

**BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY, MARYLAND**  
Hagerstown, Maryland

April 10, 2018

**INVOCATION AND PLEDGE OF ALLEGIANCE**

Commissioner Barr offered the Invocation followed by the Pledge of Allegiance to the Flag by the full assemblage.

**CALL TO ORDER**

President Terry L. Baker called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 9:56 a.m. at 100 West Washington Street, Room 1113, with the following members present: Vice President Jeffrey A. Cline and Commissioners John F. Barr, Wayne K. Keefer and LeRoy E. Myers, Jr.

**CONVENE IN CLOSED SESSION**

Commissioner Barr, seconded by Keefer, moved to convene in closed session at 9:56 a.m. to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; and to consider matters that concern proposals for a business or industrial organizations to locate, expand or remain in the State; in accordance with Section 3-305(b) (1) and (4) of the General Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed a position vacancy and staff recommendation related thereto; discussed a specific ongoing personnel matter with staff; considered general staffing matters and related issues; and discussed potential economic development matters and possible economic opportunities relating to business entities hoping to locate in the County/State.

During closed session, the Commissioners provided direction to staff relating to an employment vacancy; provided guidance to staff regarding a specific personnel matter; and provided thoughts regarding proposals and potential economic development opportunities relating to business entities hoping to locate in the County/State.

Present during closed session were Commissioners Terry L. Baker, John F. Barr, Jeffrey A. Cline, LeRoy E. Myers, Jr. and Wayne K. Keefer. Also present were Robert J. Slocum, County Administrator; Vicki C. Lumm, County Clerk; John M. Martirano, County Attorney, and at various times Stephanie Stone, Director, and Debra Peyton, Deputy Director, Health and Human Services; Tim Lung, Director, and Rebekah Gander, Chief of Permits, Planning and Permitting; Kassie Lewis, Director, Business Development; Jim Sterling, Director, Public Works; Wonro Lee, Gunseon Lee and Junehee Lee.

April 10, 2018

Page 2

**RECONVENE IN OPEN SESSION:**

Commissioner Barr, seconded by Keefer, moved to reconvene in open session at 11:26 a.m. The motion passed unanimously.

**PUBLIC HEARING – LAND PRESERVATION, PARKS AND RECREATION PLAN**

President Baker convened a public hearing at 11:28 a.m. to obtain public comment regarding the draft Land Preservation, Parks and Recreation Plan (LPPRP) that is updated on a three year cycle as required by Maryland law. Commissioner Baker reviewed the procedures for the public hearing. Jill Baker, Chief Planner, Planning and Zoning, described the LPPRP stating that the preparation and update of this document is a prerequisite for County participation in the Maryland Program Open Space (POS) Localside Program, which provides annual grants for the acquisition of land for conservation and park purposes as well as for the development of public recreation facilities. Funding received from the POS program is also shared with the nine incorporated municipalities in the County.

The LPPRP was developed in accordance with guidance from the Maryland Department of Natural Resources and with input from the County Planning Commission and the County Parks and Recreation Advisory Board. Public comment was also sought through public input meetings, public comment sessions and a targeted survey that received 435 responses. The draft document has been forwarded to the Maryland Department of Natural Resources for review and comment. Ms. Baker advised that failure to adopt a local LPPRP could result in the withholding of Localside POS Funding, which could impact both County and municipal projects.

The public hearing was opened for public comment and no one offered comments. The hearing was opened for questions from the Commissioners.

The public hearing was closed at 11:33 a.m.

**APPROVAL OF MINUTES – MARCH 27, 2018 AND APRIL 3, 2018**

Commissioner Barr, seconded by Myers, moved to approve the minutes of March 27, 2018. The motion passed unanimously.

Commissioner Myers, seconded by Barr, moved to approve the minutes of April 3, 2018. The motion passed with Commissioners Myers, Barr, Keefer and Baker voting “AYE and Commissioner Cline “ABSTAIN” due to being absent from the meeting.

**REPORTS FROM COUNTY STAFF**

**County Attorney – RZ-17-004**

Deputy County Attorney Kirk C. Downey brought forth for consideration the request by Applicant Bluegrass Commercial, LLC and Michael W. Scott and Kelli S. Scott for Map Amendment RZ-17-004 to the Washington County Zoning Ordinance. The subject property consists of three parcels located on the northwest side of the Leitersburg Pike.

April 10, 2018

Page 3

The application concerns the request to change the zoning classification from RV – Rural Village to RB – Rural Business floating zone. The Planning Commission has recommended approval of the rezoning. The County Commissioners held a public hearing on January 9, 2018 and reached a consensus to approve the request during their February 27, 2018 meeting. An Ordinance to Amend the Zoning Map and the Decision and Findings of Fact in support of the reclassification have been prepared and are ready for adoption.

Commissioner Barr, seconded by Myers, moved to adopt the ordinance to approve the requested reclassification of the property that is the subject of RZ-17-004 and to adopt the Decision and Findings of Fact as prepared in support of the approval. The motion passed unanimously. (Ordinance No. ORD-2018-07 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

#### **County Clerk – Appointments to Boards and Commissions**

##### **Hagerstown Eastern Panhandle Metropolitan Planning Organization**

County Clerk Vicki Lumm recommended the appointment of William G. Green, Mayor of the Town of Williamsport, to serve as the member at large from the Washington County municipalities to the Hagerstown Eastern Panhandle Metropolitan Planning Organization. The term is for two years ending April 30, 2020.

Commissioner Cline, seconded by Myers, moved to appoint William Green as the member at large from the Washington County municipalities to the Hagerstown Eastern Panhandle Metropolitan Planning Organization through April 30, 2020. The motion passed unanimously.

##### **C&O Canal Federal Advisory Commission**

The National Park Service has requested that the Commissioners' submit the name of a second individual for consideration to serve on the C&O Canal Federal Advisory Commission. Their current representative is George F. Franks, III. The Commissioners reached a consensus to submit the name of Michael D. Barnhart for consideration to serve as a member of the Commission. Mr. Barnhart was formerly the Chief Ranger for the National Park Service and currently volunteers at the Williamsport Visitor's Center.

#### **CITIZENS PARTICIPATION**

There were no citizens present that wished to participate.

#### **INTERGOVERNMENTAL COOPERATIVE PURCHASE – PERSONAL PROTECTIVE EQUIPMENT FOR EMERGENCY SERVICES**

Rick Curry, Purchasing Director, and Jonathan Hart, Director of Fire Services, recommended authorization by Resolution the Intergovernmental Cooperative Purchase relating to the purchase of fifty sets of Personal Protective Equipment (PPE), coats and pants, for the Division of Emergency Services from Witmer Public Safety Group, Inc. of Williamsport, Maryland, at contracted unit prices totaling \$99,165 based on the contract

April 10, 2018

Page 4

awarded by the State of New Jersey (Solicitation #12-X-22281; New Jersey Contract A80947). There are direct cost savings realized by using the County's intergovernmental cooperative purchase process that permits the County to use another entity's contract to eliminate Washington County's bid process and obtain overall better pricing due to economies of scale offered by the existing contract. Funding is available in the division's operating budget.

Commissioner Keefer, seconded by Myers, moved to approve by resolution the Intergovernmental Cooperative Purchase relating to the purchase of fifty sets of Personal Protective Equipment, coats and pants, for the Division of Emergency Services from Witmer Public Safety Group, Inc. of Williamsport, Maryland, at contracted unit prices totaling \$99,165 based on the contract awarded by the State of New Jersey as presented. The motion passed unanimously. (Resolution No. RS-2018-07 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

### **NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK**

#### **PROCLAMATION**

David Hays, Director, Emergency Services, and Bardona Woods, Assistant Director, Emergency Communications, along with various emergency medical services workers, accepted a proclamation from the Commissioners for National Public Safety Telecommunicators Week observed April 8-14, 2018. The occasion honors Public Safety Telecommunicators who are the first and most critical contact that citizens have with emergency services. The Commissioners thanked all for their dedication and service.

#### **RECESS**

The Commissioners recessed at 11:48 a.m. to attend a luncheon budget presentation by the Washington County Museum of Fine Arts at 401 Museum Drive, Hagerstown.

#### **AFTERNOON SESSION**

The Commissioners reconvened at 1:59 p.m. with the following members present: Commissioners Terry L. Baker, Jeffrey A. Cline, John F. Barr and Wayne K. Keefer. (Commissioner LeRoy E. Myers, Jr. was absent from the afternoon session.)

### **REPORT - WAGE AND SALARY SCALE STUDY FOR WASHINGTON COUNTY**

Stephanie Stone, Director, and Debra Peyton, Deputy Director, Health and Human Services, presented a report of the salary study conducted by Evergreen Solutions, LLC. The study included data received from County employees and fifteen peer groups in Maryland and surrounding jurisdictions. It included benefit analysis and further consideration of investment in employee wellbeing. Ms. Stone indicated that all employees were given the opportunity to participate in the process by filling out a Job Assessment Tool (JAT), being part of a focus group and completing a Survey Monkey online form. She advised that 370 out of 773 employees (48%) responded to the JAT. The study showed that the County is slightly above peer groups regarding benefits and retirement plans but ranks in the middle or lower on salary among comparable governmental entities.

April 10, 2018

Page 5

One recommendation from the study is to consider adjusting the County's salary step scale from 3.5% to 2% to allow for yearly wage increases for employees and also adding steps to keep salaries in line with current levels. This would avoid going without employee raises for several years as has happened in the past, and would avoid giving the same salary to a new employee as a current employee who has been employed for one or more years. The County currently has 22 grades based on positions and 14 steps. Those differ from the Sheriff's Department employees.

Along with the report findings, recommendations from the study were as follows:

- 1) Revise the titles of some classifications and establish unique titles as needed based on the work performed by employees;
- 2) Revise all job descriptions to include updated classification information provided in the JAT and review job descriptions annually for accuracy;
- 3) Review all classifications into the County's adjusted structure (plans effective 1/13/18) based on external and internal equity; and implement the new structure by transitioning employees' salaries into these plans which are shown below;
- 4) Continue departmental review of employees' salaries and when feasible, make appropriate adjustments toward market competitive midpoints;
- 5) Conduct small-scale salary surveys as needed to assess the market competitiveness of hard-to-fill classifications and/or classifications with retention issues and make adjustments to pay grade assignments if necessary; and
- 6) Conduct a comprehensive classification and compensation study every three to five years.

The Commissioners discussed the proposals. Commissioner Baker referred to merit based pay and indicated that he does not agree with that methodology. The Salary Study Report will be posted online for the public and employees to view. It will be used as a tool moving forward to evaluate and present recommended salary scale changes to the Commissioners.

#### **COULTER RURAL LEGACY PROGRAM EASEMENT**

Eric Seifarth, Rural Preservation Administrator, Planning and Zoning, recommended approval of the Dwayne Eugene Coulter Rural Legacy Program (RLP) Easement Project of \$272,615 for 78.89 easement acres located on Park Hall Road, Boonsboro, in the Rural Legacy area. Mr. Seifarth described the parcel that contains approximately 48 acres of cropland, 9 acres of pasture and 20 acres of woodland within the Locust Grove/Park Hall Road historic landscape. The farm also lies in the viewshed of the Battle of Fox's Gap and is adjacent to thousands of acres of preserved land. Nine development rights will be extinguished with this easement. RLP funding is 100% State funds; the County receives up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all its legal/settlement costs. Since 1998, Washington County has been awarded over \$20 million to purchase Rural Legacy easements on more than 6,100 acres near the Antietam Battlefield in the RLP area.

April 10, 2018

Page 6

Commissioner Keefer, seconded by Cline, moved to approve the Dwayne Eugene Coulter Rural Legacy Program Easement Project of \$272,615 for 78.89 easement acres located on Park Hall Road, Boonsboro, to adopt an ordinance approving the purchase of the easement, and to authorize the execution of all necessary documents required to affect the easement purchase. The motion passed unanimously. (4-0, Commissioner Myers was absent.) (Ordinance No. ORD-2018-08 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

**BONNARD J. AND PEGGY R. MORGAN RURAL LEGACY PROGRAM EASEMENT**

Chris Boggs, Land Preservation Planner, Planning and Zoning, recommended approval of the Bonnard J. and Peggy R. Morgan Rural Legacy Program (RLP) Easement Project of \$53,504.48 for 20.62 easement acres located on Chestnut Grove Road, Keedysville, in the Rural Legacy area. Mr. Seifarth indicated that the RLP project will protect 19.06 acres of woodland and 1.56 acres of pastureland and will serve to buffer a portion of Sharman's Branch. This parcel is near other preserved properties, thus adding to the large block of preservation. It is located within the viewshed of a property that was used as a signal tower for the Battle of Antietam. Four development rights will be extinguished with this easement.

Commissioner Barr, seconded by Keefer, moved to approve the Bonnard J. and Peggy R. Morgan Rural Legacy Program Easement Project of \$53,504.48 for 20.62 easement acres located on Chestnut Grove Road, Keedysville, to adopt an ordinance approving the purchase of the easement, and to authorize the execution of all necessary documents required to affect the easement purchase. The motion passed unanimously. (4-0, Commissioner Myers was absent.) (Ordinance No. ORD-2018-09 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is in the County Commissioners' Office.)

**GOVERNOR'S OFFICE FOR CHILDREN FISCAL YEAR 2019 COMMUNITY PARTNERSHIP AGREEMENT**

Stephanie Lapole, Grant Manager, Grant Management (OGM), requested approval of the submission of the Fiscal Year 2019 Community Partnership Agreement proposal to the Governor's Office for Children requesting \$674,447 and to accept the funding as awarded. The OGM, on behalf of and at the direction of the Local Management Board (LMB), requests approval to submit the proposal in response to the Fiscal Year 2019 Notice of Funding Availability. The proposal requests \$674,447 in funding for five programs impacting the well-being of children, youth and families in Washington County and \$121,400 in support for County administrative expenses.

The funding requested by the LMB includes the following programmatic strategies and their respective vendors: Family Centered Support Services (Department of Social Services) - \$69,060; School Based Mental Health Services (Brook Lane Health Services, Inc.) - \$211,560; Disconnected Youth Program Enhancements (Western Maryland

April 10, 2018

Page 7

Consortium) - \$52,687; Family Strong Program (Potomac Case Management Services, Inc.) - \$100,000; and the Washington County Reengagement Center for Disconnected Youth (vendor to be determined) - \$119,740.

Commissioner Barr, seconded by Keefer, moved to approve the submission of the Fiscal Year 2019 Community Partnership Agreement proposal to the Governor's Office for Children requesting \$674,447 and to accept the awarded funding. The motion passed unanimously. (4-0, Commissioner Myers was absent.)

**ADJOURNMENT**

Commissioner Cline, seconded by Keefer, moved to adjourn at 2:49 p.m. The motion passed unanimously.

  
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Robert J. Slocum, County Administrator

  
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John M. Martirano, County Attorney

  
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Vicki C. Lumm, County Clerk