



HOWARD COUNTY PUBLIC WORKS BOARD

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Thomas J. Meunier, Executive Secretary
Rachel Roehrich, Recording Secretary
Nicholo Stewart, Recording Secretary

Cory J. Summerson, Chairperson
Abby Glassberg, Vice Chairperson

Pedro Ramirez, Member
Alan Whitworth, Member

Minutes of the Howard County Public Works Board – September 14, 2021

Members present: Mr. Cory Summerson, Chairperson, Ms. Abby Glassberg, Vice Chairperson, Mr. Pedro Ramirez, and Mr. Alan Whitworth.

Staff present: Thomas J. Meunier, Executive Secretary; John Alcorn, Engineering Specialist II, John Seefried, Assistant to the Director, Public Works; Emily A. Iacchei, Chief, Real Estate Services Division; Kristen K. Haskins, Senior Assistant County Solicitor; Nic Stewart, Recording Secretary, Real Estate Services Division.

Ms. Glassberg called the meeting to order at approximately 7:28 p.m.

1. **Approval of minutes:** Ms. Glassberg indicated that the first item on the agenda is the approval of the minutes of **July 13, 2021**. Ms. Glassberg asked if everyone had a chance to review the minutes.

Motion: On a motion made by **Mr. Whitworth** and seconded by **Mr. Ramirez**, the Board unanimously approved the minutes of July 13, 2021.

At this time, Mr. Meunier introduced Ms. Iacchei to present the proposed revisions to the Public Works Board Procedures.

Ms. Iacchei explained in early August, the Real Estate Services Division was contacted by Kim Pruiam, Director, Constituent Services and Community Partnerships, Office of the County Executive, Calvin Ball, to review the Rules of Procedure of the Public Works Board to make certain that the Rules of Procedure are updated to allow for virtual/hybrid meetings.

Ms. Iacchei further explained the proposed revisions to the Procedures allow for virtual meetings, and also included clarification of who schedules the meetings, and when elections are held. The redlined procedures were forwarded to Kristen Haskins, Senior Assistant County Solicitor, for review, comment, and approval. The revisions were approved by Kristen on August 20th. Although a copy of the revisions has been provided to board, a brief summary is listed below:

- In Section 2.201, subsection B – Provides that the Chairperson and Vice chairperson will be elected at the first regularly scheduled meeting of each year
- It was formerly listed as a duty of the Chairperson to schedule meetings, but that has generally not been the practice. In Section 2.201, subsection c, that duty has been listed under the Executive Secretary's functions.
- Place & time of meetings – As we are meeting today, section 2.202, subsection f- holds that meetings shall be held in the George Howard Building on the Second Tuesday of each

month at 7:30 p.m. The additional language reads: Meetings may also be held using a County approved virtual meeting platform, or a hybrid meeting with both in-person and virtual participation from members of the Board and other interested parties.

- The revisions continue in Subsection H to now allow for teleconference and virtual meetings: A member may participate in a meeting via a speaker telephone or via the County approved virtual meeting platform which allows all members of the Board and other individuals attending the meeting to participate in the discussions.

Motion: On a motion made by **Mr. Ramirez** and seconded by **Mr. Whitworth**, the Board unanimously approved the proposed revisions to the Public Works Board Procedures.

Complete Streets:

Mr. John Seefried, Assistant to the Director, provided an update with regard to the Complete Streets timeline for Christopher Eatough, which included the dates of the upcoming public hearings and future presentations to the Public Works Board. Mr. Whitworth did inquire as to who was involved with Complete Streets as it was known that Mr. Summerson is on the Implementation Team, and Mr. Whitworth was told he could be given a listing of everyone involved on the Implementation Team.

2. Public Works Board Road Acceptance

- (a) Subdivision: Pine Acres, Lots 1 Thru 21, and Open Space Lots 22 Thru 27
R/SW Agreement No. F-16-024 W/S Agreement No. 14-4904-D
Road Names: Austin Way
Petitioner: Dorsey Family Homes Inc.

Staff Presentation: **Ms. Iacchei**, Chief, Real Estate Services Division, indicated that Security Development, LLC, a Maryland limited liability company, has presented a petition to the Director of Public Works for the acceptance of **Austin Way located within Pine Acres, Lots 1 Thru 21, and Open Space Lots 22 Thru 27**. The Bureau of Engineering has inspected the subdivision and certifies that all public improvements have been constructed in accordance with the approved plans and specifications and meets the criteria for acceptance under the Section 18.202 of the Howard County Code. The Bureau of Engineering recommends that the public improvements be accepted into the County's system of publicly owned and maintained facilities.

Board Comments: None.

Public Testimony: None.

Motion: On a motion made by **Mr. Whitworth**, and seconded by **Mr. Ramirez**, the Board unanimously recommended that the Director of Public Works accept the public improvements located in **Pine Acres, Lots 1 Thru 21, and Open Space Lots 22 Thru 27** into the County's system of publicly owned and maintained facilities.

- (a) Subdivision: Estates at Schooley Mill, Lots 1 thru 9, Buildable Preservation Parcel A, Non-Buildable Preservation Parcels B & C (A Subdivision of Parcel 93, Liber 4637 Folio 068)
R/SW Agreement No. F-17-077
Road Names: Haven Court
Petitioner: WBG ESM, LLC

Staff Presentation: Ms. Iacchei, Chief, Real Estate Services Division, indicated that as part of bringing Sheppard Lane back, River Hill Square LLC, a Maryland limited liability company, had previously presented a petition to the Director of Public Works for the acceptance of Haven Court located in Estates at Schooley Mill, Lots 1 thru 9, Buildable Preservation Parcel A, Non-Buildable Preservation Parcels B & C (A Subdivision of Parcel 93, Liber 4637 Folio 068). The Bureau of Engineering has inspected the subdivision and certifies that all public improvements have been constructed in accordance with the approved plans and specifications and meets the criteria for acceptance under the Section 18.202 of the Howard County Code. The Bureau of Engineering recommends that the public improvements be accepted into the County's system of publicly owned and maintained facilities.

Board Comments: None.

Motion: On a motion made by Mr. Ramirez, and seconded by Mr. Whitworth, the Board unanimously recommended that the Director of Public Works accept the public improvements located in the Estates at Schooley Mill, Lots 1 thru 9, Buildable Preservation Parcel A, Non-Buildable Preservation Parcels B & C (A Subdivision of Parcel 93, Liber 4637 Folio 068) into the County's system of publicly owned and maintained facilities.

There being no further business, the Public Works Board meeting adjourned at approximately 7:53 p.m.



Thomas J. Meunier
Executive Secretary



Nic Stewart
Recording Secretary