



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**

**April 28, 2026**

### **OPEN SESSION AGENDA**

- 9:00 AM      INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President John F. Barr*  
APPROVAL OF MINUTES: *March 31, 2026*
- 9:05 AM      COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM      STAFF COMMENTS
- 9:30 AM      1. PUBLIC HEARING – MODIFICATION OF CHARGES, RENTALS AND FEES  
AT THE HAGERSTOWN REGIONAL AIRPORT FOR FY2027  
*Neil Doran, Director, Hagerstown Regional Airport; Kelcee Mace, Chief Financial  
Officer*
- 9:45 AM      2. PUBLIC HEARING – MODIFICATION OF WATER AND SEWER RATES  
FY2027  
*David Mason, Interim Director, Environmental Management; Kelcee Mace, Chief  
Financial Officer*
- 10:00 AM     3. PUBLIC HEARING: WASHINGTON COUNTY COMMUNITY  
REINVESTMENT AND REPAIR FUND  
*Maria Kramer, Director, Grant Management; Allison Hartshorn, Opioid Restitution  
Fund Manager, Grant Management*
- 10:30 AM     4. BID AWARD (PUR-1805) DUMPSTER SERVICES AT CONOCOCHEAGUE  
WASTEWATER TREATMENT PLANT AND CLEAN COUNTY  
*Brandi Kentner, Director, Procurement; David Mason, Interim Director,  
Environmental Management*
5. CONTRACT AWARD (PUR-1795) – TREATMENT FOR SUBSTANCE USE  
DISORDERS AT THE WASHINGTON COUNTY SHERIFF'S OFFICE – DAY  
REPORTING CENTER  
*Brandi Kentner, Director, Procurement; Meaghan Willis, Program Director, Day  
Reporting Center*

- 10:35 AM 6. SOLE SOURCE PROCUREMENT AWARD (PUR-1812) FOR WESTERN MARYLAND CONSORTIUM DISCONNECTED YOUTH SERVICES IN WASHINGTON COUNTY, MARYLAND  
*Brandi Kentner, Director, Procurement; Richard Lesh, Grant Manager, Grant Management*
7. SOLE SOURCE PROCUREMENT AWARD (PUR-1813) SCHOOL BASED HEALTH CENTERS  
*Brandi Kentner, Director, Procurement; Richard Lesh, Grant Manager, Grant Management*
8. SOLE SOURCE PROCUREMENT AWARD (PUR-1814) SCHOOL-BASED MENTAL HEALTH PROGRAM IN WASHINGTON COUNTY, MARYLAND  
*Brandi Kentner, Director, Procurement; Richard Lesh, Grant Manager, Grant Management*
- 10:45 AM 9. BID AWARD RENEWAL (PUR-1552) MATTRESS BED BASE REMOVAL AND DISPOSAL RECYCLING  
*Carin Bakner, Buyer, Procurement; David Mason, Interim Director, Environmental Management*
- 10:50 AM 10. RUBBLE RECLAMATION LANDFILL CAPPING – CHANGE ORDER #1 FINAL CLOSEOUT  
*David A. Mason, Interim Director, Environmental Management*
- 10:55 AM 11. HANCOCK EMS MOU  
*R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; Oley Griffith, Volunteer Coordinator, Emergency Services*
- 11:00 AM 12. RECOMMENDATION TO HIRE DIRECTOR, PLANNING AND ZONING  
*Chip Rose, Director, Human Resources*
- 11:10 AM 13. WASHINGTON COUNTY GAMING COMMISSION REAPPOINTMENT  
*Dawn Marcus, County Clerk*
- 11:15 AM 14. WILLIAMSPORT LIBRARY REPLACEMENT – LETTER OF COMMITMENT  
*Kelcee Mace, Chief Financial Officer; Jenny L. Bakos, Executive Director, Washington County Free Library*
- 11:20 AM 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. (1) Personnel Matters are Confidential and not appropriate for open session discussion.*
- *Discussion of open County position*

- *Discussion of open County position*
- *Discussion of job duty assignment for member of County staff.*
- *Discussion of employment of staff member*
- *Discussion of staffing assignments within division of County government.*

*To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.*

- *Update from County Attorney on County involved legal matter.*
- *Legal advice from County Attorney re contract interpretation.)*

1:30 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

***Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: [contactcommissioners@washco-md.net](mailto:contactcommissioners@washco-md.net).***

***You may also contact each Commissioner individually at:***

***John F. Barr, President: [jbarr@washco-md.net](mailto:jbarr@washco-md.net) or (240) 313-2205;***

***Jeffrey A. Cline, Vice President: [jcline@washco-md.net](mailto:jcline@washco-md.net) or (240) 313-2208;***

***Randal A. Leatherman, Commissioner: [rleatherman@washco-md.net](mailto:rleatherman@washco-md.net) or (240) 313-2209;***

***Neil C. Parrott, Commissioner: [nparrott@washco-md.net](mailto:nparrott@washco-md.net) or (240) 313-2206;***

***Randall E. Wagner, Commissioner: [rwagner@washco-md.net](mailto:rwagner@washco-md.net) or (240) 313-2207.***

***Additionally, you may contact Michelle Gordon, County Administrator at [mgordon@washco-md.net](mailto:mgordon@washco-md.net) or (240) 313-2202.***

---

Open Session Item

**SUBJECT:** PUBLIC HEARING – Modification of Charges, Rentals, and Fees at the Hagerstown Regional Airport for FY2027

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Neil Doran, Airport Director; Kelcee Mace, Chief Financial Officer

**RECOMMENDED MOTION:** *Note: The Commissioners may move to adopt the proposed fee schedule for FY2027, as presented or as modified, at any point after the closure of the public hearing.*

**REPORT-IN-BRIEF:** The Board of County Commissioners will conduct a public hearing to permit any member of the public to appear and testify concerning the proposed increase in current charges, rentals, and fees at the Hagerstown Regional Airport. The new schedule of rates and charges, if adopted, will become effective July 1, 2025.

**DISCUSSION:** An approximately 3% increase in T-Hangar rental charges is necessary to maintain compliance with fair market value grant assurance required by the FAA as well as a significant increase in fleet, property and liability insurance premium costs, upcoming investment in T-hangar taxi lane paving, and increased maintenance costs related to employee salaries and benefits, supplies, material, equipment and building maintenance.

*Increase in terminal ground vehicle parking fee:* After consulting with Airport Advisory Commission, Airport proposes to raise the daily maximum fee to \$7.20. The initial \$5/daily maximum charge was first contemplated in 2023. No parking spaces exist at the large DC-Baltimore competing airports within a 500' walk (or less) for such a low daily maximum rate. This rate continues to represent a good value and is competitive (BWI Hourly Lot \$30 / IAD Hourly Lot \$25 / DCA Hourly Lot \$29 / Harrisburg Short Term \$20). The higher rate will allow the airport to recover the cost of credit card processing fees and helps to maintain revenues necessary to cover increased operational costs during times when fewer airline flights are being scheduled. There are no other fee increases being proposed in the FY27 budget.

**FISCAL IMPACT:** Based on the proposed rate schedule, approximately \$19,040 in revenue will be generated from T-Hangar rental charges and \$118,480 from increased parking fees.

**CONCURRENCES:** Andrew Eshleman, Director of Public Works

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Proposed schedule of rates and charges for FY2027.

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

**PROPOSED RATES & CHARGES FOR FISCAL YEAR 2027**  
**HAGERSTOWN REGIONAL AIRPORT - Richard A. Henson Field**

To be effective

July 1, 2026

| <b>HANGARS</b>   | <b>CURRENT FY26</b> | <b>PROPOSED FY27</b>     |
|--|---------------------|--------------------------|
| <b>Small Single Engine Hangars</b>                         | 3%                  | 3%                       |
| T-Hangar Buildings 8, 10, 11 & 12                          | \$312.00 /month     | \$321.00 /month          |
| T-Hangar Buildings 6 & 7                                   | \$296.00 /month     | \$305.00 /month          |
| Old T-Hangars, paved floor                                 | \$206.00 /month     | \$212.00 /month          |
| Old T-Hangars, stone floor                                 | \$186.00 /month     | \$192.00 /month          |
| T-Hangar 2-J   | \$176.00 /month     | \$181.00 /month          |
| <b>Large Multi-Engine Hangars</b>                          | 3%                  | 3%                       |
| T-Hangar Building 4-B                                      | \$1,172.00 /month   | \$1,207.00 /month        |
| T-Hangar Buildings 8 & 9                                   | \$391.00 /month     | \$403.00 /month          |
| T-Hangar Building 7  | \$373.00 /month     | \$384.00 /month          |
| T-Hangar 2-A   | \$586.00 /month     | \$604.00 /month          |
| T-Hangar 4-D   | \$640.00 /month     | \$659.00 /month          |
| T-Hangar 4-G   | \$690.00 /month     | \$711.00 /month          |
| T-Hangar 7-I   | \$505.00 /month     | \$520.00 /month          |
| Hangar 13A, B & C  | \$640.00 /month     | \$659.00 /month          |
| <b>Hangar Offices</b>                                      | 3%                  | 3%                       |
| T-Hangar Buildings 1-8                                     | \$146.00 /month     | \$150.00 /month          |
| T-Hangar Buildings 9,10, 11 & 12                           | \$194.00 /month     | \$200.00 /month          |
| T-Hangar Office 1-A  | \$569.00 /month     | \$586.00 /month          |
| T-Hangar Office 7-H  | \$597.00 /month     | \$615.00 /month          |
| T-Hangar Office 4-C  | \$204.00 /month     | \$210.00 /month          |
| Utilities for T-Hangar Office 4-C                          | \$35.00 /month      | \$36.00 /month           |
| T-Hangar Office 10-A                                       | \$206.00 /month     | \$212.00 /month          |
| T-Hangar Office 11-A                                       | \$215.00 /month     | \$221.00 /month          |
| T-Hangar Office 12-N                                       | \$159.00 /month     | \$164.00 /month          |
| <b>Combination Office and Hangar</b>                       | 3%                  | 3%                       |
| Hangar 4-A and Hangar 4-H                                  | \$785.00 /month     | \$809.00 /month          |
| Office 7-A and Hangar 7-B                                  | \$659.00 /month     | \$679.00 /month          |
| Office 8-8 and Hangar 8-7                                  | \$731.00 /month     | \$753.00 /month          |
| <b>Commercial Office 8-L</b>                               | \$219.00 /month     | \$226.00 /month          |
| <b>Corporate Hangar Complex in Building 9-E,F,G,H,M,N,</b> | Exempt              | Separate Lease Agreement |
|  | \$3,189.00 /month   | \$3,285.00 /month        |

### MONTHLY AIRCRAFT TIE-DOWN / RAMP PARKING FEES

*Applies to Based Aircraft with signed tie-down or ramp parking lease (West Apron, East Apron, Papa Apron)*

|                            | MONTHLY  |                                |
|----------------------------|----------|--------------------------------|
|                            | 2026     | 2027                           |
| Grass                      | \$69.00  | \$69.00                        |
| Single Engine Piston       | \$99.00  | \$99.00                        |
| Twin Engine Piston         | \$145.00 | \$145.00                       |
| Turboprop                  | Neg.     | Negotiated by Airport Director |
| Small Jet - Class 1/2      | Neg.     | Negotiated by Airport Director |
| Medium Jet - Class 3/4     | Neg.     | Negotiated by Airport Director |
| Large Aircraft - Class 5/6 | Neg.     | Negotiated by Airport Director |

Neg = Negotiated by Airport Director

### TRANSIENT RAMP FEES / OVERNIGHT AIRCRAFT PARKING FEES

*Note: Applicable to short-term, transient visitor parking on airport-owned aprons such as portions of East Apron, Terminal Apron and Firehouse Apron. Does not apply to airport tenants, customers and users of separately leased areas such as Rider Jet Center FBO, Plane Care, SNC, etc. Rates and charges of the Rider Jet Center FBO are not included in this fee schedule.*

|                                       | 2026     | 2027     |
|---------------------------------------|----------|----------|
| Single Engine Piston                  | \$15.00  | \$15.00  |
| Twin Engine Piston                    | \$20.00  | \$20.00  |
| Turboprop                             | \$100.00 | \$100.00 |
| Small Helicopter (< 20,000 lbs MGTOW) | \$24.00  | \$24.00  |
| Large Helicopter (> 20,000 lbs MGTOW) | \$100.00 | \$100.00 |
| Small Jet - Class 1/2                 | \$200.00 | \$200.00 |
| Mid-Sized Jet - Class 3/4             | \$300.00 | \$300.00 |
| Large Jet - Class 5                   | \$400.00 | \$400.00 |
| Large Aircraft - Class 6              | \$450.00 | \$450.00 |

### LANDING FEES

| Class | MGTOW in lbs    | 2026     | 2027     |
|-------|-----------------|----------|----------|
| 1     | 6,500 - 10,999  | \$15.00  | \$15.00  |
| 2     | 11,000 - 15,999 | \$30.00  | \$30.00  |
| 3     | 16,000 - 33,999 | \$50.00  | \$50.00  |
| 4     | 34,000 - 65,000 | \$100.00 | \$100.00 |
| 5     | 66,000 - 99,999 | \$150.00 | \$150.00 |
| 6     | 100,000 - up    | \$200.00 | \$200.00 |

*^Note: Landing fees do not apply to locally-based, state, federal or military aircraft.*

*MGTOW = refers to an aircraft's Maximum Gross Take Off Weight*

### TERMINAL GROUND VEHICLE PARKING FEE

|  | 2026  | 2027  |
|--|---|---|
| Terminal (Ground) Vehicle- Secured Parking Lot Use Fee | 0-60 minutes- Free<br>Daily Max Fee- \$5.00 | 0-60 minutes- Free<br>Daily Max Fee- <b>\$7.20*</b> |



---

**Open Session Item**

**SUBJECT:** PUBLIC HEARING – Modification of Water and Sewer Rates FY2027

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** David A. Mason, Interim Director, Environmental Management; Kelcee Mace, Chief Financial Officer

**RECOMMENDED MOTION:** *[Note: The Commissioners may move to adopt the proposed fee schedule for FY2027, as presented or as modified, at any point after the closure of the public hearing.]*

**REPORT-IN-BRIEF:** The Board of County Commissioners will conduct a public hearing to permit any member of the public to appear and testify concerning the proposed modification of water and sewer rates.

**DISCUSSION:** An increase in Connection Fees for both the water and sewer funds is required to help offset the capital costs of new treatment facilities, water and sewer infrastructure, water tanks, pump stations, capacity management projects, etc. Estimated additional revenue is based on an average of 10 connection fees per year for water and 117 sewer connection/allocation fees/year. Rates will be adjusted incrementally over time to reach the appropriate long-term fee structure.

Proposed Connection Fee increases are:

Water: \$3,200 in FY26 to \$3,800 in FY27, \$600 increase

Sewer: \$8,600 in FY 26 to \$10,300 in FY27, \$1,700 increase

Prior to FY2026 the last increase was 7/1/2021.

**FISCAL IMPACT:** Proposed rate changes project a revenue impact of \$198,900 for Sewer and \$6,000 for Water for FY 2027.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Proposed Schedule of Utility Rates for FY2027

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



# Washington County

M A R Y L A N D

DIVISION OF  
**ENVIRONMENTAL MANAGEMENT**  
 WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

## SCHEDULE OF RATES FOR FY2027 EFFECTIVE JULY 1, 2026

| FULL SERVICE SEWER & WATER RATES |                       |                       |
|----------------------------------|-----------------------|-----------------------|
| Base for 6,000 gal Per Account   | Quarterly Sewer Rates | Quarterly Water Rates |
| Residential Full Service         | \$151.07              | \$127.23              |
| Commercial I Full Service        | \$158.49              | \$132.00              |
| Commercial II Full Service       | \$161.70              | \$175.07              |
| Commercial III Full Service      | \$161.70              | N/A                   |
| Volunteer Service                | \$152.72              | \$129.10              |
| Volume per 1,000 gal             | Quarterly Sewer Rates | Quarterly Water Rates |
| Residential Full Service         | \$9.24                | \$15.68               |
| Commercial I Full Service        | \$10.29               | \$13.92               |
| Commercial II Full Service       | \$11.25               | \$12.39               |
| Commercial III Full Service      | \$11.25               | N/A                   |
| Volunteer Service                | \$9.34                | \$15.79               |

| CITY / COUNTY JOINT SERVICE SEWER AREA    |   |
|---|---|
| Residential/Commercial Collection Service | \$70.64 - per quarter - <i>All additional charges are from the City of Hagerstown</i> |

| MISC. FEES                          |                        |
|-------------------------------------|------------------------|
| Non-Metered Sewer Charge            | \$206.51 - per quarter |
| Non-Metered Water Charge            | \$221.31 - per quarter |
| Sewer Wholesale (Per 1,000 gallons) | \$8.81                 |
| Deduct Meter Fee                    | \$30 - per quarter     |

| BAY RESTORATION FUND FEE |   |
|--------------------------|---|
| Residential              | \$15 - per quarter  |
| Commercial               | The Fee will be calculated based on water usage or wastewater generated, converted into EDU's and billed at the rate of \$5 per month per EDU |

| DELINQUENT ACCOUNT SEWER & WATER BILLING FEES                  |   |
|--|---|
| Maintenance fee for delinquent account                         | \$33<br>Assessed when the account is not paid within the 10-day period following the late notice. |
| Service Disconnect or Reconnect                                | \$55  |
| Service Disconnect or Reconnect<br><i>(non-business hours)</i> | \$83  |



# Washington County

M A R Y L A N D

## DIVISION OF ENVIRONMENTAL MANAGEMENT

WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

### SCHEDULE OF RATES FOR FY2027 EFFECTIVE JULY 1, 2026

| ALLOCATION FEES                              |   |
|--|---|
| Joint Sewer Service Connection Fee           | \$3,000<br><i>Sewer service connection fee for areas jointly served by the City of Hagerstown and the Wash. Co. Dept. of Water Quality. For Example, Maugansville, Fountainhead &amp; Pangborn.</i>               |
| Allocation Fee for Sewer Service Connection  | \$10,300  |
| Allocation Fee for Water Service Connection  | \$3,800   |
| Grinder Pump for Sewer                       | <i>Price is variable depending on the direct cost of the pump. This fee is in addition to the Allocation Fee for Sewer Service.</i>   |
| Meter Fee for Water                          | <i>Price is variable depending on the direct cost of the meter. This fee is in addition to the Allocation Fee for Water Service.</i>  |
| Infrastructure Management Program Fee        | \$500 per Sewer EDU<br><i>This fee is in addition to the Allocation Fee for Sewer Service and is to help fund the cost of the emergency alarm communications system infrastructure.</i>                           |
| Cedar Springs Infrastructure Development Fee | \$1,000 per acre or per Sewer EDU, whichever is greater<br><i>This fee is in addition to the Allocation Fee for Sewer Service and is only for sewer connections that flows to the Cedar Springs Pump Station.</i> |

| ADMINISTRATIVE FEES                                       |                   |
|---|-------------------|
| <b>Design Review Fees - Drawings</b>                      |                   |
| One/two lot simplified subdivision plat                   | \$30              |
| Multiple lot subdivision development plan or preliminary  | \$30 (per sheet)  |
| Multiple lot subdivision combined Preliminary/Final       | \$120 (per sheet) |
| Multiple lot subdivision - final plat(s)                  | \$30 (per sheet)  |
| Architectural/Technical                                   | \$180 (per sheet) |
| <b>Design Review Fees - Specification Water</b>           |                   |
| Water distribution  | \$120 (per sheet) |
| Water Supply, Treatment or Storage                        | \$180 (per sheet) |
| Booster pump station                                      | \$180 (per sheet) |
| <b>Design Review Fees - Specification Sewer</b>           |                   |
| Sewer Collection - Gravity all types                      | \$120 (per sheet) |
| Sewer Collection – Pressure                               | \$180 (per sheet) |
| Sewage Pump Station                                       | \$180 (per sheet) |
| Sewage Treatment Plant (all sizes)                        | \$240 (per sheet) |
| <b>Permits</b>  |                   |
| Filing of and tracking of each NPDES, MDE and SHA Permits | \$25              |



# Washington County

M A R Y L A N D

## DIVISION OF ENVIRONMENTAL MANAGEMENT

WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

### SCHEDULE OF RATES FOR FY2027 EFFECTIVE JULY 1, 2026

| LABORATORY ANALYSIS                                |       |   |       |
|--|-------|---|-------|
| SAMPLE COLLECTION                                  |       | \$25 - Per Sample <i>(Specialty samples require additional charges)</i> |       |
| ORGANIC ANALYSIS                                   |       |   |       |
| *FORMALDEHYDE                                      | \$225 | *PAINT FILTER TEST  | \$13  |
| TOTAL ORGANIC CARBON                               | \$30  | *SEMI-VOLATILES (EPA 625 & EPA 525)                                     | \$170 |
| *TCLP, HERBICIDES                                  | \$100 | *ACID/BASE NEUTRALS (EPA 8260)  | \$225 |
| *TCLP, PESTICIDES                                  | \$100 | *PESTICIDES & PCB's (EPA 608)   | \$80  |
| *TCLP, SEMIVOLATILES                               | \$250 | *HERBICIDES   | \$125 |
| *TCLP, VOC'S                                       | \$120 | *BTEX   | \$50  |
| *VOLATILE ORGANICS (EPA 524 or EPA 624)            | \$100 | *MTBE   | \$50  |
| TTO's VOC, Semi Volatiles, Dioxin, Pest. and Herb. | \$645 | *TPH  | \$50  |
| TRIHALOMETHANES                                    | \$55  | HALOACETIC ACIDS (HAA5)   | \$90  |
| PESTICIDE / PCBs 508                               | \$250 | BTEX OR MTBE Method 602   | \$50  |
| *DIOXIN  | \$300 | *GROSS BETA + GROSS ALPHA   | \$80  |
| HERBICIDES   | \$125 | *IGNITABILITY TEST ON SOLID   | \$20  |
| *CHLOROFORM  | \$80  |   |       |
| INORGANIC ANALYSIS                                 |       |   |       |
| ACIDITY  | \$15  | NITRATE+NITRITE   | \$16  |
| ACID/ALKALINITY                                    | \$25  | *ODOR   | \$15  |
| ALKALINITY   | \$17  | OIL & GREASE  | \$38  |
| AMMONIA NITROGEN                                   | \$16  | ORTHO PHOSPHORUS  | \$19  |
| BIOCHEMICAL OXYGEN DEMAND (BOD)                    | \$25  | PH (CORROSIVITY)  | \$6   |
| CALCIUM  | \$14  | SETTLEABLE SOLID  | \$10  |
| CHEMICAL OXYGEN DEMAND (COD)                       | \$35  | SULFATE   | \$24  |
| CHLORINE (FREE OR TOTAL)                           | \$8   | SULFIDE   | \$24  |
| CHLORIDE   | \$22  | SULFITE   | \$24  |
| *COLOR   | \$15  | *SURFACTANTS  | \$50  |
| S. CONDUCTANCE                                     | \$11  | TOTAL DISSOLVED SOLIDS (TDS)  | \$20  |
| T. CO2   | \$15  | TOTAL KJELDAHL NITROGEN   | \$22  |
| T. CO2 & BI-CARBONATE (BY NOMOGRAPH)               | \$18  | TOTAL PHOSPHORUS  | \$22  |
| *CYANIDE   | \$35  | TOTAL SOLIDS  | \$15  |
| DISSOLVED OXYGEN                                   | \$8   | TOTAL SUSPENDED SOLIDS (TSS)  | \$12  |
| FLUORIDE   | \$19  | TOTAL TOXICITY (MICROTOX)   | \$50  |
| HARDNESS   | \$13  | TURBIDITY   | \$8   |
| *HEXAVALENT-CHROMIUM                               | \$25  | VOLATILES SOLIDS (INCLUDING TS)   | \$20  |
| *PHENOL  | \$25  | POT ASH (POTASSIUM & CALCULATION)                                       | \$30  |
| *FLASHPOINT  | \$25  | TOTAL N (TKN+NO3+NO2)   | \$38  |
| ORTHO-PHOSPHOROUS                                  | \$19  | PERCENT SOLIDS  | \$16  |
| NITRATE  | \$16  | <b>*Subcontracted test - price may change, as contracted</b>            |       |



# Washington County

M A R Y L A N D

## DIVISION OF ENVIRONMENTAL MANAGEMENT

WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

### SCHEDULE OF RATES FOR FY2027 EFFECTIVE JULY 1, 2026

| <b>LABORATORY ANALYSIS FEES</b>   |  |  |           |
|---|--|--|-----------|
| <b>METAL ANALYSIS BY FLAME AA (Parts Per Million) &amp; GRAPHITE FURNACE AA (Parts Per Billion)</b> |  |  |           |
| ALUMINUM  | \$12   | NICKEL (FLAA/GFAA)   | \$12/\$24 |
| *ANTIMONY   | \$12/\$24  | POTASSIUM (FLAA)   | \$12/\$24 |
| ARSENIC (GFAA)  | \$12/\$24  | SELENIUM (GFAA)  | \$12/\$24 |
| BARIUM (FLAA/GFAA)  | \$12/\$24  | SILICON (FLAA/GFAA)  | \$12/\$24 |
| CADMIUM (FLAA/GFAA)   | \$12/\$24  | SILVER (FLAA/GFAA)   | \$12/\$24 |
| CHROMIUM (FLAA/GFAA)  | \$12/\$24  | *TCLP, METALS  | \$50      |
| COPPER (FLAA/GFAA)  | \$12   | *TIN   | \$12      |
| IRON (FLAA)   | \$12   | *TITANIUM  | \$12      |
| LEAD (FLAA/GFAA)  | \$12/\$24  | *VANADIUM  | \$12      |
| MAGNESIUM (FLAA)  | \$12/\$24  | ZINC (FLAA/GFAA)   | \$12      |
| MANGANESE (FLAA/GFAA)   | \$12/\$24  | SAMPLE PREP. DISSOLVED METALS                                | \$10      |
| MERCURY (COLD VAPOR)  | \$24   | SAMPLE PREP. FOR METAL DIGESTION                             | \$25      |
| MOLYBDENUM  | \$12   | <b>*Subcontracted test - price may change, as contracted</b> |           |
| <b>MICROBIOLOGY</b>   |  |  |           |
| CRYPTOSPORIDIUM / GIARDIA   | \$850  | SAMPLE DILUTION  | \$10      |
| E. COLI/FECAL COLIFORM (MPN, EC, MUG)   | \$35   | TOTAL COLIFORM/E. COLI COLILERT COUNT                        | \$35      |
| HETEROTROPHIC PLATE COUNT   | \$35   | TOTAL COLIFORM/E. COLI - PRESENT/ABSENT                      | \$35      |
| RUSH SAMPLE FEE FOR POSITIVE TEST   | \$20   | TOTAL COLIFORM (MPN)   | \$35      |
| <b>WASTEWATER INDUSTRIAL PRETREATMENT PROGRAM PERMIT FEES</b>                                       |  |  |           |
| <b>Permit Application Fees</b>  |  |  |           |
| Significant Industrial User   | \$300<br><i>Flows greater than 25,000 gal/day or deemed significant by MDE</i> |  |           |
| Non Significant Industrial User   | \$150<br><i>Flows less than 25,000 gal/day</i>                                 |  |           |
| <b>Permit Maintenance Fees</b>  |  |  |           |
| <i>Fees are based upon industrial process wastewater flow and are collected on an annual basis</i>  |  |  |           |
| Less than 1,000 gal/day   | \$250  |  |           |
| 1,000 to 9,999 gal/day  | \$500  |  |           |
| 10,000 to 25,000 gal/day  | \$1,000  |  |           |
| Greater than 25,000 gal/day   | \$2,000  |  |           |
| <b>WASTEWATER SLUDGE PROCESSING FEES (Sludge Dewatering)</b>  |  |  |           |
| Sludge less than 4% solids  | \$0.07 per gal with a minimum charge for 1,000 gal                             |  |           |
| Sludge between 4% to 7% solids  | \$0.07 per gal with a min charge for 1,000 gallons, plus landfill tipping fee  |  |           |
| Sludge greater than 7%  | Unable to process  |  |           |
| <b>CROSS CONNECTION CONTROL POLICY</b>  |  |  |           |
| Commercial I account  | \$65 annually  |  |           |
| Commercial II account   | \$65 annually  |  |           |



# Washington County

M A R Y L A N D

DIVISION OF

ENVIRONMENTAL MANAGEMENT

WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

## SCHEDULE OF RATES FOR FY2027

EFFECTIVE JULY 1, 2026

### DEFINITIONS

**Allocation Fee for Sewer / Water Service Connection** - A reservation for a building, residence or project to draw a prescribed amount of water from the drinking water system and/or to discharge a prescribed amount of flow to the sewer system. This fee helps offset the capital costs of new treatment facilities, water distribution lines, water tanks, sewer capacity expansion improvements, etc. The Allocation Fee for Sewer / Water Service Connections is charged on an Equivalent Dwelling Unit (EDU) basis projected for the project.

**Base for 6000 gal Per Account** - All Washington County full service sewer and/or drinking water customers are charged a base fee every quarter. The fee includes the cost of infrastructure to provide water and/or sewer services and the operating costs associated with providing that service. These are fixed costs to serve each customer no matter how much wastewater is produced or water drinking water is consumed. Customers are also charged a volume fee for every 1000 gallons over the 6000 gallon base.

**Bay Restoration Fund / BRA Fee** - Senate Bill 320 (Bay Restoration Fund) was signed into law on May 26, 2004. The Chesapeake Bay has experienced a decline in water quality due to over enrichment of nutrients (mainly phosphorus and nitrogen). Effluent from wastewater treatment plants is one of the top three major contributors of nutrients entering the Bay (urban and agricultural runoffs are the other two). The purpose of the bill is to create a dedicated fund, financed by wastewater treatment plant users, to upgrade Maryland's wastewater treatment plants with enhanced nutrient removal (ENR) technology so they are capable of achieving wastewater effluent quality of 3 mg/l total nitrogen and 0.3 mg/l total phosphorus. The signing of this bill initiated Maryland's efforts to further reduce nitrogen and phosphorus loading in the Bay by over 7.5 million pounds of nitrogen per year and over 260 thousand pounds of phosphorus per year, which represent over one-third of Maryland's commitment under the Chesapeake Bay 2000 Agreement.

**Cedar Springs Infrastructure Development Fee** - The Cedar Spring Pump station was funded by the general fund. This fee is applied directly to the general fund.

**City / County Joint Service Sewer Area** - Sewer service areas jointly served by the City of Hagerstown and the Wash. Co. Dept. of Water Quality. For Example, Maugansville, Fountainhead & Pangborn. Washington County is responsible for the sewer pipes / pumping stations and Hagerstown is responsible for the sewer treatment. The sewer flow goes to Hagerstown's treatment plant.

**Commercial I** - Commercial customers (2 EDU's)

**Commercial II** - Commercial customers (3 or more EDU's)

**Deduct Meter Fee** - Metered water that does not enter the sewer system and is not conveyed to the treatment plant. For example, fountain soda machines at a convenience stores. The meter is read quarterly and deducted from the sewer bill.

**EDU** - The Equivalent Dwelling Unit is a unit of measure used to equate flow demand to an equivalent of one single family home. An Equivalent Dwelling Unit is assumed to be equal to 200 gallons each per day of water use and sanitary sewage production.

**Infrastructure Management Program Fee** - This fee provides for upgrades to the wireless communications infrastructure on Washington County owned sewer systems (Emergency Alarms & Communications).

**Joint Sewer Service Connection Fee** - Sewer service connection fee for areas jointly served by the City of Hagerstown and the Wash. Co. Dept. of Water Quality. For Example, Maugansville, Fountainhead & Pangborn. This fee helps offset the capital costs of upgrading the sewer system and for routine/emergency maintenance.

**Laboratory Analysis Fees** - Washington County Dept. of Water Quality operates a state certified lab that offers drinking water & wastewater lab testing to businesses, municipalities and area residents.

**Non Metered Sewer Charge** - This charge is applied when the customer does not have a water meter. Sewer billing is based on metered water usage. For example, a customer that has a private well and Washington County sewer service.

**Residential/Commercial Collection Service** - This flat rate charge from Washington County Dept. of Water Quality is to cover the cost of routine/emergency maintenance of sewer infrastructure in the City/County Joint Service Area. All other charges are billed by the City of Hagerstown.

**Residential Full Service Sewer** - Washington County Dept. Water Quality provides sewer collections and treatment services.

**Residential Full Service Water** - Washington County Dept of Water Quality provides drinking water treatment and distribution services.

**Sewer Wholesale** - Washington County Dept. of Water Quality bills the customer at a wholesale rate. For example, The Town of Smithsburg and Williamsport are wholesale sewer customers.

**Volume per 1000 gal** - All Washington County full service sewer and/or drinking water customers are charged a volume rate per every 1000 gallons above the base of 6000 gallons. The volume charge covers the cost of sewer and/or drinking water treatment and supports the construction, operation and maintenance of the sewer and/or drinking water systems.

**Volunteer Service** - Water and/or sewer rates for volunteer fire dept., EMS, etc..

**Wastewater Industrial Pretreatment Program Fees** - Washington County. Dept. of Water Quality administers the Industrial Pretreatment permits for industrial wastewater dischargers in Washington County.

**Wastewater Sludge Processing Fees** - Washington County Dept. of Water Quality offers sludge dewatering services to local wastewater treatment plants. Sludge is a byproduct of the wastewater treatment process and to be safety disposed of the sludge is dewatered in a mechanical/chemical process and transported to the landfill.



**SUBJECT: PUBLIC HEARING:** Washington County Community Reinvestment and Repair Fund

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Maria Kramer, Director, Office of Grant Management, and Allison Hartshorn, Office of Grant Management

**RECOMMENDED MOTION:** The purpose of this public hearing is to receive public comment on the Community Reinvestment and Repair Fund (CRRF), including input gathered through the public survey regarding how funds should be distributed and managed. Following the close of the public hearing, the Board of County Commissioners may choose to approve or deny the proposed framework or defer action to a later date for further deliberation.

**REPORT-IN-BRIEF:** In 2022, Maryland voters approved the legalization of adult-use recreational cannabis. As part of this legislation, a portion of cannabis sales tax revenue is directed to the Community Reinvestment and Repair Fund (CRRF). The purpose of the CRRF is to reinvest in communities disproportionately impacted by the enforcement of cannabis prohibition prior to July 1, 2022.

CRRF funds support community-based initiatives benefiting low-income communities and disproportionately impacted areas, as identified by the Maryland Office of Social Equity in consultation with the Office of the Attorney General.

In Washington County, restricted CRRF funds may only be used for initiatives serving ZIP Code 21740, which includes portions of the City of Hagerstown and surrounding unincorporated areas.

CRRF funds may be used only for:

- Community-based initiatives benefiting low-income communities
- Programs serving disproportionately impacted areas, as defined in § 36-101
- Administrative expenses necessary to implement and manage the program

Funds may not be used for law enforcement agencies or activities. Additionally, CRRF funding must supplement, not replace, existing local government funding.

The legislation requires Washington County to establish guidelines for the distribution and management of CRRF funds. This includes seeking input from community members and stakeholders, using that input in the development of a community plan for the distribution of funds, and holding a public hearing to present the plan.

**FISCAL IMPACT:** Funding for community-based initiatives will come from the restricted CRRF.

**CONCURRENCES:** Michelle Gordon, County Administrator

**ALTERNATIVES:** The Board of County Commissioners may approve, deny, or amend the proposed community plan.

**ATTACHMENTS:** Community Reinvestment and Repair Fund Presentation

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

# Community Reinvestment and Repair Fund

Community Plan  
April 28, 2026



# Background



- **The Community Reinvestment and Repair Fund (CCRF) was established as part of the legalization of cannabis sales in the State of Maryland**
- **The CRRF is funded by cannabis tax revenue proportionally by county**
- **Supports communities disproportionately impacted by past cannabis enforcement**
- **Invests in low-income and priority areas identified by the state**

# Approved Uses



- I. Community-based initiatives benefiting low-income communities**
- II. Programs serving disproportionately impacted areas, as defined in § 36–101**
- III. Administrative expenses necessary to implement and manage the program**



# Washington County Focus

Percentage of allowable tax rate is 2.04%  
Ranks 11<sup>th</sup> of the 24 Maryland Counties

*Proportion of cannabis charges by county from July 1, 2002 to January 1, 2023*

| Rank      | County               | Number of charges | Proportion   |
|-----------|----------------------|-------------------|--------------|
| 1         | Baltimore City       | 77,485            | 30.63%       |
| 2         | Baltimore            | 38,806            | 15.34%       |
| 3         | Prince George's      | 28,900            | 11.42%       |
| 4         | Anne Arundel         | 17,701            | 7.00%        |
| 5         | Montgomery           | 14,515            | 5.74%        |
| 6         | Harford              | 8,553             | 3.38%        |
| 7         | Charles              | 7,305             | 2.89%        |
| 8         | Frederick            | 7,128             | 2.82%        |
| 9         | Howard               | 6,802             | 2.69%        |
| 10        | Wicomico             | 5,923             | 2.34%        |
| <b>11</b> | <b>Washington</b>    | <b>5,169</b>      | <b>2.04%</b> |
| 12        | Carroll              | 5,030             | 1.99%        |
| 13        | Calvert              | 3,984             | 1.57%        |
| 14        | St. Mary's           | 3,580             | 1.42%        |
| 15        | Cecil                | 3,493             | 1.38%        |
| 16        | Worcester            | 3,083             | 1.22%        |
| 17        | Dorchester           | 2,969             | 1.17%        |
| 18        | Allegany             | 2,638             | 1.04%        |
|           | Queen Anne's         | 2,128             | 0.84%        |
| 19        | Caroline             | 2,121             | 0.84%        |
| 20        | Talbot               | 1,922             | 0.76%        |
| 21        | Somerset             | 1,394             | 0.55%        |
| 22        | Kent                 | 1,267             | 0.50%        |
| 23        | Garrett              | 1,065             | 0.42%        |
|           | Maryland (Statewide) | 252,961           | 100.00%      |

- Funds restricted to ZIP code 21740
- Serves parts of Hagerstown and surrounding areas



# County Requirements

**State law requires establishment of guidelines for how CRRF funds are distributed and include the following:**

- **Developing a funding plan in consultation with community stakeholders**
- **Holding a public hearing prior to adopting the plan**
- **Establishing application procedures and guidelines for eligible organizations**
- **Administering and monitoring funded programs**
- **Providing an annual report to the Board of County Commissioners and the Maryland Comptroller detailing the distribution process, funding awards, and expenditures**

# Community Input



To gather input from community stakeholders related to CRRF, Washington County Office of Grant Management conducted a survey over a two-week period

- The survey was distributed to over 50 community base organizations.
- A press release was sent out asking for input from the community.
- The survey was also posted on the County's website and shared via social media.

# Survey Overview

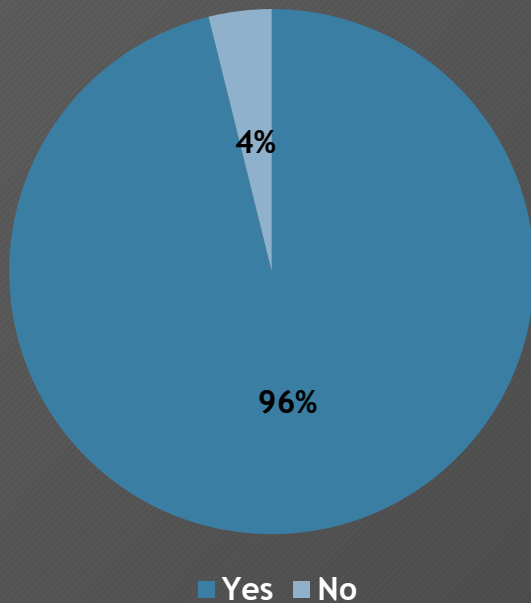


- The survey was comprised of 15 questions
- It included a combination of yes or no, multiple choice, rating scales and open-ended questions
- Respondents identified if they were affiliated with a community organization
- Respondents were asked to share which organizations were best equipped to address community needs
- Respondents ranked what issues they felt were most important to address in the community

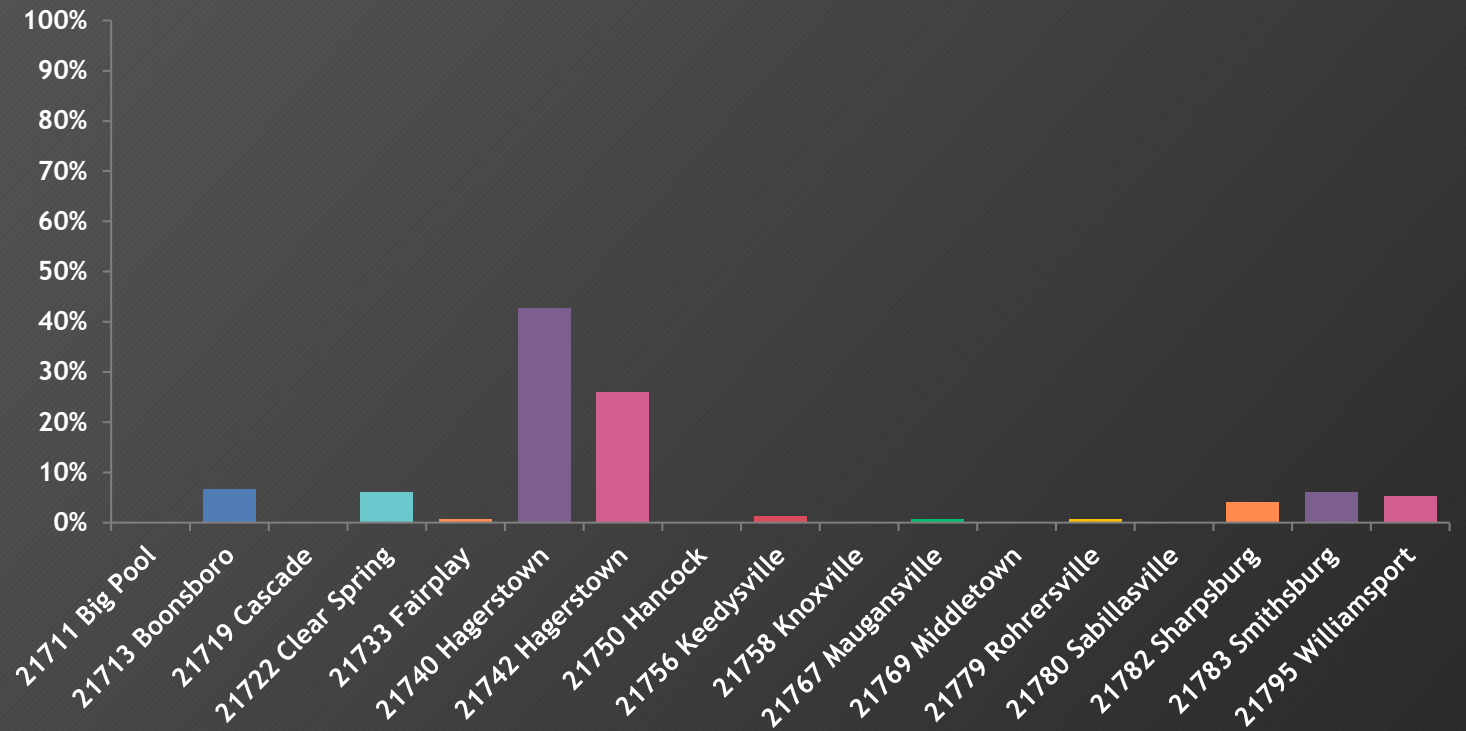


# Survey Results

Do you currently live in Washington County?



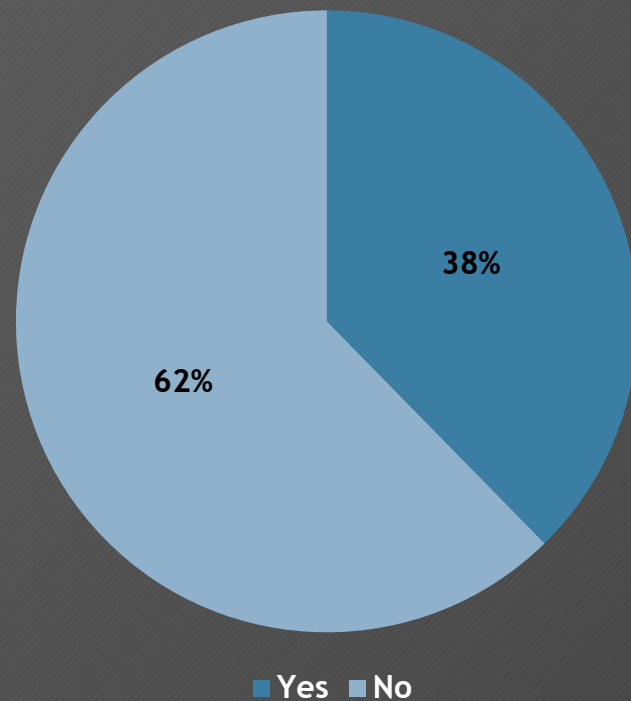
What is your Zip Code?





# Survey Results

## Are you a member of or associated with a community organization?



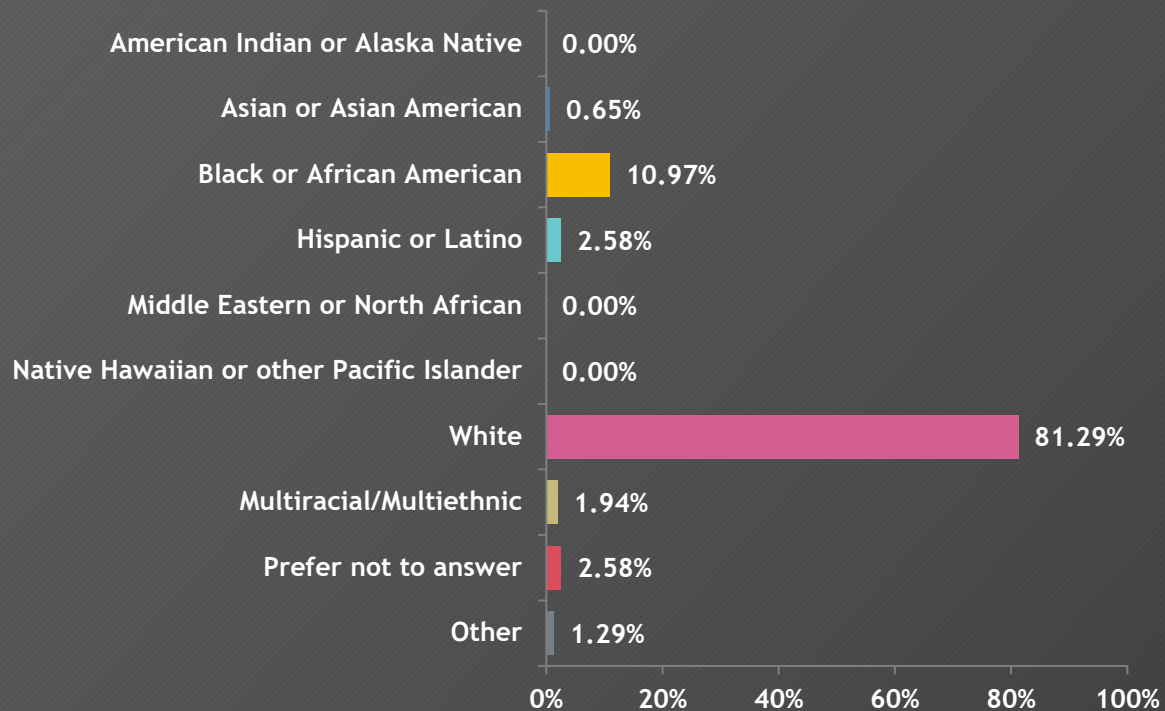
## If so, which organization?

- Big Brothers Big Sisters
- Boonsboro Historical Society
- Boonsboro Town Alliance
- Chamber of Commerce
- Children in Need, Inc
- Community Foundation of Washington County, MD
- Doleman Black Heritage Museum, Inc
- Eliza's House
- Family Healthcare of Hagerstown
- Fort Ritchie Community Center
- Fountain Head Country Club
- Good News Hagerstown, Inc
- Greater Hagerstown Committee
- Hagerstown Ice and Sports Complex
- Hagerstown/Washington County Convention and Visitors Bureau
- Healthy Washington County
- Head Start
- Horizon Goodwill Industries, Inc
- Indivisible
- Magnolia Foundation
- Meritus Healthcare Foundation
- Platoon 22
- Randolph Community Outreach
- REACH of Washington County
- Robert W. Johnson Community Center
- Rotary
- Volunteer Fire Company of Halfway
- Washington County Department of Business and Economic Development
- Washington County Free Library
- Washington County Mental Health Authority, Inc
- Washington County People's Alliance
- Washington Goes Purple
- Washington County Public Schools
- Washington County Volunteer Fire and Rescue Association
- West Fairgrounds Neighborhood Collective

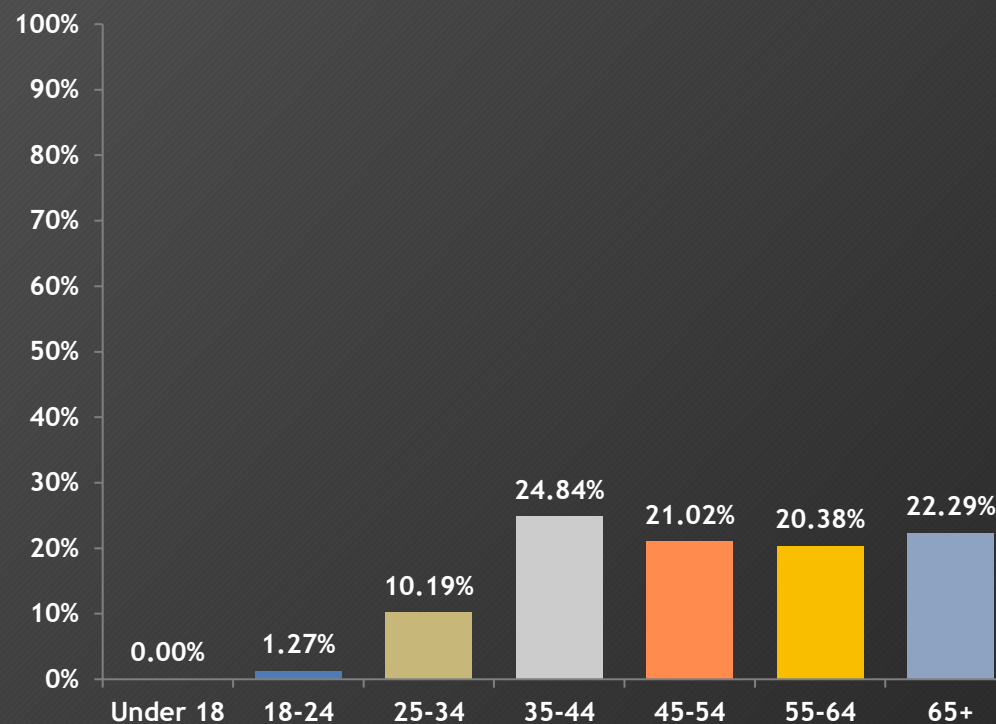


# Survey Results

## Which of the following best describes you?



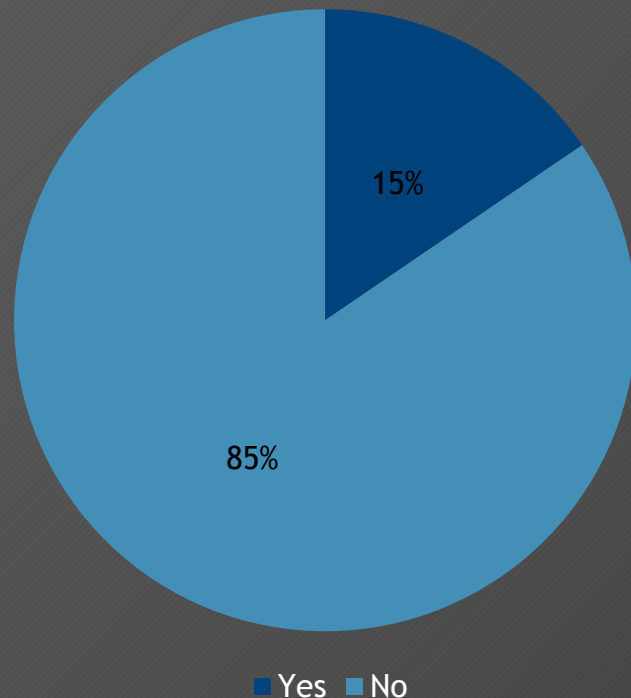
## To which age group do you belong?





# Survey Results

Have you or a family member been personally affected by the criminalization of cannabis in the past?



If you answered "Yes" to the previous question, please explain.

Responses focus mainly on the negative impacts of cannabis-related criminal charges, including arrests, probation, and barriers to housing or employment. Some mention family and mental health challenges linked to these charges, while a few highlight broader issues like discrimination and disparities in drug enforcement. Only one respondent shared a positive experience related to medical cannabis use. Overall, most feedback reflects negative or neutral sentiment, emphasizing the personal and family consequences of past cannabis enforcement policies in the community.

# Survey Overview



## Respondents were asked to rank the following issues:

1. Mental Health Resources
2. Substance Abuse Services
3. Behavioral Health Crisis Response Services
4. Youth Engagement and Mentorship Programs
5. Small Business Grants and Entrepreneurship Support
  - Small business development and financial literacy
6. Truancy and Absenteeism Intervention Programs
7. Criminal Justice Reforms
  - (e.g., Expungement of Cannabis-related Convictions)
8. Parks and Recreational Facilities
9. Recreational Programs
10. Healthcare Access and Services
11. Job Training and Workforce Development- Career readiness programs
12. Transportation Improvements in High-Density Areas that Have Public Transportation
13. Housing and Homelessness Prevention Initiatives- Supporting housing stability efforts
14. Community Child Care and Recreational Services
15. Programs that Benefit Individuals and Families Impacted by Incarceration
  - Assisting individuals transitioning from incarceration

# Survey Results



## Community Survey: Top Funding Priorities

| Category                     | Priority Areas   |
|------------------------------|--|
| Health & Wellness            | <ul style="list-style-type: none"><li data-bbox="1225 686 2084 758">• Mental health &amp; crisis response</li><li data-bbox="1225 758 2084 829">• Healthcare access</li></ul>  |
| Community & Quality of Life  | <ul style="list-style-type: none"><li data-bbox="1225 883 2084 955">• Transportation improvements</li><li data-bbox="1225 955 2084 1026">• Recreational programs</li><li data-bbox="1225 1026 2084 1136">• Housing &amp; homelessness prevention</li></ul> |
| Economic Opportunity & Youth | <ul style="list-style-type: none"><li data-bbox="1225 1136 2084 1258">• Job training &amp; workforce development</li><li data-bbox="1225 1258 2084 1332">• Youth engagement &amp; mentorship</li></ul>   |

# Community Plan Overview



- Funding will be distributed to community organizations and county initiatives
- Funding will be distributed to the top priorities identified in the community survey
- Community organizations can apply through a competitive NOFA process
- Applicants must meet all the eligibility requirements
- Applications will require submission of performance goals and impact measurements
- Applicants will be required to report on metrics and outcomes and submit grant reports
- The County will publish grantee awards and reported metrics and outcomes

# Eligibility Criteria



- **Non-profit entities serving Washington County Residents**
- **Organizations whose programming/services are in 21740 zip-code**
- **Organizations must be in good standing with the Maryland Department of Assessments and Taxation (SDAT)**
- **If the applicant includes subgrantees in the project description and timeline, a letter(s) from the subgrantee(s) must be included that details the nature of the partnership and the services to be provided**
- **Organizations do NOT need to be affiliated with any cannabis-related businesses or activities to apply**

**For questions for comments regarding this  
presentation, please contact:**

**Allison Hartshorn or Maria Kramer  
240-313-2040  
WWW.WASHCO-MD.NET**



**Thank you for your time.**





Open Session Item

**SUBJECT:** Bid Award (PUR-1805) Dumpster Services at Conococheague WwTP and Clean County

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Procurement Director; David A. Mason, P.E. Interim Director, Environmental Management

**RECOMMENDED MOTION:** Move to award the contract for the Dumpster Services at Conococheague WwTP and Clean County to the responsible, responsive bidder BFI Waste Services, LLC dba Republic Services of Hagerstown, MD, for the total amount of \$62,853.

**REPORT-IN-BRIEF:** The County accepted bids for the Dumpster Services at Conococheague WwTP and Clean County on April 1, 2026. The bid was advertised on the State of Maryland's "eMaryland Marketplace" (eMMA) website and the County's online bidding website. A total sum bid proposal was requested for the work, based on the unit pricing and estimated quantities set forth in the Form of a Proposal. The County guarantees no minimum or maximum number of services. The required on-call services are for the removal and disposal of waste from the above-referenced locations. Six (6) persons/companies viewed the bid document online, and three (3) bids were received. The Contract period shall be for a one-year period tentatively commencing August 1, 2026, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date. If the Bidder wishes to renew the Contract, he/she must submit a letter of intent to the County's Director of Purchasing at least ninety (90) calendar days prior to the expiration of each contract year. The County reserves the right to accept or reject any request for renewal and any increase in costs for each specified location that the Bidder may request.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department's account 545050-40-40060 and 545050-42-42120 for these services.

**CONCURRENCES:** Division Director of Environmental Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

**PUR-1805 Dumpster Services at Conococheague WwTP and Clean County**

|        |  |     |           | Republic Services of Hagerstown<br>(BFI Waste Services, LLC)<br>Hagerstown, MD |             | J&J Trash Service<br>Mt. Airy, MD |             |
|--------|--|-----|-----------|--|-------------|-----------------------------------|-------------|
|        |  |     |           | Total Price  | \$62,853.00 | Total Price                       | \$73,800.00 |
| Line # | Description  | QTY | UOM       | Unit   | Extended    | Unit                              | Extended    |
| 1      | Combination of one (1) service from each location times the estimated annual trips will form Total Sum Bid LOCATION NO. 1: ONE (1) TRIP – CONOCOCHEAGUE WwTP @ _____ x 480 trips | 1   | TOTAL SUM | \$61,320.00  | \$61,320.00 | \$72,000.00                       | \$72,000.00 |
| 2      | Combination of one (1) service from each location times the estimated annual trips will form Total Sum Bid LOCATION NO. 2: ONE (1) TRIP – CLEAN COUNTY @ _____ x 12 trips        | 1   | TOTAL SUM | \$1,533.00   | \$1,533.00  | \$1,800.00                        | \$1,800.00  |

|        |  |     |           | Valicor Environmental Services<br>Monroe, Ohio |              |
|--------|--|-----|-----------|--|--------------|
|        |  |     |           | Total Price                                    | \$151,437.60 |
| Line # | Description  | QTY | UOM       | Unit   | Extended     |
| 1      | Combination of one (1) service from each location times the estimated annual trips will form Total Sum Bid LOCATION NO. 1: ONE (1) TRIP – CONOCOCHEAGUE WwTP @ _____ x 480 trips | 1   | TOTAL SUM | \$147,744.00                                   | \$147,744.00 |
| 2      | Combination of one (1) service from each location times the estimated annual trips will form Total Sum Bid LOCATION NO. 2: ONE (1) TRIP – CLEAN COUNTY @ _____ x 12 trips        | 1   | TOTAL SUM | \$3,693.60                                     | \$3,693.60   |

**Remarks/Exceptions**

**Valicore Environmental Services**  
Valicor Fuel Surcharge as of March 26, 2026 is at 36% and can fluctuate - we will update weekly and charge appropriately. Valicor has 17.9% RCF fee that is calculated into rate fixed for 2026.

**Response Total:**

Republic Services of Hagerstown \$62,853.00  
J&J Trash Services \$73,800.00  
Valicor Environmental Services \$151,437.60



Agenda Report Form

Public Packet, No Proposer's Price

Open Session Item

**SUBJECT:** Contract Award (PUR-1795) – Treatment for Substance Use Disorders at the Washington County Sheriff's Office - Day Reporting Center

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Procurement, and Meaghan Willis, Program Director, Day Reporting Center

**RECOMMENDED MOTION:** Move to award the contract for the Treatment for Substance Use Disorders at the Washington County Sheriff's Office, Day Reporting Center (DRC) in Washington County, Maryland, to the responsible, responsive proposer.

**REPORT-IN-BRIEF:** Attached is an excerpt from the Request for Proposal (RFP) outlining the Overview of the Washington County Day Reporting Center minimum requirements under the resulting contract. The contract is for the initial term that commenced on July 1, 2026 and end June 30, 2027, with an option to renew the awarded contract for up to four (4) additional one (1) periods. If the Contractor wishes to renew the Contract, he/she shall submit a letter of intent to the County Purchasing Director at least ninety (90) calendar days prior to the expiration of each contract period. The County reserves the right to accept or reject any request for the renewal of any increase in cost. All other terms and conditions shall remain unchanged. Renewal of this agreement is at the discretion of the Washington County Sheriff's Office and is also contingent upon the following: 1) the performance of the Contractor and 2) the goals/outcomes desired by the Washington County Sheriff's Office.

The Committee shall be comprised of the County Director of Purchasing, Washington County Sheriff's Office, Day Reporting Center Director (Chairman Designee), Warden for Washington County Detention Center and Washington County Sheriff. The RFP was advertised on the County's online bidding site, as well as on the State's "*eMaryland Marketplace Advantage*" website. Six (6) persons/firms accessed the RFP document from the County's website. Four (4) providers were represented at the pre-proposal teleconference. Three (3) proposals were received. One (1) was deemed non-responsive due to not submitting a price proposal. The other two (2) were deemed responsive, and the price proposals for both were opened.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds in the amount of \$90,00 are available for these services in the department's operating budget 515000-10-11321.

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

**ALTERNATIVES:** N/A

**ATTACHMENT:** (1) Minimum Requirements Excerpt from the RFP document.

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

## SCOPE OF WORK

The Washington County Sheriff's Office – Day Reporting Center is an alternative to incarceration. The program is a highly structured, non-residential program that offers a comprehensive range of services to non-violent adult male and female offenders with substance-related disorders that are sentenced to the Day Reporting Center and meet eligibility criteria for admission. Offenders live at home and report to the center frequently. While attending the program, the offender receives various services including intensive treatment for substance use disorders, individual and group counseling, intensive case management, community supervision, reentry coordination, health and wellness, vocational, life skills, soft skills, peer support, financial management, and mentoring services. The program spans over approximately six (6) months, encompassing five (5) phases, see the outline of Phases One (1) through Five (5).A. Overview of the Washington County Day Reporting Center

1. Minimum Requirements:
  - a. The treatment for substance use disorders will target criminogenic needs, including antisocial thoughts and cognitive restructuring.
  - b. All services must be provided at the Day Reporting Center facility located at 145 IKO Way, Suite 101, Hagerstown, MD21740.
  - c. The Service Provider will provide one dedicated clinician, assigned to the Day Reporting Center, minimally licensed as an Alcohol and Drug Trainee, to the Day Reporting Center. The clinician will work at the Day Reporting Center facility for a minimum of 40 hours per week, but not to exceed 40 hours per week. The Clinician will be required to work some evenings and, prospectively, some Saturdays to cover the Day Reporting Center hours of operation. Normal hours of operation are Monday through Friday, 8:00 a.m. to 8:00 p.m., and Saturday, 8:00 a.m. to 12:00 p.m. The Day Reporting Center will be closed on Sundays and all major holidays observed by the County.
    - a. If licensed as an Alcohol and Drug Trainee, the clinician shall actively pursue advancement to a higher level of licensure in accordance with the requirements and timelines established by the Board of Professional Counselors for Alcohol and Drug Counselors. The Service Provider shall be responsible for monitoring and documenting the clinician's progress to ensure compliance with all licensure requirements and deadlines.
  - d. Clinicians must open and secure Day Reporting Center facility when scheduled.
2. Program Design:
  - a. The Day Reporting Center will provide:
    - 1) Referral

- 2) Individual case management
- 3) Reentry Services
- 4) Soft and life skills training
- 5) Peer support services
- 6) Mentoring services
- 7) Medication Assisted Treatment, using Vivitrol or injectable buprenorphine
- 8) Job search, and career readiness skills
- 9) Parenting groups and coaching
- 10) Ancillary services such as financial coaching and management, wellness, and support
- 11) Referrals to specialized services
- 12) Health Visits
- 13) Random drug and alcohol testing

b. The Service Provider will:

- 1) Complete in jail assessments, to include substance use disorder and trauma screenings, medication-assisted treatment, and risk assessments for Day Reporting Center candidates.
- 2) Provide counseling treatment at the Day Reporting Center facility, including individual and group counseling, which may include additional groups such as Anger Management, Conflict Resolution, Moral Reconciliation Therapy, etc...
  - a. Clinician will be required to complete any necessary training to facilitate specific curricula, such as Moral Reconciliation Therapy (MRT). All required training costs will be covered by the Day Reporting Center
- 3) Coordinate referrals to higher ASAM Levels of Care.
- 4) Coordinate service delivery as it relates to treatment for substance use disorders with other Day Reporting Center team members and community service providers.
- 5) Coordinate medication-assisted treatment services with the prescribing provider.
- 6) Screen and assist program participants in applying for Maryland Medical Assistance, as needed
- 7) Attend twice-weekly Service Delivery Team meetings.

- 8) Collect urine specimens under direct observation for drug and alcohol testing, based on Drug & Alcohol Testing Industry Association standards.
- 9) Open and secure the Day Reporting Center facility as scheduled.
- 10) Collect and report demographics and indicator data for performance measures and outcomes tracking.
- 11) Coordinate medication-assisted treatment prescribing with program's contractual certified registered nurse practitioner, as needed.

3. Service Quality and Clinician Accountability:

a. The Service Provider will:

- 1) Comply with all Washington County Sheriff's Office, Detention Center, and Day Reporting Center policies and procedures.
- 2) Clinician will work at the Day Reporting Center facility for a minimum of 40 hours a week.
- 3) Ensure coverage for services when the primary clinician is off due to sickness, vacation, or training.
- 4) Function as a member of the Day Reporting Center service delivery team.
- 5) Agree to the conditions of the Qualified Service Organization Agreement as it relates to the sharing of confidential information.
- 6) Applies cognitive restructuring and moral reconnection strategies and techniques during treatment for substance use disorders.



Open Session Item

**SUBJECT:** Sole Source Procurement Award (PUR-1812) for Western Maryland Consortium Disconnected Youth Services in Washington County, Maryland

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Procurement; Richard Lesh, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Motion to approve a Sole Source procurement to the **Western Maryland Consortium** in the amount of \$53,480 for enhancements to existing programming offered to disconnected youth contingent upon approval of the funding award from the Governor's Office of Crime Prevention, Youth, and Victim Services and as approved by the Washington County Local Management Board at its meeting on Friday, March 20, 2026.

**REPORT-IN-BRIEF:** The purpose of the service to be provided is to fulfill the requirements contained in a Community Partnership Agreement to be entered into and dated on or about July 1, 2026, by and between the Board of County Commissioners of Washington County, Maryland and the State of Maryland acting through the Governor's Office of Crime Prevention, Youth, and Victim Services which, in turn, is acting through the Washington County Office of Grant Management (OGM). The contract is for a one-year period commencing on July 1, 2026, and ending June 30, 2027, with an option by the Board to renew for two (2) additional consecutive one (1) year periods. It is the intent of the Local Management Board supported by the contract with the Governor's Office to support the operations of the Western Maryland Consortium for enhancements to existing programming offered to disconnected youth.

**DISCUSSION:** The OGM wishes to apply Section 1-106.2(a)(1) to the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. This section states that sole source procurements are authorized and permissible when: (1) only one source exists that meets the County's requirements.

This request requires the approval of four (4) out of the five (5) Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish a notice of award in a newspaper of general circulation in the County, and 2) An appropriate record of the sole source procurement shall be maintained as required.

**FISCAL IMPACT:** The total funding allocated is \$53,480. No County funds are requested.

**CONCURRENCES:** The Local Management Board approves the submission of the proposal and recommends the acceptance of the award. Director of Purchasing concurs as to the permitted use of the Sole Source procurement request.

**ALTERNATIVES:** Deny approval for submission of this request

**ATTACHMENTS:** Scope of Work

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

## **Western Maryland Consortium Disconnected Youth Services in Washington County, Maryland**

The purpose of the service to be provided is to fulfill the requirements contained in a Community Partnership Agreement to be entered into and dated on or about July 1, 2020, by and between the Board of County Commissioners of Washington County, Maryland and the State of Maryland acting through the Sub-Cabinet for Children, Youth and Families which, in turn, is acting through the Washington County Office of Grant Management (OGM). The contract is for a one-year period commencing on July 1, 2026 and ending June 30, 2027, with an option by the Board to renew for three (2) additional consecutive one (1) year periods. It is the intent of the Local Management Board supported by the contract with the Governor's Office for Children to support the operations of the Western Maryland Consortium for enhancements to existing programming offered to disconnected youth. The funding provided will allow the Contractor to do the following:

- Expand the summer work experience to be year-round.
- Provide funding for outreach/marketing to reach more disconnected youth.
- Provide Soft Skills and Financial Workshops for participants.
- Provide transportation vouchers and documentation assistance.
- Fund driver's education for qualified youth to assist their ability to obtain employment.



Agenda Report Form

Open Session Item

**SUBJECT:** Sole Source Procurement Award (PUR-1813) School Based Health Centers

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Procurement; Richard Lesh, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to award a Sole Source procurement to Meritus Medical Center in the amount of \$317,957 for Operating expenses of School-Based Health Centers operated at Western Heights Middle School and South Hagerstown High School.

**REPORT-IN-BRIEF:** The purpose of the service to be provided is to fulfill the requirements contained in a grant agreement to be entered into and dated on or about July 1, 2026, by and between the Board of County Commissioners of Washington County, Maryland and the State of Maryland acting through the Maryland State Department of Health which, in turn, is acting through the Washington County Office of Grant Management (OGM). The contract is for a one-year period commencing July 1, 2026, and ending June 30, 2027, with an option by the Board to renew for two (2) additional consecutive years. It is the intent of the Local Management Board supported by the contract with the Maryland State Department of Health to support the operations of the School Based Health Centers which is operated by Meritus Medical Center.

**DISCUSSION:** The OGM wishes to apply Section 1-106.2(a)(1) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. This section states that sole source procurements are authorized and permissible when: (1) Only one source exists that meets the County's requirements.

This request requires the approval of four (4) of the five (5) Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County, and 2) An appropriate record of the sole source procurement shall be maintained as required.

**FISCAL IMPACT:** The total funding allocated is \$317,957. No county funds are requested.

**CONCURRENCES:** The Local Management Board recommends this award.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Scope of Work

**School Based Health Centers  
Meritus Medical Center, Inc. Scope of Work  
for services provided July 1, 2026, thru June 30, 2027**

The purpose of this contract is to provide somatic healthcare services by a licensed medical clinician at two School Based Health Centers in Washington County. Services shall be delivered in accordance with the Washington County, Maryland School Based Health Center Memorandum of Understanding, dated November 27 2012, between Washington County Board of Education, Meritus Medical Center, Inc., and Washington County Office of Community Grant Management, an administrative agent of the Board of County Commissioners of Washington County, Maryland and the Washington County Local Management Board (“LMB”). Clinic healthcare services will be at South Hagerstown High School and Western Heights Middle School with the possibility of expanding to future schools after a review is completed by representatives of Meritus Medical Center, Inc. and the OCGM in collaboration with Washington County Board of Education staff to determine the most appropriate sites.

In addition, Contractor shall comply with the provisions delineated in the Maryland School Based Health Center Standards document, dated January 2025 and any future amendments or revisions.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Sole Source Procurement Award (PUR-1814) – School-Based Mental Health Program in Washington County, Maryland

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Procurement, and Richard Lesh, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Move to award a Sole Source procurement to Brook Lane in the amount of \$283,335 for Operating expenses for the School-Based Mental Health Program, contingent upon contract approval and the subsequent funding award from the Maryland Governor’s Office for Children (GOC), and was approved by the Washington County Local Management Board at its meeting on March 20, 2026.

**REPORT-IN-BRIEF:** The purpose of the service to be provided is to fulfill the requirements contained in a Community Partnership Agreement to be entered into and dated on or about July 1, 2026, by and between the Board of County Commissioners of Washington County, Maryland and the State of Maryland acting through the Sub-Cabinet Children’s Cabinet Interagency Fund (CCIF) which, in turn, is acting through the Washington County Office of Grant Management (OGM). The contract is for a one-year period commencing July 1, 2026, and ending June 30, 2027. It is the intent of the Local Management Board, supported by the contract with the Governor’s Office for Children (GOC) to support the operations of the School-Based Mental Health Program.

**DISCUSSION:** The OGM wishes to apply Section 1-106.2(a)(1) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. This section states that sole source procurements are authorized and permissible when: (1) Only one source exists that meets the County’s requirements.

This request requires the approval of four (4) of the five (5) Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County, and 2) An appropriate record of the sole source procurement shall be maintained as required.

**FISCAL IMPACT:** The total funding allocated is \$283,335. No county funds are being requested.

**CONCURRENCES:** The Local Management Board recommends this award.

**ATTACHMENTS:** Scope of Work

## **School-Based Mental Health Program in Washington County, Maryland**

Contractor shall provide mental health services to no less than six (6) schools within Washington County Public Schools. Services shall be provided by a Licensed Clinical Social Worker. The Contractor shall provide Mental Health Services at Western Heights Middle School and South Hagerstown High School and four additional schools as determined by WCPS to have a demonstrated need. The Contractor shall be afforded the flexibility to increase or decrease the number of schools in which services are provided to meet a need or lack of need for service with the approval of WCPS and Office of Grant Management (OGM).

The Contractor shall provide no less than seven (7) hours per week at each school. In addition to the time allotted for the Clinician, an additional one (1) hour per week per school shall be allotted for administrative time spent coordinating/collaborating services with the Health and Wellness Center staff or School staff, for a total of eight (8) hours of services. Services will only be provided while school is in session. The Contractor may limit number of visits by a patient in order to accommodate all students demonstrating a need for services. Clinical services will be provided concurrent with the Washington County Public School calendar year. This Agreement allows for one (1) week pre-school year administrative start time and allows for one (1) week post-school year administrative close out time.

School Based Mental Health services is a program that will provide services that are expected to be short term and consist of crisis management, screening, short term therapeutic assistance and/or referral for additional services as determined necessary. Each student will have the opportunity for three (3) free sessions to discuss the referring issue. If the issue presented is not something that three (3) sessions can realistically address, the student may be referred to an outside licensed provider within the Community.



Agenda Report Form

Open Session Item

**SUBJECT:** Bid Award Renewal (PUR-1552) Mattress Bed Base Removal and Disposal Recycling

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Carin Bakner, CPPB, Buyer, Office of Procurement; Dave Mason, P.E., Interim Director, Division of Environmental Management

**RECOMMENDED MOTION:** Move to renew the contract for the Mattress and Bed Base Removal and Disposal Recycling services at the 40 West Landfill with Turbo Haul, Inc., of Annapolis Junction, MD per the rate included in its letter dated March 6, 2026. Turbo Haul, Inc. is requesting a 2.7% increase above the current rate for work performed for the subject services. This increase is based on the January 2026 twelve (12) month average increase for the U.S. Department of Labor Consumer Price Index (CPI) for the Washington Metro Area. The new rate will be \$880.66 per ton. The last request for an increase was made in the Fiscal Year 2024.

**REPORT-IN-BRIEF:** On July 12, 2022, the Board originally awarded a contract for the Mattress services to Turbo Haul, Inc. in the amount of \$832.53 per ton. The initial term of the contract was for three (3) years, commencing on July 1, 2022, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods thereafter. This is the second and final of two one (1) year optional renewals of the contract. The service consists of the vendor supplying containers and transporting the mattress from the 40 West Landfill. The County does not guarantee neither a maximum/minimum number of transports from the 40 West Landfill under this contract.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department's operating line account 21-21200 for these services.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Turbo Haul, Inc. letter dated March 6, 2026.

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



March 6, 2026

Brandi Kentner  
Director of Purchasing  
Washington County Purchasing Department  
Washington County Administration Complex  
100 West Washington Street, Room 3200  
Hagerstown, MD 21740

**RE: Notice of Intent to Renew Contract -- *PUR-1552 Mattress and Bed Base Removal***

Ms. Kentner:

Please accept this letter as intent to renew our contract for PUR-1552 Mattress and Bed Base Removal.

For the 2024 and 2025 renewals, we did not request the CPI increase allowed for in section 12 of the 'Supplemental Terms and Conditions' of PUR-1552. For this renewal we respectfully request an increase of 2.7% based on the January 2026 12-month average increase for the Washington Metro Area CPI for all items. This increase should bring the current rate of \$857.51 per ton to \$880.66 per ton.

We look forward to another successful year of mattress and bed base removal and recycling with Washington County, Maryland.

We thank you for your ongoing business and commitment to a more sustainable future.

Best Regards,

Kevin Daly, President



## Agenda Report Form

### Open Session Item

**SUBJECT:** Rubble Reclamation Landfill Capping – Change Order #1 Final Closeout

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** David A. Mason, P.E., Interim Director, Division of Environmental Management.

**RECOMMENDED MOTION(S):** Motion to approve Change Order #1 for the capping of the Rubble Reclamation Landfill in the amount of \$67,203.43.

**REPORT-IN-BRIEF:** This is the final closeout change order for the Construction of the Closure Cap for the Rubble Reclamation Landfill. Overages during the project were from additional liner materials to complete the cap. During construction of the Landfill Cap, the location of the cap anchor trench needed to be adjusted to meet the anchor trench of the cell floor. All contract line items were adjusted based on actual quantities used.

**DISCUSSION:** The approximate location of the cell floor anchor trench was shown on the design drawings, but the actual location was not known since no as-built drawings were completed with the construction of the Cell. Test pits were dug prior to the start of cap construction to verify the location of the cell floor anchor trench. Adjustments were made based on the test pits and additional adjustments were made during the excavation when the cell anchor trench deviated from what was shown on the plans. The adjustments increased the cap area approximately 19,950 sf (0.46 acres) (original cap was 230,000 square feet (5.28 acres)).

The original contract length was 18 months, substantial completion was on December 16, 2024, with 82 days of Liquidated Damages resulting in \$41,000. Final approval from MDE was received on April 1, 2026, once the site was stabilized. 562 days will be added to the contract.

The Contract will be adjusted to finalize all Contract Line items as follows:

#### Contract Items

Item No. 2.00: Add \$0.40  
Item No. 4.00: Add \$4.00  
Item No. 7.01: Add \$19,950  
Item No. 7.02: Add \$31,290  
Item No. 7.03: Add \$7,980  
Item No. 7.04: Add \$6,319.63  
Item No. 7.05: Add \$35,186.40

#### Contingent Items

Item No. C-1: Subtract \$12,500  
Item No. C-1: Subtract \$19,000  
Item No. C-1: Subtract \$1,900

Total increase to the contract = \$67,230.43

Original Contract Sum: \$1,496,485.00

Total From Change Order: \$ 67,230.13

Final Contract Total: \$1,563,715.43

Liquidated Damages will be subtracted from the final payment of the Retainage.

**FISCAL IMPACT:** \$67,230.43 - CIP Project 515000-31-21010 CAP003 CONST

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Change Order #1

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



# BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY MARYLAND

100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735

## CHANGE ORDER

**Vendor/Contractor:** Greenridge Contracors, Inc.

**Consultant:**

**Address:** 17163 Lappans Road, Hagerstown, MD 21740

**Change Order No:** 1

**Purchase Order No:** WASHCO30558

**Contract No:** PUR-1583

**Oracle Account No:** 515000-31-21010 CAP003 CNST00000

**Project Title:** Rubble Reclamation Landfill Closure Cap

**Date:** 04/02/2026

The contract time will increase by 562 calendar days.

### Description of Change

See attached sheet with quantity Adjustments

### Reason for Change

During construction the actual location of the cell floor liner differed from the record drawings. The difference added 19,950 sf (0.46 acres) to the footprint of the cap. The original contract length was 18 months, substantial completion was on December 16, 2024 resulting in \$41,000 of liquidated damages. Final approval from MDE was received on April 1, 2026. 562 days will be added to the contract.

|  |                |
|--|----------------|
| The completion date, incorporating the changes included in this change order, is | 04/01/2026     |
| The original contract sum was  | \$1,496,485.00 |
| Net changes by previous change orders  | \$0.00         |
| Contract sum prior to this change order  | \$1,496,485.00 |
| By this Change Order, the contract sum will be changed by                        | \$67,230.43    |
| The new contract sum including this change order will be                         | \$1,563,715.43 |

### Supporting Documents

[Rubble Cap Final Adjustments.pdf](#)

214.24KB

### Changelog

<no changes have been made to this form>

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

**Vendor/Contractor**

*Chris Teague*

4/2/2026 1:10:13 PM

**Finance**

**Consultant**

**Purchasing**

**Approving Agency \***

*David A. Mason*

4/2/2026, 1:10:51 PM

**County Administrator**

Routing

### Approval Action \*

Approve

Reject



---

**Open Session Item**

**SUBJECT:** Hancock EMS MOU

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** R. David Hays - Director, Division of Emergency Services  
David Chisholm – Deputy Director, Division of Emergency Services  
Oley Griffith – Volunteer Coordinator

**RECOMMENDATION:** Motion to authorize the execution of a Memorandum of Understanding between the Hancock Rescue Squad (HRS) and the Washington County Board of County Commissioners (WCBOCC) which authorizes the Division of Emergency Services (DES) to assume interim oversight and management of all administrative and operational functions of the HRS.

**REPORT-IN-BRIEF:**

Recently, the WCBOCC's were advised that the HRS experienced several resignations of its administrative officers, leaving the WCBOCC with concerns about the sustainability and viability of the company.

Like many volunteer departments nationwide, the HRS has seen a decline in its volunteer membership over the last 10-15 years. Although multiple efforts have been made by the HRS to strengthen its volunteer recruitment, the number of active volunteers at HRS has continued to decline.

**DISCUSSION:**

On March 31, 2026, the WCBOCC directed the DES and other County Departments to immediately begin a review of the overall operations of the HRS, to include financial accountability and spending. This review was deemed necessary to determine the viability and sustainability of the HRS.

The HRS is prepared to execute documents that will meet all requirements set forth in the MOU.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** County Administrator, Chief Financial Officer

**ALTERNATIVES:** All necessary resources are in place to maintain service without interruption.

**ATTACHMENTS:** MOU

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into this \_\_\_ day of April, 2026, by and between Hancock Rescue Squad, Inc. (*HRS* or the *Corporation*), a Maryland corporation, and the Board of County Commissioners for Washington County, Maryland (the *Board*), a body corporate and politic and a political subdivision of the State of Maryland.

### **Recitals**

- A. HRS is experiencing operational distress due to insufficient volunteers and may consider dissolution of the Corporation.
- B. HRS and the Board's Division of Emergency Services (DES) have an agreement, executed September 16<sup>th</sup>, 2024 (the *September 16<sup>th</sup>, 2024 Agreement*), which created an operational relationship in which HRS is the host company providing the building, apparatus, and volunteer staffing for Emergency Medical Services (EMS) and DES provides compensated staffing to sustain delivery of such services.
- C. HRS has requested assistance from the Board and operational assistance from DES to maintain provision of the services outlined in the September 16<sup>th</sup>, 2024 Agreement.
- D. The Board wants to protect the health, safety, and welfare of County citizens and provide for uninterrupted emergency medical service coverage in the Hancock area.
- E. The Director of the Division of Emergency Services (the *Director*) recommends that the parties enter into this MOU to enhance the financial and operational stability of HRS and to protect public health, safety, and welfare.

### **Terms and Provisions**

#### **1. Governance and Operations.**

- 1.1. HRS will be placed under the full governance of the DES for a period of not less than 36 months.
  - 1.1.1. This period may be extended at the sole discretion of the Board for good and reasonable cause.
  - 1.1.2. DES shall have full oversight concerning the executive, administrative, financial, operational, and personnel actions (including membership decisions and disciplinary actions) undertaken by HRS and its officers.
  - 1.1.3. If necessary, in the sole discretion of the DES, and with the concurrence of the Director, the DES may reverse, modify, or remand any act, decision, or policy undertaken by HRS.
  - 1.1.4. HRS shall provide to the DES or Director, upon request, information and/or documentation concerning its financial, operational, or personnel condition or actions.
  - 1.1.5. HRS expressly consents to the oversight of the DES as outlined in this

MOU.

- 1.2. HRS expressly warrants that it will comply with all policies, procedures, and standards promulgated by the Board and the DES. HRS will also comply with all policies, procedures, and standards required to maintain membership with the Washington County Volunteer Fire and Rescue Association (WCVFRA). However, where such policies, procedures, or standards of WCVFRA are in direct conflict of those enumerated by the Board and DES, the policies, procedures, and standards of the Board and DES will prevail.

## **2. Sundry Provisions.**

- 2.1. Any modification to any provision of this MOU must be made in writing and signed by the parties.
- 2.2. All notices required to be given shall be in writing, delivered by certified mail, return receipt requested, overnight or hand delivery, or email (with evidence of receipt of the email) and addressed as follows:

To the Corporation:

Hancock Rescue Squad, Inc.  
Attn: President  
3 Fulton Street  
Hancock, MD 21750

the Board:

Board of County Commissioners of Washington County, Maryland  
ATTN: County Administrator  
100 W. Washington Street  
Hagerstown, Maryland 21740

With a copy to:

Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, Maryland 21740

- 2.3. This MOU was executed by both parties in the State of Maryland. It shall be governed by, and construed in accordance with, the laws of the State of Maryland.
- 2.4. Each party has participated in negotiating and drafting this MOU, so if an ambiguity or a question of intent or interpretation arises, this MOU is to be construed as if the parties had drafted it jointly, as opposed to being construed against a party because it was responsible for drafting one or more provisions of this MOU.
- 2.5. Both parties agree to make, execute, and deliver, or cause to be made, executed, and delivered, any additional documents that may be reasonably necessary or desirable to effectuate the terms of this MOU.

The parties are signing this MOU as of the date stated in the introductory clause.

HANCOCK RESCUE SQUAD

---

Chief

---

President

BOARD OF COUNTY  
COMMISSIONERS OF  
WASHINGTON COUNTY,  
MARYLAND

---

John F. Barr, President

Approved for legal sufficiency:

---

Zachary Kieffer, County Attorney



---

**Open Session Agenda Item**

**SUBJECT:** Recommendation to hire Director, Planning & Zoning

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Chip Rose, Director of Human Resources.

**RECOMMENDED MOTION:** Staff is seeking approval to extend an offer to Alyssa Sebatto for position #139, Director, Planning & Zoning.

**REPORT-IN-BRIEF:** The offer is for Grade 18, Step 14 (\$61.95 /hour or \$128,856). Her anticipated start date will be June 22, 2026.

**DISCUSSION:** The offer is for Grade 18, Step 14 (\$61.95 /hour or \$128,856). Her anticipated start date will be June 22, 2026.

**FISCAL IMPACT:** This is a budgeted position.

**CONCURRENCES:** Michelle Gordon, County Administrator

**ATTACHMENTS:** N/A



---

**Open Session Item**

**SUBJECT:** Washington County Gaming Commission Reappointment

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Dawn Marcus, County Clerk

**RECOMMENDATION:** Staff requests a motion to re-appoint Selena Wilkes to serve a second, two-year term from January 31, 2026, through January 31, 2028, on the Washington County Gaming Commission.

**REPORT-IN-BRIEF:** The Gaming Commission is comprised of seven members: three appointed by the County Commissioners, one appointed by the Chair of the Washington County Delegation, one appointed by the State Senator whose districts are within or include part of Washington County, one representing the County's restaurants, taverns, and the alcoholic beverages industry (appointed by the House and Senate delegations), and one from the Washington County Clubs Association (appointed by the House and Senate delegations). The Commission meets approximately six times per year, and members must generally be available to review gaming fund applications and attend workshops/hearings during the months of June and July.

**DISCUSSION:** N/A

**FISCAL IMPACT:** No fiscal impact, this is a not a paid Board.

**CONCURRENCES:** Washington County Gaming Commission

**ATTACHMENTS:** N/A



---

Open Session Item

**SUBJECT:** Williamsport Library Replacement – Letter of Commitment

**PRESENTATION DATE:** April 28, 2026

**PRESENTATION BY:** Kelcee Mace, Chief Financial Officer; Jenny L. Bakos, Library Executive Director

**RECOMMENDED MOTION:** Motion to approve the letter of commitment for the Williamsport Library replacement project as presented.

**REPORT-IN-BRIEF:** The Washington County Free Library is requesting a letter of commitment for a grant application for the Williamsport Library replacement project.

**DISCUSSION:** The Washington County Free Library is applying for grant funding from the Maryland State Library for the Williamsport Library replacement project. This project is in the current CIP plan for FY27-FY30. The project total is \$21,943,060, with the County contributing a total of \$4,489,060. The County contribution scheduled for FY27 is \$402,000 and for FY28 is \$671,000.

**FISCAL IMPACT:** \$4,489,060

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Draft Letter of Commitment

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



BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY, MARYLAND

April 28, 2026

Maryland State Library  
Attn: Morgan Miller, Maryland State Librarian  
25 S. Charles Street, Suite 1310  
Baltimore, Maryland 21201

Re: **Williamsport Library**

Dear Ms. Miller:

Washington County Board of County Commissioners hereby confirms our FY28 commitment of at least \$671,000 for the design of the new Williamsport Library. The County funds will be used for the first phase of construction, as well as drafting the Project Development and Construction Schedules.

The total project estimate sits at \$21,943,060. Additionally, the County intends to provide a total of at least \$4,489,060.00 for all phases of this project.

We thank you for your agency's support in the endeavor and look forward to a new Williamsport Library for community members to enjoy.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

By: \_\_\_\_\_  
John F. Barr, President