

December 11 2007
Hagerstown, Maryland

JOINT MEETING WITH BOARD OF EDUCATION

The Commissioners met with the Board of Education at 8:00 a.m. at the Board of Education auditorium: The following Board of Education members were present: Roxanne Ober, Paul Bailey, Ruth Anne Callaham, William Staley, Donna Brightman Wayne Ridenour, and Bernadette Wagner. Staff members making presentations were Dr. Elizabeth Morgan, Superintendent of Schools; Boyd Michael, Assistant Superintendent for School Operations; Chris South, Chief Financial Officer; Robert Rollins, Director of Facilities Planning and Operations; and Deanna Newman, Demographics Consultant with Public Pathways, Inc.

First Quarter Budget Adjustments

Motion made by Commissioner Aleshire, seconded by Kercheval, to approve the following first quarter budget adjustments, as requested by the Board of Education, by decreasing the following categories: Mid-Level Administration - \$73,957; Instructional Textbooks & Supplies - \$7,220; Other Instructional Costs - \$32,135; Special Education - \$93,236; Student Personnel Service - \$8,500; and Fixed Charges - \$345,000; and by increasing the following categories: Instructional Salaries - \$345,059; Student Health Services - \$35,175; Student Transportation Services - \$148,647; and Operation of Plant - \$31,167 for a net increase on Fund Balance of \$0. Unanimously approved.

2008-2013 Projected Student Enrollment

Deanna Newman, Demographic Consultant for Public Pathways, Inc., provided a review of the 2007-08 student enrollment growth projections. Ms. Newman explained the formula used to calculate the projections. She stated that trend analysis, birth data, housing trends, population projects, and program, boundary changes, and economic environment are considered and compared to the State's forecast. Ms. Newman stated that the enrollment for 2007 grew by 125 students, which was one percent higher than projected. She also reviewed the assumptions that were made in the projections. Ms. Newman stated that the 2008 forecast projects 113 new students for elementary, 96 for middle school and -2 for high school.

Proposed FY 2009 Planning and Construction Projects

Mr. Michaels and Mr. Rollins provided an overview of the proposed request for funding for FY 2009 construction projects. The new projects are as follows: Antietam Academy - \$710,000 for architectural/engineering fees paid by the Board of Education; Eastern Primary - \$1,600,000; "East City" High - \$3,600,000; Antietam Academy - \$4,250,000; Fountain Rock Elementary Cafeteria - \$1,294,000; Relocation of Portable Classrooms - \$1,600,000. Mr. Michaels stated that the draft of the FY 2009 request totals \$20,055,000 and includes construction projects (\$10,744,000), portable classrooms (\$1,600,000), capital maintenance projects (\$4,427,000), systemic projects (\$2,800,000), athletic projects (\$245,000), technology-wiring projects (\$139,000), and ADA projects (\$100,000). He also reviewed the future construction projects and considerations. The meeting was opened for questions. Commissioner Kercheval expressed concern for cost to move portables (averaging of \$89,000/portable) and asked for more justification on those per unit costs for future capital budget discussions.

School Policy on Use of Gymnasium Facilities

Mr. Michael stated that they are working to develop joint use agreements with the County Recreation & Parks Department for the three new elementary schools. Commissioner Aleshire asked about the availability of existing athletic fields and gymnasiums and indicated that there should be a consistent policy for their use. Mr. Michael explained that use of a facility is sometimes denied because there are no custodians available to open and close the building. The group discussed developing a pool of custodians who might be willing to work weekends.

RECESS

The Commissioners recessed at 9:50 a.m.

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The regular meeting of the Board of County Commissioners of Washington County, Maryland was called to order at 10:20 a.m. by President John F. Barr with the following members present: Vice President Terry L. Baker, and Commissioners Kristin B. Aleshire; James F. Kercheval; and William J. Wivell.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was delivered by Commissioner Barr, followed by the Pledge of Allegiance to the Flag by the full assemblage.

APPROVAL OF MINUTES - DECEMBER 4, 2007

Motion made by Commissioner Kercheval, seconded by Aleshire, to approve the minutes of December 4, 2007 with revisions. Unanimously approved.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Baker reported on the meetings of the Community Action Council and Recreation & Parks Board. He stated that he attended the Citizens for the Protection of Washington County's (CPWC) Christmas Party, the Home Builders Association's Christmas Party, and the Clear Spring Mayor and Council meeting. Commissioner Baker stated that he received a summarization of the stadium funding for North High. He also indicated that he would be volunteering to officiate at an indoor track event at Hagerstown Community College this weekend.

Commissioner Kercheval informed the Commissioners that he attended a legislative breakfast in Annapolis. He reported on the meetings of the 2+2 Committee with the City of Hagerstown and Board of Education 2+2 Committee.

Commissioner Aleshire stated that he attended the CPWC holiday gathering, Clear Spring Mayor & Council meeting, South County Democrats Club, and the C-SAFE Christmas luncheon. He reported on meetings of the PenMar Development Corporation and Board of Education 2+2 Committee. Commissioner Aleshire informed the Commissioners that he attended a meeting on the proposed consolidation of the City/County emergency communications systems. He reported that preservation groups have concerns about the placement of an emergency communications

tower in South County. Commissioner Aleshire cited an article in the *NACo County News* on federal legislation that was introduced regarding collective bargaining for public safety personnel. He also noted other bills of importance to local entities that were listed in a previous issue. Commissioner Aleshire requested that time be scheduled on their agenda in the near future to discuss animal control and its functions.

Commissioner Barr stated that he attended the Museum of Fine Arts Board meeting and the Western Maryland Consortium Executive Council meeting.

CITIZEN'S PARTICIPATION

There was no one present who wished to comment.

COUNTY ATTORNEY ISSUES

John Martirano, County Attorney, stated that two items have been added to the Closed Session agenda - one regarding the consideration of the acquisition of real property for a public purpose and matters directly related and one to discuss the appointment, employment and/or assignment of appointees, employees or officials over whom it has jurisdiction and a personnel matter that affects one or more specific individuals.

REPORTS FROM COUNTY STAFF

Joe Kroboth, Director of Public Works, reported that the snowstorm last week cost \$133,000 in operational and material funds. He informed the Commissioners that a joint application from Emergency Services and Public Works to the Statewide Interoperability Executive Committee secured a - \$600,000 grant to assist with the construction of a fiber optics connection between the Sheriff's Office and the 911 Center. Mr. Kroboth asked the Commissioners to approve a budget transfer for the sinkhole remediation on Maugans Avenue.

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Motion made by Commissioner Aleshire, seconded by Kercheval, to approve a budget transfer in the amount of \$268,800 from the CIP Contingency Fund to the Maugans Avenue Project for remediation of the sinkhole in that area. Unanimously approved. Debra Murray, Director of Finance, provided an update on the budget. Ms. Murray stated that the operating budget will include a message from the County Administrator and several changes. She noted that requests for new positions will be included but that reclassification requests will now be going through the Salary Review Committee. In addition, she informed the Commissioners that she would be requesting that FT 2009 budgets be "flat funded" and noted that justifications must be provided for all requested budget increases.

GANG INTELLIGENCE STRATEGY GRANT - WASHINGTON COUNTY SHERIFF'S OFFICE

Motion made by Commissioner Wivell, seconded by Kercheval, to accept a grant in the amount of \$39,600 from the Governor's Office of Crime Control and Prevention for Gang Intelligence Strategy for the Washington County Sheriff's Office. Unanimously approved.

CERTIFICATES OF MERIT - SANDY SCHULTE AND ROB SMITH

Dan DiVito, Director of the Permits & Inspections Department, and Angela Smith, Deputy Director, informed the Commissioners that the Maryland Building Officials Association recently recognized two County Permits & Inspection Department employees. Sandy Schulte was named Permit Technician of the Year and Rob Smith was named Building Inspector of the Year.

Mr. DiVito and Ms. Smith stated that they were presented with their awards at the Association's meeting last week and read the nomination submittals.

Commissioner Barr presented Certificates of Merit to Ms. Schulte and Mr. Smith recognizing them for their professional expertise and accomplishment in receiving the Permit Technician of the Year and Inspector of the Year Awards from the Maryland Building Officials Association. He also presented Maryland Senate Resolutions to them on behalf of Senator Donald Munson.

Greg Murray, County Administrator, recognized Ms. Schulte and Mr. Smith for their hard work and dedication and thanked them thanked for their professionalism.

COUNTY ADMINISTRATOR'S COMMENTS

Greg Murray, County Administrator, stated that he had a copy of the article from *U.S. News and World Report* recognizing six area high schools as America's Best High Schools. On behalf of the Airport staff, Mr. Murray extended thanks to the following County employees for their assistance during the recent runway extension event: Vicki Lumm, Tina Rupert, Tim Troxell, Rob Ferree, Gray Hebb, Marsha Moats, Dyanne Sharrar, Col. Randy Wilkinson and Sheriff's Department Deputies. He informed the Commissioners that he received a letter from the Town of Sharpsburg asking if the County would undertake building code inspections within the Town limits. Mr. Murray stated that the Town recognized that they would have to adopt the County's Building Code in its entirety. Commissioner Aleshire suggested that the Town of Keedysville be contacted to see if they would like to be included as well.

Motion made by Commissioner Kercheval, seconded by Wivell, to approve the request made by the Town of Sharpsburg for the County's Permits & Inspections Department to perform building code inspections for the Town, contingent upon their adopting all necessary County building codes. Unanimously approved.

BUDGET TRANSFER - BUILDINGS, GROUNDS AND PARKS

Motion made by Commissioner Kercheval, seconded by Baker, to approve the budget transfer of \$38,000 from the Fund Balance to the Buildings, Grounds and Parks budget for utilities, maintenance, and associated operating costs for the recently purchased Phoenix Color Building. Unanimously approved.

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EROSION AND SEDIMENT CONTROL PLAN - PROPOSED FEE INCREASE

Elmer Weibley, District Manager for the Washington County Soil Conservation District, met with the Commissioners to request their approval to increase fees for Erosion and Sediment Control Plan review services. Mr. Weibley proposed the following changes in fees: Site Plans: Application Fee \$175, Per Acre of Soil disturbance (0.0 acres - 50 acres) - \$85, Per acre of soil disturbance (50.1+ acres and larger) - \$15; and 5-Year Updates (Mining-Quarry) - \$2,500 flat fee for existing operations. The other fees would remain the same. Mr. Weibley compared how the proposed changes would impact typical projects. He informed the Commissioners that the additional revenues would be used to hire an additional staff member to improve customer service and provide added services such as pre-construction meetings as well as final site stabilization field reviews. Mr. Weibley estimated that the additional plan review would reduce turn-around time from current levels to seven working days for regular submissions and two working days for fast track projects. The meeting was opened for questions from the Commissioners. Donald Spickler, member of the Soil Conservation District Board, and Tim Fields, President of the Home Builders Association, spoke in support of the concept and fee increase.

Motion made by Commissioner Aleshire, seconded by Baker, to approve the Resolution (Resolution No. RS-07-022) and fee increases of site plan review as proposed for the Washington County Soil Conservation District, to become effective January 1, 2008. Unanimously approved.

PROPERTY ACQUISITION - WASHINGTON COUNTY REGIONAL AIRPORT

Motion made by Commissioner Kercheval, seconded by Baker, to purchase property located at 14220 Maugansville Road from Pearl Reedy in the amount of \$225,000 plus \$14,900 as the purchase price differential, with the conditions as outlined in the agreement for a free rental period of one year, at which point Mrs. Reedy will lease the property from the Airport, with funding to be taken from the Airport's Capital Improvement Program (CIP) as budgeted, contingent on Federal Aviation Administration approval. This property was identified in the Future Land Acquisition

Plan for the Hagerstown Regional Airport. Unanimously approved.

PROCLAMATION - 50th ANNIVERSARY OF WESTERN MARYLAND HOSPITAL CENTER

Commissioner Barr presented a proclamation to Cynthia Pellegrino, Director of the Western Maryland Hospital Center, and Dr. Monica Stallworth, Chief of Staff, in recognition of the Western Maryland Hospital Center's 50th anniversary and recognized the many accomplishments of the Center.

RECESS - ANNUAL DEPARTMENT OF SOCIAL SERVICES LUNCHEON

The Commissioners recessed at 11:44 a.m. in order to attend the annual Department of Social Services luncheon.

AFTERNOON SESSION

The afternoon session was called to order at 1:39 p.m. by President John F. Barr, with the following members present: Vice President Terry L. Baker and Commissioners Kristin B. Aleshire, James F. Kercheval, and William J. Wivell.

CONTRACT AWARD - CONSULTANT SERVICES FOR THE REDESIGN, UPDATE & IMPLEMENTATION OF THE ECONOMIC DEVELOPMENT COMMISSION'S WEBSITE

Motion made by Commissioner Kercheval, seconded by Baker, to award the contract for "Services of a Consultant to Redesign, Update and Implement the Hagerstown-Washington County Economic Development Commission's Website" to High Rock Studios, which submitted the lowest total sum fee of \$31,448.80, contingent upon approval of the final Agreement by staff and the County Attorney's office, with \$17,054.50 to be taken from the EDC Advertising budget and the remainder from the CIP Technology Development & Upgrades account. Unanimously approved.

DISCUSSION OF SETTING TERM GOALS

The Commissioners continued discussions for setting goals for the 2006-2010 term of office. Greg Murray, County Administrator, reviewed departmental goals as outlined in the Master Plan.

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Mr. Murray reviewed the 2007 goals and the status of each item.

The Commissioners reviewed the goals submitted by each department and selected the following to be considered for 2008 and term goals: Administrative - 1) Develop and/or finalize comprehensive policies for interaction with Municipal governments that address issues for development adjacent to municipal boundaries, including issues specific to the City of Hagerstown's Annexation Policy. 2) Review current assets and future needs to adopt a long-term plan with regards to space requirements given the various departmental and outside agency locations and functions, and in accordance with a comprehensive strategy for efficient location of services. 3) Develop a Countywide Council of Governments to include collective affected interests of municipal governments and agency issues. The Commissioners felt that the municipalities should be polled to see if there is interest in these topics. Planning - (move from 2007 to 2008) 1) Evaluate zoning classifications in the Urban and Town Growth Areas and adopt recommendations on appropriate uses and densities, including potential transfer of development rights, development of new economic development related zoning designations, designations and allowable uses for education sites such as HCC and size of Growth Area boundaries. 2) Complete update for the County Water and Sewer Plan. 3) Update comprehensive Plan to comply with requirement of update in 2008. 4) Prepare required components of the Water Resources Element of HB 1141 in conjunction with municipal planning initiatives and the Division of environmental management. 5) Implementation of recommendations for oversight of developmental process. Public Works - 1) Develop a long-range transportation plan identifying County needs for new or upgraded infrastructure required to support long-term growth management, and in cooperation with other local government initiatives. 2) Develop policy to address maintenance and acceptance of stormwater management ponds. Engineering - 1) Complete update of all specifications and standard details used in construction, and capital and developmental processes including the subdivision process. 2) Develop a system to track all operations in the Engineering Department. 3) Develop stormwater management program outlining upcoming regulatory changes based on TMDL. Transit - 1) Evaluate

proper location of bus transfer points throughout the County for efficiency of operations and customer use. 2) Implement a bus shelter program for appropriate locations. 3) Develop a ride-guide to facilitate public awareness of transportation services. 4) Evaluate service for Boonsboro route and ridership needs. Buildings, Grounds, and Parks - 1) develop a countywide parks and recreation needs assessment plan. 2) Develop a consistent maintenance and operation policy for library branch facilities. 3) Evaluate concept of an "annual pass" program for Black Rock Golf Course. Recreation - 1) Develop a countywide parks and recreation needs assessment plan. 2) Develop a comprehensive strategy to expand school oriented recreation programs through joint-use agreements with HCC and BIE for use of their facilities. 3) Develop joint recreational programs with municipalities and other organizations. Airport - 1) Plan for integration of the airport security data system with the Sheriff's Office. 2) Conduct a demand analysis to ensure adequate infrastructure is available for future expansion of the Airport's northwest business quadrant. Environmental Management - Form a Local Implementation Team to develop a local basin level Tributaries Strategy Plan. Solid Waste - 1) Develop a comprehensive approach toward recycling and reduction of solid waste to ensure efficient waste removal and to extend the lifetime of the solid waste site. Options may include waste to energy options and waste classification systems. 2) Review possible franchising of solid waste/recycling services countrywide. 3) Evaluate possibilities for methane extraction and use. Water Quality - 1) Tie County Capacity Management Plan into Planning Department goals for 2008 to facilitate new Comprehensive Plan and HB 1141. 2) Prepare water/sewer component of comprehensive plan in conjunction with the Planning Department to meet HB 1141 requirements. Budget & Finance - Explore a bi-annual budget process with alternating years for CIP and operating budgets. Gaming - 1) Develop a standard annual review and accountability of all fire and rescue gaming activities. 2) Participate in development of Statewide process for gaming activities that does not adversely affect local control of funding. Purchasing - Develop an electronic bid notification process/electronic marketplace

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concept. Economic Development Commission - Develop a refined policy that allows new developments to proceed through the EDC process in an expedient manner. Develop an action plan for EDC involvement in key economic development areas. Fire & Emergency Services - 1) Complete central operations for DFES and PSAP Program as envisioned. 2) Analyze a central location for training operations for all fire and rescue services. 3) Evaluate opportunities by station/service area to determine what changes are necessary to capture maximum efficiencies for emergency response operations. Sheriff's Department - 1) Complete Sheriff's Department accreditation program. 2) Evaluate proper locations for efficient police services throughout the county. 3) Evaluate implementation of community deputy program for municipalities. 4) Review possibility of establishing a metropolitan police force with the City of Hagerstown. Human Resources - Develop a formal safety/risk departmental management program. Information Technology - Evaluate set-up and function of expansion to GIS data management needs. Community Partnership - Review and update local bylaws for WCCP Board.

CONVENE IN CLOSED SESSION

Motion made by Commissioner Baker, seconded by Kercheval, to convene in closed session at 3:27 p.m. to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; discuss the appointment, employment, assignment, promotion and/or compensation of appointees, employees or officials over whom it has jurisdiction; to discuss other personnel matters that affect one or more specific individuals; to consider the acquisition of real property for a public purpose and matters directly related thereto; and consult with counsel to obtain legal advice, in accordance with Section 10-508 of the State Government Article of the Annotated Code of Maryland. Unanimously approved.

RECONVENE IN REGULAR SESSION

Motion made by Commissioner Kercheval, seconded by Baker, to reconvene in open session at 5:50 p.m. Unanimously approved.

In closed session, the Commissioners considered a matter

that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; discussed the appointment, employment and/or assignment of appointees, employees or officials over whom it has jurisdiction; discussed a personnel matter that affects one or more specific individuals; considered the acquisition of real property for a public purpose and matters directly related thereto; and consulted with counsel to obtain legal advice on a legal matter. Present during closed session were Commissioners John F. Barr, Terry L. Baker, James F. Kercheval, and William J. Wivell. Also present at various times were Gregory Murray, County Administrator; John Martirano, County Attorney; Andrew Wilkinson, Assistant County Attorney; Kirk Downey, Assistant County Attorney; Joni Bittner, County Clerk; Michael Thompson, Director of Planning & Community Development; Joe Kroboth, Director of Public Works, Debra Murray, Director of Finance, Lester Guthorn, Financial Advisor; Roger Wright and Peter Melmed of Faison Enterprises, Inc.; Jason Divelbiss, Esq., counsel for Faison Enterprises, Inc; and Keenan Rice and Emily Sproull of Municap, Inc.

ADJOURNMENT

Motion made by Commissioner Wivell, seconded by Aleshire, to adjourn at 5:50 p.m. Unanimously approved.

County Administrator

County Attorney

County Clerk

December 18, 2007
Hagerstown, Maryland

The regular meeting of the Board of County Commissioners of Washington County, Maryland was called to order at 8:40 a.m. by President John F. Barr with the following members present: Vice President Terry L. Baker, and Commissioners Kristin B. Aleshire, and James F. Kercheval.

CONVENE IN CLOSED SESSION

Motion made by Commissioner Kercheval, seconded by Baker, to convene in closed session at 8:40 a.m. to discuss the appointment, employment, assignment and/or compensation of appointees, employees or officials over whom it has jurisdiction; to discuss personnel matters that affect one or more specific individuals; and consult with counsel to obtain legal advice, in accordance with Section 10-508 of the State Government Article of the Annotated Code of Maryland. Unanimously approved.

(Commissioner William J. Wivell arrived at the meeting at 8:50 a.m.)

RECONVENE IN REGULAR SESSION

Motion made by Commissioner Wivell, seconded by Baker, to reconvene in open session at 9:54 a.m. Unanimously approved.

In closed session, the Commissioners discussed the appointment, employment, assignment and/or compensation, of appointees, employees or officials over whom it has jurisdiction; discussed personnel matters that affect one or more specific individuals; and consulted with counsel to obtain legal advice on a legal matter. Present during closed session were Commissioners John F. Barr, Terry L. Baker, Kristin B. Aleshire, James F. Kercheval, and William J. Wivell. Also present at various times were Gregory Murray, County Administrator; John Martirano, County Attorney; Andrew Wilkinson, Assistant County Attorney; Kirk Downey, Assistant County Attorney; Joni Bittner, County Clerk; and Michael Thompson, Director of Planning & Community Development.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was delivered by Commissioner Barr, followed

by the Pledge of Allegiance to the Flag by the full assemblage.

BID AWARD - INSURANCE RENEWAL FOR FIRE & RESCUE COMPANIES

Motion made by Commissioner Wivell, seconded by Baker, to award the bid for insurance for all fire and rescue companies in the Washington County Fire & Rescue Association to Selective Insurance Company, which submitted the low quote for an annual premium of \$373,813 for property and casualty insurance and \$188,132 for volunteer Workers Compensation coverage, for FY 2008. Unanimously approved.

COMMISSIONERS' REPORTS AND COMMENTS

Commissioner Baker commented on the article in the newspaper regarding revenue sharing. The Commissioners discussed earlier attempts to resolve the issue and Commissioner Kercheval indicated that he provided a spread sheet to the 2+2 Committee with revenue sharing items that have been considered in the past. He stated that he has asked them to let him know how they want to proceed. Commissioner Baker asked the Commissioners to consider holding work sessions on some of the issues before them. He stated that the Town of Williamsport is having "Santa in the Park" this week.

Commissioner Kercheval reported on the Public Golf Corporation Board meeting. He informed the Commissioners that Dale Beard has resigned and the Board plans to appoint a new member in January. Commissioner Kercheval stated that he attended a pre-legislative forum sponsored by the Chamber of Commerce. He indicated that the Director of Girls, Inc. has suggested the possibility that their facility be utilized as a senior center since it is not used extensively during the day. A meeting has been scheduled with the Commission on Aging to look into the possibility. Commissioner Kercheval wished County employees a Merry Christmas and Happy New Year.

Commissioner Wivell also wished County employees and citizens a Merry Christmas and a safe, happy and healthy New Year.

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Commissioner Aleshire referenced a copy of a letter he received from the elected Board of Education to the Local Delegation to the General Assembly that states there is a "significant gap between CIP and revenue" if the \$3 per square foot for excise tax is adopted. He stated that he feels this will confuse the issue since there is no mention of the methodology they used. Commissioner Aleshire suggested that a list of the various fire and rescue banquets be developed that would indicate which Commissioners will be attending the various events. He asked if the Commissioners wanted to send a letter in support of the Board of Education's request for a change in legislation with regard to practice times for fall athletic programs. Commissioner Aleshire also spoke in support of holding work sessions. He stated that the revenue sharing issue will be resolved through other mechanisms if no comprehensive resolution is agreed upon by both bodies.

Greg Murray, County Administrator, informed the Commissioners that he requested information from the City Administration on the structure of work sessions. He stated that they would look into this during the coming year.

Commissioner Barr wished County staff and employees a very Merry Christmas.

CITIZENS' PARTICIPATION

There was no one who wished to participate.

COUNTY ATTORNEY ISSUES

John Martirano, County Attorney, stated that his office is currently drafting legislation to submit to the Delegation regarding the building excise tax. He asked the Commissioners if they wanted, as part of their legislative request, to submit a range or cap for the residential excise tax. After discussion, it was the consensus of the Commissioners to include in the draft legislation a cap for residential not to exceed \$6.00.

WATER QUALITY ADVISORY COMMISSION

Motion made by Commissioner Aleshire, seconded by Kercheval to appoint William Breichner to the Water Quality Advisory Commission for a three-year term. Unanimously approved.

AIRPORT ADVISORY COMMISSION

Motion made by Commissioner Aleshire, seconded by Wivell, to appoint Mitesh Kothari to fill the unexpired term of Spence Perry, which extends to November 30, 2008. Unanimously approved.

COMMISSION ON AGING APPOINTMENTS

Motion made by Commissioner Aleshire, seconded by Baker, to appoint Rose Wolters and N. Linn Hendershot to the Commission on Aging for three-year terms beginning January 1, 2008. Unanimously approved.

HISTORIC DISTRICT COMMISSION

Motion made by Commissioner Baker, seconded by Aleshire, to waive the two-term limit policy and reappoint Merry Stinson for a three-year term, to reappoint Robert Bowman and Sandra Izer to a second three-year term, and to appoint Chris Horst for a three-year term. Unanimously approved.

REPORTS FROM COUNTY STAFF

Stephanie Stone, Director of the Washington County Community Partnership for Children & Families (WCCP), stated that she appeared before the Commissioners at the November 27 meeting to inform them that the WCCP received a grant from the Maryland Affordable Housing Trust in the amount of \$61,063 and asked that this be included in the record. The grant will be distributed among the Community Action Council, St. John's Shelter, the Salvation Army, and REACH, Inc. to provide for 13 transitional housing units.

John Latimer, IV, Director of the Division of Fire & Emergency Services asked the Commissioners to approve grant funding from the Emergency Number Systems Board.

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Motion made by Commissioner Aleshire, seconded by Kercheval, to accept two grants from the Emergency Numbers Systems Board, one in the amount of \$160,400 for the purchase of a 600-kilowatt generator for the new 911 center and the second for \$5,580 for the purchase of five (5) dispatch console chairs with \$1,080 to be funded through the Fire & Emergency Services Department Operating Budget. Unanimously approved.

Joe Kroboth, Director of Public Works, informed the Commissioners that due to high winds, a dozen County roads in the Highfield/Cascade area were closed because of downed power lines and trees. He commended the Highway Department for their efforts and the extra hours that were worked to clean up the area. Mr. Kroboth stated that the Federal government began shedding its power loads when their generator was overwhelmed. As a result, the County's emergency communications were taken off of the generator and the County was without communications in that area. Mr. Kroboth stated that this reinforces the need to have our own separate facility for the public communications system. He indicated that staff would be asking them for consideration to acquire a site for this purpose in the near future.

SALARY REVIEW COMMITTEE RECOMMENDATIONS

Gary Rohrer, Director of Special Projects, met with the Commissioners to review the Salary Review Committee's recommendations and request that they be approved. The Committee's recommendations were as follows:

- Approve the ten reclassifications presented and extend the Overtime policy to Grade 13 (and below) employees for emergency call-outs only.
- Adopt the proposed changes to the performance appraisal system effective January 1, 2008.
- Adopt the proposed Grade and Step Wage Classification Scale effective July 1, 2008.
- Adopt the proposed Grade and Step Transition effective July 1, 2008.

Mr. Rohrer reviewed the Committee's recommendations for reclassifications/upgrades: Equipment Operator III to be renamed Solid Waste Equipment Operator (Grade 8 to Grade 9); Court Reporter (Grade 9 to Grade 10); Police

Communications Operator I (Grade 8 to Grade 10) to be renamed PCO Shift Supervisor; Public Safety Systems Manager (Grade 11 to Grade 12); IT Service Specialist II (Grade 11 to 13), Permits & Inspection Director (Grade 17 to Grade 18), Senior Office Associate- Judicial (Grade 8 to Grade 9) to be renamed Administrative Assistant; Office Associate - Judicial (Grade 6 to Grade 8) to be renamed Senior Office Associate; Sr. Office Associate - Detention (Grade 8 to Grade 9) to be renamed Administrative Assistant; Senior Office Associate - Patrol (Grade 8 to Grade 9) to be renamed Administrative Assistant.

Mr. Rohrer stated that the grade and step scale being recommended is similar to that of the Sheriff's Department. He noted that only new positions would be considered as part of the FY 09 budget, but that this does not address any changes the Sheriff's Office may request for uniformed personnel. The meeting was opened for discussion and questions from the Commissioners. Commissioner Kercheval expressed concerns that the new structure doesn't address pay for performance. He stated that he feels the current system could be revamped to improve upon the inequities in the performance rating system. Also discussed was providing a bonus as a one-time incentive for those who are in the "excels" category rather having the increase tied to base pay. Mr. Rohrer explained that the new evaluation form also provides checks and balances. He stated that the step increase is not automatic, and could be considered annually along with the COLA.

Motion made by Commissioner Baker, seconded by Aleshire, to adopt the recommendations of the Salary Review Committee and approve the ten reclassifications presented and extend the Overtime Policy to Grade 13 (and below) employees for emergency call-outs only, adopt the proposed changes to the performance appraisal system effective January 1, 2008, adopt the proposed Grade and Step Wage Classification Scale effective July 1, 2008, and adopt the proposed Grade and Step Transition effective July 1, 2008, with the ability to discuss incentives at a later date.

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Motion carried with Commissioners Baker, Aleshire, Wivell, and Barr voting "AYE" and Commissioner Kercheval voting "NO."

RECESS - ANNUAL WASHINGTON COUNTY FARM BUREAU LUNCHEON

The Commissioners recessed at 11:51 a.m. in order to attend the annual legislative luncheon with the Washington County Farm Bureau at the Agricultural Education Center.

AFTERNOON SESSION

The afternoon session was called to order at 2:05 p.m. by Vice President Terry L. Baker, with the following members present: Commissioners Kristin B. Aleshire, James F. Kercheval, and William J. Wivell.

(President Barr arrived at the meeting at 2:06 p.m. and assumed the Chair.)

ADOPTION OF VARIOUS BUILDING CODES & RESOLUTION FOR ESTABLISHMENT OF FEE SCHEDULE FOR CIVIL CITATIONS

Motion made by Commissioner Aleshire, seconded by Baker, to adopt the following to be effective March 1, 2008: 1) An Ordinance to Repeal the 2003 International Plumbing Code with Local Amendments adopted by the Board of County Commissioners of Washington County, Maryland as the Washington County Plumbing Ordinance on July 26, 2005 and to enact the 2006 International Plumbing Code, Second Printing with Local Amendments for Washington County (Ordinance No. ORD-07-05); 2) An Ordinance to Repeal the 2003 International Building Code, Fifth Printing, with Local Amendments for Washington County, as Amended, and to enact the 2006 International Building Code, First Printing, with Local Amendments for Washington County, Maryland (Ordinance No. ORD-07-04); 3) An Ordinance to Repeal the 2003 International Mechanical Code, First Printing, with Local Amendments for Washington County, as Amended, and to enact the 2006 International Mechanical Code, First Printing, with Local Amendments for Washington County, Maryland (Ordinance No. ORD-07-06); 4) An Ordinance to Repeal the 2003 International Residential Code for One- and Two-Family Dwellings, Fourth Printing, with Local Amendments for Washington County, and to enact the 2006 International Residential Code for One- and Two-Family Dwellings, First Printing, with Local Amendments for

Washington County, Maryland (Ordinance No. ORD-07-03); 5) An Ordinance to Adopt the 2006 International Fuel Gas Code, Second Printing, with Local Amendments for Washington County, Maryland (Ordinance No. ORD-07-07); 6) An Ordinance to Adopt the 2006 ICC Electrical Code - Administrative Provisions, First Printing, with Local Amendments for Washington County, Maryland (Ordinance No. ORD-07-08); 7) An Ordinance to Adopt the Maryland Rehabilitation Code including the Maryland Building Rehabilitation Code Regulations (ordinance No. ORD-07-09); and to approve the proposed Civil Citation Guidelines and to adopt the Resolution for Establishment of Fee Schedule for Civil Citations (Resolution No. RS-07-023). Motion carried with Commissioners Aleshire, Baker, Kercheval and Barr voting "AYE" and Commissioner Wivell voting "NO."

Commissioner Wivell noted for the record that he is opposed to the establishment of civil citations.

EMERGENCY MEDICAL SERVICES - A PLAN FOR THE FUTURE

John Latimer, IV, Director of the Division of Fire & Emergency Services, met with the Commissioners for a follow-up discussion on the EMS strategic plan ("Plan") that was presented to them on February 6, 2007. He reviewed the project timeline. Mr. Latimer stated that the Washington County Volunteer Fire & Rescue Association held a formal vote on the Plan on February 16, 2007 and there were 22 companies in favor, 2 in opposition, with one abstaining and one company absent. He stated that Phase I is estimated to cost \$1,398,265 and Phase II - \$4,564,555. Mr. Latimer noted that they have implemented Phase I with the exception of personnel, and are currently waiting on the Commissioners' formal approval of the Plan. He noted that the Plan addresses systemic challenges and not just funding issues.

Phase I contained a comprehensive review of policies, procedures, and the education program, revision of current service areas, acquisition of a

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scheduling software package to track utilization of personnel and resources, transport unit maintenance and fuel reimbursement for volunteer corporations, due diligence and planning for centralized billing occurring in phase II, establishment of four geographic battalions in the County with advance life support personnel and equipment assigned to each area, and creation of an Assistant Chief of EMS Operations for personnel management, field support to comply with FLSA requirements and coordination of the transition.

The meeting was opened for discussion. Commissioner Wivell asked EMS representatives in attendance to respond to questions regarding funding and their reasons for supporting the plan. Jay Grimes, representing Williamsport EMS, Wayne Williams, Smithsburg EMS, and David Hays, Clear Spring EMS, spoke in support of the proposed Plan.

Mr. Latimer explained that Phase II of the Plan included consolidation of staffing to address system depth, quality assurance and equity within the system as determined by the monitoring of an established set of benchmarks or at the request of an individual corporation for assistance; implementation of a centralized billing program as the corporations require individual staffing assistance; supplemental funding for volunteer corporations to help cover physical plant cost based on the level of operational activity; and creation of a volunteer corporation reimbursement program as a financial incentive for volunteer recruitment and retention.

Phase II would occur over a period of time based on need. Mr. Latimer explained that the majority of the funding would be for personnel costs, although they hope to recoup roughly half through insurance billing. He noted that Phase I could be "enough of a band aid" in some areas that Phase II would not be needed for awhile. Mr. Latimer estimated that two or three companies may have to go to Phase II during the FY 2009 budget year based on current statistics. Commissioner Wivell indicated that he would like to have additional time to review the fiscal records of the companies before voting on the issue. Commissioner Kercheval stated that the Plan could be endorsed with the

budgeting issues to be worked out over time. Commissioner Baker stated that he is not ready to vote at this time. Commissioner Aleshire asked for additional information from the companies to have a better understanding of Phase II.

Motion made by Commissioner Kercheval, seconded by Aleshire, to endorse the Emergency Medical Services Strategic Plan as presented for Phases I and II for the core of Washington County with funding and implementation details to be resolved during the budget cycle. Motion carried with Commissioners Aleshire, Kercheval, and Barr voting "AYE" and Commissioners Baker and Wivell "ABSTAINING."

PROPOSED AMENDMENTS TO VOLUNTEER LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)

Andrew Wilkinson, Assistant County Attorney, met with the Commissioners to request their adoption of amendments to the LOSAP Program Plan. Mr. Wilkinson stated that the LOSAP Program provides retirement and death benefits to active volunteers of Washington County's fire, rescue, or emergency medical services or support organizations that are approved by the County Commissioners. The LOSAP Plan Committee suggested changes to the Plan and these have now been incorporated into the Program Plan and are ready for implementation.

Mr. Wilkinson stated that changes to the Plan include: 1) requiring a volunteer to be 16 years or older before being considered an Eligible Volunteer, unless the volunteer earned any LOSAP points before turning 16, 2) adding members of the Photo Team as eligible for benefits, 3) adding the Director of Emergency Services and County Attorney (or designee) to the Plan Committee, 4) clarifying the progression of payments to beneficiaries in the event of the death of an Eligible Volunteer, 5) clarifying the burial benefits for a deceased Eligible Volunteer, 6) clarifying when non-service connected benefits cease, 7) adding reporting requirements from volunteer companies.

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Commissioner Wivell stated that he had asked that language be included that an individual would be permanently ineligible to participate in the LOSAP plan if they falsify information. Mr. Wilkinson informed the Commissioners that he had contacted the County's outside counsel who handles the benefits program for guidance as to whether it would be legal to take away any benefits an individual had already accrued or whether they could simply limit future accrual and participation. He stated that he hadn't received an answer but would include this item as #8 if he receives approval to do so.

Motion made by Commissioner Wivell, seconded by Kercheval, to approve the amendments to the Volunteer Length of Service Awards Program (LOSAP) Plan as presented with the addition of language that would make an individual ineligible to continue to participate in the plan if they have been found to have falsified information or have falsely reported, subject to the approval of this language by outside counsel and the County Attorney's Office. Unanimously approved.

ADJOURNMENT

Motion made by Commissioner Aleshire, seconded by Wivell, to adjourn at 3:44 p.m. Unanimously approved.

County Administrator

County Attorney

County Clerk

