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**ELECTRICAL EXAMINERS BOARD ANNUAL REPORT**  
**1 July 2022 through 30 June 2023**

**Board Members:**

Donald M. Haskins	Chairman	Licensed Electrician
Ronald Phetteplace	New Member	Licensed Electrician
Robert C. Spence	Member	Licensed Electrician
Ron Derby	Member	Non-Licensed Member
Dale Abell	Member	Licensed Electrician

**Per section 38-17, the Electrical Examiners Board is required to submit the following information for the period of 1 July 2022 to 30 June 2023:**

**License Information:**

- 0 Master Electrician Licenses (0 new) (0 renewals) No longer requiring Master Licenses or renewals per ordinance adopted July 1, 2021.
- 10 Low Voltage Licenses (1 new) (9 renewals)
- 15 Restricted Licenses (0 new) (15 renewals)
- 25 Total Licenses
- Licenses expire June 30, 2025.

**Master/Low Voltage/Restricted Exam Information:**

- Master/Low Voltage and Restricted Exams are scheduled for July 2022 and January 2023
- Total of 0 exam was given.
- No Master Electrician Exams were given.
- No Low Voltage exams were given.
- No Restricted exams were given.

**Homeowners Exam Information:**

- 5 Homeowners exams were given.
- 2 passed, 3 failed.

**ELECTRICAL EXAMINERS BOARD ANNUAL REPORT**

**1 July 2022 through 30 June 2023**

**(Continued)**

**Other action items performed by the Electrical Examiners Board:**

- The Board of Electrical Examiners works with SMECO to distribute information/policy changes that will affect electrical contractors.
- Rosters are emailed every Friday morning to MDIA, SMECO, Department of Land use and Growth Management, 3<sup>rd</sup> Party Inspectors and Electrical Board members.
- The Board of Electrical Examiners offered multiple 2017 National Electrical Code seminars conducted by the Board of Electrical Examiners Chairman, Don Haskin. The Board of Electrical Examiners continues to receive positive feedback on the seminars and still believes future opportunities are warranted.
- All documentation for the Board of Electrical Examiners (exams, applications, insurance forms, correspondences, etc.) are being stored electronically.
- The Board of Electrical Examiners adopted the 2023 NEC as of April 1, 2023.
- The Board of Electrical Examiners has attended several MUELEC meetings to discuss new proposed legislation concerning electrical licensing and exams.
- The Board of Electrical Examiners has met with MDIA on several occasions to discuss code interpretations.
- The Board of Electrical Examiners has worked with the Department of Land Use and Growth Management for the electrical permit requirements and 3<sup>rd</sup> party inspectors. There is now a working plan in effect.
- The board has scheduled all homeowner exams on the same date as the Master, Restricted and Low Voltage exams.
- The Board of Electrical Examiners deposited 3,800.00 for fiscal year 2022-2023.

Betty K. Nickerson  
Secretary  
July 10, 2023



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**ST. MARY'S COUNTY ELECTRICAL BOARD**  
**August 2022, MEETING MINUTES**

Donald Haskin	Chair	Absent/excused
Ronald Phetteplace	Member	Present
Robert Spence	Member	Present
Ron Derby	Member	Present

**Meeting: In Person—Called to order by Robert Spence**

- 1) Homeowners' exam applicant present to discuss test results.
- 2) The board voted to keep regularly scheduled meeting date of September 6<sup>th</sup>. Motion by Robert Spence unanimously approved.
- 3) The board voted to approve the Annual Secretary's Report. Motion by Robert Spence unanimously approved.
- 4) The board voted to approve the June meeting minutes. Motion by Robert Spence unanimously approved.
- 5) The board voted to adjourn the meeting at 6:28 p.m. Motion of Robert Phetteplace unanimously approved.

**Next Regular Board Meeting:**

Next regular board meeting is scheduled Tuesday August 6th, 2022, in the middle conference room of the Patuxent Building. The meeting will start at 6pm.

Minutes prepared by: Leah Langford, Environmental Planner, LUGM



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**ST. MARY'S COUNTY ELECTRIC ELECTION BOARD**

**DATE:** September 6, 2022

**Present:** Donald Haskins, Chair (call in/no vote)  
Ronald Phetteplace  
Ron Derby  
R. Craig Spence  
  
Amber Thompson, Staff  
Sandie Greene, Staff

**1. Item # 3**

Motion: Move New Business to the beginning of the meeting to accommodate the individuals who have requested being heard regarding electrical problems.

By: Ronald Phetteplace

Second: R. Craig Spence

For: 3

Against: 0

**2. Item # 5 New Business**

**Rob Hetem, Permit #21-0073, Wishes to remove the current electrician, BC Electric from his permit.**

**Mr. Hetem appeared before the Electric Examiners Board to request assistance on his matter.**

A discussion of explanation of the hired Electrician BC Electric did not complete the job he paid for. It was decided that Amber Thompson will contact MDIA to discuss the matter.

The group recommended that Mr. Hetem find a new electrician who will review the work and hire him to complete it and sign off on it.

Suggested that BC Electric appear before Board and discuss the situation and penalty for accepting payment and not completing the inspection.

**Infinity Residence LLC, Permit 20-2773 Questions regarding the NEC 2017, section 230.71, maximum number of disconnects.**

**Neither the Applicants nor the electrician appeared at the meeting.**

Motion: Based on information provided from Infinity Residence LLC, and information shared with the Building Code Board of Appeals. A motion was made that they need to meet the NEC 2020 code and an exception will not be accepted.

By: Ronald Phetteplace

Second: R. Craig Spence

For: 3

Against: 0

**Replacement Mobile Home, HVAC Permit 22-22-1153**

The applicant did not appear at the meeting. No discussion pursued.

**3. Item #3 Secretary's Report and August Minutes**

Requested approval to send a Letter of Good Standing and Verification Form for Mr. James William Francingues. The Board gave the approval to write letters for individuals who have tested and kept their licenses up.

Motion: Moved to approve the August Secretaries Report and the August Minutes.

By: Ron Phetteplace

Second: R. Craig Spence

For: 3

Against: 0

**4. Item #6 Adjourn**

Move: Move to adjourn the September 6, 2022, meeting.

By: R. Craig Spence

Second: Ron Derby

For: 3

Against: 0

Don Haskins reported 80 electricians are registered for the October training.

The next meeting is October 4, 2022.

ST. MARY'S COUNTY GOVERNMENT  
BOARD OF ELECTRICAL EXAMINERS

*Don Haskin, Chairman*



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President  
Eric Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Todd B. Morgan, Commissioner  
John E. O'Connor, Commissioner

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ST. MARY'S COUNTY ELECTRICAL BOARD  
October 4, 2022, MEETING MINUTES

Donald Haskin	Chair	Present
Ronald Phetteplace	Member	Present
Robert Spence	Member	Present
Ron Derby	Member	Present

**Meeting: In Person—Called to order by Chairman Haskin**

- 1) The board approved the September meeting minutes. Mr. Ronald Phetteplace made motion; unanimously approved.
- 2) LUGM staff Sandie Greene present to discuss Secretary's Report.

**Next Regular Board Meeting:**

Next regular board meeting is scheduled for Tuesday November 21<sup>st</sup>, 2022, in the middle conference room of the Patuxent building. The meeting will start at 6pm.

**Meeting Adjourned:**

6:21 p.m. Mr. Robert Spence made motion, Mr. Ron Derby seconded, 4 in favor-0 opposed.

Minutes prepared by: Leah Langford, Environmental Planner, LUGM

**SCANNED**



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**ST. MARY'S COUNTY ELECTRICAL BOARD**  
**November 1st, 2022, MEETING MINUTES**

Donald Haskin	Chair	Present
Ronald Phetteplace	Member	Present
Robert Spence	Member	Present
Ron Derby	Member	Absent-excused

**Meeting: In Person-Called to order by Chairman Haskin**

- 1) The board approved the September meeting minutes. Mr. Ronald Phetteplace made motion, Robert Spence seconded, unanimously approved.
- 2) The board approved meeting dates for 2023. Robert Spence made motion, Ronald Phetteplace seconded, unanimously approved.
- 3) LUGM staff Sandie Greene present to discuss Secretary's Report.

Discussion on classes held October 12, 2022, and October 19, 2022. Members present at each class: Donald Haskin  
Ronald Phetteplace  
Robert Spence

**Next Regular Board Meeting:**

Next regular board meeting is scheduled for Tuesday December 6th, 2022, in the middle conference room of the Patuxent building. The meeting will start at 6pm.

**Meeting Adjourned:**

6:22 p.m. Ronald Phetteplace made motion, Robert Spence seconded, unanimously approved.

Minutes prepared by: Leah Langford, Environmental Planner, LUGM

**Electrical Examiners Board (Tuesday, November 1, 2022)**

*Generated by Betty Nickerson on Friday, February 24, 2023*

**Members present**

Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence

**Meeting called to order by Chairman Haskin**

**1. CALL TO ORDER**

A. Call to Order

Meeting called to order by Chairman Haskin

Motion by Donald Haskin, second by Donald Haskin.

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence

**2. ROLL CALL**

A. Roll Call

**3. REVIEW AND APPROVE MINUTES**

A. Minutes for the meeting of October 4, 2022

Approve October 4, 2022 Meeting Minutes

Motion by Robert Phetteplace, second by Robert Spence

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence

**4. OLD BUSINESS**

A. Discuss permit # 20-2773, 22-1153 and 21-0073

**5. SECRETARY'S REPORT**

A. LUGM Staff Sandie Greene present to review Secretary's Minutes

**6. NEW BUSINESS**

A. Schedule meeting dates for 2023

Motion by Robert Spence, second by Robert Phetteplace.

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence

B. Discussion of classes held October 12, 2022 and October 19, 2022

Members present at each class:

Donald Haskin

Ronald Phetteplace

Robert Spence

C. December 6, 2022 next scheduled meeting



The next regular Electrical Examiners Board Meeting is scheduled for Tuesday December 6, 2022 at the Patuxent Building, Land Use and Growth Management, Middle Conference Room. The Meeting will start at 6:00 pm.

## **7. ADJOURN**

A. Meeting Adjourn

Motion to adjourn: Ronald Phetteplace 2nd Robert Spence

Meeting adjourned @ 6:23 pm

Motion by Robert Phetteplace, second by Robert Spence.

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence



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**ST. MARY'S COUNTY ELECTRICAL BOARD**  
**January 3<sup>rd</sup>, 2023, MEETING MINUTES**

Donald Haskin	Chair	Present
Ronald Phetteplace	Member	Present
Robert Spence	Member	Present
Ron Derby	Member	Present
Dale Abell	Member	Present

**Meeting: In Person-Called to order by Chairman Haskin**

- 1) The board approved the November 2022 meeting minutes. Mr. Ronald Phetteplace made motion, Robert Spence seconded, unanimously approved.
- 2) The board unanimously decided to postpone implementation of updates to the website until they can be discussed further.

Homeowners' exam to be held on Thursday, January 19, 2023. Two members will be present to proctor the exam:

Ron Derby  
Dale Abell

**Next Regular Board Meeting:**

Next regular board meeting is scheduled for Tuesday February 7, 2023, in the middle conference room of the Patuxent building Department of Land Use and Growth Management. The meeting will start at 6pm.

**Meeting Adjourned:**

6:23 p.m. Robert Spence made motion, Ron Derby seconded, unanimously approved.

Minutes prepared by: Leah Langford, Environmental Planner, LUGM

## **Electrical Examiners Board (Tuesday, January 3, 2023)**

*Generated by Betty Nickerson on Friday, February 24, 2023*

### **Members present**

Donald Haskin Chairman, Ron Derby Board Member, Ronald Phetteplace Board Member, Robert Spence, Board Member and Dale Abell, Board Member

### **Meeting called to order by Chairman Haskin**

#### **1. CALL TO ORDER**

A. Call to order

Motion by Donald Haskin, second by Donald Haskin

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

#### **2. ROLL CALL**

A. Roll Call

#### **3. REVIEW AND APPROVE MINUTES**

A. Minutes for the meeting of November 1, 2022

Approve November 1, 2022 minutes

The board approved the November meeting minutes

Motion by Robert Phetteplace, second by Robert Spence.

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

#### **4. SECRETARY'S REPORT**

None

#### **5. OLD BUSINESS**

#### **6. NEW BUSINESS**

A. Confirm date of January Exam and recruit volunteers

Homeowners exam to be held on Thursday, January 19, 2023. Two members will be present to proctor the exam : Ron Derby and Dale Abell

B. Updates to the webpage, rules and regulations

The Board unanimously decided to postpone implementation of updates to the website until further decisions are approved.

C. February 7, 2023 Meeting date next scheduled

The next regular Electrical Examiners Board Meeting is scheduled for Tuesday February 7, 2023 at the Patuxent Building, Land Use and Growth Management, Middle Conference Room. The meeting will start at 6:00 pm.

#### **7. ADJOURN**

A. Meeting Adjourn

Adjourn the January 3, 2023 Electrical Board meeting @ 6:23 pm

Motion by Robert Spence, second by Ron Derby.

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

## **Electrical Examiners Board (Tuesday, February 7, 2023)**

### **1. CALL TO ORDER**

A. Call to Order of the Electrical Examiners Board

Meeting called to order by Don Haskins, Chairman 6:03 PM

### **2. ROLL CALL**

#### **Members Present**

Don Haskin, Chairman  
Ronald Phetteplace, Member  
Robert Spence, Member  
Ron Derby, Member  
Dale Abell, Member

#### **Staff Present**

Amber Harding, Permits Manager, Land Use and Growth Management  
Shelia Smith, Operations Manager, Land Use and Growth Management  
Betty Nickerson, Sr. Administrative Coordinator, Land Use and Growth Management

### **3. REVIEW AND APPROVE MINUTES**

Motion by Ron Derby, second by Robert Phetteplace.

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell  
Unanimously approved

### **4. SECRETARY'S REPORT**

None

### **5. OLD BUSINESS**

Discussion: B. Homeowner Exam attended by Ron Derby and Dale Abell on January 19, 2023  
One applicant did not pass. Exams will be held January and July 2023

### **6. NEW BUSINESS**

Discussion: B. Discuss update to the webpage, rules and regulations  
Discussion of Rules and Regulations of the Board of Electrical Examiners for St. Mary's County Maryland.

Discussion: C. Discuss Maryland License Board  
Discussion of the board concerning State Licensing and how to retain proof of insurance with St. Mary's County to insure the insurance of electricians are up to date and current. Chair of the Electrical board to draft a letter to County Commissioners to consider continuing with this process.  
County Master Electrical License effective until 6/30/2023. Effective 7/1/2023 the Maryland State Master Electrical License will be required when applying for an electrical permit with the Department of Land Use and Growth Management per Amber Harding, Permits Manager. If Maryland Electrical License has not been obtained,

applicant will be required to complete the Maryland State electrical exam and receive a Maryland State Master Electrical License.

Effective 7/1/2021 Maryland State Law instructs to remove services of burglar of fire alarm installation to include one receptacle with a higher circuit.

Amber Harding, Permits Manager emailed posted electricians with code update changes.

April 2023 National Electrical Code Books. Sherry Barber, Fiscal Specialist IV requested to order six of the National Electrical Code books. One for the Chairman. four the Board Members and one for the the Sr. Administrative Coordinator/LUGM Office.

Discussion of possible tentative interim amendment for kitchen island electrical outlets. If not required, electrician would be held liable if someone in the house hold gets injured.

Amber Harding, Permits Manager emailed county electricians of NEC 2023 code change effective April 1, 2023.

Electricians to register with local County with proof of insurance.

Intent: License by state, register the Electricians in each jurisdiction where working. If a problem occurs in a jurisdiction, the County could suspend their registration.

Members requesting document preparation for county registration, discipline procedures and insured guidelines be given to Electrical Advisory Board.

Chairman to draft document to St. Mary's County Commissioners and County Attorney, John Houser for review at March 7, 2023 meeting.

Amber Harding, Permits Manager to provide copy of the St. Mary's County Zoning Compliance Ordinance requiring all Electrical Permits to provide Certificate of Insurance Maryland State or County documentation and report findings of the ordinance to Chairman Haskins and County Attorney John Houser.

## **7. ADJOURN**

Meeting Adjourn: Don Haskin, Chairman

Motion by Robert Spence, Board Member second by Robert Phetteplace, Board Member

Final Resolution: Motion Carries

Yea: Robert Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

Meeting adjourned @ 6:30 pm

## **Electrical Examiners Board (Tuesday, March 7, 2023)**

### **1. Call to Order**

A. Call to order of the Electrical Examiners Board

Meeting called to order by Don Haskin, Chairman 5:55 PM

### **2. Roll Call**

#### **Members Present**

Don Haskin, Chairman  
Ronald Phetteplace, Member  
Robert Spence, Member  
Ron Derby, Member  
Dale Abell, Member

#### **Staff Present**

Amber Harding, Permits Manager, Land Use and Growth Management  
Betty Nickerson, Sr. Administrative Coordinator, Land Use and Growth Management

### **3. REVIEW AND APPROVE MINUTES**

Motion by Ron Derby, second by Ronald Phetteplace.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

### **4. SECRETARY'S REPORT**

Update status of new 2023 Electrical Code books

2023 NEC books were received and copies given to all Electrical Examiners Board members, Amber Harding, Permits Manager and the County Attorney's Office. The Handbook which includes the 2023 NEC Code will be located in the Sr. Administrative Coordinators office on the book shelf for access to all.

### **5. OLD BUSINESS**

None

### **6. NEW BUSINESS**

Discussion: A. Rules and Regulations draft

Edit Rules and Regulations for the Board of Electrical Examiners for St. Mary's County Maryland. Amber Harding, Permits Manager to start presentation of draft for website updates. Updates include incorrect spellings, word changes, deleting paragraphs and adding sentences. Amber brought up to the board that she did not know how far the Board of Electrical Examiners wanted to go at this stage in the process because of the proposed changes that the Commissioners of St. Mary's County may reinstate the registration for St. Mary's County.

The Electrical Board proceeded to make the following changes to the Rules and Regulations of the Board of Electrical Examiners for St. Mary's County Maryland:

Update email address for the Board of Electrical Examiners

2. PURPOSE OF THE BOARD: B. Remove the word Master

4. JURISDICTION OF THE BOARD: Replace own with owned

5. COMPOSITION OF THE BOARD: Remove St. Mary's County

6. LICENSES: Remove paragraph A. and 1.

7. DEFINITIONS: D. Replace Board of Electrical Examiners with Maryland Board of Electricians.

8. ENFORCEMENT: Replace Electrical Examiners Board with Board of Electrical Examiners. Replace enforcement with interpretation.

9. QUALIFICATION FOR EXAMINATION APPLICATION: A. remove St. Mary's County Master

10. EXAMINATION: Remove Master and add Homeowners 70%. D. Replace most recent published edition with MUELEC INC.(Maryland Uniform Electrical License Examination Committee) approved test. Remove paragraph D. 1.

11. LICENSES: Remove A.

12. HOMEOWNERS: E. Add "or install Solar Panels" (reason for addition of Solar Panels is SMECO only work with licensed electricians).

13. FEES: remove Master D. Remove Master

14. ISSUANCES OF LICENSE: Remove Master and Licensed Master from all paragraphs. D. Delete all of D.

15. RECIPROCAL: Remove number 15 completely.

16. RULES AND REGULATIONS: F. Remove completely G. Remove all content J. remove the word "contracted"

L. Remove all content N. O. P. S. Remove the word "Master"

18. REVOCATION OR SUSPENSION OF LICENSE: replace license with registration

At the conclusion of the updated information, Amber will make minor updates to the St. Mary's County Government website/Electrical Board within a few weeks, then will update approved changes once a final determination of registration is established. The website will be updated July 1, 2023 when the existing Rules and Regulations expire.

A review of the final copy of the most recent updates and July 1, 2023 update will be added to the April 4, 2023 Agenda

Discussion B. State Board of Electricians Business Meeting Minutes November 29, 2022 MUELEC Review

Reviewed Maryland State Board of Electricians minutes:

Don Haskin, Chairman has a Maryland License and had the discussion of the few remaining St. Mary's County Licensee's who do not have a state license. Amber Harding, Permits Manager is working with one and has helped one of the county licensee's who do not have a state license. She has contacted John Bull, Executive Director of Mechanical Board Licensing of Maryland Department of Labor, Maryland is still testing with the 2017 NEC Code. Don Haskin, Chairman has submitted the questions that were asked by MUELEC. MUELEC has completed the questions from submittee's. MUELEC has sent responses to PSI (Maryland testing facility) and the Maryland State Board of Electricians.

Discussion: C. County Commissioners Registration letter and Electrical Ordinance

Discussion: Discussed the draft letter to the Commissioners of St. Mary's County to include in the letter registration fees. Amber Harding, Permits Manager to provide a letter head for the Electrical Board to submit to the Commissioners of St. Mary's County recommendations for the Electrical Ordinance.

Members of the Electrical Board would like to know the process forward to proceed with a Commissioners of St. Mary's County Public Hearing.



Discussed on what the other counties in Maryland do with their electrical license registration.

Dale Abell: The counties that he uses does not have a license like St. Mary's County but registration is required. Mr. Abell was asked if he knew if those other counties were going to do away with the registration and he believed they are not. Other counties have an Electrical Board and will continue to discipline electricians who have infractions that are brought to the board. Calvert County does bring infractions to their Electrical Board but this may pose difficult for St. Mary's County Electrical Board due to MDIA advising the St. Mary's County Electrical Board know of any infractions. Don Haskin, Chairman stated that MDIA has in the past provided infractions to the Board of Electrical Examiners.

Ron Derby asked to what kind of information needs to be provided with the letter to the Commissioners of St. Mary's County? For example a list of arguments to keep the registration? Does it have to be all encompassing? Will the St. Mary's County Commissioners reject or consider the recommendations? At the St. Mary's County Commissioners public hearing on November 16, 2021 presented by Bill Hunt Director of Land Use and Growth Management to repeal and reenact the St. Mary's County Electrical Code Ordinance. Don Haskin, Chairman was present but did not speak. The St. Mary's County Commissioners approved the ordinance to repeal and reenact the St. Mary's County Electrical Codes Ordinance and authorized the Commissioner President Randy Guy to sign any related documents at the November 30, 2021. A suggestion was made to inquire how many counties in Maryland has a their own registration. Don Haskin, Chairman will contact MUELEC and ask if they know how many counties in Maryland have a registration. Amber Harding, Permits Manager will contact John Houser for discussion and direction on the public hearing process and how to proceed.

## 7. ADJOURN

Motion to Adjourn by Donald Haskin

Motion Robert Spence 2nd Don Haskin

Adjourn Board of Electrical Examiners Meeting 6:31 PM

Motion by Robert Spence, second by Donald Haskin.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

## **Electrical Examiners Board (Tuesday, April 4, 2023)**

*Generated by Betty Nickerson on Monday, April 10, 2023*

### **Meeting called to order at 5:57 PM**

#### **1. CALL TO ORDER**

Call to Order Start Electrical Examiners Board Meeting

#### **2. ROLL CALL**

Roll Call of the Electrical Examiners Board Meeting

#### **Members present**

Don Haskin, Chairman  
Ronald Phetteplace, Member  
Ron Derby, Member  
Robert Spence, Member  
Dale Abell, Member

#### **Supporting Staff Present**

Amber Harding, Permit Manager, Land Use and Growth Management  
Betty Nickerson, Sr. Administrative Coordinator, Land Use and Growth Management

#### **Supporting Staff Present:**

John Houser, Assistant County Attorney, St. Mary's County Government

#### **3. REVIEW AND APPROVE MINUTES**

Approve Minutes for March 7, 2023

Unanimously approved

Motion by Ronald Phetteplace, second by Robert Spence

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

#### **4. SECRETARY'S REPORT**

LUGM Staff Amber Harding, Permits Manager

Researched all Maryland Counties via email or telephone conversations on current requirements for permitting. The report on the requirements for each of the Maryland counties are in attachments.

#### **6. NEW BUSINESS**

Discussion: Commissioners of St. Mary's County letter

John Houser, Assistant County Attorney, St. Mary's County Government sent letter to the Commissioners of St. Mary's County March 21, 2023. David Weiskopf, County Administrator, St. Mary's County Government requested from John Houser a condensed one paragraph request to the Commissioners of St. Mary's County which was sent by John Houser, Assistant County Attorney, St. Mary's County Government on April 4, 2023 . Will also send the secretary information of the requirements for other counties in Maryland to David Weiskopf, St. Mary's County Administrator, St. Mary's County Government.

Discussion: Permit 21-1540 Replace 200 amp Panel. 30185 Gershwin Rd. Charlotte Hall, MD 20622 Norman and Heather Briggs. Owner to file grievance of electrical work that was not completed by Beltway Electrical Service via email to the Electrical Examiners Board

Will request Norman Briggs and Heather Briggs, owners of 30182 Gershwin Rd. Charlotte Hall, MD and Beltway Electrical Service, contractor 932 Upper Pindell Rd. Lothian, MD 20711 to attend the next Electrical Examiners Board meeting on May 2, 2023 at 6:00 PM.

John Houser, Assistant County Attorney will look into what authority the Electrical Examiners Board will have if the contractor does not comply with request.

Discussion: Rules and Regulations final copy

Final amendments to Rules and Regulations for the St. Mary's County website until June 30, 2023. Will discuss new changes upon ruling of the Commissioners of St. Mary's County if needed.

## **7. ADJOURN**

Meeting to Adjourn 6:35 PM

Motion by Ronald Phetteplace, second by Robert Spence.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

**Electrical Examiners Board (Tuesday, May 2, 2023)**

*Generated by Betty Nickerson on Wednesday, May 3, 2023*

**Meeting called to order at 5:59 PM**

**1. CALL TO ORDER**

Call to Order Start Board of Electrical Examiners Meeting

**2. ROLL CALL**

Roll Call of the Board of Electrical Examiners Meeting

**Members present**

Don Haskin, Chairman  
Ronald Phetteplace, Member  
Ron Derby, Member  
Robert Spence, Member  
Dale Abell, Member

**Supporting Staff Present**

Amber Harding, Permit Manager, Land Use and Growth Management  
Betty Nickerson, Sr. Administrative Coordinator, Land Use and Growth Management

**3. REVIEW AND APPROVE MINUTES**

Motion to approve minutes for April 4, 2023

Motion by Ronald Phetteplace, second by Dale Abell.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

Unanimously approved

**4. SECRETARY'S REPORT**

LUGM Staff Amber Harding, Permits Manager and Betty Nickerson, Sr. Administrative Coordinator report Request approval to shred outdated Master License Forms, error forms and outdated yellow pamphlets.

Final Resolution: Approved to shred outdated Master License Forms, error forms and outdated yellow pamphlets.

Unanimously approved by Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

**5. OLD BUSINESS**

Continuation of Electrical Permit 21-1540 Norman Briggs owner of property 30185 Gershwin Rd. Charlotte Hall, MD 20622 and Robert Gooslin, Beltway Electric owner present.

Robert Briggs owner of property spoke about workmanship of Beltway Electric. Stated the workmanship was inadequate and left his property ungrounded. He no longer wanted Beltway Electric on his property.

Ronald Gooslin, Beltway Electric owner spoke about the work that was complete. Ronald Gooslin, Beltway Electric owner stated that his employee came to the owner's residence to complete the work and the police was called to have him removed from property.

Question was addressed to Robert Gooslin, owner of Beltway Electric by Ronald Phetteplace, member, question was

asked if the electrical work was completed. Robert Gooslin, owner of Beltway Electric stated he would complete the electrical work if the owner would okay. Owner stated he has a new electrician.

Discussion by the board members stated the electrician would have to be released from permit 21-1540 before the owner could proceed with another electrician. Robert Gooslin, owner of Beltway Electric stated that he was okay to release permit 21-1150.

Amber Harding to contact Middle Department Inspection Agency to have Mr. Gooslin released from permit 21-1540.

Final Resolution: Approved to release Beltway Electric, owner Ronald Gooslin from permit 21-1540.

Unanimously approved by Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

## **6. NEW BUSINESS**

Approve new/renewal Low Voltage Electrician License Applications Approve new/renewal Restricted Electrical License Applications

Motion to approve the revised Low Voltage Electrician License Applications and Approve revised Restricted Electrical License Applications

Motion by Dale Abell, second by Ron Derby.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

## **7. ADJOURN**

Adjourn the Electrical Examiners Board Meeting for May 02, 2023

Motion by Robert Spence, second by Ron Derby.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Ron Derby, Donald Haskin, Robert Spence, Dale Abell

Meeting Adjourn 6:36 PM

**Electrical Examiners Board (Tuesday, June 6, 2023)**

*Generated by Betty Nickerson on Wednesday, June 7, 2023*

**Meeting called to order at 6:01 PM**

**1. CALL TO ORDER**

Call to Order Start Board of Electrical Examiners Meeting

**2. ROLL CALL**

**Roll Call of the Board of Electrical Examiners Meeting**

**Members present**

Don Haskin, Chairman  
Ronald Phetteplace, Member  
Robert Spence, Member  
Dale Abell, Member

**Members absent**

Ron Derby

**Supporting Staff Present**

Amber Harding, Permit Manager, Land Use and Growth Management  
Betty Nickerson, Sr. Administrative Coordinator, Land Use and Growth Management

**3. REVIEW AND APPROVE MINUTES**

Motion to approve the minutes from May 2, 2023.

Motion by Ronald Phetteplace, second by Dale Abell.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Donald Haskin, Robert Spence, Dale Abell

Unanimously approved

**4. SECRETARY'S REPORT**

Don Haskin, chairman to sign MUELEC up to date contact information for St. Mary's County. Don Haskin, Chairman signed MUELEC up to date contact information and Secretary sent signed form to [susanjeanne@verizon.net](mailto:susanjeanne@verizon.net) June 7, 2023 at 8:12 am.

Amber Harding, Permit Manager, Land Use and Growth Management spoke about one potential homeowner Electrical Exam for June. Ronald Phetteplace, member and Dale Abell, member to proctor the exam if needed and set the date to be June 20, 2023. Amber Harding will contact Ronald Phetteplace and Dale Abell via email.

Amber Harding, Permits Manager, Land Use and Growth Management updated member of March, April and May, 2023 Secretary reports.

Amber Harding, Permits Manager, Land Use and Growth Management updated board members of the phone calls and emails that Land Use and Growth Management is receiving pertaining to Electrical Licensing Expiring June 30, 2023.

Amber Harding, Permits Manager, Land Use and Growth Management contacted John Houser for an update to the letter that was sent to the County Administrator for the St. Mary's County Commissioners review and do not have an

update at this time. We will not be renewing Electrical Licenses as of July 1, 2023 with exception to Restricted Licenses and Low Voltage Licenses.

Amber Harding, Permits Manager, Land Use and Growth Management discussed "Going Live" for electrical permits through Central Square Etrakit.

## **6. NEW BUSINESS**

Discussion on MUELEC Minutes from May 17, 2023. Testing on the 2020 code have been submitted to PSI and agreed to start testing on the 2020 code and are also going to start getting questions for 2023. When and if the State adopts the code for testing the Board of Electrical Examiners will update testing questions. State will adopt Electrical Codes eighteen months after electrical code is published. Testing will be eighteen months after code takes effect.

Discussion on letter to send to Electricians on Roster.

Motion to approve the letter to send to Master Electricians 6.7.2023 via email

Motion by Robert Spence, second by Dale Abell.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Donald Haskin, Robert Spence, Dale Abell

Unanimously approved

Discussion: State "Inactive License", code adoption and state testing status

State will change inactive master license to uninsured master license. There will be two categories for uninsured master: Uninsured Working Master, uninsured master and have continuing education. Uninsured Non-working Master is uninsured and has not taken continuing education classes.

Discussion: July 4, 2023 meeting

Motion to cancel July 4, 2023 meeting due to holiday

Motion by Ronald Phetteplace, second by Robert Spence.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Donald Haskin, Robert Spence, Dale Abell

Unanimously approved

## **7. ADJOURN**

Adjourn the Electrical Examiners Board Meeting for June 6, 2023

Motion by Dale Abell, second by Robert Spence.

Final Resolution: Motion Carries

Yea: Ronald Phetteplace, Donald Haskin, Robert Spence, Dale Abell

Meeting Adjourn 6:26 PM

**BEE FY 2023 Budget**

<u>Accounts</u>	<u>Beginning July 1st</u>	<u>Used to date</u>	<u>Available through June 30th, 2023</u>	<u>July expenditures</u>	<u>August expenditures</u>
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -
Books	\$ 700.00	\$ 1,339.77	\$ (639.77)	\$ -	\$ -
Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ -
Other Contract Services	\$ 12,000.00	\$ 1,175.00	\$ 10,825.00	\$ 50.00	\$ 75.00
Postage & Freight	\$ 300.00	\$ 43.20	\$ 256.80	\$ 7.95	\$ 1.38
Mileage Reimbursement	\$ 350.00	\$ -	\$ 350.00	\$ -	\$ -
Memberships	\$ 150.00	\$ 100.00	\$ 50.00	\$ -	\$ -
<b>Total Budget amounts</b>	<b>\$ 13,500.00</b>	<b>\$ 2,657.97</b>	<b>\$ 10,842.03</b>		

**September expenditures**

Printing & Binding	\$ -	Printing & Binding	\$ -
Books	\$ -	Books	\$ -
Supplies & Materials	\$ -	Supplies & Materials	\$ -
Other Contract Services	\$ 100.00	Other Contract Services	\$ 125.00
Postage & Freight	\$ 1.95	Postage & Freight	\$ 1.71
Mileage Reimbursement	\$ -	Mileage Reimbursement	\$ -
Memberships	\$ -	Memberships	\$ -

**November expenditures**

Printing & Binding	\$ -
Books	\$ -
Supplies & Materials	\$ -
Other Contract Services	\$ 100.00
Postage & Freight	\$ 0.57
Mileage Reimbursement	\$ -
Memberships	\$ -

**December expenditures**

Printing & Binding	\$ -
Books	\$ -
Supplies & Materials	\$ -
Other Contract Services	\$ -
Postage & Freight	\$ -
Mileage Reimbursement	\$ -
Memberships	\$ -

**January expenditures**

Printing & Binding	\$ -
Books	\$ -
Supplies & Materials	\$ -
Other Contract Services	\$ 125.00
Postage & Freight	\$ -
Mileage Reimbursement	\$ -
Memberships	\$ 100.00

**February expenditures**

Printing & Binding	\$ -
Books	\$ -
Supplies & Materials	\$ -
Other Contract Services	\$ 125.00
Postage & Freight	\$ -
Mileage Reimbursement	\$ -
Memberships	\$ -

**March expenditures**

Printing & Binding	\$ -
Books	\$ 1,339.77
Supplies & Materials	\$ -
Other Contract Services	\$ 125.00
Postage & Freight	\$ -
Mileage Reimbursement	\$ -
Memberships	\$ -

**April expenditures**

Printing & Binding	\$ -
Books	\$ -
Supplies & Materials	\$ -
Other Contract Services	\$ 125.00
Postage & Freight	\$ -
Mileage Reimbursement	\$ -
Memberships	\$ -

**May expenditures**

Printing & Binding	\$ -
Books	\$ -
Supplies & Materials	\$ -
Other Contract Services	\$ 125.00
Postage & Freight	\$ 11.88
Mileage Reimbursement	\$ -
Memberships	\$ -

**June expenditures**

Printing & Binding	\$ -
Books	\$ -
Supplies & Materials	\$ -
Other Contract Services	\$ 100.00
Postage & Freight	\$ 17.76
Mileage Reimbursement	\$ -
Memberships	\$ -



