



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

August 11, 2026

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*
APPROVAL OF MINUTES: *July 21, 2026*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:20 AM STAFF COMMENTS
- 9:25 AM 1. MARYLAND ECONOMIC DEVELOPMENT CORPORATION (MEDCO)
INCENTIVE PROGRAM: RISE – REGIONAL INSTITUTION STRATEGIC
ENTERPRISE ZONE PROGRAM; DESIGNATION OF DBED AS PUBLIC POINT-
OF-CONTACT
Jonathan Horowitz, Director, Business and Economic Development
- 9:30 AM 2. WASHINGTON COUNTY GAMING COMMISSION'S ANNUAL REPORT
AND FISCAL YEAR 2026 GAMING FUND ALLOCATION ANNOUNCEMENT
*Carsten Ahrens, Senior Grant Manager, Grant Management; Matthew Schnebly,
Chair, Washington County Gaming Commission*
- 9:40 AM 3. DEPARTMENT OF SOCIAL SERVICES CHILD SUPPORT ENFORCEMENT
GRANT FOR FY27
*Lt. Benjamin Jones, Washington County Sheriff's Office; Carsten Ahrens, Senior Grant
Manager, Grant Management*
- 9:45 AM 4. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0198)
LASERFICHE RENEWAL AGREEMENT FOR INFORMATION TECHNOLOGY
*Brandi Kentner, Director, Procurement; Josh O'Neal, Chief Technical Officer,
Information Technology*
5. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0344)
SECURITY UPGRADES AT MULTIPLE WASHINGTON COUNTY LOCATIONS
*Brandi Kentner, Director, Procurement; Josh O'Neal, Chief Technical Officer,
Information Technology*

- 9:50 AM 6. CONTRACT AWARD (PUR-1788) BLACK ROCK GOLF COURSE TRAINING CENTER
Brandi Kentner, Director, Procurement; Andrew Eshleman, Director, Public Works
7. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-26-0348) – TENNIS COURT RESURFACING FOR FIVE (5) WASHINGTON COUNTY LOCATIONS
Brandi Kentner, Director, Procurement; Andrew Eshleman, Director, Public Works
- 9:55 AM 8. FEDERAL LITTLE LEAGUE GRANT AGREEMENT
Todd Moser, Real Property Administrator, Engineering; Andrew Eshleman, Director, Public Works
- 10:00 AM 9. CONSTRUCTION BID AWARD – WESTERN SECTION HIGHWAY DEPARTMENT FUEL CENTER
Scott Hobbs Director, Engineering
- 10:05 AM 10. CONSTRUCTION BID AWARD – CURB AND SIDEWALK CONSTRUCTION AT VARIOUS LOCATIONS
Scott Hobbs, Director, Engineering
- 10:10 AM 11. ABANDONMENT AND QUITCLAIM OF RIGHT OF WAY
Todd Moser, Real Property Administrator, Engineering
- 10:15 AM 12. FORT RITCHIE WELL HOUSES, WATER LINES, AND EASEMENTS
Todd Moser, Real Property Administrator, Engineering; Dave Mason Interim Director, Environmental Management
- 10:20 AM 13. CIP BUDGET TRANSFER – DEPARTMENT OF WATER QUALITY
David Mason, Interim Director, Environmental Management
- 10:25 AM 14. RECOMMENDATION TO RELOCATE THE IT TRAINING SPECIALIST TO BUDGET AND FINANCE
Chip Rose, Director, Human Resources
- 10:30 AM 15. MUTUAL AID MOU WITH JEFFERSON COUNTY, WEST VIRGINIA
Zachary Kieffer, County Attorney
- 10:35 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.*
- *Discuss personnel changes in County department*

To consider the acquisition of real property for a public purpose. (3) Open session discussion would disclose County negotiation strategy and weaken bargaining position.

- *Potential acquisition of real property.*

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

- *Legal advice pertaining to a County contract*
- *Legal advice pertaining to a County contract.*
- *Legal advice pertaining to a County legal matter.)*

11:30 AM RECONVENE IN OPEN SESSION FOR POTENTIAL ACTION ON CLOSED SESSION PERSONNEL ITEM

ADJOURNMENT

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

You may also contact each Commissioner individually at:

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

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

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

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

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

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



Agenda Report Form

Open Session Item

SUBJECT: Maryland Economic Development Corporation (MEDCO) incentive program: RISE – Regional Institution Strategic Enterprise Zone Program; Designation of DBED as public Point-of-Contact

PRESENTATION DATE: Tuesday, August 11, 2026

PRESENTATION BY: Jonathan Horowitz, Director; The Department of Business and Economic Development

RECOMMENDATION: Authorize DBED to serve as the Washington County, MD RISE zone point of contact.

REPORT-IN-BRIEF: DBED is seeking Board support to serve as the County's point of contact for a new economic development business attraction incentive issued by MEDCO.

DISCUSSION: An incentive program was recently transferred from Maryland Department of Commerce to the Maryland Economic Development Corporation (MEDCO). The Regional Institution Strategic Enterprise Zone Program (RISE) is a place based economic development attraction tool which provides enhanced biotech investor tax credits, state business filing fee waivers, priority consideration for the Build our Futures Grant program, and connection to a business concierge service provider. The program must be anchored to an educational institution which is MHEC certified by the State. HCC has agreed to serve as the anchor educational institution and has submitted the application to be identified as such. I have discussed this program and its associated impacts with Dr. Klauber, Greg Snook, and Andy Serafini. HCC is willing to serve as the anchor institution but is not willing to take on any administrative or operational burden. That burden amounts to serving as the point of contact for interested clients. I am seeking BOCC authorization to officially be listed as that point of contact for this newly identified RISE zone in Washington County, MD. Further operations and responsibilities of this program will rest with MEDCO and their staff.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: Decline to authorize DBED to serve as the point of contact for this incentive program.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Washington County Gaming Commission's Annual Report and Fiscal Year 2026 Gaming Fund Allocation Announcement

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Carsten Ahrens, Senior Grant Manager, Office of Grant Management; Matthew Schnebly, Chair, Washington County Gaming Commission

RECOMMENDED MOTION: This presentation is for informational purposes only. No motion or action is requested.

REPORT-IN-BRIEF: The Washington County Gaming Commission wishes to present their annual report to the Board of County Commissioners and to announce the Commission's fiscal year 2026 funding decisions. In fiscal year 2026, the Gaming Commission had available \$2,367,846.22 for distribution to local charitable organizations and the Volunteer Fire & Rescue Association. This figure reflects a increase in revenues of \$20,437.33 when compared to the previous fiscal year. In accordance with State Statute, 50% of the funding received is allocated to the Washington County Volunteer Fire & Rescue Association and the remaining has been allocated to charitable organizations in Washington County. In addition, an unused allocation from the 2025 cycle in the amount of \$1,850 was added to the charitable organization disbursement for the 2026 cycle.

DISCUSSION: In April, the Gaming Commission received 89 funding applications from 74 charitable organizations. The total amount of funding requested from those applications was \$3,025,527.41. The applications were reviewed and considered by each Commissioner. After review, group deliberations and a gaming hearing in June, the Gaming Commission determined appropriate funding allocations based on the published and approved "Guidelines for Distribution of Gaming Funds" which is consistent with the State Statute governing the distribution of such funds.

FISCAL IMPACT: There is no fiscal impact to the Washington County general fund.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Funding Allocation Press Release (to be provided during presentation).

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Department of Social Services Child Support Enforcement Grant for FY27

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Lt Benjamin Jones, Washington County Sheriff's Office and Carsten Ahrens, Senior Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the application for and acceptance of funding as awarded for the Department of Social Services Child Support Enforcement Grant FY27 in the amount of \$648,171 or as awarded.

REPORT-IN-BRIEF: The Department of Social Services Child Support Enforcement Grant is used to cover the cost of salaries, fringe benefits and associated needs for the Sheriff's office personnel assigned to child support enforcement.

DISCUSSION: The child support enforcement unit is comprised of sworn and non-sworn personnel who carry out the service of child support summons and warrant services, along with providing direct assistance to the local Washington County Department of Social Services child support unit. This state grant has been a recurring funding mechanism that has been utilized by the Sheriff's office to offset the cost associated with the agency members assigned to the child support enforcement unit.

This grant reimburses 66% for all allowable expenditures under Title IV-D of the Social Security Act federal funds less the DHS Administrative fee of 1/9th of the local share of operating costs.

FISCAL IMPACT: Will provide \$648,171 to partially reimburse the expenses incurred by the Washington County Sheriff's Office associated with child support enforcement.

CONCURRENCES: Maria Kramer, Director, Office of Grant Management

ALTERNATIVES: Deny approval for application.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-25-0198) Laserfiche Renewal Agreement for Information Technology

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director of Procurement; Josh O'Neal, Chief Technical Officer, Information Technology

RECOMMENDATION: Move to authorize by Resolution, the approval for Information Technology to enter into a one (1) year Laserfiche support and subscription renewal Agreement for the total sum of \$78,795.52 from MCCI of Tallahassee, FL. based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) RFP #01-162, this is also contingent upon the final approval and signature of the renewal agreement by the County Attorney and the President of the Board of County Commissioners.

REPORT-IN-BRIEF: The agreement covers various types of annual Laserfiche support and subscription. The Laserfiche platform has allowed for our manual processes to be streamlined into an elegant digital workflow which has increased accessibility and searchability and has eliminated the paper trail. Using digital forms to standardize processes saves time on printing documents and maintaining hard copies. The system keeps a log for every task that shows what was done, who did it, and when it was done, which provides better transparency.

Section 106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000, a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be made by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justification for the arrangement.

The County will benefit from the direct cost savings in the purchase of these services because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid. Acquisition of the computers by utilizing the Omnia contract and eliminating our county's bid process would result in administrative and cost savings for the Department of Information Technologies and the Purchasing Department in preparing specifications.

FISCAL IMPACT: Funds are budgeted in the department's account 515180-10-11000.

CONCURRENCES: Josh O'Neal, Chief Technical Officer

ATTACHMENTS: MCCI's quote dated 7/20/26

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0198] Laserfiche Renewal Agreement for Information Technology)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the “Public Local Laws”), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the “Board”), “may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract.”

Subsection (c) of § 1-106.3 provides that “A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement.”

The Information Technology Department seeks to enter into a one (1) year Laserfiche support and subscription renewal Agreement for the total sum of \$78,795.52 from MCCI of Tallahassee, Florida, based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) RFP #01-162.

Eliminating the County’s bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Information Technology Department is hereby authorized to enter into a one (1) year Laserfiche support and subscription renewal Agreement for the total sum of \$78,795.52 from MCCI of Tallahassee, Florida, based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) RFP #01-162.

Adopted and effective this ____ day of August, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

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

PRICING: LASERFICHE



3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Bill to: Joshua O'Neal
joneal@Washco-Md.Net

Ship to: David Elliott
delliott@washco-md.net

cc AP Contact: crepp@washco-md.net

Client Name: Washington County

Quote Date: July 20, 2026

Client Address: 100 West Washington Street, Hagerstown, MD 21740

Quote Number: 42947

Support Period: 10/01/2026 - 09/30/2027

Order Type: Laserfiche System Support

<i>Product Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>OMNIA - NCPA 01-162</i>	<i>Annual Total</i>
<u>LASERFICHE ANNUAL SOFTWARE SUPPORT - BASIC</u>				
☒ Laserfiche Rio Records Management Edition Named Full User (100-199 Users)	176	\$214.78	\$193.30	\$34,020.36
☒ Laserfiche Rio Forms Professional (100-199 Users)	176	\$19.53	\$17.57	\$3,092.76
☒ Laserfiche Rio Connector (100-199 Users)	176	\$9.77	\$8.79	\$1,547.25
☒ Laserfiche Rio Pilot Public Portal	1	\$6,063.75	\$5,457.38	\$5,457.38
☒ Laserfiche Rio Forms Portal	2	\$1,939.19	\$1,745.27	\$3,490.54
☒ Laserfiche Rio SDK	1	\$909.57	\$818.61	\$818.61
☒ Laserfiche Rio Quick Fields Core	1	\$1,212.75	\$1,091.48	\$1,091.48
☒ Laserfiche Rio Quick Fields Agent	1	\$2,425.50	\$2,182.95	\$2,182.95
☒ Laserfiche Rio Import Agent	1	\$363.83	\$327.44	\$327.44
☒ Laserfiche Rio ScanConnect (Legacy)	3	\$40.02	\$36.02	\$108.05
<i>Laserfiche Annual Recurring Software Support Subtotal</i>				<i>\$52,136.82</i>
<u>LASERFICHE ANNUAL SUBSCRIPTION - BASIC</u>				
☒ Laserfiche Participant User Subscription (200-499 Users)	287	\$58.00	\$55.10	\$15,813.70
<i>Laserfiche Annual Recurring Subscription Subtotal</i>				<i>\$15,813.70</i>
<u>MCCI SUPPLEMENTAL SUPPORT SERVICES SUBSCRIPTION</u>				
☒ MCCI Process Administration Support Services for Laserfiche (MPASS) <i>Client needs are estimated based on the current components provided herein: up to 20 hours that will expire at the end of your renewal term.</i>	1	\$3,780.00	\$3,780.00	\$3,780.00
☒ MCCI SLA for Laserfiche (125-249 Users)	1	\$7,850.00	\$7,065.00	\$7,065.00
<i>MCCI Supplemental Support Services Annual Recurring Subscription Subtotal</i>				<i>\$10,845.00</i>
GRAND TOTAL - RECURRING ANNUAL SUPPORT/SUBSCRIPTION				<i>\$78,795.52</i>

TOTAL SUPPORT COST

\$78,795.52





Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-26-0344) Security Updates at Multiple Washington County Locations

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Procurement, Director; Josh O'Neal, Chief Technical Officer, Information Technology

RECOMMENDED MOTION: Move to authorize by Resolution, for the Washington County Department of Information Technologies to purchase and have installed various hardware and software components to allow for multiple security upgrades at multiple County locations from Skyline Technology Solutions of Glen Burnie, MD in the total amount of \$214,701.80 and to utilize another jurisdiction's contract that was awarded by the Carroll County Public Network (CCPN) contract (#49-F-1-24/25) November 13, 2024.

REPORT-IN-BRIEF: This upgrade will focus on replacing critical hardware that is no longer reliable, and for which spare parts cannot be obtained. In addition, the upgrade will afford the County a higher level of security due to the support of more modern encryption technologies."

Locations to include:

- \$99,092.63 - Admin. Complex
- \$26,024.86 - County Office Building
- \$8,426.85 - County Transit Center
- \$1,756.65 - Highway Central
- \$1,294.99 - Highway East
- \$6,651.88 - Highway South
- \$18,715.82 - Public Training Center
- \$6,876.22 - Ag Center
- \$45,861.90 – Conococheague WWTP

The Code of the Public Laws of Washington County, Maryland §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this security equipment in accordance with the Code referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from direct cost savings in the purchase of this security equipment set because of the economies of scale this contract has leveraged. Acquisition of this security equipment set by utilizing the Carroll County Public Network (CCPN) contract and eliminating our county's bid process would result in administrative efficiencies and cost savings for the Washington County Circuit Court and Purchasing Department. I am confident that any bid received as a result of an independent County solicitation would exceed the spending savings that the Carroll County Public Network (CCPN) contract provides through this agreement.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in account 600600-30-11000-COM033 Security Infrastructure

CONCURRENCES: Josh O'Neal, Chief Technical Officer

ALTERNATIVES: N/A

ATTACHMENTS: Skyline Quotes #QUO-10999, 11000,11001,11002,11003,11004,11005,11006 and 11007, all dated 7/22/26.

AUDIO/VISUAL NEEDS: N/A

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0344] Security Updates at Multiple County Locations)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Department of Information Technologies seeks to purchase and have installed various hardware and software components to allow for multiple security upgrades at multiple County locations from Skyline Technology Solutions of Glen Burnie, Maryland, in the total amount of \$214,701.80, and to utilize another jurisdiction's contract that was awarded by the Carroll County Public Network (CCPN) (contract #49-F-24/25) dated November 13, 2024.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Department of Information Technologies is hereby authorized to purchase and have installed various hardware and software components to allow for multiple security upgrades at multiple County locations from Skyline Technology Solutions of Glen Burnie, Maryland, in the total amount of \$214,701.80, and to utilize another jurisdiction's contract that was awarded by the Carroll County Public Network (CCPN) (contract #49-F-24/25) dated November 13, 2024.

Adopted and effective this ____ day of August, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

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

Bill to:

Washington County Government
100 West Washington Street
Suite 2500
Hagerstown, Maryland 21740

Location:

Washington County Government
100 W Washington St
Room 334
Hagerstown, Maryland 21740

Quote

Date: 07-22-2026
Expiration Date: 08-21-2026
Quote NO: QUO-10999
Revision ID: 1
Demand NO: DMND0013951
Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	WashCo Admin Complex Access Control Upgrade	Origin

SECTION 1: STATEMENT OF WORK

1. Statement of Work

1. Skyline Technology Solutions is pleased to provide Washington County Government with a quote for the Access Control Upgrade located at Admin Complex 100 W. Washington Street. Skyline Technology Solutions will complete the following Scope of Work based on site survey & attached floor plan performed on 4/29/2026.
2. *System Overview*
 1. Skyline will upgrade the access control system at the Washington County Admin Complex.

2. Scope of Work

1. *Cabling*
 1. Provide, Install, Terminate, and Test (8) Access Control cables.
2. *Access Control System*
 1. **Admin Basement:**
 1. Skyline will remove (3) existing HID Vertex Boards.
 1. Skyline will remove (2) existing card readers.
 2. Skyline will re-use existing Genetec Panels to install new Genetec Boards.
 3. Skyline will provide, configure, and install (1) MP1502.
 4. Skyline will provide, configure and install (2) New HID Signo Readers.
 2. **Admin 1st Floor:**
 1. Skyline will remove (16) existing HID Vertex Boards.
 2. Skyline will remove (24) existing card readers.
 3. Skyline will remove (3) Aiphone Intercoms
 4. Skyline will remove (3) Master Stations
 5. Skyline will re-use existing Genetec Panels to install new Genetec Boards.
 6. Skyline will provide, configure, and install (1) MP1502
 7. Skyline will provide, configure, and install (14) MR52.
 8. Skyline will provide, configure, and install (1) Axis Network Relay for intercom door unlocks.
 9. Skyline will provide, configure, and install (26) new signo card readers.
 10. Skyline will provide, configure, and install (3) Axis A8207-VE Intercoms to replace existing Aiphone intercom.
 1. Stairwell Entrance Axis Intercom will be configured as Card reader & Intercom for that door.
 1. Commissioner Office Axis Intercom will be configured as Card reader & Intercom for

that door.

2. Admin Office Entrance Intercom will serve as intercom only.

11. Skyline will provide, configure, and install (3) 2N Master Stations to replace existing aiphone master stations.

3. **Admin 2nd Floor:**

1. Skyline will remove (4) existing HID Vertex Boards.
2. Skyline will use existing Altronix Panel to splice (5) 2nd floor readers and extend cables to new IDF location RM 2500.
3. Skyline will remove (5) existing card readers.
4. Skyline will provide, configure, and install (5) HID Signo card readers.
5. Skyline will provide, configure, and install (1) Life Safety FPO150-B100C8D8E4M
6. Skyline will provide, configure, and install (1) MP1502
7. Skyline will provide, configure, and install (2) MR52.

4. **Admin 2nd – Two:**

1. Skyline will remove (2) existing HID Vertex Boards.
2. Skyline will remove (4) existing card readers.
3. Skyline will re-use existing Genetec Panels to install new Genetec Boards.
4. Skyline will provide, configure, and install (1) MP1502.
5. Skyline will provide, configure, and install (1) MR52
6. Skyline will provide, configure and install (4) New HID Signo Readers.

5. **Admin 2nd – 911:**

1. Skyline will remove (8) existing HID Vertex Boards.
2. Skyline will remove (11) existing card readers.
3. Skyline will remove (6) Existing Strikes from doors throughout 911 center.
4. Skyline will re-use existing Genetec Panels to install new Genetec Boards.
5. Skyline will provide, configure, and install (1) MP1502.
6. Skyline will provide, configure, and install (7) MR52
7. Skyline will provide, configure and install (11) New HID Signo Readers.
8. Skyline will provide, configure, and install (6) New HES1500 Strikes.

6. **Admin 3rd Floor:**

1. Skyline will remove (4) existing HID Vertex Boards.
2. Skyline will cut, splice, and extend both stairwell doors and door 3302 Entrance and run cables back to 3rd floor IDF.
3. Skyline will remove (8) existing card readers.
4. Skyline will provide, configure, and install (8) HID Signo card readers.
5. Skyline will re-use existing Genetec Panels to install new Genetec Boards.
6. Skyline will provide, configure, and install (1) MP1502
7. Skyline will provide, configure, and install (3) MR52.

7. **Admin Basement 2**

1. Skyline will replace (2) Pakring Lot Long Range Readers.
2. Skyline will remove (1) existing HID Vertex board.
3. Skyline will provide, configure, and install (1) MP1502 in existing life safety panel.

3. **Assumptions**

1. *General*

1. All work will be performed during normal business hours of 7am - 5pm.
2. Access to a free and clear workspace will be granted by the customer.
3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.

4. Skyline will communicate floor outages with Damien.
5. Any Extra materials or parts will be delivered to Damien.
2. ***Cabling By Skyline***
 1. All cable pathways are accessible.
 2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
 3. Core holes are excluded from proposal except when stated in the Scope of Work.
 4. Low-voltage boxes, string, and conduit are excluded from proposal except when stated in the Scope of Work.
 5. Exterior wiremold or surface mount raceway is excluded from proposal except when stated in the Scope of Work.
 6. The existing underground conduit pathway to be utilized for this installation is assumed to be viable, unobstructed, and capable of being traversed. Conduits which are found to be non-viable or obstructed will not be utilized by Skyline unless they are repaired or replaced by others or repaired or replaced by Skyline by means of an approved change order.
 7. Price assumes new Axis intercoms will re-use existing cat6 cable.
3. ***Access Control***
 1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
 2. All doors will be tested with the customer at the time of project completion.
 3. Skyline will have remote access before, during, and after installation.
 4. Price does not include cardholder data entry.
 5. Each access-controlled door will provide secure, controlled entry and unimpeded exit. For ingress, presenting a valid credential to the reader will electronically unlock the door for authorized access. For egress, a Request-to-Exit (REX) device will permit immediate exit using the interior hardware. To ensure security and life safety during a power failure, the door will fail secure: the exterior will remain locked, requiring a mechanical key for entry, while the interior will always allow for free egress.
4. **Provided by Others**
 1. (1) dedicated 110VAC Receptacle will be provided at 2nd Floor admin IDF location for Equipment Power.
 1. 8'x 4' fire-rated plywood mounted in the telecommunications room.
 2. All Necessary Servers and Workstations.
 3. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.
5. **Training**
 1. Training is not included in this quote.
6. **Drawings & Submittals**
 1. Submittals are not included in this quote.
 1. As-Built drawings are not included in this quote.
7. **Standard Practices**
 1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
 1. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
 2. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
 3. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.

4. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
5. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



SECTION 3: SUMMARY

Return POs by email to contracts@skylinenet.net.

Please include the following on your PO:

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	\$38,545.08
Materials Subtotal	\$60,547.55
QUOTE TOTAL	\$99,092.63

**Bill to:**

Washington County Government
100 West Washington Street
Suite 2500
Hagerstown, Maryland 21740

Location:

Washington County Government
33/35 West Washington Street
,

Quote

Date: 07-22-2026
Expiration Date: 08-21-2026
Quote NO: QUO-11000
Revision ID: 1
Demand NO: DMND0013952
Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	WashCo County Office Access Control Upgrade	Origin

SECTION 1: STATEMENT OF WORK

1. **Statement of Work**

1. Skyline Technology Solutions is pleased to provide Washington County with a quote for access control located at Washington County Office Building (35 W Washington St, Hagerstown, MD 21740). Skyline Technology Solutions will complete the following Scope of Work based on site survey & customer-provided drawings performed on 4/29/2026.
2. *System Overview*
 1. Skyline will remove old HID boards & readers and replace with Mercury boards & Signo readers

2. **Award Pricing**

1. Upon contract award, a refreshed quote reflecting current market conditions will be provided before final order placement.

3. **Scope of Work**

1. *Access Control System*
1. *3rd Floor*
 1. *Test and label all doors for operation before starting.*
 2. Provide, Install, Configure (1) FPO150 Life Safety enclosure onto customer provided plywood.
 3. Provide, Install, Configure (1) MP 1502.
 1. Customer will install cat cable for MP 1502 board.
 4. Provide, Install, Configure (1) MR52.
 5. Pull cables back up to the 3rd floor for (3) doors from the 1st floor.
 1. SA Rear Door HID
 2. SA Main Door HID
 3. SA Main Door Strike
 6. Pull cables back up to the 3rd floor for (1) door from the 2nd floor.
 1. (3rd Floor IT closet door)
 7. Re wire door cables onto new boards.
 8. Replace all readers on 3rd floor with (4) signo 40's
 9. Test all doors for operation on 3rd floor.

2. 2nd Floor

1. Test and label all doors for operation before starting.
2. Remove existing HID boards.
3. Provide, Install, Configure (1) MP 1502.
4. Rewire cables onto new boards.
5. Replace all readers on 2nd floor with (2) signo 40's.
6. Test all doors for operation on 2nd floor.

3. 2nd Floor IT Training Room

1. Test door for operation.
2. Remove existing HID board.
3. Provide, Install, Configure (1) MP1502.
4. Rewire cables onto new board.
5. Replace reader at IT training room door with signo 40
6. Test door for operation.

4. 1st Floor

1. Test and label all doors for operation before starting.
2. Leave HID boards functional and suspend while moving other enclosure.
3. Move existing enclosure with cloud link and MP 1502 up on the wall.
4. Provide, Install, Configure (1) enclosure below the other one.
5. Provide Install, Configure (5) MR52's.
6. Rewire cables onto new boards.
7. Replace all readers on 1st floor with (11) signo 20's & 40's
 1. (Don't replace back door card reader).
8. Test all doors for operation on 1st floor.

4. **Assumptions**

1. *General*

1. All work will be performed during normal business hours of 7am - 5pm.
2. Access to a free and clear workspace will be granted by the customer.
3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.
4. Washington County will enroll skyline employee's badges to system to ensure operation of the doors as readers are replaced or will provide a badge for testing.
5. **Washington County will take care of any programming. (Genetec programming and site creation of new doors)**

2. *Cabling By Skyline*

1. All cable pathways are accessible.
2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
3. Core holes are excluded from proposal except when stated in the Scope of Work.
4. Low-voltage boxes, string, and conduit are excluded from proposal except when stated in the Scope of Work.
5. Exterior wiremold or surface mount raceway is excluded from proposal except when stated in the Scope of Work.

3. *Cabling By Others*

1. Cabling will be installed per the National Electrical Code® (NFPA standard 70-1999 or current).
2. Cabling will comply with all local codes and regulations (including permitting).
3. Cabling will be properly supported to building structures.
4. Cabling will not be attached to or share a conduit with anything associated with Fire and Safety

systems.

5. Cabling will be installed at least 8" away from any lighting and electrical equipment.
 6. Cabling will be free of any physical damage.
 7. Cabling will be installed point to point with all penetrations, sleeves, and fire-stopping.
 8. Cabling will be installed in accordance with the manufacturer's recommendations and limitations.
 9. Cabling will be tested and certified.
 10. Costs associated with improperly installed cable, improper engineering and/or exceeding cable distance limitations is not provided for.
 11. Any non-compliance and/or delays caused will need to be addressed on a Time & Materials basis at prevailing rates.
 12. All materials and labor provided by others are not covered under the Skyline warranty.
 13. Skyline cannot guarantee the integrity of the existing cables to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cables by means of an approved Change Order.
4. **Access Control**
1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
 2. All doors will be tested with the customer at the time of project completion.
 3. Skyline will have remote access before, during, and after installation.
 4. Price does not include cardholder data entry.
 5. Each access-controlled door will provide secure, controlled entry and unimpeded exit. For ingress, presenting a valid credential to the reader will electronically unlock the door for authorized access. For egress, a Request-to-Exit (REX) device will permit immediate exit using the interior hardware. To ensure security and life safety during a power failure, the door will fail secure: the exterior will remain locked, requiring a mechanical key for entry, while the interior will always allow for free egress.
5. **Provided by Others**
1. (1) dedicated 110VAC Quad Receptacle will be provided at (3rd flr) location for Equipment Power.
 2. 8'x 4' fire-rated plywood mounted in the telecommunications room.
 3. (1) Non-POE Network ports.
 4. All Necessary Servers and Workstations.
 5. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.
6. **Training**
1. Training is not included in this quote.
7. **Drawings & Submittals**
1. Submittals are not included in this quote.
 2. As-Built drawings are not included in this quote.
 3. Price includes initial architectural submittals after quote approval. Additional submittals beyond the initial submittals can be provided on a T&M basis.
 4. Price includes As-Built drawings to be provided at project close out. Additional CAD work beyond the initial As-Built and O&M manuals can be provided on a T&M basis.
 5. For AHJ (Authority Having Jurisdiction) Fire Marshal and life safety drawings, submittals, and permits provided by others. Fire alarm drawings and submittals will be provided on a T&M basis.

8. **Standard Practices**

1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



SECTION 3: SUMMARY

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Please include the following on your PO:

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	\$10,992.50
Materials Subtotal	\$15,032.36
QUOTE TOTAL	\$26,024.86

Bill to:

Washington County Government
100 West Washington Street
Suite 2500
Hagerstown, Maryland 21740

Location:

Washington County Government
135 West Franklin Street
,

Quote

Date: 07-22-2026
Expiration Date: 08-21-2026
Quote NO: QUO-11001
Revision ID: 1
Demand NO: DMND0013953
Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	WashCo Transit Access Control Upgrade	Origin

SECTION 1: STATEMENT OF WORK

1. **Statement of Work**

1. Skyline Technology Solutions is pleased to provide Washington County Transit with a quote for the Access Control Upgrade located at Transit Building. Skyline Technology Solutions will complete the following Scope of Work based on site survey & attached floor plan performed on 5/14/2026.
2. *System Overview*
 1. Skyline will remove existing HID Vertex Board and Card Readers.
 2. Skyline will provide, configure, and install New Genetec Control Boards and New Signo Readers.

1. **Award Pricing**

1. Upon contract award, a refreshed quote reflecting current market conditions will be provided before final order placement.

2. **Scope of Work**

1. *Cabling*
 1. Skyline will re-use existing cabling.
2. *Access Control System*
 1. Transit
 1. Skyline will remove (3) Existing HID Vertex Boards and Existing Life safety Panel.
 2. Skyline will provide, Configure, and install (1) Life Safety FPO150-B100C8D8E4M.
 3. Skyline will provide, configure, and install (1) MP1502
 4. Skyline will provide, configure, and install (2) MR52 Boards.
 5. Skyline will remove (3) existing HID card readers.
 6. Skyline will remove (2) Long range Card Readers.
 7. Skyline will provide, configure, and install (2) New HID Signo 40 Card Readers to replace Long Range Readers.
 8. Skyline will provide, configure, and install (3) Signo 20 Mullion Readers to replace (3) Existing Mullion Readers.

3. **Assumptions**

1. *General*

1. All work will be performed during normal business hours of 7am - 5pm.
2. Access to a free and clear workspace will be granted by the customer.
3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.

2. *Cabling By Skyline*

1. All cable pathways are accessible.
2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
3. Core holes are excluded from proposal except when stated in the Scope of Work.
4. Low-voltage boxes, string, and conduit are excluded from proposal except when stated in the Scope of Work.
5. Exterior wiremold or surface mount raceway is excluded from proposal except when stated in the Scope of Work.
6. The existing underground conduit pathway to be utilized for this installation is assumed to be viable, unobstructed, and capable of being traversed. Conduits which are found to be non-viable or obstructed will not be utilized by Skyline unless they are repaired or replaced by others or repaired or replaced by Skyline by means of an approved change order.
7. Price assumes all existing cabling is in full working order.

3. *Access Control*

1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
2. All doors will be tested with the customer at the time of project completion.
3. Skyline will have remote access before, during, and after installation.
4. Price does not include cardholder data entry.
5. Each access-controlled door will provide secure, controlled entry and unimpeded exit. For ingress, presenting a valid credential to the reader will electronically unlock the door for authorized access. For egress, a Request-to-Exit (REX) device will permit immediate exit using the interior hardware. To ensure security and life safety during a power failure, the door will fail secure: the exterior will remain locked, requiring a mechanical key for entry, while the interior will always allow for free egress.
6. Price assumes all existing access control hardware is in full working order.

4. **Provided by Others**

1. (1) dedicated 110VAC Quad Receptacle will be provided at Transit IDF location for Equipment Power.
2. 8'x 4' fire-rated plywood mounted in the telecommunications room.
3. (1) patch panel ports.
4. (1) Non-POE Network ports.
5. All Necessary Servers and Workstations.
6. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.

5. **Training**

1. Training is not included in this quote.

6. **Drawings & Submittals**

1. Submittals are not included in this quote.
2. As-Built drawings are not included in this quote.

7. **Standard Practices**

1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



SECTION 3: SUMMARY

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Please include the following on your PO:

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	\$3,406.80
Materials Subtotal	\$5,020.05
QUOTE TOTAL	\$8,426.85

**Bill to:**

Washington County Government
100 West Washington Street
Suite 2500
Hagerstown, Maryland 21740

Location:

Washington County Government
13230 Greensburg Rd Smithsburg
,

Quote

Date: 07-22-2026
Expiration Date: 08-21-2026
Quote NO: QUO-11003
Revision ID: 1
Demand NO: DMND0013955
Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	WashCo Highways East Access Control Upgrade	Origin

SECTION 1: STATEMENT OF WORK

1. Statement of Work

1. Skyline Technology Solutions is pleased to provide Washington County with a quote for access control located at Highways East (13230 Greensburg Rd Smithsburg, MD 21783). Skyline Technology Solutions will complete the following Scope of Work based on customer-provided pictures & attached Google Earth images performed on 5/14/2026.
2. *System Overview*
 1. Skyline will replace the card reader at the gate.

2. Award Pricing

1. Upon contract award, a refreshed quote reflecting current market conditions will be provided before final order placement.

3. Scope of Work

1. *Access Control System*
 1. *Test operation of gate with existing reader.*
 2. *Remove and replace the old card reader with new signo 40 keypad.*
 3. *Test operation of gate after card reader swapped.*

4. Assumptions

1. *General*
 1. **Enclosure key will be available at time of install. If a return trip results due to no access to the enclosure Skyline will issue a change order**
 2. All work will be performed during normal business hours of 7am - 5pm.
 3. Access to a free and clear workspace will be granted by the customer.
 4. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.
 5. Washington County will enroll skyline employee's badges to system to ensure operation of the doors as readers are replaced or will provide a badge for testing.
 6. Washington County will take care of any programming. (Genetec programming and site creation of new doors)
2. *Cabling By Skyline*

1. All cable pathways are accessible.
2. The existing underground conduit pathway to be utilized for this installation is assumed to be viable, unobstructed, and capable of being traversed. Conduits which are found to be non-viable or obstructed will not be utilized by Skyline unless they are repaired or replaced by others or repaired or replaced by Skyline by means of an approved change order.
3. **Cabling By Others**
 1. Cabling will be installed per the National Electrical Code® (NFPA standard 70-1999 or current).
 2. Cabling will comply with all local codes and regulations (including permitting).
 3. Cabling will be properly supported to building structures.
 4. Cabling will not be attached to or share a conduit with anything associated with Fire and Safety systems.
 5. Cabling will be installed at least 8" away from any lighting and electrical equipment.
 6. Cabling will be free of any physical damage.
 7. Cabling will be installed point to point with all penetrations, sleeves, and fire-stopping.
 8. Cabling will be installed in accordance with the manufacturer's recommendations and limitations.
 9. Cabling will be tested and certified.
 10. Costs associated with improperly installed cable, improper engineering and/or exceeding cable distance limitations is not provided for.
 11. Any non-compliance and/or delays caused will need to be addressed on a Time & Materials basis at prevailing rates.
 12. All materials and labor provided by others are not covered under the Skyline warranty.
 13. Skyline cannot guarantee the integrity of the existing cables to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cables by means of an approved Change Order.
4. **Access Control**
 1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
 2. All doors will be tested with the customer at the time of project completion.
 3. Skyline will have remote access before, during, and after installation.
 4. Price does not include cardholder data entry.
 5. Each access-controlled door will provide secure, controlled entry and unimpeded exit. For ingress, presenting a valid credential to the reader will electronically unlock the door for authorized access. For egress, a Request-to-Exit (REX) device will permit immediate exit using the interior hardware. To ensure security and life safety during a power failure, the door will fail secure: the exterior will remain locked, requiring a mechanical key for entry, while the interior will always allow for free egress.
5. **Provided by Others**
 1. All Necessary Servers and Workstations.
 2. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.
6. **Training**
 1. Training is not included in this quote.
7. **Drawings & Submittals**
 1. Submittals are not included in this quote.
 2. As-Built drawings are not included in this quote.
8. **Standard Practices**
 1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with

Industry testing procedures.

2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



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Please include the following on your PO:

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	\$821.24
Materials Subtotal	\$473.75
QUOTE TOTAL	\$1,294.99

Bill to:

Washington County Government
100 West Washington Street
Suite 2500
Hagerstown, Maryland 21740

Location:

Washington County Government
7313 Sharpsburg Pike

Quote

Date: 07-22-2026
Expiration Date: 08-21-2026
Quote NO: QUO-11005
Revision ID: 1
Demand NO: DMND0013957
Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	WashCo Ag Center Access Control Upgrade	Origin

SECTION 1: STATEMENT OF WORK

1. **Statement of Work**

1. Skyline Technology Solutions is pleased to provide Washington County with a quote for access control located at AG Center (7313 Sharpsburg Pike, Boonsboro, MD 21713). Skyline Technology Solutions will complete the following Scope of Work based on site survey & customer-provided drawings performed on 4/29/2026.
2. *System Overview*
 1. Skyline will replace HID boards with Mercury boards.

2. **Scope of Work**

1. *Access Control System*
 1. *Test existing Door's operation.*
 2. *Remove existing HID boards.*
 3. Reuse existing cat cables for cloud link and MP board.
 4. Provide, Configure, Install (1) Cloud Link
 5. Provide, Configure, Install (1) MP 1502
 6. Provide, Configure, Install (2) MR52's
 7. Rewire existing doors onto new mercury boards.
 8. Test door's operation.

3. **Assumptions**

1. *General*
 1. All work will be performed during normal business hours of 7am - 5pm.
 2. Access to a free and clear workspace will be granted by the customer.
 3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.
 4. Washington County will enroll skyline employee's badges to system to ensure operation of the doors as readers are replaced or will provide a badge for testing.
 5. **Washington County will take care of any programming. (Genetec programming and site creation**

of new doors)

2. *Cabling By Others*

1. Cabling will be installed per the National Electrical Code® (NFPA standard 70-1999 or current).
2. Cabling will comply with all local codes and regulations (including permitting).
3. Cabling will be properly supported to building structures.
4. Cabling will not be attached to or share a conduit with anything associated with Fire and Safety systems.
5. Cabling will be installed at least 8" away from any lighting and electrical equipment.
6. Cabling will be free of any physical damage.
7. Cabling will be installed point to point with all penetrations, sleeves, and fire-stopping.
8. Cabling will be installed in accordance with the manufacturer's recommendations and limitations.
9. Cabling will be tested and certified.
10. Costs associated with improperly installed cable, improper engineering and/or exceeding cable distance limitations is not provided for.
11. Any non-compliance and/or delays caused will need to be addressed on a Time & Materials basis at prevailing rates.
12. All materials and labor provided by others are not covered under the Skyline warranty.
13. Skyline cannot guarantee the integrity of the existing cables to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cables by means of an approved Change Order.

3. *Access Control*

1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
2. All doors will be tested with the customer at the time of project completion.
3. Skyline will have remote access before, during, and after installation.
4. Price does not include cardholder data entry.
5. Each access-controlled door will provide secure, controlled entry and unimpeded exit. For ingress, presenting a valid credential to the reader will electronically unlock the door for authorized access. For egress, a Request-to-Exit (REX) device will permit immediate exit using the interior hardware. To ensure security and life safety during a power failure, the door will fail secure: the exterior will remain locked, requiring a mechanical key for entry, while the interior will always allow for free egress.

4. Provided by Others

1. All Necessary Servers and Workstations.
2. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.

5. Training

1. Training is not included in this quote.

6. Drawings & Submittals

1. Submittals are not included in this quote.
2. As-Built drawings are not included in this quote.

7. Standard Practices

1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.

2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



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Please include the following on your PO:

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	\$2,874.34
Materials Subtotal	\$4,001.88
QUOTE TOTAL	\$6,876.22

Bill to:

Washington County Government
100 West Washington Street
Suite 2500
Hagerstown, Maryland 21740

Location:

Washington County Government
16232 Elliott Parkway
Williamsport, Maryland 21795

Quote

Date: 07-22-2026
Expiration Date: 08-21-2026
Quote NO: QUO-11007
Revision ID: 1
Demand NO: DMND0013959
Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	WashCo Conoccoheague Access Control Upgrade	Origin

SECTION 1: STATEMENT OF WORK

1. Statement of Work

1. Skyline Technology Solutions is pleased to provide Washington County with a quote for access control located at Washington County Water Quality Plant (16232 Elliott Pkwy, Williamsport, MD 21795). Skyline Technology Solutions will complete the following Scope of Work based on site survey & specs & attached Google Earth images performed on 4/29/2026.
2. System Overview
3. Skyline will remove old HID boards & readers and replace with Mercury boards & signo readers.

2. Award Pricing

1. Upon contract award, a refreshed quote reflecting current market conditions will be provided before final order placement.

3. Scope of Work

1. Access Control System
 1. Main Building
 1. Test and label all doors for operation before starting.
 2. Remove existing HID boards.
 3. Provide, Install, Configure (1) cloud link.
 4. Customer will install cat cable for MP 1502.
 5. Provide, Install, Configure (1) MP1502.
 6. Provide, Install, Configure (3) MR52's.
 7. Re wire door cables onto new boards.
 8. Replace all readers in Admin Building with (7) signo 40's and (1) signo 20.
 9. Replace lock on Director's door with new strike(HES 1500).
 10. Add single door maglock to front entrance door.
 11. Tone and locate cables already installed by county.
 12. Terminate front door cables.
 13. Test all doors for operation in Admin Building.
 2. Entrance Gate
 1. Test gate for operation before starting.
 2. Remove existing HID board.
 3. Provide, Install, Configure (1) MP1502.

4. Re wire door cables onto new boards.
5. Replace all readers on Gate pedestal (2) signo 40's.
6. Top reader will be a keypad reader.
7. Test readers and gate for operation.
3. Laboratory Building
 1. Test and label all doors for operation before starting.
 2. Remove existing HID boards.
 3. Provide, Install, Configure (1) MP1502.
 4. Provide, Install, Configure (2) MR52's.
 5. Re wire door cables onto new boards.
 6. Replace all readers in Laboratory Building with (5) signo 20's.
 7. Test all doors for operation in Admin Building.
4. Inventory Building
 1. Test and label all doors for operation before starting.
 2. Remove existing HID boards.
 3. Provide, Install, Configure (1) MP1502.
 4. Provide, Install, Configure (1) MR52.
 5. Re wire door cables onto new boards.
 6. Replace all readers in Inventory Building with (3) signo 20's.
 7. Test all doors for operation in Inventory Building.
5. Maintenance Building
 1. Test and label all doors for operation before starting.
 2. Remove existing HID boards.
 3. Provide, Install, Configure (1) MP1502.
 4. Provide, Install, Configure (3) MR52's.
 5. Re wire door cables onto new boards.
 6. Replace all readers in Maintenance Building with (7) signo 20's.
 7. Test all doors for operation in Maintenance Building.
6. Pump Building
 1. Test and label all doors for operation before starting.
 2. Remove existing HID boards.
 3. Provide, Install, Configure (1) MP1502.
 4. Provide, Install, Configure (1) MR52.
 5. Re wire door cables onto new boards.
 6. Replace all readers in Pump Building with (3) signo 20's.
 7. Test all doors for operation in Pump Building.
7. Truck Storage Building
 1. Test and label all doors for operation before starting.
 2. Remove existing HID boards.
 3. Provide, Install, Configure (1) MP1502.
 4. Re wire door cables onto new boards.
 5. Replace all readers in Truck Storage Building with (2) signo 20's.
 6. Test all doors for operation in Truck Storage Building.

4. Assumptions

1. General

1. All work will be performed during normal business hours of 7am - 5pm.
2. Access to a free and clear workspace will be granted by the customer.
3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.
4. Washington County will enroll skyline employee's badges to system to ensure operation of the doors as readers are replaced or will provide a badge for testing.

5. Washington County will take care of any programming. (Genetec programming and site creation of new doors)
2. **Cabling By Skyline**
 1. All cable pathways are accessible.
 2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
 3. Core holes are excluded from proposal except when stated in the Scope of Work.
 4. Low-voltage boxes, string, and conduit are excluded from proposal except when stated in the Scope of Work.
 5. Exterior wiremold or surface mount raceway is excluded from proposal except when stated in the Scope of Work.
3. **Cabling By Others**
 1. Cabling will be installed per the National Electrical Code® (NFPA standard 70-1999 or current).
 2. Cabling will comply with all local codes and regulations (including permitting).
 3. Cabling will be properly supported to building structures.
 4. Cabling will not be attached to or share a conduit with anything associated with Fire and Safety systems.
 5. Cabling will be installed at least 8" away from any lighting and electrical equipment.
 6. Cabling will be free of any physical damage.
 7. Cabling will be installed point to point with all penetrations, sleeves, and fire-stopping.
 8. Cabling will be installed in accordance with the manufacturer's recommendations and limitations.
 9. Cabling will be tested and certified.
 10. Costs associated with improperly installed cable, improper engineering and/or exceeding cable distance limitations is not provided for.
 11. Any non-compliance and/or delays caused will need to be addressed on a Time & Materials basis at prevailing rates.
 12. All materials and labor provided by others are not covered under the Skyline warranty.
 13. Skyline cannot guarantee the integrity of the existing cables to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cables by means of an approved Change Order.
4. **Access Control**
 1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
 2. All doors will be tested with the customer at the time of project completion.
 3. Skyline will have remote access before, during, and after installation.
 4. Price does not include cardholder data entry.
 5. Each access-controlled door will provide secure, controlled entry and unimpeded exit. For ingress, presenting a valid credential to the reader will electronically unlock the door for authorized access. For egress, a Request-to-Exit (REX) device will permit immediate exit using the interior hardware. To ensure security and life safety during a power failure, the door will fail secure: the exterior will remain locked, requiring a mechanical key for entry, while the interior will always allow for free egress.
5. **Provided by Others**
 1. (1) 15W POE Network ports.
 2. All Necessary Servers and Workstations.
 3. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.

6. Training

1. Training is not included in this quote.

7. Drawings & Submittals

1. Submittals are not included in this quote.
2. As-Built drawings are not included in this quote.

8. Standard Practices

1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



SECTION 3: SUMMARY

Return POs by email to contracts@skylinenet.net.

Please include the following on your PO:

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

Labor Subtotal	\$17,397.56
Materials Subtotal	\$28,464.34
QUOTE TOTAL	\$45,861.90



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1788) Black Rock Golf Course Training Center

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Procurement Director, and Andrew Eshleman, P.E., Division Director of Public Works

RECOMMENDED MOTION: Move to award the contract for the Black Rock Training Center to the responsive, responsible firm GRC General Contractors, of Zullinger, PA, with the lowest total bid amount of \$272,352 for the base bid and allowance no. 1 and to execute the referenced budget adjustment.

REPORT-IN-BRIEF: The project consists of constructing a new driving range canopy and masonry storage building. The work includes excavation and site work to install foundations, a steel driving range canopy, masonry storage building, site lighting and electrical work, plumbing and mechanical work, and concrete placement.

The Invitation to Bid was advertised on EUNA the County's online bidding website and on the State's "eMaryland Marketplace Advantage" website. Fifty (50) persons/companies registered/downloaded the bid document online, and Nineteen (19) firms were represented at the pre-proposal teleconference. Thirteen (13) bids were received.

DISCUSSION: The training center will provide year-round opportunities for community organizations, student athletes, and golfers of all ages to develop and sharpen their skills. This phase represents the largest and most significant portion of the overall project.

County staff have completed the site preparation, mass grading, and erosion and sediment control work, substantially reducing overall project costs. The remaining improvements not included in this bid award recommendation include construction of the putting and chipping greens, installation of fencing, paving, and procurement of driving range equipment.

The project is sponsored by the Washington County Public Golf Corporation (Black Rock Golf Board), which continues to actively raise funds to complete the remaining phases and fully realize the Training Center vision.

FISCAL IMPACT: Funds are budgeted in the capital improvement plan account 36-46010-BLD121 Black Rock Learning Center

A \$75,000 budget adjustment from 30-11900 LDI035 Sideling Hill Park and \$75,000 from 30-11900 LDI046 Hard Court Surfaces from project cost savings to BLD121 is requested to provide necessary funds to award the bid and to be used towards completing remaining project items.

CONCURRENCES: Washington County Public Golf Corporation, County Administrator, and Budget and Finance

ALTERNATIVES: Do not award bid and revise the full project scope

ATTACHMENTS: Bid Tabulation, project brochure, budget adjustment

AUDIO/VISUAL NEEDS: N/A

PUR-1788
Black Rock Golf Course Training Center

				GRC General Contractor, Inc. Zullinger, PA		Morgan-Keller (Morgan- Keller Construction) Frederick, MD		Callas Contractors, LLC Hagerstown, ,MD		Warner Construction Frederick, MD	
				Total Price	\$272,793.00	Total Price	\$303,738.00	Total Price	\$335,598.00	Total Price	\$343,650.00
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	Base Bid Lump Sum Price	1	LUMP SUM	\$267,352.00	\$267,352.00	\$297,509.00	\$297,509.00	\$329,100.00	\$329,100.00	\$337,900.00	\$337,900.00
2	Allowance No. 1 Contingency Allowance - Allowance: A quantity of work or dollar amount included in the Contract, established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order - \$5,000.00	1	LUMP SUM	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
3	Alternates: ADD/DEDUCT Alternate No 1: 10' High and 8' wide insulated sectional steel overhead door and building modifications in lieu of 10'x10' overhead door and track system	1	LUMP SUM	\$441.00	\$441.00	\$1,229.00	\$1,229.00	\$1,498.00	\$1,498.00	\$750.00	\$750.00

PUR-1788
Black Rock Golf Course Training Center

				Keller Brothers, Inc. Mount Airy, MD		Henley Construction Company, Inc. Gaithersburg, MD		Rowland & Company Hagerstown, MD		Reeses Home Improvement, Inc. Boonsboro, MD	
				Total Price	\$354,349.00	Total Price	\$366,550.00	Total Price	\$397,791.00	Total Price	\$398,000.00
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	Base Bid Lump Sum Price	1	LUMP SUM	\$348,599.00	\$348,599.00	\$362,000.00	\$362,000.00	\$388,291.00	\$388,291.00	\$390,000.00	\$390,000.00
2	Allowance No. 1 Contingency Allowance - Allowance: A quantity of work or dollar amount included in the Contract, established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order - \$5,000.00	1	LUMP SUM	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
3	Alternates: ADD/DEDUCT Alternate No 1: 10' High and 8' wide insulated sectional steel overhead door and building modifications in lieu of 10'x10' overhead door and track system	1	LUMP SUM	\$750.00	\$750.00	-\$450.00	-\$450.00	\$4,500.00	\$4,500.00	\$3,000.00	\$3,000.00

PUR-1788
Black Rock Golf Course Training Center

				LCW Construction (Lantz Construction Co. of Winchester) Winchester, VA		Contour Construction Frederick, MD		Janus Contractors, Inc. Greenbelt, MD		Mid Atlantic Contracting Woodbine, MD	
				Total Price	\$398,600.00	Total Price	\$402,285.00	Total Price	\$403,763.60	Total Price	\$577,096.00
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	Base Bid Lump Sum Price	1	LUMP SUM	\$392,500.00	\$392,500.00	\$397,685.00	\$397,685.00	\$396,070.00	\$396,070.00	\$564,896.00	\$564,896.00
2	Allowance No. 1 Contingency Allowance - Allowance: A quantity of work or dollar amount included in the Contract, established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order - \$5,000.00	1	LUMP SUM	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
3	Alternates: ADD/DEDUCT Alternate No 1: 10' High and 8' wide insulated sectional steel overhead door and building modifications in lieu of 10'x10' overhead door and track system	1	LUMP SUM	\$1,100.00	\$1,100.00	-\$400.00	-\$400.00	\$2,693.60	\$2,693.60	\$7,200.00	\$7,200.00

PUR-1788
Black Rock Golf Course Training Center

				County Welding, LLC Upper Marlboro, MD	
				Total Price	\$847,552.00
Line #	Description	QTY	UOM	Unit	Extended
1	Base Bid Lump Sum Price	1	LUMP SUM	\$838,444.00	\$838,444.00
2	Allowance No. 1 Contingency Allowance - Allowance: A quantity of work or dollar amount included in the Contract, established in lieu of additional requirements, used to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order - \$5,000.00	1	LUMP SUM	\$5,000.00	\$5,000.00
3	Alternates: ADD/DEDUCT Alternate No 1: 10' High and 8' wide insulated sectional steel overhead door and building modifications in lieu of 10'x10' overhead door and track system	1	LUMP SUM	\$4,108.00	\$4,108.00

<u>Line</u>	<u>Supplier</u>	<u>Notes</u>
3	Morgan-Keller Construction	Add

Donation Information

Please make your check payable to the "Washington County Public Golf Corporation" and deliver to:

Black Rock Golf Course, ATTN: Black Rock Training Center Donation,
20025 Mt. Aetna Rd., Hagerstown,
MD 21742

You can also scan the QR code to donate!



Sponsored by the Washington County Public Golf Corporation – a 501(c)(3) Charitable Organization

The Washington County Public Golf Corporation is proud to sponsor the development of a new Golf Training Center at the Black Rock Golf Course – 20025 Mt. Aetna Road, Hagerstown, MD. This state-of-the-art facility will feature:

- Covered & Open Driving Bays
- Short Game Area
- Synthetic Grass Putting & Chipping Greens

The Training Center will provide year-round opportunities for community organizations, student athletes, and golfers of all ages to develop and sharpen their skills. Your sponsorship is an opportunity to leave a lasting legacy that supports golf skill development for current and future generations at the Black Rock Golf Course. Thank you for investing in golf programming and development in our community.



EST. 1989
BLACK
GOLF **ROCK**
COURSE

Black Rock Golf Training Center

Sponsorship Levels

Hole in One Sponsor -
Facility Naming Rights
\$5,000+/yr

Eagle Sponsor -
Platinum Level -
Name displayed on signage
\$1,000+

Birdie Sponsor -
Gold Level -
Name displayed on signage
\$500+

Par Sponsor -
Silver Level
\$250+

Caddie Sponsor -
Bronze Level
\$10+



The Black Rock Golf Training Center will be comprised of a revised driving range and putting green:

The new covered driving range will provide year-round access for swing practice with minimal impacts from inclement weather.

The putting green, constructed with artificial turf, will allow golfers to refine their pre-shot routines and green reading skills in a controlled setting.



Washington County, Maryland

Budget Adjustment Form

Form | Routing

(?)

- ☒ Budget Amendment
☐ Budget Transfer

Fiscal Year

2027

BOCC Approval Date (if known)

MM/DD/YYYY

Deputy Director - Finance

Zane Garrett

signed by Garrett, Zane M.
8/5/2026, 7:56:25 AM

Preparer, if applicable

Amber Colbert

signed by Colbert, Amber
7/31/2026, 12:48:53 PM

Department Head Authorization

Sign

Division Director / Elected Official Authorization

Sign

Budget & Finance Director Approval

Sign

County Administrator Approval

Sign

County Commissioners Approval

Sign

☐ Click here to reorder rows

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-	
498710	30	11900	LDI035	0000 ▾	Capital Transfer - General	-75,000	×
599999	30	11900	LDI035	CNST ▾	Controllable Assets	-75,000	×
498710	30	11900	LDI046	0000 ▾	Capital Transfer - General	-75,000	×
599999	30	11900	LDI046	CNST ▾	Controllable Assets	-75,000	×
498710	36	46010	BLD121	0000 ▾	Capital Transfer - General	150,000	×
599999	36	46010	BLD121	CNST ▾	Controllable Assets	150,000	×

[Add another row](#)

Explain Budget Adjustment

LDI035 (Sideling Hill project) and LDI046 (Tennis court resurfacing) are expected to be completed under budget. Transferring remaining budgeted funds from both projects to BLD121 (Black Rock Learning Center project).



Agenda Report Form

SUBJECT: Intergovernmental Cooperative Purchase (INTG-26-0348) Tennis Court Resurfacing for Five (5) Washington County locations

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Brandi Kentner, CPPO, Director, Purchasing Department; Andrew Eshleman, Director, Public Works

RECOMMENDATION: Move to authorize by Resolution, for the Parks Department to purchase materials and services for the resurfacing of five (5) tennis courts throughout Washington County for the total amount of \$364,728.85, from Keystone Sports Construction, of Phoenixville, PA, and to utilize the cooperative contract that Edgemarket awarded, contract ECIN: (269EMCPS-22-004-CP-KSC).

REPORT-IN-BRIEF: The services include the sitework, preparation, supply, and installation of the Novacrylic color coat system for the repaving, reconstruction, and resurfacing of the tennis courts at multiple locations within Washington County, MD.

The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a part to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of these services in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit from the direct cost savings in the purchase of these services because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the services by utilizing the Edgemarket contract and eliminating our county's bid process would result in administrative and cost savings for the Parks Department and Purchasing Department in preparing specifications.

FISCAL IMPACT: Funds were budgeted and are available in the department's Capital Improvement Budget (CIP) LDI046 for Hardcourt Playing Surfaces.

- The total **Proposal Cost of \$364,728.85** would need to be paid up front by the County.
- Once the **USTA grants** are applied for and approved, each applicable project site would need to be completed to receive **reimbursement** for the corresponding funds.

- Based on anticipated grant funding, the **net cost** to the County is expected to be approximately **\$344,728.85** , though this may vary depending on the final amount awarded by USTA.

CONCURRENCES: N/A

ATTACHMENTS: Keystone proposal dated 7/31/26

RESOLUTION NO. RS-2026-

(Intergovernmental Cooperative Purchase [INTG-26-0348] Tennis Court Resurfacing for Five [5] Washington County Locations)

RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Parks Department seeks to purchase materials and services for the resurfacing of five (5) tennis courts throughout Washington County for the total amount of \$364,728.85, from Keystone Sports Construction of Phoenixville, Pennsylvania, and to utilize the cooperative contract that was awarded by Edgemarket, contract ECIN: (269EMCPS-22-004-CP-KSC).

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Parks Department is hereby authorized to purchase materials and services for the resurfacing of five (5) tennis courts throughout Washington County for the total amount of \$364,728.85, from Keystone Sports Construction of Phoenixville, Pennsylvania, and to utilize the cooperative contract that was awarded by Edgemarket, contract ECIN: (269EMCPS-22-004-CP-KSC).

Adopted and effective this ____ day of August, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, County Clerk

BY: _____
John F. Barr, President

Approved as to form
and legal sufficiency:

Zachary J. Kieffer
County Attorney

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

WESTERN HEIGHTS MS

PICKLEBALL COURT SCOPE OF WORK											
Western Heights MS											
Item	Description	Quantity	Units	Product Category	Unit of Measure	Qty	List/Catalog Price	Edge Member Discount	Net Price to Edge Member	Extended List/Catalog Price	Extended Edge Member Price
A	Mobilization, Site Preparation, and Color Coating										
A.1	Mobilization	1	LS	Additional Services	1	LS	(Included)				
A.2	Layout	1	LS	Additional Services	1	LS	(Included)				
A.3	Project Management	1	LS	Additional Services	1	LS	(Included)				
A.4	Power wash the existing playing surface	1	LS	Additional Services	1	LS	(Included)				
A.5	Supply and install Rite-way crack repair material	165	LF	Crack Repair	LF	165	\$ 42.44	5%	\$ 40.32	\$ 7,002.60	\$ 6,652.47
A.6	Supply and install 1 coat of Novasurface (acrylic resurfacer)	11,520	SF	Nova Surface	1-30 Gal Drum	4	\$ 697.00	5%	\$ 662.15	\$ 2,788.00	\$ 2,648.60
A.7	Supply and install pickleball court color coating (2 coats of AS SELECTED color coat for the inbounds area, 2 coats of AS SELECTED color coat for non-volley area, and 2 coats of AS SELECTED color coat for the out of bounds area)	1	LS	Combination Surface Standard Colors	1-30 Gal Drum	6	\$ 1,009.50	5%	\$ 959.03	\$ 6,057.00	\$ 5,754.18
		11,520	SF	Ultra Premium Rates	SF	11,520	\$ 5.60	5%	\$ 5.32	\$ 64,512.00	\$ 61,286.40
A.8	Supply and install White Pickleball lines	6	EA	Novatex White	Per 1 Gal	6	\$ 59.45	5%	\$ 56.48	\$ 356.70	\$ 338.88
	Supply and install pickleball nets footers, sleeves, and center anchors.	6	SETS	Additional Services	SETS	6	\$ 3,829.79	6%	\$ 3,600.00	\$ 22,978.72	\$ 21,600.00
A.9	Supply and install pickleball nets, center straps and black poles	6	SETS	Additional Services	SETS	6	\$ 544.58	6%	\$ 511.91	\$ 3,267.48	\$ 3,071.43
A.10	Supply and install 4" H Fence. Removal and disposal of existing fence, posts, footers	80	LF	Additional Services	LF	80	\$ 65.96	6%	\$ 62.00	\$ 5,276.60	\$ 4,960.00
A.11	Supply and install of one (1) 4' Wide x 8' High entrance Gate	1	LS	Additional Services	LS	1	\$ 2,234.37	6%	\$ 2,100.31	\$ 2,234.37	\$ 2,234.37
Total List/Catalog Price										\$ 114,473.47	
Edge Member Discount										\$ (8,161.51)	
Total Edge Member Price										\$ 106,311.96	
Keystone Distributor Discount										\$ 25,543.73	
Total Base Scope of Work Price										\$ 80,768.23	
Payment and Performance Bond										\$ 1,211.52	
Grand Total Base Scope of Work Price										\$ 81,979.75	

PICKLEBALL COURT SCOPE OF WORK

Tammany Park

Item	Description	Quantity	Units	Product Category	Unit of Measure	Qty	List/Catalog Price	Edge Member Discount	Net Price to Edge Member	Extended List/Catalog Price	Extended Edge Member Price	Keystone Price
A	Mobilization, Site Preparation, and Color Coating											
A.1	Mobilization	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.4	Supply and install 2 coats of Novasurface (acrylic resurfacer)	1,848	SF	Nova Surface	1 - 30 Gal Drum	2	\$ 697.00	5%	\$ 662.15	\$ 1,394.00	\$ 1,324.30	
				Premium Rates	SF	1848	\$ 10.00	5%	\$ 9.50	\$ 18,480.00	\$ 17,556.00	
A.5	Supply and install pickleball court color coating (2 coats of AS SELECTED color coat for the inbounds area, 2 coats of AS SELECTED color coat for non-volley area, and 2 coats of AS SELECTED color coat for the out of bounds area)	1	LS	Combination Surface (Standard Colors)	1-30 Gal Drum	2	\$ 1,009.50	5%	\$ 959.03	\$ 2,019.00	\$ 1,918.05	
A.6	Supply and install White Pickleball lines	1	EA	Novatex White	Per 1 Gal	1	\$ 59.45	5%	\$ 56.48	\$ 59.45	\$ 56.48	
A.7	Supply Smart Tech	1	EA	Additional Services	1	EA	(Included)	-	-	-	-	
A.8	Supply and install of a new pickleball court. Pricing based on 1,960 SF Asphalt Pad. Strip Topsoil to a depth of 10in. Spoils disposed of on site. Supply and install 6in stone base, fine grade and compact. Supply and install 2.5in asphalt base course. Supply and install 1.5in asphalt wearing course. New asphalt must cure a minimum of 30 Days. Respread topsoil around new improvements, remaining to be placed in berms.	1,960	SF	Additional Services	LS	1	\$ 45,520.83	6%	\$ 42,789.59	\$ 45,520.83	\$ 42,789.59	\$ 74,516.52
A.9	Supply and install 2 coats of Novasurface (acrylic resurfacer).	1960	SF	Nova Surface	1 - 30 Gal Drum	2	\$ 697.00	5%	\$ 662.15	\$ 1,394.00	\$ 1,324.30	
				Premium Rates	SF	1960	\$ 10.00	5%	\$ 9.50	\$ 19,600.00	\$ 18,620.00	
A.10	Supply and install pickleball court color coating (2 coats of AS SELECTED color coat for the inbounds area, 2 coats of AS SELECTED color coat for non-volley area, and 2 coats of AS SELECTED color coat for the out of bounds area).	1	LS	Combination Surface (Standard Colors)	1-30 Gal Drum	2	\$ 1,009.50	5%	\$ 959.03	\$ 2,019.00	\$ 1,918.05	
Total List/Catalog Price												\$ 90,486.28
Edge Member Discount												\$ (4,979.51)
Total Edgemarket Price												\$ 85,506.77
Keystone Distributor Discount												\$ (10,990.25)
Total Base Scope of Work												\$ 74,516.52
Payment and Performance Bond												\$ 1,117.75
Grand Total Base Scope of Work												\$ 75,634.27
NOTE - Edgemarket pricing is based on a standard size court of at least 7,200 square feet. Due to the large difference in sizing, Edgemarket Pricing has been adjusted to account for work required to complete this project.												
The existing pickleball court footprint is currently constrained due to the asphalt pad size. By increasing the asphalt pad dimensions, the new surface will provide improved spacing for 2 pickleball courts. A perimeter fence is also recommended to enhance the playing experience.												
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for the Supply and install of 4' H Black Chainlink Fence with two (2) 4' W Gates - Based on 300 LF									\$95.64/LF	\$ 28,691.76	
Z.2	Unit Pricing - 4' Fence									\$95.64	LF	
Z.3	Add for Basketball Crack Repair and resurface (includes 115 lf of crack repair, 2 coats of resurfacer, 2 coats of colo, (1/2) basketball court). Based on 2,750 SF.									1 LS	\$ 29,553.88	

WOODLAND WAY

TENNIS COURT SCOPE OF WORK												
Woodland Way												
Item	Description	Quantity	Units	Product Category	Unit of Measure	Qty	List/Catalog Price	Edge Member Discount	Net Price to Edge Member	Extended List/Catalog Price	Extended Edge Member Price	Keystone Price
A	Mobilization, Site Preparation, and Color Coating											
A.1	Mobilization	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.5	Supply and install Rite-way crack repair material	165	LF	Crack Repair	LF	165	\$ 42.44	5%	\$ 40.32	\$ 7,002.60	\$ 6,652.47	
A.6	Supply and install 1 coat of Novasurface (acrylic resurfacer)	13,440	SF	Nova Surface	1-30 Gal Drum	5	\$ 697.00	5%	\$ 662.15	\$ 3,485.00	\$ 3,310.75	\$ 39,926.35
				Premium Rates	SF	13,440	\$ 2.01	5%	\$ 1.91	\$ 27,014.40	\$ 25,663.68	
A.7	Supply and install tennis court color coating (2 coats of AS SELECTED color coat for the inbounds area and 2 coats of AS SELECTED color coat for the out of bounds area)	1	LS	Combination Surface Standard Colors	1-30 Gal Drum	7	\$ 1,009.50	5%	\$ 959.03	\$ 7,066.50	\$ 6,713.18	
A.8	Supply and install White tennis court lines	2	EA	Novatex White	Per 1 Gal	2	\$ 77.73	5%	\$ 73.84	\$ 155.46	\$ 147.69	
A.9	Supply and install blended tennis court lines	2	EA	Nova text Colors	Per 1 Gal	2	\$ 77.73	5%	\$ 73.84	\$ 155.46	\$ 147.69	
	Subtotal (A) - Mobilization, Site Preparation, and Color Coating:											
Total List/Catalog Price											\$ 44,879.42	
Edge Member Discount											\$ (2,243.97)	
Total Edge Member Price											\$ 42,635.45	
Keystone Distributor Discount											\$ (2,709.09)	
Total Base Scope of Work Price											\$ 39,926.35	
Payment and Performance Bond											\$ 598.90	
Grand Total Base Scope of Work Price											\$ 40,525.25	

CLEAR SPRING PARK

TENNIS COURT SCOPE OF WORK												
Clear Spring Park												
Item	Description	Quantity	Units	Product Category	Unit of Measure	Qty	List/Catalog Price	Edge Member Discount	Net Price to Edge Member	Extended List/Catalog Price	Extended Edge Member Price	Keystone Price
A	Mobilization, Site Preparation, and Color Coating											
A.1	Mobilization	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.2	Layout	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.5	Supply and install Rileway crack repair material	252	LF	Crack Repair	LF	252	\$ 42.44	5%	\$ 40.32	\$ 10,694.88	\$ 10,160.14	
A.6	Supply and install 1 coat of Novasurface (acrylic resurfacer)	12,960	SF	Nova Surface	1-30 Gal Drum	5	\$ 697.00	5%	\$ 662.15	\$ 3,485.00	\$ 3,310.75	
				Premium Rates	SF	12,960	\$ 2.01	5%	\$ 1.91	\$ 26,049.60	\$ 24,747.12	\$ 41,662.81
A.7	Supply and install tennis court color coating (2 coats of AS SELECTED color coat for the inbounds area and 2 coats of AS SELECTED color coat for the out of bounds area)	1	LS	Combination Surface Standard Colors	1-30 Gal Drum	7	\$ 1,009.50	5%	\$ 959.03	\$ 7,066.50	\$ 6,713.18	
A.8	Supply and install White tennis court lines	2	EA	Novatex White	Per 1 Gal	2	\$ 59.45	5%	\$ 56.48	\$ 118.90	\$ 112.96	
A.9	Supply and install blended Pickleball lines	2	EA	Novatex Colors	Per 1 Gal	1	\$ 77.73	5%	\$ 73.84	\$ 77.73	\$ 73.84	
A.10	Supply Smart Tech	1	EA	Additional Services	1	EA	(Included)	-	-	-	-	
Total List/Catalog Price											\$ 47,492.61	
Edge Member Discount											\$ (2,374.63)	
Total Edge Member Price											\$ 45,117.98	
Keystone Distributor Discount											\$ (3,455.17)	
Total Base Scope of Work Price											\$ 41,662.81	
Payment and Performance Bond											\$ 624.94	
Grand Total Base Scope of Work Price											\$ 42,287.75	
Z	Voluntary Alternate Options										Initial Next to Option(s) Selected	
Z.1	Add for the Supply and install of 2 coats of Novasurface (acrylic resurfacer). Supply and install basketball court color coating (2 coats of AS SELECTED color coat for the inbounds area and 2 coats of AS SELECTED color coat for the out of bounds area). Supply and install 160 LF of Rileway crack repair material and 60 LF of minor crack repair material. Supply and install White Basketball Lines.									4,800 SF	\$ 22,344.90	

MARTIN SNOOK PARK

BASKETBALL COURT SCOPE OF WORK												
Martin Snook Park												
Item	Description	Quantity	Units	Product Category	Unit of Measure	Qty	List/Catalog Price	Edge Member Discount	Net Price to Edge Member	Extended List/Catalog Price	Extended Edge Member Price	Keystone Price
A	Mobilization, Site Preparation, and Color Coating											
A.1	Mobilization	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	\$ 43,065.31
A.2	Layout	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.3	Project Management	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.4	Power wash the existing playing surface	1	LS	Additional Services	1	LS	(Included)	-	-	-	-	
A.5	Repair existing minor crack on the playing surface	200	LF	Additional Services	LF	200	\$ 6.25	5%	\$ 5.88	\$ 1,250.00	\$ 1,176.00	
A.6	Supply and install Riteway crack repair material	250	LF	Crack Repair	LF	250	\$ 42.44	5%	\$ 40.32	\$ 10,610.00	\$ 10,079.50	
A.7	Supply and install 2 coats of Novasurface (acrylic resurficer)	12,584	SF	Nova Surface Premium Rates	1-30 Gal Drum SF	9 12,584	\$ 697.00 \$ 2.01	5%	\$ 662.15 \$ 1.91	\$ 6,273.00 \$ 25,293.84	\$ 5,959.35 \$ 24,029.15	
A.8	Supply and install basketball court color coating (2 coats of AS SELECTED color coat for the inbounds area)	1	LS	Combination Surface Standard Colors	1-30 Gal Drum	9	\$ 1,009.50	5%	\$ 959.03	\$ 9,085.50	\$ 8,631.23	
A.9	Supply and install White Basketball court lines	2	EA	Novatex White	Per 1 Gal	2	\$ 59.45	5%	\$ 56.48	\$ 118.90	\$ 112.96	
Total List/Catalog Price												\$ 52,631.24
Edge Member Discount												\$ (2,643.06)
Total Edge Member Price												\$ 49,988.18
Keystone Distributor Discount												\$ (6,922.87)
Total Base Scope of Work Price												\$ 43,065.31
Payment and Performance Bond												\$ 645.98
Grand Total Base Scope of Work Price												\$ 43,711.29



Agenda Report Form

Open Session Item

SUBJECT: Federal Little League Grant Agreement

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering; Andrew Eshleman, Director of Public Works

RECOMMENDED MOTION: Move to approve the request for the County to be added as a beneficiary to the two grant agreements for Federal Little League.

REPORT-IN-BRIEF: Federal Little League has been approved for two grants totaling \$100,000 from the State of Maryland. The State of Maryland is requiring that the County be added as a beneficiary due to the Little League being on County property.

DISCUSSION: Federal Little League will be using the grants to build ADA compliant restrooms, upgrade current storage facilities, and repair and maintain the current facilities. The grant is considered full term after 15 years and no repayment after the 15-year useful life period would be required.

FISCAL IMPACT: N/A

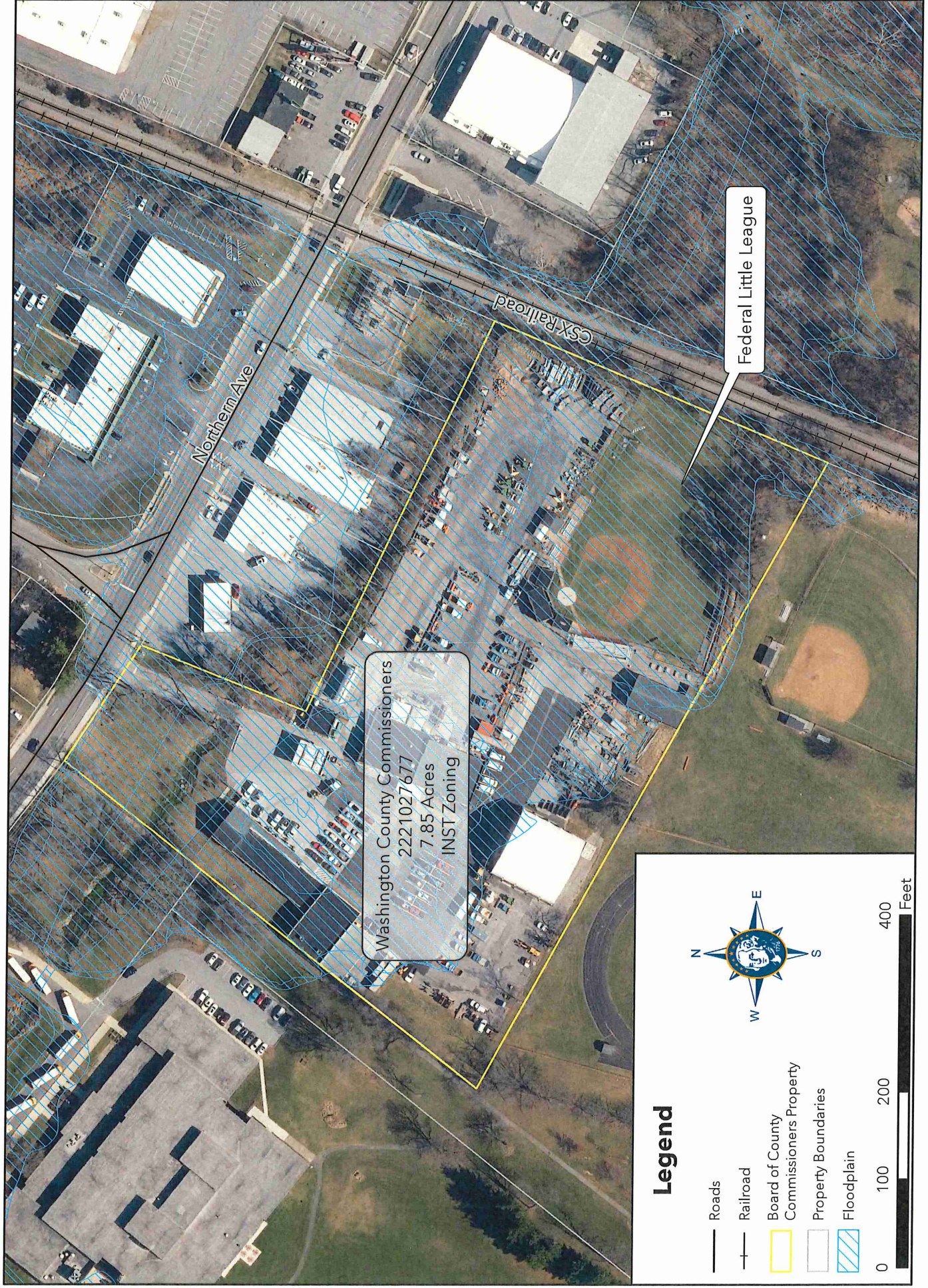
CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Grant Agreement

AUDIO/VISUAL NEEDS: Aerial Map

601 Northern Avenue



CAPITAL PROJECTS GRANT AGREEMENT

This Agreement ("**Agreement**") is entered into this ___ day of _____, 20___, by and between the State of Maryland ("**State**"), acting through the Board of Public Works (BPW), and **Board of Directors of Federal Little League of Hagerstown, Inc.** ("**Grantee**"), whose federal taxpayer identification number is 52-1067286 and the **Board of County Commissioners of Washington County, Maryland** ("**Beneficiary**"), whose federal taxpayer identification number is 52-6001037.

Recitals

- A. Grantee has requested grant assistance from the State and has completed the Capital Projects Grant Application.
- B. The General Assembly has authorized this Grant titled **Federal Little League**, provided that Grantee expends the money only for the purposes outlined below.
- C. Grantee has no property interest in the Project, which is owned by **Board of County Commissioners of Washington County, Maryland**, the Beneficiary,

Therefore, the State, Grantee, and Beneficiary agree as follows:

- 1. **Purpose.** Grantee and Beneficiary may use grant funds for the following purpose only ("**Project**"): For the acquisition, planning, design, construction, expansion, repair, renovation, reconstruction, site improvement, and capital equipping of the Federal Little League facilities. Notwithstanding Section 1(7) of this act, this grant may not terminate before June 1, 2032 (Washington County).
(See **Enabling Act**: DGS Item 623, Chapter 102 of the Laws of Maryland 2023; as amended by Chapter 643, Acts of 2025, which is incorporated herein by reference.)
- 2. **Grant.** After the BPW approves this Agreement, the State shall periodically provide grant funds ("**Grant**") to, or on behalf of, Grantee or Beneficiary not to exceed: \$50,000 Fifty Thousand Dollars.
- 3. **Termination or Reduction of Authorization.** The BPW, in its sole discretion, may reduce or terminate the authorization to provide the Grant in the event: (a) Grantee fails to finalize the grant agreement or provide evidence of any required matching fund by 06/01/2032 or (b) no part of the Project is under contract by 06/01/2032 or (c) the Project is abandoned. The Enabling Act's authorization automatically terminates for any grant funds that are unexpended or unencumbered by 06/01/2032.
- 4. **Matching Fund.** If the Enabling Act requires, Grantee must provide and expend a matching fund. Failure to prove any required matching fund

may affect the authorization pursuant to Paragraph 3 of this Agreement.

5. Disbursement of Grant. Subject to the availability of funds, the BPW may periodically authorize payment to, or on behalf of, Grantee or Beneficiary funds in an amount not to exceed the Grant amount.
6. Limitations on Use. The BPW or its designee may, in its sole discretion, disapprove requests for disbursement or expenditure of Grant funds that are not consistent with or are not specifically related to the Project purpose or this Agreement generally.
7. Term. This Agreement terminates if the BPW terminates the grant authorization under Paragraph 3 without issuing bonds. Otherwise, this Agreement is in effect so long as any State general obligation bonds issued, sold, and delivered to provide funds for this Grant, remain outstanding, or for such longer period as the parties may agree.
8. Payment Procedure. Payment procedures contained in the most recent edition of *Maryland Capital Grants Projects: Information for State of Maryland Capital Grant Recipients* [<http://dgs.maryland.gov/page/grants/index.aspx>] are incorporated herein by reference. The State shall make payment to, or on behalf of, Grantee or Beneficiary in accordance with those procedures and any other terms and conditions as the BPW, in its sole discretion, may impose.
9. Reports:
 - (a) Section 7-402 of the State Finance and Procurement Article, Annotated Code of Maryland, requires Grantee to submit a verified report that fully and accurately accounts for appropriate Grant expenditures. Requests for payment made in accordance with Paragraph 8 of this Agreement are deemed to comply with Section 7-402.
 - (b) Grantee shall submit other reports or information as the State may periodically require, including project status reports and certified audit reports.
10. Communications. Communications must be addressed as follows:

To the State:

Office of the Comptroller
Capital Grants Program Administrator
80 Calvert Street, Room 215
Annapolis, Maryland 21404-0466

Department of General Services
CGL Program Manager
301 W. Preston Street, Room 315
Baltimore, Maryland 21201

To the Grantee:

Federal Little League of Hagerstown, Inc.
PO Box 1821, Hagerstown, MD 21742

To the Beneficiary:

Board of County Commissioners of Washington County, MD
100 W. Washington St. #226, Hagerstown, MD 21740

11. Default. A default is Grantee's or Beneficiary's breach of any of the covenants, agreements, or certifications contained in this Agreement.
12. Remedies Upon Default.
 - (a) Upon the occurrence of any default, the State, as the BPW in its sole discretion determines, may do one or more of the following:
 - (i) Require Grantee or Beneficiary to repay the Grant, in whole or in part.
 - (ii) Recoup the amount of the Grant already paid from funds due the Grantee or Beneficiary from any other current or future State grant or loan or any other funds, otherwise due and owing Grantee or Beneficiary.
 - (iii) Withhold further payments under this Agreement.
 - (iv) Terminate this Agreement.
 - (b) In addition to the rights and remedies contained in this agreement, the State may at any time proceed to protect and enforce all rights available to it. All rights and remedies survive the termination of this Agreement.
13. Disposition of Property. Grantee or Beneficiary may not sell, lease, exchange, give away, or otherwise transfer or dispose of any interest in real or personal property acquired or improved with Grant funds ("**Grant-Funded Property**") unless the BPW gives prior written consent. This includes transfer or disposition to a successor on the merger, dissolution, or other termination of the existence of Grantee or Beneficiary. Grantee or Beneficiary shall give the BPW written notice at least 60 days before any proposed transfer or disposition. When consenting to a transfer or disposition, the Board of Public Works may in its sole discretion require the grantee or beneficiary to repay a percentage of the proceeds that are allocable to the grant.
14. Inspection and Retention of Records. Grantee and Beneficiary shall permit any duly authorized representative of the State to inspect and audit all records and documents of Grantee or Beneficiary relating to this Grant. Grantee and Beneficiary shall retain such records for at least three years after this Agreement terminates.
15. Insurance.
 - (a) For any item of Grant-Funded Property that has an original fair market value of \$5,000 or more, Grantee or Beneficiary shall, at its own expense and for the reasonable useful life of that item, obtain and maintain all risk of fire and extended coverage insurance or such similar insurance coverage as may be appropriate for the full value of the item or in amounts as may be commercially reasonable under the circumstances. Grantee's or Beneficiary's insurer must be authorized to issue the policy in the State. Each such policy shall by its terms:
 - (i) Name the State as an additional loss payee thereunder.

Name: The State of Maryland
Address: Department of General Services
Capital Grants
301 W. Preston Street, Suite 315
Baltimore, MD 21201

- (ii) Be considered primary and non-contributory with respect to any other insurance, if any, provided by the State.
 - (iii) Be cancelable only on at least 30 days written notice to Grantee or Beneficiary, as applicable, and to the BPW.
 - (b) On request, Grantee or Beneficiary shall, provide the BPW or its designee with satisfactory evidence of insurance.
 - (c) Proceeds of insurance required by this Paragraph may be applied as the BPW, in its sole discretion, shall determine toward replacement of Grant-Funded Property or toward repayment of the Grant to the State.
 - (d) The BPW or its designee in its sole discretion may determine that Grantee or Beneficiary may self-insure Grant-Funded Property if Grantee or Beneficiary has adequate financial resources.
16. Indemnification. To the extent permitted by law (including Courts and Judicial Proceedings Article, §5-301 et seq. the Local Government Tort Claims Act; and Courts and Judicial Proceedings Article, §5-509; Annotated Code of Maryland, as amended from time to time), without waiving any defenses or immunities available at law, and subject to the availability of appropriations all of which applicable to the Beneficiary only, Grantee and Beneficiary are responsible for, and shall defend, indemnify, and hold harmless the State, its officers, agents, and employees, whether or not the State be deemed contributorily negligent, from all suits, actions, liability, or claims of liability (including reasonable attorneys' fees) arising out of:
- (a) The Project, including its construction.
 - (b) Grantee's use, occupancy, conduct, operation, or management of the Project.
 - (c) Any negligent, intentionally tortious, or other act or omission of Grantee or any of its agents, contractors, servants, employees, subtenants, licensees, or invitees in connection with the Project.
 - (d) Any injury to or death of any person or damage to any property occurring in, on, or as a direct or indirect result of the Project or any of Grantee's activities in connection therewith.
17. Registration. Grantee is a (charitable X) (religious __) organization registered with the Maryland Secretary of State in accordance with the Annotated Code of Maryland [Business Regulation Article or Corporations and Association Article]; is in good standing; and has filed all of its required reports with the Maryland Secretary of State.
- Check if YES ☒
- Check if NOT APPLICABLE __ and explain:

18. Commercial and Employment Nondiscrimination. Grantee and Beneficiary shall:
- (a) Not discriminate in the selection, hiring, or treatment of any employee, employment applicant, vendor, supplier, subcontractor, or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any other unlawful use of characteristics unrelated to performance.
 - (b) Include a clause similar to sub-paragraph (a) in any contract under this Grant.
 - (c) Post, and cause contractors to post, in conspicuous places notices setting forth the nondiscrimination policy.
19. Drug and Alcohol Policy. Grantee and Beneficiary each certify that it shall make a good faith effort to eliminate illegal drug use and alcohol and drug abuse from its workplace. Specifically, Grantee and Beneficiary shall each:
- (a) Prohibit the unlawful manufacture, distribution, dispensation, possession, or use of drugs in its workplace.
 - (b) Prohibit its employees from working under the influence of alcohol or drugs.
 - (c) Not hire or assign to work on an activity funded in whole or part with State funds, anyone whom it knows, or in the exercise of due diligence should know, currently abuses alcohol or drugs and is not actively engaged in a bona fide rehabilitation program.
 - (d) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if it or its employee has observed the violation or otherwise has reliable information that a violation has occurred.
 - (e) Notify employees that drugs and alcohol abuse are banned in the workplace, impose sanctions on employees who abuse drugs and alcohol in the workplace, and institute steps to maintain a drug-free and alcohol-free workplace.
20. Compliance with Applicable Law. Grantee and Beneficiary each hereby represents and warrants that it:
- (a) Is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
 - (b) Is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the Grant term;
 - (c) Shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Grant.
 - (d) Shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Grant.
21. Non-Debarment. Neither Grantee nor Beneficiary, nor any of its officers,

directors, or any of its employees directly involved in obtaining or performing grants or contracts with public bodies has:

- (a) Been convicted of bribery, attempted bribery, or conspiracy to bribe in violation of any state or federal law.
- (b) Been convicted under any state or federal statute of any offense enumerated in Section 16-203 of the State Finance and Procurement Article, Annotated Code of Maryland.
- (c) Been found civilly liable under any state or federal antitrust statute as provided in Section 16-203 of the State Finance and Procurement Article, Annotated Code of Maryland.

22. *Non-Collusion.* Neither Grantee nor Beneficiary, nor any of its officers, directors, or any of its employees directly involved in obtaining or performing grants or contracts with public bodies has:

- (a) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in obtaining or performing this Grant.
- (b) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of any bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with this Grant.

23. *Financial Disclosure.* Grantee and Beneficiary are aware of, and will comply with, Section 13-221 of the State Finance and Procurement Article, Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State or its agencies during a calendar year under which the business is to receive in the aggregate \$200,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases or other agreements reaches \$200,000, file with the Maryland Secretary of State certain specified information to include disclosure of beneficial ownership of the business.

24. *Political Contributions.* Grantee and Beneficiary are aware of, and will comply with, Election Law Article, Title 14, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$200,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

25. *No Contingent Fees.* Neither Grantee nor Beneficiary has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for Grantee or Beneficiary, to solicit or secure the Grant. Neither Grantee nor Beneficiary has paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Grant.

26. *No Lobbying Fees.* In accordance with Section 7-221 of the State Finance and Procurement Article, Annotated Code of Maryland, each of Grantee

and Beneficiary certifies that no State money has been paid or promised to any legislative agent, lawyer, or lobbyist for any service to obtain the legislation establishing or appropriating funds for the Grant.

27. Non-hiring of State Employees. No State employee whose duties as such employee include matters relating to or affecting the subject matter of this Grant, shall, while so employed, become or be an employee of Grantee or Beneficiary.
28. Amendment. The Agreement may be amended only in a writing signed by the parties.
29. Assignment. Grantee may not assign this Agreement without the prior written approval of the BPW. If the BPW approves an assignment, this Agreement shall bind Grantee's successors and assigns.
30. Entire Agreement. This Agreement represents the complete and final understanding of the parties. No other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the parties at the time the parties sign the Agreement.
31. Maryland Law. Maryland laws govern the interpretation and enforcement of this Agreement.

SIGNATURES APPEAR ON THE FOLLOWING PAGE

By their signatures, the parties so agree:

WITNESS:

GRANTEE:

_____ By:  (Seal)
Name: Craig J. O'Connor
Title: President

BENEFICIARY:

By: _____
Name: _____
Title: _____

STATE OF MARYLAND
BOARD OF PUBLIC WORKS

By: _____
John Gontrum
Executive Secretary

Approved as to form and legal
sufficiency this _____ day of
_____, 20____

Assistant Attorney General
Board of Public Works

BPW APPROVAL: DGS Item ____-CGL (____/____/20____)

CAPITAL PROJECTS GRANT AGREEMENT
Standard Form



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – Western Section Highway Department Fuel Center

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the bid for the Western Section Highway Department Fuel Center contract to the lowest responsive, responsible bidder, TTI Environmental, Inc., of Moorestown, New Jersey in the amount of \$1,239,234.00.

REPORT-IN-BRIEF: The County accepted bids on the project on July 15, 2026. The project was advertised on the State of Maryland's e-Maryland Marketplace Advantage (eMMA) website, and on the County's online bidding website. One bid was received as listed below and further detailed on the attached bid tabulation.

<u>Contractor:</u>	<u>Total Bid:</u>
TTI Environmental, Inc.	\$1,239,234.00

The engineer's estimate for this work is \$1,250,000.

DISCUSSION: The project involves construction of a fuel center at the Western Section Highway Department Maintenance Facility located at 9659 National Pike in Big Pool, Maryland. The work includes the removal of underground storage tanks, and the installation of above ground storage tanks, steel canopy, dispenser island, new fuel pumps/dispensers for diesel and gasoline with fleet management / monitoring system, and a motorized vehicle access gate with electronic controls. The addition of gasoline pumps at this fuel center site also allows police, fire, and emergency services personnel working in the western section of the County to remain near the service area during refueling. This project is a 365 consecutive calendar day contract with an anticipated notice to proceed in September.

FISCAL IMPACT: This is a budgeted Capital Improvement Plan project (EQP056). Total expenses are estimated at \$1,339,234; including \$1,239,234 for proposed bid award, and \$100,000 for other expenses such as inspection and construction contingency.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation, Aerial Map

AUDIO/VISUAL TO BE USED: Aerial Map

Event Number
Event Title
Event Description
Event Type
Issue Date
Close Date

ENG-26-06
Western Section Highway Department Fuel Workgroup
The Board of County Commissioners of Washington County, MD
ITB
5/20/2026 05:25:20 PM (ET)
7/15/2026 02:00:00 PM (ET)

Organization
Event Owner
Email
Phone
Fax

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
TTI Environmental, Inc.	Moorestown	NJ	7/15/2026 01:21:52 PM (ET)	2	\$1,239,234.00

Western Section Highway Department





Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – Curb and Sidewalk Construction at Various Locations

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Scott Hobbs, Director, Division of Engineering

RECOMMENDED MOTION: Move to award the bid for the Curb and Sidewalk Construction at Various Locations contract to the lowest responsive, responsible bidder, Concrete Central, LLC. of Hagerstown, Maryland, in the amount of \$562,800.00 annually which includes an option to extend the contract for a period of up to two, one-year extensions.

REPORT-IN-BRIEF: The County accepted bids on the project on July 17, 2026. The project was advertised on the State of Maryland's e-Maryland Marketplace Advantage (eMMA) website, and on the County's online bidding website. Four bids were received as listed below and further detailed on the attached bid tabulation.

<u>Contractor:</u>	<u>Bid:</u>
Concrete Central, LLC.	\$562,800.00
Henson & Son, Inc.	\$869,010.50
SFMS, LLC.	\$886,533.30
Pessoa Construction Company	\$1,812,726.50

The engineer's estimate for this work is \$575,000.

DISCUSSION: The project involves construction of concrete curbs as well as concrete sidewalks and curb ramps at various locations in the County to support work on the pavement maintenance and American with Disabilities Act (ADA) improvement programs. This is a 300 consecutive calendar day contract with an anticipated notice to proceed in September. Work performed will require maintenance of traffic operations including shoulder or lane closures. The bid documents include an option to extend the contract additional years.

FISCAL IMPACT: There are budgeted funds in the Capital Improvement Plan (RDI024 and LDI037). Total expenses are estimated at \$762,800 (each year if contract is extended), which includes \$562,800 for proposed bid award, and \$200,000 for other expenses such as inspection and construction contingency.

CONCURRENCES: N/A

ALTERNATIVES: N/A

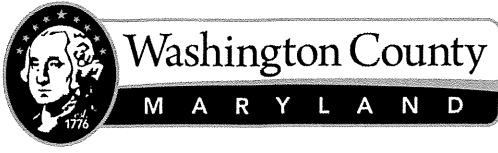
ATTACHMENTS: Bid Tabulation

AUDIO/VISUAL TO BE USED: N/A

Event Number ENG-26-08
Event Title Curb and Sidewalk Construction at Various Locations, Contract No. MS-CS-326-28
Event Type ITB
Issue Date 6/18/2026 12:35:52 PM (ET)
Close Date 7/17/2026 02:00:00 PM (ET)

Organization Washington County, MD
Workgroup Engineering

Line #	Description	QTY	UOM	Concrete Central LLC		Henson & Son Inc		SFMS LLC		Pessoa Construction Company	
				Total Price	Unit	Total Price	Unit	Total Price	Unit	Total Price	Unit
1	101 Mobilization	1	L.S.	\$25,000.00		\$7,560.00		\$19,058.00		\$30,000.00	
2	102 Maintenance of Traffic - Local & Collector Roads	1	L.S.	\$30,000.00		\$20,000.00		\$27,090.00		\$285,000.00	
3	103 Maintenance of Traffic - Arterial Roads	1	L.S.	\$20,000.00		\$84,700.00		\$27,090.00		\$285,000.00	
4	104 Temporary Traffic Signs	80	S.F.	\$30.00		\$20.00		\$20.49		\$34.00	
5	105 Contingent: Drums for Maintenance of Traffic	25	E.A.	\$100.00		\$120.00		\$77.92		\$120.00	
6	106 Contingent: Temporary Orange Construction Fence	500	L.F.	\$5.00		\$1.50		\$8.29		\$25.00	
7	107 Contingent: Steel Plate 8 Foot x 12 Foot x 1 Inch	8	E.A.	\$300.00		\$300.00		\$637.25		\$630.00	
8	201 Unclassified Excavation	100	C.Y.	\$50.00		\$125.00		\$118.73		\$89.00	
9	202 Contingent: Select Backfill	50	C.Y.	\$75.00		\$85.00		\$333.56		\$159.00	
10	203 Full Depth Saw Cuts	5000	L.F.	\$0.50		\$7.50		\$16,678.00		\$8.50	
11	204 Removal and Disposal of Existing Pavement and Sidewalk	250	C.Y.	\$180.00		\$121.50		\$55,010.00		\$84.00	
12	205 Removal and Disposal of Existing Curb and Gutter	5000	L.F.	\$5.00		\$2.00		\$12.59		\$7.90	
13	501.6 Inch Graded Aggregate Base Course for Driveways & Roads	100	S.Y.	\$20.00		\$13.25		\$157.74		\$39.00	
14	502 19.0 mm Hot Mix Asphalt Base	200	TON	\$150.00		\$145.00		\$200.55		\$250.00	
15	503 9.5 mm Hot Mix Asphalt Surface	150	TON	\$150.00		\$145.00		\$342.24		\$250.00	
16	504 5 Inch Thermoplastic Pavement Markings	60	L.F.	\$50.00		\$21.55		\$8.70		\$4.45	
17	505 12 Inch Heat Applied Preformed Pavement Marking	30	L.F.	\$50.00		\$65.25		\$21.47		\$12.65	
18	601.5 inch Concrete Sidewalk & Ramps	10000	S.F.	\$10.00		\$14.00		\$17.71		\$14.55	
19	602 8 Inch Concrete Driveway Entrance Mix 9	450	S.Y.	\$150.00		\$205.00		\$204.28		\$1,100.00	
20	603 Standard Type A Curb & Gutter	250	L.F.	\$40.00		\$66.00		\$39.42		\$119.00	
21	604 Standard Type D Concrete curb	200	L.F.	\$40.00		\$58.00		\$37.01		\$92.00	
22	605 Concrete Mountable Curb	4500	L.F.	\$30.00		\$65.30		\$52.31		\$59.00	
23	608 Detectable Warning Surfaces for Curb Ramps	150	S.F.	\$30.00		\$44.00		\$48.14		\$53.00	
24	701 Place Furnished Topsoil, 4 Inch Depth	850	S.Y.	\$10.00		\$22.50		\$10.16		\$15.65	
25	702 Turfgrass Establishment	850	S.Y.	\$5.00		\$22.50		\$2.98		\$2.55	



Agenda Report Form

Open Session Item

SUBJECT: Abandonment and Quitclaim of Right of Way

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: Move to approve abandonment of a portion of right of way and authorize the execution of the necessary documentation to finalize the quitclaim and abandonment.

REPORT-IN-BRIEF: A portion of the roadway of “old” Big Pool Road was removed when Interstate 70 was constructed in October 1965. The section proposed for formal abandonment is in the area of the current entrance that has been used and occupied from the “new” Big Pool Road to the AC&T Convenience Store since the development of the store.

DISCUSSION: While the right of way may have been informally abandoned by the removal of the roadbed, today staff is seeking approval to formally abandon the right of way and quitclaim the area in question to the owner of AC&T convenience store. The right of way serves no benefit to the County and abandonment of right of way does not impact access for others.

FISCAL IMPACT: N/A

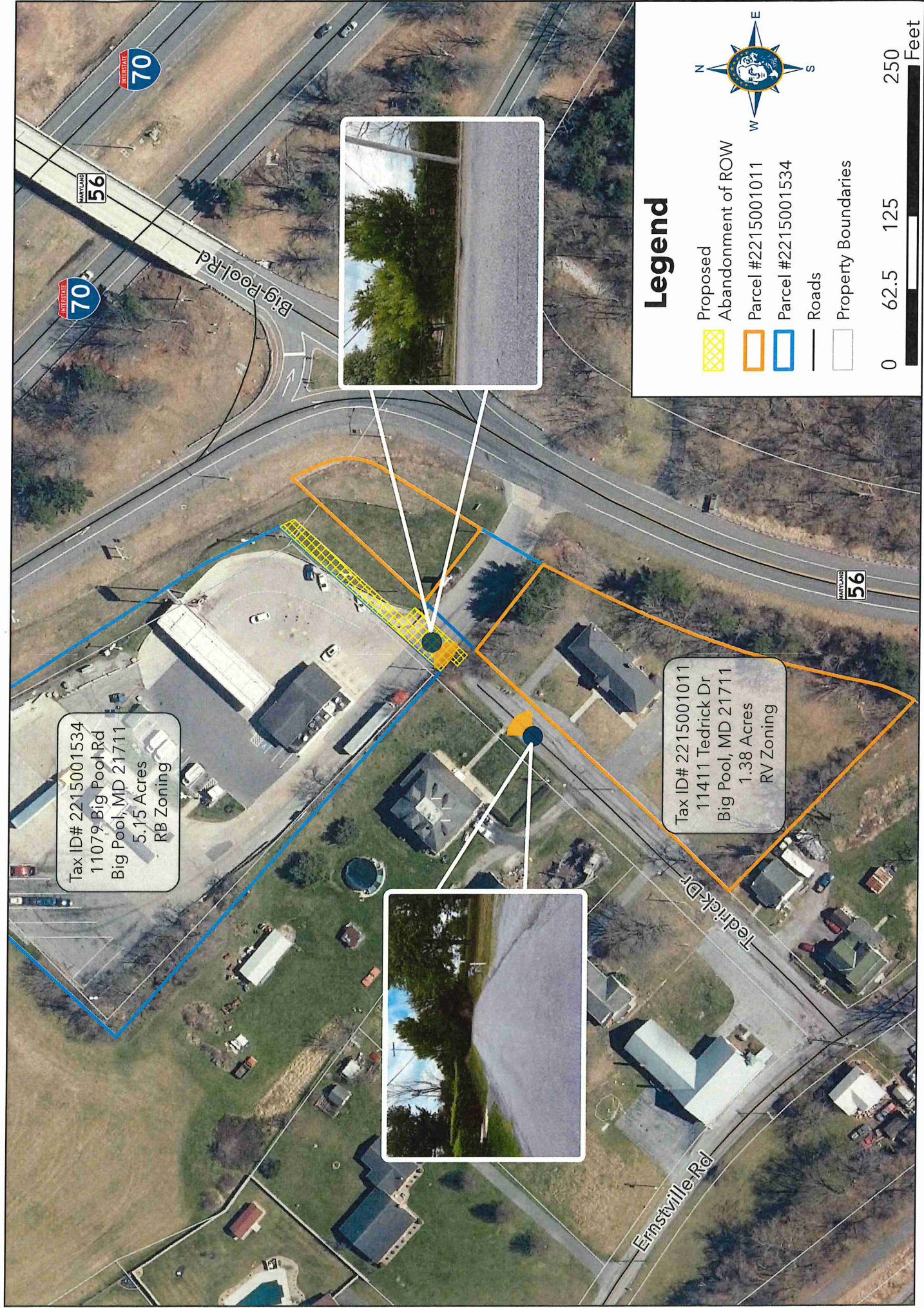
CONCURRENCES: County Attorney’s Office

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map

AUDIO/VISUAL NEEDS: Aerial Map

Proposed Abandonment of Right-of-Way





Agenda Report Form

Open Session Item

SUBJECT: Fort Ritchie Well Houses, Water Lines, and Easements

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering;
Dave Mason, Interim Director, Division of Environmental Management.

RECOMMENDED MOTION: Move to approve the transfer of four well houses, water lines, and associated easements from the Army Corps of Engineers to the County; and to authorize the execution of the necessary documentation to finalize the transfer.

REPORT-IN-BRIEF: The Army Corp of Engineers has finalized field work and documents to transfer the Fort Ritchie well houses and water line that were not originally transferred from the Army to Pen Mar Development Corporation when the base originally closed.

DISCUSSION: In order to meet the increasing water demand as Fort Ritchie continues to redevelop, additional water sources will need to be placed in service. The plan is to utilize these wells.

FISCAL IMPACT: N/A

CONCURRENCES: County Attorney's Office

ALTERNATIVES: N/A

ATTACHMENTS: Aerial Map, Quitclaim Deed, Easement Exhibit/Plat

AUDIO/VISUAL NEEDS: Aerial Map

Fort Ritchie Well Houses, Water Line & Easement



For Specific Details / Measurements Please See Plat No. 954.

This is to certify that the within instrument has been prepared by a party to the instrument:

{NEED SIGNATURE}

Raymond H. Schweiger, Attorney
U.S. Army Engineer District, Baltimore
2 Hopkins Plaza
Baltimore, MD 21201

**QUITCLAIM DEED
FORT RITCHIE
WASHINGTON COUNTY, MARYLAND
EASEMENT TRACT[S]**

This QUITCLAIM DEED, between THE UNITED STATES OF AMERICA (hereinafter the "GRANTOR"), acting by and through the Director of Real Estate, Headquarters, United States Army Corps of Engineers, pursuant to a delegation of authority from the Deputy Assistant Secretary of the Army (Installations, Housing and Partnerships), under and pursuant to the powers and authority contained in the provisions of the Federal Property and Administrative Services Act of 1949, approved June 30, 1949 (63 Stat. 377), 40 U.S.C. § 101 *et seq.*, as amended, and section 2905(b) of the Defense Base Closure and Realignment Act of 1990 (Part A of Title XXIX, of Public Law No. 101-510; 10 U.S.C. § 2687 note) (hereinafter referred to as the "GRANTOR"), and the County of Washington, State of Maryland, the legal successor of the PenMar Development Corporation, whose address is 100 West Washington Street, Hagerstown, Maryland (hereinafter the "GRANTEE").

WITNESSETH THAT:

The GRANTOR, for and in consideration of the promises of the GRANTEE set forth in that certain Memorandum of Agreement between the GRANTOR and GRANTEE dated August 24, 2001, and other good and valuable consideration, does hereby REMISE, RELEASE, AND FOREVER QUITCLAIM unto the GRANTEE, its successors and assigns, all its right, title, and interest in certain easements situated, lying and being in the County of Washington, in the State of Maryland, more particularly described in EXHIBIT A and shown in EXHIBIT B, which is attached hereto and made a part hereof and which is hereinafter referred to as the "Property."

BEING the same easements and rights conveyed to the United States of America by various instruments recorded in the Land Records of Washington County, Maryland, specifically including: a Deed of Easement from Harvey A. Miller, *et ux.*, dated January 24, 1944, and recorded in Deed Book 225, Page 245; a Deed of Easement from Walter C. Summer, *et al.*, dated May 15, 1944, and recorded in Deed Book 225, Page 665; a Deed of Easement from Isaiah J. Smith, *et ux.*, dated January 13, 1944, and recorded in Deed Book 225, Page 191; and Deeds of Easement from Annie M. Wade, *et vir*, dated January 14, 1944, and recorded in Deed Book 225, Page 191; which rights were subsequently conveyed or confirmed to the United States of America by a Deed from the State of Maryland, dated September 13, 1951, and recorded in Deed Book 265, Page 475; along with a Deed of Easement from The Potomac Edison Company, dated September 29, 1989, and recorded in Deed Book 930, Page 692. TOGETHER WITH those rights granted to the United States of America pursuant to License No. W-18-010-ENG-88 from the Western Maryland Railway Company.

SUBJECT TO all valid and existing restrictions, covenants, conditions, and easements including, but not limited to, rights-of-way for railroads, highways, pipeline, and public utilities, if any, whether of public record or not.

TO HAVE AND TO HOLD the Property granted herein to the GRANTEE and its successors and assigns, together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, or claim whatsoever of the GRANTOR, either in law or in equity and subject to the terms, reservations, restrictions, covenants, and conditions set forth in this Deed.

The GRANTEE covenants and agrees for itself, its successors and assigns, forever, that as part of consideration for this Deed, this Deed is made and accepted upon each of the following covenants, conditions, and restrictions which shall be binding upon and enforceable against the GRANTEE, its successors and assigns, in perpetuity, by the GRANTOR and other interested parties as allowed by federal, state, or local law; that the covenants, conditions, and restrictions set forth herein are a binding servitude on the Property and shall run with the land in perpetuity; and that the GRANTEE shall include these covenants, conditions, and restrictions in subsequent conveyances of the Property or portions thereof, but any failure to do so does not abrogate the status of these covenants, conditions, and restrictions as binding upon the parties, their successors and assigns:

1. PROPERTY CONVEYED "AS IS"

a. The GRANTEE covenants and agrees that the Property is conveyed "As Is" without any representation, warranty, or guaranty of any kind, as to any matter related to the conveyance including, but not limited to, the quantity, quality, character, condition (including patent and latent defects), size, habitability, or kind of the Property or any structures or fixtures attached to the Property or that the same is in a condition or fit to be used for the purpose which is intended by GRANTEE, and no claim, allowance or deduction upon any such grounds will be considered. GRANTEE has inspected or has had the opportunity to inspect the Property and accepts condition and state of repair of the Property and further acknowledges that GRANTOR has not made any representation, warranty, or guaranty concerning the condition of the Property.

b. No warranties, either express or implied, are given with regard to the condition of the Property, including, without limitation, whether the Property does or does not contain asbestos or lead-based paint. The GRANTEE shall be deemed to have relied solely on its own judgment in assessing the condition of the Property, including, without limitation, any asbestos, lead-based paint, or other conditions on the Property. Any failure of the GRANTEE to inspect or to exercise due diligence to be fully informed as to the condition of the Property will not constitute grounds for any claim or demand against the GRANTOR.

c. Nothing in this "As Is" provision will be construed to modify or negate the GRANTOR's obligation under any applicable statutory environmental obligations.

2. NON-DISCRIMINATION

The GRANTEE covenants for itself, its successors and assigns and every successor in interest to the Property hereby conveyed, or any part thereof, that the said GRANTEE and such successors and assigns shall not discriminate upon the basis of race, creed, color, religion, sex, disability, age, or national origin in the use, occupancy, sale, or lease of the Property, or in their employment practices conducted thereon. This covenant shall not apply, however, to the lease or rental of a room or rooms within a family dwelling unit; nor shall it apply with respect to religion to premises used primarily for religious purposes. The GRANTOR shall be deemed a beneficiary of this covenant without regard to whether it remains the owner of any land or interest therein in the locality of the Property hereby conveyed and shall have the sole right to enforce this covenant in any court of competent jurisdiction.

3. ANTI-DEFICIENCY ACT

The GRANTOR's obligation to pay or reimburse any money under this Deed is subject to the availability of funds appropriated for this purpose to the United States Department of the Army and nothing in this Deed shall be interpreted to require obligations or payments by the GRANTOR in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341 *et seq.*

4. INDEMNIFICATION AND HOLD HARMLESS

Upon transfer, the GRANTEE, to the extent permitted by applicable law, covenants and agrees for itself, its successors, and assigns to indemnify and hold the GRANTOR harmless against (1) any and all damage claims which may arise from or in connection with the condition of the Property prior to transfer actions or omissions of GRANTEE in its use or occupancy of the Property, and (2) any and all claims, damages, and judgments arising out of, or in any manner predicated upon, exposure to asbestos, lead-based paint, mold, pesticides, PCBs, or other condition on any portion of the Property after the date of conveyance herein.

5. NO WAIVER

The failure of the GRANTOR to insist in any one or more instances upon timely or complete performance of any obligation of the GRANTEE, its successors or assigns required by

the notices, covenants, conditions, or restrictions set forth in this Deed shall not be construed as a waiver or a relinquishment of the GRANTOR's right to future performance of any such obligation of the GRANTEE or its successors or assigns required by the said notices, covenants, conditions, and restrictions; and all such obligations of the GRANTEE, its successors and assigns shall continue in full force and effect.

6. RETAINED ACCESS RIGHTS

The GRANTOR retains and reserves a perpetual and assignable easement and right of access on, over, and through the Property, to enter upon the Property in any case in which an environmental response or corrective action is found to be necessary on the part of the GRANTOR, without regard to whether such environmental response or corrective action is on the Property or on adjoining or nearby lands. Such easement and right of access includes, without limitation, the right to perform any environmental investigation, survey, monitoring, sampling, testing, drilling, boring, coring, testpitting, installing monitoring or pumping wells or other treatment facilities, response action, corrective action, or any other action necessary for the GRANTOR to meet its responsibilities under applicable laws and as provided for in this instrument. Such easement and right of access shall be binding on the GRANTEE and its successors and assigns and shall run with the land.

In exercising such easement and right of access, the GRANTOR shall provide the GRANTEE or its successors or assigns, as the case may be, with reasonable notice of its intent to enter upon the property and exercise its rights under this clause, which notice may be severely curtailed or even eliminated in emergency situations. The GRANTOR shall use reasonable means to avoid and to minimize interference with the GRANTEE'S and the GRANTEE'S successors' and assigns' quiet enjoyment of the Property. At the completion of work, the work site shall be reasonably restored. Such easement and right of access includes the right to obtain and use utility services, including water, gas, electricity, sewer, and communications services available on the Property at a reasonable charge to the GRANTOR. Excluding the reasonable charges for such utility services, no fee, charge, or compensation will be due the GRANTEE, nor its successors and assigns, for the exercise of the easement and right of access hereby retained and reserved by the GRANTOR.

In exercising such easement and right of access, neither the GRANTEE nor its successors and assigns, as the case may be, shall have any claim at law or equity against the GRANTOR or any officer, employee, agent, contractor of any tier, or servant of the GRANTOR based on actions taken by the GRANTOR or its officers, employees, agents, contractors of any tier, or servants pursuant to and in accordance with this clause: Provided, however, that nothing in this paragraph shall be considered as a waiver by the GRANTEE and its successors and assigns of any remedy available to them under the Federal Tort Claims Act.

7. ENVIRONMENTAL PROTECTION PROVISIONS

The GRANTEE shall neither transfer, lease, nor grant any interest, privilege, or license whatsoever in connection with the Property, or any portion thereof, without including the “Environmental Protection Provisions” as set forth in EXHIBIT C for the described Property all of which are attached hereto and made a part hereof, and shall require the said provisions be included in all subsequent deeds, easements, transfers, leases, or grant of any interest, privilege, or license in, of, on, or to the said portions of the Property.

[Signature Pages Follow]

IN WITNESS WHEREOF, the GRANTOR has caused this Quitclaim Deed to be executed in its name by the Director of Real Estate, Headquarters, United States Army Corps of Engineers this ____ day of _____, 2026.

UNITED STATES OF AMERICA

By: _____
Paula S. Johnson-Muic
Director of Real Estate
Headquarters, U.S. Army Corps of Engineers

ACKNOWLEDGEMENT

STATE OF TEXAS)
)
COUNTY OF DALLAS)

I _____, a Notary Public in Dallas County, Texas, do hereby certify that on this _____ day of _____, 2026, personally appeared before me Paula S. Johnson-Muic, Director of Real Estate, Headquarters, U.S. Army Corps of Engineers, whose name is signed to the foregoing instrument and who acknowledged the foregoing instrument to be her free act and deed on the date shown for and on behalf of the United States of America for the purposes and consideration therein expressed.

Notary Public (SEAL)

My commission expires: _____

ACCEPTANCE BY GRANTEE

The GRANTEE hereby accepts this Quitclaim Deed for itself, its successors and assigns, subject to all of the notices, covenants, conditions, restrictions, reservations, and terms contained herein, this _____ day of _____ 2026.

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY

BY: _____
JOHN F. BARR
President

CERTIFICATION

I, _____ certify that I am the _____ of the Board of County Commissioners of Washington County named herein as the Grantee of the Real Property being conveyed; that _____, who executed this conveyance instrument on behalf of the Grantee is President of the Grantee; and that this conveyance instrument was signed on behalf of the Board of County Commissioners of Washington County by authority of its governing body and is within the scope of its municipal corporate powers.

BY: _____ (SEAL)
Its

STATE OF MARYLAND)
)
COUNTY OF WASHINGTON)

I _____, a Notary Public in Washington County, Maryland,
do hereby certify that on this _____ day of _____, 2026, personally
appeared before me _____, whose name is signed to the foregoing instrument and who
acknowledged the foregoing instrument to be her free act and deed on the date shown for and on
behalf of the Board of County Commissioners for Washington County for the purposes and
consideration therein expressed.

Notary Public (SEAL)

My commission expires: _____

Exhibit B-1

SURVEYOR'S CERTIFICATION

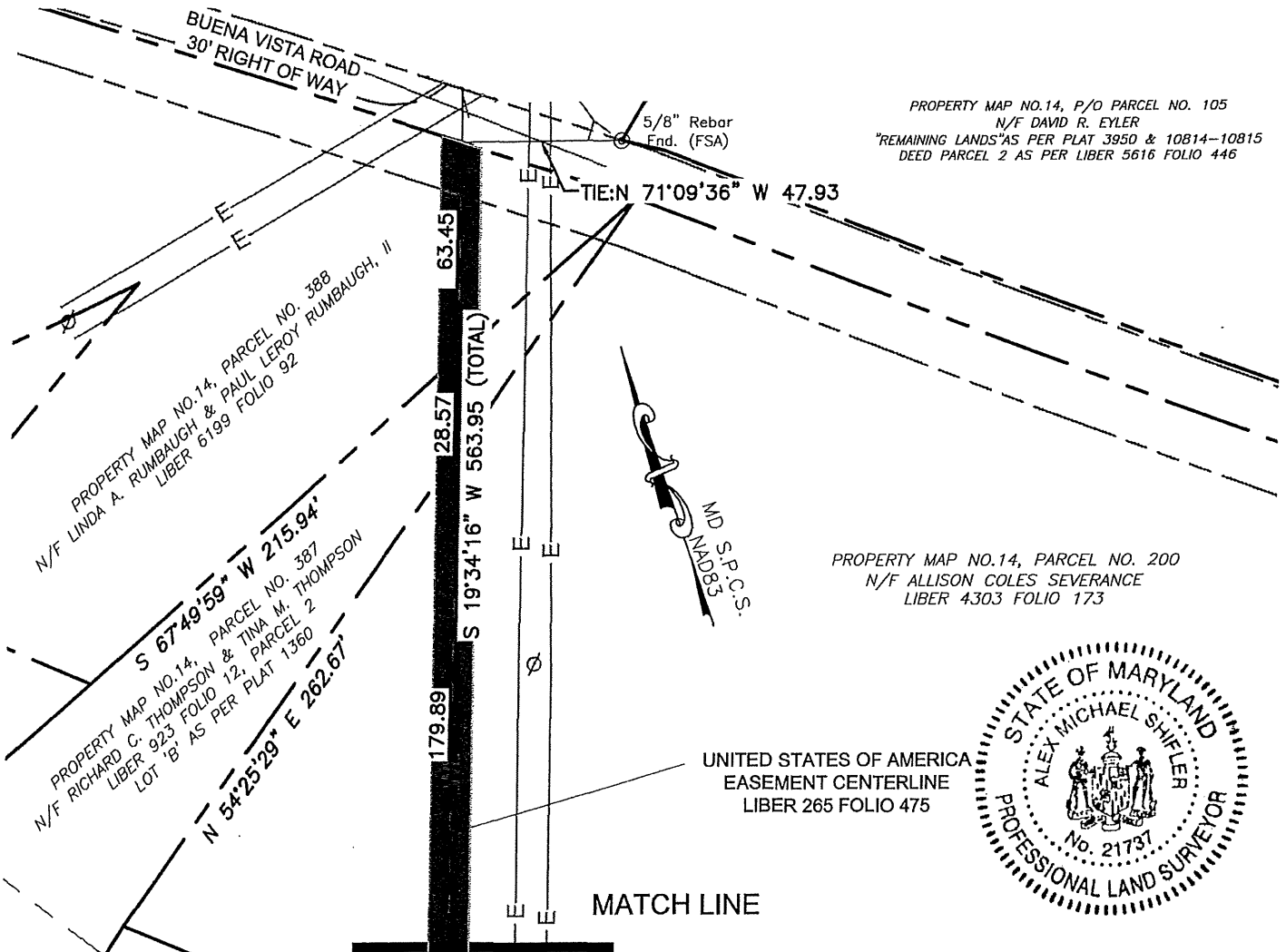
I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE PLAN SHOWN HEREON IS CORRECT AND IS IN COMPLIANCE WITH THE REQUIREMENTS AS SET FORTH IN ANNOTATED CODE OF MARYLAND (COMAR) TITLE 09.13.06.12.


ALEX MICHAEL SHIFLER (DATE) 3/13/25

MD REG. NO. 21737 (EXPIRATION/RENEWAL DATE: DEC. 23, 2025)
FOR THE WASHINGTON COUNTY DIVISION OF ENGINEERING

NOTES:

1. THIS EXHIBIT ISN'T INTENDED TO REPLACE AN EXAMINATION OF TITLE.
2. THIS EXHIBIT ISN'T INTENDED TO SHOW ALL MATTERS AFFECTING TITLE
3. THE GEOMETRY OF THIS EXHIBIT IS AND APPROXIMATION OF THE EXISTING WATERLINE BASED ON OBSERVED UTILITY MARKINGS AND IS BELIEVED TO BE THE SAME WATERLINE DESCRIBED IN LIBER 265, FOLIO 475
4. PROPERTY INFORMATION WAS ESTABLISHED BY REFERENCED DEED AN MONUMENTS FOUND AND IS NOT THE RESULT OF A BOUNDARY SURVEY



Washington County, Maryland Division of Engineering

Washington County Administrative Annex Building
747 Northern Avenue, Hagerstown, MD 21742
Phone: 240-313-2400 Fax: 240-313-2401

U.S.A. EASEMENT TO B.O.C.C.

DESCRIPTION EASEMENT EXHIBIT UNITED STATES OF AMERICA LIBER 265 FOLIO 475

Drawn By: A.M.S. Checked: T.J.M. Scale: 1"=50'

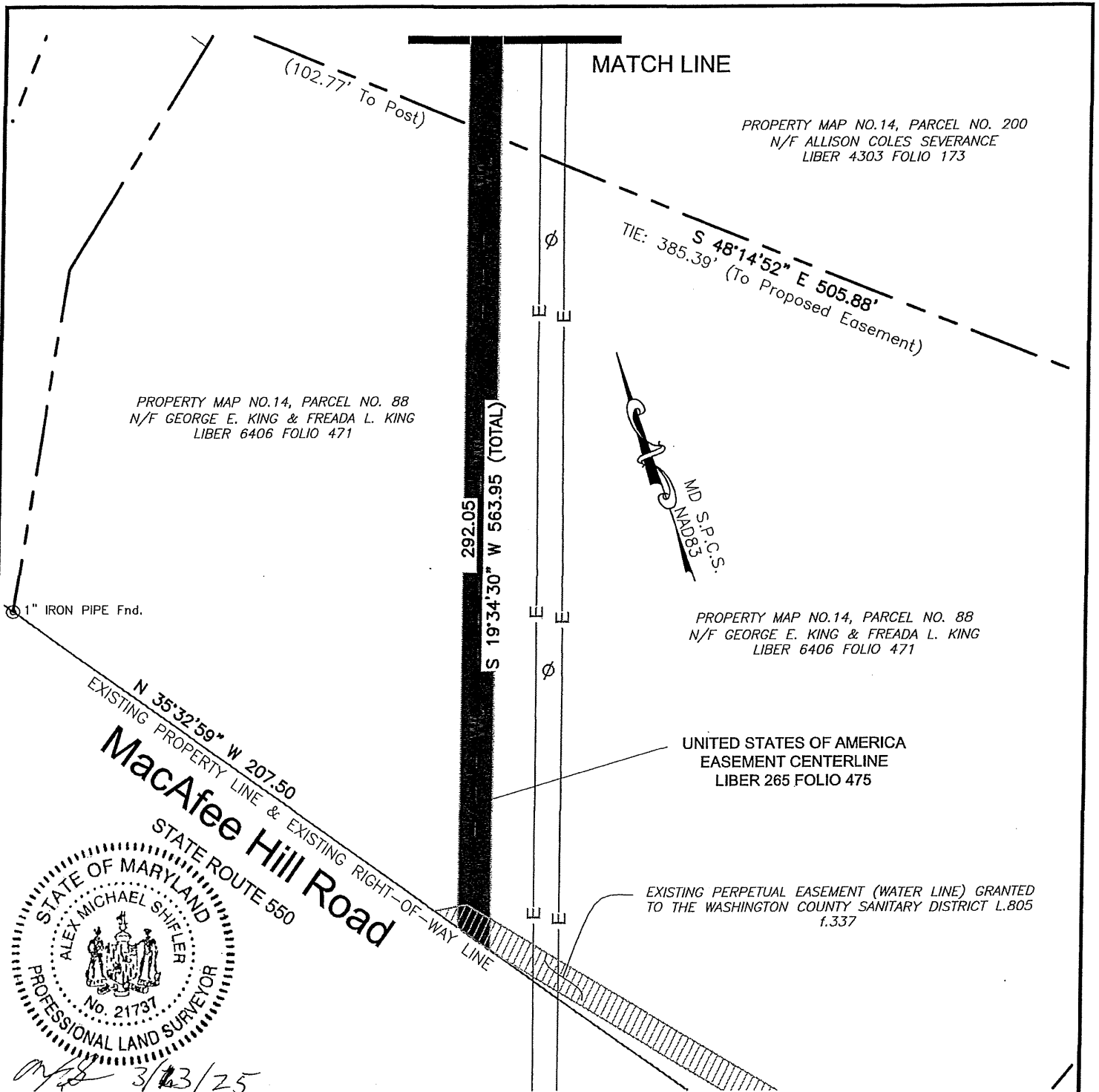
SHEET 1 OF 2

Date: 03/06/2025

Liber/Folio: 265/475

Project #: 24-085

Exhibit B-1



3/23/25

Washington County, Maryland
Division of Engineering

Washington County Administrative Annex Building
 747 Northern Avenue, Hagerstown, MD 21742
 Phone: 240-313-2400 Fax: 240-313-2401

U.S.A. EASEMENT TO B.O.C.C.

DESCRIPTION EASEMENT EXHIBIT UNITED STATES OF AMERICA LIBER 265 FOLIO 475		
Drawn By: T.J.M.	Checked: A.M.S.	Scale: 1"=50'
SHEET	2 OF 2	Date: 03/06/2025
Liber/Folio:	265/475	Project #: 24-085

Exhibit B-2

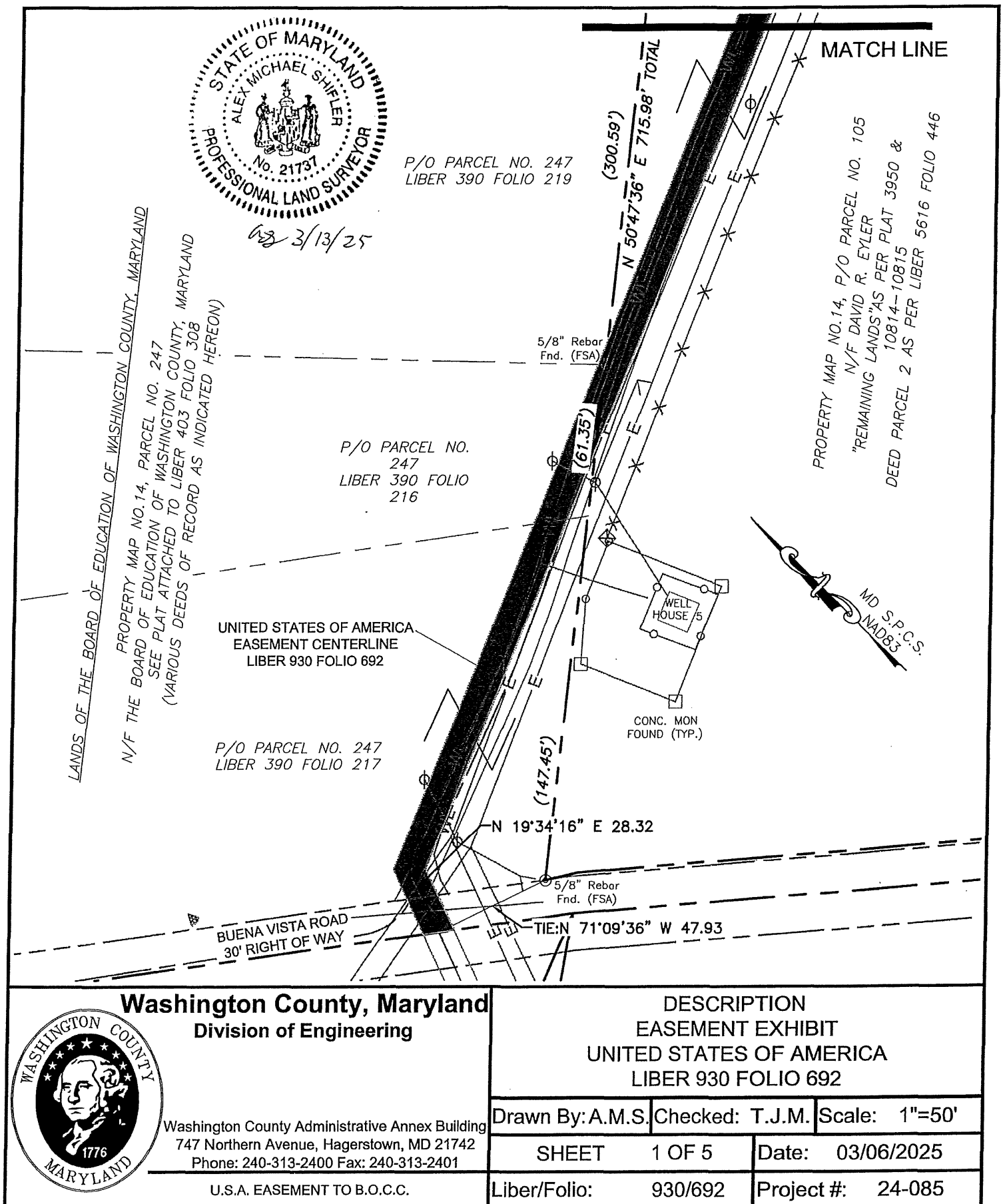


Exhibit B-2

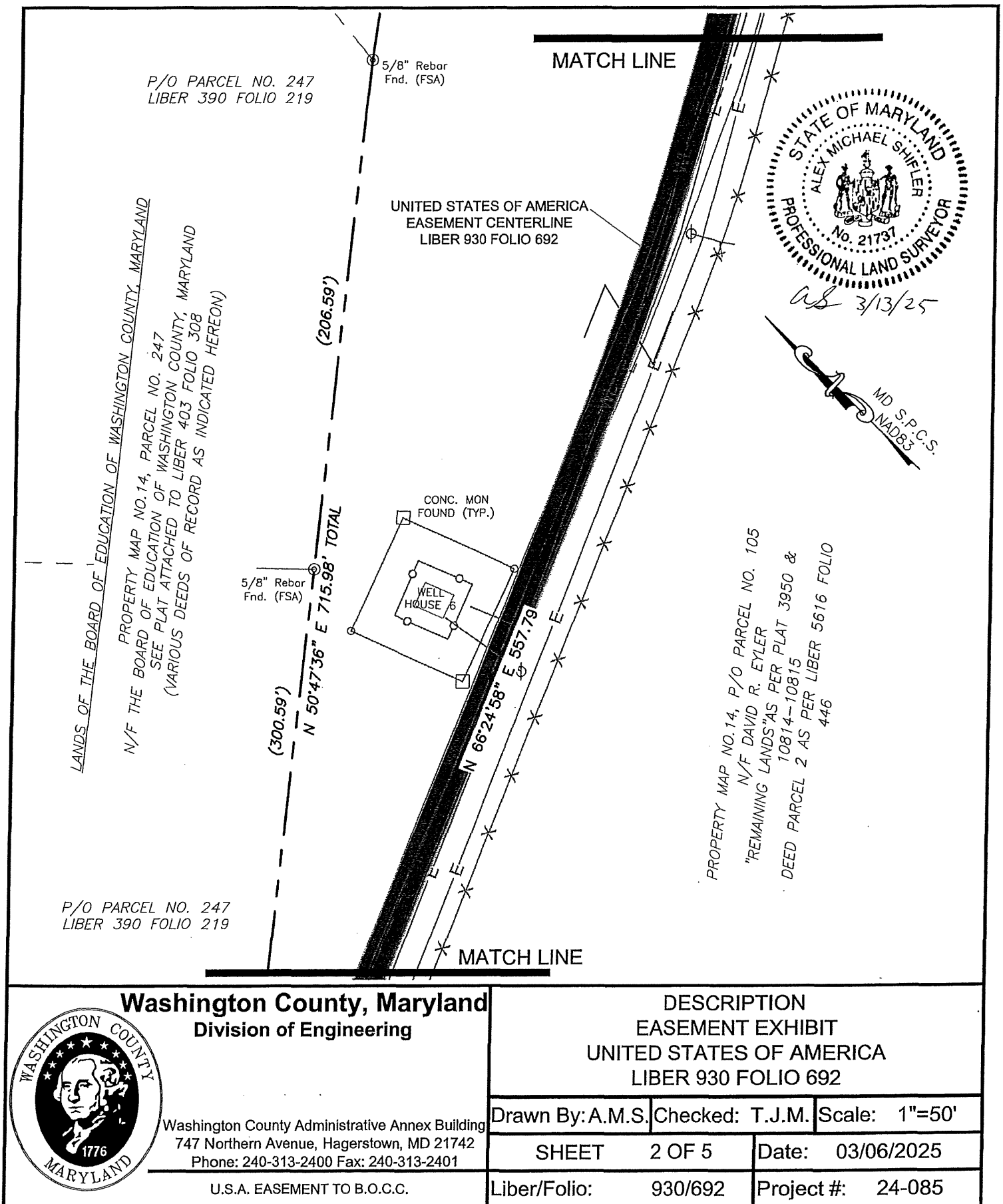
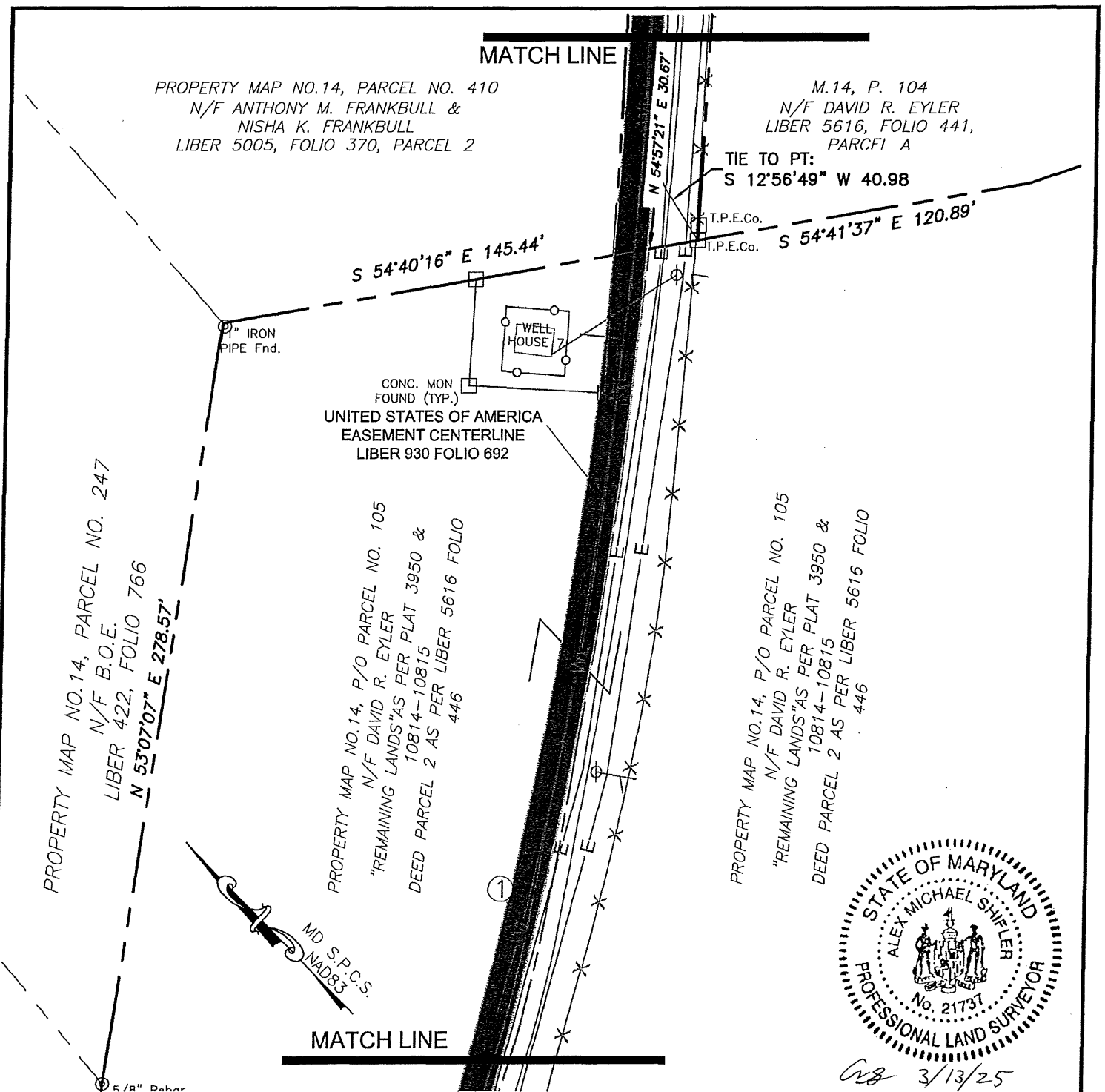


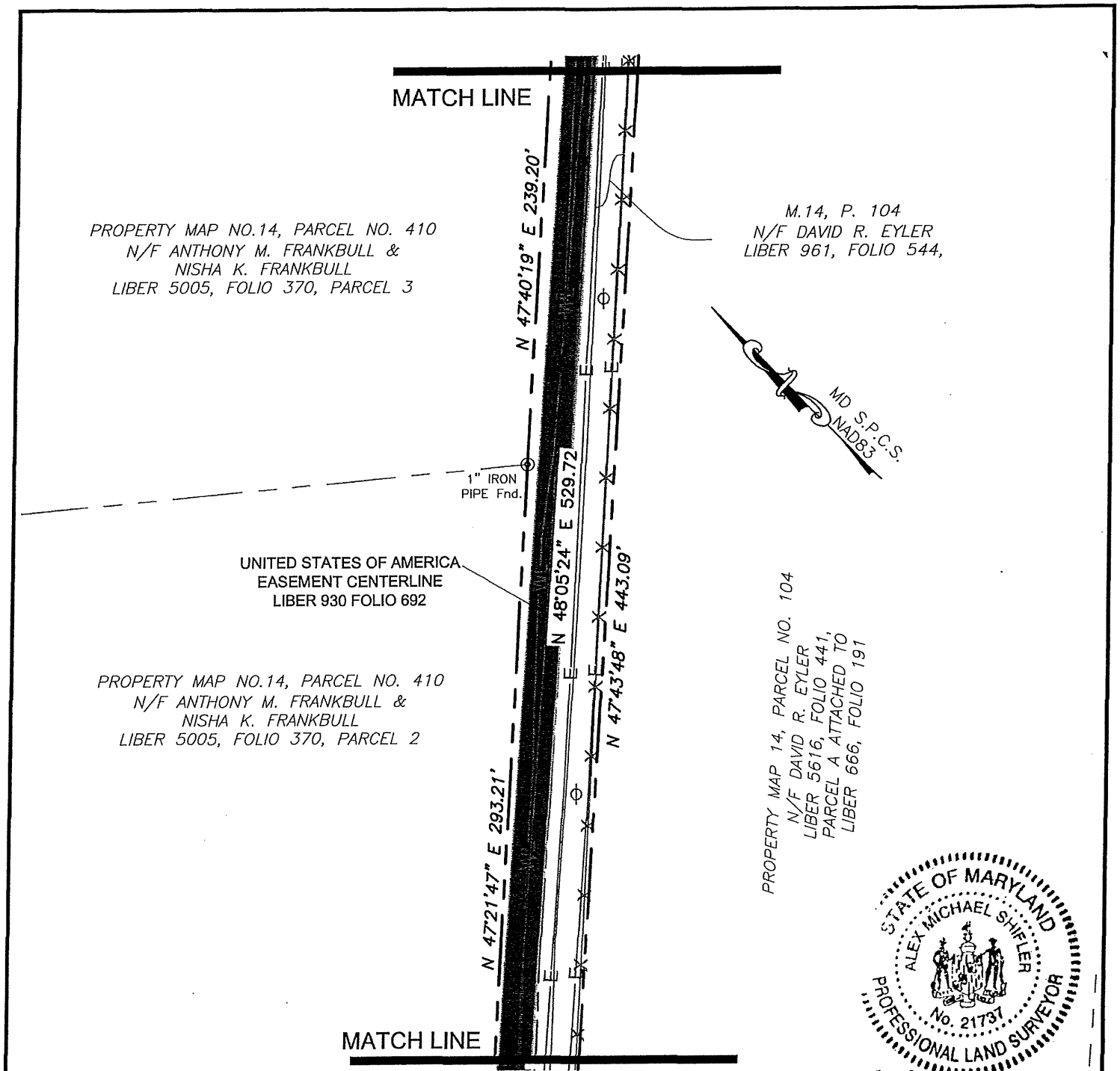
Exhibit B-2



3/13/25

 Washington County, Maryland Division of Engineering Washington County Administrative Annex Building 747 Northern Avenue, Hagerstown, MD 21742 Phone: 240-313-2400 Fax: 240-313-2401 U.S.A. EASEMENT TO B.O.C.C.	DESCRIPTION EASEMENT EXHIBIT UNITED STATES OF AMERICA LIBER 930 FOLIO 692		
	Drawn By: T.J.M.	Checked: A.M.S.	Scale: 1"=50'
	SHEET	3 OF 5	Date: 03/06/2025
	Liber/Folio:	930/692	Project #: 24-085

Exhibit B-2



CS 3/13/25

Washington County, Maryland Division of Engineering Washington County Administrative Annex Building 747 Northern Avenue, Hagerstown, MD 21742 Phone: 240-313-2400 Fax: 240-313-2401 U.S.A. EASEMENT TO B.O.C.C.	DESCRIPTION EASEMENT EXHIBIT UNITED STATES OF AMERICA LIBER 930 FOLIO 692		
	Drawn By: A.M.S.	Checked: T.J.M.	Scale: 1"=50'
	SHEET	4 OF 5	Date: 03/06/2025
	Liber/Folio:	930/692	Project #: 24-085

Exhibit B-2

NOTES:

1. THIS EXHIBIT ISN'T INTENDED TO REPLACE AN EXAMINATION OF TITLE.
2. THIS EXHIBIT ISN'T INTENDED TO SHOW ALL MATTERS AFFECTING TITLE
3. THE GEOMETRY OF THIS EXHIBIT IS AND APPROXIMATION OF THE EXISTING WATERLINE BASED ON OBSERVED UTILITY MARKINGS AND IS BELIEVED TO BE THE SAME WATERLINE DESCRIBED IN LIBER 930, FOLIO 692
4. PROPERTY INFORMATION WAS ESTABLISHED BY REFERENCED DEED AN MONUMENTS FOUND AND IS NOT THE RESULT OF A BOUNDARY SURVEY

MAP NO.14, PARCEL 433
N/F
WASHINGTON COUNTY B.O.C.C.
LIBER 1011, FOLIO 10

UNITED STATES OF AMERICA PERPETUAL & ASSIGNABLE EASEMENT LIBER 930 FOLIO 692					
LINE/CURVE	RADIUS	ARC	BEARING/CHORD	LENGTH	TAN
1	1700.00'	543.75'	S 57°15'11" W	541.43'	274.21

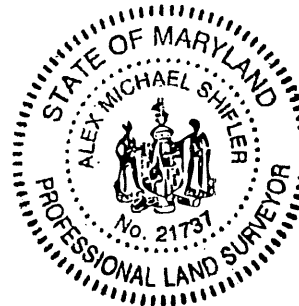
SURVEYOR'S CERTIFICATION

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE PLAN SHOWN HEREON IS CORRECT AND IS IN COMPLIANCE WITH THE REQUIREMENTS AS SET FORTH IN ANNOTATED CODE OF MARYLAND (COMAR) TITLE 09.13.06.12.

ALEX MICHAEL SHIFLER

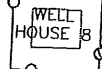
3/13/2025
(DATE)

MD REG. NO. 21737 (EXPIRATION/RENEWAL DATE: DEC. 23, 2025)
FOR THE WASHINGTON COUNTY DIVISION OF ENGINEERING



PROPERTY MAP NO.14, PARCEL NO. 270
N/F CHARLES R. GLADHILL, II
LIBER 1873, FOLIO 538

CONC. MON
FOUND (TYP.)



N 46°54'36" W 670.68' (TOTAL)

PROPERTY MAP NO.14, PARCEL NO. 410
N/F ANTHONY M. FRANKBULL &
NISHA K. FRANKBULL
LIBER 5005, FOLIO 370, PARCEL 3

UNITED STATES OF AMERICA
EASEMENT CENTERLINE
LIBER 930 FOLIO 692

N 47°38'45" E
117.16'

N 05°14'40" W
21.88' (TOTAL)

N 47°38'58" E
37.70'

N 47°43'48" E
51.65'

N 54°12'36" W 32.70'

MATCH LINE

S 71°37'19" E 174.06'

S 71°09'07" E 214.77' To a Post Fnd.

MD S.P.C.S.
NAD83



Washington County, Maryland
Division of Engineering

Washington County Administrative Annex Building
747 Northern Avenue, Hagerstown, MD 21742
Phone: 240-313-2400 Fax: 240-313-2401

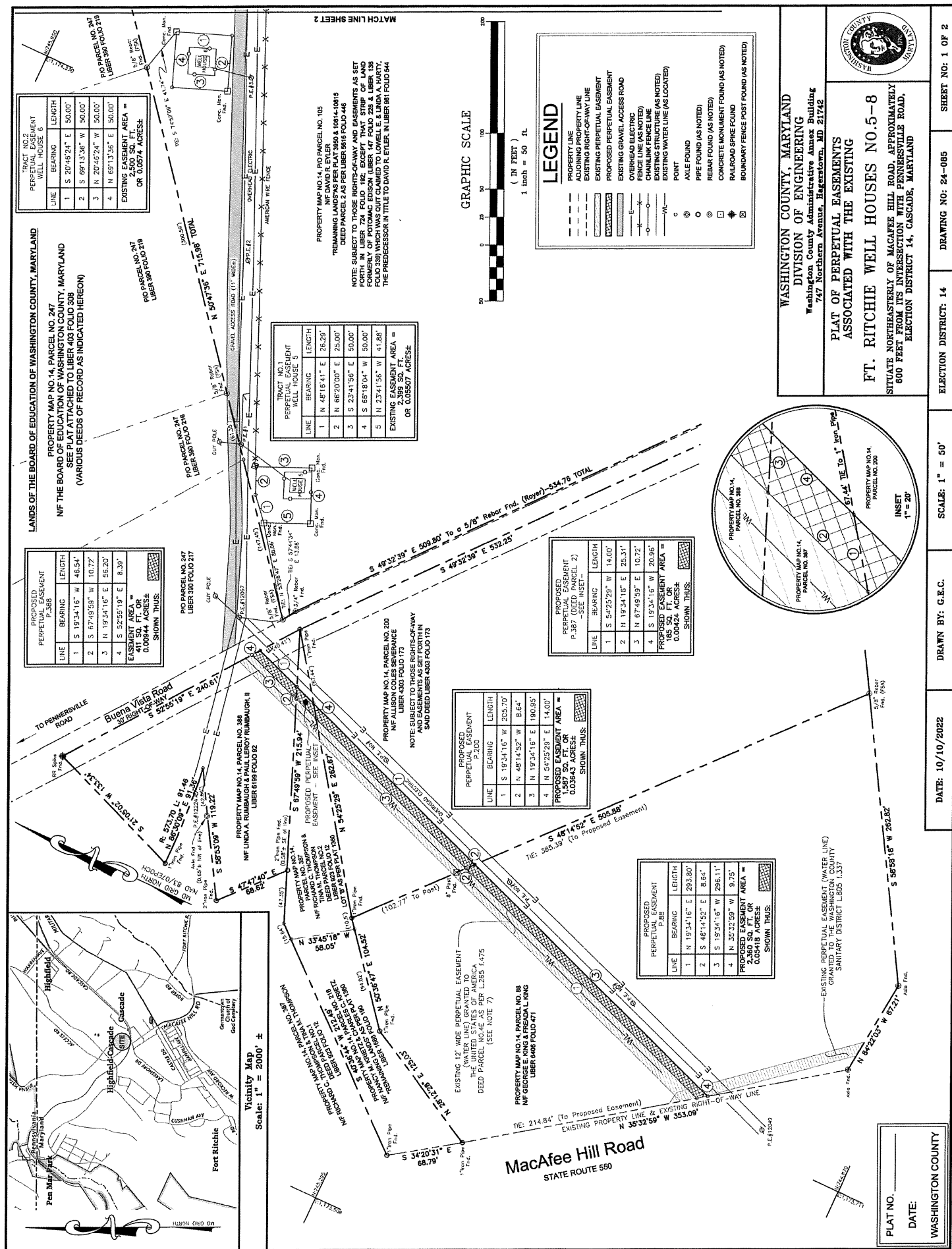
U.S.A. EASEMENT TO B.O.C.C.

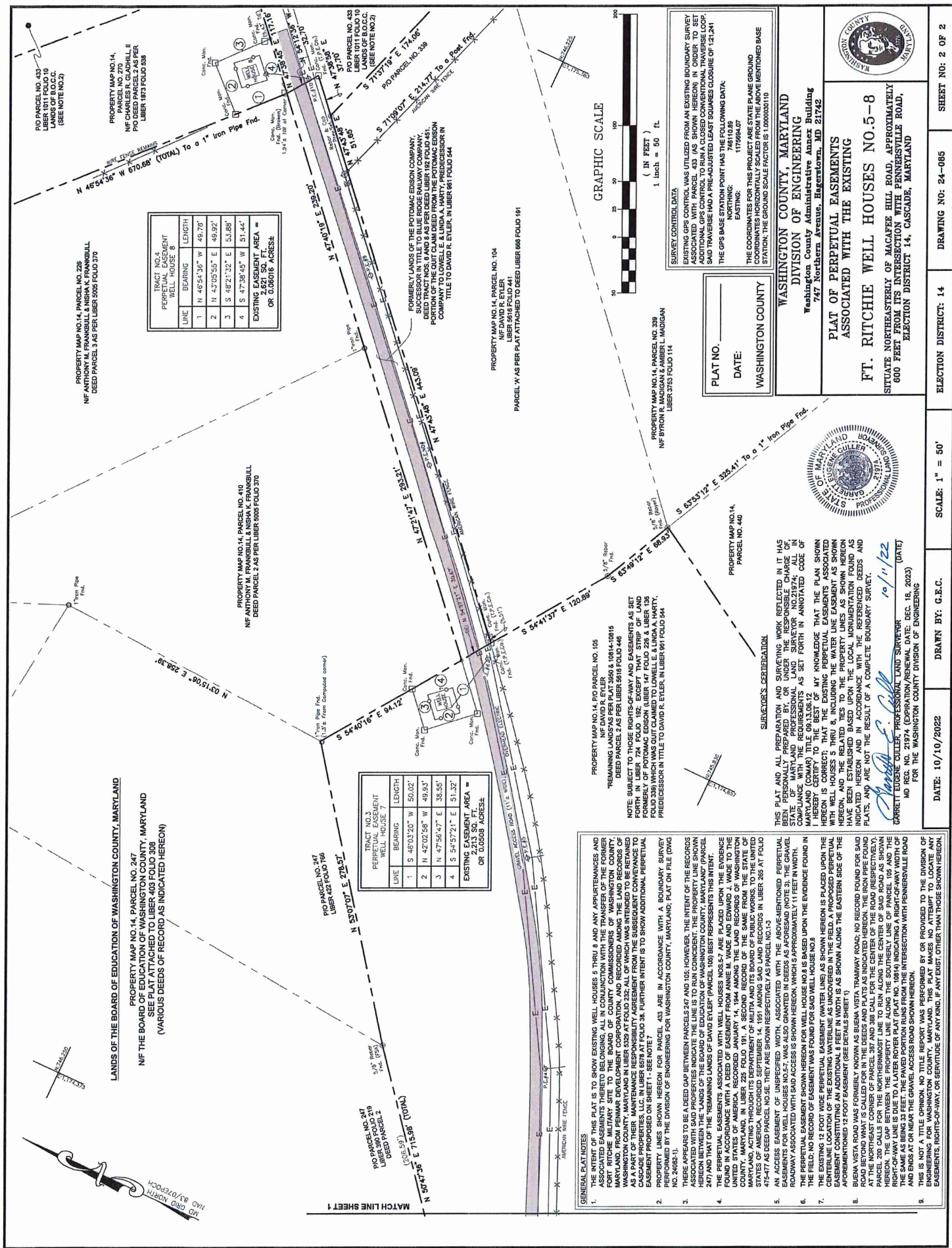
DESCRIPTION
EASEMENT EXHIBIT
UNITED STATES OF AMERICA
LIBER 930 FOLIO 692

Drawn By: A.M.S. | Checked: T.J.M. | Scale: 1"=50'

SHEET 5 OF 5 | Date: 03/06/2025

Liber/Folio: 930/692 | Project #: 24-085







Agenda Report Form

OPEN SESSION ITEM

SUBJECT: CIP Budget Transfer – Department of Water Quality

The **PRESENTATION DATE:** August 11, 2026

PRESENTATION BY: David A. Mason, PE, Interim Director, Division of Environmental Management

RECOMMENDED MOTION: Motion to approve transfer of funds from 38—EQP068-Sharpsburg Water Meter Cradle Replacement to 38-41010-LIN044-Cascade Town Center Water System Improvements in the amount of \$130,000. Approve transfer of remaining balance of \$ 35,663.97 in 38-EQP068- Sharpsburg Water Meter Cradle Replacement to 38041010-Sharpsburg WTP.

REPORT-IN-BRIEF: The Sharpsburg Water Meter Cradle Replacement Project is complete and has a remaining fund balance of \$165,663.97. Funding can be utilized for other water systems.

DISCUSSION: The Sharpsburg Water Meter Cradle Replacement Project is complete and has a fund balance of \$ 165,663.97. The Cascade Town Center Water System has been connected to the Highfield Water System and infrastructure additions and improvements are needed. Transfer of the funds will be used to purchase and install water meters and make repairs to the system to better monitor water usage and billing. The Sharpsburg WTP needs valve upgrades to streamline and improve operations. The transfer of the funds will allow the Department to begin making the needed improvements

FISCAL IMPACT: No Fiscal Impact

CONCURRENCES: Chief Financial Operator, Kelcee Mace

ATTACHMENTS: N/A



Washington County, Maryland

Budget Adjustment Form

(?)

☒ Budget Amendment☐ Budget Transfer**Fiscal Year**

2027

BOCC Approval Date (if known)

MM/DD/YYYY

Deputy Director - Finance *

Sign

Preparer, if applicable*Zane Garrett*

signed by Garrett, Zane M.

8/5/2026, 2:46:50 PM

Department Head Authorization

Sign

Division Director / Elected Official Authorization

Sign

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
599999	38	41010	LIN044	CNST	Cascade Town Center Water System Improvements	130,000
599999	38	41010	TRP023	CNST	Sharpsburg Water Treatment Plant	35,664
498741	38	41010	TRP023	0000	Water Funds	35,664
498741	38	41010	LIN044	0000	Water Funds	130,000

Explain Budget Adjustment

Excess funding from the Sharpsburg Water Meter Cradle replacement project (EQP068) is needed for various projects as identified in the agenda report form. Funding will come from CIP reserves (the project EQP068 was completed and closed out in FY26).

Attach Additional Items**Changelog**

<no changes have been made to this form>

Comments:**Approve****Reject**



Agenda Report Form

(Personnel Reorganization)

Open Session Item

SUBJECT: Recommendation to relocate the IT Training Specialist to Budget & Finance

PRESENTATION DATE: August 11th, 2026

PRESENTATION BY: Chip Rose, Director of Human Resources

RECOMMENDED MOTION: Staff seeks a motion to approve the move of position #1573, IT Training Specialist, from IT to Budget & Finance and complete the associated budget transfer. This position is currently held by Nick Reihner, Grade 12, Step 5 (\$71,489).

REPORT-IN-BRIEF: Three years ago, it was decided that the personnel in the Software Support & Training department would be better aligned in the Budget & Finance organization. The Deputy Director, Angie Poffenberger and Software Support Analyst Jennifer Landman were moved to better enable the capabilities in Oracle. The third member of that team, Nick Reihner, was asked instead to remain in IT and accept the role as the IT Training Specialist.

DISCUSSION: It's become clear holding Nick back was an oversight. The majority of Nick's assignments (90% +) are Laser Fiche tickets and his expertise would be better located in the Software Support & Training department.

FISCAL IMPACT: This is a budgeted position. The position number, budget, and current responsibilities would all transfer to the Software Support & Training team in B&F, effective asap. Budget amount to be transferred is \$80,740.

CONCURRENCES: Michelle Gordon, County Administrator.

ATTACHMENTS: Ticket volume for the IT Training Specialist; Budget Adjustment Form

Review of all 615 tickets assigned to Nick Reihner in 2025.

Type	Tickets	Ticket %	Hours	Hour %
Laserfiche	511	83.09%	1,615.75	91.80%
Network Security (KnowBe4 Training)	50	8.13%	15.50	0.88%
Software	13	2.11%	30.25	1.72%
Active Directory	11	1.79%	1.50	0.09%
Scanner	8	1.30%	13.50	0.77%
Blank/No Type	5	0.81%	66.50	3.78%
Server	5	0.81%	4.75	0.27%
Hardware	4	0.65%	6.25	0.36%
Office 365	3	0.49%	0.75	0.04%
Printer	2	0.33%	0.75	0.04%
Virtual	1	0.16%	1.75	0.10%
Purchases	1	0.16%	1.00	0.06%
Oracle	1	0.16%	1.75	0.10%

I have also included 2026 ticket review and breakdown:

Type	Tickets	Ticket %	Hours	Hour %
Laserfiche (Support + Development)	313	89.69%	732.71	95.34%
Copilot Training Development	1	0.29%	12.08	1.57%
Scanner	9	2.58%	10.50	1.37%
Training	7	2.01%	3.50	0.46%
Network Security(KnowBe4 Training)	10	2.87%	2.75	0.36%
Software	3	0.86%	2.75	0.36%
Hardware	1	0.29%	2.75	0.36%
Office 365	2	0.57%	1.25	0.16%
Purchases	1	0.29%	0.25	0.03%
Active Directory	1	0.29%	0.00	0.00%
Phones	1	0.29%	0.00	0.00%



Washington County, Maryland

Budget Adjustment Form

(?)
☐ Budget Amendment
☒ Budget Transfer

Fiscal Year *

2027

BOCC Approval Date (if known)

08/11/2026

Preparer, if applicable

Sign

Department Head Authorization

Sign

Division Director / Elected Official Authorization *

Kelcee Mace ✕

signed by Mace, Kelcee G.
8/4/2026, 1:24:48 PM

☐ Click here to reorder rows

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-	
500000	10	10500		▼	Wages - Full Time - Budget & Finance	60,490	✕
500100	10	10500		▼	FICA - Employer - Budget & Finance	4,630	✕
500125	10	10500		▼	Other Insurance - Budget & Finance	230	✕
500130	10	10500		▼	Pension - Budget & Finance	15,120	✕
500140	10	10500		▼	Workers Compensation - Budget & Finance	270	✕
500000	10	11000		▼	Wages - Full Time - IT	-60,490	✕
500100	10	11000		▼	FICA - Employer - IT	-4,630	✕
500125	10	11000		▼	Other Insurance - IT	-230	✕
500130	10	11000		▼	Pension - IT	-15,120	✕
500140	10	11000		▼	Workers Compensation - IT	-270	✕

[Add another row](#)

Explain Budget Adjustment *

Transferring wage and benefit budgets due to the reorganization of the Information Technologies Training Specialist (position 1573) from the Information Technology department to Budget & Finance department.

Attach Additional Items

Upload

Routing Guidance

Instructions for Budget and Finance; who needs to sign, their e-mail address, etc.

Submit

Save as Draft



Agenda Report Form

Open Session Item

SUBJECT: Mutual Aid MOU with Jefferson County, West Virginia

PRESENTATION DATE: August 11, 2026

PRESENTATION BY: Zachary Kieffer, County Attorney

RECOMMENDED MOTION: Move to Approve MOU between Board of County Commissioners of Washington County, Maryland and the County Commission of Jefferson County and Jefferson County West Virginia Regarding Mutual Aid Assistance.

REPORT-IN-BRIEF: County staff met with Counterparts from Jefferson County. Mutual Aid MOU was discussed at staff level by County Administrator, County Attorney with DES and Emergency Management and Communications Directors. The Jefferson County Commission unanimously approved the MOU at a meeting of the Commission on June 30, 2026.

DISCUSSION: Highlights of the Mutual Aid Assistance MOU include: Assistance contingent upon availability of staffing. General waiver of claims against the other party except for gross negligence or willful misconduct. Either County may initiate a request for aid. Responding party will determine the amount and type of equipment to be dispatched. Promotion and encouragement of cross-training. The parties can still bill for services, when applicable. Should the BOCC vote to approve the MOU, Jefferson County has requested a separate signing ceremony be scheduled

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Memorandum of Understanding

AUDIO/VISUAL NEEDS: N/A

**MEMORANDUM OF UNDERSTANDING (“Agreement”) BETWEEN
BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, MARYLAND
AND
THE COUNTY COMMISSION OF JEFFERSON COUNTY AND JEFFERSON
COUNTY WEST VIRGINIA REGARDING MUTUAL AID ASSISTANCE**

- I. **AUTHORITY.** This Agreement is authorized under the provisions of state law, including, without limitation, West Virginia Code 15-5-11, 15 -5-22, Maryland Code of Public Safety 14-702, and related statutes. This agreement is intended to comport with the aforementioned statutes and bring the named entities, their agents and employees under the scope of the aforementioned statutes.

- II. **PURPOSE.** The purpose of this Agreement is to set forth terms by which the Jefferson County Commission through the Jefferson County Emergency Services Agency (JCESA) of Jefferson County, West Virginia and the Board of County Commissioners of Washington County, Maryland through the Washington County Division of Emergency Services (WCDES) will provide mutual aid assistance to one another in order to render emergency assistance resulting from EMS incidences or other response during a local, state or federal emergency which requires emergency services.

- III. **RESPONSIBILITIES:**
 - A. WCDES shall provide the following assistance contingent upon availability of staffing:
 1. Upon request by the JCESA, subject to availability of staffing, WCDES will respond to locations within the requesting JCESA jurisdiction, with trained/certified personnel and reasonably available assets and equipment for EMS emergencies as the call requires.
 2. WCDES personnel and assets will not be deployed if the WCDES reasonably determines that the personnel and assets are not available.

 - B. JCESA shall provide the following assistance contingent upon availability of staffing:
 1. Upon request by the WCDES, subject to the availability of staffing, JCESA will respond to locations within the requesting WCDES jurisdiction, with trained/certified personnel and reasonably available assets and equipment for EMS emergencies as the call requires.

2. JCESA personnel and assets will not be deployed if the JCESA reasonably determines that the personnel and assets are not available.

IV. LIABILITY.

- A. Nothing in this Agreement is intended to conflict with current law or regulation or the directives of the WCDES or the JCESA. If a term of this Agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this Agreement shall remain in full force and effect. Notwithstanding this limitation, the authority described in section I, above, shall be given full force and effect.
- B. Personnel dispatched to aid a party pursuant to this Agreement shall remain employees of the aiding unit. All employee benefits, wage and disability payments, pensions, workman's compensation claims, damage to or destruction of equipment and clothing and medical expenses of the party rendering aid shall be the sole and exclusive responsibility of the respective party for its employees. No party hereto shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to the other party or its personnel.
- C. Any equipment used by a party in carrying out this Agreement shall, at the time of action hereunder, be under the operational control of that party, and all personnel acting for a party hereunder shall, at the time of such action, be an employee or volunteer of that party. The responding team will report directly to the incident commander in charge.
- D. Each party agrees to waive all claims against the other party, save those resulting from gross negligence or willful misconduct by a party hereto or its personnel, for any loss, damage, personal injury or death occurring in consequence of the performance of this Mutual Aid Assistance.

V. POINTS OF CONTACT.

Director, JCESA
419 16th Avenue
Ranson, West Virginia 25438
(304) 728-3287

Director, WCDES
16232 Elliott Parkway
Williamsport, Maryland 21795
(240) 313-4364

VI. OTHER PROVISIONS:

- A. The Director and other Senior Officials of each party to this Agreement are invited and encouraged to frequently visit the other's activities for familiarization tours consistent with local security, or other requirements and, as feasible, to jointly conduct training and drills.
- B. The WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS AND THE COUNTY COMMISSION OF JEFFERSON COUNTY enter into this agreement in an effort to provide mutual assistance, and increase public safety for the citizens of their respective Counties. When assistance is needed, either party may initiate the request. The requesting party will specify the location where aid is needed. The responding party will determine the amount and type of equipment to be dispatched and the number of personnel to allocate. The rendering of assistance under the terms of this Agreement is not mandatory on either party.
- C. Cross training will be offered by all parties and will be conducted at various times at facilities provided by both parties so that all responders can acclimate themselves to different environments and procedures. The use of these facilities will be coordinated between the WCDES Emergency Service Director or his/her designee and the Director of the JCESA or his/her designee. This includes but, is not limited to: EMS Operations, Leadership, etc.
- D. The Director of the JCESA and the Director of WCDES are authorized to meet and draft any necessary operational procedures consistent with the terms of this Agreement. Such procedures and any resulting agreements will become effective upon ratification by the appropriate personnel of each party.
- E. Each party is authorized to sign for or approve any fees for service, insurance billing documents, or any other documents that involve charges for equipment or services provided by the respective party.
- F. The personnel or assets of WCDES and JCESA shall not be considered as the primary response agency for any area other than their own.
- G. Media and public inquires. All questions from media or private citizens concerning activates related to operations and activities should be coordinated through the County Administrator or his/her designee. The parties' County Administrators shall collaborate to reach a mutually agreeable response to any media or public inquiry.

- H. Payment. No payment shall be made to either party by the other party as a result of this MOU unless by agreement or otherwise specified by law, court order, or other legally binding authority. No monetary value will be assessed for services rendered by either party. Both parties acknowledge that all services performed will be at their own cost.
- VII. EFFECTIVE DATE: The terms of this agreement will become effective on the date of signing by the last party.
- VIII. MODIFICATION: This agreement may be modified upon the mutual written consent of the parties.
- IX. TERMINATION. The terms of this agreement, as modified with the consent of all parties, will remain in effect until terminated by any of the parties. The agreement may be extended by mutual written agreement of the parties. Either party may terminate this agreement upon 30 days written notice to all other parties.

Approved and agreed by majority vote at a duly called meeting of the respective parties.

JEFFERSON COUNTY, WEST VIRGINIA

Signature
Name: Pasha Majdi
Title: President
Date: _____

WASHINGTON COUNTY, MARYLAND

Signature
Name: John F. Barr
Title: President
Date: _____