

## ADMINISTRATION—OFFICE OF THE SECRETARY

James J. McGinty, Jr., *Acting Secretary*

Goldstein Treasury Building, Room 405  
60 Calvert St.  
Annapolis 21401 Telephone: 974-3443

This office is charged with a number of administrative functions in connection with matters brought before the Board of Public Works. It is responsible for preparing one of the several agenda considered by the Board at its meetings and for scheduling the appearance of those wishing to testify at meetings. It must notify all affected parties of actions taken by the Board. It prepares, distributes, and maintains the minutes of each of the meetings. A library of tape recordings and transcripts of each meeting is also maintained. The office provides informational services to other State agencies, news media, and the public at large, and undertakes research when requested. The operating budget of the Board of Public Works, which contains a number of grant programs to private agencies, institutions, colleges, and universities, is prepared and administered by this office.

## WETLANDS ADMINISTRATION

Harold Cassell, *Wetlands Administrator*

Old Armory Building  
11 Bladen St.  
Annapolis 21401 Telephone: 974-2664

Chapter 241 of the Acts of 1970 requires that anyone wishing to dredge or fill in State wetlands must first secure a license from the Board of Public Works. In order to fulfill the responsibilities assigned to it by the statute the Board has appointed a Wetlands Administrator. The duties of this office include the receipt of applications, as well as scheduling and conducting the required public hearing. After holding the hearing and considering all other information relevant to the application, the administrator then prepares a written report to the Board of Public Works, including a recommendation as to whether or not a license should be issued and if so under what terms and conditions. The approved license is also issued by this office.

The Wetlands Administrator coordinates all aspects of the program with other State, local, and federal agencies, as well as with environmental groups and the general public (Natural Resources Article, sec. 9-202).

## DEVELOPMENT AND CONSTRUCTION PERMITS COORDINATION

Francis J. Aluisi, *Permits Coordinator*

Old Armory Building  
11 Bladen Street  
Annapolis 21401 Telephone: 974-2666

The Permits Coordinator is appointed by the Board of Public Works in compliance with Chapter 553, Acts of 1975. The Coordinator is required by law to have available copies of all rules and regulations and all application forms adopted or used by various State agencies with respect to the issuance of permits. He must advise persons proposing projects of the various permits that may be required and is to furnish to the applicants the relevant information concerning the required procedures for obtaining these permits. The Coordinator must cooperate with each State agency having authority to issue a permit in developing a master application form and appropriate appendices for use in applying for multiple permits. When more than one State agency is required to issue a permit for a specific project, a consolidated hearing is held and the Coordinator presides over the consolidated hearing. In addition to consolidated State hearings, the statute provides for joint hearings with local governmental agencies. The Coordinator also has the authority to make inquiry as to the reason for any delay or denial of a permit (Code State Government Article, sec. 11-101).

## PROCUREMENT ADVISORY COUNCIL

*Chairperson:* James J. McGinty, Jr., *Acting Secretary, Board of Public Works*  
*Lucille Maurer, Treasurer of the State; H. Louis Stettler III, Secretary of Budget and Fiscal Planning; Earl F. Seboda, Secretary of General Services; Richard H. Trainor, Secretary of Transportation; Dr. John S. Toll, President, University of Maryland; vacancy, public member.*

*Counsel:* Margaret Lee Quinn

*Staff:* Lonnie R. Robbins, *Procurement Advisor, Board of Public Works; Sherri Cook.*

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