTACHMENTS:**

# Item Cover Page

## **\*CHARLES COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REPORT**

**DATE:** February 27, 2024

**SUBMITTED BY:** Carol DeSoto

**ITEM TYPE:** Guidelines

**AGENDA SECTION:** [5:00 p.m.] Commissioners' Public Comment Session

**SUBJECT:**

- **Guide to Understanding Board of County Commissioners Public Comment Sessions**

**SUGGESTED ACTION:**

**ATTACHMENTS:**

[Guide to Understanding Public Comment Sessions.pdf](#)



## Board of County Commissioners Public Comment Sessions

### WHAT is a public comment session?

- The Charles County Board of Commissioners (BOCC) are including on their meeting agendas twice monthly for public comments. Commissioners Public Comment Sessions will be held on the first and last session of each month at 5:00 p.m. (time may be subject to change).
- A summary of Public Comments will be provided on the agenda at the next scheduled BOCC Session where the Commissioners will have the opportunity to provide comments.
- The Citizen Response Office (CRO) will document and track the issues discussed during the public comment agenda item and provide the appropriate follow up.
- The Code of Civility ([www.CharlesCountyMD.gov/home/showpublisheddocument/2966/637153248643200000](http://www.CharlesCountyMD.gov/home/showpublisheddocument/2966/637153248643200000)) will be shared at the beginning of each session, and speakers are asked to comply.

### WHY are the Commissioners including a public comment session in some of their meetings?

- The BOCC want to provide other opportunities for community members to share their thoughts, ideas and opinions directly with the board.

### WHO can participate in the public comment sessions?

- All Charles County community members and stakeholders are welcome to provide public comment.
- To speak during the public comment agenda item, residents must register in advance (see below).
- Participants cannot request a specific speaking position. Speakers are taken in the order they signed up.
- No Speaker can delegate their time to another speaker.

### WHEN are the public comment sessions being held?

- The public comment sessions will take place twice each month, on the first and last BOCC session of each month at 5:00 p.m. (time may be subject to change).
- Visit [www.CharlesCountyMD.gov/government/calendar](http://www.CharlesCountyMD.gov/government/calendar) for the most up-to-date schedule and agendas.

### HOW can I participate in and/or watch a public comment session?

- **Comment In-person:** Sign-up will begin a half hour prior to scheduled public comments on the day of the Public Comment Session at the Charles County Government Building (200 Baltimore Street, La Plata) and will end at the beginning of the agenda item or when slots are filled.
- **Comment Virtually:** Interested speakers can call 240-776-6709 beginning at 8:00 a.m. up to a half hour prior to the scheduled public comments on the day of the public session to register. Once registered, speakers will receive a virtual link to present comments. Speakers must be available when their name is announced.
- **Submit Comments in Writing:** <https://www.charlescountymd.gov/government/public-comments/commissioners-public-comments>
- **Watch/Listen:** Meetings are aired on Comcast 95, Verizon Fios 10, Roku, or Apple TV streaming devices (Charles County Government), and online at: [www.CharlesCountyMD.gov/services/media-services/charles-county-government-television](http://www.CharlesCountyMD.gov/services/media-services/charles-county-government-television)  
Residents without internet service or cable access can listen at 301-645-0500.

Individuals with special needs may call the Commissioners' Office at 301-645-0550 or Maryland Relay Service TDD 7-1-1 (1-800-735-2258). Additional concerns may be directed to [ElkinsC@CharlesCountyMD.gov](mailto:ElkinsC@CharlesCountyMD.gov) or 240-776-6709.

Revised 02/01/2024