



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201  
WWW.WASHCO-MD.NET

**BOARD OF COUNTY COMMISSIONERS**  
**March 5, 2019**  
**OPEN SESSION AGENDA**

- 10:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*  
APPROVAL OF MINUTES – February 26, 2019
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 A.M. REPORTS FROM COUNTY STAFF
- 10:15 A.M. CITIZENS PARTICIPATION
- 10:20 A.M. SECOND QUARTER ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S FY2019 GENERAL FUND BUDGET – *Jeffery Proulx, Chief Operating Officer, Washington County Public Schools, David Brandenburg, Executive Director of Finance, Washington County Public Schools*
- 10:30 A.M. FY2020 GENERAL FUND BUDGET – *Sara Greaves, Chief Financial Officer and Kim Edlund, Director, Office of Budget and Finance*
- 10:45 A.M. OTZELBERGER FARM RURAL LEGACY PROGRAM (RLP) EASEMENT – *Eric Seifarth, Rural Preservation Administrator, Department of Planning and Zoning*
- 10:50 A.M. CONTRACT AWARD (PUR-1406) – LOCAL CARE TEAM COORDINATOR – *Rick Curry, CPPO, Director, Purchasing Department and Stephanie Lapole, Senior Grant Manager, Office of Grant Management*
- 10:55 A.M. ENHANCED NUTRIENT REMOVAL AT WASHINGTON COUNTY'S WWTP - *Mark Bradshaw, P.E., Deputy Director, Engineering Services, Division of Environmental Management*
- 11:00 A.M. CONSTRUCTION BID AWARD – POFFENBERGER ROAD BRIDGES W4011 AND W4012 BRIDGE REHABILITATION PROJECT, COUNTY CONTRACT NO. BR-PR-179-14 SHA CONTRACT NO. WA395ZM2, FEDERAL AID PROJECT NO. STBG-3(532)E – *Scott Hobbs, P.E., Director, Division of Engineering*
- 11:05 A.M. CASCADE TOWN CENTRE OVERVIEW – *Andrew Eshleman, Director, Public Works, Sara Greaves, Chief Financial Officer, Dan DiVito, Director, Division of Environmental Management, Todd Moser, Real Property Administrator, Division of Engineering, and Susan Small, Director, Department of Business Development*

- 11:20 A.M. EMERGENCY SERVICES OVERVIEW – UPDATE - *R. David Hays, Director, Emergency Services, Robert Moncrief, President, Washington County Volunteer Fire and Rescue Association, and Kingsley Poole, Chairman, Emergency Services Advisory Council*
- 12:00 P.M. APPROVAL OF BY-LAWS FOR THE DISABILITIES ADVISORY COMMITTEE – *Deb Peyton, Director, Division of Health and Human Services*
- 12:05 P.M. CLOSED SESSION  
*(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 consult with counsel to obtain legal advice on a legal matter.)*
- 2:05 P.M. RECESS

#### EVENING MEETING AT THE TOWN OF BOONSBORO

*Location: 21 North Main Street, Boonsboro, Maryland*

- 6:00 P.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*
- 6:05 P.M. TOWN OF BOONSBORO LEADERS' REPORTS AND COMMENTS
- 6:10 P.M. COMMISSIONERS' REPORTS AND COMMENTS
- 6:15 P.M. REPORTS FROM COUNTY STAFF
- 6:20 P.M. CITIZENS PARTICIPATION
- 6:30 P.M. ADJOURNMENT



## Agenda Report Form

### Open Session Item

**SUBJECT:** Second Quarter Adjustments to the Washington County Board of Education's FY2019 General Fund Budget

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools, David Brandenburg, Executive Director of Finance, Washington County Public Schools

**RECOMMENDED MOTION:** Move to approve the requested second quarter adjustments to the Board of Education's FY2019 General Fund Budget.

**REPORT-IN-BRIEF:** The Annotated Code of Maryland requires local school systems to periodically re-forecast their financial needs and make necessary changes to their budgets. To that end, the Washington County Board of Education approved the attached list of changes to its FY2019 General Fund Budget at its February 19, 2019 meeting.

**DISCUSSION:** Several of the changes that the Board of Education approved on February 19, 2019 cross major categories. Therefore, these requested adjustments must also be approved by the Board of County Commissioners. The Board of Education has asked its Finance staff to review the requested budget changes with the Commissioners and answer any questions that they may have.

**FISCAL IMPACT:** None. These proposed modifications merely adjust the budget to allow for proper categorization of revenues and expenses.

**CONCURRENCES:** The Board of Education's Finance Committee reviewed the proposed adjustments at their meeting February 5, 2019 meeting and recommended them for approval by the full Board. The Board of Education approved these changes at their February 19, 2019 meeting.

**ALTERNATIVES:** None

**ATTACHMENTS:**

1. Proposed second quarter budget adjustments for the Washington County Board of Education's FY2019 General Fund Operating Budget.
2. A quarter-by-quarter schedule of FY2019 adjustments by category.

**AUDIO/VISUAL NEEDS:** None

**Washington County Public Schools  
Second Quarter FY2019 Budget Adjustments**

Category	Value	The primary reason for variance is:
Revenue	99,420	Increased interest income and sale of assets
Administration	161,750	Higher indirect cost recovery from grants due to higher rate, turnover credit
Mid-Level Administration	33,665	Turnover credit
Student Personnel Services	121,320	Two positions classified under Instruction - Guidance
Maintenance of Plant	47,790	Turnover credit
Fixed Charges	516,469	Savings in contributions to the health insurance fund due to changes in subscriber mix
Capital Outlay	10,715	Turnover credit/vacancy
Total Expense Reductions/Additional Revenue	<b><u>991,129</u></b>	
Other Instructional Costs	110,159	Adjust for CTE Maintenance of Effort
Student Transportation Services	237,930	Increased assistants and temporary help to support special needs and initiatives
Operation of Plant	613,040	Replacement of school servers for security and other functions
Food Services	30,000	Needed for regular program and adjustments to student accounts
Total Expense Increases/Reduced Revenue	<b><u>991,129</u></b>	
<b>Net Effect on Fund Balance</b>	<b>0</b>	

Washington County Public Schools  
Summary of FY2019 Budget Adjustments by Quarter

Category	Increase/(Decrease)				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Full Year
Revenue		\$99,420			\$99,420
Administration	(60,000)	(161,750)			(\$221,750)
Mid-Level Administration	(33,909)	(33,665)			(\$67,574)
Instructional Salaries	136,410				\$136,410
Instructional Textbooks and Supplies	(43,415)				(\$43,415)
Other Instructional Costs	96,324	110,159			\$206,483
Special Education					\$0
Student Personnel Services		(121,320)			(\$121,320)
Student Health Services					\$0
Student Transportation Services		237,930			\$237,930
Operation of Plant	50,000	613,040			\$663,040
Maintenance of Plant		(47,790)			(\$47,790)
Capital Outlay		(10,715)			(\$10,715)
Food Service		30,000			\$30,000
Fixed Charges	(145,410)	(516,469)			(661,879)
Undesignated Fund Balance Change	\$0	\$0	\$0	\$0	\$0

Note: An increase in the revenue budget has the same effect as a decrease in the expense budget. They are both positive. Therefore, when adding the column, one must reverse the sign on the requested change in revenue.



## Agenda Report Form

### Open Session Item

**SUBJECT:** FY2020 General Fund Budget

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Sara Greaves, Chief Financial Officer; Kim Edlund, Director, Office of Budget & Finance

**RECOMMENDED MOTION:** None

**REPORT-IN-BRIEF:** Discussion related to revenues and expenditures for the FY2020 budget.

**DISCUSSION:** The FY2020 budget includes revenues in the amount of \$228.8 million, a decrease from FY19 budget of \$800K. Several major revenue sources have impacted this figure.

Real Estate Tax -	\$2.2M
Income Tax -	(\$1.25M)
Speed Camera -	(\$2.2M)
Investment interest -	\$0.5M
Other -	(\$0.1M)

Revenue estimates were based on FY19 projections and average increases over the last three years.

A 5-step approach to be taken includes:

- Step 1 – Start with FY2019 budget – \$229.6M
- Step 2 – Fund Mandates - \$4-5M
- Step 3 – Major Safety Requests - \$4.3M
- Step 4 – Employee wage - \$2.3M
- Step 5 – Department or external agency requests

At this point in the budget process, through various adjustments under consideration, we feel we are able to fund through step 3. Staff is evaluating ways to provide funding for step 4. It appears at this time that step 5 requests are unable to be funded in FY2020.

**FISCAL IMPACT:** Not balanced

**CONCURRENCES:** Not applicable

**ALTERNATIVES:** Not Applicable

**ATTACHMENTS:** Power Point Presentation

**AUDIO/VISUAL NEEDS:** Not applicable

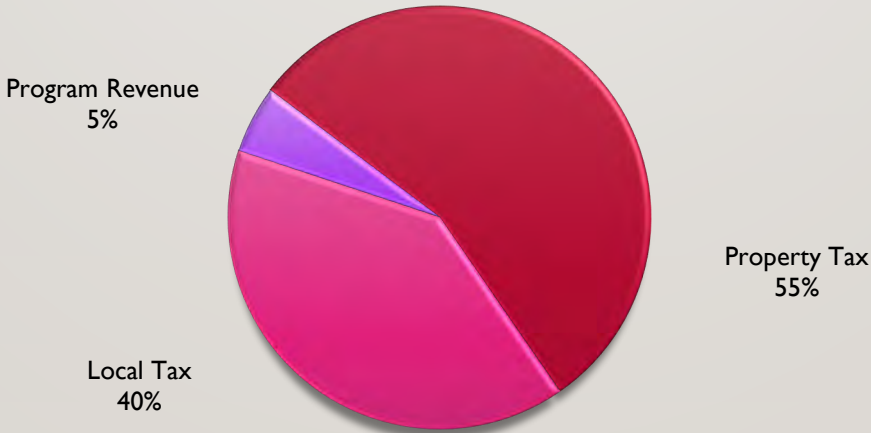
# FY2020 GENERAL FUND BUDGET

---

DRAFT I

# WHERE DO OUR REVENUES COME FROM?

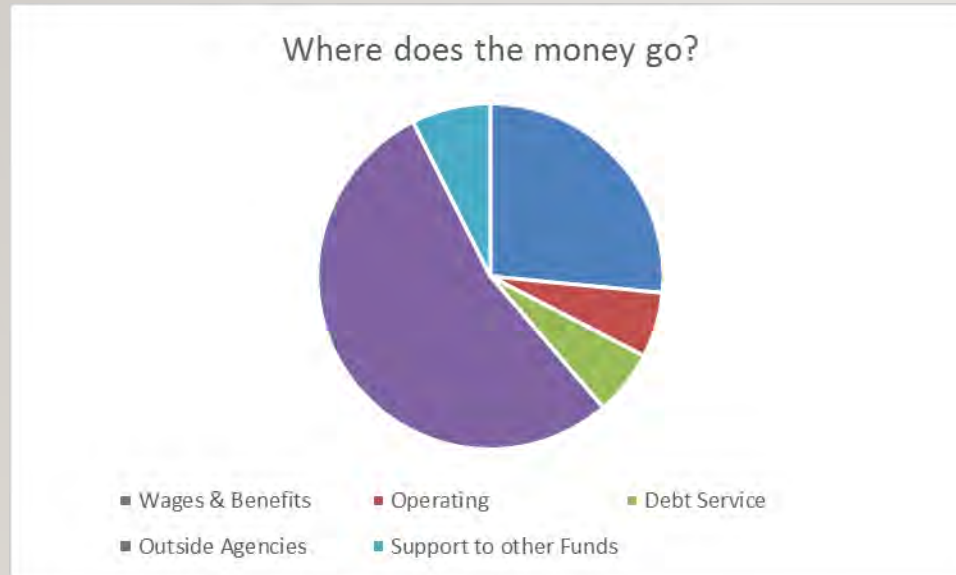
---





# WHERE DOES OUR MONEY GO?

---



- Distribution to outside entities – 54%
- Wages and Benefits – 27%
- Distributions to other funds – 7%
- Operating – 6%
- Debt Service – 6%

# REAL ESTATE TAX HISTORY

Real Estate History				
	Budget	Actual	Budget Variance	Actual/Actual
2016	106,977,350	108,391,598	1,414,248	1.31%
2017	108,354,710	109,471,446	1,116,736	1.00%
2018	111,037,170	111,501,518	464,348	1.85%
2019 - Proj.	113,679,470	114,000,000	320,530	2.24%
2020 - Budget	115,862,420			1.63%

# INCOME TAX HISTORY

Income Tax History					
	Budget	Actual	Budget Variance	Actual/Actual	Closed Year
2016	74,910,000	75,208,180	298,180	2.18%	8/31/2016
2017	77,500,000	78,891,902*	1,391,902	4.90%	8/31/2017
2018	82,000,000	77,919,871	(4,080,129)	-1.23%	8/31/2018
2019- Proj	84,000,000	81,129,000	(2,871,000)	4.12%	
2020 - Budget	82,750,000			2.00%	

- “Fourth quarter withholding receipts increased by 3.7%, while estimated payments decreased by 31.7%. This large decrease in estimated payments follows an increase of 32.8% in 2018. That increase was likely the result of taxpayer reactions to expectations of a federal tax cut following the November 2016 election, as well as the eventual passage of the Tax Cuts and Jobs Act (TCJA).” – State of Maryland – Feb 2019

- \*Two anomalies in 2017 resulting in \$1.7M more revenue

# PERSONAL PROPERTY HISTORY

Personal Property History				
	Budget	Actual	Difference	Actual/Actual
2016	12,497,840	13,762,090	1,264,250	9.05%
2017	12,950,000	14,191,981	1,241,981	3.12%
2018	13,757,540	14,688,696	931,156	3.50%
2019 - Proj	14,057,110	13,744,620	(312,490)	-6.43%
2020 - Budget	14,057,110			2.27%

# SPEED CAMERA REVENUE

Speed Camera Revenue			
	Budget	Actual	Budget Variance
2018	2,400,000	1,930,332	(469,668)
2019- Proj	4,800,000	3,167,952	(1,632,048)
2020 - Budget	2,609,760		

# STEP I – FY2019 BUDGET - \$229,639,310

---

- FY2019 - \$229,639,310
- FY2020 - \$228,759,640
- Revenue change to address trends – (\$879,670)

# STEP 2 – MANDATES - \$4–5 MILLION

---

- Maintenance of Effort - \$2 M
  - Debt Service - \$750K
  - Health Insurance – 600K\*
  - Contracts – 435K\*\*
  - Speed Camera Fees – 270K
  - Software 190K
  - Utility increases – 75K
  - Fuel Increases – 65K
  - Police Academy – 99K\*\*\*
  - Dept Business Dev – 27K\*\*\*
  - Weed Control – 35K\*\*\*
  - (Election Board – Up to 450K) – \*Pending state budget and house bills
  - Narcotics Task Force Lab Services – 86K
- 
- \* - Could change based on new bid
  - \*\* - Includes maint cont svcs, inmate medical, inmate food
  - \*\*\*- Directly offset by revenues

# STEP 3 – MAJOR SAFETY RELATED REQUESTS – \$1.1M

---

- Fire - \$0.4M
- EMS - \$0.4M
- Accounting for Fire and EMS - \$100K
- School Resource Officer funding assistance
- FF Turnout gear - \$185K
- Bullet Proof Vests - \$32K
- Ballistic Vests – \$10K



## STEP 4 – EMPLOYEE STEP - \$2.3M

---

- Value is for standard 3.5% annual step increase including benefits

# STEP 5 – COUNTY DEPTS AND EXTERNAL AGENCIES

---

- Board of Education – \$1.8M
- HCC – 301K
- VFRA – 220K
- Library – 119K
- Social Services – 8K
- Univ of Md Ext – 9K
- Humane Society – 59K
- Soil Conservation District - \$152K
- Additional School Resource Officers – pending funding in step 3
- Community Organization Funding
- DRC Funding – 250K
- County Personnel Requests - \$750K
- Public Safety and EMS Training Facility Operational costs - \$500K

# CONSIDERATIONS

---

- Income tax :  $0.01\% = \$262,074$  additional revenue
  - \$0.50/month per filer
- Real Estate tax :  $\$0.01 = \$1.2M$  additional revenue
  - \$1.75/month per household
- Reimbursement payment for Md Theatre \$350K
- Reduce contribution to Capital Plan \$4.2M
- \$800K Reserve Fleet
- Contributions to enterprise funds
  - \$400K Golf Course
  - \$14K Airport
  - \$450K Solid Waste
- Consolidate positions with vacancies \$150K

# CAPITAL PROJECTS - FY2020 – REDUCE FUNDING AND REEVALUATE NEXT FISCAL YEAR

---

- Equipment and Vehicle Replacement - \$400K
- Multipurpose Facility - \$200K
- Systemic Projects – Library - \$10K
- General Fund contingency - \$75K
- Information systems replacement - \$80K
- Financial System Management & Upgrades - \$50K
- Black Rock Equipment - \$20K
- Sheriff Fuel Center - \$380K
- Law Enforcement Vehicles - \$300K
- Tennis Court Resurfacing - \$30K
- Transportation ADA - \$83K
- EMS Vehicles - \$100K
- County Reserve Fleet - \$800K
- Highway Equipment - \$1M
- Communication Tower various locations - \$50K



Open Session Item

**SUBJECT:** Otzelberger Farm Rural Legacy Program (RLP) Easement

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Eric Seifarth, Rural Preservation Administrator, Department of Planning & Zoning

**RECOMMENDED MOTION:** Move to approve the Otzelberger et al. farm RLP Easement project, in the amount of \$514,590.00 for 152.35 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

**REPORT-IN-BRIEF:** The Otzelberger property is located at 18800 McCoy Rd. Sharpsburg. The Rural Legacy Easement will serve to permanently preserve a valuable scenic, environmental, agricultural and historic property in the County. The beef farm contains about 41 acres of cropland, 15 acres of pasture and about 96 acres of woodland. The Otzelberger property lies in a part of Washington County near Sharpsburg which was heavily trafficked during the Civil War and the Battle of Antietam. It is part of the original subdivision deed for the Antietam Iron Works and in close proximity to the historically significant John Brown House.

The farm is in an area of the County close to thousands of acres of preserved farmland near Antietam Battlefield and will serve to add to the current block of protected lands. Nineteen (19) development rights will be extinguished with this easement. Since 1998, Washington County has been awarded more than \$22 million to purchase Rural Legacy easements on more than 6,550 acres near Antietam Battlefield in the Rural Legacy Area. RLP is a sister program to the Maryland Agricultural Land Preservation Program (MALPP) and includes the protection of environmental and historic features in addition to agricultural parameters. RLP uses an easement valuation system (points) to establish easement value rather than appraisals used by MALPP.

**DISCUSSION:** For FY 2019, Washington County was awarded RLP grants totaling \$2,301,545. The Otzelberger RLP Easement uses part those funds. Easement applicants were previously ranked based on four main categories: the number of development rights available, the quality of the land/land management (agricultural component), natural resources (environmental), and the historic value.

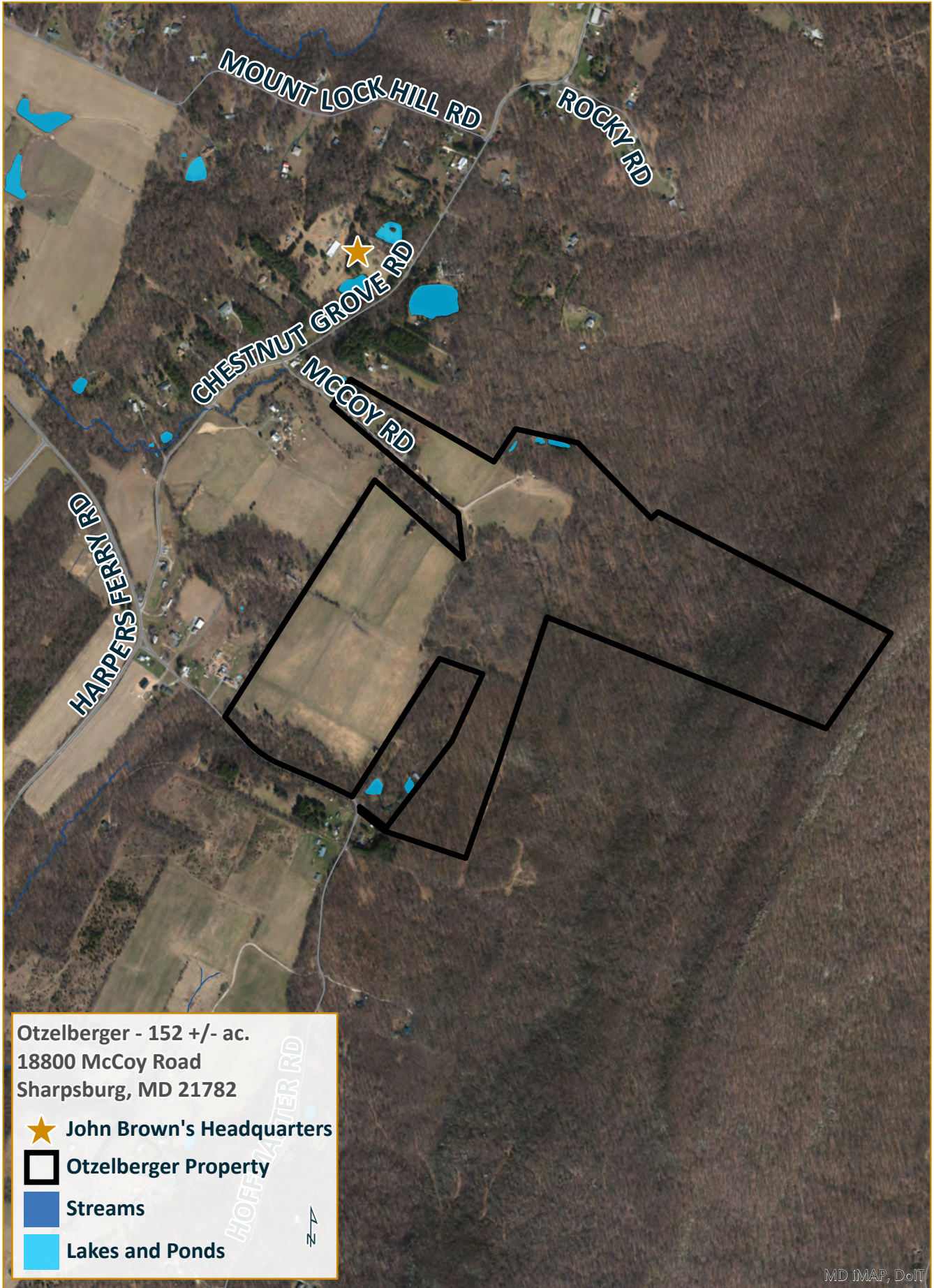
**FISCAL IMPACT:** RLP funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, we receive up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all of our legal/settlement costs.

**CONCURRENCES:** Both the State RLP Board and the State Department of Natural Resources (DNR) staff have approved and support our program. A final money allocation will be approved by the State Board of Public Works.

**ALTERNATIVES:** If Washington County rejects State funds for RLP, the funds will be allocated to other counties in Maryland.

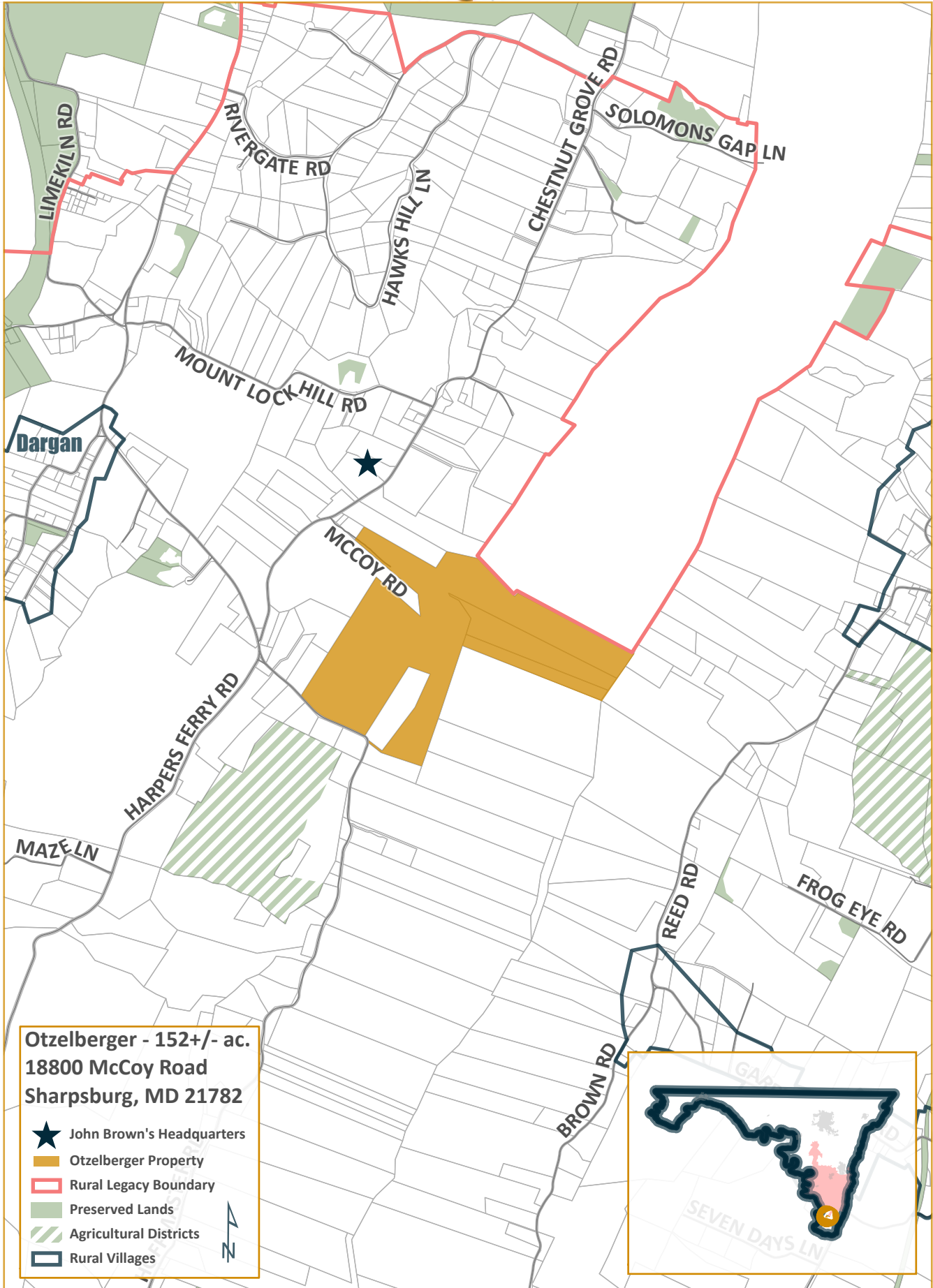
**ATTACHMENTS:** Aerial Map, Location Map, Ordinance

**AUDIO/VISUAL NEEDS:** N/A



Otzelberger - 152 +/- ac.  
 18800 McCoy Road  
 Sharpsburg, MD 21782

- ★ John Brown's Headquarters
- ▭ Otzelberger Property
- Streams
- Lakes and Ponds





**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION  
EASEMENT UNDER THE MARYLAND RURAL LEGACY PROGRAM**

*(Re: Otzelberger RLP Easement)*

RECITALS

1. The Maryland Rural Legacy Program (“RLP”) provides the funding necessary to protect large, contiguous tracts of land and other strategic areas from sprawl development and to enhance natural resource, agricultural, forestry and environmental protection through cooperative efforts among State and local governments.

2. Protection is provided through the acquisition of easements and fee estates from willing landowners and the supporting activities of Rural Legacy Sponsors and local, State, and federal governments.

3. For FY 2019, Washington County (the "County") was awarded a RLP grant totaling \$2,301,545.00 (the "RLP Funds").

4. Roger L. Otzelberger, Rose Marie Otzelberger, Roger L. Otzelberger, Jr., Rachel Marie Brown, and the Estate of Margaret Jane Hanes (collectively, the “Property Owner”) is the fee simple owner of real property consisting of 152.35 acres, more or less, (the “Property”) in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

5. The County has agreed to pay the sum of approximately Five Hundred Fourteen Thousand Five Hundred Ninety Dollars (\$514,590.00), which is a portion of the RLP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the “Otzelberger RLP Easement”).

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of a conservation easement on the Property be approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Otzelberger RLP Easement.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Krista L. Hart, Clerk

BY: \_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to legal sufficiency:

\_\_\_\_\_  
Kirk C. Downey  
County Attorney

Mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740

EXHIBIT A  
DESCRIPTION OF EASEMENT PROPERTY

All those lots, tracts, or parcels of land, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate in Election District No. 11, Washington County, Maryland, and being more particularly described as follows:

**TRACT A (tax account no. 11-002730):**

All that tract of land which is part of a larger tract called "Antietam Works" situate on Elk Ridge Mountain in Sandy Hook District of Washington County, being Lot No. 181 of said larger tract adjoining lands now or formerly of Jacob Yourtree and Christian Rhinehart, and containing 18 acres and 12 perches of land, more or less. A metes and bounds description of the property is found on pages 431, et seq., in the Antietam Iron Works Plat Book on file among the Land Records of Washington County, Maryland.

BEING all of the same property which was conveyed from Roger L. Otzelberger and Margaret Jane Hanes to Roger L. Otzelberger, as to an undivided twenty-five percent (25%) interest, Rose Marie Otzelberger, as to an undivided twenty-five percent (25%) interest, Roger L. Otzelberger, Jr., as to an undivided twenty-five percent (25%) interest, and Rachel Marie Brown, as to an undivided twenty-five percent (25%) interest, as joint tenants and not as tenants in common, by Deed dated December 30, 2003 and recorded in Liber 2227, Folio 394 among the Land Records of Washington County, Maryland.

**TRACT B (tax account no. 11-004733):**

All those lots or parcels of land, situate, lying and being in Washington County, Maryland, and being more particularly described as follows:

**PARCEL NO. 1:** BEING all the following tracts or parcels of land lying and being in Samples' Manor, Washington County, Maryland, it being part or parts of the 40-acres tract of the "Brien lands" of which Nancy Johnson died and possessed, contained within the following: [Lot no. 1:] BEGINNING at a stake at the road, thence North 43 degrees East 22 perches to Reichard's land; then with said line to Mary C. Moore's lot; thence North 38 degrees East 15 ½ perches to a road; thence with said road to the point of beginning; containing 3 acres and 34 perches of land, more or less. [Lot no. 2:] BEGINNING at a planted stone standing at the end of the 7<sup>th</sup> line of a Deed from Meridith and Nicholas to Jacob Yerty and running thence North 6 ¾ degrees West 9 ¾ perches to a stone; North 48 ½ degrees West 37 perches to a stake on the South edge of a road; North 43 degrees East 22 perches to a stake; South 49 degrees East 66 perches to a stone pile; South 5 ½ degrees East 9 ¾ perches to the end of the 8<sup>th</sup> line of the

aforesaid Deed; thence with said 8<sup>th</sup> line reversed North 74 degrees West 48 perches to the point of beginning; containing 10 acres and 22 perches of land, more or less.

**PARCEL NO. 2:** BEING all of a certain tract of mountain land described in a Deed dated December 11, 1840 of the Land Records of Washington County, Maryland, bounded as follows and known as Keepetrieste BEGINNING at a stone planted 2  $\frac{1}{4}$  poles North 34  $\frac{1}{2}$  degrees East from one of Jacob Zearty's corner, and running thence South 34  $\frac{1}{2}$  degrees West 2  $\frac{1}{2}$  poles to said corner of Zerty's land; thence with said land South 26  $\frac{1}{2}$  degrees East 25.5 poles to a stone at the beginning of Isaac Long's Lot No. 181; thence by a division line South 60 degrees East 117 poles to a stone on the top of the mountain; thence North 36 degrees East 13 poles to a stone planted at the end of the 4<sup>th</sup> line of Samuel Knott's Lot No. 184  $\frac{1}{4}$ ; thence as a divisional line two courses North 60 degrees West 61  $\frac{3}{4}$  poles to a stone; thence North 63 degrees West 134  $\frac{1}{2}$  poles to the point of beginning; containing 19 acres and 2 roods and 14 perches of land.

**PARCEL NO. 3:** All that part of a tract of land called "Keep Tryst" lying and being in Washington County, Maryland, distinguished in a survey plat and division of said part of a tract of land called "Keep Tryst" or by whatsoever other named the same may be called as Lot No. 181  $\frac{3}{4}$  BEGINNING at a stone planted on the West side of the Elk Ridge Mountain, and running thence down the mountain North 63 degrees West 126 perches to a stone; thence South 34  $\frac{1}{2}$  degrees West 15  $\frac{1}{2}$  perches to a stone at the beginning of Christian Reinhart's part of said division; thence as a divisional line between them the following courses: South 63 degrees East 134  $\frac{1}{2}$  perches to a stone on the side of the Mountain; South 60 degrees East 61  $\frac{3}{4}$  perches to a stone on the top of the mountain; North 36 degrees East 14 perches to a stone; North 95 degrees [sic] West 70 perches to the point of beginning; containing 18 acres 3 roods and 12 perches of land, more or less.

**PARCEL NO. 4:** BEING all that tract of land lying in Samples Manor, Washington County, Maryland, and contained within the following metes and bounds: BEGINNING at the Southeast corner of John W. Huffmaster's lot at a stake and running thence South 47  $\frac{1}{2}$  degrees East with due allowance for variation 6.32 perches to a stone; thence North 38 degrees East 15.24 perches to a stake; thence North 56  $\frac{1}{2}$  degrees West 6.48 perches to the Northeast corner of the said Huffmaster's lot; thence with the 2<sup>nd</sup> line of that lot reversed South 38 degrees West 14.52 perches to the point of beginning; containing 2 roods and 15  $\frac{1}{5}$  perches of land.

**PARCEL NO. 5:** All of the following tract or parcel of land together with the improvements thereon, and all the rights, ways, privileges, easements and appurtenances thereunto belonging or in anywise appertaining, situate along the Northeast side of the Mountain Road leading from Samples Manor to Pleasantville, in Election District No. 11, Washington County, Maryland, and BEGINNING at a stone planted alongside a hickory tree on the Southwest side of said road, said stone being the beginning of Parcel No. 1 of the Deed

from Luoy May Norris, et al, to Charles C. Parsons dated June 21, 1946 and recorded in Liber 236, Folio 347 among the Land Records of Washington County, Maryland, and running thence with the 1<sup>st</sup> and 2<sup>nd</sup> lines of said Parcel No. 1 and reversing the 8<sup>th</sup>, 7<sup>th</sup>, 6<sup>th</sup>, 5<sup>th</sup>, and 4<sup>th</sup> lines of Parcel No. 2 of said Deed South 69 degrees East 55.2 perches to a stone pile; thence North 18 degrees East 77 perches; thence North 20 degrees 15 minutes East 79.25 perches to a stone on the South side of a mountain road; thence North 72 degrees West 48 perches to a stone pile; thence South 4 degrees East 10.6 perches to a stone; thence North 45 degrees 30 minutes West 53.4 perches to a fence corner; thence correcting the aforesaid 4<sup>th</sup> line of Parcel No. 2 South 31 degrees 10 minutes West 728 feet to a stone alongside a chestnut stump thence South 31 degrees 40 minutes West 1377 feet to a concrete marker planted alongside a small sassafras tree on the Northeast side of said Mountain Road, said marker being at or near the end of 5 perches in the 7<sup>th</sup> line of the aforesaid Parcel No. 1; thence with the remainder of the 7<sup>th</sup>, 8<sup>th</sup>, and a portion of the 9<sup>th</sup> lines of said Parcel No. 1 South 39 degrees 15 minutes East 32.75 perches, more or less, to the end of said line; thence South 67 degrees 30 minutes East 25 perches; thence South 64 degrees 15 minutes East 20.5 perches, more or less, to a chestnut stump alongside a concrete marker, the corner of the parcel of land conveyed by Charles C. Parsons to Charles W. Cavender and Wife by Deed dated September 25, 1946 and recorded in Liber 237, Folio 692 among the aforesaid Land Records; thence binding on said parcel of land North 31 degrees 15 minutes East 1247 feet to a concrete marker; thence South 71 degrees 30 minutes East 342 feet to a concrete marker; thence South 25 degrees 07 minutes West 608 feet to a concrete marker; thence South 35 degrees 40 minutes West 750 feet to a concrete marker, thence North 35 degrees 40 minutes West 258 feet to a point in the Northeast margin of the aforesaid Mountain Road; and with it South 21 degrees 35 minutes West 342 feet to the point of beginning; containing 85.9 acres of land, more or less; TOGETHER WITH the right of way heretofore reserved for the use and benefit of the parcel of land hereinbefore described as the same is set forth in a certain Deed from Charles C. Parsons to Charles W. Cavender and Wife by Deed dated September 25, 1946 and recorded in Liber 237, Folio 692, among the aforesaid Land Records.

LESS AND EXCEPT all that parcel of land conveyed by Gerald L. McCoy and Lillie I. McCoy to Roy L. McCoy and Lois McCoy, his wife, by Deed dated September 29, 1961 and recorded in Liber 372, Folio 429 among the aforesaid Land Records.

LOT NOS. 1 through 5 BEING all of the same property which was conveyed from Margaret Jane Hanes, surviving joint tenant, to Roger L. Otzelberger, as to an undivided twenty-three and three-quarters percent (23.75%) interest, Rose Marie Otzelberger, as to an undivided twenty-three and three-quarters percent (23.75%), Roger L. Otzelberger, Jr., as to an undivided twenty-three and three-quarters percent (23.75%) interest, Rachel Marie Brown, as to an undivided twenty-three and three-quarters percent (23.75%) interest, together as joint tenants

and not as joint tenants and not as tenants in common, and unto Margaret Jane Hanes, as to an undivided five percent (5.0%) interest, together as a tenant in common with the said Roger L. Otzelberger, Rose Marie Otzelberger, Roger L. Otzelberger, Jr., and Rachel Marie Brown by Deed dated December 30, 2003 and recorded in Liber 2227, Folio 399 among the Land Records of Washington County, Maryland.

BASED on Assessment Records and calculation of the acreage contained in the existing descriptions, the Remaining Lands contain 152.35 acres, more or less.

TOGETHER WITH a right of way or easement over each/all of the tracts or parcels of lands, collectively and in tandem or succession, as needed, for ingress and egress to and from the public road known as "Hoffmaster Road."



Agenda Report Form

Open Session Item

**SUBJECT:** Contract Award (PUR-1406) – Local Care Team Coordinator

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Rick Curry, CPPO, Director, Purchasing Department and Stephanie Lapole, Senior Grant Manager, Office of Grant Management (OMG)

**RECOMMENDED MOTION:** Move to award the contract for the Local Care Team Coordinator in Washington County, Maryland to the responsible proposer with the responsive proposal.

**REPORT-IN-BRIEF:** The purpose of the service is to fulfill the requirements of a Contractual Agreement for fiscal year 2019 with the Governor’s Office for Children (GOC). The award of funds for Local Care Team Coordinator shall commence upon receipt of a fully executed contract between the Board of County Commissioners of Washington County and the awarded vendor. The awarded contract shall expire on June 30, 2019, with an option to renew up to two (2) consecutive one-year periods through 2021.

The Coordinating Committee was comprised of the following members: Director of Purchasing (Chairman Designee), OGM Director designee, OGM Grant Manager, Local Management Board (LMB) Board Chairperson, or designee and LMB Community Planning and Review Committee Chairperson or designee. The Request for Proposal (RFP) was advertised locally in the newspaper and on the County’s web site, as well as on the State’s “eMaryland Marketplace” web site. Notice of the RFP was e-mailed to those individuals/firms on the OGM’s e-mail list. Seventy-six (76) persons/firms accessed the RFP document from the web site. Two (2) providers were represented at the pre-proposal conference.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding from the Maryland Governor’s Office for Children in the amount of \$52,000.00.

**CONCURRENCES:** Award as unanimously recommended by the Coordinating Committee.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** None

**AUDIO/VISUAL NEEDS:** N/A



---

Open Session Item

**SUBJECT:** Enhanced Nutrient Removal at Washington County's WwTP

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Mark D Bradshaw, P.E., Deputy Director, Engineering Services, Division of Environmental Management

**RECOMMENDED MOTION:** Approve Change Order for Buchart-Horn, Inc. in the amount of \$318,178.37.

**REPORT-IN-BRIEF:** 1. Buchart Horn will prepare the design drawing and specification to upgrade the Smithsburg WwTP to 0.45 million gallons per day (MGD). The upgrade will include the following: influent screening system, influent pump station, modification to existing sequential batch reactor (SBR), post equalization, denitrification filter system, supplemental carbon feed system, coagulant chemical feed system for phosphorus removal, denitrification filter building, ultra violet (UV) disinfection system, and effluent pH adjustment system. Design documents will be completed 180 calendar days from notice to proceed. For a more detailed description of work, please refer to Buchart Horn's letter dated February 4, 2019. Increase contract amount by \$437,376.00.

2. Buchart Horn will assist the County during the bidding phase of the project. For a more detailed description of these services, refer to Buchart Horn's letter dated February 4, 2019. Increase contract amount by \$29,593.00.

3. During the construction phase of the project, Buchart Horn will provide project management services and full time inspection services. For a more detailed description of these services, refer to Buchart Horn's letter dated February 4, 2019. Increase contract amount by \$542,064.00.

4. In 2006 when the County advertised this proposal, the plan was to upgrade the Smithsburg WwTP to 0.60 MGD. Since then, the County has elected to do an intermediate upgrade to 0.45 MGD instead of going directly to 0.60 MGD and would like to remove the 0.60 MGD design services from the contract. Decrease the contract amount by \$530,554.63.

5. In 2006 when the County advertised this proposal, the plan was to upgrade the Smithsburg WwTP to 0.60 MGD. Since then, the County has elected to do an intermediate upgrade to 0.45 MGD instead of going directly to 0.60 MGD and would like to remove the 0.60 MGD project management and inspection services from the contract. Decrease the contract amount by \$212,800.00.

**DISCUSSION:** The original plan was to upgrade the Smithsburg WwTP to 0.60 MGD at an estimated cost of \$14,000,000.00. At the direction of the administrator, Water Quality was instructed to evaluate alternative interim upgrades. An upgrade to 0.45 MGD will meet the Town's current demand and the future demand of annexing the Cloverly development into the Town. The proposed upgrade, to 0.45 MGD, can be completed for approximately \$6,000,000.00.



**FISCAL IMPACT:** The proposed Capital Improvement Budget has money programed to complete the 0.45 MGD upgrade but not for the 0.60 MGD upgrade.

**CONCURRENCES:** Dan Divito, Director, Division of Environmental Management

**ALTERNATIVES:** Upgrade the plant to 0.60 MGD.

**ATTACHMENTS:** Change Order #15 and Buchart-Horn's letters dated 2/4/19.

**AUDIO/VISUAL NEEDS:** N/A

**BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY MARYLAND  
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735  
CHANGE ORDER**

TO: Buchart Horn, Inc  
 Consultant: PO Box 15040  
 Contractor: York, PA 17405  
 Vendor:

Change Order No.  Purchase Order No.

Contract No.  Oracle Account No.

Project Title:  Date:

The contract time will:  increase  decrease  remain the same by:   calendar days  working days

**Description of Change:**

1. Prepare design drawings and specifications to upgrade the Smithsburg WwTP to 0.45 million gallons per day (MGD).
2. Provide bid services during the bidding phase of the project.
3. Provide project management and inspection services during the construction phase of the project.
4. Remove the design services to upgrade the Smithsburg WwTP to 0.60 MGD
5. Remove the project management and inspection services associated with upgrading Smithsburg WwTP to 0.60 MGD.

**Reason for Change:**

1. Buchart Horn will prepare the design drawing and specification to upgrade the Smithsburg WwTP to 0.45 MGD. The upgrade will include the following: influent screening system, influent pump station, modification to existing sequential batch reactor (SBR), post equalization, denitrification filter system, supplemental carbon feed system, coagulant chemical feed system for phosphorus removal, denitrification filter building, ultra violet (UV) disinfection system, and effluent pH adjustment system. Design documents will be completed 180 calendar days from notice to proceed. For a more detailed description of work, please refer to Buchart Horn's letter dated February 4, 2019. Increase contract amount by \$437,376.00.
2. Buchart Horn will assist the County during the bidding phase of the project. For a more detailed description of these services, refer to Buchart Horn's letter dated February 4, 2019. Increase contract amount by \$29,593.00.
3. During the construction phase of the project, Buchart Horn will provide project management services and full time inspection services. For a more detailed description of these services, refer to Buchart Horn's letter dated February 4, 2019. Increase contract amount by \$542,064.00.
4. In 2006 when the County advertised this proposal, the plan was to upgrade the Smithsburg WwTP to 0.60 MGD. Since then, the County has elected to do an intermediate upgrade to 0.45 MGD instead of going directly to 0.60 MGD and would like to remove the 0.60 MGD design services from the contract. Decrease the contract amount by \$530,554.63.
5. In 2006 when the County advertised this proposal, the plan was to upgrade the Smithsburg WwTP to 0.60 MGD. Since then, the County has elected to do an intermediate upgrade to 0.45 MGD instead of going directly to 0.60 MGD and would like to remove the 0.60 MGD project management and inspection services from the contract. Decrease the contract amount by \$212,800.00.

The completion date, incorporating the changes included in this change order, is:	<input type="text" value="July 2018"/>
The original contract sum was:	<input type="text" value="\$3,638,300.00"/>
Net changes by previous change orders:	<input type="text" value="\$557,426.26"/>
Contract sum prior to this change order:	<input type="text" value="\$4,195,726.26"/>
By this Change Order, the contract sum will be changed by:	<input type="text" value="\$318,178.37"/>
The new contract sum including this change order will be:	<input type="text" value="\$4,513,904.63"/>

**The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.**

Consultant:

Finance:

Contractor/Vendor:

Purchasing:

Approving Agency:

County Administrator:

**Outside County Entities: Please email the signed form to [ChangeOrder@washco-md.net](mailto:ChangeOrder@washco-md.net).**

February 4, 2019

Mr. Mark D. Bradshaw, P.E.  
Deputy Director  
Washington County Department of Water Quality  
1632 Elliott Parkway  
Williamsport, MD 21795

**RE: Washington County, MD  
Smithsburg WWTP Expansion to 0.45 mgd with Upgrade for Reduced Ammonia Limit and ENR  
Proposal for Design, Bidding and Construction Phase Services  
BH Proposal No. 34705**

Dear Mr. Bradshaw:

Buchart Horn and RK&K are pleased to resubmit our proposal to provide engineering services for the design, bidding and construction phases for the expansion to 0.45 mgd with an upgrade for a reduced ammonia limit and Enhanced Nutrient Removal (ENR) of the Smithsburg WWTP.

This expansion and upgrade builds upon the following:

- Draft Preliminary Design Report (PDR) dated November 28, 2018.
- Clarifications of PDR discussed at December 17, 2018 meeting among County, BH and RK&K.
- Maryland Department of the Environment's (MDE) November 28, 2018 letter regarding planning limits, January 7, 2019 meeting with MDE, and January 10, 2019 email regarding NH<sub>3</sub> limits as a function of pH.

To the extent practicable, the design shall accommodate a future expansion to 0.6 mgd with ENR but focus on minimizing costs to achieve a design capacity of 0.45 mgd.

This proposal is based upon achieving nitrogen and phosphorus effluent goals for a 0.45 mgd facility using the following approach, with the understand that 1. discharge permit limits have not yet been finalized with MDE, and 2. the economics of effluent pH control have not yet been determined.

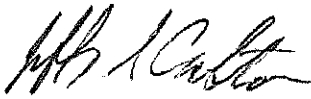
- Upgrades to the two existing SBRs will result in nitrification achieving an ammonia concentration <1 mg/l. It becomes relatively more difficult to fully nitrify in the SBR volume available as loads increase and as temperatures become colder, especially at temperatures less than 10°C. If difficulties are encountered in achieving full nitrification at cold temperatures, then it would be more unlikely an effluent ammonia concentration of 0.5 mg/l could be achieved relative to achieving 1 mg/l. RK&K reviewed design reports with Aqua-Aerobics that it recently provided for various combinations of loadings and cold temperatures to decide using this design criteria.
- Nitrate-nitrite (NO<sub>x</sub>) conversion to nitrogen gas will be accomplished using new denitrification filters fed with methanol as a supplemental carbon source. Limited, if any, NO<sub>x</sub> conversion to nitrogen gas will be achieved in the SBRs.
- Phosphorus removal will be accomplished by chemical addition with the precipitate being removed by the existing disk filters. The new denitrification filters will be located upstream of the existing disk filters.
- The effluent pH will be less than 7.5, which will be maintained using a new chemical feed system feeding acid near the effluent.

A detailed Scope of Services is included in Attachment No. 1. Attachment No. 2 provides a breakdown of man-hours and fees. We have assumed a construction period of 18 months and have included fulltime construction inspection. The estimated design and construction fee is One Million Sixty-One Thousand Five Hundred Thirty-Three Dollars (\$1,061,533).

BH and RK&K appreciate the opportunity to be of service to the County on this Upgrade and expansion of the Smithsburg WWTP. If you should have any questions or require any additional information, please do not hesitate to call me at (717) 852-1455.

Regards,

**BUCHART HORN INC.**



Jeffrey S. Culton, P.E.  
Project Manager

Approved:

**BUCHART HORN, INC.**



Brian S. Funkhouser, P.E.  
President and CEO

**ATTACHMENT NO. 1**

**SCOPE OF SERVICES**

**DESIGN SERVICES**

***Pre-Design Tasks:***

- Update influent flow and design loading based on most recent data available from County.
- Finalize negotiation of effluent limits with MDE.
- Determine the appropriate chemical to use for effluent pH adjustment.
- Provide direction for the County to perform laboratory titration testing of the effluent to determine chemical dosage required for effluent pH adjustment. The intent of this task is to estimate how much chemical addition would be needed at the effluent for pH adjustment.

***Influent Screening System***

- Addition of a manually cleaned bar screen to be in parallel with the existing mechanically cleaned screening system.

Refer to the attached PDR and 12/17/18 meeting summary for additional description.

***Influent Pumping Station:***

- Two new pumps (replacing the existing pumps).
- New variable frequency drives (VFDs) for the replacement pumps, to be located outdoors in NEMA 4 enclosure.
- Replacement piping within the wet well.
- Evaluate if replacement yard piping is required based on additional in-plant recycle flows from denitrification filters.
- Upgraded level sensors.

Refer to the attached PDR and 12/17/18 meeting summary for additional description.

***Modifications to Existing SBRs:***

- Four new additional positive displacement blowers housed outdoors similar to existing blowers including outdoors VFDs).
- Six new fine bubble diffuser racks (three per SBR).
- Removal of existing surface aerators.
- Replacement of decanters.
- Upgrade SBR control system utilizing CompactLogix PLCs. Incorporate passwords for accessing control system.
- Replacement of air diffuser socks.
- Evaluate if dissolve oxygen probes should be replaced with ammonia probes for aeration blower control.

Refer to the attached PDR and 12/17/18 meeting summary for additional description, ***except for the Aqua Aerobics Process Design Report dated August 30, 2018 that was included in the PDR Appendix which is not valid for the ammonia and ENR requirements provided by MDE.*** At the time of preparation of this proposal, we requested an updated Process Design Report from Aqua Aerobics in consideration of the effluent planning limits issued by MDE on November 28, 2018 and its subsequent correspondence.

**BioMag™ Process:**

- No modifications.

Refer to the attached PDR and 12/17/18 meeting summary for additional description.

**Post Equalization:**

- Two new pumps in SBR post equalization basin (replacing the existing pumps).
- Replacement VFDs for pumps.

**Denitrification Filter System:**

- New denitrification sand filters system. The filters will be located inside a new building if downflow filters (such as Nx Clear) are used; but, they will not be located within a building if continuous backwash filters are used. The system will be arranged so effluent is pumped to the existing disk filters using a new filter effluent pumping system constructed with the new denitrification sand filters. The use of filters in series is recommended as it will allow the new denitrification filters to be used for nitrate and solids removal and the existing disk filters be used for phosphorus and solids removal which simplifies operation compared to a dual-purpose filtration system. Downflow filters will be of the Nx Clear type provided in a packaged metal tank system with an integral clearwell and mudwell. If used, the structure for the continuous backwash filters would be constructed of concrete.
- The new denitrification filters will be located upstream of existing two disk filter systems (A third disk filter system will not be provided and flows will be bypassed around disk filters for flows that exceed 2 mgd).
- Modified piping to new filter unit.

Refer to the attached PDR and 12/17/18 meeting summary for additional description. Please note that the PDR included providing additional disk filtration capacity which will not be required with the addition of denitrification filters (which will also remove solids).

**Supplemental Carbon Feed System:**

- Methanol feed system to provide supplemental carbon to denitrification filters.
- Storage tank, vertical steel tank in containment area.
- Chemical feed pumps, piping, and controls located outdoors near storage tank.
- All equipment will be explosion proof and compatible with methanol.
- Eyewash and emergency shower.

**Coagulant Chemical Feed System for Phosphorus Removal:**

- Chemical feed system to precipitate phosphorus for removal by existing disk filters.
- Use either alum or PACl.
- Storage tank located outdoors with heat jacketing system.
- Chemical feed pumps, piping and controls housed in the new Denitrification Filter Building.
- Eyewash and emergency shower.

**Denitrification Filter Building:**

- A new building to house denitrification filters and coagulant chemical feed system.
- Building will be large enough to accommodate the addition of future filters for 0.6 mgd capacity, or it will be designed to be readily expandable to accommodate the addition of future filters.
- Structural foundation.
- Superstructure, doors, roof drainage, roofing.

- Electrical / I&C.
- HVAC.
- Plumbing.
- All appurtenances required by building code.

***UV Disinfection System:***

- Two UV modules (to replace and expand the existing system).
- The design is to include provisions for a mobile, temporary system to be used during construction.
- Electrical / I&C.

Refer to the attached PDR and 12/17/18 meeting summary for additional description.

***Effluent pH Adjustment System:***

- Purpose of system is to maintain effluent pH below 7.5.
- Chemical storage tank, feed pumps, emergency eyewash/shower.
- Concrete slab and containment area, if the feed system cannot be installed in an existing building or within a separated area of the new Denitrification Building.
- Mixing chamber with mixer to adequately disperse the chemical into the effluent.
- Effluent pH meter with feedback control loop to pace feed pump.
- Electrical / I&C.

***Sludge Thickening:***

- No modifications.

Refer to the attached PDR and 12/17/18 meeting summary for additional description.

***Related work associated with the design:***

- Prepare contract drawings.
- Prepare specifications
- Site surveying.
- Geotechnical for new denitrification filters/denitrification filter building, methanol feed facility containment structure, generator, and for effluent pH chemical system containment structure, alum feed system containment structure, paving design and stormwater management design. A total of 10 borings have been assumed.
- Site grading and stormwater management design and permitting.
- Complete and submit MDE construction permit.
- Complete and submit ACOE/MDE joint waterway construction permit, if required.
- Cost estimating.
- Kickoff meeting and monthly progress meetings.

***Design Phase Deliverables:***

Provide plans, specifications and cost estimates at 50%, 90%, and 100% design.

***Time to Complete Design:***

The design will be completed in six months after authorization to proceed.



### **BID AND CONSTRUCTION PHASE SERVICES**

The Bid and Construction Phase services are being proceed on the basis of an 18-month construction duration, with an allowance for a four-month period between advertisement and notice to proceed for bidding and finalizing administrative matters.

- Attend pre-bid meeting.
- Assist in preparing addenda during the bidding phase.
- Review of bid packets.
- Review submittals.
- Review and prepare a response to all RF<sup>Is</sup>.
- Attend monthly construction progress meetings – prepare the agenda and minutes for meeting.
- Final inspection and punchlist.
- As-built drawings.

### **CONSTRUCTION SERVICES**

- Provide fulltime inspection services for the 18-month construction phase.

### **EXCLUSIONS**

This scope of work does not include the design of a new SBR.

Attachment No. 2

OWNER, Washington County

ENGINEER, Buchart Horn, Inc.

Date February 5, 2019

Page 1 of 1

**MANHOUR BREAKDOWNS**

Task	Project Manager		Project Engineer		Engineer		Construction Inspector		Designer		Admin Assistant		TOTALS
1. Design	255	494	1,592						1,555	80			\$437,376
2. Bid Services	29	38	121						56				\$29,593
3. Construction Phase Services	392	212	614	2,880					436	150			\$542,064
TOTAL HOURS	676	744	2,327	2,880					2,047	230			
HOURLY RATE	\$188	\$161	\$111	\$111					\$82	\$71			
EXPENSES													\$28,800
GEOTECHNICAL SUBCONTRACTOR													\$23,700
TOTAL FEE													\$1,061,533



Agenda Report Form

Open Session Item

**SUBJECT:** Construction Bid Award – Poffenberger Road Bridges W4011 and W4012 Bridge Rehabilitation Project, County Contract No. BR-PR-179-14 SHA Contract No. WA395ZM2, Federal Aid Project No. STBG-3(532)E

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Scott Hobbs, P.E., Director, Division of Engineering

**RECOMMENDED MOTION:** Move to conditionally award the Poffenberger Road Bridges W4011 and W4012 Bridge Rehabilitation contract to the lowest responsive, responsible bidder, Lantz Construction Co., D.B.A. Building Systems, Inc. of Hagerstown, Maryland, in the amount of \$1,392,814.00 and approve a budget transfer in the amount of \$736,900 from account BRG065 (Poffenberger Road Bridge W4011) to account BRG066 (Poffenberger Road Bridge W4012). Conditional award is based on receiving concurrence in award from Maryland State Highway Administration (SHA).

**REPORT-IN-BRIEF:** The project was advertised in the Herald Mail, on the County’s website, and on the State of Maryland’s website, “e-Maryland Marketplace”. Three (3) bids were received and opened on Friday, February 22, 2019 as listed below and further detailed on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Bid:</u>
Lantz Construction Co., D.B.A. Building Systems, Inc.	\$1,392,814.00
MAR-ALLEN Concrete Products, Inc.	\$1,993,382.00
Kiewit Infrastructure South Co.	\$2,327,958.20

The bids have been evaluated. The low bid from Lantz Construction Co., D.B.A. Building Systems is in order. The engineer’s estimate for this work is \$1,450,000.

**DISCUSSION:** This project involves the rehabilitation of two existing side-by-side stone arch bridges located over Antietam Creek on Poffenberger Road approximately three miles south of Hagerstown, Maryland. Bridge W4011 is an existing one-lane, single-span stone arch bridge; and Bridge W4012 is an existing one-lane, three-span stone arch bridge. The project consists of replacing the soil fill over both bridge arches with lightweight concrete and steel reinforcing; reconstruction of stone spandrel walls, and parapets; along with placement of concrete pier collars and parapet caps at both bridges. Work also includes placement of road signs, new traffic barrier, and asphalt paving.

This is a 200 consecutive calendar day contract. The anticipated Notice to Proceed is for late May 2019, with an anticipated completion date in late December 2019. The bid documents

include Liquidated Damages in the amount of \$500.00 per calendar day for work beyond the completion date. Poffenberger Road will be closed at the stone arch bridges for the project duration, with the associated detour route marked. The posted detour route includes Sharpsburg Pike, Wagaman Road, and Garis Shop Road.

**FISCAL IMPACT:** Poffenberger Road Bridge accounts from the Capital Improvement Plan (BRG065 and BRG066). This is also a federal aid bridge project administered by SHA that utilizes Federal Highway Bridge Program funds. The County will be reimbursed by SHA for construction costs (80% federal share / 20% local share).

Total expenses are estimated at \$1,492,814; including \$1,392,814 for the proposed bid award, \$50,000 inspection/testing/right-of-way/utilities, and \$50,000 for construction contingency. The construction cost will be reimbursed by SHA at an 80/20 share.

Construction Funding:

Federal Funding (80%)	Local Funding (20%)	Total Funding (100%)
\$1,114,251.20	\$278,562.80	\$1,392,814.00

**CONCURRENCES:** Budget and Finance (Fiscal Impact), State Highway Administration

**ALTERNATIVES:** This is the most cost effective and practical alternative. The bridges are in poor condition and repairs are needed.

**ATTACHMENTS:** Bid Tabulation, Map, Photos, Budget Adjustment Form

**AUDIO/VISUAL TO BE USED:** N/A

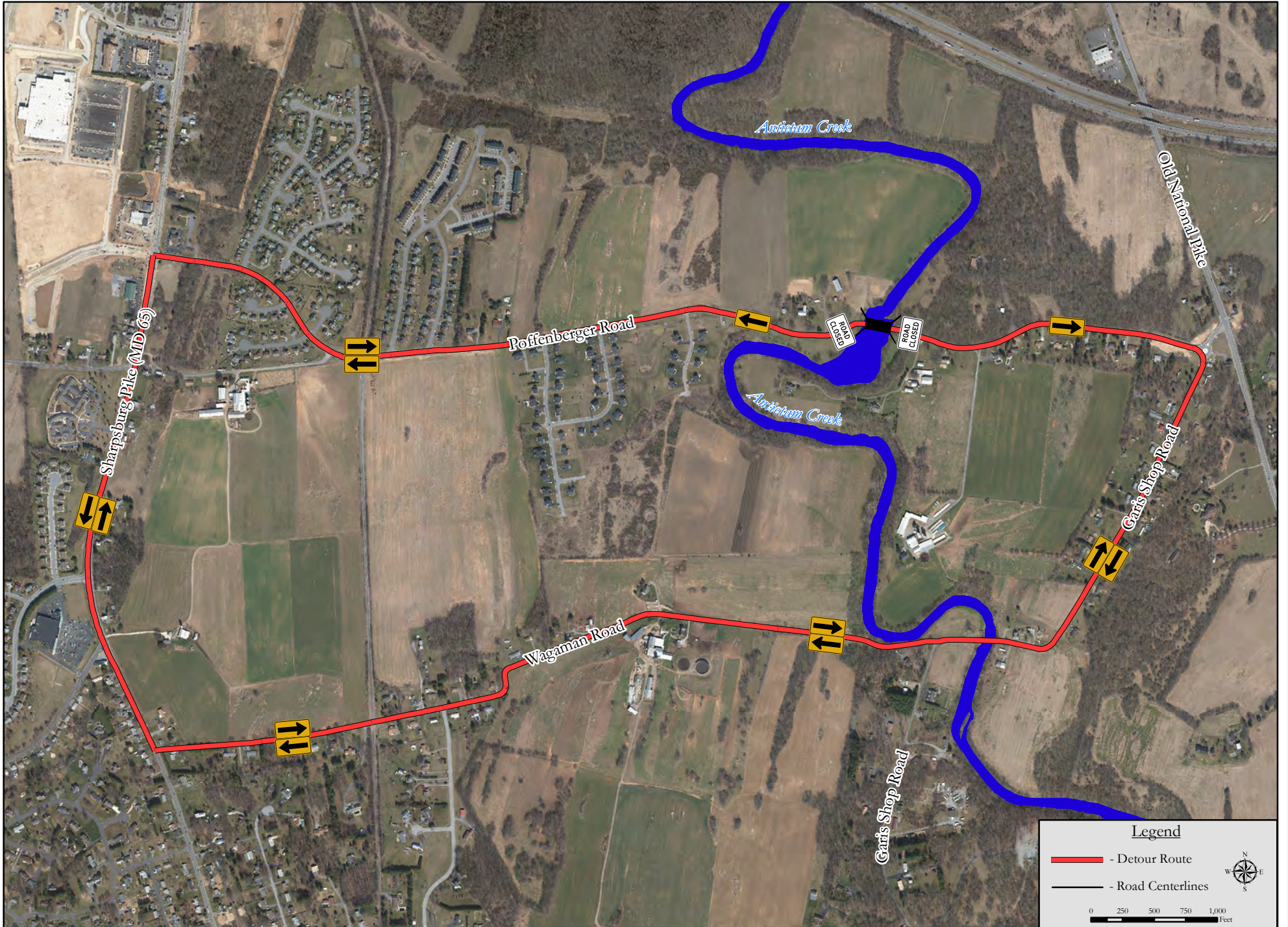
**WASHINGTON COUNTY DIVISION OF ENGINEERING**  
**BID TABULATION**  
**REHABILITATION OF BRIDGES W4011 & W4012 POFFENBERGER ROAD OVER ANTIETAM CREEK**  
**CONTRACT No. BR-PR-179-14**  
**STATE CONTRACT NO. WA395ZM2**  
**FAP NO. STBG-3(532)E**  
**BID OPENING: FRIDAY, FEBRUARY 22, 2019 at 2:00PM**



DESCRIPTION	ITEM NO.	QTY.	UNIT	Lantz Construction Co. DBA Building Systems Hagerstown, MD		MAR-ALLEN Concrete Products, Inc. Ephrata, PA		Kiewit Infrastructure South Co. Hanover, MD	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
Clearing & Grubbing	1001	1	LS	10,700.00	10,700.00	15,780.00	15,780.00	20,000.00	20,000.00
Type B Engineer's Office	1002	1	LS	25,950.00	25,950.00	47,240.00	47,240.00	50,000.00	50,000.00
Maintenance of Traffic	1003	1	LS	10,175.00	10,175.00	7,025.00	7,025.00	50,000.00	50,000.00
Bank Run Gravel Subbase for MOT	1004	50	TON	25.00	1,250.00	135.00	6,750.00	59.00	2,950.00
Temporary Traffic Signs High Perf. Wide Angle Retrorefl Sheeting	1005	425	SF	23.00	9,775.00	25.50	10,837.50	30.00	12,750.00
Temporary Concrete Traffic Barrier for MOT	1006	40	LF	55.00	2,200.00	40.00	1,600.00	45.00	1,800.00
Type III Barricade for MOT	1007	6	EA	400.00	2,400.00	1,465.00	8,790.00	125.00	750.00
Temporary Orange Construction Fence	1008	100	LF	4.00	400.00	12.60	1,260.00	1.30	130.00
Drums for MOT	1009	50	EA	85.00	4,250.00	107.00	5,350.00	80.00	4,000.00
Precast Temporary 32 Inch F shape Concrete Traffic Barrier	1010	65	LF	55.00	3,575.00	40.60	2,639.00	45.00	2,925.00
Construction Stakeout	1011	1	LS	13,785.00	13,785.00	9,630.00	9,630.00	20,000.00	20,000.00
Mobilization	1012	1	LS	105,100.00	105,100.00	109,630.00	109,630.00	200,000.00	200,000.00
Select Borrow	2001	10	CY	50.00	500.00	222.00	2,220.00	75.00	750.00
Saw Cuts	2002	43	LF	6.00	258.00	12.00	516.00	12.50	537.50
Removal of Existing Pavement	2003	125	CY	75.00	9,375.00	97.00	12,125.00	52.00	6,500.00
Class I Excavation	2004	25	CY	50.00	1,250.00	84.00	2,100.00	75.00	1,875.00
Stabilized Construction Entrance, Contingent	3001	60	TON	28.00	1,680.00	178.00	10,680.00	58.00	3,480.00
Maintenance of Stream Flow	3002	1	LS	170,800.00	170,800.00	150,000.00	150,000.00	357,000.00	357,000.00
Silt Fence	3003	100	LF	5.00	500.00	9.50	950.00	7.00	700.00
Class 3 Structure Excavation	4001	574	CY	78.00	44,772.00	64.00	36,736.00	110.00	63,140.00
Lightweight Superstructure Concrete	4002	669	CY	440.00	294,360.00	442.00	295,698.00	700.00	468,300.00
Repointing Stone Masonry Mortar Joints	4003	9546	SF	15.00	143,190.00	30.00	286,380.00	15.70	149,872.20
Stone Masonry	4004	273	CY	755.00	206,115.00	2,068.00	564,564.00	880.00	240,240.00
Pier Nose Reconstruction - W4012	4005	1	LS	12,750.00	12,750.00	37,445.00	37,445.00	20,600.00	20,600.00
Parapet Cap Concrete - W4011	4006	1	LS	22,850.00	22,850.00	13,775.00	13,775.00	50,000.00	50,000.00
Parapet Cap Concrete - W4012	4007	1	LS	52,950.00	52,950.00	42,400.00	42,400.00	75,000.00	75,000.00
Temporary Shoring - W4012	4008	1	LS	87,500.00	87,500.00	50,890.00	50,890.00	300,000.00	300,000.00
End Post A Concrete - W4011	4009	1	LS	4,480.00	4,480.00	12,980.00	12,980.00	25,000.00	25,000.00
End Post B Concrete - W4012	4010	1	LS	4,560.00	4,560.00	14,795.00	14,795.00	25,000.00	25,000.00
End Post C Concrete - W4012	4011	1	LS	5,000.00	5,000.00	17,910.00	17,910.00	25,000.00	25,000.00
Pier Collar Concrete - W4012	4012	55	CY	1,245.00	68,475.00	1,156.00	63,580.00	1,350.00	74,250.00
Hot Mix Asphalt Superpave 9.5mm Surface	5001	115	TON	100.00	11,500.00	255.00	29,325.00	104.00	11,960.00
Hot Mix Asphalt Superpave 19.0mm Base	5002	120	TON	98.00	11,760.00	178.00	21,360.00	102.00	12,240.00
4 Inch Graded Aggregate Base Course	5003	700	SY	14.00	9,800.00	25.50	17,850.00	12.50	8,750.00
5 Inch Yellow Pavement Marking Paint Lines	5004	220	LF	2.50	550.00	2.15	473.00	0.50	110.00
5 Inch White Pavement Marking Paint Lines	5005	950	LF	2.50	2,375.00	2.15	2,042.50	0.25	237.50
Milling Existing Pavement	5006	235	SY	20.00	4,700.00	52.00	12,220.00	24.00	5,640.00
Type C Traffic Barrier End Treatment	6001	3	EA	3,675.00	11,025.00	6,600.00	19,800.00	3,800.00	11,400.00
Traffic Barrier W-Beam Anchorage to Vertical Face	6002	3	EA	2,730.00	8,190.00	5,735.00	17,205.00	2,800.00	8,400.00
Removal and Disposal of Existing Traffic Barrier W Beam	6003	65	LF	8.00	520.00	15.00	975.00	11.00	715.00
Remove and Dispose of Existing Delineators and Supports	6004	4	EA	50.00	200.00	92.00	368.00	55.00	220.00
Remove/Relocate Existing Delineators and Supports	6005	2	EA	125.00	250.00	111.00	222.00	110.00	220.00
Placing Furnished Topsoil, 4 Inch Depth	7001	500	SY	6.00	3,000.00	19.00	9,500.00	15.00	7,500.00
Temporary Seeding	7002	50	LB	15.00	750.00	119.00	5,950.00	22.00	1,100.00
Turfgrass Establishment	7003	500	SY	2.00	1,000.00	12.50	6,250.00	2.35	1,175.00
Type A Soil Stabilization Matting	7004	100	SY	3.00	300.00	10.50	1,050.00	9.75	975.00
Square Perforated Tubular Steel Sign Posts	8001	10	EA	165.00	1,650.00	93.00	930.00	110.00	1,100.00
Square Tubular Steel Anchor Bases	8002	10	EA	82.00	820.00	26.50	265.00	82.00	820.00
Sheet Aluminum Signs	8003	45	SF	45.00	2,025.00	34.00	1,530.00	30.00	1,350.00
Remove Existing Ground Mounted Signs and Supports	8004	38	SF	17.00	646.00	35.50	1,349.00	22.00	836.00
Remove/Relocate Existing Ground Mounted Signs and Supports	8005	6	EA	138.00	828.00	407.00	2,442.00	110.00	660.00
<b>Total</b>					<b>\$ 1,392,814.00</b>		<b>\$ 1,993,382.00</b>		<b>\$ 2,327,958.20</b>

\*denotes mathematical error

# Poffenberger Road Bridge Detour





Poffenberger Rd Bridge W4011 & W4012 (Looking East)



Poffenberger Rd Bridge W4011 & W4012 (Looking West)



Poffenberger Road Bridge W4011



Poffenberger Road Bridge W4012



Poffenberger Road Bridge W4012





# Washington County, Maryland Budget Adjustment Form

Print Form

- Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance

Deputy Director - Finance **Kelcee Mace** Digitally signed by Kelcee Mace  
Date: 2019.02.21 14:04:11 -05'00'

Preparer, if applicable **Misty D Rosenberry** Digitally signed by Misty D Rosenberry  
Date: 2019.02.21 12:25:47 -05'00'

Department Head Authorization **Scott Hobbs** Digitally signed by Scott Hobbs  
Date: 2019.02.21 14:53:27 -05'00'

Division Director / Elected Official Authorization **Scott Hobbs** Digitally signed by Scott Hobbs  
Date: 2019.02.21 14:53:48 -05'00'

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Required approval with date **Feb 21, 2019**

If applicable with date **Feb 21, 2019**

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498710	30	11620	BRG065		OTHR	Capital Transfer - General	-150,200
498400	30	11620	BRG065		OTHR	Capital Grant - Federal	-586,700
599999	30	11620	BRG065		OTHR	Poffenberger Rd Bridge W4011	-736,900
498710	30	11620	BRG066		OTHR	Capital Transfer - General	150,200
498400	30	11620	BRG066		OTHR	Capital Grant - Federal	586,700
599999	30	11620	BRG066		OTHR	Poffenberger Rd Bridge W4012	736,900

Explain Budget Adjustment **Consolidating project BRG065 into project BRG066. These two bridges are adjacent to each other and construction will be completed under one project.**

Required Action by County Commissioners  No Approval Required  Approval Required Approval Date if Known





Open Session Item

**SUBJECT:** Cascade Town Centre Overview

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Andrew Eshleman, Director, Public Works; Sara Greaves, Chief Financial Officer; Dan DiVito, Director, Division of Environmental Management; Todd Moser, Real Property Administrator; Division of Engineering, and Susan Small, Director, Department of Business Development

**RECOMMENDED MOTION:** Consensus in management direction for Cascade Town Centre property.

**REPORT-IN-BRIEF:** The County assumed ownership of the Cascade Town Centre September, 2016 from the PenMar Development Corporation. The County entered into a Master Developer Agreement with JG Business Link International (JGBLI) in November, 2016 to market, development and sell the property; and subsequently transferred 63 acres to them in September, 2017. The County remains the owner of 528 acres of Cascade Town Centre property. The County leases multiple income generating properties and is responsible for the maintenance of the lands and property including the water, sewer, and electric utilities.

**DISCUSSION:** The County owns the remaining 528 acres of the Cascade Town Centre which includes buildings, roads, lakes, dams, utilities, an onsite water treatment system and network, historic parade grounds, and the Fort Ritchie Community Center (FRCC). The County has a number of income generating properties which FY19 Year to Date has generated approximately \$18,000. Primary income generating facilities include the former Commissary Building #518, the Chapel Building #302, the Cellular Communication Tower, and Lakeside Hall Event Center.

The existing utility network for Fort Ritchie was and still is mostly privately owned, and therefore, most systems do not have individually metered accounts at the building, but a master account for the entire site. For this reason, lease rental rates include utility costs. As development occurs existing utility systems will need to be upgraded and/or connected to the new infrastructure. Currently, the 63 acres owned by JGBLI is not metered for water, sewer, and electric and the County will need to install those meters in order to bill for the usage. It is anticipated that a wholesale rate for sewer will need to be established, individual water meters installed on new buildings as development occurs, and a metered electric account created that the County will need to install, bill and collect based on usage until such time that new development is connected to the new distribution lines and substation.

The current remaining fund balance as of 2/8/19 including commitments of \$150,000 to FRCC in FY2020 is \$1,092,959.06. The monthly operating cost for Cascade Town Centre is approximately \$72,245 which provides for operational costs for 15 months and will last until approximately April,

2020. Major approximate annual expenses include \$200,000 in wages and benefits, \$150,000 for sewer fees, \$65,000 for electricity, \$25,000 for heating oil and gas, and travel expenses.

The County has a Master Development Agreement with JGBLI, whereby JGBLI will act as the Agent on the County's behalf and Developer of the Cascade Town Centre for the purpose of conducting general promotional and real estate development activities for the property. The Agent has the exclusive right to market, promote, and advertise the Centre, negotiate potential sales and conveyances of real property to buyers; secure tenants for leasable space, and promote the development of the Centre to end users. Currently, JGBLI has signed Memorandum of Understandings with many business partners to establish a basic framework for conducting cooperative activities. JGBLI has been granted demolition permits for buildings 745-753 on their 63 acres with work anticipated in the spring. There are no active or pending developments on the County's remaining lands.

The Cascade Town Centre is not currently listed for sale in Co-Star/LoopNet or the Multiple Listing Service/MRIS. A preliminary market and comparative analysis was performed by County staff for similar properties of regional size and is included for reference. The property is unique in that significant investment is expected to upgrade the infrastructure. It is recommended that a third party comparative analysis be performed and list the property with a sale price.

The Cascade Town Centre is eligible for multiple economic development programs and incentives. Notable incentives include the Job Creation and Tax Credits, Foreign Trade Zone, Tax Increment Financing District, Targeted Employment Area, Special Economic Development Zoning District, Priority Funding Area, and the Low-Income Housing Tax Credit program. A full breakdown and description of the programs and incentives is included as an attachment. The programs cover a wide range of business opportunities from property and business tax incentives to special exceptions for foreign investments and visa status, as well as priority funding to encourage development.

**FISCAL IMPACT:** N/A

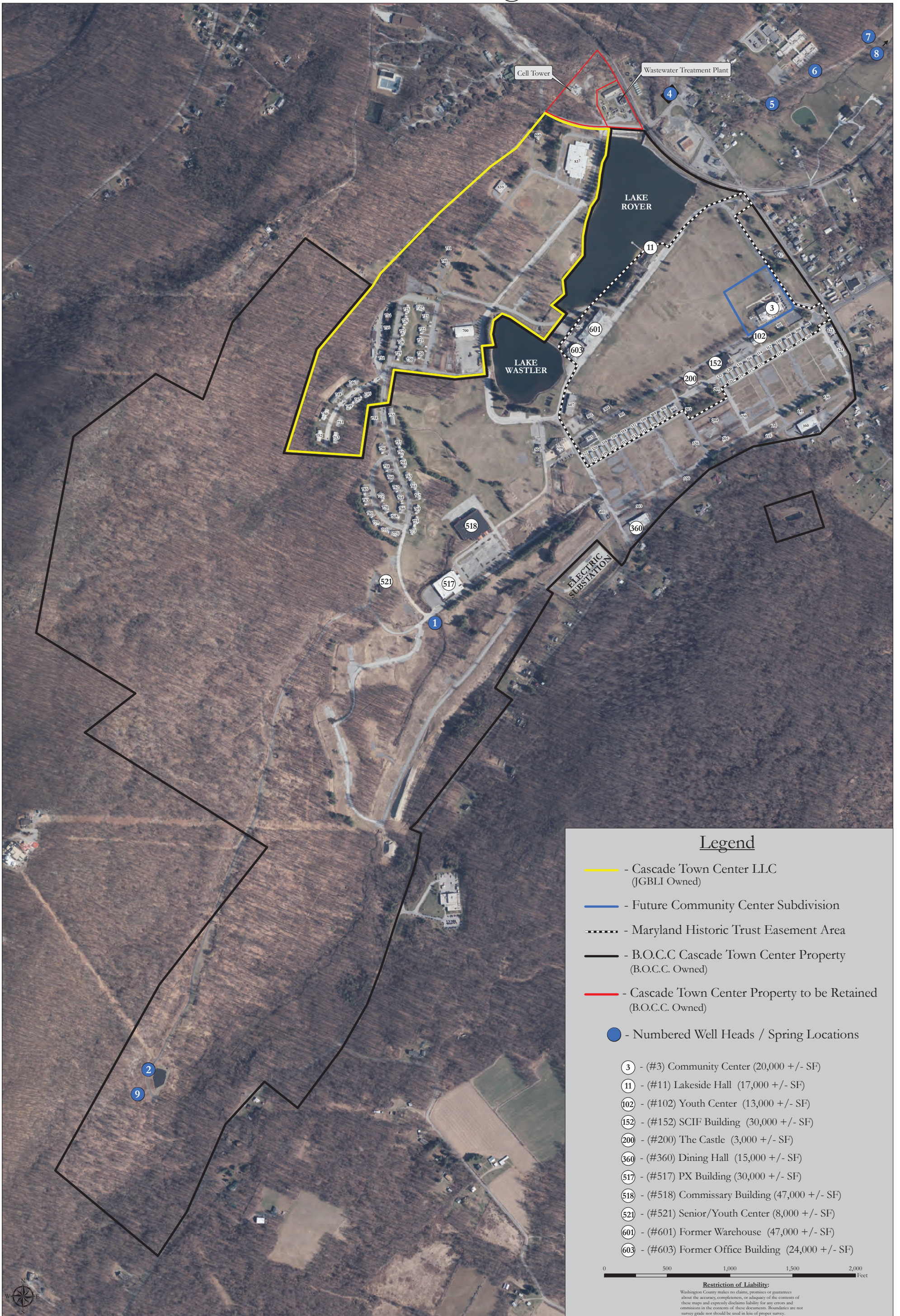
**CONCURRENCES:**

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Property Map, table of commercial leases, fund balance, preliminary comparative market analysis, and economic development program/incentive summary.

**AUDIO/VISUAL NEEDS:** None

# Cascade Towne Center @ Fort Ritchie



## Legend

- - Cascade Town Center LLC (JGBLI Owned)
- - Future Community Center Subdivision
- - Maryland Historic Trust Easement Area
- - B.O.C.C Cascade Town Center Property (B.O.C.C. Owned)
- - Cascade Town Center Property to be Retained (B.O.C.C. Owned)
- - Numbered Well Heads / Spring Locations

- 3 - (#3) Community Center (20,000 +/- SF)
- 11 - (#11) Lakeside Hall (17,000 +/- SF)
- 102 - (#102) Youth Center (13,000 +/- SF)
- 152 - (#152) SCIF Building (30,000 +/- SF)
- 200 - (#200) The Castle (3,000 +/- SF)
- 360 - (#360) Dining Hall (15,000 +/- SF)
- 517 - (#517) PX Building (30,000 +/- SF)
- 518 - (#518) Commissary Building (47,000 +/- SF)
- 521 - (#521) Senior/Youth Center (8,000 +/- SF)
- 601 - (#601) Former Warehouse (47,000 +/- SF)
- 603 - (#603) Former Office Building (24,000 +/- SF)



**Restriction of Liability:**  
 Washington County makes no claims, promises or guarantees about the accuracy, completeness, or adaptability of the contents of these maps and expressly disclaims liability for any errors and omissions in the contents of these documents. Boundaries are not survey grade nor should be used in lieu of proper survey.



**CASCADE TOWNE CENTRE COMMERCIAL LEASES**

County Owned Buildings	Purpose	Area leases		Rental Amount	Lease Term
		GSF	RSF		
302 (Chapel) 14304 Castle Dr.	Religious-Non profit	4,070	3,322	\$830.50/month	6 mths
401 (25021 Lake Wastler Dr)	Storage	5,680	1,402	\$292.09	mnth-mnth
517 (14204 Range Road)	Former Commissary - Storage	30,772	~2,000	\$250.00	mnth-mnth
518 (14208 Range Road)	Mid-MD Baseball	46,981	41,719	\$1,250/ month	6 mnths
607 (14303 Lake Royer Drive)	JGBLI Office	10,560	9,829	\$0.00	no lease
Lakeside Hall - Event Center 14324 Lake Royer Dr	Rental - Upon Consultation	17,977	17,000	Varies (~\$150/hr)	
Cell Tower (25036 Pen Mar Rd)	Cellular Communication		31,715	\$737.92/month	
Fort Ritchie Community Center	Community Center	79,047	54,056	1\$/year	2038

Note: All rental amounts include water, sewer, electric and gas utility costs.

**METERED SERVICE**

JGBLI	Water	Sewer	Electric	Gas	Phone/Cable
JGBLI - 63 Acres	*No	**No	***Potential	Yes	Yes
<b>County Owned Buildings</b>					
302 (Chapel) 14304 Castle Dr.	No	No	No	Yes	Yes
401 - B (25021 Lake Wastler Dr)	No	No	No	Yes	Yes
517 (14204 Range Road)	No	No	No	Yes	Yes
518 (14208 Range Road)	No	No	No	Yes	Yes
607 (14303 Lake Royer Drive)	No	No	No	Yes	Yes
Lakeside Hall - Event Center 14324 Lake Royer Dr	No	No	No	Yes	Yes
Cell Tower (25036 Pen Mar Rd)	NA	NA	Yes	NA	Yes
Fort Ritchie Community Center	No	No	Yes	Yes	Yes

Note: Fort Ritchie site was set up as one customer with mostly privately owned service and utilities within the property

\*Looped distribution network can't be metered to parcel, new meters will be installed at buildings as development occurs.

\*\*Inline Flow meter to be installed on sewer line to parcel Cost~\$10,000

\*\*\*County will need to install private meter and bill the user. New Development would connect to new substation and electrical network and have metered service from utility company.

## Recap of Cascade Town Centre Activity

### Money transferred from Pen Mar

Deposit - Pen Mar Cash	593,564.29
Pen Mar CD matured	833,021.69
CD matured	1,327,963.22
CD matured	508,824.98
Remaining cash transfer	<u>291,351.35</u>

<b>Contributed Capital in FY17 (Fund Balance)</b>	<b>3,554,725.53</b>
---	---------------------

### Revenues in FY17

Rental Building	223,446.60
Rental Other	6,700.00
Miscellaneous	<u>10,596.79</u>

<b>Total Revenues FY17</b>	<b>240,743.39</b>
----------------------------	-------------------

### Expenses in FY17

Wages and Benefits	261,934.32
Electric	158,361.16
Sewer	114,716.58
Transfer to Hotel Rental fund to reimburse for expenses before this fund was established	323,197.52
Travel expenses	60,500.00
Other	<u>113,228.01</u>

<b>Total Expenses in FY17</b>	<b><u>(1,031,937.59)</u></b>
-------------------------------	------------------------------

<b>Fund Balance FY17</b>	<b>2,763,531.33</b>
--------------------------	---------------------

<b>Revenues in FY18</b>	<b>54,750.70</b>
-------------------------	------------------

### Expenses in FY18

Wages and benefits	351,418.94
Appropriation to Ft. Ritchie Community Center	170,000.00
Travel	303,532.01
Other	<u>346,342.66</u>

<b>Total Expenses in FY18</b>	<b><u>(1,171,293.61)</u></b>
-------------------------------	------------------------------

<b>Fund Balance FY18</b>	<b>1,646,988.42</b>
--------------------------	---------------------

<b>Revenues as of 2/8/2019</b>	<b>218,092.14</b>
--------------------------------	-------------------

### Expenses as of 2/8/2019

Wages and benefits	190,107.23
Appropriation to Ft. Ritchie Community Center	170,000.00
Travel	19,300.00
Other	242,714.27

<b>Total Expenses in FY19</b>	<b><u>(622,121.50)</u></b>
-------------------------------	----------------------------

<b>Fund Balance FY19</b>	<b>1,242,959.06</b>
--------------------------	---------------------

Committed to FRCC	(150,000.00)
-------------------	--------------

<b>Available for use</b>	<b>1,092,959.06</b>
--------------------------	---------------------



Location	Sold-Closed Price	Size - Raw Land	Zoning	Price Per Acre	DOM	Water/Sewer	Description
Unionville, MD	\$1.7M	131 Ac	AG/RET	\$ 12,977.00	279		Church/Camp Retreat Complex/Private School/Winery 131 Acres with 80 Acres in crops. Zoned Ag/Camp/Retreat/Rural/Rehabilitation. 5 homes including a 3 story historic manor home, 2 dorms, a bank barn, a chapel which seats 169 people built in 1993 with offices, meeting rooms and kitchen. New wastewater treatment system for 225+ occupants.
Culpeper, VA	\$1.8M	121 Ac	Comm/Dev	\$ 15,794.00	1195	Public/Public	Raw Land
Greensboro, MD	\$3.5M (appraised at \$3.7)	414 Ac	AG/Dev	\$ 8,570.00	523	Public w/in 50'	Raw Land
Winchester, VA	\$4.5M	135 Ac	AG	\$ 33,411.00	282	Public/Public	Farm w/House
Stauton, VA	\$4.5M	118 Ac	AG	\$ 38,003.00	379	Public/Public	Farm w/House
Fredericksburg, VA	\$12M	205 Ac	Industrial	\$ 58,536.00	168	Public/Public	Raw Land

In order to search properties this size, we had to expand the search area. The first two are likely the most comparable given their existing qualities, zoning, utilities, etc. The price per acre is simply for the raw land, nothing was accounted for with regard to the improvements/exisiting conditions of the infrastructure. A buyer would accept the property in "as-is" condition. All of these properties sat on the market for at least 6 months.

Low - \$10,775 per acre for 530 acres of remaining lands at CTC = \$5,710,750  
Mid - \$14,385 per acre for 530 acres of remaining lands at CTC = \$7,624,050  
High - \$24,605 per acre for 530 acres of remaining lands at CTC = \$13,040,650

Economic Development Program/Incentive	Description	Term
Commercial Property Stimulus Program	Real Property Tax Credit	3 years
Job Creation Tax Credit	Real Property & Personal Property Tax Credit	Up to 6 years
Job Creation & Cap Investment Credit	Real Property Tax Credit	Up to 15 years
High Performance Commercial Tax Credit	Real Property Tax Credit	3 years
Foreign Trade Zone	FTZs are sites designated by the U. S. Foreign-Trade Zones Board in which special United States Customs Service procedures may be used. These procedures allow domestic activity involving foreign material to take place prior to formal Customs entry. Duty-free treatment is accorded items that are re-exported and duty payment is deferred on items sold in the U.S. market	N/A
Tax Increment Financing Designation (TIF)	Real property tax revenue generated by the increase in property value will be held in a special fund and used exclusively for financing public infrastructure improvements.	N/A
EB-5 TEA (Targeted Employment Area)	The EB-5 visa program was created by Congress in 1990 under section 203(b)(5) of the Immigration and Nationality Act (INA). Ten thousand EB-5 visas per year are allocated to qualified individuals seeking Lawful Permanent Resident (LPR) status on the basis of their capital investment and creation of at least ten full-time jobs for qualified workers in the United States.	N/A
	EB-5 investors may be eligible for EB-5 immigrant visas if they have invested or are actively in the process of investing the standard capital investment requirement of \$1,000,000 or \$500,000 in Targeted Employment Areas (TEA) and/or Rural Areas (RA). EB- 5 investors may invest in a new commercial enterprise or choose to reinvigorate a troubled business.	N/A
Special Economic Development District Zoning	Mixed use zoning classification which will address land use compatibility associated with the redevelopment and reuse of the Fort Ritchie Military Base	N/A
Priority Funding Area	Priority Funding Areas are existing communities and places where local governments want State investment to support future growth. Funding for projects in municipalities, other existing communities, industrial areas, and planned growth areas designated by counties receive priority State funding over other projects	N/A
Community of Opportunity	Communities of Opportunity are based off an index created from economic, health and education factors. Qualified Census Tracts are based off several US Department of Housing and Urban Development standards and those which fall within these QCT areas are eligible for the Low-Income Housing Tax Credit (LIHTC) program	N/A



### Open Session Item

**SUBJECT:** Emergency Services Overview - Update

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** R. David Hays, Director, Emergency Services, Robert Moncrief, President, Washington County Volunteer Fire and Rescue Association, and Kingsley Poole, Chairman, Emergency Services Advisory Council

**RECOMMENDATION:** N/A

**REPORT-IN-BRIEF:** Due to current budget shortfalls and the associated challenges, The Division of Emergency Services and the Washington County Volunteer Fire and Rescue Association, through direction of the Board of County Commissioners (Board) to develop a phased in approach to County firefighter and EMS staffing. Staff continues to evaluate 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. In doing so, the \$800,000 in the CIP Apparatus Reserve Fleet for FY20 and future years has been included in preparing options for consideration by the Board.

**DISCUSSION:** The Board has directed staff to prepare multiple options that include the utilization of the \$800,000 CIP Funding included in the upcoming Apparatus Reserve Fleet CIP for FY20 and future years. The options outlined in the spreadsheets listed below utilize an assumptive split in funding between fire and EMS. The referenced spreadsheet options include firefighters that would be hired under a SAFER Grant application and range in total from 4 – 32. The spreadsheets utilizes escalating increments of 4 firefighters for under each option.

EMS options are more difficult to determine and would benefit from an approach that designates funding in the amount of \$450,000 to be utilized for EMS Staffing Assistance. In determining the most effective application of these funds the Division of Emergency Services will meet with the 8 volunteer EMS companies to seek input into various options for consideration and approval by the Board at a later date and time. As there is no connection to the application period for a SAFER Grant under EMS, timing is not critical for these discussions.

As additional tax dollars are forwarded to the volunteer fire and EMS departments through staffing and other programs, consideration should be given that includes funding and implementation of a 3<sup>rd</sup> party financial firm. The firm would be responsible to monitor, verify and subsequently initiate payment processes that would occur for re-imbursement of expenses of authorized use of taxpayer dollars. The authorized uses are listed with the Emergency Services Fiscal Policy under the Office of Budget and Finance. Savings that have been brought forth through the Volunteer Fire and Rescue Insurance Program could fund the cost of the Financial monitoring and re-imbursement process. The re-occurring cost of implementing this new process is expected to be \$95,900.

Inconsideration of the budget shortfall and subsequent challenges presented in the same, strategies have been taken that work to structure options that work towards a phased in approach over a specified period of time.

**FISCAL IMPACT:** Year 1, Stage 1; up to \$800,000; Fiscal Review and Accountability \$95,900.

Year 2, Stage 2; Consider implementing revenue increases to meet Stages 3 -5

Year 3, Stage 3; Additional \$561,471.84, Additional \$500,000 for EMS.

Year 4, Stage 4; Additional \$491,287.90, end of SAFER Grant, Additional \$500,000 for EMS.

Year 5, Stage 5; Second SAFER Grant, \$450,220.40, Additional \$750,000 for EMS.

**CONCURRENCES:** N/A

**ALTERNATIVES:** Continue with current funding and staffing levels.

**ATTACHMENTS:** Fire and EMS Staffing Options, Fiscal Accountability Synopsis.

Fire Dept. Staffing Options

Total Annual Cost			Yr 1 SAFER	Yr 2 SAFER	Yr 3 SAFER	SAFER Expired
			FY20	FY21	FY22	FY23
<b>Option 1</b>			<b>25.00%</b>	<b>25.00%</b>	<b>65.00%</b>	<b>100.00%</b>
<b>4</b>	<b>F/F'S</b>	<b>\$306,477.00</b>	<b>\$76,619.25</b>	<b>\$76,619.25</b>	<b>\$199,210.05</b>	<b>\$306,477.00</b>
	Return of F/F Staffing Subsidy		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
			\$51,619.25	\$51,619.25	\$174,210.05	\$281,477.00
<b>Option 2</b>						
<b>8</b>	<b>F/F'S</b>	<b>\$612,955.20</b>	<b>\$153,238.80</b>	<b>\$153,238.80</b>	<b>\$398,420.88</b>	<b>\$612,955.20</b>
	Return of F/F Staffing Subsidy		\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
			\$103,238.80	\$103,238.80	\$348,420.88	\$562,955.20
<b>Option 3</b>						
<b>12</b>	<b>F/F'S</b>	<b>\$919,432.80</b>	<b>\$229,858.20</b>	<b>\$229,858.20</b>	<b>\$597,631.32</b>	<b>\$919,432.80</b>
1	B/C	\$96,684.36	\$24,171.09	\$24,171.09	\$62,844.83	\$96,684.36
		\$1,016,117.16	\$254,029.29	\$254,029.29	\$660,476.15	\$1,016,117.16
	Return of F/F Staffing Subsidy		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
			\$179,029.29	\$179,029.29	\$585,476.15	\$941,117.16
<b>Option 4</b>						
<b>16</b>	<b>F/F'S</b>	<b>\$1,225,910.40</b>	<b>\$306,477.60</b>	<b>\$306,477.60</b>	<b>\$796,841.76</b>	<b>\$1,225,910.40</b>
1	B/C	\$96,684.36	\$24,171.09	\$24,171.09	\$62,844.83	\$96,684.36
1	AIR-P	\$81,084.84	\$20,271.21	\$20,271.21	\$52,705.15	\$81,084.84
		\$1,403,679.60	\$350,919.90	\$350,919.90	\$912,391.74	\$1,403,679.60
	Return of F/F Staffing Subsidy		\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
			\$250,919.90	\$250,919.90	\$812,391.74	\$1,303,679.60
<b>Option 5</b>						
<b>20</b>	<b>F/F'S</b>	<b>\$1,532,388.00</b>	<b>\$383,097.00</b>	<b>\$383,097.00</b>	<b>\$996,052.20</b>	<b>\$1,532,388.00</b>
1	B/C	\$96,684.36	\$24,171.09	\$24,171.09	\$62,844.83	\$96,684.36
1	AIR-P	\$81,084.84	\$20,271.21	\$20,271.21	\$52,705.15	\$81,084.84
		\$1,710,157.20	\$427,539.30	\$427,539.30	\$1,111,602.18	\$1,710,157.20
	Return of F/F Staffing Subsidy		\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00
			\$302,539.30	\$302,539.30	\$986,602.18	\$1,585,157.20
<b>Option 6</b>						
<b>24</b>	<b>F/F'S</b>	<b>\$1,838,865.60</b>	<b>\$459,716.40</b>	<b>\$459,716.40</b>	<b>\$1,195,262.64</b>	<b>\$1,838,865.60</b>
2	B/C	\$193,368.72	\$48,342.18	\$48,342.18	\$125,689.67	\$193,368.72
2	AIR-P	\$162,169.68	\$40,542.42	\$40,542.42	\$105,410.29	\$162,169.68
		\$2,194,404.00	\$548,601.00	\$548,601.00	\$1,426,362.60	\$2,194,404.00
	Return of F/F Staffing Subsidy		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
			\$398,601.00	\$398,601.00	\$1,276,362.60	\$2,044,404.00
<b>Option 7</b>						
<b>28</b>	<b>F/F'S</b>	<b>\$2,145,343.20</b>	<b>\$536,335.80</b>	<b>\$536,335.80</b>	<b>\$1,394,473.08</b>	<b>\$2,145,343.20</b>
2	B/C	\$193,368.72	\$48,342.18	\$48,342.18	\$125,689.67	\$193,368.72
2	AIR-P	\$162,169.68	\$40,542.42	\$40,542.42	\$105,410.29	\$162,169.68
	Total All	\$2,500,881.60	\$625,220.40	\$625,220.40	\$1,625,573.04	\$2,500,881.60
	Return of F/F Staffing Subsidy		\$175,000.00	\$175,000.00	\$175,000.00	\$175,000.00
			\$450,220.40	\$450,220.40	\$1,450,573.04	\$2,325,881.60

## Phase 2 Fire and EMS Staffing Implementation Summary

### Year 1, Stage 1 (FY20)

<b>Fire</b>	<b>\$250,919.90</b>
17 F/F's	
1 B/C	
<b>EMS</b>	<b>\$450,000.00</b>
<b>Third Party Financial Review</b>	<b>\$95,900.00</b>

### Year 2, Stage 2 (FY21)

**Fire/EMS - Consider Revenue Increases to meet the needs of Stages 3 -5, as listed below**

### Year 3, Stage 3 (FY22)

<b>Fire</b>	<b>\$561,471.84</b>
<b>EMS</b>	<b>\$500,000.00</b>

### Year 4, Stage 4 (FY23)

<b>Fire (end of SAFER Grant)</b>	<b>\$491,287.90</b>
<b>EMS</b>	<b>\$500,000.00</b>

### Year 5, Stage 5 (FY24)

<b>Fire</b>	<b>\$450,220.40</b>
Apply for second SAFER Grant	
<b>EMS</b>	<b>\$750,000.00</b>



## Agenda Report Form

### Open Session Item

**SUBJECT:** Approval of By-Laws for the Disabilities Advisory Committee

**PRESENTATION DATE:** March 5, 2019

**PRESENTATION BY:** Deb Peyton, Director, Division of Health and Human Services

**RECOMMENDED MOTION:** To approve the bylaws of the Disabilities Advisory Committee (Committee) as presented.

**REPORT-IN-BRIEF:** The purpose of the Committee is to advise the Board of County Commissioners and County staff on citizen input relating to disabilities issues in Washington County; maintain contact with the community of person with disabilities and assess community needs; sponsor the annual Disabilities Awareness Week activities, and advocate services and programs relating to the quality of life for all residents.

The Committee is to be comprised of nine (9) individual voting members who are volunteer, private citizens of Washington County, Maryland. The County Commissioners may appoint others to serve as non-voting, ex-officio members of the Committee for various terms of office and for varying purposes. Member terms shall be for three (3) years with the initial terms being staggered.

**DISCUSSION:** The Committee was established by Resolution by the Board of County Commissioners on October 5, 1999 and has received no updates to the by-laws since that time. Under guidance from the County Attorney's office, the Clerk has brought the by-laws up to date. The Committee has not been active since 2014.

Upon approval of the bylaws, applications from the community will be encouraged through a media release. Members will then be appointed by the County Commissioners.

**FISCAL IMPACT:** None

**CONCURRENCES:** Kirk Downey, County Attorney, Krista Hart, County Clerk, Deb Peyton, Director, Division of Health and Human Services

**ALTERNATIVES:** Revise the proposed bylaws.

**ATTACHMENTS:** Proposed bylaws for the Disabilities Advisory Committee, 1999 bylaws

# WASHINGTON COUNTY DISABILITIES ADVISORY COMMITTEE

## BYLAWS

### Article I

#### Name

The name of the committee is the Washington County Disabilities Advisory Committee (Committee).

### Article II

#### Mission Statement

The Committee is to advise the Board of County Commissioners of Washington County, Maryland (Commissioners) on citizen input relating to disabilities issues in Washington County, maintain contact with the community of persons with disabilities and assess community needs, sponsor the annual Disabilities Awareness Week activities, and advocate services and programs relating to the quality of life for all residents.

### Article III

#### Priorities

The Committee shall:

- A. Undertake the task of gathering and disseminating information from and about the disabilities issues of Washington County, Maryland (County);
- B. Maintain contact with the community of persons with disabilities in the County;
- C. Offer input to the Commissioners relating to County and community issues by encouraging the discussion of differing viewpoints from local organizations working with the community of persons with disabilities;
- D. Advise the Commissioners on how County government can be more inclusive of the disabilities community by providing guidance on issues such as employment, employee relations and citizen participation in government processes; and
- E. Coordinate and promote the annual Disabilities Awareness Week activities to add to the quality of excellence the community enjoys through public performances.

### Article IV

#### Membership

A. **Composition.** The Committee shall be comprised of nine (9) individual voting members and two (2) non-voting, ex-officio members. The nine (9) individual members shall be appointed by the Commissioners.

1. The nine (9) individual voting members shall be volunteer, private citizen residents of Washington County, Maryland, who have an interest in the disabilities community outreach and political and economic empowerment.
2. The two (2) ex-officio, non-voting members shall be as follows:



- a. One (1) Washington County Commissioner member; and
- b. One (1) City of Hagerstown Council member.

B. **Terms.** Standing ex officio non-voting members are not term-limited. Terms of the individual voting members shall be three (3) years. The original term of three (3) members shall be for one (1) year; the original term of three (3) members shall be for two (2) years; and the original term of the remaining members shall be for three (3) years. Subsequent terms of all nine (9) members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening one (1) year period. A one- or two-year term will not be considered a full term for the purpose of these term limits.

C. **Termination of Membership and Vacancies.**

1. Membership on the Committee may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention.

2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality;
- c. action/behavior that is inappropriate or inconsistent with County policy; and

3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

4. Any vacancy occurring in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

**Article V  
Officers**

A. **Elected Officers.** Members of the Committee shall elect from among their members a chair, vice-chair, and secretary. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms.** The chair and vice-chair shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

C. **Chair.** The chair shall:

1. Preside as the chief officer of the Committee and shall be present at all meetings of the Committee;
2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;
3. Ensure that proper records are maintained;
4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and
5. Perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence.

E. **Secretary.** The secretary shall maintain minutes of the meetings and when necessary provide notice of meetings to members of the Committee.

F. **Officer Removal, Resignation, and Vacancies**

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality;
- c. actions/behavior that in the opinion of the Committee is inappropriate or inconsistent with policy; and

2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

## **Article VI Meetings**

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert's Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.

1. **Regular Meetings.** Meetings shall occur throughout the year according to a schedule, which shall be established at the annual meeting. Notice of this schedule shall be provided to Committee members and the Commissioners.

2. **Special Meetings.** Special meetings of the Committee may be called at any time by the chair or, in the chair's absence, by the vice-chair. One (1) week notice of any special meeting should be given to the members by the chair or vice-chair, and the notice must state the subject of the meeting.

3. **Annual Meeting.** An annual meeting shall be held each year at a date and time to be determined by the chair. At the annual meeting, the installation of officers shall occur, and a schedule of regular meetings shall be established for the upcoming year.

B. **Attendance.** All members shall be required to attend the regularly scheduled Committee meetings each fiscal year. Failure to attend these meetings may be at the discretion of the Executive Committee and result in the following:

1. A third missed meeting in any fiscal year may result in a letter to the member from the chair regarding the attendance policy.

2. Disassociation from the Committee as a voting member may occur after the third unexcused absence of regularly scheduled meetings in any fiscal year.

C. **Quorum.** Fifty-one percent (51%) of the total membership shall constitute a quorum. If such a majority is not present at any time, the presiding officer shall adjourn the meeting until a quorum is present.

D. **Sub-committees.** Other standing or special sub-committees of the Committee may be formed by the Committee as deemed necessary.

## **Article VII Fiscal Year and Budget**

A. **Fiscal Year.** The fiscal year of the Committee shall begin on the 1st day of July and end on the last day of June.

B. **Budget.** No budget will be provided to the Committee unless deemed necessary by the Commissioners.

**Article VIII**  
**Amendments to Bylaws**

These bylaws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Committee, such proposal must be submitted in writing and approved at a meeting of the Committee. The proposal to amend these bylaws and the text of the proposed amendment must be included in the notice of the next meeting of the Committee. At that time, the Committee shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Committee.

Approved and adopted this \_\_\_\_\_ day of March, 2019

ATTEST:

\_\_\_\_\_  
Krista L. Hart, *County Clerk*

\_\_\_\_\_  
Jeffrey A. Cline, *President*  
Board of County Commissioners of  
Washington County, Maryland

**ACTS, ORDINANCES &  
RESOLUTIONS - COUNTY**

**RESOLUTION  
CREATING THE  
WASHINGTON COUNTY  
DISABILITIES ADVISORY COMMITTEE**

WHEREAS, the Board of County Commissioners of Washington County, Maryland, needs and seeks citizen input relating to disabilities issues in Washington County; and

WHEREAS, the Board of County Commissioners of Washington County, Maryland, desires to establish an advisory committee to the Board of County Commissioners in order to seek said citizen input.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that the Board of County Commissioners does hereby create the Washington County Disabilities Advisory Committee to the Board of County Commissioners, hereinafter referred to as the "Committee," as follows:

**ARTICLE ONE**

**NAME**

The name of the committee shall be "WASHINGTON COUNTY DISABILITIES ADVISORY COMMITTEE."

**ARTICLE TWO**

**PRINCIPAL OFFICE**

The principal office and meeting place of the Committee shall be 100 W. Washington Street, Hagerstown, Maryland 21740.

**ARTICLE THREE**

**PURPOSES**

The purposes for which the Committee is formed are:

- A. To serve in an advisory capacity to the Board of County Commissioners of Washington County relating to disabilities issues in Washington County, Maryland.

DOH MABL  
Oct. 07 1992 02:27 PM

- B. To maintain contact with the community of persons with disabilities in Washington County and assess community needs.
- C. To cosponsor the annual Disabilities Awareness Week activities in Washington County.
- D. To publish *The Washington County Independent* newsletter through the Washington County Office on Disabilities Issues.
- E. To perform such other functions at the direction and upon the request of the Board of County Commissioners of Washington County as necessary.

#### ARTICLE FOUR

##### POWERS

In furtherance of the objectives described above, but not limited to these, the Committee shall seek advice from and utilize the services of any County department or agency as is available and needed.

#### ARTICLE FIVE

##### MEMBERSHIP

- A. The Committee shall consist of twelve (12) voting members who shall be appointed by the Board of County Commissioners of Washington County, Maryland. In addition to the twelve (12) voting members, the Board of County Commissioners of Washington County, Maryland, may appoint others to serve as non-voting, ex officio members of the Committee for various terms of office and for various differing purposes.
- B. The original term of three (4) members shall be for one (1) year; the original term of four (4) of the members shall be for two (2) years; and the original term of four additional members shall be for three (3) years. Subsequent terms of all twelve (12) members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening one (1) year period. A one- or two-year term will not be considered a full term for the purpose of these term limits.
- C. Vacancies occurring in the Committee for any reason shall be filled for the unexpired term by the Board of County Commissioners. The Board of County Commissioners shall have the authority to remove any members of the Committee when in its discretion the best interests of the community shall be served thereby. A vacancy shall occur in the Committee when the member has three (3) unexcused absences per year.
- D. The members of the Committee shall elect from among their members, a Chairman and a Vice Chairman, and shall also elect a Secretary, who may or may not be a member of said Committee. No two of such offices may be held by one member. The officers shall have the duties and powers usually attendant upon such officers, and such other duties and powers not inconsistent herewith as may be provided by the Committee.

**ARTICLE SIX**

**BYLAWS**

The Committee shall have the power to adopt and alter all bylaws, rules, and regulations which it shall from time to time deem best for the conduct of its business as an advisory committee to the Board of County Commissioners of Washington County, Maryland, and for the purposes of carrying out the objects of this resolution. Such bylaws, rules, and regulations shall not be in conflict with the terms of this resolution, and shall first be approved by the Board of County Commissioners of Washington County before becoming effective. The Committee shall adopt any bylaw, rule or regulation initiated by the Board whether or not such bylaw, rule or regulation was first recommended by the Committee. The Board will consider the Committee's advice of any such bylaw, rule or regulation initiated by it before promulgating the same for adoption by the Committee.

**ARTICLE SEVEN**

**DISSOLUTION**

The Committee shall be dissolved and its affairs wound up by resolution of the Board of County Commissioners of Washington County, Maryland.

**ARTICLE EIGHT**

**DISTRIBUTION OF PROPERTY ON DISSOLUTION**

In the event of dissolution, any property owned by the Committee shall be distributed to the Board of County Commissioners of Washington County, Maryland.

Adopted this 5TH day of OCTOBER, 1999.

ATTEST:

Joni L. Bittner  
Joni L. Bittner, Clerk

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND  
Gregory I. Snook  
Gregory I. Snook, President

[absent]  
Paul L. Swartz, Vice President