



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

*Open Session Minutes*

**February 26, 2019**

*The Board of County Commissioners attended the annual luncheon budget presentation by the Washington County Museum of Fine Arts at 401 Museum Drive, Hagerstown, Maryland.*

**MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

A moment of silence was observed, followed by the Pledge of Allegiance to the Flag by the full assemblage.

**CALL TO ORDER**

President Jeffrey A. Cline called the regular meeting of the Board of County Commissioners of Washington County, Maryland, to order at 2:00 p.m. at 100 West Washington Street, Room 1113, Hagerstown, Maryland, with the following members present: Vice President Terry L. Baker, and Commissioners Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner.

**APPROVAL OF MINUTES**

Commissioner Keefer, seconded by Commissioner Wagner, moved to approve the minutes of February 12, 2019. The motion passed unanimously.

**JOINT MEETING WITH WASHINGTON COUNTY BOARD OF EDUCATION  
PRESENTATION OF THE DRAFT FISCAL YEAR 2020 GENERAL FUND BUDGET FOR THE  
BOARD OF EDUCATION**

Board of Education (BOE) President Melissa Williams, Vice-President Stan Stouffer, and members Jacqueline Fischer, Michael Guessford, Pieter Bickford, Linda Murray, and Wayne Ridenour met with the County Commissioners to present the draft Fiscal Year 2020 (FY20) General Fund Budget for the BOE.

Dr. Boyd Michael, Superintendent, staff and BOE members presented the draft FY20 General Fund budget for the BOE. Dr. Michael discussed the budget initiatives to include kindergarten readiness, pre-kindergarten (pre-k) expansion, and complex student needs. The presenters described the challenges of meeting the needs of a diverse student population and providing appropriate compensation for employees, including health care and substitute teachers. The budget is valued at \$286,576,064 with \$102,370,353 requested in county funding. The BOE has requested \$3,839,593 in funding above the FY19 level, \$2,451,010 is a result of the county being identified as a "low effort" county per Code of Maryland Regulations (COMAR) 13A.02.05.05, and \$1,878,963 above maintenance of effort.

Dr. Michael introduced Dr. Stacy Henson, Coordinator for Early Learning, Ms. Gina Hoover, Pre-k Teacher, Emma K. Doub Elementary School and two (2) pre-k students. Dr. Henson discussed the success of the pre-k program and the importance to the children.

The Commissioners discussed the budget as presented.

Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools, presented the draft FY20 Capital Budget request for the Board of Education. He discussed the FY20 – FY25 Capital Improvement Project (CIP) funding requests to include maintenance needs in existing schools and replacement school needs. Additionally, Mr. Proulx would like to establish a joint County and WCPS committee to discuss CIP.

Ms. Williams concluded the joint meeting with the BOE and the Commissioners by thanking the Board for their time and consideration.

Sara Greaves, Chief Financial Officer, Washington County, shared a presentation showing Washington County's budget information for education.

The joint meeting ended at 3:35 p.m.

### **CONVENE IN CLOSED SESSION**

Commissioner Wagner, seconded by Commissioner Keefer, moved to convene in closed session at 3:35 p.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; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; to consult with counsel to obtain legal advice on a legal matter; to consult with staff, consultants, or other individuals about pending or potential litigation, in accordance with Section 3-305(b)(1), (4), (7) of the General-Provisions Article of the Annotated Code of Maryland. The motion passed unanimously.

In closed session, the Commissioners discussed the potential appointment of specific individuals to a council over which the Board has appointment authority and discussed the filling of certain personnel vacancies with specific candidates. The Board provided staff direction in regards thereto. The Board received legal advice regarding a contractual matter and parties' contractual obligations and discussed proposals for certain business entities to locate in the State and County.

Present during closed session were Commissioners Jeffrey A. Cline, Terry L. Baker, Wayne K. Keefer, Cort F. Meinelschmidt, and Randall E. Wagner. Also present were Robert J. Slocum, County Administrator; Krista L. Hart, County Clerk; Kirk C. Downey, County Attorney, and at various times Deb Peyton, Director, Health and Human Services; Tom Brown, Assistant Director, Emergency Management; Leanne Mazer, Tri-County Council; Ed Plank, Director, Highway Department; Andrew Eshleman, Director, Public Works; Susan Small, Director, Business Development; and representatives of JG Business Link International.

### **RECONVENE IN OPEN SESSION**

Commissioner Meinelschmidt, seconded by Commissioner Wagner, moved to reconvene in open session at 6:01 p.m. The motion passed 4-0 (Commissioner Cline was absent).

### **CITIZENS' PARTICIPATION**

Ron Horn, 181 Stanford Road, Hagerstown, Maryland, appeared as a member of the Emergency Services Advisory Committee (ESAC). Mr. Horn shared that the ESAC is in the process of studying

the staffing plan for Emergency Services. He also extended an invitation for County Administrator Rob Slocum to attend an ESAC meeting.

Glenn Fishack, 13134 Bikle Road, Hagerstown, Maryland, shared his support for the staffing plan for Emergency Services.

Kevin Rowe, 1977 Lancashire Drive, Rockville, Maryland, shared his appreciation for Ashley Holloway, Director of Plan Review and Permitting; in addition to Susan Small and Leslie Hart for their assistance with his pending project titled Washington Springs.

### **EMERGENCY SERVICES OVERVIEW UPDATE**

Dave Hays, Director of Emergency Services; Robert Moncrief, President, Washington County Volunteer Fire and Rescue Association; and Kingsley Poole, Chairman of Emergency Services Advisory Council, presented options for consideration in moving forward with implementation of Phase 2 of the Strategic Firefighter Staffing Plan and Phase 2 of the EMS Master Plan. At the previous request of the Commissioners, Mr. Hays presented results of a survey completed by volunteer departments reflecting specific departmental needs. Of the 21 possible departments, 18 have submitted requests expressing a desire to obtain career staffing from the county to help meet the delivery challenges. In total, eleven (11) fire departments and eight (8) EMS departments have requested that the Commissioners provide them with Phase 2 staffing. Mr. Hays stated that as a result of the survey, staff has recommended approval to submit an application for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant. Additionally, Mr. Hays shared that for full implementation of Phase 2 of the Firefighter Staffing plan, it would require the hiring of sixty (60) firefighters and two (2) supervisors. He recommended hiring thirty-two (32) firefighters under the SAFER grant for FY20. The year 1 and year 2 cost respectively for the thirty-two (32) firefighters under the SAFER grant is \$625,221.40 for each year; for years 3 and 4, it is recommended that a reprioritization for the FY22 and future years Apparatus Fleet Replacement Capital Improvement Budget be considered, allowing the yearly \$800,000 be used to offset future cost as the SAFER grant expires. This offset would reduce the additional general budget allocation requirements for years 3 and 4, requiring \$200,354.24 in FY22, and \$875,309.96 in FY23. He added that there would also be a \$175,000 firefighter staffing subsidy return from the seven (7) stations who would receive full time county staffing.

Commissioners discussed the plan and agreed to revisit for further discussion.

Dick Hopkins, ESAC, discussed the staffing shortages and potential liabilities of such shortages.

Commissioner Cline thanked all those in attendance.

### **PRESENTATION OF PROCLAMATION RECOGNIZING FEBRUARY 16-23, 2019 AS FUTURE FARMERS OF AMERICA WEEK**

President Cline presented a proclamation recognizing February 16, 2019 through February 23, 2019 as Future Farmers of America Week; recipients included the Future Farmers of America Leadership Teams from Boonsboro, Clear Spring, Hancock, and Smithsburg.

**PRESENTATION OF PROCLAMATION RECOGNIZING FEBRUARY 2019 AS BLACK HISTORY MONTH**

Members from the Diversity and Inclusion Committee thanked the Board for their recognition of Black History month. Commissioner Keefer presented a proclamation to the members of the Diversity and Inclusion Committee recognizing Black History Month.

**PRESENTATION OF THE 2020-2029 CAPITAL BUDGET, DRAFT 1 (part two)**

Sara Greaves, Chief Financial Officer, Kelcee Mace, Deputy Director; and Misti Rosenberry, Accountant, continued with discussion of the draft 2020 – 2029 Capital Budget, as previously started on February 12, 2019.

Commissioners discussed the Fuel Center Replacement project with the Sheriff's Department. Ms. Greaves will gather additional information regarding this topic and return to the Board at a later date.

Commissioner Baker and Keefer discussed the option of foregoing the Professional Boulevard bridge project in order to alleviate budget shortcomings. Additionally, it was discussed that the Multi-Purpose Center should be removed, as well as Slabtown Road Bridge.

Ms. Greaves shared that the Capital Improvement Project Committee has discussed the following projects for consideration of removal from the budget: Multi-Purpose Center, Fuel Centers (Highway, Western Section and Sheriff's Department), Slabtown Road Bridge, and Western Section Shop, Highway Department.

**SEX OFFENDER COMPLIANCE AND MARYLAND GRANT – APPROVAL TO SUBMIT APPLICATION AND ACCEPT AWARDED FUNDING**

Stephanie Lapole, Senior Grant Manager, Office of Grant Management; and Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office, requested permission to submit an application to the Governor's Office of Crime Control and Prevention for a \$27,276 Sex Offender Compliance and Enforcement in Maryland grant. Ms. Lapole advised that the no-match grant would support the salaries and associated costs of two (2) part-time civilian employees that assist the Sex Offender Registrar with registering/re-registering sex offenders and conducting compliance checks.

Commissioner Keefer, seconded by Commissioner Baker, moved to approve the submission of a \$27,276 Sex Offender Compliance and Enforcement in Maryland grant application and accept all awarded funding. The motion passed unanimously.

**PLANNING ASSISTANCE TO STATES PROGRAM GRANT PHASE 4 – APPROVAL TO ACCEPT AWARDED FUNDING**

Stephanie Lapole; and Dan DiVito, Director, Environmental Management, requested acceptance of a \$70,000 grant award from the United States Army Corps of Engineers. The funding will be used toward the completion of Phase 4 of the Urbanized Area Stormwater Infrastructure Mapping Project with the United States Army Corps of Engineers-Baltimore District. The project will enable the County to work toward compliance with the National Pollutant Discharge Elimination System MS4 Phase II General Permit by mapping and inventorying its stormwater drainage system within the urbanized area. A 50/50 match is required and will be provided through the Stormwater Retrofit Capital Improvement budget.

Commissioner Meinelschmidt, seconded by Commissioner Keefer, moved to approve to accept the awarded funding in the amount of \$70,000 as the grant award from the United States Army Corps of Engineers as presented. The motion passed unanimously.

#### **RESOLUTION FOR BLAIR MATERIALS, INC.**

Susan Small, Director, Department of Business Development, recommended to authorize by resolution the endorsement of the State of Maryland's \$120,000 Maryland Economic Development Assistance Fund (MEDAF) loan, and to provide a County conditional loan of \$120,000 to Blair Materials, Inc., or an entity (Company) acceptable to the State of Maryland Department of Commerce (Department). The MEDAF loan proceeds would be used by the Company to establish its headquarters and manufacturing operations at Tandy Drive, Hagerstown, Maryland. Anticipated total project costs associated with the project would be \$70,000,000, with an understanding that the Company will hire forty (40) full-time permanent employees by December 31, 2020.

Commissioner Baker, seconded by Commissioner Keefer, moved to authorize by resolution the endorsement of the State of Maryland's \$120,000 MEDAF loan, and to provide a conditional loan of \$120,000 to Blair Materials, Inc., or an entity acceptable to the Department as presented. The motion passed unanimously.

(Resolution No. RS-2019-03 is recorded among the Acts, Ordinances, and Resolutions of Washington County and the original is located in the County Commissioners' Office.)

#### **ELECTION BOARD – ADMINISTRATION LEAVE**

Kaye Robucci, Director, and Barry Jackson, Deputy Director II, Washington County Elections Board (BOE), presented a request for an approved eight (8) hours of administrative leave for each election day worked by Washington County government employees as Election Judges. Ms. Robucci shared that new election laws and regulations will require the BOE to hire more election judges for the upcoming elections. She added that by granting the administrative leave, it may help increase the quantity and quality of judges in Washington County.

Commissioner Wagner, seconded by Commissioner Keefer, moved to authorize eight (8) hours paid administrative leave as presented. The motion passed unanimously.

#### **MARYLAND GENERAL ASSEMBLY LEGISLATION REQUIRING MULTIPLE EARLY VOTING SITES**

Kaye Robucci, and Barry Jackson, brought forth information pertaining to House Bill 79, sharing that the proposed bill would change the requirement for number of early voting centers in each local jurisdiction, based on the number of registered active voters.

#### **COMBINED ELECTION BOARD FACILITY**

Kaye Robucci, and Barry Jackson, recommended approval of funding for the lease (and build-out if required) of a facility which would be sufficient enough to meet the needs of the Washington County Board of Elections (BOE), citing a possible location of 17718 Virginia Avenue, Hagerstown.

The Commissioners discussed the options of leasing the property to include the build-out and the cost. The Commissioners agreed that further information needs to be presented once communication has been made with the property owner, to include possible purchase price and/or lease costs.

**PROPOSED BUILDING CODE REVIEW COMMITTEE**

Rich Eichelberger, Director, and Frank Quillen, Chief Plans Examiner, Division of Construction; and Ashley Holloway, Director, Division of Plan Review and Permitting, recommended the approval of the proposed Building Code Review Committee (Committee) to assist in the review of the 2018 Building Codes in preparation for local adoption. Mr. Eichelberger explained that the Committee would consist of various government, design, and construction representatives which would review safety, consistency, common sense, and customer service across agencies as related to Washington County. The proposed members include: Michael Gehr, Bushey Feight Morin Architects, Inc.; Dan Matonak, Matonak & Associates; Les Grim, L.S. Grim Consulting Engineers; Carl Vogel, Oliver Homes; Blaine Mowen, City of Hagerstown Chief Code Official; Rich Eichelberger, Washington County Code Official/Director; Ashley Holloway, Director, Washington County Division of Plan Review and Permitting; Frank Quillen, County Deputy Code Official; Larry Iseminger, MD State Fire Marshall Office; Terry Feiser, County Chief Building Inspector; Kamera Gordon, Support Staff; and Rebecca Gander, Code Review Coordinator, Washington County.

Commissioner Meinelschmidt, seconded by Commissioner Baker, moved to approve the Building Code Review Committee as presented, to include the members as proposed. The motion passed unanimously.

**Health and Human Services Position Recommendations**

Deb Peyton, Director, introduced several position recommendations for approval by the County Commissioners, as follows:

- Angela Latini - Emergency Services Supervisor, Grade 12, Step 1 - \$47,341
- Jonathan Ritchey Martin – MEO II, Central Section Highway Department, Grade 7, Step 1, \$32,219
- Tyler Shaeffer – MEO II, Central Section Highway Department, Grade 7, Step 1, \$32,219
- Ralph Lewis – MEO II, Southern Section Highway Department, Grade 7, Step 1, \$32,219

The positions were approved as submitted with concurrence from the Commissioners.

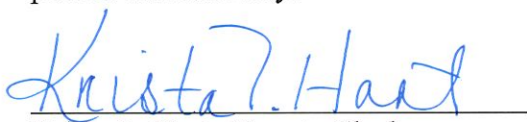
**CASCADE TOWN CENTRE DEVELOPMENT PLAN 2019**

Representatives from JG Business Link International (JGBLI) presented the Cascade Town Centre Development Plan 2019; to include an itinerary for March. Mr. Lee discussed several potential investors in which they would meet with in Korea for additional conversation regarding the development of the Cascade Town Centre.

The Commissioners agreed to take the matter under consideration.

**ADJOURNMENT**

Commissioner Keefer, seconded by Commissioner Wagner, moved to adjourn at 9:00 p.m. The motion passed unanimously.

  
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Krista L. Hart, County Clerk